

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

**October 15, 2013**

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

Trustees Absent: Steve Sterling

Others Present: Debra Atkinson, Deputy Clerk  
Riley Carey, General Maintenance  
Clint Ellis, PC Tech/Report Writer  
Dr. Bruce Exstrom, Vice President of Instructional Services  
Angie Haflich, *Garden City Telegram*  
Leonard Hitz, Community Member  
Terry Lee, Faculty Senate, Science Instructor  
Cathy McKinley, Executive Director of Public Relations/Marketing  
Rachael Murungi, John Collins Technical Building Secretary  
Ryan Ruda, Vice President of Student Services/Athletic Director  
Dr. Mark Sarver, Director of EduKan  
Elaine Serafin, Part Time Public Relations Assistant  
Jeff Southern, Director Information Technology  
Bob Sperling, Community Member  
Herbert Swender, President  
Dee Wigner, Executive Vice President  
Breven Woydziak, President SGA

**CALL TO ORDER:**

Chair Douglass called the meeting to order at 6:04 p.m.

**COMMENTS FROM THE CHAIR:**

Chair Douglass introduced herself and thanked everyone for attending the GCCC Board of Trustee meeting. Chair Douglass stated that she is often asked about policy governance and went on to provide a brief overview.

Overview follows:

GCCC is governed by a six-member board of publicly-elected trustees, who serve terms of four years each. The trustees employ policy governance, in which the board sets objectives and parameters, and the college president is given responsibility for attaining objectives.

The Policy Governance Model was developed by John and Miriam Carver, and has been used at GCCC since the mid 1990's. The role of GCCC Trustees can best be described as Trustee owners. Policy Governance is an approach that emphasizes values, vision, empowerment of board and staff, and the strategic ability to lead leaders.

GCCC Trustees craft policies that define our values.

ENDS: The human needs that are to be met, for whom and what worth. Written with a long-term perspective, these policies embody most of the board's part of long range planning.

EXECUTIVE LIMITATIONS: The Board establishes the boundaries of acceptability within which staff methods and activities can responsibly be left to staff.

BOARD MANAGEMENT DELEGATION: The board clarifies the manner in which it delegates authority to staff as well as how it evaluates staff performance on provisions of the Ends and Executive Limitations.

GOVERNANCE PROCESS: The board determines its philosophy, its accountability, and specifics of its own job.

Boards utilizing the Policy Governance model should delegate as much authority as possible. The most effective and operative organization is the board's instrument to attain the desired ENDS. So, to achieve the Best Instrument, for it to be as powerful as possible, yet bound by prudence, ethics and legality, we as a board, empower our CEO, Dr. Herbert Swender, to operate the instrument to achieve the ENDS.

Chair Douglass made the following comments:

- Congratulated GCCC for being named to the 2014 coveted "Military Friendly Schools" list for the second consecutive year.
- Extended congratulations to GCCC Homecoming Queen, Perla Delgado, and Homecoming King, Brevan Woydziak.
- Noted that for the first time in its history, the GCCC Meats Team hosted the first day of the annual Beef Empire Days Intercollegiate Meat Judging Contest.
- Expressed thanks to GCCC Endowment Association and all the volunteers that made the phonathon a success.
- Welcomed the Multicultural Conference back to the GCCC campus.

#### **OPEN COMMENTS FROM PUBLIC:**

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

#### **INTRODUCTION OF NEW EMPLOYEES:**

Vice President of Instructional Services, Dr. Bruce Exstrom, introduced new GCCC employee Rachael Murungi, John Collins Technical Building Secretary. Executive Vice President, Dee Wigner introduced new GCCC employees Riley Carey, General Maintenance, and Clint Ellis, PC Tech/Report Writer.

President 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, expressed his appreciation for the opportunity of presenting a report to the Board from SGA.

Woydziak reported that SGA has hosted the following events:

- 112 students participated in Breakfast Bingo.
- SGA sponsored Spirit Week October 7-11. Woydziak noted that the bonfire scheduled

on October 10 had to be cancelled due to weather but that all enjoyed the indoor pep rally. GCCC Homecoming October 12

Future events:

- Casino Night will be held on October 31<sup>st</sup> starting at 8:30pm there will be free food, a variety of casino games and prizes.

Chair Douglass expressed thanks to Woydziak for his report.

### **REPORT FROM FACULTY SENATE:**

Terry Lee, Faculty Senate President/Science Instructor, shared with Trustees the following:

- Faculty Senate is in the process of approving faculty travel requests for professional development.
- Faculty Senate leadership continues to meet regularly with Vice President of Instructional Services, Bruce Exstrom, and President Swender as his schedule allows.
- Faculty Senate will host an open discussion faculty luncheon with President Swender on October 18.
- Hosting the ACJA/LAE Region III Conference.

In response to trustee inquiry, Lee reported that Faculty Senate meets on a bi-weekly schedule and that Faculty Senate minutes are in the process of being updated on the web site.

Trustees extended their appreciation for the report.

### **REPORT FROM EDUKAN-DR. MARK SARVER:**

Dr. Mark Sarver, Chief Executive Officer's, report included a brief over view of the history of EduKan, and a PowerPoint presentation detailing growth specific to GCCC. Sarver expressed appreciation to GCCC as a pilot institution in a specialized program for on-line English Language Learners (ELL). President Swender congratulated Dr. Sarver for his leadership and thanked him for elevating the mission of EduKan.

Trustees extended their appreciation to Sarver for the report.

### **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 Clifford, to approve consent agenda items, II-A-D as presented.***

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

***Nays: None***

***Motion carried: 5-0***

#### **Approved actions follow:**

- (A) APPROVED MINUTES** of previous meeting (September10, 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**, as presented

D-1 Purchase Advertising Contract, Garden City Telegram

Vendor: Garden City Telegram

For: 9 month contract October 1, 2013-June 30, 2014

Amount: \$22,500

(Supporting documents filed with official minutes.)

D-2 Purchase of Welding Machines and Equipment

Vendor: Lampton Welding Supply, Garden City

For: Welding Machines and Equipment

Amount: \$37,313.88

D-3 Purchase Perceptive Software Annual Maintenance

Vendor: ImageNow/Perceptive Software

For: Annual Maintenance Agreement

Amount: \$24,192

D-4 Purchase Seating and NCJAA/NCAA Track Timing Rail Curbing

Amount: Not to exceed \$37,500

**APPROVED OTHER:**

**Additional Student Housing**

Over the past two years there have been discussions regarding the addition of more on-campus student housing. In August of 2013, an ad-hoc committee was charged by the president to study and provide input relating to the need for additional Student Housing. Mr. Ryan Ruda chaired the committee and provided the recommendation below.

“Based upon a tour of existing facilities and discussion amongst this committee, it is the recommendation and consensus of the committee that GCCC aggressively pursue additional housing. In addition, it is the committee’s recommendation to consider renovation enhancements of the commons area of existing residential life and the Beth Tedrow Student Center, which includes the college bookstore, cafeteria, meeting areas, offices and restrooms to accommodate the expansion and growth of student enrollment. Facilities and aesthetic appearance are vital to the recruitment of students. Updating and improving these facilities will assist GCCC in their efforts to enhance and increase enrollment.”

***Motion:***

***Schwartz moved, seconded by Crist, to authorize the administration to determine associated costs of constructing additional student housing, overall size and housing capacity, general location and architectural concept design.***

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

***Nays: None***

***Motion carried: 5-0***

**Tobacco Free Policy for GCCC**

Over the past seven to ten years the topic of a smoke free and/or tobacco free campus has surfaced. On numerous occasions GCCC's Student Government Association (SGA) has requested consideration toward designating the college campus as either smoke free or tobacco free campus. Last spring the SGA once again brought their request forward for consideration. At that time some members of the faculty association shared strong concerns of designating GCCC as a tobacco free campus. Due to the personal convictions of individuals and the heightened awareness of this topic, the administration determined that a campus-wide poll would be conducted in the fall of the 2013-14 academic year. The recommendation of the administration would then be to support the statistical response of the majority respondents.

The poll was administered via the office of institutional research and was available to respond for approximately two weeks. Data was collected and compiled electronically, results are attached. There were two categories of respondents, of 2,015 Student n=167, 8% and of 220 Full-Time Employees n=133, 62%. Surprisingly, the results (when added together) of the 300 respondents was exactly split 50% for and 50% against an institutional campus-wide smoke/tobacco free campus.

President Swender seeks the direction of the board.

***Motion:***

***Clifford moved, seconded by Crist, to instruct the CEO to adopt a tobacco free campus, using the Student Government Association submitted policy as a basis for proceeding, by January 1, 2014.***

**Discussion:**

Issues of concern discussed surrounded enforcement and fine tuning of the proposed policy. Some trustees felt the existing wording was excessive, but all trustees voiced their support for a tobacco free campus. Chair Douglass stated that the tobacco-free policy is in line with the vision for the campus and that we have to start somewhere.

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

***Nays: None***

***Motion carried: 5-0***

**MONITORING REPORTS and ENDS REPORTS:**

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

- Annual-Work Preparedness
- Quarterly-General Executive Constraints #7, #8
- Quarterly-Asset Protection #5

Trustees agreed to accept monitoring reports as presented.

**BOARD PROCESS AND POLICY GOVERNANCE REVIEW:**

Trustees reviewed the following monitoring reports:

- Annual-Essential Skills
- Annual-Workforce Development

No changes or additions to were recommended at this time.

**OWNERSHIP LINKAGE:**

Trustees indicated that they had not received any communications.

**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.

**Congratulations:**

Tyreek Hill won the Silver Medal at the NJCAA Outdoor Track and Field Championships in May and was named Second Team All-American. Hill qualified with the fastest preliminary time with a 10.14. Hill ran a wind aided 9.98 to place second. Hill placed third in the 200M Dash with a time of 20.75. Hill is also a member of the Broncbuster Football Team and was named NJCAA First Team All-American as a Return Specialist.

**Enrollment:**

Enrollment continues to come in on a daily basis, but as of 20<sup>th</sup> day certification, Garden City Community College reported a 2.1% increase in the number of credit hours in comparison to fall 2012. GCCC will be working to get early graduates from Garden City High School that wish to attend GCCC enrolled.

**Commendation:**

Financial aid and the business office are to be commended. Nearly \$3 million dollars was posted to student accounts on disbursement day through scholarships, Pell grant, loans and outside scholarships due to their efforts. A great deal of work goes into verifying student records and files to insure that disbursement day goes well. President Swender compliments Student Services, and Business Office staff, they deserve the credit.

**Nursing Accreditation:**

The ACEN ADN Nursing Accreditation visit took place September 17-19. We received verbal confirmation that we were awarded re-accreditation for the Associate Degree Nursing (ADN) nursing program for 8 years. We were in compliance with all six standards to include many specific criterions required by the Accreditation Commission for Education in Nursing (ACEN). President Swender extended his congratulations to Patricia Zeller and the GCCC nursing faculty for all their hard work and making the re-accreditation visit a success.

**Hispanic Student Day:**

HALO held the annual Hispanic Student conference this last month for area high school and college students. It was well attended with well over 200 students visiting campus for this event.

**Science Technology Engineering Mathematics (STEM) Grant:**

Garden City Community College is a partner in a new grant award with Kansas State University. The grant which is funded by the Louis Stokes Alliance on Minority Programs will work at

providing tutoring, academic assistance, transfer assistance and support to 7 minority students who are entering a Science Technology Engineering Mathematics, STEM major. These students have various grant requirements that they must meet in order to remain in the program, but there are financial incentives if they meet the grant requirements. The grant is a 5 year partnership with Kansas State University.

### **Exciting Improvements:**

The new LED score table for the main competition gym has been delivered and is ready for use this upcoming basketball season. Additionally, a TV has been installed by the concession stand in DPAC which will have a live stream of the games and half-time so that spectators don't have to miss any of the action while going to the concession stand. Many updates are occurring to enhance the fan experience. President thanked Vice President of Student Services/Athletics, Ryan Ruda for his efforts in promoting fan involvement and enriching campus climate.

### **Grounds**

The grounds crew have been painting and maintaining the football practice fields. Work continues on irrigation repair and replacement at the Student Center and Tangeman Fields. Cleaning up continues around the skating rink and mobile home park. Williams Stadium is being seeded and aerated. Replacement trees will soon be planted in the center quad landscaping, as well as seeding of Residential Life areas/BTSC, and the trimming the dead out of existing large trees. Street repairs are scheduled to begin in a few weeks.

### **Remodeling:**

The remodel of the southeast classroom located at Dennis Perryman Athletic Complex (DPAC) has been completed. New carpet was installed, the walls painted and a new drop ceiling with new air duct grilles was installed.

### **Letter of Appointment:**

President Swender shared with trustees that he had recently received notification of appointment to the University Advisory Board (Energy Council) from John Hines, Wyoming Senator and Chairman of Center for Legislative Energy and Environmental Research (CLEER) by Kansas Senator Larry Powell. Swender is the only Kansas educator to have the honor of serving our nation on this prestigious board.

### **Phonathon Update:**

Endowment Association phonathon finished up last week. Turn out from faculty, students and staff was very good and the results reflect that GCCC Endowment Association is on track to reach their \$80,000 goal. President Swender congratulated GCCC Endowment Association Director, Jeremy Gigot, staff and volunteers for a job well done.

### **Computer Log-In:**

Instructional and Student Services are working closely with Information Technology to provide GCCC students individual log-in information. GCCC wireless connection will be available by registering in the Saffell Library.

### **Facility Update:**

Derek Ramos, Director of Physical Plant, shared with Council members that the southeast classroom located at Dennis Perryman Athletic Complex (DPAC) has been completed. Work

will begin on coaching staff offices in December. Preparations are underway to accommodate DPS Region III contests that will be held on GCCC campus.

Maintenance crews are utilizing a lift this week to replace lights. In addition landscaping the beds in the quad is underway this week.

The stringers are going up for the seating at the multi-sports complex. The distinct golden yellow Buster seats should be installed within the next week.

Infield turf is being installed in the Williams Stadium Baseball bull pen. This entire project was funded by a private donor. GCCC is extremely appreciative of this donation. Go Busters!

#### **REPORT FROM KACCT/COP MEETING AT COWLEY COLLEGE:**

- KACCT/COP met on the Cowley College campus, September 14.
- State funding is up slightly.
- Emphasis was put on meeting with local legislators during the recess.
- 2015 budget could be cut 1.5 percent.
- TEA will be renewed to 2017, representative is needed.
- Discussed performance agreements.
- December 8-9 KACCT/COP will meet in Coffeerville.

#### **REPORT 2013 ACCT LEADERSHIP CONFERENCE:**

Trustees Schwartz and Crist, in addition to President Swender, attended the 44<sup>th</sup> Annual ACCT Leadership Conference in Seattle, Wash. October 1-5. The theme of this year's Congress was "Society Demands, Community Colleges Deliver: Moving the Needle." Schwartz and Crist stated that they attended several very beneficial sessions which included the following topics: disability accommodations, Pell Grant, Default Rates, 1<sup>st</sup> amendment issues and the benefits of athletics in community colleges. They also learned of some future trends to look out for such as a decrease in state funding and an increased demand in welding professions. Both Schwartz and Crist expressed their appreciation for the opportunity to attend.

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

- Finney County Economic Development Corporation has been relatively quiet, but there is still plenty working.
- Last month the permit had been filed for the airport industrial park and no problems were anticipated.
- We applied for 100 foot crane clearance but the FAA denied the permit and restricted the crane height to 25 foot. This put an unexpected complication on our developer to try and make it work.
- FCEDC is still working with a number of prospects.

#### **EXECUTIVE SESSION:**

##### ***Motion:***

***Clifford moved, seconded by Crist that the board recess briefly at 8:30 p.m., for a five minute break and reconvene into a thirty minute executive session at 8:35 p.m. for the purpose of discussing personnel matters of non-elected personnel, employer-employee negotiation, and preliminary discussions relating to acquisition of real property. No action will be taken and board will not reconvene into a public session.***

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



*Nays: None*

***Motion carried: 5-0***

Persons included in executive session:

GCCC Board of Trustees

Herbert Swender, President

Meeting adjourned at 9:05 p.m.

**UPCOMING CALENDAR EVENTS:**

Nov.12 6 p.m. Board of Trustee Meeting – Endowment Room  
Nov. 14 Community College Joint Board Meeting with Seward and Dodge City Community Colleges,  
hosted by Seward County Community College, 6 p.m.  
Nov. 12 GCCC Regular Board of Trustee Meeting 6:00 p.m., Endowment Room of the Beth Tedrow  
Student Center.  
Nov. 14 Exploration Day 2013 9:00 a.m. – 1:00 p.m.  
Nov. 25-29 Thanksgiving Holiday  
Dec. 12 GCCC Regular Board of Trustee Meeting 6:00 p.m., Endowment Room of the Beth Tedrow  
Student Center.  
Dec. 16-18 Finals  
Dec.23-Jan.3 Christmas Holiday  
Jan. 6 Staff Returns  
Jan. 14 GCCC Regular Board of Trustee Meeting 6:00 p.m., Endowment Room of the Beth Tedrow  
Student Center.  
Jan.15 First day of Spring Semester

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Debra J. Atkinson  
Deputy Clerk

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Herbert J. Swender  
President

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Dr. Merilyn Douglass  
Chair of the Board