

**Agenda No:**

**Date: August 14, 2018**

**Topic:** Board Action Regarding Approval of the 2018-2019 Budget

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**Background Information:**

The Board previously approved publication of the 2018-2019 budget. The Notice of the Public Hearing was published in the Garden City Telegram on July 25, 2018, 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 2018-2019 in General Fund tax is \$9,819,183 with an anticipated General Fund mill levy of 19.983 mills.

The proposed tax mill rate in Capital Outlay of 1.009 mills for \$495,799 in anticipated revenue.

The proposed working budget for the combined General Fund and Post-Secondary Technical Education Fund for Fiscal Year 2018-2019 is \$18,647,841.

**Recommended Board Action:**

Approve and adopt the 2018-2019 budget. Certify the 2018 Tax to be levied at \$9,819,183 (19.983 mills) General Fund and \$495,799 for Capital Outlay (1.009 mills).

**Board Action Taken:**

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

\_\_\_\_\_ **Ayes**          \_\_\_\_\_ **Nays**          \_\_\_\_\_ **No Action**

**Board Member Notes:**

August 10, 2018

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, 14, 2018**. The meeting will be held in the **Endowment Room of the Beth Tedrow Student Center**, Garden City Community College Campus.

5:45 PM Budget Hearing for 2018-2019 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. Introduction of new employees
- C. **EXECUTIVE SESSION**  
*Consultation with the attorney for the Board of Trustees on personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy, specifically Contract Responsibilities.*
- D. Appointment of Temporary Interim President
- E. Open comments from the public (Thirty (30) minutes total, five (5) minutes per person. Time per person can be reduced dependent on the number of persons desiring to make comments.)
- F. GCCC Update
- G. Report from Faculty Senate

**II. CONSENT AGENDA ..... Action**

- A. Approval of minutes of previous meetings (July 10, 2018 July 31, 2018, August 6, 2018) pg. 4
- B. Approval of personnel Actions-Human Resources.....pg. 17
  - B-1 Human Resources Report.....pg. 18
  - B-2 Adjunct/Outreach Contracts.....pg. 19
- C. Financial information.....pg. 23
  - C-1 Checks processed in excess of \$50,000.....pg. 24
  - C-2 Cash in Bank.....pg. 25

**III. CONFIRMATION OF MONITORING REPORTS:**

- A. Monitoring Reports and ENDS ..... **Consensus Approval**
  - A-1- Annual, Executive Limitations, Asset Protection #5.....pg. 26
- B. Review Monitoring Report
  - B-1 Monitoring Report – Annual, Mission
  - B-2-Annual, Budgeting/Financial Planning/Forecasting
  - B-3 Annual, Financial Condition
  - B-4-Bi-Annual, Executive Limitation

C. Board Process and Policy Governance Review

**IV. OTHER:**

- A. Incidental Information.....pg. 27
- B. Report from Finney County Economic Development Corporation
- C. Report from KACCT
- D. Report on HLC

**V. OWNERSHIP LINKAGE:**

**Upcoming Calendar Dates:**

- August 25 Buster Buddy Day, 3-5 PM, Broncbuster Stadium
- August 28 Broncbuster Athletic Association Luncheon kickoff
- September 1 Broncbuster Football 7:00 p.m. Home 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.
- September 14-15 KACCT Quarterly Meeting at Highland Community College
- September 20 GCCC Endowment Association Scholarship Celebration 5:30-7:00 p.m., DPAC, Practice Gym

**VI. EXECUTIVE SESSION**

*Consultation with the attorney for the Board of Trustees on matters that would be deemed privileged in the attorney-client relationship, specifically potential claims or litigation.*

**VII. ADJOURNMENT**

**VIII. ADJOURNMENT**

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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 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 1<sup>st</sup> 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 business like 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

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Debra J. Atkinson  
Deputy Clerk

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Herbert J. Swender  
President

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Steve Martinez  
Chair of the Board

SPECIAL MEETING OF TRUSTEES  
OF  
GARDEN CITY COMMUNITY COLLEGE

Tuesday, July 31, 2018

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

Others Present: Craig Atkinson, National American University  
Debra Atkinson, Deputy Clerk  
Eugene Atkinson, Community Member  
Maxine Atkinson, Community Member  
Donna Collins, Community Member  
Brian Cota, Community Member  
Jon Creig, Community Member  
Mary Creig, Community Member  
Andrew Cruz, Community Member  
Robin Bergkamp, Community Member  
Mitch Bergkamp, Community Member  
Christine Dillingham, Director Residence Life  
Doug Dillingham, Community Member  
Logan Dinkel, Community Member  
Mark Douglass, Community Member  
Toni Douglass, Community Member  
Rodney Dozier, GCCC Chief of Police  
Amber Friend, *Garden City Telegram*  
Randall Grisell, Attorney for Garden City Community College  
Tyra Haar, Administrative Assistant to the Dean of Instruction  
Sheena Hernandez, /English Instructor/Faculty Senate  
Tayler Hurd, Community Member  
Phil Hoke, Drama Instructor/Faculty Senate President  
Aaron Kucharik, Community Member  
Jane Krug, Community Member  
Shelli Lalicker, Science Instructor  
Colin Lamb, Dean of Student Services  
Jean Lamfers, Attorney  
Barbara Larson, Community Member  
Bubba Larson, Community Member  
Devin Larson, Community Member  
Robert Larson, Community Member  
Robert Y. Lewis, Attorney  
Perla Salazar, Math Instructor  
Victor Salazar, Community Member  
Melissa Sowers, Community Member  
Susan Waller, Community Member  
Claudia Ward, Community Member  
Kurt Wenzel, Welding Instructor

The Garden City Community College Board of Trustees met in special session on Tuesday, July 31, 2018, in the Endowment Room of the Beth Tedrow Student Center.

**CALL TO ORDER:**

Chair Martinez called the meeting to order at 6:30 p.m.

Chair Martinez stated that there had been a request to amend the current agenda.

**Motion:**

*Hitz moved, seconded by Douglass, to amend the current agenda to add a public comment section to the July 31, 2018 special meeting of the Garden City Community College Board of Trustee meeting.*

There was a brief discussion regarding the inclusion of a public comment portion to the agenda without giving the required public notice of three days before a scheduled meeting. Trustee Douglass stated that the amendment did not give the entire public ample time or notification to react to the option to speak, and that there was no opportunity for that to happen.

Chair Martinez called for the vote.

*Ayes: Hitz, Martinez*

*Nays: Crist, Douglass, Wasinger, Worf*

*Motion failed: 4-2*

**EXECUTIVE SESSION:**

**Motion:**

*Douglass moved, seconded by Worf, that the Board recess into executive session for one hour, 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, specifically potential claims, allowing five (5) minutes to clear the room. The open meeting will resume in the Endowment Room of the Beth Tedrow Student Center in one hour (7:35 p.m.). No binding action will be taken.*

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

*Nays: None*

*Motion carried: 6-0*

Board recessed into executive session at 6:35 p.m.

**Included in Executive Session:**

GCCC Board of Trustees

Randall Grisell, Attorney for the Garden City Community College Board of Trustees

Board reconvened into open session at 7:35 p.m. Chair Martinez stated that no binding action was taken.

**ADJOURNMENT:**

**Motion:**

*Crist moved, seconded by Worf to adjourn the July 31, 2018 Garden City Board of Trustee meeting.*

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

*Nays: None*

*Motion Carried 6-0*

Meeting adjourned at 7:40 p.m.

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Debra J. Atkinson  
Deputy Clerk

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Steve Martinez  
Board Chair

SPECIAL MEETING OF TRUSTEES  
OF  
GARDEN CITY COMMUNITY COLLEGE

Tuesday, August 6, 2018

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

Others Present: Karen Adams, Community Member  
Craig Atkinson, National American University  
Debra Atkinson, Deputy Clerk  
Eugene Atkinson, Community Member  
Maxine Atkinson, Community Member  
Meranda Cruz, Community Member  
Robin Bergkamp, Community Member  
Holly Chandler, Reading Instructor  
Kay Davis, Community Member  
Christine Dillingham, Director Residence Life  
Mark Douglass, Community Member  
Toni Douglass, Community Member  
Candy Downer, Community Member  
Keith Downer, Community Member  
Rodney Dozier, GCCC Chief of Police  
Eleanor Everett, Community Member  
Liz Everett, Student  
Jeanie Ferguson, ESL Instructor  
Tammi Frazer, Community Member  
Dave Frazer, Community Member  
Amber Friend, *Garden City Telegram*  
Donna Gerstner, Community Member  
Lachele Greathouse, Business Instructor  
Randall Grisell, Attorney for Garden City Community College  
Angie Haflich, High Plains Public Radio  
Renee Harbin, Business Instructor  
Sheena Hernandez, /English Instructor/Faculty Senate  
Jim Howard, Community Member  
Tammy Hutcheson, Social Science Instructor  
Phil Hoke, Drama Instructor/Faculty Senate President  
Kathy Irvin, Community Member  
Micah Koksall, Counselor/ SGA Advisor  
Aaron Kucharik, Community Member  
Jane Krug, Community Member  
Winsom Lamb, Instructor Social Science  
Shelli Lalicker, Science Instructor  
Jean Lamfers, Attorney  
Barbara Larson, Community Member  
Bob Larson, Community Member  
Carol Lee, Community Member  
Terry Lee, Community Member  
Robert Y. Lewis, Attorney

Kimberly McLean, Community Member  
Hector Morilla, Robert Y. Lewis, Attorney  
Mariano Mvniz, GCCC Police  
Janice Nunn, Community Member  
Kimby Ocha, Community Member  
Susan Ortega, Business Instructor  
Mike Reed, Community Member  
Nick Salazar, Instructor HPER  
Perla Salazar, Math Instructor  
John Sanders, Community Member  
Jana Ulrich, Community Member  
Robert Ramos, Community Member  
Justin Smith, Community Member  
Annie Stoppel, Community Member  
Tanda Tabor, Community Member  
Cricket Turley, Community Member  
Susan Waller, Community Member  
Claudia Ward, Community Member  
Rachel Worf, Community Member  
Zac Worf, Community Member

The Garden City Community College Board of Trustees met in special session on Monday, August 6, 2018 in the Endowment Room of the Beth Tedrow Student Center.

**CALL TO ORDER:**

Chair Martinez called the meeting to order at 6:30 p.m.

**EXECUTIVE SESSION:**

**Motion:**

*Douglass moved, seconded by Worf, that the Board recess into executive session for twenty 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, specifically potential claims, allowing five (5) minutes to clear the room. The open meeting will resume in the Endowment Room of the Beth Tedrow Student Center in 20 minutes (6:55 p.m.). Action may be taken following the executive session.*

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

*Nays: None*

***Motion carried: 6-0***

Board recessed into executive session at 6:35 p.m.

**Included in Executive Session:**

GCCC Board of Trustees

Randall Grisell, Attorney for the Garden City Community College Board of Trustees

Board reconvened into open session at 6:55 p.m. Chair Martinez stated that no binding action was taken.

**Motion:**

*Douglass moved, seconded by Hitz, that the Board of Trustees of Garden City Community College approve the settlement, separation and consulting agreement between Dr. Herbert Swender the board of trustees and Garden City Community College effective August 6, 2018.*

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

*Nays: None*

*Motion carried: 6-0*

Chair Martinez then read the following statement:

*“The Board of Trustees of Garden City Community College and Dr. Herbert J. Swender have entered into a Settlement, Separation and Consulting Agreement (agreement), effective August 6, 2018. The Agreement results in a mutual termination of Dr. Swender’s role as president of GCCC. Dr. Swender will remain an employee of the college until January 1, 2019, acting in a consulting role, if contacted by the Board or college staff. On or before January 15, 2019, the Board will pay Dr. Swender the lump sum of \$278,000, which represents one (1) year of salary and certain benefits.*

*Dr. Swender had a three (3) year employment contract with the Board, which began the current term on July 1, 2018. As has been made available to past retirees of GCCC, Dr. Swender also had a health insurance benefit which provided him with payment of health insurance premiums through December 31, 2023, should he voluntarily resign. The agreement represents a compromise of amounts contractually owed to Dr. Swender by the Board, in exchange for mutual releases of liability and claims, and the immediate termination of Dr. Swender’s employment. Both parties believe the agreement is a fair resolution of outstanding issues, and it will eliminate the possibility of litigation and associated expenses.”*

The first special meeting of Garden City Community College Board of Trustees of August 6, 2018 was adjourned and the second special meeting of the Garden City Community College Board of Trustees of August 6, 2018 began at 7:00 p.m.

**Motion:**

*Worf moved, seconded by Wasinger, that the Board recess into executive session for thirty (30) minutes, for the purpose of consultation with the attorney for the Board of Trustees for personnel matters of non-elected personnel, which if discussed in open meeting might violate their right to privacy, specifically contract responsibilities.*

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

*Nays: None*

*Motion carried: 6-0*

Board recessed into executive session at 7:05 p.m.

**Included in Executive Session:**

GCCC Board of Trustees

Randall Grisell, Attorney for the Garden City Community College Board of Trustees

Board reconvened into open session at 7:35 p.m. Chair Martinez stated that no binding action was taken, however the Board is working on a plan for succession.

**Motion:**

**Motion:**

*Worf moved, seconded by Douglass to adjourn the August 6, 2018 Garden City Board of Trustee meeting.*

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

*Nays: None*

***Motion carried: 6-0***

Meeting adjourned at 7:40 p.m.

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Debra J. Atkinson  
Deputy Clerk

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Steve Martinez  
Board Chair



**Agenda No: II-B**

**Date: August 14, 2018**

**Topic: Approval of Personnel Actions-Human Resources  
Adjunct/Outreach Contracts**

**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 14, 2018

**To:** Board of Trustees  
**From:** Alexis Saenz, Human Resources Coordinator

New Hires

Benjamin Bradley, Assistant Football Coach, effective, July 27, 2018  
Joel Sanchez, Assistant Soccer Coach, effective, July 31, 2018  
Daniel Kyinakwa, Chemistry Instructor, effective, August 6, 2018  
Dru Saddler, Social Science Instructor, effective, August 6, 2018  
Courtney Morris, English Instructor. Effective, August 6, 2018  
Gary Kuenstler, Criminal Justice Instructor, effective, August 6, 2018  
Jimmy Joseph, Head Cross Country/Track and Field Coach, effective, August 9, 2018

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 8/14/2018)

INSTRUCTOR	CLASS	AMOUNT
<b>ADJUNCT FACULTY CONTRACTS</b>		
Boateng, Michael	Beginning Algebra MATH-106-31 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/2/2018 - 8/3/2018	\$ 2,400.00
Boateng, Michael	College Algebra MATH-108-31 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/2/2018 - 8/3/2018	\$ 2,400.00
Harbin, Renee	eCommerce BSAD-135-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/2/2018 - 8/3/2018	\$ 2,400.00
Harbin, Renee	Entrepreneurship BSAD-128-30 - 3.00 credit hour(s) 1/8 of 3.00 credit hour(s) X \$800.00 = \$300.00 05/21/18 - 08/03/2018	\$ 300.00
Hernandez, Sheena	English I ENGL-101-30 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/2/2018 - 8/3/2018	\$ 2,400.00
Hernandez, Sheena	English II ENGL-102-30 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/2/2018 - 8/3/2018	\$ 2,400.00

**GARDEN CITY COMMUNITY COLLEGE**  
**ADJUNCT/OUTREACH FACULTY CONTRACTS**  
(Presented to Board of Trustees for Approval 8/14/2018)

Hinde, Guillermina Team Teach w/ M. Horn	Cosmetology Seminar COSM-2002-01 - 2.00 credit hour(s) 1/2 of 2.00 credit hour(s) X \$800.00 = \$800.00 7/23/2018 - 7/31/2018	\$  800.00
Horn, Mia Team Teach w/ G. Hinde	Cosmetology Seminar COSM-2002-01 - 2.00 credit hour(s) 1/2 of 2.00 credit hour(s) X \$800.00 = \$800.00 7/23/2018 - 7/31/2018	\$  800.00
Hutcheson, Tammy	General Psychology PSYC-101-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/2/2018 - 8/3/2018	\$  2,400.00
Hutcheson, Tammy	General Psychology PSYC-101-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/2/2018 - 8/3/2018	\$  2,400.00
Lamb, Winsom	Introduction to Sociology SOCL-102-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/2/2018 - 8/3/2018	\$  2,400.00
Salazar, Nicholas	Lifetime Fitness HPER-121-50 - 2.00 credit hour(s) 2.00 credit hour(s) X \$800.00 = \$1600.00 7/2/2018 - 8/3/2018	\$  1,600.00
Salazar, Nicholas	Lifetime Fitness HPER-121-51 - 2.00 credit hour(s) 2.00 credit hour(s) X \$800.00 = \$1600.00 7/2/2018 - 8/3/2018	\$  1,600.00

**GARDEN CITY COMMUNITY COLLEGE  
 ADJUNCT/OUTREACH FACULTY CONTRACTS  
 (Presented to Board of Trustees for Approval 8/14/2018)**

Salazar, Perla	Fundamentals of Statistics MATH-110-31 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/2/2018 - 8/3/2018	\$ 2,400.00
Salazar, Perla	Intermediate Algebra MATH-107-31 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/2/2018 - 8/3/2018	\$ 2,400.00
Sims, Lecia	Intro to Cultural Anthropology SOCI-105-50 - 3.00 credit hour(2) 3.00 credit hour(s) X \$500.00 = \$1500.00 7/2/2018 - 8/3/2018	\$ 1,500.00
Wenzel, Leslie	College Success PCDE-101-50 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 = \$500.00 7/2/2018 - 8/3/2018	\$ 500.00
Wenzel, Leslie	Intermediate Algebra MATH-107-03 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 7/2/2018 - 8/3/2018	\$ 1,500.00

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<b>TOTAL ADJUNCT FACULTY CONTRACTS:</b>	<b>\$ 32,600.00</b>
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**GARDEN CITY COMMUNITY COLLEGE  
 ADJUNCT/OUTREACH FACULTY CONTRACTS**  
 (Presented to Board of Trustees for Approval 8/14/2018)

**ONLINE ADJUNCT FACULTY CONTRACTS**

Arandia, Mark	Introduction to Philosophy PHIL-101-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 7/2/2018 - 8/3/2018	\$	1,500.00
Eldridge, Ronda	Music History & Appreciation MUSC-108-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 7/2/2018 - 8/3/2018	\$	1,500.00
Eldridge, Ronda	Music History & Appreciation MUSC-108-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 7/2/2018 - 8/3/2018	\$	1,500.00
Kaster, Kent	American History Since 1865 HIST-104-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 7/2/2018 - 8/3/2018	\$	1,500.00

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<b>TOTAL ONLINE ADJUNCT FACULTY CONTRACTS</b>	\$	<b>6,000.00</b>
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**Agenda No: II-C**

**Date: August 14, 2018**

**Topic:** Financial Information

**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**

### July 2018 Checks in excess of \$50,000

#### Purchases over \$50,000 requiring bid sheets

- Check #264765 to Dissinger Reed, LLC in the amount of \$210,863 for athletic insurance and catastrophic athletic insurance. This bid was approved at the June 19, 2018 Special Board meeting.
- Check #264556 to First Dakota Indemnity Co for Worker's Compensation Insurance. This bid was approved at the June 19, 2018 Special Board meeting.
- Check #264770 to IMA, Inc. of Kansas in the amount of for property and automobile insurance. This bid was approved at the June 19, 2018 Special Board meeting.
- Check #264800 to D V Douglass Roofing Inc. for \$97,750 for roof work on the DPAC. This bid was approved at the April 2018 Board meeting.

#### Payments over \$50,000 not requiring bid sheets

- Check #264542 to Ellucian, Inc. in the amount of \$299,754 for annual software maintenance.
- Check #264734 to Blue Cross-Blue Shield of Kansas for \$97,271 for July 2018 health insurance premiums for employees.



Garden City Community College  
7/31/2018

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 268,067.92	0.0000%
State Municipal Invest. Pool	\$ 20,822.39	1.5000%
Landmark National Bank	<u>\$ 2,192,906.77</u>	1.8500%
	<u>\$ 2,481,797.08</u>	

	<u>Type</u>	<u>Amount</u>	<u>% Rate</u>	<u>Beg. Date</u>	<u>Maturity</u>
Investments:					
Valley State Bank	CD	\$ 1,000,000.00	1.6000%	1/26/2018	7/26/2018
American State Bank	CD	\$ 1,000,000.00	1.4800%	11/9/2017	11/9/2018
Commerce Bank	CD	\$ 1,000,000.00	1.8500%	5/17/2018	11/17/2018
American State Bank	CD	\$ 1,000,000.00	2.1200%	6/22/2018	12/22/2018
FNB of Garden City	CDARS	\$ 1,000,000.00	1.8700%	1/26/2018	1/26/2019
Commerce Bank	CD	\$ 1,000,000.00	1.9000%	2/13/2018	2/13/2019
American State Bank	CD	<u>\$ 1,000,000.00</u>	2.3600%	6/22/2018	6/22/2019
		<u>\$ 7,000,000.00</u>			
 Total		 <u><u>\$ 9,481,797.08</u></u>			

**EXECUTIVE LIMITATIONS**

**AUGUST**

**Asset Protection**

**#5**

**Page 14**

**The President shall not make any purchase (a) of over \$20,000 without competitive bids and due consideration regarding cost, quality, and service; and (b) of over \$50,000.**

**CEO's Interpretation:** Unless purchases are made under contract or through exclusive providers such as City of Garden City, competitive bids are required on all purchases over \$20,000.

**Data directly addressing the CEO's interpretation:** Purchase orders for purchases over \$20,000 are not processed until proper documentation is submitted to the Accounts Payable Coordinator. Each month the Board receives a report indicating checks written for \$50,000 or more. Purchases over \$50,000, not covered under contract or exclusivity, require Board approval.

**GCCC BOARD INCIDENTAL INFORMATION**  
**August 2018**

**Ryan Ruda, Vice President for Instruction/Student Services:**

**Admissions**

Busy setting dates for high school visits, CPC's and pizza parties.

Getting all of our materials printed and ready to go for recruiting the class of 2019!

**Advising**

Busy enrolling walk-in students.

<b>SWKS HIGH SCHOOL GRADUATES (Fall 2017)</b>																		
<b>Graduates Who Attended GCCC The Following Fall Semester</b>																		
High School	Grad 2017	Fall 2017	Fall 2017%	Grad 2018	Fall 2018	Fall 2018%	Grad 2019	Fall 2019	Fall 2019%	Grad	Fall	Fall	Grad	Fall	Fall	Grad	Fall	Fall
Cimarron HS	44	4	9.09%	33	4	12.12%												
Dodge City HS	482	5	1.04%	480	1	0.21%												
Elkhart HS	35	5	14.29%	27	1	3.70%												
Hugoton	58	17	29.31%	59	13	22.03%												
Liberal HS	303	5	1.65%	292	4	1.37%												
Southwestern Hts	49	3	6.12%	43	1	2.33%												
Stanton Co	39	12	30.77%	30	7	23.33%												
Sublette	34	11	32.35%	28	5	17.86%												
Ulysses	104	15	14.42%	96	11	11.46%												
<b>Totals</b>	<b>1148</b>	<b>77</b>	<b>6.71%</b>	<b>1088</b>	<b>47</b>	<b>4.32%</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>

**Student Support Services**

According to the last two annual performance reports (APRs), SSS persistence rate went from 71.00% in the '15-'16 academic year to 87.50% in the '16-'17 academic year. The good academic standing rate went from 79.89% in the '15-'16 year to 92.96% in the '16-'17 year. The '17-'18 APR will be due in late November or early December of this year. There will be an orientation for new SSS participants on Friday, August 24. Staff members are planning a college fair on September 13 so participants can get information from several four-year institutions in Kansas. There will also be a webinar for participants to get more information about our online tutoring service, Tutor.com, on September 20.

**General Information**

Preparing for freshman orientation which will take place starting on August 9 and will have activities and events throughout the weekend.

Faculty returned to campus on August 6. The faculty had two days of assessment training conducted by Wanda Baker.

Adjunct faculty training was held on August 6 with all outreach coordinators and adjunct faculty attending.

Faculty and staff completed the E-walkthrough training on August 7 with the Southwest Plains Regional Service Center.

### Technical Education and Workforce Development

The Tech Ed division had a successful summer. The faculty were involved with many, many local and regional activities (county fairs, livestock competitions, public service events, etc...) and proudly represented GCCC at every opportunity. Here are some of the other highlights from Tech Ed and Workforce Development:

#### Technical Education:

- Animal Science:
  - Developing a partnership with Seaboard Foods in Guymon. They are sponsoring (cooking, etc.) back to school picnic August 15 at 5:30 pm. Hoping to get internships set up for next year.
  - Conducted the “Meat the BBQ” event with Finney County Farm Bureau at the Finney County Fair. Had over 100 people attended.
  - Partnering with Ryan Klaus, local sales representative for Traeger Grills. He donated a Traeger Pro-34 (valued at \$1000) to the program and will look to upgrade to a newer version each year.
  - Hired two new adjuncts (both with Ph.D.’s) to help with teaching Food Science and Safety courses to USDA.
- Nursing
  - The new roof on Penka Bldg is greatly appreciated (especially with all the rain the past weeks)
  - There are 40 students for our PN program AND 38 students for our LPN-RN program—to start fall 2018
  - Pass rates for PN—May 2018 class= 100%
  - Pass rates for RN—May class (so far—we still have one to test) = 91.3%
- Cosmetology
  - The week of July 9-12 we held mock state board testing. We are seeing the fruits our students passing their written and practical test.
  - June 19, Hosted 20 Girl Scouts for spa services
  - June 20, Leslie Wenzel’s class came in for services.
  - July 16, Hosted 20 4H’ers for spa services
  - July 17, Smart Styles came in to recruit for stylists.
  - July 18, Hosted 27 Accelacare Physical Therapy Clients. We provided services at \$5.00 each while Accelacare gave a brief informational presentation.
- Adult Learning Center
  - We are starting a new fiscal year with our migrant High School Equivalency Program (HEP). Our goal for this new fiscal year is 20 students to recruit and 15 to obtain their GED. As of 07/27/2018, we have 6 officially qualified students and

from those one of them already obtained a GED. We are confident that during the next month we will have at least two more students obtaining their GED.

- Two students from our Citizenship classes receive their U.S.A. Citizenship this summer and four more are in preparation for their interview.
- At this moment, we have four students that have obtained their GED. This is a result of the summer fast track in July. Next week our students have already scheduled their tests. We are expecting great results and will celebrate success with those that will be tested and ready to enroll into GCCC classes.
- At this moment, we have placed one student into the CNA Program. We are developing new strategies to be able to succeed in this field during this fiscal year.
- Three English as a Second Language students received a full time job at the USD-457. (Two as Para-professionals and one at the main Kitchen)
- The AOC is converting a classroom to computer classroom (18 computers)
- 

#### Workforce Development:

- The discussions with Tyson Foods, Inc continue to progress. Trainings will begin in August with the first class being taught with 6-8 Tyson employees training on Basic Electric Motor Controls.
- Future courses/trainings will include hydraulics, electronics, and other disciplines within the area of industrial maintenance.
- 

#### **Emily Clouse, Vice President for Administrative Services**

##### Bookstore

The bookstore employees are busy getting students ready for the fall semester. They have been taking student ID'S, handing out the new Cengage Unlimited access codes-and answering questions about how they work and what books are available to them. Financial aid has been released, students have been taking advantage of using their FA and are coming to get supplies and books. Nursing students have started picking up their textbooks packages and supplies getting ready to start class.

The bookstore employees are looking forward to students coming back on the 8<sup>th</sup>-and anticipate we will be getting even busier!! They hope to see a lot of parents, answer questions and sell some buster gear in the process!!

The bookstore is still receiving some new merchandise, and are working very hard to get it out and on display!!

##### Marketing and Public Relations

Alexis has been recording Sunday radio on Thursday's with KBUF highlighting technical programs, upcoming enrollment days, GCCC Online Campus, the articulation agreement, and current job postings.

"GCCC's Night at the Wind" on July 13, 2018 went very well. Many employees came out in their Buster gear to enjoy the game. We handed out GCCC bracelets to all in attendance, threw out shirts, gave away cups, and other GCCC promotional items. We played trivia and a few

employees went out during the innings change to participate in the pizza roll and dizzy bat races. It was a great fun night to promote GCCC!

Cecilia Miller and Tiffany Heit have done a great job keeping our Social Media's up to date this summer.

Alexis and Cecilia are working together on a photo shoot together to help promote more business in the bookstore.

### Campus Police

On June 29 – July 2, Chief Dozier attended the International Association of College Law Enforcement Administrators Annual Conference in Orlando, Florida. Topics of instruction included: Crowd Control (protecting 1st Amendment Rights), Mitigating Risk Partnership/Facilities & Campus Security, Armed Intruder Defense, Fentanyl 101 and Fair & Impartial Policing. Additionally, the campus police chief attended a review (lessons learned) of the Ohio State University (OSU) attack. The presenter of the review was the OSU Police Chief and another command staff officer. The information acquired during this course is invaluable and will be used to enhance campus safety at Garden City Community College.

### Human Resources

- Human Resources is very busy conducting interviews for current position openings.
- As part of HLC preparation the Department of Human Resources is conducting a complete policy review.

### Payroll Department

- Attended Non-Academic Annual Assessment Training
- Met with Residential Life Assistants-explained and helped with hire and employment forms
- Prepared and presented audits reports and information for annual external Payroll audit with Lewis Hooper & Dick July 30 – Aug 3
- Prepared and presented audits reports and information for annual Workers Comp Premium Audit
- Processed two regular payrolls for July 10 and two regular payrolls for July 25
- Summer project continues of scanning old payroll files in Perceptive Content

### **Dr. Glendon Forgey, Vice President of Business Affairs, Chief Financial Officer**

#### Business Office Comptroller

Lewis, Hooper and Dick brought a team of people for the audit fieldwork and they were here for several days. During that time, they also worked on the Endowment Association and Broncbuster Athletic Association audits. The auditors completed the fieldwork for the FY17-18 audit on Friday, August 3. We are gathering a few more items for them to complete the audit.

### Facilities:

- Work on four campus roofing projects are completed ahead of schedule.

- Met with Johnson Controls for ammonia chiller revival planning.
- Coordinating project completions with campus deans and faculty.
- Conducting summer campus walk-throughs to prioritize needs of campus buildings.
- Working master facilities planning and deferred maintenance plan for HLC

#### Maintenance:

- We are at the completion point on repairs for all student housing. This includes the apartments, units, west hall, Broncbuster housing, Broncbuster Suites. Many furnishing were overhauled for the west hall, and the units. Replacement for hot water heaters were needed in the suites as well as new garbage disposals throughout all dormitories. Wall patching, electrical, plumbing, light and light fixture replacement, etc. The only replacement needed at this point in time are blinds in all of the housing. These are on order.
- We have started back on the choir room remodel and it is nearing completion. New ceiling, all lights replaced, all walls are painted and floor is scraped and ready to paint. As of 8/4 we have completed work on Choir room and moved over Clay Wright.
- Continuing to keep up on work orders. The number of work orders are higher than normal due to all repair work done on housing and teachers arriving back on campus.
- Install dedication plaques throughout campus per Dr. Swender.

#### Grounds:

- Work Orders.
- Mowing, weed eating, edging curbs and sidewalks.
- Spraying for weeds/roundup.
- Replaced irrigation pump for Tangeman complex.
- Irrigation Repairs, sprinklers, valves.
- Trim Trees, pick up limbs from rain storms.
- Pull weeds in flower beds.
- Completed pulling rock from dormitory quad. Replacing with rubber mulch.
- Work on drainage away from library building: Dirt work

#### Custodial:

##### Set- Ups:

- Monthly board meetings
- Law enforcement appreciation dinner
- Summer camps held in DPAC main gym, practice gym
- Football camp
- Custodial summer deep cleaning on campus bldgs.
- Broncbuster suites cleaning completed
- Carpet extracting in bldgs.
- Classroom Labs scrubbed, waxed, hallways-completed
- July project cafeteria floor scrubbed, waxed

Transportation:

- Focus was on deep cleaning, preventive maintenance and preparation for fall travel.
- The annual service and safety inspections are almost complete on the buses.
- The backup, blind spot and dash camera system is installed on Bus # 1 and appears to work well. This system will allow the drivers to see objects located behind the bus and in the blind spots that are not visible in the side mirrors. The system also has a forward facing camera and records the four camera views. Bus # 4 and #8 are scheduled to have the same system installed the week of August 13.
- Bus #1 presently at Cummins having the Diesel Particulate filter on the exhaust system inspected cleaned as part of its preventive maintenance program.
- At the Bus Driver's meeting on July 26, all trips for 2018 were assigned, we will meet again in November to assign trips for 2019.