

**Agenda No:**

**Date:**

**August 9, 2016**

**Topic:**

Board Action Regarding Approval of the 2016-2017 Budget

**Presenter:**

Dr. Herbert J. Swender

**Background Information:**

The Board previously approved publication of the 2016-2017 budget. The Notice of the Public Hearing was published in the Garden City Telegram on July 25, 2016, which met the legal requirements for publication. The Board has now met the ten day waiting period before the public hearing.

**Budget Information:**

The proposed budget amount for the Fiscal Year 2016-2017 in General Fund tax is \$8,842,437 with an anticipated General Fund mill levy of 19.988 mills.

The proposed tax mill rate in Capital Outlay will equate to 1.011 mills.

The proposed working budget for the combined General Fund and Post-Secondary Technical Education Fund for Fiscal Year 2016-2017 is \$17,917,786

**Recommended Board Action:**

Approve and adopt the 2016-2017 budget. Certify the 2016 Tax to be Levied at \$8,842,437 (19.988 mills) General Fund and \$447,267 for Capital Outlay (1.011 mills).

**Board Action Taken:**

\_\_\_\_\_ **Approved**

\_\_\_\_\_ **Disapproved**

\_\_\_\_\_ **Ayes**

\_\_\_\_\_ **Nays**

\_\_\_\_\_ **No Action**

**Board Member Notes:**

August 5, 2016

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

Dear Trustees:

The Board of Trustees will meet in regular session on **Tuesday, August 9, 2016**. The meeting will be held in **The Endowment Room of the Beth Tedrow Student Center**, Garden City Community College Campus.

5:00 PM Dinner in the Kinney Room, Beth Tedrow Student Center  
5:45 PM Budget Hearing for 2016-2017 Budget, Endowment Room of the Beth Tedrow Student Center  
Budget Approval .....(0000) i '3 **Action**

Immediately Following: Regular Board Meeting called to order in Endowment Room of the Beth Tedrow Student Center.

**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

**II. REPORTS:**

- A. President's Report

**III. CONSENT AGENDA ..... Action**

- A. Approval of minutes of previous meetings (July 12, 2016, July 20, 2016) .....pg 4
- B. Approval of personnel actions-Human Resources .....pg 12
  - B-1 Human Resources Report .....pg 13
  - B-2 Adjunct/Outreach Contracts .....pg 14
- C. Financial information.....pg 17
  - C-1 Checks processed in excess of \$20,000.....pg 18
  - C-2 Cash in Bank .....pg 19

**IV. CONFIRMATION OF MONITORING REPORTS:**

- A. Monitoring Reports and ENDS
  - Monitoring Report..... **Action**
  - A-1a- Annual, Executive Limitations, Treatment of People #1, #6 .....pg 20
- B. Review Monitoring Report
  - B-1 Monitoring Report – Annual, Mission
  - B-2 Annual, Budgeting/Financial Planning/Forecasting

- B-3 Annual, Financial Condition
- C. Board Process and Policy Governance Review

**V. OTHER**

- A. Incidental Information.....pg 22
- B. Report from Finney County Economic Development Corporation
- C. Report from KACCT

**VI. OWNERSHIP LINKAGE:**

**Upcoming Calendar Dates:**

- August 16 Classes Begin
- August 27 Bronbuster Football 1:00 p.m. VS Ellsworth Community College at Ellsworth, Iowa
- September 3 Bronbuster Football 1:00 p.m. Home VS Highland Community College
- September 5 No Classes/Offices Closed in Observance of Labor Day
- September 9-10 KACCT Quarterly meeting at Seward County Community College
- September 10 Bronbuster Football 1:00 p.m. Home VS Independence Community College
- September 13 GCCC Board of Trustee Meeting, 6:00 p.m.
- September 15 GCCC Endowment Association Scholarship Celebration 5:30-7:00 p.m., Practice Gym
- September 17 Bronbuster Football 12:00 p.m. VS Hutchinson Community College
- September 21 Policy Governance Training, Endowment Room, Beth Tedrow Student Center, 8:00 a.m. – 4:00 p.m.

**IX. EXECUTIVE SESSION**

**X. ADJOURNMENT**

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Dr. Herbert J. Swender, Sr.  
President

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Jeff Crist  
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

**MEETING OF TRUSTEES  
GARDEN CITY COMMUNITY COLLEGE**

**July 12, 2016**

Trustees Present: Merilyn Douglass, Jeff Crist, Steve Martinez, Melvin Neufeld, Terri Worf,

Others Present: Debra Atkinson, Deputy Clerk  
Rodney Dozier, Chief of GCCC Police  
John Green, Athletic Director  
Josh Hager, Assistant Football Coach  
Melanie Hands, Compliance Coordinator  
Larry Pander, Fire Science Instructor/Faculty Senate  
Representative Ryan Ruda, Vice President of Student  
Services/Instruction  
Susan Sharp, *Telegram*  
Jeff Southern, IT Director  
Kristi Tempel, Public Relations  
Dee Wigner, Executive Vice President  
Herbert Swender, President  
Whitney Swender, FHS Intern

**CALL TO ORDER:**

Chair Crist called the regular board meeting to order at 6:07 p.m.

**COMMENTS FROM THE CHAIR:**

Chair Crist made the following comments:

- Fall classes are scheduled to begin Aug. 16 with student orientation scheduled for Aug. 12.
- Trustees will be touring several buildings after tonight's board meeting. Chair Crist invited the public in attendance to join in the tour if they wished.
- Chair Crist extended a warm welcome to Telegram Educational Reporter, Susan Sharp.
- Chair Crist reminded Trustees that the college would be closed on Monday, September 5 in observance of Labor Day.
- Annual Board Retreat will be July 20.
- Dr. Swender introduced a special guest, Whitney Swender, student at Fort Hays State, participating in an internship with Student Services at Garden City Community College.

**OPEN COMMENTS FROM PUBLIC:**

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

**INTRODUCTION OF NEW EMPLOYEES:**

John Green, Athletic Director, introduced new employee, Josh Hager, Assistant Football Coach.

Dr. Swender welcomed the GCCC employee and presented him with a GCCC Broncbuster lapel pin.

**PRESIDENT'S REPORT:**

This portion of the meeting is related to student accomplishments, activities, campus visitors, and special events that have taken place in the GCCC campus community since the last Board of Trustee meeting.

Dr. Swender noted that the GCCC Adult Learning Center hosted the 30<sup>th</sup> annual GED ceremony on June 11. More than fifty students earned their diploma.

GCCC Meats Judging Team left on July 1 for Wagga Wagga Australia to compete in the world championship. GCCC was the only community college invited to participate.

Progress is being made on the athletic complex parking lot. There is approximately 1/3 of the parking lot to be completed. Additional lights and entry aprons on turn outs are being added. Project complete date is the first part of September.

Dr. Swender shared that Public Relations Director, Kristi Tempel, has developed new radio ads which follow along with TV commercials produced. Theme is "I'm a Buster"! And "I am someone in a place for everyone"!

Dr. Swender commended the twenty-four student athletes who had received recognition for academic excellence from NJCAA, this is a very high accomplishment for our student athletes.

GCCC will have a marching band this year! Yes, more than sixty students have enrolled and plan to perform at the first home football game on September 3, with the kickoff at 1:00 p.m.

Dr. Swender drew Trustees attention to the April issue of NJCAA magazine where GCCC was the center fold featured college of the month. Dr. Swender expressed his appreciation to Athletic Director, John Green, for heightening the awareness of GCCC athletes and for working closely with our national office.

Chair Crist thanked Dr. Swender for his report and remarked that the above events and activities speak to the progressive leadership of the college.

**HIGHER LEARNING COMMISSION OVERVIEW:**

Compliance Coordinator, Melanie Hands, reported that work on the assurance argument continues with editing on the summaries for each section taking place. A list of all evidence that will be linked into the HLC document is currently under development and when complete will be uploaded into the document. Work on the Federal Compliance packet continues and information will be input to complete the credit hour worksheets.

**REPORT FROM STUDENT GOVERNMENT ASSOCIATION:**

No report was given.

**REPORT FROM FACULTY SENATE:**

No report was given.

**CONSENT AGENDA:**

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

Chair Crist then asked for a motion approving consent agenda items III-A-D.

**Motion:**

*Douglass moved, seconded by Martinez to approve consent agenda items, III-A-D as presented.*

*Ayes: Crist, Douglass, Martinez, Neufeld, Worf*

*Nays: None*

*Motion carried: 5-0*

Approved actions follow:

**(A) APPROVED MINUTES** of previous meeting (June 14, 2016)

(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 Infrastructure Upgrade  
Vendor: DCW-G  
For: Expansion of network infrastructure  
Amount: \$112,878.57  
FY17 General Fund: \$ 52,878.57  
Residential Life Auxiliary Fund: \$ 50,000.00  
(Supporting documents filed with official minutes.)

**OTHER ACTION:**

**DISCUSSION OF 2016-2017 BUDGET:**

Projected and historical financial information for revenues and expenses were reviewed. The recommendation is to publish a budget that sets the general fund mill levy and the capital outlay fund mill levy at the same level as last year with no recommended tax rate increase.

It should be noted that the revenue generated from the ad valorem tax decreased the General Fund ad valorem tax revenue by \$485,319 and the Capital Outlay Fund revenue by \$25,228. The revenue reduction is due to a substantial decrease in valuation. The most significant loss was in Oil & Gas valuation. Additionally, the credit given for Tax Incentive Fund (TIF) increased from \$11,243,879 to \$13,838,103 further reducing valuation.

Public Budget hearing is scheduled for 5:45 p.m. at the regularly scheduled GCCC Board of Trustee meeting August 9, 2016.

Administration is asking for permission to publish the budget as required by Kansas State Statue. The proposal from administration is to request a zero increase to the mill levy.

Trustees inquired about how a zero tax rate would affect FTE? Dr. Swender shared with Trustees that our administrative team is confident that an increase in enrollment and efficiencies within the institution will offset any CPI increase and basic inflationary associated costs and not affect our FTE in a negative way.

**Motion:**

***Douglass, moved, seconded by Martinez that the, Board of Trustees authorize for publication, a budget for the Fiscal Year 2016-2017 with a General Fund tax in the amount of \$ 8,842,437 with an anticipated General Fund mill levy of 19.988.***

***Further, that the Board authorize the publication of a Capital Outlay tax equal to 1.011 mills with an anticipated Capital Fund Outlay tax in the amount of \$447,267, representing no tax increase for the college.***

***Ayes: Crist, Douglass, Martinez, Neufeld, Worf***

***Nays: None***

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

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

Trustees expressed their grateful appreciation of Dr. Swender and his staff for a “no mill levy” increase to the 2016-2017 budget despite the almost \$500,000 shortfall in revenue. Trustees went on to commend Dr. Swender and GCCC administration for holding the mill levy without sacrificing programs or placing a burden on the community with an increase in tax responsibility. This action speaks highly of the current administration and our governing board.

**ELECTION OF OFFICERS – BOARD OF TRUSTEES 2016-2017**

Chair Crist opened the floor for nominations for Chair of the Board of Trustees for the 2016-2017 year.

***Motion:***

***Neufeld moved, seconded by Martinez to accept the proposed list of incumbent officers as listed in the agenda.***

After a few minutes of discussion regarding listed appointments the previous motion, with approval of the second, was withdrawn and the following motion was made.

***Motion:***

***Neufeld moved, seconded by Martinez to reelect the slate of officers and reappoint the appointments as listed in the agenda for academic year 2016-2017, withdrawing the Economic Development Corporation representative position for later discussion.***

***Ayes: Crist, Douglass, Martinez, Neufeld, Worf***

***Nays: None***

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

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

**Depositor Designations and Professional Services Providers, Authorized Signatures for Academic Year 2016-2017:**

Chair Crist then asked for a motion approving the listed depositor designations and professional services providers.

**Primary Depository for 2016-2017**

Commerce Bank

**Other Depositories for 2016-2017**

Western State Bank

Valley State Bank

Frist National Bank of

Landmark National Bank

American State Bank

Garden City State Bank

State of Kansas Municipal Investment Fund

**Authorized Signatures:**

Dr. Herbert J. Swender

Garden City Community College, President

Dee A. Wigner

Garden City Community College, Executive Vice President

Debra J. Atkinson

Garden City Community College, Executive Assistance

Debra S. Nicholson

Garden City Community College, Comptroller

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

***Motion:***

***Worf moved, seconded by Neufeld to accept as presented Depositor Designation, Professional Services Provider, Authorized Signatures for academic year 2016-2017 as presented.***

***Ayes: Crist, Douglass, Martinez, Neufeld, Worf***

***Nays: None***

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

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

**Economic Development Corporation Representative Position:**

Trustees discussed the filling the representative position on the Finney County Economic Development Corporation board. After appropriate discussion it was the consensus of the Board to maintain the college membership on the FCEDC board with an annual fee of \$15,000. Trustee Steve Martinez, expressed interest in filling the position. Dr. Swender will officially notify the FCEDC that Trustee Martinez will serve on the FCEDC board pending FCEDC board approval. Once GCCC’s nominee is approved payment will be remitted to the FCEDC.

**MONITORING REPORTS and ENDS REPORTS:**

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

- Annual, Mission
- Annual, Budgeting/Financial Planning/Forecasting #1, #2, #3, #4, #5
- Annual, Financial Condition #1, #2, #3
- Quarterly, Executive Limitation #7, #8
- Quarterly, Executive Limitation #5

Trustees agreed to accept monitoring reports as presented.

**BOARD PROCESS AND POLICY GOVERNANCE REVIEW:**

- Annual. Executive Limitations, Compensations/Benefits  
No change indicated.
- Executive Limitations, Financial Condition #3, Semi-Annual

***Administration proposed change:***

Board Policy Governance originally adopted in 1995 and updated most recently August 2015.

Condition #3 currently states:

***The President shall not fail to develop additional revenue sources for capital improvement projects.***

Amend Condition #3 to read:

***The President shall not fail to develop additional revenue sources.***

Trustees agreed to accept the change.

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

No report was given.

**REPORT FROM KACCT/COP:**

- KACCT quarterly meeting was held on the campus of Hutchinson Community College in June.
- Trustee Melvin Neufeld was voted in to assume the vacant position by the KACCT executive committee.
- An attempt to take control of the Kansas Association of Community College Trustee organization by the Kansas Board of Regents was blocked.

Trustees thanked Trustee Neufeld for his willingness to serve as GCCC representative at KACCT.

**KANSAS GUN LAW:**

Dee Wigner, GCCC Executive Vice President, shared with the trustees regarding current implications of gun laws. In June 2013, the Kansas Board of Regents exercised an option to activate a temporary 4-year exemption from the requirements of KSA 75-7c20 stating that a person over the age of 21 has the right to carry a weapon. The GCCC Board of Trustees passed a resolution requesting temporary exemption for GCCC. The exemption was filed with the Kansas Attorney General, and was found to be in compliance. Effective July 1, 2014 signs were posted on the GCCC campus to prohibit the open carry of firearms in buildings. By law, the exemption is



set to expire July 1, 2017, allowing individuals to carry loaded weapons concealed or out in the open. There is no mention in the law of required training before obtaining a weapon or annual training after a weapon is obtained. An individual merely has to pass a background check before legally purchasing a gun. With inexperienced and/or untrained gun owners, there is a high probability of having an accidental discharge of weapons. Although many of the students at GCCC are under the age of 21, and therefore, are not allowed to carry a firearm, anyone over the age of 21 has the right to carry.

Under the Kansas Personal and Family Protection Act colleges and universities can continue the prohibition of carrying a concealed handgun in any building for which “adequate security measures,” as defined by law, and proper signage are in place. On the GCCC campus there are 14 buildings, and 7 housing areas (18 buildings), as well as off campus properties. “adequate security measures” according to the law means the use of electronic equipment, armed personnel at public entrances to detect and restrict the carrying of any weapons into the state or municipal building, or any public area thereof, including but not limited to, metal detectors, metal detector wands, or any other equipment used for similar purposes to ensure that weapons are not permitted to be carried into buildings or public area by members of the public. Adequate security measures for storing and securing lawfully carried weapons, including, but not limited to, the use of gun lockers or other similar storage options may be provided at public entrances. The cost for Garden City Community College to install metal detector stations, camera systems, signage, and employees to man each security station is financially impossible for the college to maintain in every one of the 18 buildings as well as off-campus properties. The cost prohibits GCCC campus from being completely exempt from firearms.

Campus Police Chief, Rodney Dozier, spoke to Trustees about some of the safety concerns and implications this law could have on the GCCC Campus. Dozier cited the lack of training to handle a weapon, and that response to threats on campus can be complicated by not knowing who is the “good guy” with a gun, or the “bad guy” with a gun. Dozier went on to say that it is a law, and we, GCCC, will support the law. GCCC will do everything in our power to keep the college safe. Dozier has reached out to other institutions to see what measures they are taking, GCCC is discussing issues and ways to keep students, faculty, and staff safe. Measures have already been taken with ALICE (Alert, Lockdown, Inform, Counter, and Evacuate) training on the GCCC campus. ALICE training teach faculty, staff, and students what to do in the event of an armed intruder incident. Dozier will continue to research in order to determine if a policy can be drafted and if temporary or portable security measures can be initiated on the GCCC campus under special circumstances like sporting events, graduations, etc.

Trustees thanked Ms. Wigner and Chief Dozier for this informative report.

#### **OWNERSHIP LINKAGE:**

Trustees have learned that University of Kansas would like to partner to provide improved health education by offering a concurrent enrollment plan, Associates to BSN in three years.

#### **OTHER COMMENTS:**

Chair Crist shared that an appointment will be made for the GCCC Board of Trustee for the currently vacant position by September 21, 2016.

#### **EXECUTIVE SESSION:**

*Motion:*

**Motion:**

*Worf moved, seconded by Martinez to take a five-minute break at 7:45 p.m. and go into executive session at 7:50 p.m. for ten minutes for the purpose of discussing personnel matters of non-elected personnel in order to protect the privacy interests of the individual (s) to be discussed, and that we return to open session at 8:00 p.m. No action will be taken.*

**Ayes: Crist, Douglass, Martinez, Neufeld, Worf**

**Nays: None**

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

Persons included in executive session:

GCCC Board of Trustees

Dee Wigner, Executive Vice President

Meeting adjourned 8:00 p.m.

**UPCOMING CALENDAR EVENTS:**

August 16	Classes Begin
August 27	Bronbuster Football 1:00 p.m. at Ellsworth Community College, Ellsworth, Iowa
September 3	Bronbuster Football 1:00 p.m. at HOME VS Highland Community College
September 5	No Classes/Offices Closed in Observance of Labor Day
September 9-10	KACCT Quarterly Meeting, Seward County Community College, Liberal
September 10	Bronbuster Football 1:00 p.m. HOME VS Independence Community College
September 13	Monthly meeting of GCCC Board of Trustees, 6:00 p.m., Endowment Room, Beth Tedrow Student Center

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Debra J. Atkinson  
Deputy Clerk

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Herbert J. Swender  
President

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Jeff Crist  
Chair of the Board

**SPECIAL MEETING BOARD OF TRUSTEES**

**GARDEN CITY COMMUNITY COLLEGE**

**ANNUAL RETREAT**

Wednesday, July 20, 2016

Trustees Present: Jeff Crist, Marilyn Douglass, Steven Martinez, Melvin Neufeld, Terri Worf

Others Present: Debra Atkinson, Deputy Clerk  
Susan Sharp, *Garden City Telegram*  
Dr. Herbert Swender, President  
Dee Wigner, Executive Vice President

The Board of Trustees met in special session at 6:00 p.m. on July 20, 2016, at the Heritage Inn and Suites, 1212 Stone Creek Drive, Garden City, Kansas.

**CALL TO ORDER:**

Chair Crist called the meeting to order at 5:40 p.m.

**REVIEW/DISCUSSION:**

Trustees reviewed and discussed college topics and annual budget items for 2016-2017.  
No action was taken.

**ADJOURNMENT:**

Meeting adjourned at 9:30 p.m.

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Debra J. Atkinson  
Deputy Clerk

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Herbert J. Swender  
Secretary

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Jeff Crist  
Chair of the Board

**Agenda No: III-B**

**Date: August 9, 2016**

**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 and transfers/promotions 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:**



August 9, 2016

**To:** Board of Trustees

**From:** Sara Koehn, PHR, SHRM-CP, Director of Human Resources

New Hires

Ryan Grubbs, Automotive Instructor, effective July 1, 2016  
Joseph Lowry, Coordinator of Jazz, Theory, and Technology, effective July 1, 2016  
Christopher Johnson, Coordinator of Marching Show Design, effective July 1, 2016  
Caleb Young, Athletic Academic Advisor, effective July 1, 2016  
Samantha Trejo, Admissions Representative, effective August 1, 2016  
Johana Hernandez, Student Support Services Advisor, effective August 4, 2016  
Ron Carlson, Physics Instructor, effective August 8, 2016  
William Friesen, Chemistry Instructor, effective August 8, 2016  
Stephen Wuerz, Chemistry Instructor, effective August 8, 2016  
Perla Salazar, Math Instructor, effective August 8, 2016  
Thuy An Nguyen, Math Instructor, effective August 8, 2016  
Jane Stevenor, English Instructor, effective August 8, 2016  
Patricia Keller, English Instructor, effective August 8, 2016  
Ammie Jones, Psychology Instructor, effective August 8, 2016  
Elizabeth Tharman, Anatomy & Physiology Instructor, effective August 8, 2016  
Shelli Lalicker, Biology Instructor, effective August 8, 2016

Transfers

Daniel Reyes, Assistant Director of Admissions to Coordinator of Media Studies/Technical Recruiter, effective August 1, 2016

**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 CONTRACTS - PAYROLL REPORT  
 Presented to Board of Trustees 8/02/16**

INSTRUCTOR	CLASS	AMOUNT
Babcock, Dallas	Industrial NH3 Refrig Oper I	\$1,200.00
Team teach w/Wayne Blackburn	1/2 of 3.00 Cred Hrs X \$800.00 (11 Students) INPR-211-04 (7/11/2016 - 7/15/2016)	
Babcock, Dallas	Industrial NH3 Refrig Oper II	\$1,200.00
Team teach w/Wayne Blackburn	1/2 of 3.00 Cred Hrs X \$800.00 (8 Students) INPR-212-03 (7/18/2016 - 7/22/2016)	
Babcock, Dallas	Industrial NH3 Refrig Oper I	\$1,200.00
Team teach w/Wayne Blackburn	1/2 of 3.00 Cred Hrs X \$800.00 (11 Students) INPR-211-05 (7/25/2016 - 7/29/2016)	
Blackburn, Wayne	Industrial NH3 Refrig Oper I	\$1,200.00
Team teach w/Dallas Babcock	1/2 of 3.00 Cred Hrs X \$800.00 (11 Students) INPR-211-04 (7/11/2016 - 7/15/2016)	
Blackburn, Wayne	Industrial NH3 Refrig Oper II	\$1,200.00
Team teach w/Dallas Babcock	1/2 of 3.00 Cred Hrs X \$800.00 (8 Students) INPR-212-03 (7/18/2016 - 7/22/2016)	
Blackburn, Wayne	Industrial NH3 Refrig Oper I	\$1,200.00
Team teach w/Dallas Babcock	1/2 of 3.00 Cred Hrs X \$800.00 (11 Students) INPR-211-05 (7/25/2016 - 7/29/2016)	
Boateng, Michael	Beginning Algebra ***	\$2,400.00
	3.00 Cred Hrs X \$800.00 (20 Students) MATH-006-02 (7/5/2016 - 8/12/2016)	
Boateng, Michael	Intermediate Algebra	\$2,400.00
	3.00 Cred Hrs X \$800.00 (19 Students) MATH-107-02 (7/5/2016 - 8/12/2016)	
Boateng, Michael	College Algebra	\$2,400.00
	3.00 Cred Hrs X \$800.00 (17 Students) MATH-108-01 (7/5/2016 - 8/12/2016)	
Greathouse, Lachele	Intro Computer Concepts & Appl	\$2,400.00
	3.00 Cred Hrs X \$800.00 (17 Students) CSCI-110-03 (7/11/2016 - 7/21/2016)	
Gundy, Becky	Substance Abuse	\$1,500.00
	3.00 Cred Hrs X \$500.00 (12 Students) HPER-107-50 (7/5/2016 - 8/12/2016)	
Harbin, Renee	Introduction to Business	\$2,400.00
	3.00 Cred Hrs X \$800.00 (15 Students)	

	BSAD-101-02	(7/11/2016 - 7/21/2016)	
Hernandez, Sheena	English II		\$2,400.00
	3.00 Cred Hrs X \$800.00 (10 Students)		
	ENGL-102-30	(7/5/2016 - 8/12/2016)	
Lamb, Colin Team Teach w/ Ryan Ruda	1/2 of Team Leading / Collab. Leadership		\$750.00
	3.00 Cred Hrs X \$500.00 (20 Students)		
	PSYC-206-51	(7/05/2016 - 7/22/2016)	
Lamb, Colin Team Teach w/ Ryan Ruda	1/2 of Organizational Leadership		\$750.00
	3.00 Cred Hrs X \$500.00 (15 Students)		
	PSYC-106-50	(7/11/2016 - 7/21/2016)	
Lamb, Winsom	Social Problems		\$2,400.00
	3.00 Cred Hrs X \$800.00 (19 Students)		
	SOCI-204-01	(7/11/2016 - 7/21/2016)	
Long, Charles	Fund. Coaching of Soccer		\$1,000.00
	2.00 Cred Hrs X \$500.00 (9 Students)		
	HPER-190-01	(7/5/2016 - 7/22/2016)	
Long, Charles	Elementary Ethics		\$1,500.00
	3.00 Cred Hrs X \$500.00 (20 Students)		
	PHIL-102-02	(7/11/2016 - 7/21/2016)	
Marshall, Douglas Pro-rate 3/8 of	History & Prin. of Phys. Ed.		\$562.50
	3.00 Cred Hrs X \$500.00 (3 Students)		
	HPER-291-01	(7/5/2016 - 8/12/2016)	
McCallum, Brian	Art Appreciation		\$2,400.00
	3.00 Cred Hrs X \$800.00 (17 Students)		
	ARTS-120-03	(7/11/2016 - 7/21/2016)	
Neale, Ashton	Lifetime Fitness		\$1,000.00
	2.00 Cred Hrs X \$500.00 (16 Students)		
	HPER-121-50	(7/5/2016 - 7/22/2016)	
Rodenbur, Leonard Pro-rate 3/8 of	General Psychology		\$900.00
	3.00 Cred Hrs X \$800.00 (3 Students)		
	PSYC-101-30	(7/5/2016 - 8/12/2016)	
Ruda, Ryan Team teach w/Colin Lamb	1/2 of Teamleading/Collab Leadership		\$750.00
	3.00 Cred Hrs X \$500.00 (20 Students)		
	PSYC-206-51	(7/5/2016 - 7/22/2016)	
Ruda, Ryan Team teach w/Colin Lamb	1/2 of Organizational Leadership		\$750.00
	3.00 Cred Hrs X \$500.00 (15 Students)		
	PSYC-106-50	(7/5/2016 - 7/22/2016)	
Salazar, Nicholas Pro-rate 5/8 of	Intro to Community Recreation		\$937.50
	3.00 Cred Hrs X \$500.00 (5 Students)		

	HPER-201-50	(7/5/2016 - 8/12/2016)	
Sanger, Samantha	English I		\$2,400.00
	3.00 Cred Hrs X \$800.00 (13 Students)		
	ENGL-101-61	(7/5/2016 - 8/12/2016)	
Vadapally, Praveen	College Chemistry I		\$4,000.00
	5.00 Cred Hrs X \$800.00 (7 Students)		
	CHEM-109-30	(7/5/2016 - 8/12/2016)	
Vadapally, Praveen	General Physical Science		\$4,000.00
	5.00 Cred Hrs X \$800.00 (7 Students)		
	PHSC-105-30	(7/5/2016 - 8/12/2016)	

**TOTAL ADJUNCT FACULTY CONTRACTS                      \$47,200.00**

**FACULTY CONTRACTS FOR NON-CREDIT CLASSES**

INSTRUCTOR	CLASS	AMOUNT
Landgraf, Rebecca	KS Carry Conceal - Lead Range 4.00 contact hrs @ \$30.00/hr CRMJ-300-01	\$120.00  (7/26/16)
Prewitt, Robert	KS Carry Conceal - Lead Instructor 10.00 contact hrs @ \$30.00/hr CRMJ-300-01	\$300.00 (7/26/16)
Soldner, Jerry	KS Carry Conceal - Legal 3.00 contact hrs @ \$30.00/hr CRMJ-300-01	\$90.00 (7/26/16)
<b>TOTAL NON-CREDIT FACULTY CONTRACTS</b>		<b>\$510.00</b>



**Agenda No: III-C**

**Date: August 9, 2016**

**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) 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

August 2016

### Purchases over \$20,000 requiring bid sheets

- Check #250085 to Ellucian for \$265,192 for the annual maintenance agreement for the administrative database. The board approved this purchase at the June 14, 2016 meeting.
- Check #250087 to KASB Workers Compensation for \$59,160 for worker's compensation insurance. This was approved at the June 14, 2016 board meeting.
- Check #250088 to Keller-Leopold Insurance, Inc. for \$193,225 for athletic insurance. The board approved this purchases at the June 14, 2016 meeting.
- Check #250152 to Education Advisory Board for \$21,000 for the Community College Forum annual subscription. This was approved by the board at the March 8, 2016 meeting.
- Check #250163 to IMA of Kansas, Inc. for \$117,445.20 for property, vehicle and liability insurance. This purchase was approved by the board at the June 14, 2016 meeting.
- Check #250164 to Instructure, Inc. for \$23,318 for the subscription for Canvas, learning management system. The board approved this purchase at the December 15, 2016 meeting.
- Check #250351 to Dell Software, Inc. for \$52,402.40 for multiple invoices including 80 Dell computers and monitors. The board approved this purchase at the June, 14, 2016 meeting.

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

- Check #250182 to City of Garden City for \$67,922.27 for monthly utilities.
- Check #250298 to Kansas Jayhawk Community College Conference for \$24,876 for multiple invoices including KJCCC annual dues and 2017 official fees.
- Check #250354 to Lee Construction, Inc. for \$247,787.55 for partial payment of replacement of the DPAC parking lot. This project was previously approved by the board.
- Check #250325 to Blue Cross and Blue Shield for \$86,434.38 for employee health insurance premium for August.

Garden City Community College  
7/31/2016

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 330,405.47	0.0000%
State Municipal Invest. Pool	\$ 1,276.12	0.0485%
FNB of Garden City - Money Market	\$ 25,527.49	0.2500%
FNB of Garden City - Insured Cash Sweep	\$ 1,310,882.87	0.2500%
Commerce Bank - Money Market	\$ 155,795.88	0.0800%
Landmark National Bank	\$ 1,595,247.41	0.3800%
	<u>\$ 3,419,135.24</u>	

	<u>Type</u>	<u>Amount</u>	<u>% Rate</u>	<u>Beg. Date</u>	<u>Maturity</u>
Investments:					
Western State Bank	CD	\$ 1,000,000.00	0.4500%	1/30/2015	7/30/2016
Western State Bank	CD	\$ 1,000,000.00	0.5000%	12/18/2014	12/18/2016
First National Bank of Garden City	CDARS	\$ 1,000,000.00	0.6500%	12/24/2015	12/22/2016
Commerce Bank	CD	\$ 1,000,000.00	0.7000%	2/3/2016	2/3/2017
Commerce Bank	CD	\$ 1,000,000.00	0.7000%	5/2/2016	5/2/2017
First National Bank of Garden City	CDARS	\$ 1,000,000.00	0.7500%	12/24/2015	6/22/2017
Commerce Bank	CD	\$ 1,000,000.00	0.9000%	2/3/2016	8/3/2017
		<u>\$ 7,000,000.00</u>			
Total		<u><u>\$ 10,419,135.24</u></u>			

# AUGUST 2016 MONITORING REPORT ANNUAL REPORT

<b>EXECUTIVE LIMITATIONS</b> <b>Treatment of People #Preamble</b> <b>With respect to treatment of students, staff, volunteers, and the community, dealings shall not be inhumane, unfair, or undignified.</b>	<b>ANNUAL</b> <b>Page 8</b>
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**CEO's Interpretation:** I believe it is the responsibility of the president to establish a tone and culture regarding personnel and the treatment of one another. This includes internal and external relationships.

**Data directly addressing CEO's interpretation:** Employee concerns about fair treatment can be addressed to the office of Human Resources pursuant to the policies and procedures outlined by the college. Student, staff, volunteer and community concerns regarding inhumane, unfair, or undignified treatment are handled by the appropriate administrative office under the respective administrator.

<b>EXECUTIVE LIMITATIONS</b> <b>Treatment of People #1</b> <b>The President shall not operate without procedures which clarify student and staff rules, provide for effective handling of grievances and complaints, and protect against wrongful conditions.</b>	<b>ANNUAL</b> <b>Page 8</b>
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**CEO's Interpretation:** The President is responsible for ensuring that policies and procedures are established to handle staff and student grievances and protect both from wrongful conditions.

**Data directly addressing CEO's interpretation:** Administrative policies and procedures have been developed to ensure that students and staff members are aware of rules and procedures for grievances and wrongful conditions on campus. Student handbooks and information relating to Student College policies are distributed by the office of student services.

Policies and procedures are routinely examined by College personnel. Any revisions or warranted changes are discussed at the administrative cabinet level and written modifications are then presented to College Council for input. Any employee may initiate a review of an institutional policy or recommend a change to current policy. Final determination will be made at the administrative cabinet level.

A record detailing student, employee and other stakeholder complaints is maintained by administration in the three respective areas, Student Services, Administrative Services, and Instructional Services. These logs also document action(s) taken to resolve the complaints. As concerns are received they are addressed.

**The President shall not fail to acquaint students and staff with their rights and responsibilities.**

**CEO's Interpretation:** The president is responsible to communicate to administrative staff the importance of providing to students and staff their rights and responsibilities. There are several vehicles to communicate this information. Hard copy documents and electronic access include: course syllabi, student handbook, college catalog, employee policy and procedures.

**Data directly addressing CEO's interpretation:** The rights and responsibilities of students and staff are outlined in the GCCC catalog, student handbook, college web site, student activity handbook and athletic handbook. Staff has access to the employee manual, faculty manual, adjunct faculty manual and the negotiated agreement. Students, staff and faculty are made aware of these resources at new student and new employee orientations.

## **Incidental Information** **August 2016**

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

#### **Technical Instruction and Workforce Development**

1. Auto instructor, Ryan Grubbs, started July 1 and is working on NATEF certification and getting the program up and running.
2. Exploring the ability of starting Industrial Maintenance program to assist in workforce training.
3. In the process of adding more certifications through KBOR to allow additional exit points for students into workforce.
4. KanTRAIN grant was modified to allow us to count participants for an additional 6 months
5. Working with Cimarron to develop some partnerships for training
6. Working with Scott City to set up some welding and forklift training for employers

#### **Instruction**

All faculty have been completing online training for Canvas to become familiar with how to use the new learning platform which will be used for all courses this fall. Online training has been coordinated by Lecia Sims to include how to upload content, set up classes and make courses interactive for student learning and engagement.

Work has been ongoing for enhancing the program review process. Reports will be forthcoming on changes to the process and for better measures of tracking student performance.

Computer services and maintenance staff have been working diligently to get the new student writing center set up and in place for the fall semester. The writing center will be located in the Saffell Library and monitored by Leslie Wenzel and the English faculty.

Adjunct instructor training will be held August 10.

#### **Student Success**

Freshman orientation has been expanded to two full days on August 12-13. This two-day experience will get students connected to campus prior to the start of courses, help students learn technology, transition students to college and engage students with other students and organizations. A student fair with campus organizations and community groups will be available for students on Saturday to become familiar with resources available.

#### **Student Support Services**

Student Support Services is excited to have a new SSS Advisor. Johana Hernandez will be starting her job with Student Support Services on Thursday, August 4, 2016. Johana has recently completed her Master's Degree in Social Work from the University of Kansas. She also holds a Bachelor's Degree in Social Work from Fort Hays State University. Johana graduated from Garden City Community College with an Associate in Science. She is also an alumna of the GCCC Student Support Services Program.

Student Support Services will be hosting a New Participant Orientation for students who are new to the program on August 19 and 26. Topics will include Tutoring, Academic Advising, Financial Literacy, and a panel to discuss challenges facing First Generation College Students.

On August 30, SSS will be hosting a Transfer Orientation Event to introduce participants in the SSS program to Admissions Representatives from a variety of four year colleges and universities in

Kansas. Additionally, SSS participants will have an opportunity to talk with SSS Alumni about their transfer experiences, receive information about making transfer decisions. SSS is requesting everyone on campus wear a shirt representing their Alma Mater or Garden City Community College on August 30. We will be coming around to take pictures of people who participate and represent their favorite school.

### Student Services

Enrollment continues to grow for the fall with the current numbers showing a 9% increase over fall 2015 at this same point. Enrollment will continue and pick up through the start of classes on August 16.

Residential Life is currently sitting at approximately 455 students living on campus. With the addition of Wagner apartments, housing is in better position this year than past, but capacity is being reached quickly.

Financial Aid is feverishly reviewing and processing student financial aid awards. Scholarships are continuously being awarded and will continue to be awarded through the start of the semester.

Enrollment Management has hired two new admissions representatives. Both individuals will start in the next few weeks and begin getting trained to start travelling and recruiting area high schools.

### **Dee Wigner, Executive Vice President:**

#### Bookstore

The Broncbuster Bookstore staff is busy getting ready for students to come back to campus. The staff is making sure all supplies, books, and clothing are stocked for the start of the fall semester. The staff is busy placing last minute orders, rearranging the store, setting up new displays and getting ready to pre-sack scholarship books.

Bookstore staff is planning to pre-sack all scholarship books the week of August 1<sup>st</sup>. Scholarship students can start picking books up as soon as they come to campus. Financial aid students can start picking books up a week before classes start. Cash students can start picking up books any time.

A fashion show is planned for faculty and staff during lunch on August 8 for in-service. There will be models presenting some of the new casual work wear along with fun fashions for students. It should be a fun time!! Bryce Knapp's cheerleaders and yell leaders have graciously volunteered to be models.

August is always a busy and fast month at the bookstore. The bookstore will be open extended hours on the following days -August 10, 11, 15, 16, 17 and 18<sup>th</sup>. On those dates the bookstore will be open until 6:00 in the evening, and will also open on Saturday August 13<sup>th</sup>, from 1-4.

#### Campus Police

During the month of July, facilities personnel participated in the first of many ALICE Armed Intruder drills and scenario based training that is now offered for employees of Garden City Community College. Over 20 individuals participated in the event where air-soft replica firearms and safety equipment were utilized. Attendees used ALICE strategies during the real-life situations to reinforce the importance of reacting quickly to armed intruder attacks. Over the course of the fall semester this training will be offered to all interested employees on campus.

#### Marketing and Public Relations

The annual report for 2015 has been reviewed, revised, and sent in to the printer. The report will be ready to submit with HLC paperwork.

Preparations for the new school year and employee in-service are underway. Projects are flooding in for the start of the school year including the academic catalog, handbook, and student guide. The marketing department, print shop staff and student services have coordinated with pictures and writing to put these projects together.

A photo shoot for the football media guide was planned and Tiffany in the print shop is using the photos for media guides, player handbooks and programs.

Ads have been completed and are airing on TV and radio for the fall semester push. Spot contracts for advertising have been prepared and new contracts will be put in once the final budget is received.

Brochure updates for different programs are currently being developed. Stephanie Whitesell, Coordinator for Continuing Education, is helping to put together new brochures for welding, culinary and cosmetology.

Kristi Tempel is collaborating with various departments to assist with employee in-service. A power point has been prepared as well as a brochure with an agenda for the day and help has also been extended to the bookstore to plan the fashion show for employee in-service.

Press releases, brochures and flyers were coordinated with Kansas National Guard for the ribbon cutting on Wednesday, July 27.

#### Payroll Department

In July, Payroll Department Staff watched a demo for a time and attendance system that is being considered for hourly employees to use to record their work hours and leave usage.

The wellness committee met in July and will review the new health insurance rates along with other benefit options. The committee will develop a RFP for student and athlete health care.

July is the month for the external audit and the worker's comp audit. This year, the auditors were on campus the last week of July. The worker's compensation wage audit was completed.

Changes with regard to the new Fair Labor Standards Act overtime regulations are in still in progress. Our Executive VP, Dee Wigner, has been meeting with our top administrators to determine which employees will be impacted. Once positions are defined, the payroll staff will make the position and funding changes necessary for the August payroll.

#### Director of Facilities

The maintenance staff has been busy this summer with many projects including the following:

- Finished remodel for Kansas National Guard Readiness Center: Replaced ceiling tile, installing of power and internet access pole, installed transition strip, installed sink, and repaired grid work in office.
- Helped to prepare set up for dedication of readiness center. Helped with security, set up and tear down of stage, podium, flags, and chairs.
- Worked on maintenance repairs on student housing - apartments and units: replace ceiling tiles, repair drawers, replace lights, fix and replace garbage disposals, fix door locks, closet doors, plumbing etc.
- Installed a wall, electric and computer terminals for the testing center which will be moved to the upper floor in the SCSC.
- Remodeled two apartments that needed updating at Broncbuster Suites including; pulling and replacing carpet, replacing floor in entryway and replacing front door and jamb, and painting of all walls and ceilings.



- Engraved signage for all the room signs that are missing for student apartments.
- Coordinated utility change over for Broncbuster Suites.
- Coordinated of fire extinguisher replacement.
- Filed reports for KDHE

In transportation, the summer is progressing nicely. The meats team travel to Denver went well and there has not been much bus travel over the summer.

A Bus Driver's meeting was held on July 14 and trips were assigned for August through December. There will be another meeting in November to assign January through June travel. To improve the professional appearance of Bus Drivers, we will be purchasing each driver a Broncbuster Jacket and polo shirt through the bookstore and updating GCCC Identification.

GCCC travel procedures and issues were discussed with coaches on July 26. All coaches have received a copy of the Transportation Procedure/Rules.

Annual bus DOT inspections are nearing completion. Bus #4 had a major overhaul completed with the replacing of belts, hoses, oil pans and brace and both batteries.

The custodial staff and grounds staff has been busy with the cleaning up and maintaining of a number of areas over the summer:

- Custodians summer clean up in residential life area
- Broncbuster housing
- New suites ( formerly Wagner Apts)
- West 1st floor, 3rd floor bedrooms/ east units
- Cafeteria floor scrubbed / waxed
- Main gym floor refinished
- All campus building floors classrooms, labs scrubbed/ waxed / carpets extracted
- National guard cleaned office areas/ light fixtures
- Set- up for National Guard Ceremony Dedication
- Order supplies/ deliver supplies
- Finished irrigation at Broncbuster Housing.
- Sod and dirt work for sod at Broncbuster Housing.
- Irrigation repairs
- Work on Carolyn Klassen Memorial in front of the Pauline Joyce Fine Arts Building
- Painted soccer fields

#### Business Office Comptroller

The business office staff has been busy with a financial audit. LHD should complete the fieldwork by the end of next week and everything with the audit is going smoothly. LHD will also work on the fieldwork for BAA and Endowment next week.

Preparation for the fall semester and the annual influx of students is underway. Extended office hours have been scheduled for the first week of classes.

#### Print Shop

The print shop staff has been busy getting ready for the fall semester. Projects include the 2015 annual report, academic catalog, student handbook, student guide, football media guide, employee in-service brochure, t-shirt designs for different departments, military promotional materials and football staff and student manuals.

Plans are in the works for brochure updates, admissions flyers, and billboard updates.

### Compliance

The assurance argument has been sent off to a third party reader. Melanie Hands, Compliance Coordinator, listened to a webinar on the updates to the Cleary and VAWA annual report due Oct. 1. Hands is compiling and indexing the evidence that will be linked into the document.

### Human Resources

Two Admissions Representative positions and one Student Support Services Advisor position have been filled. New instructors are getting a head start on employment paperwork to minimize the HR time during their first week on campus, so that they can focus on students.