

**MEETING OF TRUSTEES
GARDEN CITY COMMUNITY COLLEGE
December 12, 2017**

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

Others Present: Debra Atkinson, Deputy Clerk
Emily Clouse, Director of Human Resources
Theresa Dasenbrock, Lewis, Hooper & Dick LLC
Chief Rodney Dozier, GCCC Chief of Police
John Green, Athletic Director
Josh Harbour, *Garden City Telegram*
Amanda Harms, Administrative Assistant to Vice President Instruction/Student Services
Sheena Hernandez/English Instructor/Faculty Senate
Andy Gough, Director of IT
Micah Koksall, SGA Student/Academic Advisor
Jacquelyn Messinger, Dean of IEPR
Deb Nichelson, Comptroller
Tiffany O'Rourke, Lewis, Hooper & Dick, LLC
Ryan Ruda, Vice President of Instruction/Student Services
Kristin Sekavec, Lewis Hooper & Dick, LLC
Kristi Tempel, Public Relations/Marketing
Dee Wigner, Executive Vice President
Clay Woydziak, SGA President
Herbert Swender, President

CALL TO ORDER:

Chair Martinez called the regular board meeting to order at 6:00 p.m.

OPEN COMMENTS FROM PUBLIC:

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

Quoting Mahatma Gandhi "Anyone who says they are not interested in politics is like a drowning man who insists he is not interested in water". Dr. Herbert Swender, President, took this opportunity to recognize and thank Melvin Neufeld for his service as a Trustee on the Garden City Community College board from 2015-2017. Dr. Swender stated that we may not know what the future holds, but we know who holds the future, and it is good people like our board. Dr. Swender expressed appreciation for Mr. Neufeld's leadership, candor, wit, wisdom, and community involvement, in addition to his service in local and state government. Remaining Trustees added their thanks and appreciation.

Dr. Swender presented Mr. Neufeld with a service award and a keepsake collage of photos which depicted all the projects undertaken at the college during Mr. Neufeld's tenure as a GCCC Trustee. Dr. Swender went on to express his thanks to Mr. Neufeld for his years of service to GCCC and the Kansas Legislature.

Mr. Neufeld took a few moments to convey his appreciation for the honor of serving on the GCCC Board of Trustees and representing GCCC at the Kansas Association of Community College Trustees. Neufeld went on to say that during his time as a GCCC Trustee the board, working together as a team, had made some very good things happen.

REPORT FROM LEWIS, HOOPER AND DICK, RE: 2016-2017 AUDIT:

Trustees had previously received copies of the 2016-2017 audit report. Ms. Theresa Dasenbrock highlighted key areas:

- Garden City Community College received an unmodified opinion. This is the highest opinion rating available for financial audits.

- No findings or questioned costs on federal funds and programs.
- No Kansas statutory violations noted.
- Total assets of all College funds equal \$45,793,413
- Total revenue in all college funds
 - Operating: \$5,923,870
 - Non-operating: \$17,960.835
- Debt Outstanding 6/30/2016

Dorm and Student Union Lease Purchase	\$ 338,000
Cooling Loop, Software and “Front Door” Project Refinancing Lease Purchase	\$1,454,240
Multi-Sports Facility Lease Purchase	\$1,787,072
Student Housing Lease Purchase	\$1,519,091
Broncbuster Housing	\$4,010,000
Student Housing and Parking Lot Lease Purchase	\$3,462,000

The report included audits for the Garden City Endowment Association and the Broncbuster Athletic Association. Dasenbrock commended Executive Vice President, Dee Wigner, and the business office staff for the great job they have done.

(Supporting documents filed with official minutes)

Chair Martinez expressed appreciation to GCCC staff for the successful audit and to Ms. Dasenbrock for their professionalism during the audit process.

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 several concerts had taken place including Jazz Band, November 28, Band Concert, November 30, Vespers, December 3, and Guitar and Rock Ensemble, December 4.

On November 30, GCCC Athletic Director, John Green, announced that Douglas Marshall would become the new Head Track and Field Coach and Cross Country Coach at Garden City Community College. Marshall will replace head coach Raymond Putnam, who has moved on to be closer to family. Marshall has been the Assistant Track and Field Coach at GCCC for sprints/jumps/multis since October of 2014

GCCC competed in the Heart of Texas Bowl vs. Trinity Valley on Saturday, December 2. Busters fought hard to come from behind and took the lead twice, but Trinity Valley got a 25-yard interception return in the last minute of the game to give them a heart-stopping win over the Broncbusters. Final Score: Trinity Valley 48, GCCC 41. Dr. Swender stated that this was a tough loss; however players, coaches, cheer, and band represented GCCC with quality and excellence.

Dr. Swender shared that GCCC Collegiate Farm Bureau, GCCC Block and Bridle Club and Burtis Motors, Inc., held their annual Fill-A-Ford with toys on the GCCC campus. What a success, the Ford was filled and running over with new toys for the Salvation Army.

Brandy Unruh and the Department of Public Safety students filled stockings for the Travis Bachman Annual Stocking Drive. Stockings were stuffed with snacks, hygiene items and a personal note then sent to Kansas National Guard soldiers serving overseas. DPS received enough items to stuff 38 stockings.

Dr. Swender reported that Tuesday, December 5, Family Crisis and GCCC Nurse Trisha Miller, brought dogs (Bella and Ella) to campus during finals. Students were able to pet the dogs to help relieve finals stress. Both

groups held activities in the student lounge to visit with students about finals week stress and holiday stress. Students received pamphlets on stress relief and were able to make touchstones.

Late Night Breakfast for finals was Tuesday, December 5. Approximately 350 students were present to fuel up for finals. Dr. Swender thanked Turstee Douglass and Trustee Martinez for coming out to help. Dr. Swender reported that this was the largest student attendance to date. Dr. Swender participated in a warrior chant directed by American Samoa students, or tried to keep up. The video of this inspiring chant has been viewed 17,000 times on Facebook.

Dr. Swender shared that Tuesday, December 5, GCCC TRIO Student Support Services celebrated December graduates with a reception in the Library.

Dr. Swender stated that although he was unable to participate in the December 10 Christmas Parade sponsored by Downtown Vision and Burtis Motors, Inc., GCCC was well represented. Representing GCCC was the Endowment's Jeep that they will auction this spring, followed by a John Deere tractor lit up for Christmas, followed by the Fill-A-Ford full of toys. A large crowd lined up on the parade route, and helpers got a workout handing out candy to children.

Chair Martinez thanked Dr. Swender for his report.

INTRODUCTION OF NEW EMPLOYEES:

Vice President of Student Services and Instruction, Ryan Ruda, introduced new employee, Amanda Harms, Administrative Assistant to the Vice President for Student Service and Instruction.

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

REPORT FROM STUDENT GOVERNMENT ASSOCIATION:

Clay Woydziak, SGA President, reported that SGA had donated \$200 to the Campus Closet to help replenish items that will help students remaining over winter break. Woydziak noted that SGA had helped with a shoe drive held by GCCC Track and Field by paying for the shipping to get the donated shoes to Jamaica.

Future Events:

Woydziak reported that SGA is preparing for Martin Luther King Jr. Day, which will be held on January 15 in the back gym of the Dennis Perryman Athletic Complex at 10:30 a.m.

Chair Martinez thanked Woydziak for his report.

REPORT FROM FACULTY SENATE:

Sheena Hernandez English Instructor/Faculty Senate President reported that Faculty Senate has been discussing current needs for faculty professional development. Faculty are working on accreditation which includes the Assurance Argument for the Higher Learning Commission. Faculty Senate have also been involved in discussions regarding a new Sick Leave Policy. Faculty Senate is focusing on faculty wellness and developing ways to help with physical, mental, and financial well-being of faculty.

Trustees thanked Hernandez for his report.

CONSENT AGENDA:

Chair Martinez asked if Trustees wished to remove any items from the consent agenda. Trustees asked to remove item E (Finney County Economic Development Annual Partnership Fee) for the purpose of discussion.

Chair Martinez then asked for a motion approving consent agenda items II A-D.

Motion:

Worf moved, seconded by Crist to remove consent agenda item II-E (Finney County Economic Development Annual Partnership Fee) for discussion and to approve consent agenda items, II A-D as presented.

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

Nays: None

Motion carried: 6-0

Approved actions follow:

(A) APPROVED MINUTES of previous meeting (November 14, 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.)

(D) APPROVED GCCC 2016-2017 AUDIT, as presented

The annual financial audit was conducted by Lewis, Hooper & Dick, LLC. The audit includes the Garden City Endowment Association and the Broncbuster Athletic Association. The audit resulted in an unmodified opinion which is the highest opinion rating available for financial audits.

(Supporting documents filed with official minutes.)

II- E - FINNEY COUNTY ECONOMIC DEVELOPMENT ANNUAL PARTNERSHIP FEE, as presented

Since 2007, the college has financially supported the Finney County Economic Development Corporation through an annual partnership fee. As part of the partnership fee, the college receives one seat on the development board. The annual fee for 2017-18 is \$15,000.

After a brief discussion regarding information and input the following motion was made.

Motion:

Douglass moved, seconded by Neufeld to approve consent agenda item II-E (Finney County Economic Development Annual Partnership Fee) as presented.

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

Nays: None

Motion carried: 6-0

(Supporting documents filed with official minutes.)

MONITORING REPORTS and ENDS REPORTS:

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

- Annual, General Executive Constraints, #10 Safe and Healthy Environment

Trustees asked GCCC Campus Police Chief, Rodney Dozier, to give a brief report on future goals for GCCC Campus Police. Chief Dozier stated that additional staff to help with campus coverage on a 24/7 basis is the primary goal for the future. Chief Dozier went on to say that continuation of the ALICE (Alert, Lockdown, Inform, Counter and Evacuate) active shooter training for students, faculty and staff is an ongoing goal.

Becoming a more self-sufficient police department is a target that Chief Dozier would like to reach. Chief Dozier went on to share with Trustees that the new lighting in the re-engineered parking lots has been a positive improvement for campus safety.

Trustees thanked Chief Dozier and agreed to accept the monitoring report as presented.

REVIEW OF MONITORING REPORT:

- Annual, Executive Limitations, Asset Protection

As Trustees had reviewed this report in June as part of the Policy Governance update June, 2017, no changes were indicated at this time.

Trustees stated that according to the Auditors report, Policy Governance is working. When strong leaders and support staff are involved Policy Governance works. Trustees report that they very much appreciate the excellent job that Dr. Swender has done in insuring the process operates properly.

Policy Governance Officer, Dr. Marilyn Douglass, drew Trustees attention to the updated monitoring report timeline and the monitoring executive performance schedule at their places. Douglass requested that Trustees replace existing documents with the updated documents.

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

Policy Governance Officer, Dr. Marilyn Douglass continued with the review of the Policy titled Governing Style, Page 17 and Board Job Description Page 18.

POLICY TITLE: GOVERNING STYLE

The board process will emphasize outward vision rather than an internal preoccupation, encouragement of diversity in viewpoints, strategic leadership more than administrative detail, clear distinction of board and President roles, collective rather than individual decisions, future rather than past or present, and proactivity rather than reactivity. The board will:

1. Execute powers designated by federal and Kansas statute.
2. Enforce upon it whatever discipline is needed to govern with excellence, allowing no officer, committee, or individual to impede fulfillment of this responsibility. A quorum of four board members will be required to conduct binding business at any meeting, and a majority vote of the entire board (four) will be required to approve any action by the board. Discipline will apply to matters such as attendance, meeting preparation, policy- making principles, respect of roles, and speaking officially with one voice.
3. Direct, control, and inspire the college through careful establishment of the broadest values and perspectives in the form of written policies.
4. Focus chiefly on intended long- term impacts on students and community (ENDS), not on the administrative or programmatic means of attaining those effects.
5. Be an initiator of policy, not merely a reactor to staff initiatives. The board, not the staff, will be responsible for board performance.
6. Use the expertise of individual members to enhance the ability of the board as a body, rather than to substitute their individual values for the group's values.
7. Monitor and regularly discuss the board's own process and performance. Ensure the continuity of its governance capability by continual training and development.
8. Change from the Policy Governance only by majority vote of the entire board.

POLICY TITLE: BOARD JOB DESCRIPTION

The job of the board is to represent the ownership in determining and demanding appropriate organizational performance. To distinguish the board's own unique job from the jobs of its staff, the board will concentrate its efforts on the following job "products" or outputs.

1. Linkage with the public regarding ENDS. Input may be obtained in the following ways:
 - A. Meeting with individuals and organized or informal community groups (i.e., civic groups, churches, focus groups).
 - B. Observing and meeting with other public boards.
 - C. Hosting opportunities which afford owners the opportunity to learn about the college.

- D. During open session of board meetings.
2. Written governing policies which, at the broadest levels, address:
 - A. ENDS: Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good for which people at what cost).
 - B. EXECUTIVE LIMITATIONS: Constraints on executive authority which establish the boundaries within which all executive activity and decisions must take place.
 - C. GOVERNANCE PROCESS: Specification of how the board conceives, carries out, and monitors its own task.
 - D. BOARD-MANAGEMENT DELEGATION: The manner in which authority is passed to the president and assessment of the use of that authority.

Review of Policies will continue at each scheduled meeting.

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION:

Chair Martinez reported the following:

- Domino's Pizza will moving into a space next to Complete Nutrition.
- FCEDC is working to bring three dining establishments to Garden City, one is looking at the downtown area.
- Martinez noted that Dairy Farmers of America (DFA) is increasing employee numbers.
- Childcare continues to be a concern; FCEDC continues to work toward finding solutions.
- Workforce Development hosted a career fair at Garden City High School, GCCC Department of Public Safety were well represented.
- EDC will have their Annual Meeting January 10. 2018 in the Endowment Room

REPORT FROM Kansas Association of Community College Trustees/Council of Presidents:

Trustee Neufeld reported the following:

- Trustee Neufeld reported that nothing new to report since the last meeting.
- Trustee Neufeld stated that in his opinion GCCC is on the right track and encouraged GCCC to become more involved with Rural Community College Alliance (RCCA). RCCA represents the rural community colleges and is well acquainted with the challenges and issues we face.

Trustees expressed their appreciation to Trustee Neufeld for representing GCCC so well at Kansas Association of Community college Trustees.

REPORT ON Higher Learning Commission:

Ryan Ruda, Vice President of Instruction/Student Services, reported that faculty are working on program reviews and recently spent time working on the course review process (student retention, learning outcomes, and assessments) for fall 2017. Work will begin in spring 2018 on student catalog and developing advising pathways for program emphasis. Faculty continue to assist with breaking down the criterion for the Learning Assurance Argument.

OWNERSHIP LINKAGE:

No report was given.

EXECUTIVE SESSION:

Motion:

Worf moved, seconded by Neufeld to recess for a five-minute break at 7:35 p.m. and reconvene into executive session at 7:40 p.m., to discuss confidential employee information pursuant to the open meetings exception for

personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and that President Swender be included. The open meeting will resume in the Endowment Room of the Beth Tedrow Student Center in 10 minutes.

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

Motion carried: 6-0

Board recessed into executive session at 7:40 p.m.

Included in Executive Session:

GCCC Board of Trustees
Dr. Herbert J. Swender, President

Board reconvened into regular session at 7:50 p.m.

Motion:

Worf moved, at 7:50 p.m., seconded by Neufeld, to extend the Executive Session an additional 30 minutes to discuss confidential employee information pursuant to the open meetings exception for personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and that President Swender be included.

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

Motion carried: 6-0

No official action was taken, and the meeting adjourned at 8:20 p.m.

UPCOMING CALENDAR EVENTS:

February 13 GCCC Board of Trustee Meeting, 6:00 p.m.
February 19 President's Day, Campus Closed, No Classes

Debra J. Atkinson
Deputy Clerk

Herbert J. Swender
President

Steve Martinez
Chair of the Board