

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

November 12, 2013

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

Others Present: Debra Atkinson, Deputy Clerk
Lisa Axman, Lewis, Hooper & Dick
Chris Best, Assistant Cross Country/Track and Field Coach
Charles Claar, Jr., Lewis, Hooper & Dick
Theresa Dasenbrock, Lewis, Hooper & Dick
Rodney Dozier, Director of Campus Safety
Dr. Bruce Exstrom, Vice President of Instructional Services
Megan Gapengater, Assistant Director Small Business Development Center
Dr. Beverly Schmitz Glass, Community Member
Jay Gundy, Groundskeeper
Angie Haflich, *Garden City Telegram*
Micah Kasriel, Coordinator of Student Activities
Cathy McKinley, Executive Director of Public Relations/Marketing
Larry Pander, Faculty Senate, Fire Science Instructor
Ryan Ruda, Vice President of Student Services/Athletic Director
Jeff Southern, Director Information Technology
Dr. Herbert Swender, President
Tammy Tabor, Student Services Specialist
Dee Wigner, Executive Vice President
Breven Woydziak, President SGA

President, Herbert Swender, took a few minutes to make the following announcement:

Our Broncbuster football team has accepted and will be playing in the Football Capital of Kansas Bowl on December 8, 2013 at 1 p.m. The college just received word from the Bowl Chair that GCCC has been invited to play against Tyler Junior College, Texas in the bowl game. President Swender stated that this is a great opportunity for the student athletes to have one additional opportunity to play for GCCC and end the season on an extremely high note. The invitation to the bowl game speaks volumes about the respect that GCCC has nationally. It also is a credit to the student athletes and coaches who have persevered through some ups and downs of this season and competed at a high level.

The Bowl Chair, JD Ettore, stated that the invitation from the bowl committee was due in large part to how talented that the GCCC football team is athletically, the tradition that GCCC football brings, and the large fan base and support that GCCC has as well.

CALL TO ORDER:

Chair Douglass called the meeting to order at 6:02 p.m.

COMMENTS FROM THE CHAIR:

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

Chair Douglass asked that persons in attendance that had served in the military to stand and be recognized. Chair Douglass then expressed appreciation and thanks to veterans and their families for their service to our great country.

Chair Douglass made the following comments:

- Congratulated members of the GC3 Media staff for their recent Best of Show award from the Associated Collegiate Press during the 2013 ACP/CMA Fall National College Media Convention in New Orleans.
- Extended congratulations to GCCC 2013 Meats Team for placing third at the High Plains contest and National Champions in beef and lamb judging.
- Expressed appreciation for the amazing production of “Les Miserables” and thanked all involved for their hard work and dedication.
- Noted that for the first time in fifteen years, GCCC hosted the 2013 Region III American Criminal Justice Association/Lambda Alpha Epsilon conference in October. Congratulations were extended to the DPS program for all their hard work in making this event a success.

OPEN COMMENTS FROM PUBLIC:

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

INTRODUCTION OF NEW EMPLOYEES:

Executive Vice President, Dee Wigner introduced new GCCC employees Jay Gundy, Groundskeeper, Rodney Dozier, Director of Campus Safety, Megan Gapengater, Assistant Director of Small Business Development Center, and Chris Best, Assistant Cross Country/Track and Field Coach.

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

REPORT FROM STUDENT GOVERNMENT ASSOCIATION:

Breven 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 hosted the following events:

- October 31 Casino Night, free food and a variety of casino games and prizes were provided for students that attended. Over 100 GCCC students participated.
- November 8 SGA was involved in hosting a campus and community Veteran’s Day presentation, featuring U.S. Marine Corps veteran, Captain Ronald L. Burbridge, a Korean War veteran.

Future events:

- November 28th “Sold Out” will be hosting a Thanksgiving dinner and plan to invite any student that cannot make it home for the holiday.
- December 9 SGA & HALO are planning this year’s GCCC Salvation Army Bell Ringing Night on Friday December 6th from 3p.m.-9p.m. Woydziak encouraged all student groups to participate and will be emailing out the sign-up sheet soon. Employees are also welcome to volunteer.

Trick or Treat So Others Can Eat sponsored by United Way was a huge hit here on campus. Clubs here at GCCC all took part in collecting nonperishable food items. PTK collected over 600 nonperishable food items making them the winner of the competition between the clubs for collecting the most nonperishable food items. Congrats to PTK!

Chair Douglass expressed thanks to Woydziak for his report.

President Swender took this opportunity to introduce Dr. Beverly Schmitz Glass, who will come on board at Garden City Community College December 1 as the Executive Director of Public Relations.

REPORT FROM FACULTY SENATE:

Larry Pander, Faculty Senate President/Fire Science Instructor, shared with Trustees the following:

- Faculty Senate continues the process of approving faculty travel requests for professional development.
- Approved Faculty Senate minutes have been posted to the GCCC web site.

- Faculty Senate will host an open discussion faculty luncheon with President Swender on November 14.
- Faculty Senate is exploring the possibility of forming an intervention team for at risk students.

Trustees extended their appreciation for the report.

REPORT FROM CHARLES CLaar, LEWIS, HOOPER & DICK, RE: 2012-2013 AUDIT:

Trustees had previously received copies of the 2012-2013 audit report. Claar highlighted key areas:

- Garden City Community College earned a positive report after the annual financial audit.
- This is an unqualified report, which he termed “the best kind that you can have.”
- No findings or questioned costs on federal funds and programs.
- No Kansas statutory violations noted.
- Total assets of all College funds equal \$38,402.654
- Total revenue in all college funds
 - Operating: \$9,954,420
 - Non-Operating: \$13,984,285

In a PowerPoint summary of the bound report, Claar told trustees that GCCC’s revenue comes from eight major sources: Finney County property taxes, 46 percent; state and local grants, 2 percent; the state of Kansas, 12 percent; federal grants and contracts, 26 percent; tuition and fees, 5 percent; auxiliary funds, 3 percent; other miscellaneous sources, 5 percent; and investment income, 1 percent.

Operating revenues increased by 29.54 percent from fiscal year 2012, due primarily to an increase in revenues from federal grants, namely the Trac 7 grant. Property tax revenue accounting for 46 percent of revenue, compared to 51 percent a year ago. Claar stated the increase was due to the increase in federal grant revenue and other sources.

Expenditures came from eight major sources: 35 percent from instruction, 4 percent from academic support, 17 percent from student services, 3 percent from community service, 13 percent from institutional support, 9 percent from auxiliary enterprises, 7 percent from depreciation and 12 percent from operation and maintenance of the physical plant. Claar shared with trustees that maintenance of the physical plant is where a lot of commercial and municipal businesses reduce expenses to save money. Claar went on to say that in the long run, that's going to cost you. Claar commended GCCC for doing a very consistent job of maintaining and keeping up with maintenance of the physical plant.

According to the report, actual expenditures, excluding transfers, for the general fund were under budget by \$2,350,333, or 15.1 percent, and the comparison of actual to published budget reflects that GCCC operated within its legal budget authority as required by the State of Kansas. Claar shared with trustees that the 2013 fiscal year is the first since 2009, when he said the economic downturn had the opposite effect, that the college's revenues have exceeded expenditures.

In addition Claar stated that the college's reserve in the general fund was at 21.7 percent, exceeding the college's goal of a 20 percent reserve. According to the report, the college's capital assets increased a total of \$2,300,996 from 2012, as a result of construction in progress. Major projects during fiscal year 2013 included renovations to the academic, administration and John Collins buildings and the acquisition of the indoor rodeo arena. The report also said that GCCC's long-term debt increased by \$1,321,420, 17 percent over the previous fiscal year. The key factor in this increase, the report said, was the issuance of \$2,600,000 in capital lease obligations for the multi-sports.

(Supporting documents filed with official minutes.)

Chair Douglass expressed appreciation to Claar and congratulated the college staff on the fiscal operations and controls that led to a positive audit report. Chair Douglass went on to express appreciation to Executive Vice President, Dee Wigner and her staff for all their hard work and loyalty.

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, Sterling, Worf

Nays: None

Motion carried: 6-0

Approved actions follow:

(A) APPROVED MINUTES of previous meeting (October 15, 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 2012-2013 AUDIT, as presented

(Supporting documents filed with official minutes.)

EXECUTIVE SESSION:

Motion:

Clifford moved, seconded by Sterling, that the board goes into executive session at 6:45 p.m., for a time period of fifteen minutes for the purpose of discussing personnel matters of non-elected personnel, returning to public session at 7:00 p.m.

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

Nays: None

Motion carried: 6-0

Persons included in executive session:

GCCC Board of Trustees

Randall Grisell, GCCC Attorney

Herbert Swender, President

Executive Vice President, Dee Wigner

Vice President of Instructional Services, Dr. Bruce Exstrom

PUBLIC SESSION:

Motion:

Clifford moved, seconded by Crist that the Board of Trustees of Garden City Community College adopt a Resolution terminating the Contract for Employment of Steven R. Thompson for the 2013-2014 school year for the reasons specified in the Resolution. I further move that Steven R. Thompson be given written notice of the action of the Board of Trustees.

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

Nays: None

Motion carried: 6-0

MONITORING REPORTS and ENDS REPORTS:

No monitoring reports were scheduled for review.

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

Trustees reviewed the following monitoring reports:

- Work Preparedness

No changes or additions to were recommended at this time.

OWNERSHIP LINKAGE:

Trustees noted that they had been contacted by a community member regarding concerns about the level of activity in the Saffell Library. A number of small children have been noted as being present. Trustees inquired about guidelines involving young children in the library. Vice President of Instructional Services, Bruce Exstrom, assured trustees that indeed children that are younger than fourteen must be accompanied by an adult.

Several patrons that had recently attended the play commented that it was difficult to hear the actors over the orchestra, in addition to stair safety issues in the auditorium.

The above comments and concerns will be shared with the appropriate department chair for attention.

REPORTS:

Recent campus events and developments, challenges and possible solutions are attached as part of these minutes.

Presidential Comments:

Tobacco Free:

The Tobacco-Free Campus Policy Task Force, task force members include, GCCC employees Dr. Exstrom, chair; Terry Lee, Linda Morgan, Rose Wilson, Sandra Baldrige, Cathy McKinley, and GCCC students Brett Cady, Brevan Woydziak, and Audra Auginiga met on multiple occasions, exchanging emails and sharing serious discussions to finalize and propose recommendations for the Tobacco-Free Campus Policy. The task force has developed a final draft, which will be presented to Cabinet. The policy will be brought to Trustees at the December meeting for a January rollout.

Financial Aid:

Financial aid distribution during October included \$2,400,000 posted to student accounts from scholarships, loans and grants. A total of 939 checks were processed refunding students \$1,026,741.66.

Policies:

Cricket Turley, Human Resource Director, Dallas Crist, Payroll Coordinator, and Dee Wigner have been busy updating personnel policies. As of this writing, the majority of the personnel policies have been posted to the GCCC website. President Swender expressed his appreciation for the substantial work it takes to address this task.

Campus Safety:

Rodney Dozier began his employment as the Director of Campus Safety in late October. Dozier has met with key administrators and staff as he assesses the safety needs of the college. Dozier's immediate focus is to evaluate and enhance the Crisis Management Plan. Dozier has met with the administration of USD 457 and has scheduled a meeting with the interim Chief of Police for the Johnson County Community College. Dozier will obtain essential information which will enhance campus safety and assist during the transition toward providing a certified law enforcement presence at the college.

Human Resources:

The Wellness Committee hosted the second annual biometrics screening for full time employees and spouses on October 10th. Sixty-five employees took advantage of the free screening. President Swender expressed appreciation to Cricket Turley, chair, and members of the Wellness Committee.

All Conference:

We received information last week regarding GCCC football team and all conference selections.

1st teamers: WR--Brandon Snell, OL--Dontavious Blair, LB-- D'Vonta Derricott, LB-- Errol Clarke, K-- Tyler Peterson

2nd teamer: Tyreek Hill as both RB & KR

Hon. Mention: OL-- Colby Hamel, WR-- Tyreek Hill, DL-- Ralphael Bernard, DL-- Dondre Elvoid, DB-- Wonderful Terry, DB-- Tim Hill, DB-- Makail Grace, DB-- Sam Green

President Swender extended personal congratulations to head football coach, Matt Miller, and his staff. The recent announcement regarding GCCC Buster Football's selection for the Football Capital of Kansas Bowl is reflective of the quality program at GCCC.

Presidential Honors Banquet:

Presidential Honors banquet was held on November 11, 2013. This event highlighted those high school students who are graduating in the top 10% of their high school and honored their academic accomplishments. There were over 91 persons in attendance and twenty four scholarship certificates were given out.

Spring Enrollment:

Enrollment for spring 2014 begins November 18 for currently enrolled students. New and concerted efforts are being enacted to assist in growing enrollment including the new early enrollment date at GCHS, new culinary courses, and revamping the probation student program to better assist students in academic need.

Updates and Improvements:

Updates and improvements have been made to the Williams Stadium field with a new turf surface installed in the home bull pen and the infield being leveled for a better playing surface. Additionally, updates to the front lobby of the DPAC are being made for aesthetics and a better fan experience while attending the athletic venue.

REPORT KACCT:

- The next KACCT/COP meeting is December 8 & 9 on the campus of Coffeyville Community College.
- Dr. Jacki Vietti will accept the KBOR appointment to the Technical Education Authority board

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION:

- Finney County Commission will hold first meeting each month at 6:00 p.m.
- Southwest Kansas night out in Topeka is January 27 at Capital Plaza.
- FCEDC continues working with several prospects.
- Schulman Crossing, phase II groundbreaking was this afternoon.
- Retirement Community focus group studies begin meeting today, data will be used to determine if an assisted living community is a valid need.
- City Commission approved the sale of the American Legion to Francesco Dorigo and Amadeo Grieco for an Italian Restaurant. These gentlemen are also working with FCEDC on two housing projects.
- Black Hill Public Officials provided updates on their operations in southwest Kansas and especially Garden City, at a luncheon held with City and County Commissions.
- Lona DuVall gave a presentation on Economic Development to the Kansas Agricultural Rural Leadership class that met recently in Garden City.
- FCEDC's 2014 Economic Outlook conference to combine with Main Street training.

Chair Douglass thanked Trustee Schwartz for his report. In addition, Chair Douglass, expressed appreciation to the Garden City Telegram for the quality coverage of GCCC activities in the paper. Chair Douglass went on to

state gratitude to IT Director, Jeff Southern for the excellent work that he does in keeping the information of GCCC safe.

EXECUTIVE SESSION:

Motion:

Worf moved, seconded by Clifford that the board goes into executive session at 8:05 p.m., for a time period of four minutes for the purpose of discussing employer-employee negotiation. 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

Executive Vice President, Dee Wigner

Meeting adjourned at 8:09 p.m.

UPCOMING CALENDAR EVENTS:

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

Debra J. Atkinson
Deputy Clerk

Herbert J. Swender
President

Dr. Marilyn Douglass
Chair of the Board