

August 11, 2020

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 11, 2020**. The meeting will be held by Zoom. Please Join from a PC, Mac, iPad, iPhone, or Android device:

Please click this URL to join. <https://zoom.us/j/97281339148>

Or join by phone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 646 558 8656 or +1 301 715 8592 or
+1 312 626 6799 Webinar ID: 972 8133 9148

For **PUBLIC COMMENTS** please contact Amy McVey, amy.mcvey@gcccks.edu by 5:00 pm CST Tuesday, August 11, 2020.

5:30 PM Dinner in the **President's Conference Room**

6:00 PM Regular board meeting called to order in the President's Conference Room located in the SCSC Building.

AGENDA

I. CALL TO ORDER:

- A. Comments from the Chair
- B. Introduction of new employees

II. CONSENT AGENDA Action

- A. Approval of minutes of previous meetings (July 21, 2020)
- B. Approval of personnel actions-Human Resources
 - B-1 Human Resources Report
 - B-2 Adjunct/Outreach Contracts
- C. Financial information
 - C-1 Monthly Summary Published Funds Operating Revenues and Expenses
 - C-2 Checks processed in excess of \$50,000
 - C-3 Revenues
 - C-4 Expenses
 - C-5 Cash in Bank

III. CONFIRMATION OF MONITORING REPORTS:

A. Monitoring Reports and ENDS **Consensus Approval**
A-1 Bi-Annual, Executive Limitation Annual #8.....page 9

- B. Review Monitoring Report
 - B-1 Monitoring Report -Annual - Academic Advancement
 - B-2 Monitoring Report – Annual, Mission
 - B-3 Annual, Budgeting/Financial Planning/Forecasting #1, #2
 - B-4 Annual, Financial Condition #1, #2, #3
 - B-5 Bi-Annual, Executive Limitation #7

V. OTHER

- A. Open comments from the public
 1. Public Comment: 30 minutes total, 5 minutes per individual. Comments should be relevant to matters over which the Board has authority. Speakers should respect the rights of all persons, and they should not engage in personal attacks or disruptive behavior. This time is not intended to be a question and answer time. The Board cannot take any binding action on matters not on the agenda. The Board has a right to conduct an orderly and efficient public meeting.
 2. Comments directed to the Board should pertain to Ends; Mission, Essential Skills, Work Preparedness, Academic Advancement, Personal Enrichment, and Workforce Development.
- B. President’s Report
- C. Incidental Information
- D. Report from FCEDC
- E. Report from KACCT
- F. Report from SGA
- G. Report from Faculty Senate

VI. OWNERSHIP LINKAGE

Upcoming Calendar Dates:

August 11	Board of Trustee Meeting, 6:00 p.m. Beth Tedrow Student Center, Endowment Room
August 14	New Student Orientation
August 17	Classes Begin
August 17-20	Students Services extended hours (open until 6 PM)
September 8	BOT Meeting

VII. EXECUTIVE SESSION

VIII. ADJOURNMENT

Dr. Ryan Ruda.
President

Dr. Blake Wasinger
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 21, 2020**

Trustees Present: Leonard Hitz, Dr. Blake Wasinger, Dr. Marilyn Douglass, Beth Tedrow, Shanda Smith, David Rupp

Others Present: Dr. Ryan Ruda, President
Amy McVey, Deputy Clerk
Karla Armstrong, Vice President for Administrative Services/CFO
Marc Malone, Vice President for Instructional Services
Colin Lamb, Vice President of Student Services
Shajia Donecker, PR & Marketing Coordinator
Nicole Dick, Math Instructor, Faculty Senate
Perla Salazar, Math Instructor, Faculty Senate
Greg McVey, Director of Athletics
Aaron Kucharik, Community Member
Jean Lamfers, Community Member
Toni Douglass, Community Member
Meghan Flynn, Community Member
Craig Lurtz, Transportation Coordinator

CALL TO ORDER:

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

COMMENTS FROM THE CHAIR:

Trustee Wasinger announced that GCCC was awarded over \$130,000 in tax credits to be used toward anatomage tables that the school will share with dozens of western Kansas high schools. He also shared that fall sports have been moved to the spring semester per NJCAA ruling and that the Endowment auction was a huge success again this year. Wasinger applauded the college for their health and safety protocols to keep employees, students, and community members safe while on campus.

INTRODUCTION OF NEW EMPLOYEES:

New employees will be acknowledged at a later date.

OTHER ACTION:

2020-2021 Budget - Dr. Ruda presented an overview of the 2020-2021 budget and how GCCC students relate to the Garden City economy. The board was presented with three possible budget options. Trustee Wasinger asked each trustee to ask any questions and voice any opinions they may have on those three options. Trustee Wasinger expressed that no one likes to raise taxes and pointed out that he believes GCCC has been good stewards and have not asked for a mill levy increase since 2012. Trustee Douglass asked the board to keep in mind that we are preparing for the unknown with possible state reimbursements and a decline in oil and gas taxes. She is in favor of increasing our reserves to \$500,000 and increasing the mill levy by 1.873%. Trustee Rupp is not in favor of a mill levy increase and would like to use our reserves. As for Trustee Hitz, he expressed that GCCC has done a great job of finding other options to balance the budget, he is favor of only raising the mill levy by 1.5%. Trustee Smith stated that everyone is struggling right now and agrees with Hitz. Trustee Tedrow likes what Marilyn had to say but agrees that it is best this year to go with the 1.5% increase.

Motion:

Douglass moved, seconded by Wasinger to approve Budget option #1, Funding the gap with an increase in the mill levy by 1.873%.

Ayes: Douglass

Nays: Wasinger, Douglass, Smith, Tedrow, Rupp, Hitz

Motion failed: 1-5

Motion:

Wasinger moved, seconded by Tedrow to approve Budget option #3, Increase the mill levy by 1.5%.

Ayes: Wasinger, Douglass, Smith, Tedrow, Douglass, Hitz

Nays: Rupp

Motion carried: 5-1

CONSENT AGENDA:

Chair Wasinger asked if Trustees wished to remove any items from the consent agenda.

Trustee Hitz requested III D-1, III D-2 and III D-3 be removed for discussion.

Chair Wasinger then asked for a motion approving consent agenda items III A, III B-1, B-2, III C-1, C-2, C-3, C-4, and C-5. Holding III D-1, III D-2 and III D-3 for separate discussion.

Motion:

Tedrow moved, seconded by Douglass to approve consent agenda items III A, III B-1, B-2, III C-1, C-2, C-3, C-4, and C-5. Holding III D-1, III D-2 and III D-3 for separate discussion.

Ayes: Wasinger, Douglass, Smith, Tedrow, Rupp, Hitz

Nays: None

Motion carried: 6-0

Approved actions follow:

(A) Approval of minutes of previous meetings (June 9, 2020 and June 25, 2020)

(Supporting documents filed with official minutes.)

(B) Approval of personnel actions-Human Resources

B-1 Human Resources Report

B-2 Adjunct/Outreach Contracts

(Supporting documents filed with official minutes.)

(C) Financial Information

C-1 Monthly Summary Published Funds Operating Revenues and Expenses

C-2 Checks processed in excess of \$50,000

C-3 Revenues

C-4 Expenses

C-5 Cash in Bank

(Supporting documents filed with official minutes.)

III D-1: Approval of Property Insurance

Trustee Hitz inquired about the increase in property insurance, Karla Armstrong stated that the increases are market driven.

III D-2: Approval of Workman’s Compensation

Workman’s Compensation premiums have decreased this year due to a slight decrease in claims.

III D-3: Approval of Athletic Insurance

Athletic Insurance has taken a large decrease in premiums, \$50,000 savings between our first and second levels of coverage. The decrease is in large part to the hiring of a strength and conditioning coach, an extra trainer, and our partnership with healthcare providers in our community, thus less claims.

Motion:

Hitz moved, seconded by Rupp to approve consent agenda items III D-1, Approval of Property Insurance, III D-2, Approval of Workman’s Compensation, and III D-3, Approval of Athletic Insurance.

Ayes: Wasinger, Hitz, Douglass, Smith, Tedrow, Rupp

Nays: None

Motion carried: 6-0

(Supporting documents filed with official minutes.)

MONITORING REPORTS and ENDS REPORT:

The trustees discussed Academic Advancement, Mission, Budgeting/Financial Planning/Forecasting #1 and #2, Financial Condition#1, #2, and #3 and Executive Limitation #7.

Reports were approved as presented.

REVIEW MONITORING REPORT:

Trustees discussed Asset Protection #5 and Compensation and Benefits. Reports accepted as presented.

POLICY GOVERNANCE REVIEW:

The BOT has created a FEEDBACK FORM for community members that will be located on the BOT webpage. This form can be used for any feedback the community may have regarding the college, board members, or the president. Policy Governance will be updated to reflect: Treatment of People #5-Fail to address feedback and Board Job Description #1-E-Address electronic communication related to the performance of the President.

PUBLIC COMMENTS:

No comments.

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.

Campus Re-Opening Update

- GCCC's comprehensive re-opening plan was made available to the public starting June 29, a week ahead of re-openings our doors July 6.
- Face masks are required on campus and are being made available to all students, employees, and visitors before they enter buildings. In addition, this policy will be enforced on a case-by-case basis, primarily self-policing.
- Plexiglass barriers are working in high-traffic areas, and print and digital signage across campus promotes safety, prevention, and mask use.
- We continue to identify new ways to maintain a healthy and safe campus, and major shift in policies or procedures are being documents in our re-opening plans, published online.

Enrollment Update

- Our summer enrollment has been strong overall.
 - We are ending the summer semester with positive enrollment figures (approx. 2% increase in credit hours overall)
 - We credit these positive results to our reduced tuition rate (\$108/credit hr.), ongoing marketing efforts, and dedicated faculty and staff.
- Our fall enrollment figures are steadily increasing.
 - Based on figures from today, we are about 22% behind where we were this time last year. This is an 11% increase since reopening.

Fall Classroom Delivery Styles

- Our Fall 2020 semester will encompass multiple on-ground, remote, and hybrid classroom options for students, including the following:

Fully On-Ground

1. **Buster Classic:** Students will attend class in-person on every scheduled class day.

Fully Remote

2. **Buster Online:** Students will work independently in an online course environment.
3. **Buster Stream:** Students will attend class only through live Zoom.

Hybrid

4. **Buster Hybrid:** Some days they will attend class in-person, and others they will do individual course work online.
 5. **Buster Hybrid Enhanced:** Some days students will attend class in-person or through live Zoom, and other days they will do individual course work online.
 6. **Buster Stream/Flex:** Some days students will attend class in-person and other days through live Zoom.
- We are making all these options known to students starting later this week through line schedules (which students will be able to see on their schedules), through social media, and through our website (under Academics).

Update on CARES Act/Emergency Grants

- A total of \$635,535 in CARES Act funds have been distributed to date (July 21) to 730 eligible students.

- CARES Act funds (\$5,468) are still available to spring or summer students who demonstrate expenses related to COVID-19. These students must complete the emergency aid application on our website to be considered.
- The Financial Aid Office has reviewed **329** emergency applications to date (July 17) and continues to review applications.

LPN/RN Pass Rates

- Our practical nursing students (26) have **ALL** passed their board exams and are now licensed. All but one of these students will be entering the RN program at GCCC this fall.
- In addition, all but one of our RN students have completed their board exams, according to GCCC Nursing Director Patsy Zeller. If this student passes, GCCC will boast a pass rate of roughly 90% this year compared to 74% last year (see five-year history below).
- These pass rates are especially impressive in the wake of COVID-19 and the distance learning challenges presented to students and faculty this past Spring 2020.

Program	2015	2016	2017	2018	2019
LNP	95.65%	95.65%	100%	100%	96.67%
RN	92.86%	79.19	87.50%	91.30%	74.19%

Industrial Maintenance

- GCCC submitted the final draft to KBOR on July 14. The TEA (Technical Education Authority) Program Curriculum Committee meeting will be August 6. Our program must pass through this committee.
- If it passes through will then go to the full TEA Meeting on Aug. 20. If it passes through the TEA meeting, it will go to the full KBOR meeting on Sept. 9-10, so potential full approval in September.

Laptop Loan Initiative

- Since we began advertising this program in late May, we have had **68** applications from students.
- The laptops, valued at \$500 each, are now available to students. A total of 150 can be made available.
- Student Services is getting ready to loan out 30 for use in the final summer weeks, and 16 for the fall semester.

Athletics

GCCC Volleyball is one of 32 programs nationally in the NJCAA ranks that was honored this past week by the American Volleyball Coaches Association as a 2019-20 All-Academic Team. This honor falls on to programs who maintain a 3.3 or higher for the academic year as a team. GCCC had a 3.55 GPA. Additionally, 5 volleyball student athletes were also recognized as NJCAA individual All-Academic team members for their high academic marks in the classroom. I give credit to Coach Hiltz and the entire GCCC volleyball team for achieving these high academic marks and exhibiting strong qualities of being a student-athlete.

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION (FCEDC):

Trustee Rupp informed the BOT that they are meeting on July 22nd.

REPORT FROM KACCT:

Beth Tedrow communicated that they did not have a meeting but KACCT have made a few changes. KACCT vacated their current office and moved into a smaller office in the same building in an effort to save money. Also, Julie Halling will be leaving as their administrative assistant. This will also result in a cost savings with no reduction of KACCT services.

REPORT FROM SGA:

No report from SGA this month.

REPORT FROM FACULTY SENATE:

Nicole Dick, Math Instructor /Faculty Senate, communicated that this will be her last meeting as president and senate's new president is Perla Salazar. Faculty are currently preparing for fall with virtual trainings and enrolling students.

OWNERSHIP LINKAGE:

Thanks to Nicole Dick for her term as president of Faculty Senate.

Next Board meeting will be August 11, 2020

Meeting adjourned at 8:32 p.m. by Chair Wasinger.

Amy R McVey
Deputy Clerk

Dr. Ryan Ruda
President

Dr. Blake Wasinger
Chairman of the Board

Agenda No: II-B

Date: August 11, 2020

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

Presenter: Dr. Ryan Ruda

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 5, 2020

To: Board of Trustees

From: Alexis Saenz, Human Resources Assistant

New Hires:

Christopher Creal, Assistant Cross Country/Track and Field Coach, effective, August 3, 2020

Ross Addison, Carpentry Instructor, effective, August 10, 2020

Transfers:

Bret Haire, Part-Time Lab Assistant to Full-Time Automotive Instructor, effective, August 10, 2020.

Separations:

Anthony Redding, Assistant Football Coach, effective, July 24, 2020

Nathan Colcher, Maintenance, effective, July 28, 2020

Shajia Donecker, Director of Marketing and Public Relations, effective, July 31, 2020

Stacy Oberheim, Student Services Assistant, effective, August 5, 2020

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 8/11/2020)**

INSTRUCTOR	CLASS	AMOUNT
Acevedo, Naysha	Organizational Leadership PSYC-106-50 3.00 credit hour(s) X \$520.00 = \$1560.00 7/6/2020 - 8/7/2020	\$1,560.00
Albert, Kathleen	Anatomy & Physiology I BIOL-212-01 4.00 credit hour(s) X \$600.00 = \$2400.00 7/6/2020 - 8/7/2020	\$2,400.00
Arandia, Mark	ELEMENTARY ETHICS PHIL-102-50 3.00 credit hour(s) X \$600.00 = \$1800.00 7/6/2020 - 8/7/2020	\$1,800.00
Breen, Michael	SURVEY OF CIVILIZATION I HIST-101-50 3.00 credit hour(s) X \$520.00 = \$1560.00 7/6/2020 - 8/7/2020	\$1,560.00
Breen, Michael	AMERICAN GOVERNMENT POLS-105-40 3.00 credit hour(s) X \$520.00 = \$1560.00 7/6/2020 - 8/7/2020	\$1,560.00
Carmichael, Renee	Music History and Appreciation MUSC-108-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/6/2020 - 8/7/2020	\$2,400.00
Carr, Stacey	Interpersonal Communications I SPCH-113-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/6/2020 - 8/7/2020	\$2,400.00

**GARDEN CITY COMMUNITY COLLEGE
 ADJUNCT/OUTREACH FACULTY CONTRACTS
 (Presented to Board of Trustees for Approval 8/11/2020)**

Cundiff, Cody	General Psychology PSYC-101-52 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/6/2020 - 8/7/2020	\$2,400.00
Dominguez, Gerardo	Lifetime Fitness HPER-121-50 - 2.00 credit hour(s) 2.00 credit hour(s) X \$500.00 = \$1000.00 7/6/2020 - 8/7/2020	\$1,000.00
Dominguez, Gerardo	Lifetime Fitness HPER-121-52 - 2.00 credit hour(s) 2.00 credit hour(s) X \$500.00 = \$1000.00 7/6/2020 - 8/7/2020	\$1,000.00
Greathouse, Lachele	Intro Computer Concepts & Appl CSCI-110-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/6/2020 - 8/7/2020	\$2,400.00
Grinde, James	College Success PCDE-101-52 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 = \$500.00 7/6/2020 - 8/7/2020	\$500.00
Harbin, Renee	Management BSAD-122-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/6/2020 - 8/7/2020	\$2,400.00
Hernandez, Sheena	Intermediate English *** ENGL-091-01 - 3.00 credit hour(s) 4/8 of 3.00 credit hour(s) X \$800.00 = \$1200.00 7/6/2020 - 8/7/2020	\$1,200.00

**GARDEN CITY COMMUNITY COLLEGE
 ADJUNCT/OUTREACH FACULTY CONTRACTS
 (Presented to Board of Trustees for Approval 8/11/2020)**

Hicks, Tamara	Kansas Conceal and Carry CRMJ-300-03 NON-CREDIT - 3 hours 3 contact hour(s) @ \$35.00 = \$105.00 8/1/2020	\$105.00
Hoke, Philip	Public Speaking SPCH-111-02 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/6/2020 - 8/7/2020	\$2,400.00
Hoke, Philip	Public Speaking SPCH-111-52 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/6/2020 - 8/7/2020	\$2,400.00
Kristalyn, Seth	English I ENGL-101-02 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/6/2020 - 8/7/2020	\$2,400.00
Komm, Adam	INTRODUCTION TO BUSINESS BSAD-101-51 3.00 credit hour(s) X \$540.00 = \$1620.00 7/6/2020 - 8/7/2020	\$1,620.00
Lamb, Winsom	Introduction to Sociology SOCI-102-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/6/2020 - 8/7/2020	\$2,400.00
Nguyen, Thuy	Beginning Algebra *** MATH-006-02 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/6/2020 - 8/7/2020	\$2,400.00

**GARDEN CITY COMMUNITY COLLEGE
 ADJUNCT/OUTREACH FACULTY CONTRACTS
 (Presented to Board of Trustees for Approval 8/11/2020)**

Ortega, Susan	Accounting II ACCT-103-50 - 3.00 credit hour(s) 6/8 3.00 credit hour(s) X \$800.00 = \$1800.00 7/6/2020 - 8/7/2020	\$1,800.00
Pardo, Carlos	Kansas Conceal and Carry CRMJ-300-03 NON-CREDIT - 4 hours 4 contact hour(s) @ \$35.00 = \$140.00 8/1/2020	\$140.00
Ronn, Mark	Kansas Conceal and Carry CRMJ-300-03 NON-CREDIT -10 hours 10 contact hour(s) @ \$35.00 = \$350.00 8/1/2020	\$350.00
Salazar, Perla	College Algebra MATH-108-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/6/2020 - 8/7/2020	\$2,400.00
Stochl, Sean	Lifetime Fitness HPER-121-53 - 2.00 credit hour(s) 2.00 credit hour(s) X \$500.00 = \$1000.00 7/6/2020 - 8/7/2020	\$1,000.00
Turpin, Christopher	English II ENGL-102-01 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/6/2020 - 8/7/2020	\$2,400.00
Stritt, Jerred	Kansas Conceal and Carry CRMJ-300-03 NON-CREDIT -10 hours 4 contact hour(s) @ \$25.00 = \$100.00 8/1/2020	\$100.00

**GARDEN CITY COMMUNITY COLLEGE
 ADJUNCT/OUTREACH FACULTY CONTRACTS
 (Presented to Board of Trustees for Approval 8/11/2020)**

Wenzel, Leslie	COLLEGE SUCCESS PCDE-101-51 1.00 credit hour(s) X \$560.00 = \$560.00 7/6/2020 - 8/7/2020	\$560.00
Whitacre, Jonathan	Intermediate Algebra MATH-107-02 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/6/2020 - 8/7/2020	\$2,400.00
Young, Caleb	College Success PCDE-101-53 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 = \$500.00 7/6/2020 - 8/7/2020	\$500.00
Young, Caleb	College Success PCDE-101-54 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 = \$500.00 7/6/2020 - 8/7/2020	\$500.00
	Total:	\$50,455.00

Agenda No: II-C

Date: August 11, 2020

Topic: Financial Information

Presenter: Dr. Ryan Ruda

Background Information:

Presentation of monthly financial documents:

- Checks over \$50,000
- Revenues
- Expenses
- 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 2020

Purchases over \$50,000 requiring Board Approval

- Check #275997 to IMA of Kansas Inc for \$193,866.84 for property and liability insurance. Board approved July 21, 2020.
- Check #276029 to Dissinger Reed LLC for \$156,715.00 for athletic insurance. Board approved July 21, 2020.

Payments over \$50,000 not requiring bid sheets

- Check #275861 to City of Garden City for \$61,733.93 for utilities
- Check #275915 to Great Western for \$85,353.00 for various invoices including advance billing for FY21.
- Check #275960 to CDW Government for \$56,433.26 for various invoices
- Check #275975 Blue Cross-Blue Shield of Kansas for \$107,340.50 for August 2020 health insurance premiums for employees.

Garden City Community College
7/31/2020

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 330,729.70	0.0000%
State Municipal Invest. Pool	\$ 1,485,398.41	0.0028%
Landmark National Bank	<u>\$ 7,226,765.21</u>	0.0800%
	<u>\$ 9,042,893.32</u>	

	<u>Type</u>	<u>Amount</u>	<u>% Rate</u>	<u>Beg. Date</u>	<u>Maturity</u>
Investments:					
Western State Bank	CD	\$ 1,000,000.00	1.1000%	3/12/2020	12/12/2020
		<u>\$ 1,000,000.00</u>			
 Total		<u><u>\$ 10,042,893.32</u></u>			

August 2020 MONITORING REPORT

EXECUTIVE LIMITATIONS

General Executive Constraints

#8

Annual

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The president shall not initiate new programs or retain existing programs without consideration of cost-effectiveness and overall value.

CEO's Interpretation:

Due consideration and diligence are demonstrated in reviewing the continuance and feasibility of existing programs, as well as evaluating the economic value and demonstrated need for new programs. Administration has a thorough process that is used to evaluate the retention of existing programs through the program review process, while using many data collection points, community feedback and industry input for evaluating new programs.

Data directly addressing the CEO's interpretation:

Program Startup

With all programs, but especially in technical programs, it is a standard practice to work closely with Finney County Economic Development Corporation (FCEDC) in determining community need for new programs.

In addition to working with FCEDC, we also study labor data. For the Carpentry program, data from Chumera Economics & Analytics indicated positive long-term job growth of nearly 100 new carpenters needed over the next seven years inside the GCCC service area. This same report indicated the average wages for Carpenters at \$43,300 with a range from \$28,500 to \$50,800. This job growth combined with industry stakeholder input demonstrates a true need within the community that the college can help meet. This need is a strong indicator of the overall value of the program offering and of potential enrollment and cost-effectiveness of the program.

For any new technical program, to be eligible for state reimbursement and Perkins funding, we go through an application and approval process. The application requires us to present data demonstrating the projected need for the program, the extent of community support for the program, and estimated costs of the program. This application goes for approval at the Kansas Board of Regents Technical Education Authority Curriculum Committee and the full Technical Education Authority before passing to the full Board of Regents for final approval. This application and approval process also require that we demonstrate approval from our internal Curriculum and Instruction Committee, an Advisory Committee of local industry stakeholders, and the college's Trustees. In the interest of financial sustainability, we use this application and approval process as an opportunity to study the financial feasibility and the cost-benefit analysis of new technical programs.

We also endeavor to take on the cost of new programs, using an entrepreneurial approach in cost sharing and seeking external funding for startup budgets. In the specific example of Carpentry, the College entered into an agreement with USD 457 and 363 to split instructional costs. Additional classroom equipment was secured through a Rural Business Development Grant from the USDA.

Program Review

The primary mechanism for understanding and evaluating program cost is through the Program Review process. All academic programs go through this review process on a 5-year rotating schedule.

The Program Review process covers information on program fit to institutional mission, program quality, enrollment, external feedback, and resources. The resources information, specifically, asks for information on an analysis of resources including financial resources. The revenue analysis asks for five years of data on revenue from tuition, fees, and state aid. The expense analysis considers instructional expenses for salary and benefits.

The Program Review process begins at the department level with a writing team performing the in-depth self-study. This team is assisted by the Division Chair. The drafts of the self-study report go through an internal review process at the department level. In December, the Program and Department Review Committee performs additional review. Program Reviews are then sent to Cabinet for final approval, signatures, and archiving. It is at the Cabinet level where members discuss the financial feasibility of individual programs based on the revenue and expense analysis. The final step in the review process is a summary report to the Board of Trustees.

Summary

Overall, there are multiple factors considered in the retention and initiation of programs. Cost effectiveness, enrollment, industry demand, total number of completers, and long-term employment projections are just a few of the examples of data used. GCCC has an extensive review process in place to evaluate and make informed decisions on the initiation and retention of programs.

Incidental Information

August 2020

Karla Armstrong, Vice President for Administrative Services/CFO:

Maintenance:

- Worked on Suites, BBH, Units, West Hall and Apt's. Like remodeling, Carpets, painting, fixtures and sheetrock.
- Replacing floors in Suits front entry way and bathroom
- Water leak underground between PENKA and Academics. 1" water line for the sprinklers
- Guys replace all belts and filter in all buildings
- Tension spring on sandwich bar.
- Fixed leak in ice machine that Duck in Row said they fixed
- Moved offices
- Built Frames for DPAC main gym for adds.
- Fixed leak in DPAC Concession stand
- Work orders
- Replace Doors at BBH and painted them.
- Fixed BBS AC's and add T-stat's on some Apt's

Information Technology:

- Migrated student email accounts over to Office 365 so that students can better take advantage of the whole suite of Microsoft Office apps for free.
- Further worked on implementation for the student app.
- Fully completed moving our phone system to the cloud.
- Office moves

Grounds:

- Mowed
- Checked control clocks
- Irrigation repair
- Mower maintenance
- Edged
- Irrigation replacement at main quad and dorm parking lot

Custodial:

- Student check in
- Inservice in DPAC bldg.
- Defensive driving class held in endowment room
- Purchased electrostatics backpack sprayers/ handheld sprayers
- Wipes, mask, hand sanitizer stand with wipes
- Finishing up summer clean up in all bldgs. along with sanitizing all areas
- Sanitizing weight rooms all locker rooms in DPAC bldg.
- All building:
 - Floors have been scrubbed and refinished
 - Carpets have been shampooed
 - Auditorium chairs have been disinfected with electrostatic sprayer
 - Beginning to clean and sanitize in DPAC due to construction
 - Installed hand sanitizers.

Transportation:

- Continued long term maintenance/storage of busses and fleet vehicles.
- Sanitized vehicles between use and prepared for possible fall trips.
- Set up Mobile Lab and sanitized between shifts at early student check-in days
- Delivered and set up the Mobile Lab at Tyson Fresh Meats plant for GCCCA classes
- Assisted with Covid-19 mitigation and preparation for fall classes.

Human Resources Board Report**New Employees:**

Christopher Creal, Assistant Cross Country/Track and Field Coach, effective, August 3, 2020
Ross Addison, Carpentry Instructor, effective, August 10, 2020

Transfers:

Bret Haire, Part-Time Lab Assistant to Full-Time Automotive Instructor, effective, August 10, 2020.

Separations:

Susan Miller- Director of Admissions, effective, July 22, 2020
Anthony Redding, Assistant Football Coach, effective, July 24, 2020
Nathan Colcher, Maintenance, effective, July 28, 2020
Shajia Donecker, Director of Marketing and Public Relations, effective, July 31, 2020
Stacy Oberheim, Student Services Assistant, effective, August 5, 2020

Filled Positions:

Assistant Softball Coach- **Accepted Offer- Mackenzie Rowlett- Start Date 9/1/2020**
Piano Accompanist- **Maria Loving Start Date- August 17, 2020**

Board of Trustees Agenda August 11, 2020

Open Positions:

Campus Police – **In Process**

Research Analyst- **In Process**

Online Positions:

Music-Online Adjunct Instructor

Projects for the Human Resources Department include:

- **Fall 2020 In-Service**
- **Draft Employee Handbook is under review**
- **Return to Work**

Department Assessment Review Process (Human Resources Op