

**September 3, 2008**

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 **Wednesday, September 10, 2008**. **The meeting will be held in the Endowment Room, Beth Tedrow Student Center**, community college campus.

**5:30 p.m.**     *Go through the regular cafeteria line for dinner*

**5:45 p.m.**     *Regular meeting called to order in Endowment Room*

### **THE AGENDA**

#### **CALL TO ORDER**

- A. Comments from the Chair
- B. Report from Student Government Association
- C. Open comments from public
  - o Presentation from USD #457

#### **CONSENT AGENDA**

- A. Approval of minutes of previous meeting (August 13)
- B. Submit financial information to the auditor
  - o Financial information—Cash in Bank
- C. Approval of personnel actions
- D. Approval of purchase order over \$20,000
  - o Perceptive Software; \$22,020; annual maintenance for ImageNow
- E. Approval of request to dispose of assets

#### **POLICY REVIEW**

- A. Monitoring Reports and ENDS
  - o A1 Monitoring Report—Monthly
  - o A2 Monitoring Report—Annual (revisit from last month)
- B. Ownership Linkage
  - o B1 Thank you note from USD #457, re: high school scholarships
  - o B2 Thank you note from Pratt Comm. College Volleyball Coach
  - o B3 Letter from parent, re: web page
  - o B4 Thank you note from KSU Southwest Research Extension Center
  - o B5 Thank you note from Kids College

## **POLICY REVIEW** (continued)

### C. Board Process and Policy Governance Review

## **OTHER**

- A. Approval of Resolution No. 2008-06, re: refinancing of Series 2002 certificates of participation

## **REPORTS**

- A. President Carol Ballantyne
  - o A1 Incidental Information
  - o A2 Program Review—Administrative Services
    - o A2a Business Office
  
  - o A3 Student demographics (2007-08)
  - o A4 *Draft* of 2007-08 Annual Report
  - o A5 Athletic Academic Teams
  
  - o A6 Penka Building floor plans
  - o A7 Health insurance update
  - o A8 Faculty request to re-open negotiations
  
- B. Report from KACCT/COP meeting in Wichita
  
- C. Report from Finney County Economic Development Corp.

## **Upcoming calendar dates:**

- Oct. 8: Regular monthly meeting dinner at 5:30 p.m.; call to order at 5:45 p.m.
- Oct. 28-Nov. 1: ACCT Leadership Congress in New York City (Worf, Douglass, Schwartz, Brandenburger, Ballantyne, Daniels)
- Nov. 12: Regular monthly meeting dinner at 5:30 p.m.; call to order at 5:45 p.m.
- Dec. 10: Regular monthly meeting dinner at 5:30 p.m.; call to order at 5:45 p.m.

## **Executive Session**

## **Adjournment**

Sincerely,

Ron Schwartz, Chair

Carol E. Ballantyne, Ph.D., Secretary

***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, Work Force Development*

**MEETING OF TRUSTEES  
OF  
THE GARDEN CITY COMMUNITY COLLEGE**

**August 13, 2008**

Trustees Present: Della Brandenburger, William S. Clifford, Merylyn Douglass,  
Ron Schwartz, Steve Sterling, Terri Worf

Others Present: Carol E. Ballantyne, President  
Darla Daniels, Deputy Clerk  
Beth Tedrow, Dean of Student Services  
Dee Wigner, Dean of Administrative Services  
Kevin Brungardt, Dean of Academics  
Judy Crymble, Dean of Technical Education  
Cathy McKinley, Director of Human Resources  
Steve Quakenbush, Director of Information Services & Publications  
Deanna Mann, Director of Institutional Research  
Ryan Ruda, Director of Counseling and Advising  
Vic Trilli, Director of Athletics  
Lenora Cook, Cynthia Johnson, Barb Larson, Kathy Blau, Jacob Cox,  
Brian Hill, David Snodgrass, Lucas Aslin, Joe Perri, College Staff  
Stan and Nanette Rice, Dennis Perryman, Randy Brandenburger,  
Local Citizens  
Emily Behlmann, *Garden City Telegram*

6:30 p.m. Budget Hearing for 2008-09 budget

Chair Schwartz called the budget hearing to order and asked for questions regarding the budget for 2008-09, which had been reviewed in depth at the budget retreat held on July 12 and published in the *Garden City Telegram* shortly thereafter. There were no questions from anyone in attendance, so Schwartz asked for a motion approving the budget as published.

***Clifford moved, seconded by Sterling, that the Board of Trustees certify that the budget hearing was held, that the budget was duly approved and adopted as the maximum expenditure for the various funds for the Fiscal Year 2008-09, and that the amount of 2008 tax to be levied was within statutory limitations (General Fund--\$9,037,952 with an estimated mill levy of 19.16 mills, and Capital Outlay Fund--\$487,711 with a mill levy of 1.04 mills). Further, that the General Fund Operating Budget be set at \$16,705,094, which includes \$400,750 of cash reserve expenditures (bus, two boilers, make-up air unit, athletic uniforms).***

***Motion carried 6-0.***

**COMMENTS FROM THE CHAIR.** Chair Schwartz called the regular session to order at 6:45 p.m. and made the following comments:

- Welcomed new and returning employees as we began another academic year and wished everyone well as they started classes next week.
- Expressed appreciation to everyone who organized the very successful inservice sessions and congratulated those employees who were recognized for their many, many years of service:
  - 40 years: Beth Tedrow
  - 25 years: Larry Walker, Kathy Winter
  - 20 years: Doyle McGraw, Steve Quakenbush
  - 15 years: Glenn Hernandez
  - 10 years: Judy Crymble, Kay Davis, Barbara Edwards, Larry Guerrero, Barbara Larson, Deborah Robinson, Ronald Smith, Jana Ulrich
  - 5 years: Clyde Blood, Jean Ferguson, John Fitzgerald, Jayre Lee, Jill Lucas, Jim McAllister, Brian McCallum, Lisa Myers, Jennifer Hill, David Shaw
- Congratulated Coach Dan Delgado for his efforts in helping the Broncbuster Cross Country team be the community college team with the highest GPA in the nation in 2007-08! He was presented a plaque during the inservice session for this great honor!
- Wished actors and actresses well as they auditioned for the fall musical production of *Beauty and the Beast* next week.
- Invited everyone to the SGA “welcome back” picnic tomorrow evening.

**OPEN COMMENTS FROM PUBLIC.** Chair Schwartz noted that Stan and Nanette Rice wished to make comments beyond the standard procedure of five minutes.

Mr. and Mrs. Rice expressed concerns about several things, including:

- How does GCCC go about recruiting student athletes?
- Does the college check to see if each potential student-athlete has ever been involved in a crime or misdemeanor?
- Does GCCC conduct background checks on incoming student-athletes?
- Do student-athletes get any kind of preferential treatment?
- Why would a student-athlete be allowed to rejoin a team, or re-enroll, after being removed or suspended?

Mr. Rice noted that he had attended a meeting with Trustees last spring, but he didn’t feel it was appropriate to bring up these issues at that meeting. He said he had previously talked to Vic Trilli and Carol Ballantyne, but felt he hadn’t gotten a solid answer.

Without going into specifics, they made reference to concerns about a former student-athlete’s involvement with their daughter and understood that nothing could be done about “their situation,” but hoped that something could happen to prevent “their situation” from happening again.

They went on to say that their son wanted to go to school here, but he saw where “students of lower character received better treatment.” Their son was one of the Youth in Excellence (newspaper article), but they feel like he wasn’t allowed to be recruited because of his last name.

Trustees listened to the Rice’s concerns and asked appropriate questions. Ballantyne indicated that no college was allowed access to or knowledge of a potential student’s juvenile records, but she didn’t believe any student who had behavior problems would knowingly be recruited; further, that it wouldn’t be fair to require background checks on any specific group without conducting them on everyone who enrolled.

Mr. Rice thanked Trustees for listening to these concerns and asked that he receive an answer in writing. Trustees asked Ballantyne to provide a report next month on relevant policies and procedures.

In conclusion, Douglass expressed her support in standing behind the coaches and the athletic director, believing that they looked for good people to represent GCCC, but, sometimes things happen, and then we deal with that. Bottom line, she believed in what the coaches tried to do..., they tried to help their recruits be good people. Rice reiterated that “the situation” was still there and he would be watching to see how it would be fixed. He expressed appreciation for the extra time the Board gave him.

## **CONSENT AGENDA**

Chair Schwartz asked if Trustees wished to pull any items on the Consent Agenda for the purpose of discussion. Douglass asked to pull Item D (approval of Paramedic to RN Bridge Program).

***MOTION:*** *Worf moved, seconded by Clifford, that the remainder of the Consent Agenda items be approved as presented. Motion carried 6-0.*

Approved actions follow:

### **APPROVED MINUTES** of previous meetings:

- ☒ July 9, 2008, as corrected

Clifford asked that the vote on page 3 be corrected as follows:

Motion carried 4-1, with Clifford voting “nay”

(not 4-0 as originally written in the minutes)

- ☒ July 12, 2008, as written

**SUBMITTED FINANCIAL INFORMATION TO THE AUDITOR**, as presented.

**APPROVED PERSONNEL ACTIONS**, as presented - see attached lists.

**APPROVED COMPUTER MONITOR BIDS**, as presented.

Midwest Technology Connection (MTC) had the overall lowest bid on all monitors except the 17" wide screen

MTC's bid ranged from \$153.29 - \$209.95 depending on size of screen  
(see attached bid sheet for details on all bids)

**APPROVED VEHICLE RECOMMENDATION (SELL, PURCHASE, REQUEST TO BID)**, as presented.

- Repairs be made to the newer vehicles and those that are used for team travel
- Insurance coverage on several vehicles be changed from full coverage to liability only
- Sell two vehicles (1982 bus that is in need of mechanical repair; 1995 GMC maintenance van with mechanical problems)
- Remaining insurance proceeds be used to purchase three mini vans (insurance proceeds and current budget would allow purchase of a total of five vehicles, which would greatly improve the safety and reliability of the fleet)
- (see attached report for further details)

**APPROVAL OF PARAMEDIC TO REGISTERED NURSE BRIDGE PROGRAM**

Included in the electronic Board packet was a memo discussing the Paramedic to Registered Nurse Bridge Program. Ballantyne reported that a survey to stakeholders including paramedic program graduates, ground and air-based EMS services and hospitals across western Kansas indicated that a proposed bridge program would be a very positive strategy to encourage current paramedics to expand their health care skills and career options by pursuing additional education that would lead to licensure as an RN in one year vs two years.

Trustees asked appropriate questions, and Ballantyne and Lenora Cook fielded same. After that, the following motion was made:

*Clifford moved, seconded by Douglass, that the Board of Trustees approve the Paramedic to Registered Nurse Bridge Program, as presented. Motion carried 6-0.*

**POLICY REVIEW****MONITORING REPORTS and ENDS REPORT**

Trustees indicated that they had received and reviewed the monitoring reports (monthly and annual).

Clifford asked that the Board delay accepting the "treatment of people" monitoring report until next month to give Ballantyne a little more time to report a little more specifically on those items listed on page 8 of the Policy Governance document. Trustees further asked that Ballantyne review the Rice's concerns (from the discussion earlier tonight) as well as the grievance policies and appeal processes and report back more in-depth next month.

## OWNERSHIP LINKAGE

Trustees received several pieces of correspondence from owners expressing their appreciation for various college activities: (1) thank you letter from Jeff Deal and the GC Fire Department; (2) thank you note from a student from Greensburg; (3) thank you note from Senator Pat Roberts regarding the Community Based Job Training grant, which is still in a “holding pattern.”

## BOARD PROCESS AND POLICY GOVERNANCE REVIEW

Ballantyne noted that she had been working on compiling the CEO’s interpretation and justification statements so they are “all in one place,” and she asked Trustees to look over the handout showing the work she had done thus far to see if it was “on track” with their thinking. She will continue to work on statements for the Deans’ semi-annual reports, and then this document will be placed on the Trustees’ web page as a part of Policy Governance. In addition, a “third column” will be added to the monthly Board meetings piece of the web page, which will show all monitoring reports at a glance.

## REPORTS

**PRESIDENT CAROL E. BALLANTYNE** noted that Trustees had received numerous informational reports. A complete report is filed in the electronic Board packet.

- Incidental Information – highlighted recent campus happenings; Ballantyne noted that new employee orientation sessions had been held this week; the residence halls are full to the point of five guys living in the TV room for now; things were looking good for a very successful fall semester!

- Program Review—Student Services

Financial Aid – see complete report in the electronic Board packet. This department is “the closest department on campus” to being paperless; the loan default rate is at an all-time low of 4.9%

Counseling and Advising and Related Areas – see complete report in the electronic board packet. This department does a tremendous job of advising students so their classes transfer well

- Update regarding boiler bid from last month’s meeting –At the July Board meeting, the Board approved a purchase order to Tatro Plumbing for \$275,000 for two new boilers and a make-up air unit, with the understanding that Bob Kreutzer be contacted regarding competitive bids for the boilers. Kreutzer later reported that prior to submitting a quote for the project, he had obtained bids and made his proposal based on the lowest bid for both the boilers and the make-up air unit.
- 2008 Finney County Resource Guide– hard copy included in Board packet
- 2008-2010 Catalog – hard copy included in Board packet

- Survey regarding The Citizen Trustee: Profile in Leadership – Trustees completed the survey and Daniels mailed it to ACCT

## **REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORP.**

Schwartz reported the following:

- Sunflower expansion project was still in the legal process
- Eric and Paul had attended a very positive meeting with Wichita Chamber of Commerce regarding global climate change
- Eric continued to work with American Implement on its expansion project (12 new positions created)
- Working on a housing study to assist young people (teachers and others) who are moving to the Garden City/Holcomb area (most of whom cannot afford to buy a \$100,000+ house)
- The first joint meeting of FCEDC, Chamber, and Downtown Vision was very productive and the representatives plan to continue meeting on a regular basis

## **UPCOMING CALENDAR DATES.** Chair Schwartz reviewed the following:

- Sept 5-6 KACCT/COP meeting in Wichita
- Sept. 10 Regular monthly meeting; dinner at 5:30 p.m.; meeting begins at 5:45 p.m.
- Oct. 8 Regular monthly meeting; dinner at 5:30 p.m.; meeting begins at 5:45 p.m.
- Oct. 28-Nov. 1: ACCT Leadership Congress; New York (Ballantyne, Worf, Schwartz, Douglass, Brandenburger, Daniels)

Chair Schwartz stated that an Executive Session would be held after a five minute break.

## **EXECUTIVE SESSION**

*Sterling moved, seconded by Clifford, that the Board go into executive session at 8 p.m. for the purpose of preliminary discussions relating to acquisition of real property, and that the Board of Trustees reconvene into open session at 8:15 p.m. Motion carried 6-0.*

Board recessed into executive session at 8 p.m.

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Board reconvened into regular session at 8:15 p.m. No official action was taken. Meeting adjourned at 8:16 p.m.

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Darla J. Daniels  
Deputy Clerk

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Carol E. Ballantyne, Ph.D.  
Secretary

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Ron Schwartz  
Chair of the Board

As of 8/31/2008

		Amount	% Rate
<b>Cash in Bank:</b>	Commerce Bank	\$ 405,998.97	0.1500%
	Security State - Scott City	\$ 23,734.04	0.0000%
	State Municipal Invest. Pool	\$ 148,307.25	1.9110%
	Landmark National Bank	\$ 3,255,420.40	2.0100%

Investments:

Institution	Type	Amount	% Rate	Beg. Date	End Date
American State Bank	CD	\$ 1,000,000.00	4.1900%	12/18/07	10/23/08
American State Bank	CD	\$ 1,000,000.00	4.1900%	12/18/07	11/24/08
American State Bank	CD	\$ 1,000,000.00	4.1900%	12/18/07	12/18/08
Commerce Bank	CD	\$ 2,000,000.00	2.4900%	05/30/08	12/01/08
First National Bank	CD	\$ 2,000,000.00	2.7100%	05/30/08	12/01/08

# CONTRACTS FOR APPROVAL

## September 10 2008

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Cindy VenJohn	Agronomy/Agri-Business Instructor September 12, 2008 – May 21, 2009	\$31,514.20
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Sept.3, 2008

**To:** Board of Trustees  
**From:** Cathy McKinley, Director of Human Resources

### New Hires

Whitney Corley, Asst. Women's Basketball Coach, effective Sept. 1, 2008  
Mark Leslie, Asst. Men's Basketball Coach, effective Aug. 12, 2008  
Nora Salazar, Perkins Transition Advisor, effective Aug. 25, 2008  
Cindy VenJohn, Agri-Business Instructor, effective Sept. 12, 2008

### Separations

Roy Guitron, Custodian, effective Aug. 11, 2008  
Melinda Harrington, Financial Aid Advisor, effective Aug. 20, 2008  
Brady Jasper, Asst. Women's Basketball Coach, effective Aug. 19, 2008  
Vic Trilli, Athletic Director, effective Sept. 5, 2008  
Amanda Worthington, Agri-Business Instructor, effective Sept. 10, 2008

### Retirements

### Transfers/Promotions

Cathy McKinley, Dean of Continuing Education & Community Service, effective Sept. 1, 2008  
Steven Thompson, BSIS Division Director, effective Aug. 7, 2008

### Vacancies

Asst. Volleyball Coach (part-time)  
Asst. Women's Basketball Coach (part-time)  
Athletic Director  
Computer Technician  
Cosmetology Instructor  
Director of Human Resources  
English Instructor  
Financial Aid Advisor  
Industrial Maintenance Instructor  
Student Activities Coordinator

# PURCHASE ORDER REQUISITION



## Garden City Community College

801 Campus Drive    Garden City, Kansas 67846    (620) 276-7611

### INSTRUCTIONS

**VENDOR:** Perceptive Software  
PO Box 872869  
Kansas City, MO 64187-2869

- (1) Type all information requested.
- (2) Forward to Business Office where purchase order will be prepared.
- (3) The white copy remains in the Business Office; the green copy is sent to the vendor; the pink copy and the goldenrod copy are returned to the Division Director; and the canary copy is returned to the Dean.
- (4) Upon receipt of merchandise, the pink copy is to be signed and returned to the Business Office.

Quan.	Part No.	Description	Unit Cost	Extended
1	500000	Annual Maintenance & Support for ImageNow Software	\$22,020.00	\$22,020.00
For equipment purchases please indicate equipment location.				
Building _____ Room _____				
All technology requests must be routed through the computer center.				
			<b>TOTAL</b>	<b>\$22,020.00</b>

KANSAS SALES TAX EXEMPTION NO. 71-0021 FEDERAL TAX ID NO 48-0698107

Account Number	Amount
11-00-0000-64000-	\$22,020.00
- 6460	

Requested by	Date	Department	Building
Scott Smythe	9/3/08	Technology	JCVT
Person	Date	Approved	Not Approved
Div. Dir.	9/3/2008	X	
Dean			
Comp. Ctr.	9/3/2008	X	
Bus. Mgr.			

Perceptive Software Inc.  
 ACCOUNTING Dept  
 PO Box 872869  
 Kansas City MO 64187-2869  
 (800) 941-7460

Invoice	029741
Date	8/1/2008
Page	1

**Bill To:**

Garden City Community College  
 Attn: Accounts Payable  
 801 Campus Dr  
 Garden City KS 67846-6371

**Ship To:**

Garden City Community College  
 Attn: Mary A. Wilson  
 801 Campus Dr  
 Garden City KS 67846-6371

Purchase Order No.		Customer ID		Salesperson ID		Shipping Method		Payment Terms		Req Ship Date		Master No.	
ANNUAL RENEWAL		6202767611		THIEL_J		UPS GROUND		NET 30		8/1/2008		29,274	
Ordered	Shipped	B/O	Item Number	Description				Discount	Unit Price	Ext. Price			
1	1	0	500000	Annual Maintenance & Support Renewal				\$0.00	\$22,020.00	\$22,020.00			

Period covered September 2008 - September 2009

<b>Subtotal</b>	\$22,020.00
<b>Misc</b>	\$0.00
<b>Tax</b>	\$0.00
<b>Freight</b>	\$0.00
<b>Trade Discount</b>	\$0.00
<b>Total</b>	\$22,020.00

# GCCC BID RECORD

Please type or print clearly and neatly

## Item(s) to be purchased:

Annual Maintenance & Support For ImageNow Software

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### Bidders and amounts:

(1) Company Perceptive Software AMOUNT \$22,020.00

Address PO Box 872869 Kansas City, MO 64187-2869

(2) Company \_\_\_\_\_ AMOUNT \$

Address \_\_\_\_\_

(3) Company \_\_\_\_\_ AMOUNT \$

Address \_\_\_\_\_

(4) Company \_\_\_\_\_ AMOUNT \_\_\_\_\_

Address \_\_\_\_\_

Shipping/other costs  are \_\_\_\_\_ are not included in amounts shown above.

**Single source vendor.** Please indicate why this is a single source vendor.

This vendor is the only source for this software.

**Recommendation of bid to accept:** 1. Perceptive Software

List company name and bidder number (1, 2, 3, 4) from above

**Reason for selection if not lowest bid** \_\_\_\_\_

**Due consideration, as per GCCC policy, given to local businesses** \_\_\_\_\_ Yes  No

Attach additional information as needed. Please type or print clearly and neatly

### BRIEF BID AMOUNT GUIDE

- \$2,499 and under Bid not required
- \$2,500-\$9,999 Written listing of comparative prices
- \$10,000-\$19,999 Written Bids
- Over \$20,000 Contact Business Office

Scott Smythe

Purchaser's Name (please type or print clearly)

IT

Department/Division/Office

Scott Smythe

Purchaser's Signature

## MEMO

DATE: September 4, 2008  
TO: Carol Ballantyne  
FROM: Dee Wigner  
RE: **Disposal of Assets**

Equipment and furniture listed below is no longer useful to the college and has been removed from service. The equipment is either outdated, damaged beyond repair or is no longer economically serviceable. It is recommended that an attempt be made to sell any of the equipment that can be used or operated safely and any of that equipment that does not sell be donated to non-profit organizations or destroyed. Items that are damaged or considered unsafe would be destroyed.

Kenmore coin operated washing machines (5)  
Roper washer  
Small refrigerator  
Refrigerator  
Stove (2)  
US Range – commercial oven  
Pizza or deck oven  
Exhaust hood  
Upholstered bench  
Credenza  
Various office desks  
Various folding tables  
Weight machine exercise equipment  
Leg press exercise equipment  
Various wood doors  
Dresser headboard  
Small shelving units

## SEPTEMBER 2008 MONITORING REPORT

### EXECUTIVE LIMITATIONS

MONTHLY

General Executive Constraints #9 Page 7

**There shall be no conflict of interest in awarding purchases or other contracts.**

**CEO's Interpretation and its justification:** If any employee or the Board members have interest in, own or have relations that own any company that GCCC does business with, we are to be notified up front.

**Data directly addressing the CEO's interpretation:** No purchases were made during the month from businesses in which Board members or employees have any interest.

### EXECUTIVE LIMITATIONS

MONTHLY

General Executive Constraints #10 Page 7

**The President shall not allow for purchases without first giving consideration to local businesses, with a maximum 10% premium to local businesses.**

**CEO's Interpretation and its justification:** For all purchases \$2,500 and over, a bid sheet is sent to all known vendors and a 10% consideration is made to local businesses before awarding the bid.

**Data directly addressing the CEO's interpretation:** Purchases over \$2,500 were reviewed. Local businesses were given consideration when their bid price was less than 10% more than vendors outside our area.

### EXECUTIVE LIMITATIONS

MONTHLY

Asset Protection #5 Page 12

**The President shall not make any purchase (a) of over \$2,500 without having obtained comparative prices with consideration of quality; (b) of over \$10,000 without competitive bids and due consideration regarding cost, quality, and service; and (c) of over \$20,000.**

**CEO's Interpretation and its justification:** The interpretation of this is exactly as stated: a) no purchases are made over \$2,500 without comparative bids with consideration of quality; b) over \$10,000 without competitive bids regarding quality, cost and service and c) over \$20,000 without approval of the Board or approval of a contract to pay by the Board. Annually, the Board approves our utilities providers and these are paid without Board approval as are contracts that the residential life has with Great Western Dining – the contract is approved in advance.

## **Data directly addressing the CEO's interpretation**

Bid sheets were attached to all requisitions over \$2,500, unless the items purchased were covered under the campus annual bids or were a single source provider.

### Purchases over \$10,000 requiring bid sheet:

- Check #180732 to Masters Transportation for \$98,750.00 for 35-passenger bus. Bid sheet attached indicating lowest bid selected. The Board approved this purchase at the July 12, 2008 board meeting.
- Check #180839 to Airgas Mid South for \$28,836.10 for welding equipment and supplies. Bid sheet attached indicating lowest bid selected. The Board approved this purchase at the May 20, 2008 board meeting.
- Check #180843 to Applied Robotics Inc. for \$18,243.43 for welding equipment. Bid sheet attached indicating lowest bid selected.
- Check #181001 to Zones, Inc. for \$15,932.16 for computers for the welding lab. Bid sheet attached indicating bid selected offered highest quality computers.
- Check #181072 to Cole-Parmer Instrument for \$10,980.44 for freezer, microcentrifuge and other lab equipment for meat sciences. Bid sheet attached indicating lowest bid selected.
- Check # 181100 to Piedmont Medical Inc for \$13,725.00 for hospital beds purchased with Title V grant funds. Bid sheet attached indicating lowest bid selected.
- Check # 181101 to Pivot Point International for \$10,525.70 for books and hairpieces. Bid sheet attached indicating single source due to curriculum.

### Payments over \$10,000 not requiring bid sheets:

- Check #180754 to City of Garden City for \$41,552.54 for utilities.
- Check #180768 to GMCN Architects for \$51,257.50 for architectural services on Penka Addition.
- Check #180774 to KACCT for \$10,910.00 for 2008-09 annual dues.
- Check #180798 to Seminole Energy Services for \$15,056.13 for natural gas.
- Check #180802 to Tatro Plumbing Co Inc. for \$51,794.00 for partial payment on the 2 new boilers. The Board approved this project at the July 9, 2008 board meeting.
- Check #180861 to DV Douglass Roofing Inc. for \$75,000.00 for partial payment for roof repairs due to hail storm. The Board approved this project at the June 11, 2008 board meeting.
- Check #180867 to Electrical Solutions for \$21,000.00 for partial payment on electrical work in the welding lab. The Board approved this project at the July 9, 2008 board meeting.
- Check #180962 to EduKan for \$50,875.00 for Summer 2008 tuition.
- Check #180973 Lee Construction Inc. for \$12,247.45 for final payment on Director of Residential Life apartment remodel. The Board previously approved this project.
- Check #181017 to Blue Cross and Blue Shield of Kansas for \$115,959.11 for September health insurance premiums.

- Check # 181077 to Electrical Solutions for \$18,000 which is partial payment towards electrical work in the welding lab. The board approved this project at the July 9, 2008 board meeting.
- Check # 181113 to Tatro Plumbing Co., for \$11,132.40 which is partial payment towards mechanical work in the welding lab. The board approved this project at the July 9, 2008 board meeting.

# AUGUST 2008 MONITORING REPORT

## ANNUAL REPORT

### EXECUTIVE LIMITATIONS

#### Treatment of People

#1

ANNUAL

Page 8

**The President shall not operate without procedures which clarify student and staff rules, provide for effective handling of grievances and complaints, and protect against wrongful conditions.**

**CEO's Interpretation and its justification:** The President needs to ensure that policies and procedures are established to handle staff and student grievances and protect both from wrongful conditions.

**Data directly addressing CEO's interpretation:** Administrative policies and procedures have been developed to ensure that staff is aware of rules, how grievances are handled and what to do when encountering wrongful conditions on campus. The Board sees revisions in a monitoring report semi-annually and will approve them annually. State statute requires that they be rescinded and re-approved with revisions, thus taking care of any legal issues regarding policies.

Policies and procedures are examined by College personnel. If changes are needed, the internal governance system studies it and makes recommendations to Cabinet. If the Cabinet agrees at the first reading, it is sent to all staff for questions and concerns and then a 2<sup>nd</sup> reading two weeks later. If it is all approved, it is finalized and sent to all staff and put on the web. If it is not approved, it is sent back to the committee for further revisions.

The staff manual, the student handbook, athletic handbook and catalog are all taken from this document.

The Business Office is in the process of revising their procedures. Forms for the procedures will also be put on the web.

### EXECUTIVE LIMITATIONS

#### Treatment of People

#2

ANNUAL

Page 8

**The President shall not discriminate against anyone for expressing an ethical dissent.**

**CEO's Interpretation and its justification:** The President shall set up a system to ensure that no one is discriminated against for expressing an ethical dissent.

**Data directly addressing CEO's interpretation:** The Human Resources Office works with all questions of discrimination and has not received any complaints. The Internal Governance system was set up to allow everyone to be able to express opinions and views on the workings of the College.

<b>EXECUTIVE LIMITATIONS</b>		<b>ANNUAL</b>
<b>Treatment of People</b>	<b>#3</b>	<b>Page 8</b>
<b>The president shall not withhold a due process procedure from faculty.</b>		

**CEO's Interpretation and its justification:** Due process shall be established for the faculty by the negotiated agreement and the president will ensure that personnel adhere to the procedure.

**Data directly addressing CEO's interpretation:** The President has established the Human Resources Office as the office that works with the appropriate Dean and the faculty member to ensure that the due process is followed.

<b>EXECUTIVE LIMITATIONS</b>		<b>ANNUAL</b>
<b>Treatment of People</b>	<b>#4</b>	<b>Page 8</b>
<b>The president shall not withhold an appeal process from staff and students.</b>		

**CEO's Interpretation and its justification:** The President shall ensure that the appeal process is available to everyone.

**Data directly addressing CEO's interpretation:** No student or staff member has been denied due process this past year. The expanded job description of the Human Resources Officer includes keeping our procedures consistent and allowing everyone due process.

<b>EXECUTIVE LIMITATIONS</b>		<b>ANNUAL</b>
<b>Treatment of People</b>	<b>#5</b>	<b>Page 8</b>
<b>The President shall not prevent faculty from grieving to the Board when internal grievance procedures have been exhausted.</b>		

**CEO's Interpretation and its justification:** The President shall allow faculty access to the Board of Trustees if the grievance procedure has been exhausted.

**Data directly addressing CEO's interpretation:** No faculty member has asked for access to the Board when the internal procedures have been exhausted.

<b>EXECUTIVE LIMITATIONS</b>		<b>ANNUAL</b>
<b>Treatment of People</b>	<b>#6</b>	<b>Page 8</b>
<b>The President shall not fail to acquaint students and staff with their rights and responsibilities.</b>		

**CEO's Interpretation and its justification:** The President shall ensure that staff and students are acquainted with their rights and responsibilities.

**Data directly addressing CEO's interpretation:** The rights and responsibilities of students, staff, student athletes and student activities are covered in the GCCC catalog, student handbook, on the web, staff handbook, activity handbook and athletic handbook. All offices that deal with student complaints remind students of the process if they have concerns. Staff has access to the employee manual, faculty manual, adjunct faculty manuals and the negotiated agreement.

**EXECUTIVE LIMITATIONS**

**Treatment of People**

**#Preamble**

**ANNUAL**

**Page 8**

**With respect to treatment of students, staff, volunteers, and the community, dealings shall not be inhumane, unfair, or undignified.**

**CEO's Interpretation and its justification:** The President shall ensure that people are treated in a humane, fair and dignified way.

**Data directly addressing CEO's interpretation:** I have no concerns about the treatment of people. We are trying to find methods to recognize people more and let them know they are appreciated and doing a good job. We will continue to work to try to make people feel valued.

Even in dealing with concerns and complaints, we have treated people fairly, and with the humaneness and dignity required by the executive limitations. This has included meeting, listening to and discussing concerns or issues brought to the attention of the college administration, as well as attempting to clarify and discern the nature of such concerns, and develop appropriate responses.

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**M E M O R A N D U M**  
**Garden City Community College**  
**Office of the President**

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**TO:** GCCC Board of Trustees

**FROM:** Carol E. Ballantyne, Ph.D.

**DATE:** September 4, 2008

**RE:** Student Rights and Responsibilities

Garden City Community College culture and climate, values students, as a group and individually. We are committed to helping the students with all aspects of their attendance at GCCC; coursework, activities and residential living. We want to help each student find success.

GCCC has several documents (attached) that outline students' rights and responsibilities. Freshman orientation, residential life orientation and athletes' orientation cover their respective policies. All students have a right to appeal decisions to the next level and through to the President. At each level, students are also told what their next step is if they want to appeal. If the student appeals through the process to me, they are also told that they can submit a written appeal to the Board and attend the next Board meeting to discuss this. This is the final appeal. Anything that happens after that, must be done in the courts.

All students are treated fairly and courteously throughout the process. I am also sure that GCCC personnel work with each student to help them through the next step in their educational career if they have been dismissed from GCCC. The students are given verbally and in writing what their next option will be.

The next three attachments are excerpts from the three handbooks; Student, Athlete and Residential Life.

# Student Handbook

## Student Rights and Responsibilities

**Identification Cards** - During enrollment periods, the college will issue (or update) a photo identification card for all students. Upon payment of fees, the I.D. card will be validated for the semester. The cards are available in the SCSC Building. Students are requested to carry the card at all times to take advantage of a number of activities and events free of charge. The I.D. card entitles the student to the following:

1. Admissions to Lecture Series, Student Government Association activities, home athletic events, drama and musical presentations sponsored by the college.
2. Copies of each issue of the college magazine and newspaper.
3. A vote in all college elections such as student government offices and college royalty contests.
4. Materials and the use of other services at the Saffell Library.
5. Use of the computer center, checking out games/game equipment and other services in the Tedrow Center.
6. Entry to the college cafeteria for those who have contracted for meals.
7. Cash discounts at area businesses.

Additional privileges and services are currently being developed. Lost I.D. cards should be reported to the Campus Security (Physical Plant Building). Duplicate cards may be obtained for a nominal charge.

**Accommodations** - Accommodations for student with disabilities may be requested through the Accommodations Coordinator (620-276-9638) in the SCSC. **The Request for Accommodation form** may be requested from the Accommodations Office.

**Verification of Enrollment** - Students needing verification of enrollment for the current semester should present forms to the Registrar's Office after classes have been in session at least one week.

**Student Records** - A student has the right to inspect and review all official records, files and data directly related to the student, including material incorporated into each student's cumulative record folder, and intended for college use or to be available to parties outside the college or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test score), attendance data, scores on standardized intelligence test, aptitude, psychological tests, interest inventory results, health data, family information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

Students will be granted access to their personal college records within a period of 45 days after the request. No records pertaining to the student shall be removed from the office where they're maintained.

Students shall have an opportunity for a hearing to challenge the content of their college records, to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students and to provide an opportunity for correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained therein.

No personal college records of a student will be released to any person or agency outside the institution without the written consent of the student. A form shall be provided by the college for this purpose.

Collection of personally identifiable data specifically authorized by federal law shall not include information (including social security numbers) which would permit personal identification of students.

**Student's Privacy Rights** - Official records are released only with the student's knowledge and written consent in keeping with policies of the American Council on Education and the Family Educational Rights and Privacy Act of 1974 as amended, **with the following exceptions:**

- a. School officials within the educational institution who have legitimate educational interests;
- b. At the student's request, officials of schools at which the student intends to enroll;
- c. The Comptroller General of the United States, the U.S. Dept. of Education Secretary, the administrative head of the education agency, or the educational authorities;
- d. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- e. If required by a state law requiring disclosure that was adopted before November 19, 1974;
- f. Organizations or educational agencies conducting legitimate research, providing no personally identifiable information about the student is made public;
- g. To parents of an eligible student who claim the student as a dependent; and proof of which has been provided by means of income tax returns;
- h. To comply with a judicial order or a lawfully issued subpoena;
- i. To appropriate parties in a health or safety emergency;
- j. Directory information designated by the educational institution:
  1. Name
  2. Address
  3. Telephone listing
  4. Date and place of birth
  5. Major field of study
  6. Classification
  7. Participation in officially recognized college activities
  8. Sports - weights and height of athletic team members
  9. Dates of attendance
  10. Degrees or certificates earned
  11. Awards received

12. Most recent previous educational institution attended

13. Photograph

The college will publish Directory Information, collectively, or individually, UNLESS a student notifies the Registrar **in writing** to the contrary within ten (10) days of the semester in which the initial enrollment is made. If the student makes such notice **all** Directory Information will be withheld from publication.

Students may file a complaint with the U.S. Department of Education if they believe their rights under this law have been violated and efforts to resolve the situation have not proved satisfactory. Complaints should be addressed to: Director, Family Compliance Office, U.S. Dept. of Education, 400 Maryland Ave., S.W., Washington, D.C. 20202-4605

Copies of the complete student records policy may be obtained on request from the Registrar.

**Student Code of Conduct** - All student behavior shall be based upon respect and consideration for the rights of others. Students shall be responsible for knowing, and abiding by, the rules and regulations of the college.

The college assumes that all students are able and willing to maintain standards of self-discipline appropriate to membership in a college community. A rigid code of conduct is purposely omitted, in order to establish confidence in this assumption. The college reserves the right to take disciplinary measures in the best interests of GCCC.

Discipline is the responsibility of the Dean of Student Services. Cases involving minor infractions of normal discipline are handled by the Disciplinary Review Board. Disciplinary action will be initiated when a student's behavior/action is determined to be dangerous to that individual's health/well being, infringement on other's rights, damage to college property, or any other situation which reflects negatively on the college community, programs, organizations, or activities.

The college reserves the right to dismiss a student whose conduct is at any time unsatisfactory in the judgment of college officials.

Conflicts with rules/regulations governing the following areas place a student in violation, and subject to discipline, of the Student Code of Conduct:

- **Alcohol and Drug Policy** – Alcoholic beverages and illegal drugs are prohibited on college property. Possession, distribution or use of alcoholic beverages, 3.2 beer, or the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on the Garden City Community College Campus, within the college buildings or at any college-sponsored event is strictly prohibited. Violation will result in immediate disciplinary action up to and including dismissal from college.
- **Assault and Battery** – includes any action, including hazing, which threatens the physical, mental health, or safety of others.
- **Dishonesty** – includes cheating, plagiarism, others areas of academic dishonesty, or intentionally giving false information to the college.
- **Disruptive Behavior** – includes disorderly, indecent, or obscene conduct either in the classroom or on campus owned/operate facilities or properties on /at college sponsored events.
- **Electronic Communications** – Students are expected to abide by ethical standards in the use of all electronic communications which includes, but is not limited to, text messaging, Internet services, and electronic mail.
- **Fireworks, Firearms and Ammunition, Knives or Other Weapons** – A Garden City ordinance forbids the detonation of fireworks within the city limits. Kansas Statute 39-17-1309 forbids carrying weapons on school property. Firearms, ammunition, knives, explosives, explosive weapons, weapons of any type or any stolen property are strictly prohibited on the campus. This list includes, but is not limited to, any weapon designed to fire any projectile, i.e., paintball guns, bb guns, air rifles, air pistols, pellet guns, etc. The college cooperates and will report any violations to local law enforcement agencies for prosecution. Students will also be dismissed from the college should any type of weapon be used in a threatening manner.
- **Gambling** – by Kansas Statute 21-4303, gambling is illegal and is not permitted.
- **Smoking in Restricted Areas** – All buildings owned and leased by GCCC are tobacco-free. Neither smoking nor chewing of tobacco is allowed within the buildings or within 50 feet of access doors.
- **Telephone/Long Distance Dishonesty** – Students are not to make personal long distance calls on

the college's phone line. Should students need to make personal long distance calls, they should use a personal credit card, call collect, or have the call charged to their home phone number. Unauthorized use of another student's credit card is strictly forbidden.

- **Theft/Vandalism** – theft or damage to college or other's property will subject students to college disciplinary measures as well as legal action.
- **Traffic Laws and Regulations** – All local and state regulations are in effect on campus 24 hours a day. In addition to campus police, city, county and state law enforcement agencies have jurisdiction on campus. All laws and regulations are strictly enforced to assure safety. Cars parked in the non-parking areas are subject to be towed and owners are responsible for towing/storage costs.

## College Disciplinary Process

The rights of each individual at Garden City Community College deserve the respect and protection of administrators, faculty and staff. To assure the fair treatment of each individual, rules of disciplinary process are in effect.

The main objectives of the disciplinary process are to protect members of the campus community from harm due to the indiscretion of those on campus who are unable or unwilling to respect the rights of others, and to assure students due process if they have been charged with violating college rules and regulations as listed in this handbook.

Misconduct is considered a matter of concern to administrators, faculty, staff and students alike. Reports of misconduct are usually made to the Dean of Student Services for investigation and determination of appropriate action.

**Implementation of Disciplinary Process** - The Dean of Student Services will review with the student the nature of the complaint and the relevant evidence and testimony. When the investigations have been completed, the Dean will take appropriate disciplinary action or refer the case to the College Disciplinary Review Board.

**Disciplinary Appeals Procedures** - If the appropriate action taken by the Dean of Student Services calls for the student to be expelled or penalized, the student will be informed in writing, with a statement for the action taken. The student has the right to appeal the disciplinary action taken by the Dean to the College Disciplinary Review Board. **This appeal must be made in writing to the Dean of Student Services within 48 hours of the original decision.**

All appeal hearings are private to best ensure justice and discourage delay. The appeal is not a new hearing, but a review of the record of the original hearing. If evidence which was unavailable at the original hearing is discovered, it will also be considered. **The student requesting the appeal must be present on the hearing date as set in the letter to the student. Failure to be present as scheduled waives the student's right of appeal.**

**The College Disciplinary Review Board** - The College Disciplinary Review Board shall hear the appeal after being informed in writing, by the Dean of Student Services, that the disciplinary action has been appealed by said student. This Board is composed of three professional staff members (appointed by the Faculty Senate) and three full-time students (appointed by the Student Government Association).

At this hearing, the Chair of the Board shall give both the student and the Dean of Student Services, or his/her designee, an opportunity to testify. Both may bring witnesses. Witnesses will be limited to five unless prior approval is granted by the Dean of Student Services. Each witness will be afforded a maximum of five minutes of testimony. After the witnesses have been heard, members of the Board may ask questions of the student who has had disciplinary action taken against him/her, the Dean or his/her designee, and the witnesses who have testified.

The College Disciplinary Review Board shall decide to uphold the decision of the Dean of Student Services, or his/her designee, or to recommend that the action be modified.

The student or the Dean, or his/her designee, may appeal the decision of the College Disciplinary Review Board. **This request for an appeal must be made, in writing, to the College President within three (3) days after the College Disciplinary Review Board has made its decision about a specific case.**

**The Presidential Review** - The President shall hear the appeal within **seven (7) days** and render a written decision to all parties. Decisions of the President should be considered final by students, administrators, faculty and staff.

**Athletic Code of Conduct** - The athlete will not instigate, participate in, or condone inappropriate behavior from himself or another athlete. Inappropriate behavior is any behavior that draws unwanted attention to the athlete, the athlete's teammates or to the college. Such attention is embarrassing to the athlete, the athlete's parents, coaches and to the college. Involvement in an extracurricular activity is a privilege, not a guaranteed right. Students are responsible for their own actions; if those actions are in violation of the athletic guidelines then the student will be held accountable.

Individual coaches have requirements/regulations for conduct on the practice area, during travel to and from competition and in competition. This Code of Conduct is not meant to infringe on or detract from that right/responsibility. However, there are times and situations separate and removed from the immediate confines of practice and or competition in which the athlete may be in violation.

Students involved in inappropriate behavior will be subject to certain disciplinary actions. All actions and subsequent enforcements are cumulative for the entire time of enrollment at GCCC. Depending on the behavior problem of the student, one or more of the following actions will be taken by school officials:

1. The coach will have the responsibility to take first disciplinary action.
2. Action taken by the Disciplinary Committee may include, but is not limited to:
  - a. **Short-term suspension** - Suspension from at least one regular season athletic contest.
  - b. **Long-term suspension** - Suspension from at least 20% of the regular season athletic contests, up to the entire season with forfeiture of any future athletic scholarship at GCCC.
  - c. **Expulsion** - Elimination from participation in all athletic activities while enrolled at GCCC. The athletic scholarship will also be forfeited for the remaining enrollment at GCCC.

An individual charged with a criminal offense such as stealing, assault, battery, forgery, etc. will at least receive a long-term suspension.

**Athletic Department Disciplinary Process** - The objective of the Athletic Department disciplinary process is to protect constituents of the athletic program from jeopardy due to the impropriety of those with the athletic department who are unable/refuse to abide by the departmental rules and regulations.

**Implementation of Disciplinary Process** - The Director of Athletics will review with the student-athlete the nature of the complaint and the relevant evidence and testimony. When the investigation has been completed, the director may convene the Disciplinary Action Committee.

The Committee will consist of the following members:

1. the involved athlete's head coach
2. the athletic director
3. the assistant athletic director

The Committee will hear the evidence and rule on the complaint. The student athlete involved must be present so he/she may present testimony or evidence on his/her behalf.

If the appropriate action taken by the Committee calls for the student athlete to be penalized, the student will be informed in writing with a statement describing the action taken.

#### **Student Appeals Other Than Disciplinary Areas**

**The Student and Academic Decisions** - Academic decisions are made by faculty members, division directors and deans. If a student believes that an academic decision is unfair, he/she may meet with the above personnel who will review the student's complaint and render a final decision.

**Academic Ethics** - GCCC assumes that all students are enrolled to learn, and expects each individual to function as an ethical student. Integrity in the classroom is expected. Therefore, any cheating is at variance with the purposes of both the student and the institution. Any student dishonesty detected in a course (including during examinations or in submitting plagiarized materials) may result in the student receiving no credit for the examination, written work or quiz, and may result in an "F" grade, suspension and/or dismissal from the course. A violation of academic integrity includes:

1. Cheating on examinations, written quizzes, and other written work.
2. Plagiarism, which is defined as the use of another's written work without recognition/citation, the use of another student's work, the purchase and/or use of a paper that has already been prepared, the

borrowing of an idea or phrase or the paraphrasing and/or summarizing of an idea without proper documentation.

3. Giving assistance to another person during an examination.
4. Falsification of an academic record.
5. Obtaining or attempting to obtain copies of a non-circulated examination or examination questions.

**Academic Dishonesty Policy** - This policy pertains to all GCCC classes and does not affect any action taken by the instructor of the class. The instructor retains the right to take the action he or she deems appropriate to the specific case including but not confined to the following:

- Discussing the violation with the student
- Failing the student for the specific assignment in question
- Failing the student for the class

If the instructor decides to fail the student for the course, the student may receive an XF grade on his or her transcript with the understanding that the X denotes academic dishonesty. The X will remain as a permanent part of the grade on the transcript.

The instructor also has the following options regardless of the actions already taken:

1. The instructor can notify the Dean of Academics that academic dishonesty has occurred. The notification will include the following information:
  - a. Name and ID number of the student or students involved
  - b. Proof that academic dishonesty has occurred
  - c. A description of any action already taken by the instructor
2. Once the Dean has received this information, he/she will notify the student's advisor and any sponsors or coaches with whom the student is associated of the breach in academic integrity. The Dean will also notify the student by mail that a second occurrence will result in dismissal from the college.
3. The Dean will maintain a file listing students whose names have been turned in for academic dishonesty.
4. Should the student be dismissed from the college for academic dishonesty, the student retains the right of pursuing an appeal to the decision as described in the college catalog.

**Grade Appeals Process** - Students wishing to appeal a grade received should first meet with the instructor who issued the grade. If not satisfied with the resolution, the student may consult the appropriate division chair in an attempt at resolution. If the student still feels the grade is in error, he/she may request a meeting with the appropriate dean. The dean's decision is final in the appeals process.

**Other Academic Appeals Process** - Students who have been charged with academic dishonesty have the right to appeal that action or decision and are guaranteed due process.

The academic appeals process allows students an opportunity to question academic behavior by administrators, faculty or other college staff/personnel. These appeals could be related to any academic concerns, including but not limited to: grade appeals, class assignments, classroom policies, procedures or any related areas. Students are requested to:

1. Discuss the matter directly with the faculty/staff member to resolve the matter.
2. If the matter cannot be satisfactorily resolved between the student and faculty/staff member, an appeal letter should be presented to the program/division director.
3. If the decision of the program/division director is not satisfactory with either party, a written appeal may be presented to the appropriate dean. If this ruling is not acceptable to either party, a written appeal should be presented to the Dean of Academics for final ruling. The Dean will notify the student, in writing, of the final decision.

**Student Grievance Appeals Process** - Any GCCC student has the right to appeal what is perceived to be an unfair practice without fear or reprisal, abuse or other form of discouragement by the staff, faculty or administration. Such unfair practice may be registered by the student informally as a spoken complaint (a recommended first step), or officially filed in writing.

The College encourages resolution of all complaints through the most informal means and at the lowest possible administrative level. Whenever a complaint is made directly to the Board of Trustees as a whole or to an individual member, it will be referred to the administration for study and possible solution.

This appeals procedure is designed for issues other than academic or disciplinary actions (previously ad-

dressed in this handbook). This process procedure provides students with protection against unwarranted infringement of their rights. Such appeals may concern alleged violations of college policies, infringement of students' rights and other such problems dealing with other students, college staff and faculty and college activities. The following procedures should be adhered to in order to ensure an appropriate resolution of a student complaint:

1. The student should attempt to rectify the grievance with the supervisor of the area in which the alleged violation occurred. After consulting with the appropriate supervisor and attempting to resolve the grievance through informal discussions, the supervisor will inform the student, in writing, of any decision made and the reason for that decision.

2. If the student feels that the complaint has not been satisfactorily resolved, he/she may submit a written appeal to the Dean of Student Services and request a conference. The Dean will inform the student, in writing, of any decision made and the reason for making that decision.

3. If the student still feels that the complaint has not been satisfactorily resolved, he/she may submit a written grievance to the President for review. The decision of the president is final.

Students concerned with the grievance procedure, after exhausting the college's appeal procedure, may contact the Kansas Board of Regents, 700 SW Harrison, Suite 1410, Topeka, KS 66603-3760, telephone 785-296-2635, fax 785-296-3523 for further clarification.

## Facilities and Services

**Residence Halls** - Students will have a choice of living in the residence complex connected to the student center, in the group-living unit residence hall, or in the new apartment style complexes. The campus housing includes lounges with cable television, study area, computer lab, recreation area, vending machines, telephone service, central desks, mail boxes, laundry service and supervision. Activities designed for those living in the residence halls are conducted throughout the year. Activities include organized tournaments, special food nights, movie nights, birthday parties, etc. Each room has telephone jack high speed internet and cable tv hookups.

For further information concerning on-campus living, consult the residence halls brochure available from the Residential Life or the Admissions Offices.

**Housing Hours:** Monday-Friday, 8 a.m. - Noon and 1 p.m. - 4:30 p.m.; Saturday-Sunday by appointment only

**Parking:** Resident parking lots are located directly south of the Tedrow Student Center Complex. Please observe the 10 m.p.h. speed limit in the parking lot. Note that there are restricted parking stalls in the lots such as 10 minute limited parking, loading zones, fire lanes, and zones and stalls reserved for staff. Residents are issued parking permits. **Visitation Policy:** Hall residents may have their invited guests in living quarters during the following days and hours: Sunday-Thursday, 10 a.m. - midnight; Friday-Saturday, 10 a.m. - 2 a.m.

**Additional Information:** For specific information regarding rules, regulations, policies and procedures related to the Residence Halls, students and visitors should refer to the Residential Life Handbook and/or visit with a staff member.

### **Beth G. Tedrow Student Center**

The Tedrow Student Center provides additional opportunities for students and community members. Services include dining facilities, study areas, recreational activities, etc. Located in the Center are the Broncbuster Bistro, Cafeteria, Broncbuster Bookstore, student organization meeting areas, a computer lab, and a movie theater. Offices housed in the Center include the Student Government Association, Student Activities Coordinator, College Health Nurse, Residential Life staff including the Director, Supervisor, and the Office Manager, and the Southwest Kansas Regional Prevention Center. Additional meeting rooms, the Endowment, Bill Kinney and Small Dining Rooms are available and may be scheduled for campus and community group use.

Students, employees and community members are encouraged to visit the Center, to meet with friends, watch TV and movies, and participate in activities such as air hockey, billiards, ping-pong, darts, foosball, video games, etc. In addition to indoor attractions, basketball, disc golf, sand volleyball and horseshoes areas are located on the west side of the Center. Student activity fees help fund the Center.

**Broncbuster Bistro** - This snack bar, located in the west area of the Center, is under direction of the campus Food Services Director. The college is the co-party to a lease with a professional catering company. Menu items include soup, hotdogs, hamburgers, various other sandwiches, pizza, french fries, salads, desserts and ice cream novelty bars, soft drinks, coffee, hot chocolate, cappuccino and daily specials. Hours are: Monday - Friday, 10 a.m.-2 p.m. & 5-9 p.m.; Saturday - Sunday, 5-9 p.m.

**Cafeteria** - The cafeteria is also under the direction of the food service manager. Food service is available to all students, faculty, staff and guests in the cafeteria. Casual meal rates are as follows:

Breakfast	\$3.40	Special Dinner	\$6.55
Continental Breakfast	\$2.00	Dinner	\$5.55
Lunch	\$4.55		

Off-campus students, faculty and staff may sign a special food service contract that calls for 10, 15 or 19 meals per week. Students may make arrangements with the business office to take advantage of this plan. Individual meal cards are also available from the Food Service Director.

Several meal ticket plans are available to off-campus students desiring to eat their meals in the cafeteria. Interested students should contact the Food Service Director's Office for prices and plans available.

**Cafeteria Hours:**

Hot breakfast (Monday-Friday)	7:15 a.m. - 8:30 a.m.
Continental Breakfast	8:30 a.m. - 9:00 a.m.
Lunch (Monday-Friday)	11:30 a.m. - 1:15 p.m.
Lunch/Brunch (Saturday-Sunday)	Noon - 1:00 p.m.
Dinner (Monday-Thursday)	5:15 p.m. - 6:45 p.m.
Dinner (Friday-Sunday)	5:00 p.m. - 6:00 p.m.

**Meal hours on weekdays with no classes or when school is canceled due to bad weather:**

Breakfast (Monday-Friday)	9:00 a.m. - 9:30 a.m.
Lunch (Monday-Friday)	12:00 noon - 1:00 p.m.
Dinner (Monday-Friday)	5:00 p.m. - 6:00 p.m.

Meals are not served during four (4) vacation periods: Thanksgiving, Christmas, Spring Break and Easter.

**Small Dining Room, Bill Kinney Room & Endowment Room** - These three rooms, located in the Tedrow Student Center, may be reserved by organizations for small dinners, parties and meetings. Events must be scheduled well in advance with the Continuing Education and Community Services (CECS) office, located in the SCSC. Food service must be arranged with the Food Service Director. No food is to be brought from off-campus.

**Broncbuster Bookstore** - College textbooks and other supplies may be purchased in the Broncbuster Bookstore, located in the Tedrow Student Center. Regular hours are 8 a.m. to 3 p.m., Monday through Friday. Special evening hours will be in effect during rush periods. Scholarship books are checked out through the bookstore and are to be returned there at the end of each semester. Various clothing and other college logo items are also available.

**Thomas F. Saffell Library** - Saffell Library is located at the center of campus and maintains a collection and facilities to support the varied curricula offered by GCCC. With its networked subscription resources Saffell Library provides access to thousands of periodical citations and full-text journals. Coupled with these valuable electronic databases are subscriptions to over 100 print periodicals. The book collection of 32,000+ titles is arranged in open stacks for convenient use and browsing. The on-line public access catalog (OPAC) provides expedient searching for books by author, title, subject and/or keyword.

The library staff offers formal and informal instruction for using information resources effectively, efficiently and ethically. Study facilities include study tables, individual study carrels, rooms for individual and group study, and comfortable lounge chairs and couches for general reading. There are over 40 public computer terminals for use in web-based research, word processing and email. Also located in the building are the **Mary Jo Williams Comprehensive Learning Center** and the **Mary Jo Williams Assessment Center**. For library hours and additional information please refer to the website [www.gcccks.edu/Library/saffell/](http://www.gcccks.edu/Library/saffell/)

the student athlete must contact the Athletic Director. Students who have EXCESSIVE ABSENCES may be administratively withdrawn from the class by the instructor.

## Student - Athlete Handbook

### ACADEMIC PROGRESS

GCCC is very interested in the academic progress of its student-athletes. Academic success should be the primary objective of all student-athletes. The GCCC staff will do as much as possible to try to help every student-athlete be successful academically.

Student-athletes must however, do their part to ensure success. **Attending class is a must!** Student-athletes will miss some classes because of travel to athletic contests. Arrangements with instructors should be made in advance for those unavoidable absences. Student-athletes should talk with their instructors regularly, get all assignments in when required, and always be cooperative. If there is a problem, the instructor should be contacted as soon as the problem is evident.

We have an Athletic/Academic Retention Coordinator who will be monitoring the student-athlete's attendance as well as academic progress. This information will be checked on a weekly basis and reported to each head coach as needed.

### RESIDENTIAL HALLS & FOOD SERVICE

Rooms may be reserved in the College Residential Halls on an availability basis. Meals will be a part of the Residence Halls contract, provided by the food service contractor. Ten, fifteen or nineteen meal plans may be chosen. Residence Hall regulations are explained in the Residence Hall Handbook. For more information on the Residence Halls, contact Kate Covington, Residence Hall Director, at 620-276-9615

### BOOK RENTAL POLICY

After the regular enrollment is completed, the bookstore personnel will get a printout of all student-athletes schedules and will bag the books for distribution.

1. Books will be ready to be picked up the week before classes begin.
2. The bookstore will list books received by each student-athlete and give a letter explaining the student-athletes responsibilities. Each student-athlete must sign verifying that they have received the letter and books.
3. **The deadline for returning books is the last day of finals each semester.**
4. Student-athletes are responsible for paying for books that are severely damaged, lost, or not returned by the deadline date.
5. Payment for any books not returned should be made to the bookstore prior to the deadline date.
6. All payments after the deadline date should be made to the GCCC Business Office. The Business Office will receipt payment after the deadline.

## **INSURANCE COVERAGE**

The GCCC Athletic Department carries excess medical coverage for injuries incurred while participating in GCCC sponsored athletic activities. *This means our insurance starts after the student-athletes insurance stops paying.* This is very important that all medical information be on file with our athletic trainer. The athletic trainer is the person who processes these bills.

If the student-athlete is injured, GCCC will need itemized bills and an explanation of benefits from your insurance company.

All athletic injuries should be reported to the athletic trainer immediately. Each injured student-athlete should report to the trainer daily. The trainer will monitor progress, supervise necessary rehabilitation, and release the student-athlete to participate when deemed ready.

## **ATHLETIC TRAINING ROOM RULES**

The Athletic Trainer has an obligation of treating athletic injuries and helping with rehabilitation. The athletic training room is not a player lounge. Horseplay and foul language will not be tolerated. Hours of the athletic training room will be variable due to the nature of the work. The athletic trainer will be gone with teams many times, but will have late hours when teams are practicing, etc. General rules for the athletic training area are as follows:

1. No towels are to be taken from the training room.
2. Avoid self-treatment and taping.
3. Student-Athletes should shower before coming to the athletic training room for routine treatments.
4. Athletes needing treatment must wear gym shorts or other appropriate clothing to receive treatments, get taped, etc.
5. No treatments will be given after 20 minutes prior to the beginning of practice.
6. No taping will be done after 5 minutes prior to the beginning of practice.
7. Shoes, warm-ups, etc. should be left in the locker room. The athletic training staff will not be responsible for lost articles or theft.
8. Be on time for appointments.
9. Show COURTESY AND RESPECT to the Athletic training staff.
10. No cell phones allowed in the Athletic training room.

## **USE OF ALCOHOL, TOBACCO, AND ILLEGAL DRUGS**

The use of any of these substances will not be tolerated at any GCCC practice, athletic contests, or in the gymnasium and/or ball fields. We have a DRUG POLICY in place at GCCC that will be addressed at the end of this booklet.

## **LOCKER ROOM, SHOWER ROOM, DRESSING AREAS, TOWELS**

Student-athletes will be issued lockers. For your own protection, variables such as watches, large sums of money, books, etc., should not be left in the locker room area. Avoid leaving dirty laundry in lockers. Don't give your locker combination to others.

Injuries can occur in shower and dressing areas. To prevent them, we ask that there not be any running or horseplay in these areas.

## **TRAVEL**

All team members should be well DRESSED AND GROOMED when representing GCCC. Student-athletes should conduct themselves in a manner that would make them worthy representatives of the college. The image of our student-athletes and teams are very important not only to each student-athlete, but also to GCCC.

Team members shall travel to away contests in vehicles provided by GCCC. Remember, GCCC insurance will not cover for other than college provided transportation.

The COACH AND PLAYERS are responsible for the condition of college vehicles upon return from trips. ALL trash should be picked up. To avoid having to pick up sunflower seeds, pop cans, etc., from the floor, they should be placed in the trash bags that will be provided.

## **TEAM STATUS**

At the beginning of the season, or at the end of the try-out period, the coach will present to the Athletic Director a list of members of the team. This list will include active members, red-shirts, and managers. If a student-athlete is removed from the team roster, the coach should notify him/her, and the Athletic Director in writing.

## **ATHLETIC HOLDS**

A hold will be placed on records if the student-athlete does not pay financial obligations. When holds are placed on student academic records, transcripts will not be sent and the student-athlete will not be allowed to enroll. Athletes should contact the Athletic Director to clear holds. The Athletic Director will contact the proper individuals to release grades, records, etc. Athletic scholarships will not be issued if holds are present against the student-athlete. **HOLDS ARE PLACED ON STUDENT ACADEMIC RECORDS:**

1. Anytime the student-athlete does not live up to their obligations stated previously.
2. When equipment issued to a student-athlete is not checked in by the appropriate time.
3. If rental books are damaged or not turned in by the assigned date.
4. When financial obligations to GCCC or to the Athletic Department are not met.

## **CONDUCT**

By Jayhawk Conference Rule, if an athlete is involved in an unsportsmanlike incident and/or is ejected from any contest for any flagrant act, investigation by the commissioner, he/she is subject to game suspensions. If an athlete is ejected two times during any season in a particular sport, he/she will not be allowed to participate during the remainder of the season in that sport.

All student-athletes are expected to display appropriate conduct at all times. Profane or foul language is not acceptable conduct. Fighting is strictly prohibited!!

## **RECOGNITION**

Special awards must be recommended by the Head Coach and the Athletic Director and must not violate the NJCAA and KJCCC rules on special awards.

## **ATHLETIC ELIGIBILITY**

1. Student-athletes must be making satisfactory progress within an approved college program or course as listed in the college program.
2. Student-athletes must be in regular attendance within 15 calendar days from the beginning of classes in the term that the student-athlete wishes to participate.
3. Student-athletes must maintain enrollment in 12 or more credit hours of college work as listed in the college catalog during each term of athletic participation. Athletes that drop below 12 credit hours become immediately ineligible throughout the remainder of the term. Permission to withdraw below 12 credit hours must be obtained from the Athletic Director.
4. Prior to a second full-time semester a student-athlete must have passed 12 credit hours with a 1.75 GPA or higher.
5. Prior to a third full-time semester, and all subsequent terms thereafter, a student-athlete must satisfy one of the following two requirements:
  - a. Pass a minimum of 12 credit hours with a 2.0 GPA during the previous term.
  - b. Pass an accumulation of credit hours equal to 12 multiplied by the number of terms an athlete was previously enrolled full-time with a 2.0 GPA or higher.
6. Prior to a second season of participating in an NJCAA certified sport, a student-athlete must pass a minimum of 24 semester hours with a 2.0 or higher cumulative GPA ("C" average).
7. Student-athletes must be enrolled full-time when the regular season schedule of a sport begins. A student-athlete not enrolled full-time when the season starts remains ineligible throughout the season.
8. Athletes must not have previously competed during two seasons of a given sport at any intercollegiate level.
9. Participation in any fraction of any regularly scheduled contests (including scrimmages) during the collegiate year shall constitute one season of participation in that sport. Participation means entry into a contest and does not include dressing.
10. Ineligible student-athletes shall not be allowed to dress for any athletic contest.
11. Student-athletes who falsify their academic and/or athletic participation record shall be ineligible for further competition in any NJCAA institution.

## **TRANSFER RULES**

In order to transfer to another college or university and participate in athletics, certain conditions must be met. It is important that student-athletes understand eligibility requirements and conditions that may affect their transfer.

Any student-athlete interested in transferring to another college should contact the head coach or Athletic Director. The coach or Athletic Director has official copies of current transfer rules.

## **RULES GOVERNING AMATEUR STATUS**

1. A student is permitted to:
  - a. Accept scholarships and educational grant-in aid in accordance with the by-laws of the NJCAA.
  - b. Officiate sport contests provided compensation does not exceed the going rate.
  - c. Serve as a coach or instructor for compensation outside their institution provided they are not paid to coach or teach in the sport they are participating in at the intercollegiate level.
  - d. Serve as a paid supervisor of children's sports programs such as summer camp or recreation department programs. The pay shall not be on a fee for lesson basis.
  
2. Students shall not:
  - a. Receive money or remuneration beyond actual expenses for participating in any athletic contest.
  - b. Give lessons on a fee for lessons basis.
  - c. Be employed to teach PE or any sport for the college.
  - d. Take any financial assistance, or enter into an agreement of any kind to compete in professional athletic with the exception of baseball athletes who may participate for not more than 90 days in professional baseball. (See Athletic Director for details.)
  - e. Try-out with a professional sports organization while enrolled full-time during any part of the academic year unless the eligibility report has been exhausted.
  - f. Contract orally or in writing to be represented by an agent.

## **RECRUITING CONCERNS**

Student-athletes should be aware of the recruiting process. Student-athletes should start early collecting information about schools that are interested in them and also schools they are interested in attending. The first contact should be a short typewritten letter proclaiming interest in their school and a resume listing accomplishments on and off the field. The resume should include name, address, telephone number, age, height, weight, GPA, achievements, athletic accomplishments, sports camps attended, employment, and references. All contacts with prospective schools should be communicated to and coordinated with the head coach at GCCC.

When an athlete visits a campus or talks to prospective coaches the following issues should be explored:

#### 1. FINANCES

- a. How much of the total cost does the scholarship cover? Does it cover full tuition, books, fees, room & board, travel, etc.?
- b. What other forms of financial aid are available?
- c. Can the student-athlete choose the semester in which the scholarship money will be used if it doesn't cover the entire year?

#### 2. LEGALITIES/ELIGIBILITY

- a. Does the college include a "letter of intent" with the athletic scholarship offer? (A letter of intent, if signed, is your promise that you will attend that particular college).
- b. Does the school provide a written contract stating the amount, duration, condition, and terms of the scholarship?
- c. Is the student-athlete required to participate in fund-raising, promotion, or any other not-athlete activities?
- d. If the student-athlete does not play at any time will he/she lose all or part of their scholarship?
- e. If the student-athlete is injured and cannot participate, can their scholarship be withdrawn?
- f. Does the scholarship cover medical expenses incurred during the season?
- g. Can the scholarship be lost due to poor grades? What are the GPA and credit hour requirements that student-athletes must maintain to continue playing?
- h. Can a student athlete participate in two or more sports? If so, can he/she receive scholarship money for both?

#### 3. THE ATHLETIC PROGRAM

- a. Is the team in conference or league?
- b. If a scholarship is accepted, is there a guarantee of a permanent spot on the team?
- c. What is the game schedule?
- d. What is the travel schedule? What accommodations?
- e. What types of off-season activities are expected?
- f. What is the team's past record?
- g. How much time is spent per week in practice?
- h. Are the services of an athletic team trainer and doctor available?
- i. Does the coach require a certain type of behavior, dress, or diet?
- j. Is the coach's basic philosophy and method of coaching, recruiting, etc. acceptable?
- k. Are the athletic facilities adequate and available at any time?

#### 4. ACADEMIC CLIMATE

- a. Does the school have the appropriate academic curriculum?
- b. Can the admissions and academic requirements be met?
- c. Are remedial or accelerated classes available?
- d. Do professors allow tutoring and make-up tests when team schedules conflict with classes?

## **STUDENT STUDY AREAS**

Rooms are available for student-athletes to use as work/study areas in the Residential Halls and Library areas. These rooms will allow students a place for quiet study before practice or during class breaks.

## **END OF THE SEASON CHECK-INS**

Student-athletes are required to turn in all equipment that belongs to GCCC. This should be done as scheduled by each head coach. If an athlete fails to turn in all equipment, a HOLD will be placed on the student-athlete's records as stated in the section on holds.

If you take out a student loan you MUST go through an exit interview with the financial aid office at the end of the spring semester or whenever you transfer from GCCC. If you do not do this there will be a HOLD on any transcripts or ability to enroll again in school. It is a simple procedure, so please do it!

If you owe monies of any kind, for any reason (ie. dorm charges, left over charges, ect.) there will be a HOLD on your transcript and you will not be able to enroll in school.

PLEASE CHECK OUT OF THE DORM PROPERLY; clean your room, turn in your key, and be checked out by an RA. There will be extra charges if this is not done. Please do not have your room mate do it, this will mean more charges!

MAKE SURE THE SCHOLARSHIPPED BOOKS ARE TURNED IN at the designated time each semester or you will be charged full price for the text and you will be the proud owner of those texts.

### **Garden City Community College Athletic Code of Conduct**

*The athlete will not instigate, participate in, or condone inappropriate behavior, from himself or a fellow athlete. Inappropriate behavior is any behavior which draws unwanted attention to the athlete, the athletes' teammates, or to the college. Such attention is embarrassing to the athlete, the athlete's parents, coaches, and to the college.*

In order to assist you in the pursuit of a quality education, we have established some guidelines for all students participating in GCCC athletics.

Being involved in an extra-curricular activity is not a right, it is a privilege, and hence you must obey the governing rules.

You must remember that you are responsible for your own actions. If your actions are in violation of these guidelines, you will have to accept the consequences.

We are proud of a vast majority of our athletes. We sincerely hope you will be one of those who take advantage of the programs provided and work toward becoming the best you can be.

The rules begin on the starting date of volleyball practice, football practice, soccer practice, and cross country practice and end at the end of school or the ending date of the latest spring sport (whichever comes last). These rules also apply to students involved in clinics or activities through the summer months.

### **Problem Areas**

**Alcohol**: The use, possession, or distribution of alcoholic substances.

**Non-Prescribed Drugs**: The use, possession, or distribution of non-prescribed drugs, narcotics, or other noxious substances. *This includes the misuse of prescribed or over-the-counter drugs.*

Attendance at any on-campus activity or school-sponsored activity on or off campus, where drugs or alcohol are present, without making an effort to remove yourself from the situation will also be considered a violation of the rule.

Campus policies: The violation of campus rules and policies as they apply on and off campus

**RESPECT OTHERS  
RESPECT PROPERTY  
RESPECT YOURSELF**

### **DISCIPLINARY ACTIONS**

It is recognized that individual coaches have their own requirements and regulations for conduct on the practice area, during travel to and from competition, and in competition. This is as it should be and this Code of Conduct is not meant to infringe upon or detract from that right and that respectability.

However, there are times and situations separate and removed from the immediate confines of practice and competition in which the athlete can and may be in violation.

Students involved in inappropriate behavior will be subject to certain disciplinary actions. All disciplinary actions and subsequent enforcements are cumulative for the entire enrollment at GCCC. Depending on the behavior problem of the student, one or more of the following actions will be taken by school officials.

1. The Head Coach will have the initial responsibility to take first disciplinary action.
2. The disciplinary action taken will be reviewed at the discretion of the Disciplinary Action Committee.

3. After reviewing, action may be taken by the Disciplinary Action Committee which may include, but is not limited to the following:
  - a. Short-term suspension – Suspension from at least one regular season athletic contest
  - b. Long-term suspension – Suspension from at least 20% of the regular season athletic contests, up to the entire season with forfeiture of any future athletic scholarship at GCCC.
  - c. Expulsion – Elimination from participation in all athletic activities while enrolled at GCCC. Also forfeiture of athletic scholarship for the entire enrollment at GCCC.

### **Disciplinary Action Committee**

Disciplinary Action Committee will consist of the following members:

Head Coach of the athlete involved

Athletic Director

Assistant Athletic Director

This committee will hear the evidence and rule on the complaint. The student-athlete involved must be present so he/she may present testimony or evidence on his/her behalf.

If appropriate action taken by the Athletic Department's Disciplinary Action Committee calls for the student-athlete to be penalized, the student-athlete will be informed in writing with a statement describing action taken.

All appeal hearings are private to best insure justice and to discourage delay. The appeal is not a new hearing, but a review of the record of the original hearing. If evidence, which was unavailable at the original hearing, is discovered, it will also be considered. The student requesting the appeal must be present on the hearing date as set in the letter to the student. Failure to do so waives the student's right of appeal. Decisions by the committee are considered final.

### **Athletic Department Disciplinary Process**

The objective of the Athletic Department disciplinary process is to protect constituents of the athletic program from jeopardy due to the impropriety of those within the Athletic Department who are unable or refuse to abide by the departmental rules and regulations.

### **Implementation of Disciplinary Process**

The Director of Athletics will review with the student-athlete the nature of the complaint and the relevant evidence and testimony. When the investigation has been completed, the Director of Athletics may convene the Disciplinary Action Committee.

## APPENDIX

### Academic Dishonesty Policy Proposal

This policy pertains to all GCCC classes and does not affect any action taken by the instructor of the class. The instructor in question retains the right to take the action he or she deems appropriate to the specific case including but not confined to the following:

- Discussing the violation with the student
- Failing the student for the specific assignment in question
- Failing the student for the class

If the instructor decides to fail the student for the course, the student will receive an XF grade on his or her transcript with the understanding that the X denotes academic dishonesty. The X will remain as a permanent part of the grade on the transcript.

The instructor also has the following options regardless of the actions already taken:

1. The instructor can notify the Associate Dean of General Education that academic dishonesty has occurred. That notification will include the following information:
  - a. Name and ID number of the student or students involved
  - b. Proof that academic dishonesty has occurred
  - c. A description of any action already taken by the instructor
2. Once the Associate Dean has received this information, he will notify the student's advisor and any sponsors or coaches with whom the student is associated of the breach in academic integrity. The Associate Dean will also notify the student by mail that a second occurrence will result in a recommendation of dismissal from the college to the Dean of Learning Services.
3. The Associate Dean will maintain a file listing students whose names have been turned in for academic dishonesty.
4. Should the student be dismissed from the college for academic dishonesty, the student retains the right of pursuing an appeal to the decision as described in the college catalog.

Listed below is a part of the Residence hall handbook. All residents are required to attend an orientation that includes reviewing the handbook.

## **POLICY AND PROCEDURES**

### **Observance of Policy and Procedures**

It is the responsibility of every resident to be conscious of the right and privileges of other residents. The regulations and guidelines listed in this publication are intended as means for the protection of residents' rights. The authority for these regulations is based upon the legal responsibility authorized by the statutes of the State of Kansas.

The residence hall staff has the responsibility and authority to require proper conduct of all students and guests of the residence halls at all times. **Insubordination will not be tolerated in the Residential Life Area.** Insubordination includes, but is not limited to: failure/refusal to follow written and/or verbal instructions and requests by any college staff member (including Residential Life staff, staff assistants, resident assistants, custodians, food service employees, etc.), verbal altercations, disrespectful actions or comments, general rebellion or repeated actions with or against any college or food service staff member will be regarded as insubordinate attitudes and will be dealt with accordingly with disciplinary action up to and including dismissal from the Residential Life Area.

Repeated failure to comply with these guidelines of conduct and insubordinate attitude toward Residence Hall Supervisors, Office Manager, Resident Assistants, Staff Assistants, and/or the Director of Residential Life as well as other personnel assigned to this complex (including secretaries, maintenance, custodial, and food service workers) will result in the resident being referred to the Dean of Student Services for disciplinary action which could result in immediate suspension from the residence halls and/or the college. Violations against persons or property or the conviction of a crime may result in dismissal from the residence halls. Failure to attend scheduled meetings with the Residential Life staff will be regarded as insubordination and will result in disciplinary action up to and including dismissal from the Residential Life area.

All students are required to be enrolled in 8 hours of course work and to remain in good standing in classes for the entire semester in order to continue residence in the halls. Any student who drops below 8 hours of course work must report immediately to the Director of Residential Life.

All summer students must be enrolled in at least 3 hours of course work for each session of residency and remain in good standing for the entire summer session to continue residence in the halls.

### **ANTI-HARASSMENT STATEMENT**

Garden City Community College establishes the following conduct guidelines consistent with federal and state laws or regulations in order to ensure that employees and students of the college shall be allowed to function in an atmosphere, which is free from harassment.

Harassment shall mean the use of aspersions, insults or slurs or other verbal or physical conduct which:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive academic, employment or living environment.
2. Has the purpose or effect of unreasonable interference with an individual's academic performance, employment performance, or living environment.
3. Otherwise adversely affects an individual's academic or employment progress or living arrangements.

The term "harassment" will encompass "sexual harassment," which means unwelcome sexual advances, unwelcome physical contact of a sexual nature, unwelcome requests for sexual favors, and other verbal or physical conduct of a sexual nature (including, but not limited to, the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials, which is not necessary for educational purposes) when:

1. Submission to such conduct is made whether explicitly or implicitly as a term or condition of an individual's employment, enrollment, or residency.
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting the individual.
3. Such conduct has the purpose or effect of reasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive environment.

**Examples of actions or behaviors that may be considered sexual harassment are:**

- Unwelcome suggestive comments about a person's physical appearance.
- Unwelcome "humor" or "jokes" that are sexual or sex-based.
- Unwelcome sexual advances.
- Unwelcome touching.
- Requests for sexual favors.
- Threats that a person could be fired or dismissed from the residence halls or in some way suffer if they don't sexually submit.

No college employee, student, or resident shall sexually harass, be sexually harassed, or fail to report or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees, students or residents will be promptly investigated and resolved by the college president or his/her designated compliance officer. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee, the grade status of a student, or a student's residency, nor will it affect the employee's compensation or work assignment or the student's grade or other determination of success. Violation of this policy prohibiting sexual harassment shall result in disciplinary action, up to and including termination of any employee or dismissal of any student determined to have engaged in the sexual harassment of others.

Garden City Community College prohibits and will not tolerate the harassment of an employee or student by supervisory personnel, co-workers, students or non-students, faculty, staff, or guests. Individuals who engage in harassment are subject to disciplinary action up to and including termination of employment, termination of enrollment, or removal from the Residential Life Area.

Any employee, student or resident who believes that he or she has been harassed in violation of this policy is urged to report the incident to the Dean of Student Services, Dean of Learning Services, Director of Residential Life or Residence Hall Supervisor, Counselors or the Student Health Nurse. All such reports will be investigated in accordance with procedures developed pursuant to Section 106.8 of Title IX, Education Amendments of 1972.

Incidents of a physical and/or verbal nature, involving residence hall students whether charges are filed or not, will be disciplined by reprimand, by probation or dismissal from the Residential Life Area, as the incident may justify.

### ENTERING STUDENT ROOMS

Representatives of the college reserve the right to enter a student's room when it is believed that:

1. An occupant of the room is ill, physically harmed or endangered.
2. College property is being or has been damaged or stolen.
3. College policy is being violated, or suspicion of policy violation.
4. Maintenance is needed, or maintenance/custodial walk-through.
5. During fire alarms, fire drills or emergency warnings.

Safety inspections West Hall, East Unit and apartment areas including all bedrooms, kitchens, bathrooms, mechanical rooms, and storage closets, can and will be conducted at any reasonable time to there are no violations of safety or college rules. Such inspections may be unannounced or performed in conjunction with other building services. Residential Life staff and/or the Physical Plant Director may perform the safety inspections. Your understanding and cooperation in this matter will help to make the environment in which you live a safer one.

### THEFT

The College is not responsible in any way for money, jewelry, luggage, electronic equipment, books, back packs, school supplies or other articles of value left in rooms or other parts of the Residence Hall/Student Center complex. ***For your protection, doors and windows are to be locked when you are not in your room.*** Most homeowner's policies cover any loss, but it is wise to check on each individual policy. Information on renters insurance and engraving and tagging instructions is available in the Residential Life Office. *The college does not endorse these policies; we only have the literature available.* Any losses are to be reported to the Residence Hall Supervisor, the Director of Residential Life or Campus Safety and Security if the resident desires.

### ALCOHOL, DRUGS, AND DRUG PARAPHERNALIA

Garden City Community College expects all students to abide by all laws of the State of Kansas and the United States and the rules of the Institution at all times. The College's policy on alcohol, drugs, and drug paraphernalia is as follows:

*Alcohol and Drug Policy: According to Kansas Statute KSA 65-4152, the possession, distribution or use of alcoholic beverages, or the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on the Garden City Community College Campus, within the college buildings, parking lots, or at any college-sponsored event is strictly prohibited. Violation will result in immediate disciplinary action up to and including dismissal from the college.*

All students found in a room where drugs or drug paraphernalia is being used or where alcohol is being consumed will be subject to disciplinary action that could include: filing of criminal charges, fines billed to the resident's account in the Business Office, community service, mandatory removal of empty beverage containers, and/or dismissal from the Residence Halls. In addition, if alcohol is found in the kitchen refrigerator in the apartments, all parties living in the apartment will be responsible. Drug violations can be turned over to the Garden City Police Department for prosecution.

If drug use is suspected with a resident written communication will be issued to him or her. With the first suspicion of possible drug use, a written warning will be issued to the resident stating the fact that he/she is a suspect for possible illegal drug use. With the second suspicion, the resident will be dismissed from the Residence Halls unless the resident can prove beyond any reasonable doubt that he/she was not involved in drug use or had any knowledge of drugs being used. The Residential Life Director and the Residence Hall Supervisor will determine the suspicion of possible drug use.

**The College reserves the right to conduct searches with a chemical sensitive canine.**

### **INCENSE**

The burning of incense and incense-burning paraphernalia is prohibited. Violators will be subject to disciplinary actions up to and including dismissal from the residence halls and confiscation of incense and incense burning paraphernalia.

### **TOBACCO**

GCCC is a non-smoking campus. There will be no smoking or use of smokeless tobacco permitted in any buildings on campus: this includes the entire Residential Life area including the resident's room.

Use of tobacco in the Residential Life area will result in disciplinary action being taken up to and including cleaning fees, moving to another room or area of the residence hall, a fine/community service. Repeated offenses could result in suspension from the residence halls.

In addition GCCC's smoking policy, the City of Garden City currently has a smoking ban that states you may not smoke within 50 feet of any building door. Please keep this in mind.

### **GAMBLING**

According to Kansas Statute 21-4303, gambling is illegal and will not be permitted in the Residential Life area. Violators will be subject to disciplinary action up to and including dismissal from the residence halls.

### **FIRE AND SEVERE STORM WARNINGS**

Fire and severe weather drills will be held occasionally. Fire/severe weather instructions will be posted in each room and on bulletin boards and the back cover of this handbook -- all residents are expected to observe them.

Fire alarm systems and extinguishers are placed in the Residential Life area solely for your protection. *It is against regulations to tamper with them or to use them for any other purpose.* If the person(s) that discharge or tamper with a fire extinguisher cannot be identified, all residents of a unit, apartment or all residents on a floor will be assessed the cost of recharging the extinguisher and costs for the cleanup.

If a false alarm, either fire or another type of emergency alarm is given, the person responsible, if known, may be prosecuted to the full extent of the law (this is a Class A Misdemeanor, which is

punishable by a \$2500 fine and/or 1 year in jail) and be required to serve 20 hours of community service.

If an alarm is set off in the west residence hall, all of the residents of the west hall will leave the building immediately and remain outside until each room can be checked to insure that it was indeed a false alarm. If an alarm goes off in the east units, or apartments, all residents in the surrounding units (sides, above and below) will leave the area and remain outside until that unit can be checked.

Residents who do not evacuate immediately will be fined \$25 per incident.

## FIREARMS, AMMUNITION, FIREWORKS AND WEAPONS

For safety reasons, firearms and/or ammunition are prohibited in the residence halls. The possession or use of fireworks, gunpowder, explosives, or any other combustible materials, which endanger student health or safety, is sufficient cause for dismissal from the residence halls and/or other disciplinary action.

Students living in the residence halls must check their hunting firearms, ammunition, archery equipment and hunting knives with the Director of Residential Life or Residence Hall Supervisor. **Fireproof double lock steel gun cases are available to store your guns and ammunition in.** Campus Safety & Security will confiscate firearms and ammunition not checked in and locked up in the cabinets. All weapons and ammunition used for criminal justice classes are to be stored in the criminal justice department. Possession of or use of items classified as legal weapons is prohibited and is sufficient cause for dismissal from the residence halls and/or other disciplinary action.

## QUIET HOURS

### General Quiet Hours

Sunday - Thursday	10:00 p.m. - 10:00 a.m.
Friday and Saturday	11:00 p.m. - 10:00 a.m.

The hours between 10:00 p.m. and 10:00 a.m. Sunday through Thursday and 11:00 p.m. through 10:00 a.m. Friday and Saturday shall be considered "*Quiet Hours.*"

"*Courtesy Hours*" are in effect 24 hours per day. Excessive verbal loudness will be treated as a noise complaint and could result in disciplinary action up to and including community service, moving to another part of the Residential Life area or dismissal. Repeated loudness regardless of the time of day or night will also be treated as a noise complaint and could result in dismissal from the Residential Life area.

## NOISE VIOLATIONS

If there are complaints about student's radio, stereo, tape player, video games, TV, etc., or excessive verbal loudness of residents or their guests resulting from use of equipment (24 hours a day), the residents in that room/area and those involved will receive a written warning for the first two complaints. On the third written complaint the electrical equipment in that room that is causing the excessive loudness will result in the students being required to ship or take home the equipment. If the student(s) cannot get the equipment home it will be stored and a receipt will be given to the student to retrieve it upon departure or shipment home. The college WILL NOT be responsible for loss or damage to stored equipment. Excessive verbal loudness will also result in a written warning. On the third written warning the residents will be put on probation in the residence halls, which could result in dismissal. Loud knocking and slamming doors will be treated in the same manner as excessive verbal loudness. **ALL ROOM DOORS WILL BE CLOSED BY 10:30 P.M. SUNDAY - THURSDAY and 11:00 PM FRIDAY AND SATURDAY** unless permission is obtained from the Residence Hall Supervisor or Director of Residential Life to leave the door open. Room doors not closed and having residents with excessive loudness will result in a written warning to the residents of that room and their guests. On the third written warning the residents of the room

involved and their guests will be put on probation in the residence halls, which could result in dismissal. The Residence Hall Supervisor or the Director of Residential Life will determine if the complaints are valid and will issue written warnings on the recommendation of the Resident Assistants, Staff Assistants or the Residential Life Office Manager. **The Director of Residential Life reserves the right to reassign and/or adjust the occupancy of a room due to repeated noise violations.**

#### **RADIOS, STEREOs, TELEVISIONS, TAPE PLAYERS, AND VIDEO GAMES**

Personal radios, tape players, CD players, etc. may not be played in the dining hall, student center, computer lab, study center, game room, or any of the residence hall lounges, laundry rooms, restrooms or hallways. Telephones and other personal electronic/music devices, etc. in the cafeteria are to be turned down so others in the cafeteria cannot hear them upon entry to the cafeteria.

The sound of vulgar music containing obscene or suggestive language shall be contained within a resident's room or it can be confiscated. Repeated vulgar or suggestive music if not turned down or off as requested will be confiscated. Speakers are not to be put in windows and doors are not to be left open when any music is being played.

The volume on televisions is to be set at a moderate level and the door should be closed when the TV is on. Video games should be played quietly with the volume at a moderate level and by small groups of people. Doors are to be closed when playing video games.

Electronic equipment or timers that result in the equipment being turned on during quiet hours will result in a noise violation. Rooms where there are loud TV's, stereos, etc., whether occupied or not at the time will result in a noise violation. Repeated volume problems will result in noise violations.

#### **SKATEBOARDS, ROLLERBLADES/SKATES, AND SHOES WITH WHEELS**

Residents shall not use skateboards, rollerblades/skates, or shoes with wheels (aka Heelies) inside any of the buildings at any time. Violations of this policy may result in confiscation of item, fines, probation in the residence halls, and possible dismissal from the residence halls.

#### **SMOKE ALARMS and FIRE EXTINGUISHERS**

Smoke alarms and/or fire extinguishers are in each room and lobby areas for the residents' protection, and by order of the Kansas State Fire Marshall. It is suggested that you keep your front door and/or room door locked at all times when you are not there. **Tampering, damage, abuse or misuse of smoke alarms will result in a \$50 per person fine for the residents of that particular room, unit area, or apartment.** Any damage to individual smoke alarms will be billed to the residents of that room, unit or apartment, or those responsible for the damage if it is known. **Fire extinguishers discharged for reasons other than fire will result in refill and cleaning charges assessed to residents involved or the entire area if no one knows what happened.**

Smoke alarms and fire extinguishers in individual rooms and the commons area will be checked by an electrician and residents assessed accordingly. These charges may not be on the checkout sheet signed by the resident at checkout depending on the schedules of the electrician that does the inspection.

### **SECURITY CAMERAS**

Security cameras have been installed for your safety and well-being. The cameras are not to be tampered with, abused, or vandalized. **Tampering, abuse, or vandalism to the cameras will result in a \$50 per person fine for those involved.** The reviewing of tape by Residential Life Staff for unnecessary reasons or disciplinary reasons will be billed to those responsible at a rate of \$50 per hour.

### **PETS**

Pets are not allowed in the residence hall rooms, lounges or the student center.

### **LOUNGE REGULATIONS**

Students must take care of all lounge furnishings. It is also the responsibility of the RA's to help maintain the order and neatness of the lounges. The student(s) involved will pay damages caused by misuse. If the actual person(s) cannot be found or identified, all residents will be charged.

Noise in lounges and hallways after quiet hours will be considered a noise violation and addressed as such.

### **ROOFS, SCREENS AND DOORS**

Residents are prohibited from being on the roof of any building without permission. Any student found on a roof is subject to a \$50 fine, and/or 10 hours of a community service. Dismissal from the halls may result for repeated violations.

Screens are to remain on the windows at all times for your protection. A \$10 fine per person will be assessed to each room when a screen is found off for any reason. Torn or damaged screens will be replaced and the residents of that room will be billed accordingly.

Excessive pounding or propping open exit doors is prohibited unless authorized by the Director of Residential Life, Residence Hall Supervisor or Residential Life Office Manager for your safety, health and for sanitation reasons. Disciplinary action can result from repeated violation of this policy up to and including fines, probation and dismissal from the Residential Life area.

*Yanking open locked doors and pounding on EXIT ONLY doors is prohibited and will result in a charge of \$10 being added to your account in the Business Office. Please carry your keys and inform your guests to use doors that are unlocked during designated visitation hours. You will be held responsible for the behavior of your guests if they yank open or pound on locked doors.*

### **WATER BALLOONS, WATER GUNS, PAINTBALL GUNS, SNOWBALL FIGHTING, ETC.**

Water fighting of any kind is prohibited in the Residential Life area. Water causes damage and can be very dangerous. Water balloons, water guns, and paraphernalia related to water fighting will be confiscated. Any damage or cleaning charges resulting from water damage or water fighting will be billed to the parties responsible. Involving people in actions that do not want to be can result in disciplinary action.

Paintball guns, dart guns, pellet guns, air soft guns, etc. are prohibited and will be confiscated. Any damage or cleaning charges resulting from the use of any such devices will be billed to the parties responsible. Residents participating in such activities or that are in possession of any such devices will be placed on probation in the Residential Life Area.

Snowball fighting is not to be done in the courtyard or parking lot of the Residential Life area. Involving people who do not wish to participate can result in disciplinary action. Any damage or cleaning fees resulting from snowball fighting will be billed to the parties responsible.

### **FIGHTING**

All students who engage in fighting in the residence halls or on the grounds regardless if bodily injury results or damage to college property results will be subject to automatic probation in or dismissal from the residence halls. Students may face possible dismissal from the Residential Life area if any future disciplinary problems arise. These activities must be reported to the Residential Life Director, Residence Hall Supervisor, or any Residential Life Staff Member. Off-campus students or guests who engage in fighting in the residence halls or on the grounds will result in that party being prohibited from the Residential Life area.

Verbal altercations can fall under the category of fighting as well. It is up to the Director of Residential Life or Residence Hall Supervisor to determine if this action is appropriate on a case-by-case basis.

### **BOOK BAGS AND BOOKS**

The college is not responsible for lost or stolen book bags or books. **PUT YOUR NAME IN ALL YOUR TEXTBOOKS AS SOON AS YOU GET THEM. MARK THEM IN MORE THAN ONE PLACE WITH YOUR OWN SECRET CODE OR MARK.** You have to pay for scholarship books that you don't turn in. Lost books and or bags should be reported immediately to the Residential Life Office or to Campus Security and they will notify the bookstore.

**ALL BOOK BAGS BROUGHT INTO THE CAFETERIA ARE TO BE PLACED ON THE SHELVES ON THE NORTH WALL. NO BOOKBAGS ARE TO BE ON THE FLOOR.** Please make sure when you leave that you have your own bag.

### **MAINTENANCE / CLEANLINESS AND INSPECTION**

1. General upkeep and cleanliness of the room is the responsibility of the student.
2. No nails or screws are to be used in walls or doors. Adhesive products for posters (poster goo) are preferred and required. **Do not use foam tape!!** Residents will be held responsible to correct any damage in violating the guidelines. Duct tape and carpet tape also leave residue on the walls and floors.
3. All or part of the room deposit shall be forfeited should there be any damage to the resident's room. The student shall also be responsible for the actual cost of repair or replacement in case of damage to the residence hall and/or college property in excess of the room deposit. It is college policy to collect for damages to a room, unit or apartment. When no one will admit to causing the damage both roommates and all the residents of the unit or apartment will share costs. If there is damage to the common areas, the entire floor, unit or apartment will be charged. Dismissal from the residence halls may also result. *Clogged drains due to*

*food being dumped in the bathroom sinks cause costly plumbing problems and will be billed to the responsible party or whole unit, apartment, or floor if the responsible party is unknown.* Please use the garbage disposals provided in the kitchen areas of each hall, unit or apartment.

4. Maintenance/cleanliness inspections will be conducted at random through out the year and damage to college property will be assessed immediately upon its discovery and will be due and payable by those responsible.

### **COMPUTER LAB**

The computer lab in the west hall lobby is maintained by residence hall funds and is for use by residence hall students FIRST. Any damage to or tampering with the equipment or lab can result in replacement cost and or repair and will be assessed to those involved. Internet access is on the computers in the lab. Accessing pornographic sights or tampering with the set up of the computers will result in the permanent restriction of those involved from the lab. If you are restricted from the lab and use it anyway it will be considered insubordination and dealt with accordingly. **The lights in the computer lab are to be on at all times when it is occupied. Computer Lab Hours are: Monday through Friday, 8am – 1am; Saturday and Sunday, 12:00 Noon – 1am.**

**HOURS SUBJECT TO CHANGE WITHOUT NOTICE DUE TO BEHAVIOR OF USERS.**

### **CANDLES**

JAR CANDLES ONLY may be burned in open areas of your room. They must be extinguished when you leave the room. **DO NOT EXTINGUISH CANDLES DIRECTLY UNDER OR CLOSE TO THE SMOKE ALARMS.** Keep the wick pinched short to avoid smoke damage to walls and ceilings. Burning candles found unattended in rooms will be destroyed. If you set off the smoke alarms when blowing out a candle go immediately to the mailbox area to tell those coming to take care of the alarm.

### **ATTIRE**

All residents will wear proper attire when in a public area including hallways when going to the shower. Walking down the hallways in a bath towel only or underwear only is not permitted. Pajamas and bathrobes will not be permitted in the cafeteria. All pants are to be worn at the waist not hanging below the waist with undergarments showing. Shoes need to be worn at all times for your safety and protection. Shirts and shoes must be worn at all times when in the cafeteria and public areas. Cleats are not to be worn in any buildings on campus.

Public nudity is not permitted in the Residential Life Area. Any student exposing themselves in public will be fined \$200 and placed on probation in the residence halls.

### **OVERNIGHT GUESTS**

Overnight guests of the same sex are allowed, but only with the prior permission of the Residence Hall Supervisor or Director of Residential Life. A resident should receive the roommate's permission to have a guest. Residents are responsible for the conduct of their guests. *You are responsible for informing them of the residence halls rules and regulations.* All guests are subject

to the same rules and regulations as residents. They will be asked to leave if they violate the residence hall rules and regulations.

Overnight guests if approved will be allowed to stay no more than two nights without special permission of the Residence Hall Supervisor or Director of Residential Life.

### **VISITATION POLICY**

Garden City Community College residence halls use a visitation policy. This policy is on a continual trial basis. If resident students do not assume the responsibilities required to make the plan work, visitation privileges will be rescinded by the College President, after consultation with the Dean of Student Services, Director of Residential Life and the Residence Hall Supervisor.

### **VISITATION PLAN**

The Residential Life area visitation plan is as follows: Hall residents may have their *invited guests* in their living quarters during the following days and hours:

Sunday - Thursday	10:00 a.m. – 12:00 midnight
Friday - Saturday	10:00 a.m. - 2:00 a.m.

Visitation hours on Sunday nights when no Monday classes are scheduled will be 10:00 a.m.- 2:00 a.m. Visitation hours during hall vacations and summer are 10:00 a.m. – 12:00 midnight daily.

The following rules shall govern Residential Life visitation:

1. All visitors must be 18 years old and have picture ID on their person when they are in the Residential Life area. They will be allowed to visit during the predetermined times stated in the handbook. Visitors will need to leave when visitation hours are over each evening.
2. The *only* exception beyond visitation hours will be for visiting family members, and the resident must have prior permission from the Residence Hall Supervisor or the Director of Residential Life and the approval of the roommate.
3. Residents are directly responsible for the behavior and actions of their guests and are subject to disciplinary action for their guests' behavior that is not in accordance with the rules and regulations of the residence hall handbook.
4. Roommates of a resident who has visiting guests shall have the privilege of asking that the visiting guest leave the living quarters if the visiting guests' presence is not acceptable to him/her. If a roommate asks that a resident's guest leave the quarters, and the resident who has the guest does not comply with his/her roommate's request, the roommate shall immediately notify the Residence Hall Supervisor or Director of Residential Life who shall see that the visiting guest is removed from the living quarters and the Residential Life area. The resident who did not comply with his/her roommate's request will be subject to disciplinary action and may be denied the privilege of living in the Residential Life area.

This will constitute a breaking of the residence hall contract and all charges will be paid as per the contract.

5. All visitors to the Residential Life area need to be escorted at all times by the resident they intend to visit in the men's or women's wings, in the units or the apartments. You may have one guest at a time of the opposite sex, except by permission of the Residential Life Director or Supervisor.
6. Sexual relations are not permitted within the Residential Life area, or adjacent areas.
7. Sexual violence or sexual harassment will not be tolerated in any way and is grounds for immediate dismissal from the Residential Life area.
8. Juveniles (under 18 years of age) are not allowed in the Residential Life area unless accompanied by a parent, legal guardian, or other family member and must have permission of the Residence Hall Supervisor or the Director of Residential Life. Residents who have juvenile guests without permission are subject to disciplinary actions and/or criminal charges being filed against both parties. The area is posted that visitors under 18 are not allowed.
9. The kitchen area/living rooms in the units, and apartments, and TV lounges on the 1<sup>st</sup> and 3<sup>rd</sup> floors of the west hall are considered living quarters and are off-limits to visitation before and after the predetermined visitation hours as well as all stairwells and balconies inside and out.
10. When school is cancelled due to bad weather, regular visitation hours are followed.
11. When the time changes, regular visitation hours are followed - 16 hours per day on Saturday.
12. Visitation hours over Thanksgiving Break, Spring Break, and Easter Break will end at midnight  
even on Friday and Saturday.
13. Summer visitation hours are from 10:00 a.m. – 12:00 midnight daily.

Failure to comply with these regulations could result in temporary or permanent loss of your visitation privileges, criminal trespassing charges, or a change in policy for the entire Residential Life area. This visitation policy will work if you as responsible residents MAKE it work.

### **VISITATION VIOLATIONS**

Violating the visitation policy may result in loss of privileges, probation or dismissal. However, each incident will be addressed individually according to the seriousness of the violation at the discretion of

the Director of Residential Life. Repeated visitation violations (3 or more) or blatant/intentional disregard of visitation policy may result in probation and/or dismissal from the halls or criminal trespassing charges filed against the resident(s) for violating policy as deemed by the Director of Residential Life or the Residence Hall Supervisor.

If loss of visitation results, the areas that are considered commons areas that permit social contact with the opposite sex during this time are the big screen TV room, hallway by the mailboxes, student center lounge and the connecting computer lab, cafeteria, and outdoors on the premises with the exclusion of the unit and apartment balconies and stairs before and after predetermined visitation hours.

### **DISCIPLINARY ACTION**

Disciplinary action can include, but is not limited to, verbal reprimand, loss of privileges, community service, fines, probation in the residence halls, dismissal from the residence halls, a criminal complaint made with proper authorities, monetary restitution, mandatory counseling, mandatory educational program completion, formal apologies, confiscation of property, or tasks to be completed at the discretion of the Director of Residential Life.

Any violation of residence hall policy occurring 25 days or less prior to the close of the residence halls during any given semester will result in a monetary fine according to the nature of the violation and/or dismissal from the residence halls.

Any prior disciplinary action not resolved by the time that monetary fines go into effect will result in a monetary fine according to the nature of the violation and/or dismissal from the Residential Life area. Any violation of residence hall policy during the summer sessions will result in a monetary fine for the first violation and a monetary fine and dismissal from the Residential Life area for the second violation.

## **COLLEGE DISCIPLINARY PROCESS**

The rights of each individual at Garden City Community College deserve the respect and protection of the Administrators, faculty and staff. To assure the fair treatment of each individual, rules of disciplinary process have been developed and are in effect.

The main objectives of the disciplinary process are to protect members of the campus community from harm due to the indiscretion of those on campus who are unable or unwilling to respect the rights of others and to assure students due process if they have been charged with violating College rules and regulations as listed in the handbook.

### **Implementation of Disciplinary Process**

The Residence Hall Supervisor shall first review infractions of the Residence Halls Rules and Regulations by any resident. The Director of Residential Life will make a decision based on the recommendation of the Residence Hall Supervisor. If the appropriate action taken by the Director of Residential Life calls for the student to be dismissed or penalized, the student will be informed in writing with a statement of the action taken. If a student does not attend mandatory disciplinary meetings, a fine will be assessed to the resident after the third missed meeting.

The student in question has the right to appeal the decision of the Director or Residential Life to the Dean of Student Services if said Residential Life student believes that he/she has not been *treated fairly*. *The appeal of the ruling by the Director of Residential Life must be in writing and presented to the Dean of Student Services within 48 hours*. If the student is appealing a dismissal from the residence halls, he/she must move out of the halls during the appeal.

### **Disciplinary Appeals Procedures**

The Dean of Student Services will review with the students the nature of the complaint and the relevant evidence and testimony. When the investigations have been completed, the Dean will take appropriate disciplinary action or refer the case to the *College Disciplinary Review Board*.

### **Disciplinary Appeals Procedures**

All appeal hearings are private to best insure justice and discourage delay. The appeal is not a new hearing, but a review of the record of the original hearing. If evidence, which was unavailable at the original hearing, is discovered, it will also be considered. The student requesting the appeal must be present on the hearing date as set in the letter to the student. Failure to do so waives the student's right of appeal.

### **The College Disciplinary Review Board**

The College Disciplinary Review Board shall hear the appeal after being informed, in writing, by the Dean of Student Services that said student has appealed the disciplinary action. This board is composed of three professional staff members (appointed by the Faculty Senate) and three full-time students (appointed by the Student Government Association).

At this appeal hearing, the Chairperson of the Board shall give both the student and the Dean of Student Services, or his/her designee, an opportunity to testify. Both may bring witnesses to the

members of the Board may ask questions of the student who has had disciplinary action taken against him/her, the Dean of Student Services or his/her designee, and the witnesses who have testified.

The College Disciplinary Review Board shall decide to uphold the decision of the Dean of Student Services or his/her designee, or to recommend that the action be modified.

The student or the Dean of Student Services or his/her designee, may appeal the decision of the College Disciplinary Review Board. *This request for appeal must be made, in writing, to the College President within three (3) days after the College Disciplinary Review Board has made its decision about a specific case.*

**The Presidential Review**

The College President shall hear the appeal within seven (7) days and render a written decision to all parties. Students, administrators, faculty and staff should consider decisions of the President final.

**OWNERSHIP LINKAGE**  
**CORRESPONDENCE 1—EMAIL RE: HIGH SCHOOL SCHOLARSHIPS**

**From:** Atha, Rick [mailto:RAtha@gckschools.com]  
**Sent:** Thursday, August 07, 2008 9:41 AM  
**To:** Carol Ballantyne  
**Cc:** Bruce Reichmuth; Gail Dunford; George Hopkins; Jeff Crist; John Scheopner; Mike Utz; Tom Blackburn  
**Subject:** RE: **High School Scholarships**

Hello Carol:

This is great news. Thank you. Thank you. Thank you. This scholarship fund will go a long way in assisting our students in achieving their academic goals. I have informed James Mireles, principal of GCHS. He will be Beth Tedrows contact. I think James would like his counselors as well as some teachers involved in the development of the criteria/guidelines.

Please pass along to your trustees how grateful we are for receiving this opportunity for our students.

Thanks again.

Rick

Dr. Richard D. Atha, Ph.D  
Superintendent of Schools  
Garden City Public Schools (USD 457)  
1205 Fleming  
Garden City, KS 67846  
Phone: (620)805-7000  
Fax: (620)805-7190  
[ratha@gckschools.com](mailto:ratha@gckschools.com)

"It is amazing what you can accomplish if you do not care who gets the credit." - Harry S. Truman

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**From:** Carol Ballantyne [mailto:carol.ballantyne@gcccks.edu]  
**Sent:** Wednesday, August 06, 2008 7:13 AM  
**To:** Atha, Rick  
**Subject:** High School Scholarships

The GCCC trustees have agreed to place \$20,000 into a scholarship fund for low income high school students attending GCCC classes. We will allow the high school principal and counselors to award these scholarships. Beth Tedrow would like to meet with whomever you choose to set up the guidelines and process for this to happen. This will amount to 487 credit hours. Please let me know at your earliest convenience who she should contact to set up a meeting.

Carol. E. Ballantyne; Ph.D.  
President  
Garden City Community College  
620-276-9602  
[carol.ballantyne@gcccks.edu](mailto:carol.ballantyne@gcccks.edu)

***OWNERSHIP LINKAGE***  
***CORRESPONDENCE 2—THANK YOU FROM PRATT COMMUNITY COLLEGE***

**From:** Patrick Hall [mailto:PatrickH@prattcc.edu]  
**Sent:** Sunday, August 24, 2008 10:27 AM  
**To:** Carol Ballantyne; victrilli@gcccks.edu  
**Cc:** Nikola Petrovic, GCCC Head **Volleyball** Coach  
**Subject:** Thanks!

Dear Dr. Ballantyne and Mr. Trilli,

Just wanted to let you know how much I appreciate the assistance of Nikola Petrovic, his team, and the Garden City administration in helping us get back from Roswell, NM this weekend. When I approached Nik about having some of our players ride with his team, he didn't even miss a beat in offering seats on his bus, even though that meant a cramped 9 hour bus ride for his team.

Obviously that reflects upon the spirit of generosity of your institution as a whole, and that will not be forgotten.

On behalf of my team and our administration, I thank you again.

Sincerely,

Patrick Hall  
Head Volleyball Coach  
Pratt Community College

Mark Patterson  
#2 South Lakewood Dr  
Goddard, KS 67052  
August 13, 2008

Dr. Carol Ballantyne  
President  
Garden City Community College  
801 Campus Drive  
Garden City, KS 67846

Dear Dr. Ballantyne:

I would like to thank you again for taking the time about a week ago to take my phone call. You probably recall that I contacted you regarding my thoughts on some things that GCCC was doing well and some areas for suggested improvement.

One area that I emphasized during our conversation for suggested improvement was the GCCC website. I believe internet activity will continue to rise and websites have become the most important recruitment tool for any type of business or educational institution. I would highly encourage the college to consider a redesign of its website and include new technology items such as imbedded video, webcams, etc.

I also believe GCCC needs to pay some attention to web content. Because of my recent donation to the college, I wanted to learn more about your endowment program. When I visited the endowment webpage, I noticed a link for the 2008 auction. Imagine my surprise when I selected the link and the page that appeared was dedicated to the announcement of the auction to be held on April 4<sup>th</sup>, 2008. No where on the site could I find a report on the results of the auction or even a 2007-2008 annual endowment report.

Presently your athletic department web pages include schedules; however pictures, video or other multimedia content are completely absent. I am sure there must be plenty of pictures and video from various athletic contests in the possession of the athletic department. I would also encourage the use of links to online stories about current teams and players. A link to Garden City Telegram sports stories on GCCC would be also be a tremendous upgrade.

There should be no doubt that everyone would agree that GCCC is in a very competitive business. External market forces such as declining population, shifting demographics, and increased competition, will all have a synergistic affect on future enrollment.

Athletics is clearly the leading marketing force for the college. The offering and successful management of athletic teams is the key driver for community awareness and support. It is also the prime marketing venue for the college on a regional basis. Success in athletics leads to greater community pride and the resulting financial support.

[Recipient Name]

August 13, 2008

Page 2

You might be wondering why I would take the time to address these issues. While I can say that is my nature to always try to help, in this case there is a more compelling reason.

As you might be aware my oldest son Ryan, accepted a football scholarship to attend GCCC. The opportunity to continue his education and play football at the next level was his top priority. I feel like GCCC's commitment to Ryan deserves an equal commitment from me to help the school in whatever way possible.

I hope you understand that tone of this letter is conciliatory and not confrontational. My goal in writing this letter was to give you an idea of how I see things from a distance.

I want to say thanks again for taking my call and for taking the time to read this letter. I hope the new academic year is successful for GCCC, and I look forward to perhaps meeting you at upcoming home football game.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Patterson', with a long horizontal flourish extending to the right.

Mark Patterson

Cc: Vic Trilli

**OWNERSHIP LINKAGE**  
**CORRESPONDENCE #4: Thank you note from**  
**KSU Southwest Research Extension Center**

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**From:** Darla Daniels  
**Sent:** Wednesday, September 03, 2008 4:28 PM  
**To:** Carol Ballantyne  
**Subject:** FW: Thank you VERY much?

Carol: This is from the Southwest Kansas KSU Research Extension group (east of town) that used big bus and mini bus last week.

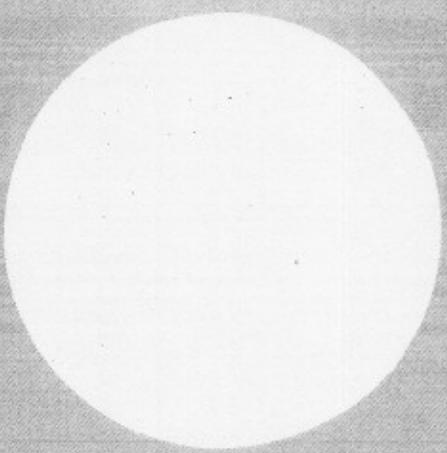
**From:** Randall Currie [mailto:[rscurrie@ksu.edu](mailto:rscurrie@ksu.edu)]  
**Sent:** Wednesday, September 03, 2008 3:02 PM  
**To:** Darla Daniels  
**Subject:** Thank you VERY much?

Our field day went very well Thanks to you. I could literally not done it with out you.

We had a few more folks show up than I had planned and we filled bolth busses TWICE. for a total of 175 people.

Thank you so very much!

Summer '08



Diana,

I just wanted to say  
Thank you for a great  
summer at Kids College.  
All of the instructors  
were wonderful and  
Estrella loved going  
every day. She met new  
friends, and most of all  
stayed busy!! It was  
a great experience for her  
so thank you for making



*you are truly appreciated*

*Thanks again*

To: Diana Machotka

Staff

Sincerely  
Cynthia,  
Estrella & Malala  
Reyes

that possible.

**Students will possess essential skills.**

- 1. Students will have the essential skills of interpersonal communications, including speaking, listening and writing**
- 2. Students will have reading skills appropriate for their chosen field of endeavor.**
- 3. Students will have essential math skills.**
- 4. Students will have essential computer skills.**

**CEO's Interpretation and its Justification:** The President will ensure that measures are in place to determine if individual students are progressing in the essential skills area. The initial COMPASS assessments will place students into math, reading and English courses. Those who test into developmental courses will be assessed at the end of each semester to determine if they are prepared to advance to college-level work. If trends show that the students are continually misplaced, the testing levels will be reviewed. If the passing rates are not acceptable in developmental courses, the curriculum will be reviewed. If students have not had an introductory computer course in high school, they will be required to take one at the college level. The WorkKeys testing will also tell us if students are improving and reaching levels appropriate for their chosen fields of study.

Adult Basic Education, GED and ESL students are assessed every 12 hours to determine if progress is being made toward the exiting high school goal to get them ready to attend college classes.

**Students will be prepared for success in the workplace.**

- 1. Students will have the skills and knowledge required for successful entry into the workplace.**
- 2. Students will have the work ethics, discipline and collaborative skills necessary to be successful in the workplace.**
- 3. Students will have the skills and knowledge necessary to maintain, advance or change their employment or occupation.**

**CEO's Interpretation and its Justification:** Students taking certificate and degree programs at GCCC will have the technical skills and soft skills necessary to enter their fields of training. The training provided to students enrolled in short-term courses to upgrade their skills shall be taught with industry standard practices and allow individuals to gain the skill necessary to maintain, advance or change their careers.

**ENDS - SEMI-ANNUAL**  
**Academic Advancement Page 4**

**Students desiring academic advancement will be prepared for successful transfer to other colleges and universities.**

- 1. Students will have appropriate knowledge of transfer requirements.**
- 2. Students will have the academic prerequisites sufficient for successful transfer.**

**CEO's Interpretation and its Justification:** The President will ensure that information regarding transfer to public colleges or universities in Kansas shows our transfer students earning grade point averages that equal or exceed native students. GCCC will continually work with the Regents institutions to ensure that our coursework parallels that of native students. The pre-requisites for majors at the Regents institutions shall be offered at GCCC. The AA and AS degrees granted by GCCC shall enable each student to transfer as a junior to the Kansas Regents institutions.

**ENDS - SEMI-ANNUAL**  
**Personal Enrichment Page 5**

- 1. Recipients pursuing individual interests will be personally enriched.**
- 2. Community outreach will serve the needs of all citizens.**

**CEO's Interpretation and its Justification:** The President will assure that persons taking personal enrichment classes are satisfied with their courses and that their goal in taking the classes are met. This will consist of an evaluation of all community service and personal enrichment classes. GCCC will offer classes for all ages and will assess needs and desires through personal contact, surveys and popular activities.

**ENDS - SEMI-ANNUAL**  
**Workforce Development Page 6**

- 1. Workforce development will be responsive to community economic development and employer needs.**

**CEO's Interpretation and its Justification:** GCCC staff and faculty will collaborate with business, industry and other entities to determine employer needs. These needs may be determined by personal visits, surveys and discussions with other public entities. Using grant resources, the college shall work with local businesses to expand or develop their workforce. When a need arises, GCCC personnel will work with a company to develop the appropriate training.

**EXCERPT OF MINUTES OF MEETING**

The governing body of Garden City Community College, met in regular session on September 10, 2008, at 5:45 p.m. at the regular meeting place on the Community College campus in Garden City, Kansas, and the following officials were present or absent as indicated:

	<u>Present</u>	<u>Absent</u>
Ron Schwartz, Chairperson	_____	_____
Della Brandenburger, Vice Chairperson	_____	_____
William S. Clifford, Clerk	_____	_____
Merilyn Douglass, Trustee	_____	_____
Steven W. Sterling, Trustee	_____	_____
Terri Worf, Trustee	_____	_____

The Chairperson declared that a quorum was present and called the meeting to order. The minutes of the last meeting of the governing body were read and, on motion duly made, seconded and carried, were approved.

(Other Proceedings)

\* \* \* \* \*

Thereupon, there was introduced a Resolution entitled as follows:

**A RESOLUTION AUTHORIZING GARDEN CITY COMMUNITY COLLEGE TO EXECUTE AND DELIVER A SUPPLEMENTAL LEASE PURCHASE AGREEMENT IN CONNECTION WITH THE ISSUANCE AND DELIVERY OF \$2,065,000 PRINCIPAL AMOUNT OF LEASE PURCHASE AGREEMENT REFUNDING CERTIFICATES OF PARTICIPATION, SERIES 2008B, UPON THE TERMS AND CONDITIONS SET FORTH THEREIN, FOR THE PURPOSE OF REFUNDING CERTAIN OUTSTANDING LEASE PURCHASE AGREEMENT CERTIFICATES OF PARTICIPATION, SERIES 2002; AND APPROVING AND AUTHORIZING CERTAIN OTHER DOCUMENTS AND ACTIONS IN CONNECTION THEREWITH.**

Thereupon, Trustee \_\_\_\_\_ moved that said Resolution be adopted. The motion was seconded by Trustee \_\_\_\_\_. Said Resolution was duly read and considered, and upon being put, the motion for the adoption of said Resolution was carried by the vote of the governing body, the vote being as follows:

Aye: \_\_\_\_\_.

Nay: \_\_\_\_\_.

Thereupon, the Chairperson declared the Resolution duly adopted and the Resolution was then duly numbered Resolution No 2008-06\_\_\_\_, and was signed by the Chairperson and attested by the Secretary.

\* \* \* \* \*

(Other Proceedings)

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

(SEAL)

\_\_\_\_\_  
Secretary

**RESOLUTION NO. 2008-06\_\_\_\_\_**

**A RESOLUTION AUTHORIZING GARDEN CITY COMMUNITY COLLEGE TO EXECUTE AND DELIVER A SUPPLEMENTAL LEASE PURCHASE AGREEMENT IN CONNECTION WITH THE ISSUANCE AND DELIVERY OF \$2,065,000 PRINCIPAL AMOUNT OF LEASE PURCHASE AGREEMENT REFUNDING CERTIFICATES OF PARTICIPATION, SERIES 2008B, UPON THE TERMS AND CONDITIONS SET FORTH THEREIN, FOR THE PURPOSE OF REFUNDING CERTAIN OUTSTANDING LEASE PURCHASE AGREEMENT CERTIFICATES OF PARTICIPATION, SERIES 2002; AND APPROVING AND AUTHORIZING CERTAIN OTHER DOCUMENTS AND ACTIONS IN CONNECTION THEREWITH.**

**WHEREAS**, K.S.A. 71-201 *et seq.* (the "Act") empowers community colleges such as Garden City Community College (the "College") to enter into lease agreements for the use of real or personal property, the terms of which may not exceed ten (10) years, subject to change or termination at any time by act of the Kansas Legislature; and

**WHEREAS**, the costs of acquiring and constructing a certain Project (as defined in the hereinafter referenced Lease), were initially financed in 2002 pursuant to a Declaration of Trust dated March 1, 2002 (the "Original Declaration of Trust") by and between the College and The Bank of New York Mellon Trust Company, N.A., St. Louis, Missouri, as successor in interest to INTRUST Bank, N.A., Wichita, Kansas (the "Trustee") authorizing the execution and delivery of Certificates of Participation, Series 2002, dated March 1, 2002 (the "Series 2002 Certificates"); and

**WHEREAS**, the Trustee is also the lessee under the hereinafter defined Site Lease and the lessor under the hereinafter defined Original Lease; and

**WHEREAS**, as Trustee, The Bank of New York Mellon Trust Company, N.A., shall be hereinafter referred to as the "Lessee" under the Site Lease and "Lessor" under the Original Lease; and

**WHEREAS**, the College, as lessor, has leased a tract of land in Finney County, Kansas (the "Real Property") to the Trustee, as Lessee pursuant to a site lease dated March 1, 2002 (the "Site Lease") and the Real Property comprises part of the Project; and

**WHEREAS**, pursuant to the terms of a Lease Purchase Agreement dated March 1, 2002, (the "Original Lease"), the Trustee, as Lessor, leases the Project to the College, as Lessee thereunder; and

**WHEREAS**, the Board of Trustees of the College (the "Board") has determined that it is necessary and advisable to refund the outstanding Series 2002 Certificates maturing in the years 2012 to 2018, inclusive, in advance of maturity (the "Refunded Certificates"), and to accomplish such refunding approve a Supplemental Declaration of Trust (the "Supplemental Declaration of Trust," and, with the Original Declaration of Trust, jointly, the "Declaration of Trust") and a Supplemental Lease Purchase Agreement (the "Supplemental Lease" and, with the Original Lease, jointly the "Lease"); and

**WHEREAS**, the Declaration of Trust provides terms and conditions under which additional certificates of participation may be issued, and prior to or simultaneously with the issuance of the Series 2008 Certificates, such terms and conditions will be satisfied; and

**WHEREAS**, the Series 2008 Certificates will be issued and sold by the Trustee pursuant to the Declaration of Trust to Piper Jaffray & Co., Leawood, Kansas (the "Original Purchaser").

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF GARDEN CITY COMMUNITY COLLEGE:**

**SECTION 1.** All actions heretofore taken (not inconsistent with the provisions of this Resolution) by the governing body or the officials of the College, directed toward the refunding of the Refunded Certificates, are hereby ratified, approved and confirmed.

**SECTION 2.** The Supplemental Lease and the Supplemental Declaration of Trust, as well as an Escrow Trust Agreement, in substantially the forms presented to this meeting of the Board, are in all respects approved, authorized and confirmed, and the Chairperson and the Secretary of the Board (the "Secretary") are hereby authorized and directed to sign and affix the seal of the College to the Supplemental Lease and Escrow Trust Agreement, for and on behalf of the College, but with such changes therein as the Chairperson may deem necessary or appropriate, as evidenced by signature thereof.

**SECTION 3.** The College hereby designates the Lease payments to be hereafter made and the Series 2008 Certificates authorized under the Declaration of Trust as "qualified tax-exempt obligations," as such term is defined in *Section 265(b)(3)* of the Internal Revenue Code of 1986 (the "Code"), and with respect to said designation certifies as follows:

(a) the reasonably anticipated amount of tax-exempt obligations (other than private activity bonds which are not "qualified 501(c)(3) bonds") which will be issued by the College (and all subordinate entities thereof) during calendar year that the Series 2008 Certificates are issued is not reasonably expected to exceed \$10,000,000; and

(b) the College (including all subordinate entities thereof) will not issue an aggregate principal amount of obligations designated by the College to be "qualified tax-exempt obligations" during calendar year that the Series 2008 Certificates are issued, including the Series 2008 Certificates, in excess of \$10,000,000, without first obtaining an opinion of Special Tax Counsel that the designation of the Series 2008 Certificates as "qualified tax-exempt obligations" will not be adversely affected.

**SECTION 4.** The Chairperson, the Secretary and other officials of the College are hereby authorized to execute and deliver for and on behalf of the College any and all additional certificates, documents and other papers and to perform all other acts that they may deem necessary or transactions and other matters authorized by this Resolution. The appropriate officials of the College are authorized to execute on behalf of the College agreements concerning the deposit and investment of funds in connection with the transactions contemplated by this Resolution.

**SECTION 5.** If any Section, paragraph, clause or provision of this Resolution (other than provisions for the payment of Basic Rent Payments by the College during the term of the Lease, provisions for the quiet enjoyment of the Project by the College during the term of the Lease and any provisions respecting the conveyance of the Project to the College under the conditions provided in the Lease) shall for any reason be held to be invalid or unenforceable, such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution. The authority granted to any official of the College to sign, approve or deliver any document may be exercised by any official authorized by law to perform such official's duties if such official is absent or otherwise unable to perform such act.

**SECTION 6.** No provisions of this Resolution, the Lease, the Declaration of Trust, the Escrow Trust Agreement, or the Series 2008 Certificates shall be construed as creating or constituting a general obligation or other indebtedness of the College. The College shall have no obligation to make any payment

with respect to the Series 2008 Certificates except in connection with the payment of Basic Rent Payments and certain other payments under the Lease.

**SECTION 7.** This Resolution shall be in full force and effect upon its adoption by a majority of the Board.

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**ADOPTED** by the Board of Trustees of Garden City Community College this 10th day of September, 2008.

(SEAL)

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Chairperson

**ATTEST:**

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Secretary

**Incidental Information  
GCCC Board of Trustees  
September 2008**

Douglas A. Beyer, who directs the **string music program** at Garden City Community College, has just accepted a seat on the executive board of the Kansas chapter of the American String Teachers Association. In addition, he has been appointed associate concertmaster of the Hays Symphony Orchestra.

**Summer String Camp** was considered to be a success by all involved and plans for the camp during summer 2009 are underway.

The **business promotion** series included three -75 minute workshops this month. We trained a total of 34 people (many are repeat customers). There are two sessions left; one in September and one in October. This series is in partnership with Downtown Vision and Garden City Area Chamber of Commerce.

The **GCCC KSBDC** has followed a statewide trend for August this year with a decrease in client calls. This is a normal fluctuation at this time of year and has allowed us to complete some projects including surveys of the accountants and attorneys in Southwest Kansas to update our resource referral lists and the publication of our first electronic newsletter. Tax workshops were held in Liberal on August 19, Garden City on August 20, and Dodge City on August 21. A Human Resources Workshop was held in Greensburg on August 26.

There are 37 classes on the **community services** schedule, including jewelry-making of various types and levels and lots of cooking classes. New classes added this semester include The Art of Floral Design, Native American Jewelry, Cake Decorating I & II, and an entire series on Microsoft Office 2007. The semester will see a return of many favorites including Selling on eBay, Couples Foot Reflexology, Bake It, and Conversational Spanish, among others.

In other news, FCYP held a strategic planning workshop with Jean Warta and now has a better vision for the future. The **Young Professionals** have a membership drive scheduled as well as a new activity called a "Monthly Mingle." The YPs will meet at a local restaurant the first Thursday of the month and give people a chance to relax and do some networking at the same time.

Project Destiny has been offering math workshops for area students on campus every Friday from 10 a.m. to 2 p.m. in preparation for the GED Official exams. **Ulysses:** Our first group of students for this session is half way done with their official exams while we have recruited new students in this site. Math workshops have also continued to be offered at this site every other Saturday of the month. **Scott City:** We have a small group of students preparing to take their official exams this month while new students are waiting to start the program at the end of August. **Syracuse:** Our first group of participants at this site, which opened in January, will be tested this month and are expected to graduate by the end of September. Our partnership with the Syracuse School District and Migrant Coordinator continue to grow as we plan to join them for future events such as Open House and enrollment days. **Lakin:** *Our newest site in the program, opened in March,* has a group of eight students. Plans are to graduate this first group by the end of the year. This site already has a waiting list of students anxious to participate in our program. Next session will start in September.

The **Bryan Education Center** hosted the annual fall in-service for area adjunct instructors. A total of 24 attended, which included 15 adjuncts and 9 campus personnel. During the month the director tested and retested Tribune high school students for placement into English and math courses. The director also administered three Nelson-Denny reading tests for placement into various nursing programs. The fall credit courses began, but the official results for the enrollment are unknown at this time. The Area Mental Health Center held its annual retreat with 14 participants and 3 presenters, generating \$30 in fees. Scott Community Foundation held its monthly meeting with 12 in attendance, generating \$20 in fees.

The **Adult Learning Center** had 42 ESL students attend orientation in August. Eighteen Burmese refugees and 21 Somalian and Laotian refugees are enrolled as well. Somalian and Burmese translators have been hired to facilitate the refugee learning through a grant.

**Two Garden City students are continuing on to the second year of the Respiratory Therapy program** through our partnership with Seward County Community College. They are able to tune in to the didactic portion of the course delivery using Polycom distance learning housed in the GCCC library. **An additional student has been accepted into the first year of the RT program** and also picks up the lectures via interactive distance learning. We continue to advise students who are completing pre-requisite coursework prior to acceptance into the program.

The Ammonia Refrigeration instructors have been negotiating with **Tyson Fresh Foods** corporate leadership to become one of two schools to deliver their ammonia refrigeration training. Four weeks during the GCCC 2008-09 academic year have been scheduled as **exclusive dates for Tyson ammonia refrigeration operators**. Between sixty to seventy-two operators will be enrolled in those training seminars. The seminars will focus on Tyson's specific training requirements. We look forward to working with Tyson on all of their training needs and appreciate the opportunity to do so.

**GCCC Paramedic students just completed a successful week at Kansas Heart Hospital** in Wichita. This week of intensive clinical experience, which aligns with the completion of their Cardiology studies, allows students to apply much of the theory they have learned in a real world setting as they work with healthcare professionals and patients. Instructors are considering expanding this opportunity to include trauma clinical experiences at the Kansas Spine Hospital, Wesley Medical Center, and Via Christi St. Francis.

In an effort to move the start of the Paramedic program from a January to an August start date, the new class will start on October 6<sup>th</sup>. **Seven students have been accepted into the 2008-09 EMT-P class**. Two live in Goodland, two in Garden City and three live in Liberal. Instructors will be using distance learning technology to learn the didactic portion of the coursework in order to help students contain their education costs. The 2009-2010 Paramedic class should be able to start in August 2009.

The **Kansas State Board of Nursing will be on campus September 10-11 for a site visit to re-approve the Practical Nursing program**. Members of the KSBN team will review detailed documentation of all aspects of the program including curriculum, clinical facilities, student success rates, employer evaluation of the program's graduates, as well as other aspects of program delivery.

Business Office staff worked with Jeff Southern from IT on modifying the **Statement of Student Account** forms to include a payment stub. A method was developed to send email notification to students when a refund check has been issued on their accounts. This is in compliance with new regulations that went into effect on July 1 requiring the immediate notification to students when federal financial aid funds are available to be picked up in the Business Office.

Fiscal Year 07-08 financial accounts in Datatel have been closed. A working budget has been posted to assure a smooth crossover to Fiscal Year 08-09. The final budget for 08-09 will be posted within the next few weeks.

Electrical work in the **Welding Shop** is nearly complete. The shop should be functioning by the September 5 deadline. There is still some mechanical and ventilation work to be done, but classes should begin as scheduled.

The new **35-passenger bus has been delivered and the lettering has been applied**. The bus has been in service since the first week of school. An advertisement will be placed in the Garden City Telegram to request bids on the old bus.

The replacement **roof of the Science and Math building is 40% complete**. The project should be completed within the next two weeks. The damage and cost estimates for repairs to other campus buildings are being reviewed. A schedule will be developed to bid and repair damage as needed.

**Boiler submittal data** necessary for production schedule was reviewed. Tatro is developing a piping schematic for installation of the new boilers without disrupting current operating boiler. This will allow seamless integration when the new boilers are brought on line later this fall.

Air dryer, filters, regulators and line were installed in the **Penka nursing lab** for use with the new simulators purchased with Title V grant funds.

# GCCC BUSINESS OFFICE PROGRAM EVALUATION ADMINISTRATIVE SERVICES DIVISION

## **Introduction:**

The Business Office is staffed by one full-time professional position, the Fiscal Operations Manager, three full-time support positions, Student Accounts Coordinator, Accounts Payable Coordinator, Cashier/Account Clerk, and one part-time work study student. The full-time staff has a combined total of over 40 years in Kansas community college employment.

## **Mission:**

The Business Office mission is to provide the best customer service to our internal and external customers while protecting the investment of the taxpayers. This mission supports the college's mission "to produce positive contributors to the economic and social well-being of society" by providing information and support to our students, parents, staff and stakeholders.

The Business Office strives to promote honesty, integrity and a highly ethical perspective. It is our goal to efficiently serve the business process needs of the college and provide accurate, timely and relevant financial information to the college's leadership.

## **Principle Functions:**

The Business Office provides many GCCC functions including accounts receivable, accounts payable and accounting services. The Business Office staff focuses on accuracy and adherence to college policies and auditing requirements as they complete their daily tasks.

The primary activities of the business office are:

- Prepare monthly statements of student accounts
- Invoice third party and agency sponsors
- Assist with explanation of student accounts, payment arrangements and other billing issues
- Prepare student refunds due to financial aid or other credits
- Prepare information for 3<sup>rd</sup> party processing of 1098-T forms for students
- Receive and deposit funds for student accounts and other receivables
- Prepare purchase orders and payments for college purchases and expenses
- Monitor purchases for college policy compliance and accounting accuracy
- Issue 1099-M forms to vendors

- Issue travel advances and reimbursements, verifying all receipts
- Maintain and reconcile petty cash fund according to college policy
- Monitor cash balances and investments
- Request disbursement of federal and state funds for grants
- Assist grant staff with reporting requirements
- Enter adjustments to the general ledger as needed
- Test/debug computer system updates as they are released
- Prepare reports and provide documentation to external auditors to assist with the annual audit

### **Campus Involvement:**

Staff members have been or are currently involved in the following campus committees or activities:

- Datatel Users Group
- SGA Casino Night Volunteer
- Parade riders
- College rodeo
- Calendar committee
- Internal Governance Committees:
  - Benefit Standing Committee
  - Employee Professional Development Subcommittee
  - Leadership & Valuing People
- AQIP Design Team
- New employee orientation
- Early enrollment days
- Residential Life check-in
- Title V Monitoring Committee

### **Professional Development:**

Staff members in the business office have received professional development by involvement in the following:

- DUG National Conference & Expo
- MRDUG Regional Conference
- GCCC Supervisor Training Series
- Sexual Harassment Training
- AQIP Strategy Forum
- “Pickles” Customer Service Training
- Campus-wide in-service activities

## Customer Service Survey:

A survey was sent in August 2008 to GCCC Employees by bustermail requesting their opinions of the Business Office staff and operations. Feedback was mostly positive. Of those who responded:

- 53.66% deal with the Business Office on a Weekly Basis; 24.39% Daily
- 97.56% know the staff by name
- 92.68% agree that staff treat them courteously
- 82.93% agree that phone calls are returned promptly
- 90.25% agree that staff are able to answer their questions quickly and accurately
- 87.80% agree that staff members are able to direct them to the appropriate source
- 68.29% agree that purchase orders and checks are processed within 5 days

Respondents reported that they have attended trainings offered by the business office on:

- 51.22% - Purchasing
- 43.90% - Travel Procedures
- 41.46% - Working With My Budget
- 73.17% - New Employee Orientation
- 36.59% - None of the offered trainings – many indicated they need to attend

When asked if they are aware of certain policies and procedures the response was:

	Yes	No	N/A
Purchasing policies and procedures	85.37%	2.44%	12.20%
Travel policies and procedures	87.80%	2.44%	9.76%
Deadlines for travel checks	75.61%	14.63%	9.76%

Comments varied greatly from:

“My contacts with the Business Office have always been very positive. The staff are very professional and courteous” and “The Business Office is very well run and very professional and friendly in dealing with their customers” to “Please consider the employee (your customer) or student when carrying out, making or revising your policies & procedures; not just what is best/easiest for the B.O. Try to always remember who your customers are & that you are here to help, not make it hard for them.”

## Strengths:

The major strength of the Business Office is the staff. Our staff is here; ready to take care of business. We are knowledgeable about the college, its policies and expectations. The staff has good working relationships with the other offices on campus. Each year we are audited by a team of external auditors who scrutinize our procedures and check the accuracy of our accounts. And each year the audit is clean and the business office receives praise from the auditors for the manner in which we conduct business.

**Concerns:**

Federal aid and many of our scholarships are based on the number of hours a student is enrolled in. The maximum amount of aid is entered as pending aid but the computer system does not adjust the pending aid based on the students' actual enrolled hours until disbursement. Therefore the students' statements are incorrect until that time. This requires staff to manually calculate and correct the statements which is not only time consuming but also leaves room for human error.

Currently GCCC does not allow a student to enroll if their bill is not paid in full. This creates problems with summer and fall enrollment beginning so early in the spring semester. A committee has been formed to evaluate options to solve this issue including the possibility of contracting a third party billing processor to set up payment plans for the students.

With the ever increasing number of grants that GCCC is acquiring there is a need for an Internal Control/Grants Manager to oversee all aspects of college procedures to assure compliance with federal and state laws and college policies. Failure to be in compliance could jeopardize the college's federal funding. This person would oversee all grants to enforce compliance.

# MEMO

TO: Carol Ballantyne  
 FROM: Nancy Unruh  
 DATE: August 20, 2008  
 RE: Student Demographics – Summer 2008

Demographics for Summer 2008 are as follows:

	<u>STUDENT COUNT</u>	<u>CREDIT HOURS</u>	<u>FTE</u>
<b>TOTAL</b>	<b>787</b>	<b>3,539</b>	<b>235.9</b>
Full-time (12 hours or more)	33 ( 4.2%)	447 (12.6%)	29.8
Part-time (less than 12 hours)	754 (95.8%)	3,092 (87.4%)	206.1
 <b><u>GENDER</u></b>			
Female	443 (56.3%)	1,971 (55.7%)	131.4
Male	344 (43.7%)	1,568 (44.3%)	104.5
 <b><u>AGE</u></b>			
25 and Under	523 (66.5%)	2,456 (69.4%)	163.7
Over 25	264 (33.5%)	1,083 (30.6%)	72.2
 <b><u>CLASSIFICATION</u></b>			
Freshman (FR)	335 (42.6%)	1,436 (40.6%)	95.7
Sophomore (SO)	221 (28.1%)	1,334 (37.7%)	88.9
High School or under (HS)	115 (14.6%)	420 (11.9%)	28.0
Non-Degree Seeking (ND)	116 (14.7%)	349 ( 9.8%)	23.3
 <b><u>ETHNICITY</u></b>			
American Indian/Alaskan	3 ( 0.3%)	10 ( 0.3%)	0.7
Asian/Pacific Islander	29 ( 3.7%)	135 ( 3.8%)	9.0
Black, Non-Hispanic	48 ( 6.1%)	258 ( 7.3%)	17.2
Hispanic	187 (23.8%)	845 (23.9%)	56.3
Not Reported	24 ( 3.1%)	146 ( 4.1%)	9.7
Unknown/Undecided	2 ( 0.2%)	5 ( 0.1%)	0.3
White	494 (62.8%)	2,140 (60.5%)	142.7
 <b><u>INTERNATIONAL</u></b>			
Brazil	1 ( 0.1%)	2 ( 0.05%)	0.1
Kuwait	1 ( 0.1%)	3 ( 0.08%)	0.2
 <b><u>COUNTIES</u></b>			
Finney County	459 (58.3%)	2,044 (57.8%)	136.3
Other Kansas Counties (40 counties)	206 (26.2%)	959 (27.1%)	63.9
 <b><u>STATES</u></b>			
Out of State	120 (15.3%)	531 (15.0%)	35.4
(30 states other than Kansas, including those below)			
Arizona (6)	Georgia (4)	Nebraska (2)	Oregon (2)
California (8)	Iowa (7)	North Carolina (2)	Texas (14)
Colorado (13)	Michigan (3)	Ohio (2)	
Florida (8)	Missouri (10)	Oklahoma (15)	

# MEMO

TO: Carol Ballantyne  
 FROM: Nancy Unruh  
 DATE: February 15, 2008  
 RE: Student Demographics – Spring 2008

20<sup>th</sup> Day demographics for Spring 2008 are as follows:

	<u>STUDENT COUNT</u>	<u>CREDIT HOURS</u>	<u>FTE</u>	
<b>TOTAL</b>	<b>1,837</b>	<b>17,082</b>	<b>1,138.8</b>	
Full-time (12 hours or more)	811 (44.1%)	12,221 (71.5%)	814.7	
Part-time (less than 12 hours)	1,026 (55.9%)	4,861 (28.5%)	324.1	
<b><u>GENDER</u></b>				
Female	996 (54.2%)	8,968 (52.5%)	597.9	
Male	841 (45.8%)	8,114 (47.5%)	540.9	
<b><u>AGE</u></b>				
25 and Under	1,245 (67.8%)	13,564 (79.4%)	904.3	
Over 25	592 (32.2%)	3,518 (20.6%)	234.5	
<b><u>CLASSIFICATION</u></b>				
Freshman (FR)	937 (51.0%)	10,771 (63.1%)	718.1	
Sophomore (SO)	400 (21.8%)	4,219 (24.7%)	281.3	
High School or under (HS)	309 (16.8%)	1,473 ( 8.6%)	98.2	
Non-Degree Seeking (ND)	191 (10.4%)	619 ( 3.6%)	41.2	
<b><u>ETHNICITY</u></b>				
American Indian/Alaskan	10 ( 0.5%)	82 ( 0.5%)	5.5	
Asian/Pacific Islander	39 ( 2.1%)	402 ( 2.3%)	26.8	
Black, Non-Hispanic	87 ( 4.8%)	1,253 ( 7.3%)	83.5	
Hispanic	415 (22.6%)	4,004 (23.4%)	266.9	
Not Reported	86 ( 4.7%)	956 ( 5.5%)	63.8	
Non-Resident Alien	10 ( 0.5%)	165 ( 0.9%)	11.0	
Unknown/Undecided	3 ( 0.2%)	8 ( 0.4%)	0.5	
White	1,187 (64.6%)	10,212 (59.7%)	680.8	
<b><u>INTERNATIONAL</u></b>				
Australia (AUS)	1 (0.05%)	16 (0.09%)	1.1	
Brazil (BR)	2 (0.10%)	34 (0.20%)	2.3	
The Bahamas (BS)	1 (0.05%)	16 (0.09%)	1.1	
Canada (CDN)	3 (0.16%)	53 (0.31%)	3.5	
Estonia (EN)	1 (0.05%)	12 (0.07%)	0.8	
Kuwait (KT)	1 (0.05%)	18 (0.10%)	1.2	
Serbia (RS)	1 (0.05%)	16 (0.09%)	1.1	
<b><u>KANSAS</u></b>				
Finney County	1,050 (57.2%)	9,545 (55.9%)	636.3	
Other Kansas Counties (54 counties)	540 (29.4%)	4,959 (29.0%)	330.6	
<b><u>OUT OF STATE</u></b>	237 (12.9%)	2,413 (14.1%)	160.8	
(39 states other than Kansas, including those below)				
Colorado (40)	Texas (24)	Oklahoma (17)	Florida (21)	Michigan (6)
Nebraska (11)	New Mexico (4)	Illinois (3)	Maine (3)	Minnesota (2)
Missouri (17)	Arkansas (4)	California (2)	Georgia (10)	South Carolina (2)
Utah (4)	Alaska (2)	Arizona (2)	Ohio (4)	North Carolina (21)

# MEMO

TO: Carol Ballantyne  
 FROM: Nancy Unruh  
 DATE: September 20, 2007  
 RE: Student Demographics – Fall 2007

20<sup>th</sup> Day demographics for Fall 2007 are as follows:

	<u>STUDENT COUNT</u>	<u>CREDIT HOURS</u>	<u>FTE</u>	
<b>TOTAL</b>	<b>1,996</b>	<b>18,926</b>	<b>1,261.7</b>	
Full-time (12 hours or more)	878 (44.0%)	13,340 (70.5%)	889.3	
Part-time (less than 12 hours)	1,118 (56.0%)	5,586 (29.5%)	372.4	
<b><u>GENDER</u></b>				
Female	1,081 (54.2%)	9,922 (52.4%)	661.5	
Male	915 (45.8%)	9,004 (47.6%)	600.2	
<b><u>AGE</u></b>				
25 and Under	1,431 (71.7%)	15,801 (83.5%)	1,053.4	
Over 25	565 (28.3%)	3,125 (16.5%)	208.3	
<b><u>CLASSIFICATION</u></b>				
Freshman (FR)	1,000 (50.1%)	11,574 (61.1%)	771.6	
Sophomore (SO)	460 (23.0%)	4,710 (24.9%)	314.0	
High School or under (HS)	375 (18.8%)	2,134 (11.3%)	142.3	
Non-Degree Seeking (ND)	161 ( 8.1%)	508 ( 2.7%)	33.8	
<b><u>ETHNICITY</u></b>				
American Indian/Alaskan	9 ( 0.4%)	79 ( 0.4%)	5.3	
Asian/Pacific Islander	37 ( 1.8%)	323 ( 1.7%)	21.5	
Black, Non-Hispanic	93 ( 4.7%)	1,295 ( 6.8%)	86.4	
Hispanic	467 (23.4%)	4,380 (23.1%)	292.0	
Not Reported	121 ( 6.1%)	1,334 ( 7.1%)	88.9	
Non-Resident Alien	13 ( 0.7%)	198 ( 1.1%)	13.2	
Unknown/Undecided	2 ( 0.1%)	14 ( 0.1%)	0.9	
White	1,254 (62.8%)	11,303 (59.7%)	753.5	
<b><u>INTERNATIONAL</u></b>				
Australia (AUS)	1 (0.05%)	16 (0.08%)	1.1	
Brazil (BR)	2 (0.10%)	29 (0.15%)	1.9	
The Bahamas (BS)	1 (0.05%)	15 (0.07%)	1.0	
Canada (CDN)	3 (0.30%)	52 (0.27%)	3.5	
Estonia (EN)	1 (0.05%)	16 (0.08%)	1.1	
Germany (GER)	2 (0.10%)	25 (0.10%)	1.7	
Kuwait (KT)	1 (0.05%)	13 (0.02%)	0.9	
Paraguay (PY)	1 (0.05%)	16 (0.08%)	1.1	
Serbia (RS)	1 (0.05%)	16 (0.08%)	1.1	
<b><u>KANSAS</u></b>				
Finney County	1,124 (56.3%)	10,180 (53.8%)	678.7	
Other Kansas Counties (62 counties)	604 (30.3%)	5,925 (31.3%)	395.0	
<b><u>OUT OF STATE</u></b>	268 (13.4%)	2,821 (14.9%)	188.1	
(33 states other than Kansas, including those below)				
Colorado (49)	Texas (25)	Oklahoma (20)	Florida (15)	Michigan (7)
Nebraska (17)	New Mexico (5)	Illinois (8)	Maine (3)	Minnesota (4)
Missouri (9)	Arkansas (11)	California (5)	Georgia (11)	South Carolina (3)
Utah (4)	Alaska (3)	Arizona (10)	Iowa (8)	Idaho (4)

## **ANNUAL REPORT DRAFT**

**Draft of GCCC Annual Report for board member review. Input already received from Bill Clifford and Ron Schwartz. All input to be incorporated into text after September board meeting.**

### **Garden City Community College 2007-2008 Annual Report**

A report to the people of Finney County from the Garden City Community College Board of Trustees.

This report, covering the year that concluded June 30, 2008, is part of an annual effort to outline achievements reached and challenges faced by the community's college. Primary objectives for the year included:

- **Helping Students Learn**
- **Leading and Communicating**
- **Planning Continuous Improvement**

GCCC's mission is to produce people who contribute positively to society and the economy, focusing on five key outcomes:

- **Essential skills**
- **Work preparedness**
- **Academic advancement**
- **Personal enrichment**
- **Workforce development**

### **Accomplishments**

#### **HELPING STUDENTS LEARN**

University reports again showed that when GCCC students transfer to the four-year universities of Kansas, they generally earned higher aggregate grade point averages than their classmates who didn't attend community colleges.

A total of 3,177 students earned 40,742 credit hours of college instruction during the fall, spring and summer semesters of 2007-2008.

The Southwest Kansas Fire Training Center, created in partnership by GCCC and the City of Garden City, opened on the southwest side of the campus.

GCCC received a U.S. Department of Education grant of approximately \$2.87 million to enhance allied health programs for Hispanic and low-income students, plus others, over the next five years.

The GCCC Business and Industry Institute served 182 businesses and logged 1,344 individual enrollments in workforce training sessions, as well as 22 customized contract training sessions.

St. Catherine Hospital and GCCC opened the Robotic Patient Simulator Lab at the hospital to enhance experiences for GCCC nursing students.

A total of 667 people participated in life enrichment opportunities from the GCCC Community Services Division, including non-credit classes, the College 4 Life Program and summer season Kids' College.

GCCC students and brothers Jacob Hughes and Jesse Hughes, Meade, represented GCCC in national forensics competition in Chicago, earning one silver and three bronze medals.

The college's 89<sup>th</sup> commencement ceremony included a record-setting 362 candidates for graduation, earning associate degrees or certificates, as well as approximately 100 GED graduates of the GCCC Adult Learning Center.

More than 70 students converged at GCCC from Kansas and Colorado for a regional economic symposium, The Economics of Immigration.

The GCCC Small Business Development Center provided consulting and related services to 146 clients, including 1,298 hours of service and 30 training sessions for 258 participants, resulting in the launch of 13 new businesses and \$1.8 million in loans and equity for new and existing enterprises.

Guadalupe Macías of the GCCC Project Destiny program earned the highest score in Kansas among students taking GED tests in Spanish

GCCC and five other colleges received a \$500,000 grant from the Kansas Board of Regents to improve programs in adult basic education.

GCCC launched a full series of radio and television broadcasting courses after receiving a five-year, \$75,000 equipment grant from Cox Media.

The GCCC Adult Learning Center launched a program to provide GED high school equivalency degree instruction to inmates of the Finney County Jail.

Students in the Garden City area received a new opportunity to earn associate degrees and become certified in respiratory therapy, through a partnership between GCCC and Liberal-based Seward County Community College, where the program is based.

The GCCC Men's Cross Country Team was honored for earning the highest team grade point average in the NJCAA, with the Garden City women's team placing eighth.

The Bryan Education Center, GCCC's only off-campus center outside of Finney County, marked 10 years of service in Scott City.

The student tutoring staff in GCCC's Mary Jo Williams Comprehensive Learning Center earned Level III master status, the highest certification available from the College Reading and Learning National Association's International Tutor Program.

## **LEADING AND COMMUNICATING**

The Gary E. Jarmer Technical Annex was named in honor of the college's retired dean of technical education, drawing a full house of well-wishers to the dedication.

The board of the Kansas Technical Education Authority conducted its first meeting in Western Kansas at GCCC, receiving presentations from four community colleges and one area technical school.

GCCC Department of Public Safety hosted the first Ride for the Future, drawing over 60 participants to raise scholarship funds and establish networking connections among EMS, firefighting and law enforcement personnel.

The GCCC Financial Aid Office coordinated the Garden City segment of College Goal Sunday, helping 145 students and parents apply for federal aid to attend postsecondary education.

GCCC bareback rider Tyler Scales and bull rider Zack Parkin qualified for the 2008 College National Finals Rodeo, with Scales earning fourth in the nation, and Parkin taking 15<sup>th</sup> in his event.

GCCC joined with a group of community co-sponsors in hosting the first Garden City Women's Conference in eight years.

Over 300 Southwest Kansas high school and middle school students converged at GCCC for the 2008 Student Universal, a leadership conference of the Southwest Plains Regional Service Center, featuring keynote presenter Monte Selby, associate professor of school leadership in Emporia State University's College of Education.

The college began building a new industry-based program to train certified welders for Southwest Kansas, sharing in Kansas Department of Commerce grant funds totaling more than \$240,000.

Imagine Music of Medina, NY, selected two original band compositions by Jim McAllister, GCCC director of bands, for publication and distribution nationally.

Vic Trilli, GCCC athletic director, earned the first-ever Bryce Roderick Award of Excellence for Region VI of the NJCAA. He was also elected to the NJCAA post of assistant men's director for the region.

The Garden City chapter of the League of United Latin American Citizens selected Kurt Peterson, GCCC Student Support Services enrichment advisor, as LULAC Man of the Year.

## **PLANNING CONTINUOUS IMPROVEMENT**

Plans were completed for a 7,700-square foot addition to the Penka Building of Practical Arts and Sciences, to be named after the late Erdene Corley of Garden City, plus science lab renovations, to meet expanding demands for allied health care training in Southwest Kansas.

The 2008 GCCC Endowment Association Scholarship Auction, using the Olympics-related theme of "Go for the Gold," raised a gross total of more than \$133,000 toward academic and technical scholarships.

The GCCC Leadership Development Program class launched a campus-wide system of paper, metal and plastic recycling as part of an environmental consciousness project called “Take A Green Step.”

The GCCC Board of Trustees, drawing on community input, created a five-year long-range plan to guide development of the college through 2013.

### **STUDENT PROFILE**

**Insert demographic charts showing:**

**Minority/unreported 35.5%**

**White/Anglo 64.4%**

**Female 54.2%**

**Male 45.8%**

**Age 26+ 32.2%**

**Age 25- 67.8%**

**Part-time students (11– hours) 55.9%**

**Full-time students (12+ hours) 44.1%**

**Finney County residents 57.2%**

**Residents of other Kansas counties 32.2%**

**Out of state & international residents 12.9%**

### **FINANCIAL PICTURE**

**Insert financial charts showing:**

**Expenditures \$15,040,099**

**Revenues \$15,395,893**

**Revenues by percentage**

- **State aid 18%**
- **Local support 60%**
- **Miscellaneous & federal revenue 2%**
- **Interest income 3%**
- **Student tuition 17%**

**Expenditures by percentage**

- **Instruction & academic support 44%**
- **Finney County scholarships 2%**
- **Operation & maintenance 17%**
- **Institutional support 15%**
- **Community services & transfers 5%**
- **Student services 17%**

## **GCCC Trustees**

Garden City Community College is governed by an elected board of six Finney County citizens, who employ a policy governance system in which trustees set guidelines and parameters, and the college president takes responsibility for managing and achieving objectives.

GCCC is led by Carol E. Ballantyne, Ph.D., president

## **GCCC Board of Trustees**

- Della Brandenburger
- Dr. Bill Clifford
- Marilyn Douglass, ARNP, 2007-08 chair
- Ron Schwartz, 2008-09 chair
- Steve Sterling
- Terri Worf, ARNP

## **Public input**

The GCCC Board of Trustees represents the people of Finney County. The board welcomes views, opinions and suggestions from the public. Calls, correspondence and attendance at monthly meetings are welcome. The board also maintains a dedicated e-mail address for public input:

[trustees@gcccks.edu](mailto:trustees@gcccks.edu)

LOGO

### **Garden City Community College**

801 Campus Drive, Garden City, KS 67846

620-276-7611 1-800-658-1696 [www.gcccks.edu](http://www.gcccks.edu)

## **(QUOTES for use in margin areas):**

*“You’re not alone at GCCC when you need help. No matter where you’ve come from, there is so much you can achieve through education.”*

**Dennis Mesa, Garden City civic leader and 2008 graduate who returned to school after three decades**

*“I truly believe that if someone wants to get educated, at GCCC everything is possible through hard work and dedication.”*

**Guadalupe Macias, GCCC Project Destiny student who earned the top 2007 Kansas GED score in Spanish**

*“Our consultant was there for anything we needed and we highly recommend the services of the Kansas Small Business Development Center at GCCC.”*

**Sondra Baird and Louaine Knoll, owners of EWE Specialties, LLC and Perfect Occasions**

*“Seldom does any individual recognition reflect the work of just one person. This building is a reflection of people working together.”*

**Dr. Gary E. Jarmer, former dean of technical education, at the dedication of the building named in his honor**

*“It is difficult to find skilled people, so we think it is very important to bring GCCC and private industry together.”*

**Steve O’Brate, vice president and general manager, Palmer Manufacturing and Tank**

*“I credit my GCCC experiences with much of the success I have achieved.”*

**Claudette Riley, metro editor, Springfield News-Leader, Springfield, Mo.**

*“I cannot say enough about the dedication and skill that Mr. Doug Beyer has poured into the string music program at GCCC. I am confident that, in time, the program will grow and flourish.”*

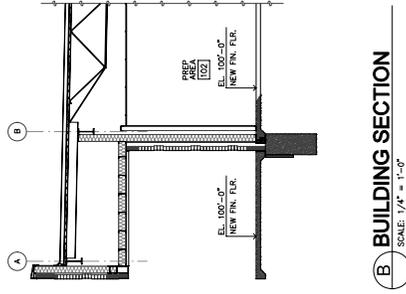
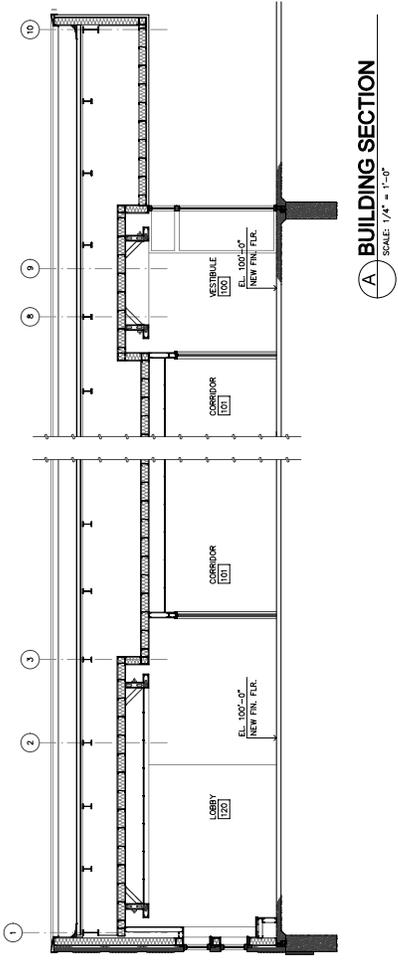
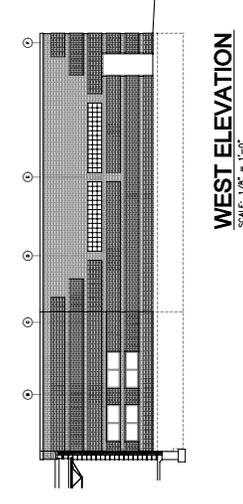
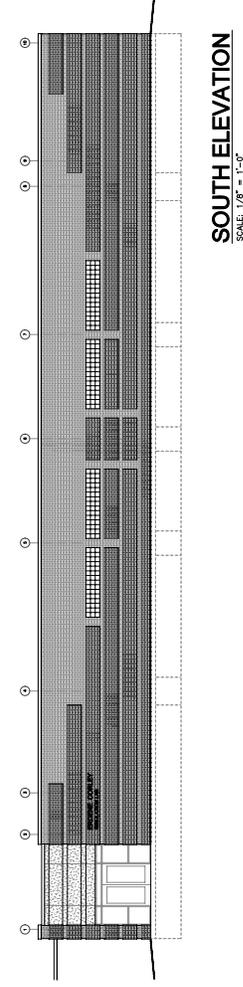
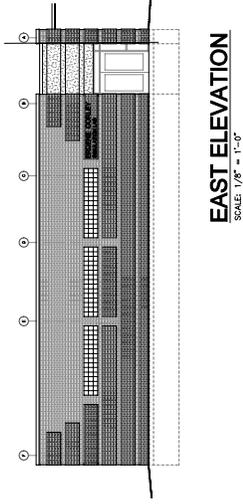
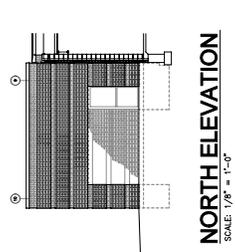
**Julie M. Christner, Garden City**

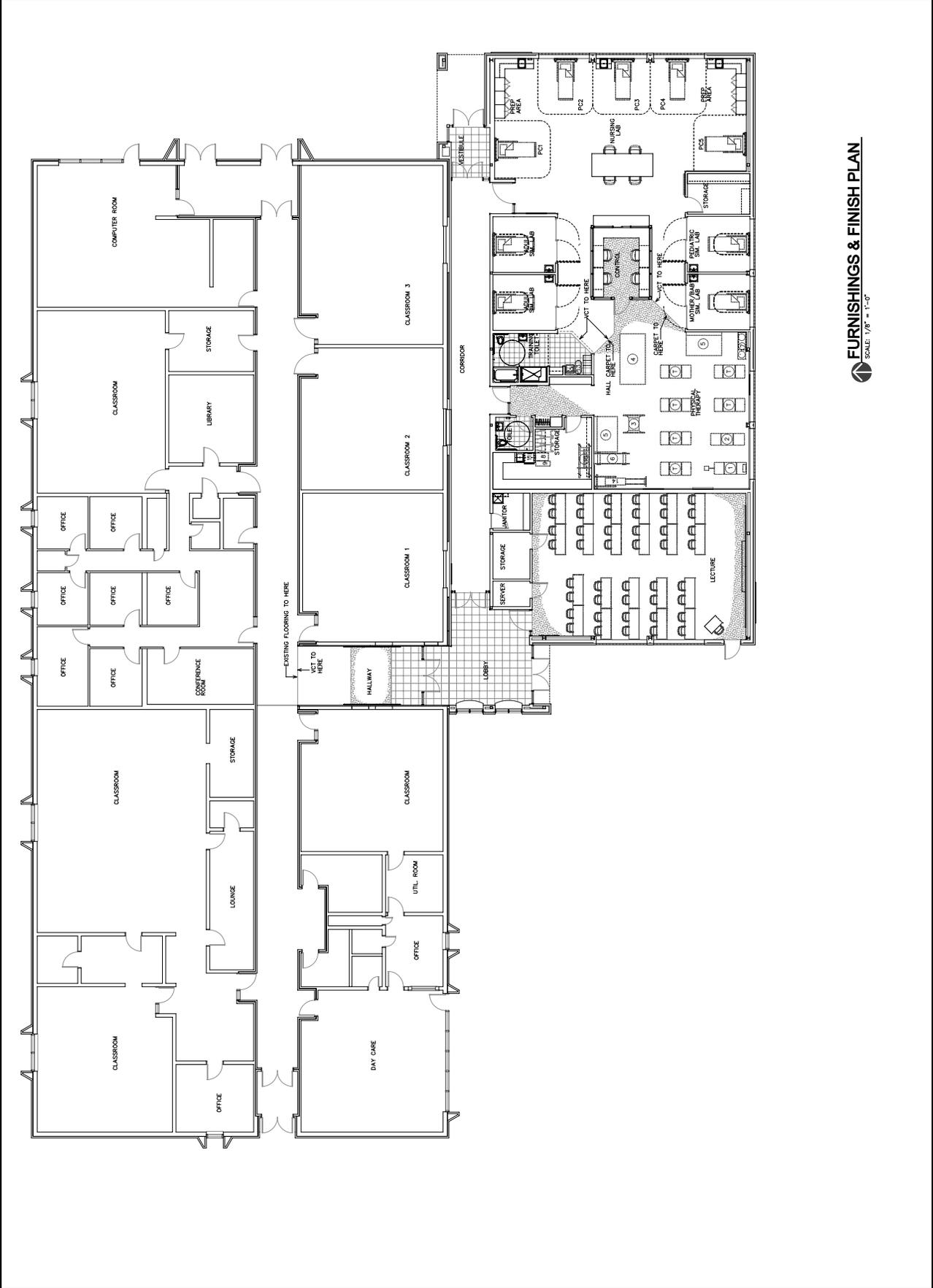
*“I know that I would not be where I am today without the program in Criminal Justice at Garden City Community College.”*

**Master Patrol Officer Brandy Unruh, Garden City Police Department**

<b>BASEBALL</b>			<b>Basketball</b>	<b>Women</b>		<b>Basketball</b>	<b>Men</b>
College	GPA		College	GPA		College	GPA
<b>Fort Scott</b>	<b>3.35</b>		<b>Seward County</b>	<b>3.57</b>		<b>Cowley County</b>	<b>2.95</b>
Coffeyville	3.3		Colby	3.51		Dodge city	2.92
Garden City	3.16		Kansas City	3.35		Colby	2.9
Johnson County	3.14		Garden City	3.23		Barton County	2.85
Kansas City	3.09		Barton County	3.11		Allen County	2.72
Seward County	3.05		Independence	3.1		Seward County	2.71
Colby	3		Cowley County	3.03		Kansas City	2.67
Butler County	2.96		Dodge City	3.03		Butler County	2.64
Neosho County	2.94		Allen County	3.02		Pratt	2.59
Allen County	2.93		Labette	3.02		Hutchinson	2.53
Hutchinson	2.86		Highland	2.98		Cloud County	2.52
Barton County	2.85		Pratt	2.97		Fort Scott	2.52
Cowley County	2.82		Cloud County	2.95		Independence	2.52
Cloud County	2.76		Hutchinson	2.95		Johnson County	2.51
Highland	2.75		Johnson County	2.94		Garden City	2.45
Independence	2.68		Coffeyville	2.79		Labette	2.43
Pratt	2.66		Fort Scott	2.45		Highland	2.38
Dodge City	2.54		Butler County	2.32		Coffeyville	2.2
Labette	2.49		Neosho County	2.23		Neosho County	2.02
<b>FOOTBALL</b>						<b>SOFTBALL</b>	
College	GPA					College	GPA
<b>Coffeyville</b>	<b>2.85</b>					<b>Butler County</b>	<b>3.41</b>
Butler County	2.84					Coffeyville	3.38
Garden City	2.62					Cowley County	3.34
Dodge City	2.5					Pratt	3.24
Fort Scott	2.4					Fort Scott	3.2
Hutchinson	2.38					Johnson County	3.19
Independence	2.35					Colby	3.15
Highland	2.21					Garden City	3.13
						Hutchinson	3.09
						Highland	3.08
						Allen County	2.99
						Seward County	2.98
						Independence	2.97
						Barton County	2.94
						Labette	2.94
						Kansas City	2.93
						Dodge City	2.89
						Cloud County	2.64
						Neosho County	2.38
<b>Cross Country</b>	<b>Women</b>		<b>Cross Country</b>	<b>Men</b>		<b>VOLLEYBALL</b>	
College	GPA		College	GPA		College	GPA
<b>Colby</b>	<b>3.6</b>		<b>Garden City</b>	<b>3.41</b>		<b>Neosho County</b>	<b>3.55</b>
Butler County	3.56		Colby	3.25		Pratt	3.51
Cowley County	3.43		Hutchinson	3.09		Colby	3.45
Garden City	3.41		Cowley County	2.98		Seward County	3.45
Cloud County	3.22		Butler County	2.77		Butler County	3.41
Allen County	2.95		Johnson County	2.74		Garden City	3.41
Coffeyville	2.93		Kansas City	2.71		Barton County	3.1
Johnson County	2.93		Cloud County	2.7		Allen County	3.07
Hutchinson	2.69		Allen County	2.67		Cloud County	3.05
Kansas City	2.65		Coffeyville	2.61		Kansas City	3.05
Highland	2.33		Highland	2.4		Johnson County	3.03
Barton County	1.96		Barton County	2.06		Highland	2.95
						Fort Scott	2.94

<b>Soccer</b>	<b>Women</b>		<b>Soccer</b>	<b>Men</b>		Independence	2.94
College	GPA		College	GPA		Hutchinson	2.93
<b>Allen County</b>	<b>3.12</b>		<b>Coffeyville</b>	<b>3.01</b>		Dodge City	2.78
Butler	3.11		Kansas City	2.88		Coffeyville	2.77
Garden City	2.98		Independence	2.58		Labette	2.7
Dodge City	2.8		Cloud County	2.55		Cowley County	2.64
Johnson County	2.77		Neosho County	2.54			
Coffeyville	2.73		Barton County	2.34			
Cloud County	2.61		Johnson County	2.17			
Neosho County	2.54		Garden City	2.01			
Independence	2.49		Dodge City	1.78			
Barton County	2.42		Allen County	1.49			
Hutchinson	2.34						
<b>Outdoor Track</b>	<b>Women</b>		<b>Outdoor Track</b>	<b>Men</b>			
College	GPA		College	GPA			
<b>Colby</b>	<b>3.3</b>		<b>Dodge City</b>	<b>2.87</b>			
Butler County	3.23		Colby	2.77			
Cowley County	3.19		Coffeyville	2.69			
Allen County	2.94		Butler County	2.68			
Hutchinson	2.81		Kansas City	2.67			
Garden City	2.8		Cowley County	2.67			
Highland	2.79		Garden City	2.61			
Coffeyville	2.78		Fort Scott	2.51			
Pratt	2.77		Pratt	2.49			
Cloud County	2.73		Hutchinson	2.42			
Kansas City	2.37		Allen County	2.41			
Johnson County	2.35		Barton County	2.35			
Fort Scott	2.21		Cloud County	2.3			
Neosho County	2.03		Johnson County	2.26			
Barton County	1.86		Highland	2.08			
			Neosho County	2.03			





FURNISHINGS & FINISH PLAN  
 SCALE: 1/8" = 1'-0"



# GARDEN CITY COMMUNITY COLLEGE

801 Campus Drive • Garden City, Kansas 67846 • (620) 276-7611 • FAX (620) 276-9573 • www.gcccks.edu

August 27, 2008

Board of Trustees, Garden City Community College  
% Dr. Carol Ballantyne  
801 Campus Drive  
Garden City, KS 67846

Members of the Board of Trustees,  
in accordance with Kansas Statutes, Chapter 72, Article 54, et seq. we respectfully request that  
the faculty contract for 2006 – 2009 be reopened on the following language:

## ARTICLE IX – INSURANCE BENEFITS

- 
- 
- 

Section D. Health Insurance

It is the intent of the faculty to negotiate an increase in the amount contributed by the Board of Trustees toward health insurance premiums to reflect the same dollar amount as staff.

Respectfully yours,

A handwritten signature in cursive script that reads "T. Kay Davis".

T. Kay Davis  
President, GCCCHEA

cc Dee Wigner  
Dr. Carol Ballantyne  
Ryan Ruda  
Kent Kolbeck