

**GARDEN CITY COMMUNITY COLLEGE**

**March 9, 2021**

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

Others Present: Dr. Ryan Ruda, President  
Karla Armstrong, Vice President  
Colin Lamb, Vice President  
Marc Malone, Vice President  
Lance Miller, IT Director  
Derek Ramos, Dean of Facilities  
Perla Salazar, Faculty Senate/Math Instructor  
Taryn Tabor, SGA President  
Jodie Tewell, Executive Assistant to the President  
John Haas, Ranson Financial Group  
Carol Davidson  
Melissa Dougherty O'Hara, Planner II, Neighborhood & Development Services

**CALL TO ORDER:**

Chair Douglass called the board meeting to order at 6:00 pm.

**COMMENTS FROM THE CHAIR:**

The Broncbusters produced two All-Americans and a slew of personal bests at the 2021 NJCAA Indoor Track National Championships at Pittsburg State University. We honored two Phi Theta Kappa students, Deborah Medina-Escalera and Lauren Jones, at the Annual All-Kansas Academic Team Virtual Ceremony on March 3. The campus will be on Spring Break next week, March 15 – 19. The campus will be closed from Thursday, March 18, to Friday, March 19. Board Retreat presented by ACCT Pam Fisher liaison. The past month the Chair and Vice-Chair had two meetings with the President; 1st follow-up from the retreat and 2nd was to prepare for the board meeting. Marilyn met with Colleen regarding the board assessment.

**INTRODUCTION OF NEW EMPLOYEES:**

No new employees.

**CONSENT AGENDA:**

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

Trustee Hitz requested to remove II-A to discuss. Chair Douglass requested to remove II-D and II-E

Trustee Smith made a motion to approve II-B and II-C.

**Motion:** Smith

**Second:** Wasinger

**Aye:** Tedrow, Rupp, Hitz, Wasinger, Smith, Douglass

**Nays:** None

**Carried:** 6 -0

- A. II-A: Trustee Hitz discussed that a motion was made along with a second without discussion regarding Item J. Strategic Planning on the February 9, 2021 minutes. Once a motion is made and board has a discussion, then Roberts Rules of Order say that it cannot be undone without a vote. The thought process was that the motion was withdrawn. Dr. Ruda referred to Robert's rules to see how to address it. A motion cannot be withdrawn unless the person who seconded withdraws. The assembly gave permission to the person who made the motion to withdrawal. In the future, when a motion is made with a second then a discussion needs to be had. A vote needs to be made to approve the withdrawal. The board discussed initiating a conduct policy with someone monitoring Robert's rules. The board noted that it was wrong and will move forward from here. We have noted that it was wrong, we will move on from here. Jodie will amend the February minutes to reflect the error. Note, according to Robert's Rules a motion may not be removed without consent of the second. In the future, when a motion and second are made there needs to be discussion over the motion.

Trustee Smith motioned to amend the February minutes and bring the amended minutes forward next month. Item II-A will be postponed until the April meeting.

**Motion:** Trustee Smith

**Second:** Trustee Wasinger

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

**Nays:** None

**Carried:** 6 -0

## **II-D Refinance of Broncbuster Suites and Revenue Bond**

John Haas, Ranson Financial Group, detailed the possible cost savings of refinancing the Broncbuster suites. (supporting document filed with official minutes)

Gilmore & Bell, P.C.  
03/04/2021

### **EXCERPT OF MINUTES OF A MEETING OF THE GOVERNING BODY OF GARDEN CITY COMMUNITY COLLEGE, FINNEY COUNTY, KANSAS HELD ON MARCH 9, 2021**

The Governing Body met in regular session at the usual meeting place on the College campus at 6:00 p.m., the following members being present and participating, to-wit:

Absent:

The Chairman declared that a quorum was present and called the meeting to order.

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(Other Proceedings)

The matter of authorizing the sale of approximately \$4,730,000 of “Refunding Certificates of Participation, Series 2021A, Evidencing a Proportionate Interest In and Rights to Receive Payments under a Lease Agreement” came on for consideration and was discussed.

Trustee Beth Tedrow presented and moved for the adoption of a Resolution entitled:

**RESOLUTION AUTHORIZING THE OFFERING FOR SALE OF LEASE AGREEMENT CERTIFICATES OF PARTICIPATION, SERIES 2021A, OF GARDEN CITY COMMUNITY COLLEGE, FINNEY COUNTY, KANSAS.**

Trustee Blake Wasinger seconded the motion to adopt the Resolution. Thereupon, the Resolution was read and considered, and the question put to a roll call vote, the vote thereon was as follows:

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

Nay: None

The Chairman declared said Resolution duly adopted. The Resolution was then duly numbered Resolution No. 2021-A and was signed by the Chairman and attested by the Secretary.

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(Other Proceedings)

\*\*\*\*\*

**CERTIFICATE**

I hereby certify that the foregoing Excerpt of Minutes is a true and correct excerpt of the proceedings of the governing body of Garden City Community College, Finney County, Kansas, held on the date stated therein, and that the official minutes of such proceedings are on file in my office.

(SEAL)

\_\_\_\_\_ Secretary

Trustee Tedrow presented and moved for the adoption of a Resolution entitled:

**RESOLUTION AUTHORIZING THE OFFERING FOR SALE OF LEASE AGREEMENT CERTIFICATES OF PARTICIPATION, SERIES 2021A, OF GARDEN CITY COMMUNITY COLLEGE, FINNEY COUNTY, KANSAS.**

Trustee Wasinger seconded the motion to adopt the Resolution. Thereupon, the Resolution was read and considered, and the question put to a roll call vote, the vote thereon was as follows:

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

Nay: None

The Chairman declared said Resolution duly adopted. The Resolution was then duly numbered Resolution No 2021-8 and was signed by the Chairman and attested by the Secretary.

\* \* \* \* \*

John asked permission to attend the April meeting in person to be able to answer the question more readily. No objection of the board, John will attend in person in April.

**II-E Finance Options A & B**

Dr. Ruda discussed the Certificate of Participation of financing including the addition of the Fine Arts Auditorium and the Rodeo Palace. (supporting documents filed with official minutes.)

Motion to approve the addition of projects with deferred maintenance including Fine Arts Auditorium and Rodeo Palace.

**Motion:** Trustee Rupp

**Second:** Trustee Hitz

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

**Nays:** none

**Carried: 6 – 0**

John discussed Tables 11 -13. (supporting documents filed with official minutes)

Entertain a motion to proceed the 15-year amortization schedule over 20 year. Discussion over the benefits of refinancing for 15 yrs. Karla Armstrong and Deb Nicholson recommend to move forward with the 15 year.

Motion to proceed with the 15-year amortization of the project costs of \$4 million (table 11).

**Motion:** Trustee Wasinger

**Second:** Trustee Rupp

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

**Nays:** none

**Carried:** 6 - 0

GILMORE & BELL, P.C.

2/26/2021

**EXCERPT OF MINUTES OF A MEETING OF THE  
BOARD OF TRUSTEES OF GARDEN CITY  
COMMUNITY COLLEGE HELD ON MARCH 9, 2021**

The Governing Body met in regular session at the usual meeting place on the College campus at 6:00 p.m., the following members being present and participating, to-wit:

Absent:

\* \* \* \* \*

(Other Proceedings)

The matter of authorizing the Community College to enter into a lease-purchase transaction came on for consideration and was discussed.

Thereupon, there was introduced a Resolution entitled as follows:

**A RESOLUTION OF THE BOARD OF TRUSTEES OF GARDEN CITY COMMUNITY COLLEGE DETERMINING THE ADVISABILITY OF FINANCING THE ACQUISITION, CONSTRUCTION, INSTALLATION AND EQUIPPING OF CERTAIN IMPROVEMENTS, BY THE EXECUTION AND DELIVERY OF A LEASE PURCHASE AGREEMENT.**

Thereupon, Trustee Blake Wasinger moved that said Resolution be passed. The motion was seconded by Trustee David Rupp. Said Resolution was duly read and considered, and upon being put, the motion for the passage of said Resolution was carried by the vote of the Board of Trustees, the vote being as follows:

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

Nay: None

Thereupon, the Chairman declared the Resolution duly passed and the Resolution was then duly numbered Resolution No. 2021-B and was signed by the Chairman and attested by the Secretary.

\* \* \* \* \*

(Other Proceedings)

Chair Douglass made a motion to take a 10 (ten) minute break. Time 7:56; return at 8:06pm

**Motion:** Chair Douglass

**Second:** Trustee Wasinger

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

**Nays:** None

**Carried:** 6 – 0

Meeting resumed at 8:06

**Approved actions follow:**

**(A) Postpone approval of minutes of previous meeting until April (February 9, 2021)**

(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.)

**(D) Refinance of Broncbuster Suites and Revenue Bond**

(supporting documents filed with official minutes)

**(E) Finance Options A & B**

(Supporting documents filed with official minutes)

**IV. MONITORING REPORTS AND ENDS REPORT**

**A. Monitoring Reports and ENDS ..... Consensus Approval**

A-1 Bi-Annual, Executive Limitations, General Executive Constraints #10, pol gov pg. 9

Information from freshman orientation, Broncbuster wellness, campus police department section, HR covid response, Campus Health – covid response and current surveillance. Title IX training, Derek Ramos report covers maintenance covid response, and student safety. Chair Douglass commended Dr. Ruda and staff regarding student safety.

A-2 Annual, Executive Limitations, General Executive Constraints #2, pol gov pg. 9

A summary page was provided and connected to the 4 pillars of the strategic plan. Vice Chair Tedrow commended Karla Armstrong on a job well done.

A-3 Bi-annual, Executive Limitations, Board Job Description #6, pol gov pg. 9

Trustee Smith reported: The Endowment Association is currently working on the annual auction. It will be held online again beginning 7pm April 7 and closing April 9<sup>th</sup>. There will be a live portion of the auction online on April 9<sup>th</sup> 7-9pm. The first opportunity for a live in-person event is "Ride for the Future" which will be held 4/24.

One of the recommendations from the audit was how the checks and reconciliation was presented to the board. Before the audit, this was changed in October 2020 to reconcile directly to Datatel and the check register is presented to the board directly from Datatel.

Another recommendation from Lewis Hooper and Dick was to use a variable rate instead of a flat rate for the endowed rate. This would allow for less risk on promised returns to endowed accounts when returns did not meet expectations. There will also be a fee assessed for pass thru scholarships to help defray the administration costs associated with the management of these scholarships.

During the audit, the auditors also were given out of date signature cards at one institution. These were from an old account not the current account. Signature cards were updated in February with the New officers that came into office in January.

The finance committee has been taking steps over the last few years to increase oversight over the Endowment's investments. They have moved from one financial advisor to three different investment firms. They are also increasing the frequency of updates from these advisors.

The EA became invested in a non-publicly held REIT in 2006. This has been problematic because it's not publicly held its not easily traded nor valued. The do currently have a buyer that has made an offer to purchase it. They have also set policies for future advisors to not be allowed to invest in non-publicly held funds to avoid this going forward.

2020 was a difficult year for everyone and therefore difficult for the fundraising efforts of the EA. Despite this, thanks in part to some generous grants, investment gains, and the help of the Covid relief packages, the EA assets are up \$1,200,000 over this same time last year. There are also some promising, although not yet secured, grants and donations expected these last 2 ½ months of this fiscal period that will hopefully help build the EA's financial position further.

Trustee Rupp reported: The pandemic continues to wreak havoc into every aspect of business. The BAA was no exception. The pandemic caused all sports to be moved to the spring semester, which had a severe effect on the finances of the BAA. As the board was getting sponsorships and selling tickets for the athletics programs, the fall was cancelled and thus eliminating people from participating. As we know, the conference has limited the number of spectators to the events, and the decision was made to not charge for admittance and there are no concessions thus eliminating revenues.

In the September report I covered avenues the BAA board was exploring to assist with these shortfalls. The board hosted a golf tournament in October and started working with eTeamSponsors to raise some funds. SO far, the eTeamSponsor (where each sport participates) has raised approx. **\$35,280** and the golf tournament raised **\$6,031** for a total of **\$41,310**.

The board has not had a meeting since December. The meeting was cancelled in January, since the new AD had just started, and the board wanted to give him time to settle into his new job. The February meeting was cancelled due to the extreme weather. Talking with some of the members, they are looking forward to getting back to work to continue rebuilding this organization. They have continually been looking for additional members for the board and I believe would like any help they can get.

Monitoring Reports accepted as presented.

## B. Review Monitoring Report

### B-1 Annual, Executive Limitations, Personal Enrichment, pol gov pg. 7

No suggestions from Chair Douglass for changes

### B-2 Annual, Executive Limitations, Essential Skills, pol gov pg. 4

February's report from Dr. Ruda was lengthy in describing number 4 where the college is developing a committee on Diversity Equity and Inclusion. Four is regarding students developing diversity. Marilyn proposed adding language to policy. Page 10 (see supporting documents) Marilyn picked up the language from ACCT and recommends adding similar language to the section on Board description. The language is broad and could be used to cover a lot of situations. HLC will be looking for this and we will have to speak to diversity equity and inclusion.

Board Job Descriptions page 19 – language taken from ACCT. This shows the board is on the same page as campus. As a board we should entertain education offerings. Pam has offered this in the past and we will look at this in the future. The Board had discussion regarding if it applies more to code of conduct over job description. Code of conduct is more how board presents itself. It could evolve more in the future, evolve into an essential skill. This should be pushed to the students as well. Strengthens and offers validity that it is on all levels of campus.

Motion to add the General Executive Constraints of people added to page 10 and addition to Board description on page 19.

**Motion:** Trustee Wasinger

**Second:** Vice Chair Tedrow, clarify – adding number 7 to job description.

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

**Nays:** none

**Motion carried:** 6 - 0

### B-3 Board Monthly Assessment

Chair Douglass presented a draft of assessment that will be complete at the end of each meeting. Pam discussed this at the retreat. (supporting documents) Chair Douglass will combine and update document and send to the board. The intention will be to review after each meeting and review results. The board discussed the role of clerk monitoring Robert's Rule of Order in regard to #12.

President's evaluation: (supporting documents) Chair Douglass presented a timeline of president and board self-assessment. The Board will be sent an electronic form for president's evaluation. HR will be collecting the data. The survey will be sent to the school email account.

Board self-assessment – Marilyn has just started working with Colleen and would like help. Blake will help Marilyn with what to include in the assessment tool.

### B-4 Draft Review of Board Code of Conduct

The Board currently has a policy and will update to include Robert's rules. There is a place for each trustee to sign to uphold the position. The board discussed combining it with the form that is signed once a year regarding conflicts. Shanda will work on this piece. Marilyn will email Shanda regarding what should be contained within the policy.



## **IV. OTHER**

### **A. PUBLIC COMMENTS:**

No public comments

### **B. Rural Housing Incentives Districts**

Carol Davidson and Melissa Dougherty Ohara presented information regarding the annual renewal on Rural Housing Incentive District program. They appreciate all the support the college as given the city.

### **C. PRESIDENT'S REPORT:**

#### **Governor Kelly's Campus Visit**

- Kansas Governor Laura Kelly visited the GCCC campus on February 23
- Gov. Kelly toured the GCCC Meat Lab and the Industrial Maintenance facility while discussing the impact career & tech ed has on the Kansas workforce & economy
- Purpose of her visit was to sign a proclamation declaring February as Career & Technical Education month

#### **Auto Tech Dual Credit**

- Excel CTE funding has been extended to automotive tech courses starting in Fall
- Tuition free, dual-credit courses will be offered to high school students from Garden City, Deerfield, and Holcomb and taught at the Garden City High School
- Gives students that may not want to pursue a four-year degree a chance to earn credentials and build skills
- There is a shortage in the auto tech field and our students leave the program ready to join the workforce immediately

#### **GCCC Quiz Bowl National Tournament**

- GCCC "Quizards" competed in the National Academic Community College Championship Tournament against 16 teams on Feb. 27<sup>th</sup>
- Entire season was conducted virtually with online competitions
- The national tournament was supposed to be held Florida, so the students turned ACAD 1109 into "Florida" with summer and beach themed decor and floral attire
- Student Keely Babcock scored in the Top 10 individuals (8th overall).
- The team ended 3-7 with a total of 1,490 points and finished 13th
- Coached by Cody Cundiff, with assistants Dru Saddler and Elizabeth Tharman

#### **CARES Funding – Student Application Update**

- 2nd round of federal emergency funding now available to students
- \$500,000 will be distributed to students from the Higher Education Emergency Relief Fund II (HEERF II)
- Students must complete a short online application on GCCC's website

- Eligibility requirements are
  - Currently enrolled student in a Spring 2021 course at GCCC (including dual-credit high school students)
  - Be a US Citizen or an eligible Non-Citizen
    - As of right now, DACA and International Students are not eligible for HEERF II funds under 8 USC 1811(a) of the Personal Responsibility and Work Opportunity Reconciliation Act
  - Complete a FAFSA with GCCC's school code 001919
- Students can request up to \$800 to assist with expenses related to the pandemic, such as but not limited to tuition, fees, food, housing, health care, mental health care, transportation, childcare, or other circumstances.
- Funds are first-come first-serve and will be awarded in order received until funds are exhausted

#### **D. Incidental Information**

#### **E. Report from FCEDC**

Duval met with leaders from GC, Finney CO., USD363, USD 457, Holcomb, and GCCC to provide an update on all the projects that FCEDC has been working on. This update was given so the entities would better understand the impact on the community resources if any or all of these projects decide to come to Finney County.

The FCEDC also held a retreat on the 24th and had one of influential individuals that made decisions for Empirical to come to GC to speak. He stated that one of the major factors that helped them make up their minds to pick our location was the cooperation between the city, county, and education partners.

#### **F. REPORT FROM KACCT**

There should be more information to present next month; March 2022 will be able to meet in Topeka. Trustee Tedrow send a link regarding the PTK watch party. TEA report was sent by email – Kansas postsecondary Education Authority do not govern Community Colleges. KSU withdrew their proposal to award Associate Degree Programs after vigorous opposition from Cloud and Butler.

#### **G. REPORT FROM SGA**

Taryn Tabor, SGA President, members met today with other campus groups. Meat judging placed 4<sup>th</sup> in last showing. Will helping with a FAA event. PTK is doing a time capsule. SGA has put in a picture. A lot of students are staying on campus due to sports during spring will have events and will have giveaways each day in parking lot of dorms. Following week is homecoming week there are events planned each day.

#### **H. REPORT FROM FACULTY SENATE:**

Perla Salazar, Math Instructor and Faculty Senate President: Faculty Senate is in the process of approving professional development requests funds. Several requests have been submitted and approved. Due to being virtual the cost is low.

They are also working on outstanding awards nominations: Rookie of the year and faculty of the year – working on this and coming up for a vote after 2<sup>nd</sup> round of nominations, Faculty Senate will meet this Friday to try to work on making nominations less biased.

## **I. ACCREDITATION UPDATE**

Dr. Ruda discussed the handbook presented to each board member. Leading into November 22 we will have regular updates to the board. Each month we will have documentation to present to the board. If you take the binders home, bring back each month.

We have added several other documents, including a letter and notice of when the visit will be. The resource section is where we document board training, procedures of onboarding, and substantive changes.

Marc presented the boards role on the accreditation process (supporting documents) Marc is accreditation liaison officer and presented the institutions and boards role in HLC.

## **V. OWNERSHIP LINKAGE:**

## **VI. EXECUTIVE SESSION**

No session

## **CALENDAR DATES**

March 10	Men's and Women's Basketball vs Colby
March 11	Baseball vs Butler Volleyball vs Independence
March 12	All Employee Meeting 1:30, Zoom
March 13	Men's and Women's Basketball vs Northwest KS Technical College
March 15	Men's and Women's Basketball vs Pratt
March 16	Baseball vs McCook
March 18	Baseball vs Pratt Volleyball vs Dodge
March 20	Men's and Women's Basketball vs Dodge
March 22	Volleyball vs Seward
March 24	Men's and Women's Basketball vs Seward
March 25	Volleyball vs Butler
March 27	Football vs Arkansas Baptist College
March 29	Baseball vs Panhandle State
April 1	Baseball vs Cloud
April 3	Football vs Fort Scott Community College
April 10	Baseball vs Hutchison Football vs Highland Community College

Still deciding on tailgates for football conference has allowed concessions.

Legislative coffee on Saturday, let Jodie know if attending.

**VII. ADJOURNMENT**

There being no further business to come before the meeting, on motion duly made, seconded and carried by unanimous vote, the meeting was adjourned at 9:26.

(SEAL) Secretary

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Jodie Tewell  
Deputy Clerk

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Dr. Ryan Ruda  
President

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Dr. Marilyn Douglass  
Chairman of the Board