

MEETING OF TRUSTEES
GARDEN CITY COMMUNITY COLLEGE
July 10, 2018

Trustees Present: Jeff Crist, Dr. Marilyn Douglass, Leonard Hitz, Steve Martinez, Blake Wasinger, Terri Worf

Others Present: Craig Atkinson, National American University
Debra Atkinson, Deputy Clerk
Eugene Atkinson, Community Member
Maxine Atkinson, Community Member
Gaye Beasley, Community Member
Robin Bergkamp, Community Member
Holly Chandler, Reading Instructor
Emily Clouse, Vice President of Administrative Services
Matt Clouse, Community Member
Nicole Dick, Math Instructor
Mark Douglass, Community Member
Toni Douglass, Community Member
Candy Downer, Community Member
Keith Downer, Community Member
Rodney Dozier, GCCC Chief of Police
Dick Fankhouser, Community Member
Jeanie Ferguson, ESL Instructor
Dr. Glendon Forgey, Vice President for Business Affairs
Amber Friend, *Garden City Telegram*
Nanette Gier, Community Member
Randy Grisell, Attorney for Garden City Community College
Josh Harbour, *Garden City Telegram*
Tim Hannschild, Community Member
Gary Hayzlett, Community Member
Helen Hayzlett, Community Member
Gabe Hernandez, Community Member
Mallory Hernandez, Community Member
Sheena Hernandez, English Instructor/Faculty Senate
Phil Hoke, Drama Instructor/Faculty Senate
Jim Howard, Community Member
Taylor Hurd, Community Member
Aaron Kucharik, Community Member
Colin Lamb, Dean of Student Services
Jean Lamfers, Attorney
Barbara Larson, Community Member
Carol J. Lee, Community Member
Robert Lewis, Community Member
Lois Limes, Community Member
Craig Lurtz, Transportation Coordinator
Jaquelyn Messinger, Dean of Institutional Effectiveness, Research, and Planning
Kathy Nance, Community Member
Mark Nance, Community Member
Kateina Pollet, Community Member
Myrna Powell, Community Member
Chuck Pfeifer, Dean of Workforce Technology

Leonard Rodenbur, Instructor of Social Science
Derek Ramos, Director of Facilities
Ryan Ruda, Vice President for Instruction/Student Services
Kevin Schlegel, Assistant Athletic Director
Danny Spurgeon, Community Member
Justin Smith, Community Member
Wyatt Smith, Community Member
Melissa Sowers, Community Member
Austin Swender, Community Member
Herbert Swender, President
Phil Terpstra, Dean of Academics
Kent Williams, Community Member
Zach Worf, Community Member

CALL TO ORDER:

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

INTRODUCTION OF NEW EMPLOYEES:

There were no new employees for introduction.

EXECUTIVE SESSION:

Motion:

Wasinger moved, seconded by Worf to go into executive session for twenty (20) minutes, for the purpose of consultation with the attorney for the Board of Trustees on matters that would be deemed privileged in the attorney-client relationship. The open meeting will resume in the Endowment Room of the Beth Tedrow Student Center in twenty minutes (20) (6:25 p.m.).

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

Nays: None

Motion carried: 6-0

Board recessed into executive session at 6:05 p.m.

Included in Executive Session:

GCCC Board of Trustees
Randall Grisell, Attorney for Garden City Community College
Dr. Herbert Swender Sr., GCCC President

Board reconvened into open session at 6:25 p.m. Chair Martinez stated that no binding action was taken and made the following statement.

“The Board requests that all persons addressing the Board do so in a civil manner, showing respect and dignity towards all persons, regardless of animosity towards, or disagreement with a person. The Board does not intend to limit anyone’s 1st Amendment free speech rights; it does intend however, to conduct an orderly, effective and dignified meeting.”

OPEN COMMENTS FROM THE PUBLIC:

Chair Martinez noted that two individuals had signed up to address the board. Each individual signed up to speak, will be allowed five minutes each. Both community members expressed their opinions regarding GCCC administration.

Chair Martinez thanked all for sharing their comments with the board.

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 shared with Trustees that the annual Boys Summer Basketball Camp was held June 12-14. The Boys had fun while learning new skills from our GCCC Men's Basketball coaches. Dr. Swender noted that this was the first summer camp to use the new Conestoga Arena floor.

GCCC was pleased to host the 2018 LifeSave Flight School June 14-16. LifeSave provides education in rural communities, offering specialized courses on-site at hospitals, EMS agencies and colleges. GCCC leads by example in educational programs, good things are happening.

Dr. Swender reported that the Girls Summer Basketball Camp was held June 19-21 with the girls learning new techniques and having fun with our GCCC Women's Basketball coaches. The camp was well attended and provides an opportunity to get young people on our campus.

On June 19 the Girls Scouts of South West Kansas enjoyed a day of pampering and learned all about what it takes to be a cosmetologist at Garden City Community College Cosmetology. Girls were treated with their choice of manicure, pedicure, facial, hair styles and more. The Girl Scouts used their cookie credits for this fun learning activity.

Dr. Swender also noted that the 2018 Summer Volleyball Camp was held by GCCC Coach Casie Lowden on June 25-28. Participants were given the opportunity of training and playing on a high quality competition gymnasium floor with state of the art volleyball equipment.

Chair Martinez thanked Dr. Swender for his report.

REPORT FROM FACULTY SENATE:

Phil Hoke, Faculty Senate/Drama Instructor, began his report by expressing Faculty Senate's appreciation for the board. Hoke went on to state that faculty have been busy with summer school and the accreditation process. Academic program reviews have been completed and development of the fall semester is under way.

Hoke went on to distribute a letter that Faculty Senate had drafted over the course of several meetings, and agreed to present to each trustee. Hoke referenced a June 28, 2018 email that GCCC attorney, Randy Grisell, had sent to lawyers that represent several faculty members. Grisell's email stated that no GCCC faculty or staff member would face retaliation from the college for participating in the investigation regarding allegations made in a faculty senate document distributed to Trustees on May 8. Hoke asked Trustees to formally acknowledge the statement, and went on to request microphones for the Endowment room so that all attending meetings could clearly hear what is said.

The following motion was made.

Motion:

Douglass moved, seconded by Crist, that no GCCC faculty or staff member would face retaliation for participating in the investigation regarding allegations presented by Faculty Senate in the May 8 document.

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

Nays: None

Motion carried: 6-0

CONSENT AGENDA:

Motion:

Worf moved, seconded by Wasinger to amend the current July 10, 2018 Garden City Community College Board of Trustee agenda to include item F, GCCC Special Board of Trustee meeting minutes of June 19, 2018. Information is at each Trustee's place.

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

Nays: None

Motion carried: 6-0

Chair Martinez asked if Trustees wished to remove any items from the consent agenda. Item E Approval of Strategic Plan, 2019 and Beyond: A Clear and Present Future was removed for separate discussion.

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

Motion:

Worf moved, seconded by Crist to approve consent agenda items, II A-D and F as presented.

Ayes: Crist, Douglass, Martinez, Wasinger, Worf

Nays: Hitz

Motion carried: 5-1

Approved actions follow:

(A) APPROVED MINUTES of previous meeting (June 12, 2018, June 19, 2018)
(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 \$50,000, as presented

D-1 Ellucian Annual Software Agreement

For: Annual Maintenance Agreement

Vendor: Ellucian

Amount: \$299,754.00

(Supporting documents filed with official minutes.)

PULLED CONSENT AGENDA ITEM: STRATEGIC PLAN-2019 AND BEYOND: A CLEAR AND PRESENT FUTURE:

Vice President for Instruction/Student Services, Ryan Ruda presented Trustees with a copy of the GCCC strategic plan, 2019 and Beyond: A Clear and Present Future, at the June 12, 2018 meeting for first reading, review and input from Trustees.

There was a brief discussion regarding the concept and formation of the document and individuals that were involved (strategic planning committee comprised of broad institutional representation) in the creation of strategies, and implementation that would support the mission and vision of the college. Trustees expressed their appreciation for the parallels between the Pillars of Progress and Policy Governance and voiced their thanks for the work that went into the development of the strategic plan.

Motion:

Douglass moved, seconded by Worf to approve consent agenda item F – Strategic Plan-2019 and Beyond: A Clear and Present future.

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

Nays: None

Motion carried: 6-0

OTHER ACTION:

DISCUSSION OF 2018-2019 BUDGET:

It is the recommendation of the administration to publish a 2018-19 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 mill increase.

It should be noted that the estimated revenue generated from the ad valorem tax increased the General Fund ad valorem tax revenue by \$367,043 and increased the Capital Outlay Fund revenue by \$18,456. The revenue increase is due to an increase in assessed valuation for real estate and oil and gas. The credit given for the Tax Incentive Fund (TIF) increased from \$16,155,618 to \$16,825,540. In addition, there was a gain in the motor vehicle tax in the amount of \$41,085.

Public Budget hearing is scheduled for 5:45 p.m. at the regularly scheduled GCCC Board of Trustee meeting August 14, 2019.

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.

Motion:

Douglass moved, seconded by Wasinger that the, Board of Trustees authorize for publication, a budget for the Fiscal Year 2018-2019 with a General Fund tax in the amount of \$9,819,183 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 \$495,799, representing no increase in the mill levy for the college. The Budget Hearing will be August 14, 2018, at 5:45 p.m. in the Endowment Room of the Beth Tedrow Student Center.

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

Nays: None

Motion carried: 6-0

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

MONITORING REPORTS and ENDS REPORTS:

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

- Annual, Mission
- Annual, Budgeting/Financial Planning/Forecasting #1, #2
- Annual, Financial Condition #1, #2, #3
- Bi-Annual, Executive Limitation #6, #7

Trustees agreed to accept the monitoring report as presented.

REVIEW OF MONITORING REPORT:

- Annual Executive Limitations, Compensation and Benefits
- Annual Executive Limitations, Academic Advancement

No changes were indicated.

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

Policy Governance Officer, Trustee Marilyn Douglass, presented a review of Board Member's Code of Conduct, page 23 of the Policy Governance Manual.

POLICY TITLE: BOARD MEMBERS' CODE OF CONDUCT

The board expects of itself and its members ethical and businesslike conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when serving as board members.

1. *Board members must represent un-conflicted loyalty to the interests of the ownership. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. This accountability supersedes the personal interest of any board member acting as an individual consumer of the organization's services.*
2. *Board members must avoid any conflict of interest with respect to their fiduciary responsibility.*
 - A. *There must be no self-dealing or any conduct of private business or personal services between any board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information.*
 - B. *Board members must not use their positions to obtain employment in the organization for themselves, family members, or close associates.*
 - C. *Should a board member be considered for employment, she/he must temporarily withdraw from board deliberation, voting, and access to applicable board information.*
 - D. *Should a member gain employment at the college, he/she must resign from the board.*
 - E. *Members' interaction with the public, the press, or other entities must recognize the same limitation and the inability of any board member to speak for the board except to repeat explicitly stated board decisions.*
3. *Board members may not attempt to exercise individual authority over the president or staff of the organization except as explicitly set forth in board policies.*

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION:

Chair Martinez reported the following:

- Child care continues to be a major concern for Garden City. FCEDC is working with public and private institutions for solutions.
- FCEDC and the college met with KU this week to identify skill levels in the community, shortfalls and strengths.
- Maker Space hosted a workshop at GCCC to introduce girls to engineering and robotics.

Trustee Worf took a few minutes to clarify that the President of the college is the CEO and went on to say that the president as the Secretary to the Board of Trustees acts in a fiduciary capacity only. Trustee Worf went on to explain that the Secretary to the Board has no voting rights.

REPORT FROM KANSAS ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES

Trustee Crist reported the following:

- Trustee Crist indicated that legislators are currently on break and there has not been much activity.
- Next quarterly meeting is in September at Highland Community College.

REPORT ON Higher Learning Commission:

Ryan Ruda, Vice President of Instruction/Student Services, reports that academic program reviews have been completed. System process training continues in both academic and non-academic programs. The federal compliance report will be completed ahead of schedule. Ruda indicated that this is a catalog revision year and that first drafts have been distributed for review.

OWNERSHIP LINKAGE:

No report was given

CALENDAR DATES:

Chair

Martinez reviewed calendar dates with Trustees.

ADJOURNMENT:

Motion:

Wasinger moved, seconded by Douglass to adjourn the July 10, 2018 Garden City Board of Trustee meeting.

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

Nays: None

Motion carried: 6-0

Meeting adjourned at 7:25 p.m.

UPCOMING CALENDAR EVENTS:

August 25	Broncbuster Buddy Day
September 1	Broncbuster Football 7:00 p.m. at GCCC, VS Dodge City Community College
September 3	No Classes/Offices Closed in Observance of Labor Day
September 11	GCCC Board of Trustee Meeting, 6:00 p.m.
October 5	No Classes, Fall Break
October 11	GCCC Board of Trustee Meeting, 6:00 p.m.
November 5-7	HLC Site Team campus visit
November 19-23	Thanksgiving Break, No Class, Offices Closed

Debra J. Atkinson
Deputy Clerk

Herbert J. Swender
President

Steve Martinez
Chair of the Board