

Agenda No:

Date: August 8, 2017

Topic: Board Action Regarding Approval of the 2017-2018 Budget

Presenter: Dr. Herbert J. Swender

Background Information:

The Board previously approved publication of the 2017-2018 budget. The Notice of the Public Hearing was published in the Garden City Telegram on July 24, 2017, 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 2017-2018 in General Fund tax is \$9,452,140 with an anticipated General Fund mill levy of 19.983 mills.

The proposed tax mill rate in Capital Outlay of 1.009 mills for \$477,343 in anticipated revenue.

The proposed working budget for the combined General Fund and Post-Secondary Technical Education Fund for Fiscal Year 2017-2018 is \$17,812,215.

Recommended Board Action:

Approve and adopt the 2017-2018 budget. Certify the 2017 Tax to be levied at \$9,452,140 (19.983 mills) General Fund and \$477,343 for Capital Outlay (1.009 mills).

Board Action Taken: **Approved** **Disapproved**
 Ayes **Nays** **No Action**

Board Member Notes:

August 4, 2017

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 8, 2017**. 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 Cyber Café next to Broncbuster Book Store, Beth Tedrow Student Center
5:45 PM Budget Hearing for 2017-2018 Budget, Endowment Room of the Beth Tedrow Student Center
Budget Approval **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 meeting (July 11, 2017)pg. 4
- B. Approval of personnel actions-Human Resourcespg. 11
 - B-1 Human Resources Report..... pg. 12
 - B-2 Adjunct/Outreach Contracts.....pg. 13
- C. Financial information.....pg. 18
 - C-1 Checks processed in excess of \$50,000.....pg. 19
 - C-2 Cash in Bank.....pg. 20
- D. Purchases over \$50,000
 - D-1 Website Managed Services Agreement.....pg. 21
- E. Beverage Proposal.....pg. 22

IV. CONFIRMATION OF MONITORING REPORTS:

- A. Monitoring Reports and ENDS Consensus Approval
 - A-1 Annual, Executive Limitations
Treatment of People #1, #2, #3, #4.....pg. 24

- 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. 25
- B. Report from Finney County Economic Development Corporation
- C. Report from KACCT

VI. OWNERSHIP LINKAGE:

Upcoming Calendar Dates:

- August 15 Classes Begin
- August 22 Broncbuster Athletic Association Luncheon kickoff
- August 24 Broncbuster Football 7:00 p.m. Home vs Ellsworth Community College
- September 4 No Classes/Offices Closed in Observance of Labor Day
- September 8-9 KACCT Quarterly meeting at Butler Community College
- September 12 GCCC Board of Trustee Meeting, 6:00 p.m.
- September 14 GCCC Endowment Association Scholarship Celebration 5:30-7:00 p.m., location to be announced
- September 16 Broncbuster Football 7:00 p.m. Home vs Hutchinson Community College
- September 25-28 ACCT Annual Leadership Conference. Las Vegas, NV,

VII. EXECUTIVE SESSION

VIII. ADJOURNMENT

IX. CAMPUS TOUR OF CONSTRUCTION/RENOVATION PROJECTS

Dr. Herbert J. Swender, Sr.
President

Steve Martinez
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 11, 2017

Trustees Present: Meryllyn Douglass, Jeff Crist, Steve Martinez, Melvin Neufeld, Blake Wasinger, Terri Worf,

Others Present: Debra Atkinson, Deputy Clerk
John Green, Athletic Director
Josh Harbour, *Garden City Telegram*
Cassie Lowden, Assistant Volleyball Coach
Jacquelynne Matula, Head Volleyball Coach
Chuck Pfeifer, Director of IT
Ryan Ruda, Vice President of Instruction/Student Services
David Rupp, Community Member
Kristi Tempel, Public Relations/Marketing
Dee Wigner, Executive Vice President
Herbert Swender, President

CALL TO ORDER:

Chair Crist called the regular board meeting to order at 6:08 p.m.

COMMENTS FROM THE CHAIR:

Chair Crist made the following comments:

- Fall classes are scheduled to begin August 14 with student orientation scheduled for August 10-11
- 2017 Buster Buddy day is August 19 beginning at 2:45 p. m.
- Broncbuster Athletic Association Kick Off Luncheon is August 22 at Noon, in the Beth Tedrow Student Center, Endowment Room.
- Chair Crist reminded Trustees that the college will be closed on Monday, September 4 in observance of Labor Day.

OPEN COMMENTS FROM PUBLIC:

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

REPORT FROM STUDENT GOVERNMENT ASSOCIATION:

No report was given.

REPORT FROM FACULTY SENATE:

No report was given.

INTRODUCTION OF NEW EMPLOYEES:

John Green, Athletic Director, introduced new employees Cassie Lowden, Assistant Volleyball Coach, and Patrick Nee, Assistant Men's Basketball coach. Dr. Swender welcomed the new GCCC employees and presented each 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 GCCC hosted Volleyball camp June 26 – June 29 and was very well attended by area youth and even a participant from Texas.

Dr. Swender shared that GCCC and Lifeteam partnered together for training on June 22-24. The Flight School was an academy to train critical care nurses and paramedics on aeromedicine. There was a selective application and review process, 22 students were selected for training in the summer session. The flightschool students resided in Bronbuster housing during the training. The flight school was an intense 24-hour hands-on session. Real life scenarios were presented and the Lifeteam chopper was available for practice. GCCC EMST instructor, Stacy Michelle was instrumental in setting up this special training. Once again evidence that the power of one is effective.

Dr. Swender shared that the much sought after Crosswalk on Campus Street opened June 1. Due to increased pedestrian traffic in the 700-800 blocks of Campus Drive GCCC Police Chief Rodney Dozier, started conversations with the City of Garden City to establish a crosswalk. Chief Dozier attended three meetings with the City of Garden City Traffic Advisory Board to discuss the crosswalk proposal. In April of 2015, the City conducted a pedestrian count on Campus Avenue. In September of 2016 the GCCC Board of Trustees officially supported the efforts for the crosswalk project and a request letter was drafted for the City Commission. The crosswalk was officially approved, and Facilities Director Derek Ramos and Chief Rodney Dozier collaborated with City Directors regarding the location and type of crosswalk to be utilized. The official crosswalk opened the first part of June and has enhanced the safety for our students, faculty and staff that cross the street to access GCCC facilities on the east side of Campus Drive. Dr. Swender expressed his thanks to Chief Dozier, Facilities Director Ramos, the City of Garden City Traffic Advisory Board and all involved in securing the crosswalk.

Dr. Swender noted that Department of Public Safety's Ride for the Future was held on Saturday, June 24. This scholarship ride began in 2008 by the Department of Public Safety as a way to assist students financially in gaining education in Criminal Justice, Fire Science, and Emergency Medical Technology. Over the past nine years the event has raised over an estimated \$37,000 for GCCC Endowment Scholarships. Normally the ride is in April, but was rescheduled for June due to inclement weather. This year they raised an estimated \$3,300.00.

Dr. Swender reported that GCCC Night at the Wind was Friday, June 30. Board Chairman, Jeff Crist, threw out the first pitch. GCCC Cheerleaders and Bronbuster Billy were on hand to throw t-shirts and baseballs to the crowd. Kids were able to visit with players in the dugout before the game. Kaylee Keller sang the National Anthem, and the GCCC cheer team played games with kids between innings. Over 70 people represented GCCC at the game. Dr. Swender thanked GCCC Cheer Coach, Brice Knapp, for inviting the cheer squad to be a part of the game time activities.

Dr. Swender shared that summer construction and renovation continues on the parking lot, band hall, roofs and that the materials for the replacement of Conestoga Arena floor, Ron Schwartz court has arrived. The wood will acclimate to building temperature for approximately two weeks before installation begins. Dr. Swender also noted that roof construction has started on the library.

Dr. Swender took a few minutes to credit Executive Vice President, Dee Wigner, and College Architect, Stewart Nelson for their continued leadership and undertaking of deferred maintenance areas of campus. Dr. Swender went on to credit GCCC Board of Trustees for their direction in the deferred maintenance schedule and expressed his thanks to Facilities Director, Derek Ramos and crew for the work completed on a deferred maintenance plan.

At this time Kristi Tempel, Director of Public Relations/Marketing, showed a brief video that was produced in cooperation with Graphic Designer, Tiffany Heit. This short video will be used on various social media to promote the college. Dr. Swender noted that a previous short video on Facebook had received over 6,000 views already. This is a great way to market the college.

Chair Crist thanked Dr. Swender for his report.

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 II A-C.

Motion:

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

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

Nays: None

Motion carried: 6-0

Approved actions follow:

(A) APPROVED MINUTES of previous meeting (June 13, 2017, June 27, 2017)

(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.)

OTHER ACTION:

DISCUSSION OF 2017-2018 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 estimated revenue generated from the ad valorem tax increased the General Fund ad valorem tax revenue by \$692,311 and the Capital Outlay Fund revenue by \$31,423. The revenue increase is due to an increase in assessed valuation for real estate and oil and gas. The credit given for Tax Incentive Fund (TIF) increased from \$13,838,103 to \$16,155,618. However, there was a loss in revenue of motor vehicle taxes by \$153,503. Public Budget hearing is scheduled for 5:45 p.m. at the regularly scheduled GCCC Board of Trustee meeting August 8, 2016.

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

Motion:

Douglass moved, seconded by Martinez that the, Board of Trustees authorize for publication, a budget for the Fiscal Year 2017-2018 with a General Fund tax in the amount of \$ 9,452,140 with an anticipated General Fund mill levy of 19.983. Further, that the Board authorize the publication of a Capital Outlay tax equal to 1.009 mills with an anticipated Capital Fund Outlay tax in the amount of \$447,343, representing no increase in the mill levy for the college.

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

Nays: None

Motion carried: 6-0

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

Board Vice Chair, Terri Worf, noted that the budget reflected a sacrifice on behalf of the college's staff and faculty dealing with cuts and other deferments. Worf went on to state that some employees are asked to take on

more duties in classes or assume responsibility for another role. Worf commended GCCC employees at all levels and stated that GCCC is very efficient and has gotten very good at accomplishing more with less.

ELECTION OF OFFICERS – BOARD OF TRUSTEES 2017-2018:

Chair Crist moved on to the election of Board of Trustee officers for the 2017-2018 year.

Motion:

Worf moved, seconded by Douglass to retain the current officers for the following positions:

- ***Clerk*** ***Melvin Neufeld***
- ***KACCT Representative*** ***Melvin Neufeld***
- ***Economic Development Corporation Representative*** ***Steve Martinez***

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

Nays: ***None***

Motion carried 6-0.

Chair Crist opened the floor for nominations for Chair of the Board of Trustees for the 2017-2018 year.

Douglass nominated Steve Martinez for 2017-2018 GCCC Chair of the Board of Trustees, Worf seconded the nomination.

Motion:

Crist moved, seconded by Worf that the nominations cease and Martinez be elected as Chair of the Board for the 2017-2018 year.

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

Abstaining: ***Martinez***

Nays: ***None***

Motion carried 5-0.

Chair Crist then opened the floor for nominations for Vice Chair.

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

Motion:

Crist moved, seconded by Neufeld that nominations cease and Worf be elected as Vice Chair of the Board for the 2017-2018 year.

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

Abstaining: ***Worf***

Nays: ***None***

Motion carried: 5-0

Gavel was passed at this time to newly elected Chair Steve Martinez.

APPOINTMENTS:

Chari Martinez then asked for a motion approving the listed annual appointments as a group.

Secretary to the Board	Herbert Swender
Deputy Clerk	Debra Atkinson
College Treasurer	Dee Wigner

Designated Agent for KPERs
Alternate Designated Agents for KPERs

Dallas Crist
Dee Wigner

Worf moved, seconded by Crist, to approve the listed appointments as a group.

Ayes: Crist, Douglass, Martinez, Neufeld, Wasinger, Worf
Nays: None

Motion carried: 6-0

Depositor Designations and Professional Services Providers, Authorized Signatures for Academic Year 2017-2018

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

Primary Depository for 2017-2018
Commerce Bank

Other Depositories for 2017-2018
Western State Bank
Valley State Bank
Frist National Bank of Garden City
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

Motion:

Crist moved, seconded by Worf to accept as presented Depositor Designation, Professional Services Provider, and Authorized Signatures for academic year 2017-2018 as presented.

Ayes: Crist, Douglass, Martinez, Neufeld, Wasinger, Worf
Nays: None

Motion carried: 6-0

MONITORING REPORTS and ENDS REPORTS:

Dr. Swender asked at this time to amend the agenda to include the addition of two essential skills as requested by Mr. Ryan Ruda.

Motion:

Neufeld moved, seconded by Crist to amend the current agenda to reflect formal action on the addition of two essential skills.

Aye: Crist, Douglass, Martinez, Neufeld, Wasinger, Worf
Nay: None

Motion carried: 6-0

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, #5
- Annual, Essential Skills #1, #2, #3

Vice President of Instruction/Student Services, Ryan Ruda presented two new Essential Skills, Cultural Diversity and Social Responsibility, for addition to Policy Governance. Discussion followed and Trustee Worf shared that as matter of principle the additional two items were already being monitored by the board and not necessary to add.

Motion:

Crist moved, seconded by Neufeld to approve the addition of Cultural Diversity and Social Responsibility to Ends-Essential Skills of the Policy Governance Manuel.

Aye: Crist, Douglass, Martinez, Neufeld, Wasinger

Nay: Worf

Motion carried: 5-1

Trustees agreed to accept monitoring reports as presented with the addition of the two new Essential Skills.

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

- Annual. Executive Limitations, Compensations/Benefits
No change indicated.

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION:

Chair Martinez reported the following:

- FDEDC is focusing on housing and daycare shortages.
- There is a planning commission meeting on August 14, 2017.

REPORT FROM KACCT:

Trustee Neufeld reported the following:

- Legislators are currently on break and not much activity.

OWNERSHIP LINKAGE:

Chair Martinez praised GCCC grounds and maintenance crews for their consistent attention to GCCC Grounds and campus buildings.

Dr. Swender shared that Volleyball, Soccer, and Football will be beginning end of July.

Dr. Swender went on to say to watch for new signage going up at the Fire Tower, Band Building, and Broncbuster Suites.

EXECUTIVE SESSION:

No executive session held.

Meeting adjourned 7:15 p.m.

UPCOMING CALENDAR EVENTS:

August 14	Classes Begin
August 24	Broncbuster Football, 7:00 p.m. at GCCC vs Ellsworth

September 4 No Classes/Offices Closed in Observance of Labor Day
September 8-9 KACCT Quarterly Meeting, Butler County Community College
September 12 Monthly meeting of GCCC Board of Trustees, 6:00 p.m., Endowment Room, Beth Tedrow Student Center

September 16 Broncbuster Football, 7:00 p.m., at GCCC vs Hutchinson
September 30 Broncbuster Football, 7:00 p.m., at GCCC vs Butler Community College

Debra J. Atkinson
Deputy Clerk

Herbert J. Swender
President

Steve Martinez
Chair of the Board

Agenda No: III-B

Date: August 8, 2017

**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 8, 2017

To: Board of Trustees
From: Alexis Saenz, Human Resources Assistant

New Hires

Charinee Mitchell, Head Women's Basketball Coach, effective, May 12, 2017
Kelli Jenkins, Assistant Women's Basketball Coach, effective, May 12, 2017
Shaquicia Johnson, 2nd Assistant Women's Basketball Coach, effective June 26, 2017
Scott Westbrook, Head Women's/Men's Soccer Coach, effective June 9, 2017
Nick Torres, Assistant Women's/Men's Soccer Coach, effective, July 10, 2017
Leon Wright, Assistant Football Coach, effective, July 31, 2017
Robert Howell, English Instructor, effective, August 7, 2017
Seth Kristalyn, English Instructor, effective, August 7, 2017
Amy Poteet, Speech Instructor, effective, August 7, 2017
Jonathan Whitacre, Math Instructor, effective, August 7, 2017
Asher Brandt, Chemistry Instructor, effective, August 7, 2017
Susan Ortega, Accounting Instructor, effective, August 7, 2017
Carlos Rivera, SSS Advisor, effective August 2, 2017
Cindy Giron, Custodian, effective, June 19, 2017

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 8/01/2017)

INSTRUCTOR	CLASS	AMOUNT
ADJUNCT CONTRACTS		
Adams, Karen 7/3/2017 - 8/11/2017	Substance Abuse HPER-107-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 11-00-0000-11070-5230	\$ 2,400.00
Alexander, Clinton 7/10/2017 - 7/13/2017	Workforce AID HACCP WFAID 103-01 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 22-97-3040-12272-5230	\$ 2,400.00
Babcock, Dallas 7/10/2017 - 7/14/2017 Team Teach w/W.Blackburn	Industrial NH3 Refrig Oper I INPR-211-04 - 3.00 credit hour(s) 1/2 of 3.00 credit hour(s) X \$800.00 12-00-0000-12270-5230	\$ 1,200.00
Babcock, Dallas 7/17/2017 - 7/21/2017 Team Teach w/W.Blackburn	Industrial NH3 Refrig Oper II INPR-212-03 - 3.00 credit hour(s) 1/2 of 3.00 credit hour(s) X \$800.00 12-00-0000-12270-5230	\$ 1,200.00
Babcock, Dallas 7/24/2017 - 7/29/2017 Team Teach w/W.Blackburn	Industrial NH3 Refrig Oper I INPR-211-05 - 3.00 credit hour(s) 1/2 of 3.00 credit hour(s) X \$800.00 12-00-0000-12270-5230	\$ 1,200.00
Blackburn, Wayne 7/10/2017 - 7/14/2017 Team Teach w/D.Babcock	Industrial NH3 Refrig Oper I INPR-211-04 - 3.00 credit hour(s) 1/2 of 3.00 credit hour(s) X \$433.33 12-00-0000-12270-5230	\$ 1,300.00
Blackburn, Wayne 7/17/2017 - 7/21/2017 Team Teach w/D.Babcock	Industrial NH3 Refrig Oper II INPR-212-03 - 3.00 credit hour(s) 1/2 of 3.00 credit hour(s) X \$433.33 12-00-0000-12270-5230	\$ 1,300.00
Blackburn, Wayne 7/24/2017 - 7/29/2017 Team Teach w/D.Babcock	Industrial NH3 Refrig Oper I INPR-211-05 - 3.00 credit hour(s) 1/2 of 3.00 credit hour(s) X \$433.33 12-00-0000-12270-5230	\$ 1,300.00
Cherico, Sean 7/10/2017 - 7/28/2017	Lifetime Fitness HPER-121-06 - 2.00 credit hour(s) 2.00 credit hour(s) X \$500.00 11-00-0000-11070-5230	\$ 1,000.00
Dick, Nicole 7/3/2017 - 8/11/2017	College Algebra MATH-108-02 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 11-00-0000-11050-5230	\$ 2,400.00

GARDEN CITY COMMUNITY COLLEGE
ADJUNCT/OUTREACH FACULTY CONTRACTS
(Presented to Board of Trustees for Approval 8/01/2017)

Dick, Nicole 7/3/2017 - 8/11/2017	Fundamentals of Statistics MATH-110-01 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 11-00-0000-11050-5230	\$ 2,400.00
Friesen, William 7/3/2017 - 8/11/2017	Chemistry for Health Services CHEM-108-30 - 5.00 credit hour(s) 5.00 credit hour(s) X \$800.00 11-00-0000-11040-5230	\$ 4,000.00
Friesen, William 7/3/2017 - 8/11/2017	General Physical Science PHSC-105-30 - 5.00 credit hour(s) 5.00 credit hour(s) X \$800.00 11-00-0000-11040-5230	\$ 4,000.00
Greathouse, Lachele 07/10/2017 - 07/28/2017	Intro Computer Concepts & Appl CSCI-110-02 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 11-00-0000-11010-5230	\$ 2,400.00
Hernandez, Sheena 7/3/2017 - 8/11/2017	English I ENGL-101-31 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 11-00-0000-11021-5230	\$ 2,400.00
Hernandez, Sheena 7/3/2017 - 8/11/2017	English II ENGL-102-30 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 11-00-0000-11020-5230	\$ 2,400.00
Hutcheson, Tammy 7/3/2017 - 8/11/2017	General Psychology PSYC-101-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 11-00-0000-11060-5230	\$ 2,400.00
Johnson, Christopher 7/5/2017 - 8/3/2017	Music History and Appreciation MUSC-108-31 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 11-00-0000-11032-5230	\$ 1,500.00
Johnson, Christopher 07/10/2017 - 07/28/2017	Music History and Appreciation MUSC-108-01 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 11-00-0000-11032-5230	\$ 1,500.00
Lolohea, Nanumi 7/10/2017 - 7/28/2017	Lifetime Fitness HPER-121-04 - 2.00 credit hour(s) 2.00 credit hour(s) X \$500.00 11-00-0000-11070-5230	\$ 1,000.00

GARDEN CITY COMMUNITY COLLEGE
ADJUNCT/OUTREACH FACULTY CONTRACTS
(Presented to Board of Trustees for Approval 8/01/2017)

McCallum, Brian 7/10/2017 - 7/28/2017	Art Appreciation ARTS-120-02 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 11-00-0000-11030-5230	\$ 2,400.00
McKinney, Daniel 07/10/2017 - 07/28/2017	College Success PCDE-101-07 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 11-00-0000-11083-5230	\$ 500.00
McKinney, Daniel 07/10/2017 - 07/28/2017	College Success PCDE-101-10 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 11-00-0000-11083-5230	\$ 500.00
McKinney, Daniel 7/10/2017 - 7/28/2017	Lifetime Fitness HPER-121-10 - 2.00 credit hour(s) 2.00 credit hour(s) X \$500.00 11-00-0000-11070-5230	\$ 1,000.00
Misipeka, Keikiokalani 7/10/2017 - 7/28/2017	Lifetime Fitness HPER-121-08 - 2.00 credit hour(s) 2.00 credit hour(s) X \$500.00 11-00-0000-11070-5230	\$ 1,000.00
Nguyen, Thuy 7/3/2017 - 8/11/2017	Beginning Algebra MATH-106-02 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 11-00-0000-11050-5230	\$ 2,400.00
Nguyen, Thuy 7/3/2017 - 8/11/2017	Intermediate Algebra MATH-107-02 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 11-00-0000-11050-5230	\$ 2,400.00
Overstreet, David 07/10/2017 - 07/28/2017	College Success PCDE-101-06 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 11-00-0000-11083-5230	\$ 500.00
Overstreet, David 07/10/2017 - 07/28/2017	College Success PCDE-101-09 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 11-00-0000-11083-5230	\$ 500.00
Overstreet, David 7/10/2017 - 7/28/2017	Lifetime Fitness HPER-121-09 - 2.00 credit hour(s) 2.00 credit hour(s) X \$500.00 11-00-0000-11070-5230	\$ 1,000.00

GARDEN CITY COMMUNITY COLLEGE
ADJUNCT/OUTREACH FACULTY CONTRACTS
(Presented to Board of Trustees for Approval 8/01/2017)

Rainman, Valerie 7/24/2017 - 8/3/2017	Spanish for Educators II LANG-129-01 - 2.00 credit hour(s) 2.00 credit hour(s) X \$500.00 11-00-0000-11020-5230	\$ 1,000.00
Reyes, Daniel 7/10/2017 - 7/28/2017	Interpersonal Communications I SPCH-113-01 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 11-00-0000-11022-5230	\$ 1,500.00
Sims, Jeffrey 07/10/2017 - 07/28/2017	College Success PCDE-101-05 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 11-00-0000-11083-5230	\$ 500.00
Sims, Jeffrey 07/10/2017 - 07/28/2017	College Success PCDE-101-08 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 11-00-0000-11083-5230	\$ 500.00
Sims, Jeffrey 07/10/2017 - 07/28/2017	Lifetime Fitness HPER-121-05 - 2.00 credit hour(s) 2.00 credit hour(s) X \$500.00 11-00-0000-11070-5230	\$ 1,000.00
Tharman, Elizabeth 7/3/2017 - 8/11/2017	Anatomy & Physiology I BIOL-211-01 - 4.00 credit hour(s) 4.00 credit hour(s) X \$800.00 11-00-0000-11040-5230	\$ 3,200.00
Whitehill, Judy 7/10/2017 - 7/28/2017	Human Sexuality SOC1-104-01 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 11-00-0000-11060-5230	\$ 2,400.00

TOTAL ADJUNCT CONTRACTS **\$ 62,000.00**

ONLINE ADJUNCT FACULTY CONTRACTS

Acevedo, Naysha 7/3/2017 - 8/11/2017	Organizational Leadership PSYC-106-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 11-00-0000-11060-5230	\$ 1,500.00
Albert, Kathleen 7/3/2017 - 8/11/2017	Public Speaking SPCH-111-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 11-00-0000-11022-5230	\$ 1,500.00

GARDEN CITY COMMUNITY COLLEGE
ADJUNCT/OUTREACH FACULTY CONTRACTS
(Presented to Board of Trustees for Approval 8/01/2017)

Sieg, Kent 7/3/2017 - 8/11/2017	Survey of Civilization II HIST-102-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 11-00-0000-11020-5230	\$ 1,500.00
------------------------------------	---	-------------

Vadapally, Praveen 7/3/2017 - 8/11/2017	Astronomy, Descriptive PHSC-106-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 11-00-0000-11040-5230	\$ 1,500.00
--	--	-------------

TOTAL ONLINE ADJUNCT FACULTY CONTRACTS \$ 6,000.00

Agenda No: III-C

Date: August 8, 2017

Topic: Financial Information

Presenter: Dr. Herbert J. Swender

Background Information:

Presentation of monthly financial documents:

- Checks over \$50,000
- 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 \$50,000

August 2017

Purchases over \$50,000 requiring bid sheets

- Check #257513 to DV Douglass Roofing Inc. for \$125,305.00 for partial payment of the replacement of the Saffell Library roof and partial replacement of the DPAC roof. The board approved this project at the June 2017 board meeting.
- Check #257251 to Dissinger Reed, LLC for \$210,863.00 for athletic insurance for the 2017-18 school year. The board approved this purchase at the June 2017 board meeting.
- Check #257253 to Ellucian Co. for \$286,951.00 for annual software maintenance and licenses. The Board approved this purchase at the June 2017 board meeting.
- Check #257255 to KASB for \$54,302.00 for worker's compensation insurance for the 2017-18 school year. The board approved this purchase at the June 2017 board meeting.

Payments over \$50,000 not requiring bid sheets

- Check #257304 to City of Garden City for \$67,926.07 for monthly utilities.
- Check #257426 to Blue Cross and Blue Shield of Kansas for \$91,384.77 for August health insurance premiums for employees.

Garden City Community College
7/31/2017

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 370,327.04	0.0000%
State Municipal Invest. Pool	\$ 23,091.54	0.6943%
FNB of Garden City - Money Market	\$ 102.23	0.0000%
FNB of Garden City - Insured Cash Sweep	\$ 1,018,749.89	0.7500%
Commerce Bank - Money Market	\$ 5,834.34	0.0800%
Landmark National Bank	\$ 2,639,218.96	1.0800%
	<u>\$ 4,057,324.00</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	0.9000%	2/3/2016	8/3/2017
Valley State Bank	CD	\$ 1,000,000.00	0.9500%	8/12/2016	8/12/2017
American St Bank	CD	\$ 1,000,000.00	0.9600%	5/9/2017	11/9/2017
Western State Bank	CD	\$ 1,000,000.00	1.0000%	5/9/2017	11/9/2017
Western State Bank	CD	\$ 1,000,000.00	0.9000%	2/10/2017	2/9/2018
		<u>\$ 5,000,000.00</u>			
Total		<u><u>\$ 9,057,324.00</u></u>			

Agenda No: III-D-1

Date: August 8, 2017

Topic: Website Managed Services Agreement

Presenter: Dr. Herbert J. Swender

Background Information:

Upon the resignation of the college Webmaster last January, we began looking at options for the management of the GCCC website. After much research and discussion, it is the recommendation of administration to convert to a digital content management system through a “managed services” model. An outside agency will develop, with our direction, actual website templates that are ADA compliant. College staff will be responsible for maintaining individual pages with current information.

Proposals were received from three companies. The best proposal was received from OmniUpdate. The five-year proposal includes website development and ongoing training for college staff.

Budget Information:

FY18 General Fund
\$32,500 Year 1
\$12,000 Annually Year 2-5

Recommended Board Action:

Authorize administration to enter into a five-year agreement with OmniUpdate.

Board Action Taken: ___ Approved ___ Disapproved
 ___ Ayes ___ Nays ___ No Action

Board Member Notes:

Agenda No: **III-E**

Date: **August 8, 2017**

Topic: Exclusive Beverage Agreement

Presenter: Dr. Herbert J. Swender

Background Information:

The current 10-year agreement with Pepsi Bottling Group for exclusive beverage dispensing rights on the GCCC campus expires August 31, 2017. An RFP was released and two proposals were received – Heartland Coca-Cola Bottling Company and Pepsico. After reviewing both proposals, administration determined the best proposal was from Pepsico. The proposal includes upfront sponsorship, annual sponsorship, marketing fund, vending commission and product donation.

Budget Information:

Revenue generated for FY18 budget

Recommended Board Action:

Board authorizes the administration to negotiate and enter into a contract with Pepsico for an agreed time not to exceed more than 10 years for campus beverage services.

Board Action Taken: ___ **Approved** ___ **Disapproved**
 ___ **Ayes** ___ **Nays** ___ **No Action**

Board Member Notes:

**AUGUST 2017 MONITORING REPORT
ANNUAL REPORT**

EXECUTIVE LIMITATIONS Treatment of People Preamble With respect to treatment of students, staff, volunteers, and the community, dealings shall not be inhumane, unfair, or undignified.	ANNUAL Page 8
--	--------------------------------

CEO’S Interpretation: The President shall to the best of his ability ensure that students, employees and stakeholders are treated in a humane, fair and dignified way.

Data Directly Addressing CEO’s interpretation: Suggestions and concerns are given respectful consideration and acknowledged. Fair treatment of others and professional behavior is expected of all GCCC employees. Employee concerns about fair treatment may 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 vice president.

EXECUTIVE LIMITATIONS Treatment of People #1 The President shall not operate without policies and procedures which clarify faculty, student and staff rules, provide for effective handling of grievances and complaints, and protect against wrongful conditions.	ANNUAL Page 8
---	--------------------------------

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.

EXECUTIVE LIMITATIONS**ANNUAL****Treatment of People #2****Page 8****The President shall not discriminate against anyone for expressing their opinion.**

CEO's Interpretation: This is established through college climate and culture. The office of the president must abide by the non-discriminatory policies, regulations and civil responsibilities. The college policy and procedures provide avenues of reporting perceived negative actions by the office of the president.

Data directly addressing CEO's Interpretation:

The office of human resources registers all complaints regarding the president. In the event a concern is received by human resources it will be confidentially submitted to the Executive Vice-President for communication to the Board. No reportable concerns were submitted.

EXECUTIVE LIMITATIONS**ANNUAL****Treatment of People #3****Page 8****The President shall not withhold a complaint, grievance, or appeal procedure from faculty, staff or students.**

CEO's Interpretation: Due process shall be established for the faculty by the negotiated agreement and the president will ensure that personnel adhere to the procedure.

Data directly addressing CEO's interpretation: The President has designated the Human Resources office to work with the appropriate vice president and the faculty member to ensure that due process and procedures are followed.

EXECUTIVE LIMITATIONS**ANNUAL****Treatment of People #4****Page 8****The President shall not fail to acquaint students and staff with their rights and responsibilities.**

CEO's Interpretation: The President shall ensure that the appeal process is available to staff and students. Institutional complaints are processed via their respective departments and Vice-president, culminating to the president's office if necessary. Depending on the nature of the individual's appeal all staff have access to the Human Resources Department. All students have access to the Vice President of Student Services as outlined in the student handbook.

Data directly addressing CEO's interpretation: There was no reported staff or student appeals for the 2016-2017 since the 2016 May report. Academic years outside of academic or disciplinary actions rendered.

Incidental Information

August 2017

Dee Wigner, Executive Vice President

Bookstore:

Virga and Suzanne are busy ordering books, merchandise and re-working displays in preparation for fall rush. Virga is checking and rechecking current enrollments to make certain there are enough books for all our students. Suzanne is double-checking the school supplies inventory and preparing clothing racks. Most of the new fall merchandise has arrived and is on display. Preparation is underway for a faculty and staff fashion show at in-service, which will spotlight new merchandise.

Pre-sacking of scholarship books has begun. The plan is to have everything ready by August 1 when most of the teams will be back on campus. Virga and Suzanne plan to have things ready, so students can start picking their books up as soon as they arrive on campus.

The bookstore be open extended hours during the first two weeks of August. During the week of new student orientation, the bookstore will be open until 7:00pm. On August 9, 10 and 11, and the following week when classes start, there will be the same extended hours as admissions, registrar and the business office.

Campus Police:

On July 7, 2017 Chief Dozier attended a four-hour armed intruder exercise that was held at Garden City High School. The event was coordinated by Finney County Emergency Management, and included participants from local law enforcement, Finney County Emergency Medical Services, Garden City Fire, USD 457 and St. Catherine's Hospital. During the exercise, many elements of the emergency response were evaluated to include; command & control, communications, tactical decision making, public health and mass casualty capabilities. This was a great learning experience for all involved.

Marketing and Public Relations:

A marketing campaign has been launched to advertise GCCC online campus enrollment. Radio ads have been rotated with a heavy emphasis on the distance-learning program. In addition, GCCC banners on the KWCH weather app promoting distance learning began mid July. A new PDF file will be produced to promote distance learning with high school students and non-traditional students. The file can also be printed and used to hand out to students.

Video is being produced for the KACROA conference that GCCC admissions will host next fall. The video is a promotional tool to let other colleges know what is available in our community and a way to garner excitement for the conference.

New radio ads are currently being produced for the "GO" campaign, and should be up and running in two weeks. Scripts were written and the tag line "From Here You Can Go Anywhere" is being included.

Work started on the admissions advertising piece to hand out to attract potential students to Garden City Community College. Press releases for the month have been sent for Buster Buddy Day, Firearm classes, HLC accreditation results, board meeting, and new student orientation days.

A marketing survey is being developed for students. Questions include, "where they heard about GCCC, where they get information, and what were factors influenced their decision to come to GCCC."

Director of Facilities:

Maintenance:

- Finished all maintenance repairs on residential life buildings. Plumbing, electrical, blinds, closet repairs, drawers, garbage disposals etc.
- Removed and replaced the carpet in the President and Executive Secretary's office.
- Started band building remodel.
- Helped contractors raise spiral staircase so contractors can build the gymnasium floor around the stairs
- Ran fiber optic cable from one side of the gym to the other side of the of the gym for live feeds during sporting events.
- Replaced three 100 gallon hot water heaters.
- Replaced two sump pumps in the basement of the SCSC.
- Assisted JAG construction on dorm parking lot replacement.
- JAG Construction completed tunnel cap replacement.
- DV Douglas completed roof replacement on SAFL Library and DPAC lobby.

Custodian:

- Waxed hallways and classrooms
- Completed summer help desks and setups
- Helped maintenance in daily up keep

Grounds:

- Mowing/trimming
- Irrigation line repairs and sprinkler head replacement throughout campus
- Planted seven trees around campus
- Replaced broken sprinkler line at apartments.
- Helped maintenance with office moves
- Helped res life with deliveries and bed spring/mattress placement and unload
- Moved sprinkler lines to accommodate construction projects

Business Office Comptroller

Lewis, Hooper and Dick brought a team of four people for the audit fieldwork and they were here for six days. During that time they also worked on the Endowment Association audit The auditors completed the fieldwork for the FY17 audit on Thursday, July 27. We are gathering a few more items for them to complete the audit.

The business office recently signed an agreement for services with Flywire. Flywire is a service for International students that allows them to send wires to pay their student accounts. For security reasons, students have not been allowed to have GCCC bank account information so they had to make other pay arrangements. The Flywire service will allow the international student to wire funds to Flywire in their denomination, convert the funds to US dollars and then Flywire will send the college the funds to post to the student's account. The service is at no cost to the college. The student pays a wire fee to Flywire. Flywire has their promotional material available in many different languages to explain the procedure to students and their families. This is an exciting product to have available for international students. It allows students to have multiple options to get their student account paid.

Print Shop

Tiffany and Cecilia have been busy getting ready for fall semester. They have teamed up with marketing to work on in-service, media guides for football, promotional blasts for volleyball, brochures, and new student orientation. Tiffany and Cecilia are working on projects for admissions, student services, campus police, handouts for in-service, copies for the beginning of semester and books for instructors.

Payroll Department

- TimeClock Plus (TCP) Additional Setups for Leave Accrual Banks/Training
 - All accrual banks are set up and leave balances imported to TCP. Leave workflow training sessions we have held this summer have resulted in a good attendance by Faculty Division Leaders, Exempt Staff, and Coaches. We will meet with all Faculty in August and plan to have ongoing training for new employees in time and attendance, leave workflow, manager training, and additional reporting functions of the TCP system.
- External Audit
 - Lewis, Hooper & Dick CPA firm performed their annual external audit on our Payroll dept. the week of July 24 – 27. We were able to accommodate them with all of their requests.
- Residential Life Assistant Orientation
 - Payroll met with approximately 20 Residential Life Assistants during their orientation to explain and assist them in completing their necessary employment forms.
- Workers' Compensation Audit
 - Patriot Audit Services, LLC contracted with KASB for the Insurance Premium Verification for FY 17. Information requested was submitted on July 28.
- Kansas DOL Payroll/HR Occupational Employment Report
 - The Excel report, submitted on July 28, included information about the occupations and wage ranges of all employees; Full-time, Part-time, Adjunct, & Student, paid during the month on May, 2017.
- Assisted with FY18 salaries, positions and funding for budgeting.

Ryan Ruda, Vice President Instruction/Student Services:

Admissions:

Campus visits have slowed down, but we're still ahead of where we were last year.

2016 had 3 campus visits

2017 had 9 campus visits

Working on new recruiting materials. A new tech viewbook is being produced.

Advising:

Continuing enrollment and processing of fall enrollment

Residential Life

Currently sitting at a total of 540 students in campus housing. Have checked in most of the fall sport students and finishing with cleaning, room set-up and general maintenance in preparation for all-student check in on August 10.

Instruction

Faculty will return on August 7. Faculty In-service is scheduled for August 7 with all faculty in-service in the morning followed by training on Diversity and Critical Thinking in the afternoon. On August 8, faculty will be involved in a day long training regarding Curriculum Mapping. All courses and Expected Learner Outcomes will be mapped to Program Outcomes throughout this training.

Accounting and Ammonia instructors have been hired to complete the hiring of faculty for the fall semester.

Adopting a new retention tool, Drop Out Detective, that integrates with Canvas and assists with attendance and grade tracking. This tool provides capabilities for advisors, coaches and cohort leaders to receive up-to-date information on students and assist in tracking retention and student success. This tool will be incorporated for the fall semester.

Assessment

Remodeling is nearing completion on the assessment center with grant funding from the Mary Jo Williams this past year. New tables, chairs and computers have been incorporated into the assessment center to assist enhancing the facility for testing requirements and test security.

Accreditation

Implementing the assessment processes for implementation on Diversity, Critical Thinking and Social Responsibility in the fall semester. Working with Instructional Design to implement the use of E-Portfolio function in Canvas that tracks student progress towards completion of the Essential Skills.