

# GARDEN CITY COMMUNITY COLLEGE

801 Campus Drive • Garden City, Kansas 67846 • (620) 276-7611 • FAX (620) 276-9573 • [www.gccks.edu](http://www.gccks.edu)

September 7, 2011

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 14, 2011**. The meeting will be held in **Endowment Room of the Beth Tedrow Student Center**, Garden City Community College Campus.

5:00 PM Dinner in the Broncbuster Room  
5:45 PM Regular board meeting called to order in the Endowment Room

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## AGENDA

### **I. CALL TO ORDER:**

- A. Comments from the Chair
- B. Open comments from the public
- C. Report from Faculty Senate
  - C-1 Program spotlight: Terry Lee, Cadaver program

### **II. CONSENT AGENDA** .....

**Action**

- A. Approval of minutes of previous meetings (August 10, 2011)
- B. Approval of personnel actions-Human Resources
  - B-1 Adjunct/Outreach Contracts
- C. Financial information
  - C-1 Checks processed in excess of \$20,000
  - C-2 Revenues
  - C-3 Expenses
  - C-4 Cash in bank
- D. Purchases over \$20,000
  - D-1 Williams Stadium score board
- E. Approval of vehicle transfer agreement (fire truck)
- F. Approval of 2011-2012 negotiated agreement

### **III. CONFIRMATION OF MONITORING REPORTS:**

- A. Monitoring Reports and ENDS
  - A-1 Monitoring Report-Workforce Development .....
  - A-2 Review Monitoring Report- Annual, Treatment of People # 1-#6
- B. Board Process and Policy Governance Review

**Action**

**IV. OWNERSHIP LINKAGE:**

- A. Thank you letter Kay Davis


**V. REPORTS:**

- A. Incidental Information
  - A-1 Program Review-Administrative Services
    - A-1a Business Office/Payroll
- B. KACCT/COP Report Highland Community College
- C. Report from Finney County Economic Development Corporation (Trustee Ron Schwartz)

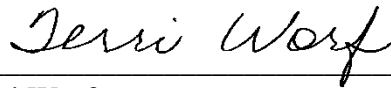
<u>Oct. 12-15</u>	ACCT 42 <sup>nd</sup> Annual Leadership Congress – Dallas Texas
<u>Oct. 13-14</u>	Fall Break Oct. 13 NO CLASSES, faculty work day, Oct. 14 NO CLASSES FACULTY HOLIDAY
<u>Oct.18</u>	Regular monthly meeting – Dinner 5:00 p.m., Broncbuster Room, call to order 5:45p.m. Endowment Room
<u>Nov. 8-11</u>	President Swender in Washington D.C., presenter at Council for Resource Development
<u>Nov. 16</u>	Regular monthly meeting – Dinner 5:00 p.m., Broncbuster Room, call to order 5:45p.m. Endowment Room
<u>Nov. 23-24</u>	Thanksgiving Break-NO CLASSES – OFFICES CLOSED
<u>Dec. 14</u>	Regular monthly meeting – Dinner 5:00 p.m., Broncbuster Room, call to order 5:45p.m. Endowment Room
<u>Dec.12-14</u>	Final Exams
<u>Dec. 19-Jan.2</u>	Christmas Holiday – NO CLASSES – OFFICES CLOSED
<u>Jan.9</u>	Faculty Report – In-Service
<u>Jan. 11</u>	Classes Begin
	Regular monthly meeting – Dinner 5:00 p.m., Broncbuster Room, call to order 5:45p.m. Endowment Room

**VII Executive Session**

**VIII. Adjournment**



Dr. Herbert J. Swender, Sr.  
President



Terri Worf  
Chairman

**Mission:** Garden City Community College exists to produce positive contributors to the economic and social well-being of society.  
**Five Ends:** Essential Skills, Work Preparedness, Academic Advancement, Personal Enrichment, Workforce Development.



## Garden City Community College Faculty Senate

801 Campus Drive  
Garden City, KS 67846

**2011-2012**

Linda Morgan, President  
Terry Lee, Vice-President  
Leonard Rodenbur, Secretary  
Pati Pfenninger, Senator  
Clay Wright, Senator  
Larry Pander, Senator  
John Schafer, Ex-Officio  
Marsha Wright, Alternate

### Faculty Senate Report September 14, 2011

#### **Faculty Senate Program Spotlight: Cupcakes and Cadavers**

Moving knowledge, understanding and application from the classroom to the cadaver lab has benefited Anatomy and Physiology classes. This program has tremendously increased application learning to other integrated disciplines across campus including, nursing, EMST and criminal justice. Here's how.

Presented by Terry Lee, Science Instructor

#### **Faculty Senate**

- Faculty Welcome Back Picnic Sept. 30
- Faculty Visitations per negotiated agreement. Working on process.
- Committee Assignments: Appointed Jerrad Webb and Lachele Greathouse to the Curriculum Committee
- College Goals Work Sessions for Faculty Input
- Professional Development Funding Requests Approved.

Instructors	Conference	Amt Approved
Marsha Wright & Jeanie Ferguson	Two-Year College Association (TYCA) Midwest Conference. Marsha and Jeanie will be presenting "Prescriptive Is Not a Four-letter Word for Developmental Writers". Columbus, OH Oct 13-14, 2011	\$2,171.81
Jeanie Ferguson	CoTESOL - Colorado TESOL - ESL Two Year College English Association Conference Denver, CO Nov 2011	\$455.00
Stacey Carr	National Communications Conference New Orleans, LA November 17-20, 2011	\$2,426.00
Jan Bitikofer & Michelle Branton	NADE – Developmental Education Conference Orlando, FL May 22-24, 2012	\$2,295.00
Tammy Hutcheson	LERN Conference New Orleans, LA Nov 30-Dec 3, 2011	\$600.00
Total		\$7,947.81

# MEETING OF TRUSTEES OF THE GARDEN CITY COMMUNITY COLLEGE

August 10, 2011

Trustees Present: William S. Clifford, Jeff Crist, Marilyn Douglass, Ron Schwartz, Terri Worf, Steve Sterling

Others Present: Debra Atkinson, Deputy Clerk  
Kathy Blau, Director of Financial Aid  
Kevin Brungardt, Dean of Academics  
Lenora Cook, Dean of Technical Education  
Kate Covington, Director of Residential Life  
Jerry Curry, *Garden City Telegram*  
Greg Greathouse, Division Director of HPER and Athletic Trainer  
Colin Lamb, Director of Counseling and Advising  
Deanna Mann, Dean of Institutional Effectiveness and Enrollment Services  
Cathy McKinley, Dean of Continuing Education and Community Services  
Linda Morgan, Faculty Senate President/Criminal Justice Instructor  
Kellee Munoz, Accommodations Coordinator  
Robert Larson, Director of Athletics  
Steve Quakenbush, Director of Information Services and Publications  
Ryan Ruda, Dean of Student Services  
Dr. Herbert Swender, President  
Jeff Southern, Director of Information Technology  
Dee Wigner, Vice President for Finance and Operations  
2011-2012 Resident Assistants

## **CALL TO ORDER:**

Chair Worf called the meeting to order at 6:00 PM.

Chair Worf recognized Kate Covington, Director of Residential Life, who presented the 2011-2012 Resident Assistants to the Board of Trustees.

A welcome was extended from the Board to the 2011-2012 Resident Assistants.

## **COMMENTS FROM THE CHAIR:**

Chair Worf made the following comments:

- Welcomed new and returning employees as GCCC begins another academic year and wished everyone well as they start classes in the week ahead.
- Trustees appreciated learning more about policy governance at the July 19 retreat.
- In a July 21 retreat the Trustees and administration came together to share concepts for the GCCC vision. Chair Worf expressed her appreciation for a productive retreat.
- During the calendar portion of tonight's meeting the scheduled dates for October and November board meetings will be discussed.

Budget Hearing for 2011-2012 budget

Chair Worf called the budget hearing to order and asked for comments or questions regarding the 2011-2012 budget, which had been reviewed in depth at the July 13 board of trustee meeting and published in the *Garden City Telegram* July 25. There were no comments or questions.

**MOTION:**

*Clifford moved, seconded by Douglas, 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 year 2011-2012, and the amounts of 2011 tax to be levied is within statutory limitations (General Fund, \$9,320,527 with an estimated mill levy of 19.146 mills; and Capital Outlay Fund, \$513,291, with a mill levy of 1.054 mill). Further, that the General Fund Operating Budget be set at \$15,958,344.*

*Motion carried 6-0*

**OPEN COMMENTS FROM PUBLIC:**

Chair Worf noted that no one had registered to make comments.

**REPORT FROM FACULTY SENATE:**

Linda Morgan, Department of Public Safety Instructor/Director and Faculty Senate President, told board members that faculty return to campus tomorrow, August 11, 2011. The first Faculty Senate meeting has been scheduled for October 11, 2011.

**Program Report:**

Health, Physical Education and Athletics

Greg Greathouse, Division Director of HPER and Athletic Trainer

Greathouse focused on the link between athletics and academics and outlined a reporting system that allows coaches to track the attendance, progress and academic performance of their team members. Greathouse explained plans to establish a computer-equipped study center in the Dennis Perryman Athletic Complex, and commended GCCC's Mary Jo Williams Comprehensive Learning Center for the peer and professional tutoring services it offers.

Athletic Director Bob Larson cautioned trustees about a proposal by the National Collegiate Athletic Association. The NCAA plan would require athletes transferring from community colleges to attain grade point averages of 2.5 on a four-point scale in order to be eligible to compete on Division I college and university teams. However, it would hold non-transfer students at the same universities to the lower academic standard of a 2.0 grade point average.

Board Members expressed appreciation to Greathouse and Larson for their reports.

**CONSENT AGENDA**

Chair Worf asked if Trustees wished to pull any items from the consent agenda for discussion; no one did. Chair Worf then asked for a motion approving consent agenda items A-D.

**Motion:**

*Schwartz moved, seconded by Douglass, to approve consent agenda items A through D.*

*Motion carried 6-0*

Approved actions follow:

- (A) **APPROVED MINUTES** of previous meeting (July 13, 2011, July 19, 2011, July 21, 2011).  
(Supporting documents filed with official minutes.)
- (B) **APPROVED PERSONNEL ACTIONS/CONTRACTS**, as presented  
(Supporting documents filed with official minutes.)
- (C) **APPROVED SUBMITTED FINANCIAL INFORMATION TO THE AUDITOR**  
(Supporting documents filed with official minutes.)
- (D) **APPROVED PROPERTY PURCHASE**

Officially described as part of Tract One in the Bowman Acres subdivision.  
(Supporting documents filed with official minutes.)

**MONITORING REPORTS and ENDS REPORTS:**

Trustees indicated they had received and reviewed Annual Treatment of People #1-#6.

During the discussion that followed, trustees expressed their appreciation of the data analysis and application information reflected in the various reports.

Chair Worf affirmed that the various monitoring reports had been read and provided a reasonable interpretation of the policy and evidence of compliance.

**BOARD PROCESS AND POLICY GOVERNANCE REVIEW:**

Trustees devoted extensive time reviewing Annual Mission, Annual Essential Skills # 1, #2, #3, #4, Annual General Executive Constraints #8, Annual Budgeting/Financial Planning/Forecasting #1-#5, Semi-Annual Financial Condition #2, #3, #5. Trustees agreed to remove *“President shall not”* from Financial Condition, Page 10, #3 a. Statement will now read **“Fail to coordinate with Endowment Association and Broncbuster Athletic Association”**. Trustees went on to review Quarterly Asset Protection #5, Quarterly Information and Advice #2, #3, #5, and Quarterly Executive Limitation #9, #10 (will become quarterly report) monitoring reports, as well as the board’s own policy governance process. The discussion touched on employee access and feedback to the governing body, the idea of setting up an appeal procedure for bidders who might have concerns with purchase decisions, and the question of whether board members should recuse themselves from voting on decisions that involve businesses or employees with whom they have relationships.

Trustee Crist agreed to continue the monthly monitoring of GCCC complaint log that is housed in the office of Dean of Institutional Effectiveness and Enrollment Services Deanna Mann

**OWNERSHIP LINKAGE:**

Trustees acknowledged receipt of letter of thanks to Mr. Phil Hoke, Garden City Community College theatre director from Dr. William Clifford, in addition to a letter of thanks from Kenny Seaheart, Jr., for information sent to him about GCCC for a state report.

**REPORTS:**

Trustees received numerous information reports as part of the electronic Board packet. A complete report is filed in the electronic Board packet.

President’s Report:

**Incidental Information:**

Recent Campus events and developments, challenges and possible solutions are attached as part of these minutes.

**Presidential Comments:**

Dr. Swender reported to Trustees that employee in-service sessions on Aug. 12 would include a presentation by Caleb Asher, deputy secretary of workforce services with the Kansas Department of Commerce, and a networking visit to Liberal, so GCCC personnel can confer with their Seward County Community College counterparts.

Dr. Swender told Trustees that U.S. Congressman Tim Huelskamp will conduct a rescheduled invitational business round table discussion, planned from 1:30 to 3:30 p.m. Aug. 26 in the Endowment Room of the Beth Tedrow Student Center, sponsored by the Garden City Area Chamber of Commerce and the Finney County Economic Development Corporation. Participants from the business community have been invited to participate.

Dr. Swender noted that fall term classes would start Aug. 17, and while enrollment numbers are presently lower than a year ago, residence halls are full.

Dr. Swender reported that campus kitchen repairs have been completed with the exception of one drain in the mechanical room. Work on the last drain, which will be completed next week, will not interfere with food service. The kitchen and cafeteria have been cleaned and restocked. The cafeteria walls have been decorated with artwork created by Katie Dibbern, GCCC art graduate and new assistant track and cross country coach.

Dr. Swender told Trustee that hot weather has taken a toll on the campus grounds. The recent rain was greatly appreciated. The well at the sports complex is not operating efficiently, due to the fact the water level has dropped significantly. The well may need to be drilled deeper this fall. Trees and shrubs have been trimmed and some removed, since safety on campus is a priority.

Dr. Swender shared that GCCC will be receiving \$50,000 dividend check from EduKan via mail very soon.

In addition, the president told trustees that narratives for reviews of the GCCC Student Financial Aid Program, Accommodations Office and Counseling, Advising and Assessment Services had been part of the electronic board packet. Trustees asked questions and thanked all involved for complete and informative reports.

**REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION:**

- Swartz reported that June had been a busy month for FCEDC.
- Several prospects are interested in Garden City
- Swartz would like to use the GCCC Policy Governance System as a guide to set up policy governance for FCEDC.
- FCEDC is working to replace the loss of the 3-I Show

Several Trustees will be in Dallas for the ACCT Annual conference October 11-15. All agreed to move the October 12 board meeting to October 11. President Swender and Chair Worf will discuss alternative dates for the November 9 board meeting.

*Chair Worf adjourned the meeting at 8:00 p.m.*

**UPCOMING CALANDAR EVENTS:**

Oct.11 Regular monthly meeting – Dinner 5:00 p.m., Broncbuster Room, call to order 5:45p.m. Endowment Room  
Oct. 12-15 ACCT 42<sup>nd</sup> Annual Leadership Congress – Dallas Texas  
Oct. 13-14 Fall Break Oct. 13 NO CLASSES, faculty work day, Oct. 14 NO CLASSES FACULTY HOLIDAY  
Nov. 8-11 President Swender in Washington D.C., presenter at Council for Resource Development  
Nov. 9 Regular monthly meeting – Dinner 5:00 p.m., Broncbuster Room, call to order 5:45p.m. Endowment Room  
Nov. 23-24 Thanksgiving Break-NO CLASSES – OFFICES CLOSED  
Dec. 14 Regular monthly meeting – Dinner 5:00 p.m., Broncbuster Room, call to order 5:45p.m. Endowment Room  
Dec.12-14 Final Exams  
Dec. 19-Jan.2 Christmas Holiday – NO CLASSES – OFFICES CLOSED  
Jan.9 Faculty Report – In-Service  
Jan. 11 Classes Begin  
Regular monthly meeting – Dinner 5:00 p.m., Broncbuster Room, call to order 5:45p.m. Endowment Room

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Debra J. Atkinson  
Deputy Clerk

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Herbert J. Swender, Ed.D.  
Secretary

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Terri Worf  
Chair of the Board

**Agenda No: II-B**

**Date: September 14, 2011**

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

**Presenter: Dr. Herbert J. Swender**

**Background Information:**

All full-time employees hired by the college's administration are subject to final board approval. The following document represents new employees, separations, transfers/promotions, vacancies and retiring employees serving Garden City Community College and are presented for board approval.

**Budget Information:**

Salaries are commensurate with duties and responsibilities and are included in the annual budget.

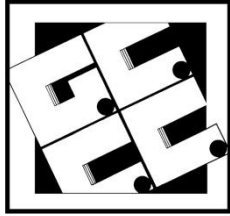
**Recommended Board Action:**

Approve the personnel for employment, retirement, separation, and transfer/promotion as reported by the office of Human Relations.

**Board Action Taken:                          Approved                  Disapproved  
      Ayes                  Nays                  No Action**

**Board Member Notes:**





# Garden City COMMUNITY COLLEGE

September 7, 2011

**To:** Board of Trustees  
**From:** Cricket Turley, Director of Human Resources

## New Hire

Kelley Reeve, Assessment Clerk, effective August 22, 2011  
Jeremy Ortiz, Grounds/Maintenance, effective August 22, 2011  
Danielle Smith, Super Circuit/Asst Softball, effective August 22, 2011  
Durve Rios, Custodian, effective August 18, 2011  
Silvia Parra, Custodian, effective August 18, 2011  
Anthony Everman, Athletic Groundskeeper/Asst Baseball, effective August 17, 2011  
Ashley Salazar, ETS Educational Advisor, effective September 6, 2011  
Eric Gilliland, Assistant Baseball Coach, effective September 7, 2011

## Separations

Megan Kinney, ETS Educational Advisor, effective August 31, 2011  
Joni Stegman, Assistant Softball Coach, effective August 11, 2011  
Matt Quint, Grounds & Assistant Baseball, effective August 16, 2011  
Jennifer Unger, Counselor/SSS Advisor, effective September 15, 2011

## Retirement

## Transfers/Promotions

## Vacancies

Industrial Production Instructor  
Physical Plant Office Manager  
President's Receptionist  
ETS – Director  
ETS – Educational Advisor  
Nursing Instructor  
Adjunct Fire Science Instructor

## Diversity Recruitment Opportunity

In researching effective ways of advertising GCCC faculty and other professional position vacancies, a more affordable alternative emerged recently. We place our national position advertising with a leading website called HigherEdJobs.com, and now the HEJ site has added an additional service. When we place a 60-day vacancy posting we are now having the same advertisement e-mailed to approximately 142,000 professionals who have identified themselves as minority educators seeking employment. The e-mail message allows interested professionals to contact us directly, and it also includes a link to the HEJ site, which allows an interested applicant to navigate to the GCCC website and apply online.

**GARDEN CITY COMMUNITY COLLEGE  
 ADJUNCT/OUTREACH FACULTY CONTRACTS  
 (Presented to Board of Trustees for Approval 9/14/11)**

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Baumann, Kristopher	Fundamentals of Weightlifting I (HPER-186-01) 2.00 FLC x \$400.00/FLC 11-00-0000-11070-5230 8/3 – 8/12/11	\$ 800.00
Hunter, Marian	Nursing Home Med. Aide (HELR-1033-90) 3.33 FLC x \$470.00/FLC 12-00-0000-12203-5230 7/26 – 9/1/11	\$ 1,565.10
Hunter, Marian	Certified Nurse Aide Lab (HELR-103L-90) 3.35 FLC x \$470.00/FLC 12-00-0000-12203-5230 7/26 – 9/1/11	\$ 1,574.50
Hunter, Marian	Certified Nurse Aide Lab (HELR-103L-90A) 3.35 FLC x \$470.00/FLC 12-00-0000-12203-5230 7/26 – 9/1/11	\$ 1,574.50
Kasriel, Micah	College Skills Development (PCDE-101-03) 1.00 FLC x \$435.00/FLC 11-00-0000-11083-5260 8/17 – 10/12/11	\$ 435.00
Kasriel, Micah	College Skills Development (PCDE-101-04) 1.00 FLC x \$435.00/FLC 11-00-0000-11083-5260 8/17 – 10/12/11	\$ 435.00
Miller, Linda	College Skills Development (PCDE-101-24) 1.00 FLC x \$400.00/FLC 11-00-0000-11083-5260 8/17 – 8/31/11	\$ 400.00
Munoz, Kellee	Academic Recovery & Success (PCDE-110-04) 1.00 FLC x \$470.00/FLC 11-00-0000-11080-5260 8/17 – 10/12/11	\$ 470.00
Smith, Marci (Team-teaching w/ T. Lee)	Lead Challenge (PCDE-108-01) 1.00 FLC x \$470.00/FLC 11-00-0000-11080-5260 8/18 – 8/30/11	\$ 470.00
Wells, Sarah	College Skills Development (PCDE-101-21) 1.00 FLC x \$400.00/FLC 11-00-0000-11083-5260 8/17 – 10/12/11	\$ 400.00
<b>TOTAL ADJUNCT/OUTREACH FACULTY CONTRACTS</b>		<b>\$ 8,124.10</b>

**GARDEN CITY COMMUNITY COLLEGE  
FACULTY CONTRACTS FOR NON-CREDIT CLASSES**  
(Presented to Board of Trustees for Approval 9/14/11)

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Baker, Paula S.	Excel Fundamentals (COMP301-28) 12 contact hour(s) @ \$30.00/hour 14-00-8004-31000-5270 9/12 - 9/21/11	\$ 360.00
Falor, Danielle	Painting (SLFM176-03) 8 contact hour(s) @ \$25.00/hour 14-00-8006-31000-5270 9/13 - 9/21/11	\$ 200.00
Lee, Terry	Low Ropes for Leadership (TEAM900-09) 4 contact hour(s) @ \$30.00/hour 14-00-8004-31000-5270 9/9/11	\$ 120.00
Linville, Donald R.	Conflict Management (PROF122-04) 4 contact hour(s) @ \$30.00/hour 14-00-8004-31000-5270 9/15/11	\$ 120.00
Miller, Trudy	Jewelry Wire Wrapping (SLFM111-34) 2 contact hour(s) @ \$25.00/hour 14-00-8006-31000-5270 9/15/11	\$ 50.00
Miller, Trudy	Jewelry Basic Bead Stringing (SLFM111-33) 2 contact hour(s) @ \$25.00/hour 14-00-8006-31000-5270 9/14/11	\$ 50.00
Morphew, Jamie D.	QuickBooks Fundamentals (COMP701-24) 8 contact hour(s) @ \$30.00/hour 14-00-8004-31000-5270 8/23 - 8/25/11	\$ 240.00
Morphew, Jamie D.	QuickBooks Advance (COMP702-24) 8 contact hour(s) @ \$30.00/hour 14-00-8004-31000-5270 9/6 - 9/8/11	\$ 240.00
Pardo, Carlos	KS Carry Concealed Handgun - 8 Hour Class (CRMJ300-68) 4 contact hour(s) @ \$30.00/hour 14-00-8033-31000-5270 8/27/11	\$ 120.00
Prewitt, Robert	KS Carry Concealed Handgun - 8 Hour Class (CRMJ300-68) 10 contact hour(s) @ \$30.00/hour 14-00-8033-31000-5270 8/27/11	\$ 300.00
Rupp, David	KS Carry Concealed Handgun - 8 Hour Class (CRMJ300-68) 4 contact hour(s) @ \$30.00/hour 14-00-8033-31000-5270 8/27/11	\$ 120.00
Soldner, Jerry L.	KS Carry Concealed Handgun - 8 Hour Class (CRMJ300-68) 4 contact hour(s) @ \$30.00/hour 14-00-8033-31000-5270 8/27/11	\$ 120.00

Soldner, Jerry L.	KS Carry Concealed Handgun - 8 Hour Class (CRMJ300-68) 3 contact hour(s) @ \$30.00/hour 14-00-8033-31000-5270 8/27/11	\$ 90.00
Trybom, Jean	Upholstery (HMGD177-07) 42 contact hour(s) @ \$20.00/hour 14-00-8006-31000-5270 9/1 - 12/8/11	\$ 840.00
Wilson, Mary A.	Excel Fundamentals (COMP301-27) 12 contact hour(s) @ \$30.00/hour 14-00-8004-31000-5270 8/16 - 8/18/11	\$ 360.00
Wilson, Mary	Excel 1010 Fundamentals (CONT955-01) 10 contact hour(s) @ \$30.00/hour 14-00-8004-31000-5270 9/13 - 9/20/11	\$ 300.00
Wilson, Mary A.	Word Advance (COMP203-08) 8 contact hour(s) @ \$30.00/hour 14-00-8004-31000-5270 9/13 - 9/22/11	\$ 240.00

**TOTAL NON-CREDIT FACULTY CONTRACTS** **\$ 3,870.00**

14-00-8004-31000-5270	\$ 1,980.00	(Business & Industry)
14-00-8006-31000-5270	\$ 1,140.00	(Personal Enrichment)
14-00-8033-31000-5270	\$ 750.00	(Public Safety)

**GARDEN CITY COMMUNITY COLLEGE  
OUTREACH COORDINATOR  
2011-2012 ANNUAL CONTRACTS  
(For Approval at 09/14/11 Board Meeting)**

<b>Coordinator</b>	<b>Location</b>	<b>U.S.D.</b>	<b>Yrs. of Service</b>	<b>Payment Per Semester</b>
Lisa K. Bowser	Deerfield	216	2	\$200 base pay + \$6.04/cr. hr. generated
Debra D. Dowell	Dighton/ Healy	482/ 468	12	\$200 base pay + \$7.22/cr. hr. generated
Jennifer L. LaSalle	Holcomb	363	4	\$200 base pay + \$6.27/cr. hr. generated
Praveen K. Vadapally	Lakin	215	4	\$200 base pay + \$6.27/cr. hr. generated
Janis M. Kreutzer	Leoti	467	11	\$200 base pay + \$7.11/cr. hr. generated
Elizabeth L. Hess	Scott City	466	2	\$200 base pay + \$6.04/cr. hr. generated
Jennifer Lehman	Syracuse	494	1	\$200 base pay + \$5.91/cr. hr. generated

Angela Woelk	Tribune	200	1	\$200 base pay + \$5.91/cr. hr. generated
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11-00-0000-42002-5160

**Agenda No:** II-C

**Date:** September 14, 2011

**Topic:** Financial Information

**Presenter:** Dr. Herbert J. Swender

**Background Information:**

Presentation of monthly financial documents:

Checks over \$20,000

Revenues

Expenses

Cash in Bank

**Budget Information:**

Financial information represents monthly expenditures over \$20,000 and revenues, expenses and cash deposits.

**Recommended Board Action:**

Accept and approve financial information as presented.

**Board Action Taken:**                     **Approved**             **Disapproved**  
 **Ayes**             **Nays**             **No Action**

**Board Member Notes:**

## CHECKS PROCESSED IN EXCESS OF \$20,000 SEPTEMBER 2011

### Purchases over \$20,000 requiring bid sheet:

- Check #209977 to CDW Government Inc. for \$25,905.60 for multiple invoices including \$18,056.00 for technology for the Academic Building. Attached bid sheet indicated lowest bid accepted.
- Check #209713 to CDW Government Inc., for \$75,350.05 for multiple invoices including \$72,090.20 for partial payment for hardware and software for campus infrastructure upgrades. The Board approved this purchase at the June 2011 Board meeting.

### Payments over \$20,000 not requiring bid sheets:

- Check #209985 to Great Western Dining for \$68,549.21 for various invoices, including \$59,942.70 for an advance of one month's board bill according to contract.
- Check #209929 to Blue Cross & Blue Shield of Kansas for \$95,548.76 for September health insurance premium.
- Check #209866 to First American Title Co., for \$266,882.65 for the property and buildings located at 704 Campus Drive. The Board approved this purchase at the August 2011 Board meeting.
- Check #209783 to City of Garden City for \$21,693.18 for utilities.
- Check #209785 to Commerce Bank for \$20,238.92 for various purchase card charges.

Fiscal Year: 2012

BUDGET.OFFICER: Unassigned

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
11-00-0000-00000-4001 TUITION IN STATE :	0.00	747,395.00-	747,782.00-	1,724,000.00-	976,218.00-	56.63
11-00-0000-00000-4002 AMMONIA REFG COURS	0.00	22,196.00-	40,814.00-	425,000.00-	384,186.00-	90.40
11-00-0000-00000-4003 AUTOMATION ELECT C	0.00	0.00	4,614.00-	0.00	4,614.00-	0.00
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	136,955.00-	143,065.00-	465,000.00-	321,935.00-	69.23
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	25,162.00-	25,141.00-	59,100.00-	33,959.00-	57.46
11-00-0000-00000-4006 OUTREACH CREDIT HO	0.00	19,057.00-	19,023.00-	70,000.00-	50,977.00-	72.82
11-00-0000-00000-4007 TECHNOLOGY FEE-C	0.00	159,477.00-	160,107.00-	353,000.00-	192,893.00-	54.64
11-00-0000-00000-4008 TECHNOLOGY FEE-O :	0.00	10,095.00-	10,083.00-	32,000.00-	21,917.00-	68.49
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	256.30	355.56	45,000.00	44,644.44	99.21
11-00-0000-00000-4013 TUITION INTERNATIO	0.00	8,509.00-	8,509.00-	0.00	8,509.00	0.00
11-00-0000-00000-4102 PRIVATE GIFTS/GRAN	0.00	0.00	0.00	25,000.00-	25,000.00-	100.00
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	1,865.00-	2,515.00-	10,000.00-	7,485.00-	74.85
11-00-0000-00000-4512 VENDING MACHINES :	0.00	423.17-	784.41-	12,000.00-	11,215.59-	93.46
11-00-0000-00000-4601 STATE OPERATING GR	0.00	936,830.50-	936,830.50-	1,872,448.00-	935,617.50-	49.97
11-00-0000-00000-4803 AD VALOREM PROPRT	0.00	0.00	0.00	7,225,715.00-	7,225,715.00-	100.00
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	0.00	643,541.00-	643,541.00-	100.00
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	0.00	9,700.00-	9,700.00-	100.00
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	0.00	225,000.00-	225,000.00-	100.00
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	0.00	104,101.00-	104,101.00-	100.00
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	0.00	19,715.00-	19,715.00-	100.00
11-00-0000-00000-4811 TAX IN PROCESS : G	0.00	0.00	0.00	150,000.00-	150,000.00-	100.00
11-00-0000-00000-4902 INTEREST INCOME :	0.00	624.76-	1,296.88-	100,000.00-	98,703.12-	98.70
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	20,091.73-	21,087.10-	95,000.00-	73,912.90-	77.80
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	1,905.54-	4,309.02-	65,000.00-	60,690.98-	93.37
11-00-0000-00000-4912 TRANSCRIPTS : GENE	38.74-	1,870.00-	3,341.26-	16,000.00-	12,620.00-	78.88
11-00-0000-00000-9999 CONTINGENCY ACCOUN	0.00	0.00	0.00	270,000.00-	270,000.00-	100.00
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Totals for FUND: 11 - GENERAL	38.74-	2,092,200.40-	2,128,946.61-	13,926,320.00-	11,797,334.65-	84.71
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12-00-0000-00000-4003 AUTOMATION ELECT C	0.00	0.00	0.00	20,000.00-	20,000.00-	100.00
12-00-0000-00000-4005 ACAD COURSE FEE :	0.00	45,769.00-	45,769.00-	100,900.00-	55,131.00-	54.64
12-00-0000-00000-4601 STATE OPERATING GR	0.00	328,437.00-	328,437.00-	656,839.00-	328,402.00-	50.00
12-00-0000-00000-4803 AD VALOREM PROPRT	0.00	0.00	0.00	1,524,285.00-	1,524,285.00-	100.00
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Totals for FUND: 12 - PTE FUND	0.00	374,206.00-	374,206.00-	2,302,024.00-	1,927,818.00-	83.74
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61-00-0000-00000-4103 TAX CREDIT DONATIO	0.00	1,500.00-	1,500.00-	208,233.00-	206,733.00-	99.28
61-00-0000-00000-4803 AD VALOREM PROPRT	0.00	0.00	0.00	486,809.00-	486,809.00-	100.00
61-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	0.00	35,752.00-	35,752.00-	100.00
61-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	0.00	539.00-	539.00-	100.00
61-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	0.00	10,515.00-	10,515.00-	100.00
61-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	0.00	5,783.00-	5,783.00-	100.00
61-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	0.00	1,095.00-	1,095.00-	100.00
61-00-0000-00000-4811 TAX IN PROCESS : G	0.00	0.00	0.00	7,400.00-	7,400.00-	100.00
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Totals for FUND: 61 - CAPITAL OUTLAY	0.00	1,500.00-	1,500.00-	756,126.00-	754,626.00-	99.80
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Totals for BUDGET.OFFICER: Unassigned	38.74-	2,467,906.40-	2,504,652.61-	16,984,470.00-	14,479,778.65-	85.25



Fiscal Year: 2012

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11005 - INSTRUCTION SALARY	0.00	0.00	0.00	7,230.00	7,230.00	100.00
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	4,041.49	7,159.89	93,524.00	86,364.11	92.34
DEPARTMENT: 11020 - HUMANITIES	184.95	867.39	3,289.52	31,536.00	28,061.53	88.98
DEPARTMENT: 11021 - ENGLISH	0.00	26,529.57	33,129.86	364,214.00	331,084.14	90.90
DEPARTMENT: 11022 - SPEECH	0.00	4,340.27	6,520.18	73,604.00	67,083.82	91.14
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	293.24	293.24	2,892.00	2,598.76	89.86
DEPARTMENT: 11025 - JOURNALISM	0.00	4,437.18	4,437.18	61,543.00	57,105.82	92.79
DEPARTMENT: 11026 - BROADCASTING	0.00	48.07	96.14	9,854.00	9,757.86	99.02
DEPARTMENT: 11030 - ART	961.49-	16,921.37	17,882.86	142,855.00	125,933.63	88.15
DEPARTMENT: 11031 - DRAMA	15.61-	7,499.15	10,129.76	71,772.00	61,657.85	85.91
DEPARTMENT: 11032 - VOCAL MUSIC	450.95	7,502.13	7,502.13	77,494.00	69,540.92	89.74
DEPARTMENT: 11033 - INST MUSIC	0.00	9,683.97	9,683.97	146,962.00	137,278.03	93.41
DEPARTMENT: 11040 - SCIENCE	146.46	34,980.24	39,619.06	477,599.00	437,833.48	91.67
DEPARTMENT: 11050 - MATH	110.50	26,875.90	26,921.93	363,843.00	336,810.57	92.57
DEPARTMENT: 11060 - SOCIAL SCIENCE	0.00	36,581.97	43,912.95	518,252.00	474,339.05	91.53
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	15,779.45	26,641.39	159,128.00	132,486.61	83.26
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	7,976.16	9,382.89	101,922.00	92,539.11	90.79
DEPARTMENT: 11080 - ESSENTIAL SKILLS	0.00	519.45	772.43	700.00	72.43-	10.34-
DEPARTMENT: 11081 - READING	0.00	4,753.78	4,753.78	56,654.00	51,900.22	91.61
DEPARTMENT: 11082 - ESL	0.00	5,149.42	8,217.45	68,871.00	60,653.55	88.07
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	1,368.73	1,489.73	20,765.00	19,275.27	92.83
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	0.00	0.00	5,000.00	5,000.00	100.00
DEPARTMENT: 11095 - FORENSICS COMPETIT	0.00	0.00	0.00	11,270.00	11,270.00	100.00
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	24,413.69-	73,391.53	214,105.88	353,000.00	163,307.81	46.26
DEPARTMENT: 12011 - MID-MANAGEMENT & B	1,046.86-	236.86	236.86	0.00	810.00	0.00
DEPARTMENT: 12014 - FINNUP LAB	0.00	5,511.05	5,511.05	79,322.00	73,810.95	93.05
DEPARTMENT: 12090 - BSIS COMPETITION T	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 12200 - ADN PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 12202 - EMT	9,343.97-	4,921.35	8,196.44	0.00	1,147.53	0.00
DEPARTMENT: 12220 - JOHN DEERE AG TECH	1,455.54-	690.00	1,462.20	0.00	6.66-	0.00
DEPARTMENT: 12240 - CRIMINAL JUSTICE	419.42-	419.42	419.42	0.00	0.00	0.00
DEPARTMENT: 12242 - CHALLENGE COURSE	172.60-	0.00	172.60	1,887.00	1,887.00	100.00
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	6,417.12-	31,022.19	40,932.34	399,353.00	364,837.78	91.36
DEPARTMENT: 12271 - AUTOMATION ELECTRI	641.58-	590.00	590.00	0.00	51.58	0.00
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	4,826.15-	4,826.15	4,826.15	0.00	0.00	0.00
DEPARTMENT: 12273 - WELDING	1,627.06-	1,378.80	1,625.38	0.00	1.68	0.00
DEPARTMENT: 12290 - FINNEY COUNTY LEAR	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 21100 - INSTITUTIONAL RESE	0.00	6,675.69	13,351.38	81,600.00	68,248.62	83.64
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	8,235.00	8,235.00	100.00
DEPARTMENT: 32000 - BUSINESS & INDUSTR	0.00	4,972.90	9,945.80	59,934.00	49,988.20	83.41
DEPARTMENT: 41000 - LIBRARY	399.46	11,858.56	23,228.05	179,302.00	155,674.49	86.82
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	0.00	5,829.29	8,846.13	94,907.00	86,060.87	90.68
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	5,335.23	5,335.23	40,812.00	35,476.77	86.93
DEPARTMENT: 42001 - DEAN OF ACADEMICS	19.00-	17,624.29	26,924.16	269,343.00	242,437.84	90.01
DEPARTMENT: 42002 - OUTREACH	0.00	1,648.55	23,295.33	82,707.00	59,411.67	71.83
DEPARTMENT: 42003 - FACULTY SENATE	2,648.00	495.00	495.00	29,455.00	26,312.00	89.33
DEPARTMENT: 42005 - DEAN OF TECHNICAL	37.52-	12,307.46	25,920.93	200,673.00	174,789.59	87.10
DEPARTMENT: 42006 - DEAN OF CONT ED CO	550.86-	10,510.96	20,174.56	126,629.00	107,005.30	84.50
DEPARTMENT: 42007 - BRYAN EDUCATION CE	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 43000 - TRANSITION	0.00	3,278.43	6,556.86	39,615.00	33,058.14	83.45
DEPARTMENT: 50000 - DEAN OF STUDENT SE	289.01	12,849.55	22,891.46	153,846.00	130,665.53	84.93

DEPARTMENT: 50001 - STUDENT SUPPORT SE	0.00	0.00	0.00	28,395.00	28,395.00	100.00
DEPARTMENT: 50002 - EDUCATIONAL TALENT	0.00	0.00	0.00	11,907.00	11,907.00	100.00
DEPARTMENT: 50010 - COUNSELING & GUIDA	821.40	13,690.02	25,591.54	147,953.00	121,540.06	82.15
DEPARTMENT: 50011 - ASSESSMENT/TESTING	153.45-	2,942.74	3,096.19	50,279.00	47,336.26	94.15
DEPARTMENT: 50020 - FINANCIAL AID OFFI	980.00-	23,582.27	37,162.16	278,604.00	242,421.84	87.01
DEPARTMENT: 50030 - ADMISSIONS	483.21-	16,051.73	31,312.22	200,191.00	169,361.99	84.60
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	607.68-	12,053.35	22,751.39	140,842.00	118,698.29	84.28
DEPARTMENT: 50050 - STUDENT HEALTH SER	220.39	3,981.98	3,981.98	50,780.00	46,577.63	91.72
DEPARTMENT: 50100 - DEAN OF IE/ES	70.00	7,009.47	14,079.45	87,000.00	72,850.55	83.74
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	583.83	21,444.22	172,578.23	435,886.00	262,723.94	60.27
DEPARTMENT: 55001 - MEN'S BASKETBALL	2,232.20	7,603.35	15,504.87	107,588.00	89,850.93	83.51
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	2,038.86	7,523.23	13,865.40	94,795.00	78,890.74	83.22
DEPARTMENT: 55003 - MEN'S TRACK	3,061.88	2,059.20	3,832.97	41,817.00	34,922.15	83.51
DEPARTMENT: 55004 - WOMEN'S TRACK	3,085.87	2,059.20	3,832.97	40,327.00	33,408.16	82.84
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	2,156.13	3,309.76	6,360.88	57,693.00	49,175.99	85.24
DEPARTMENT: 55006 - FOOTBALL	175.58	31,288.89	52,182.76	280,265.00	227,906.66	81.32
DEPARTMENT: 55007 - BASEBALL	2,256.80	4,711.89	9,767.86	101,871.00	89,846.34	88.20
DEPARTMENT: 55008 - VOLLEYBALL	61.42	4,140.55	7,171.07	53,271.00	46,038.51	86.42
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	3,262.89	8,394.30	47,636.00	39,241.70	82.38
DEPARTMENT: 55012 - CHEERLEADING	2,587.93	975.00	1,223.72	18,691.00	14,879.35	79.61
DEPARTMENT: 55014 - RODEO TEAM	6,475.00	7,239.24	13,786.28	117,710.00	97,448.72	82.79
DEPARTMENT: 55015 - MEN'S GOLF	432.00	0.00	0.00	39,500.00	39,068.00	98.91
DEPARTMENT: 55019 - ATHLETIC TRAINING	10,391.10	7,939.49	17,100.60	123,162.00	95,670.30	77.68
DEPARTMENT: 61000 - PRESIDENT	1,384.42-	30,943.17	55,331.32	400,138.00	346,191.10	86.52
DEPARTMENT: 61001 - BOARD OF TRUSTEES	359.82-	4,288.39	4,793.11	24,840.00	20,406.71	82.15
DEPARTMENT: 61005 - ATTORNEY	0.00	1,442.00	4,478.00	20,250.00	15,772.00	77.89
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	1,741.42	35,431.69	109,207.05	1,272,841.00	1,161,892.53	91.28
DEPARTMENT: 62010 - HUMAN RESOURCES	2,744.03	8,010.71	15,714.38	178,456.00	159,997.59	89.66
DEPARTMENT: 62011 - ADA COMPLIANCE	0.00	3,447.85	7,119.97	61,725.00	54,605.03	88.47
DEPARTMENT: 62012 - LEADERSHIP DEVELOP	0.00	0.00	0.00	1,935.00	1,935.00	100.00
DEPARTMENT: 62050 - ONE-TIME PURCHASES	0.00	266,882.65	266,882.65	270,000.00	3,117.35	1.15
DEPARTMENT: 63000 - INFORMATION SERVIC	13,153.70	43,513.55	55,360.79	223,277.00	154,762.51	69.31
DEPARTMENT: 64000 - INFORMATION TECHNO	44,565.31-	86,729.28	258,766.72	621,875.00	407,673.59	65.56
DEPARTMENT: 65000 - CENTRAL SERVICES	9,333.63-	14,072.41	29,552.30	143,830.00	123,611.33	85.94
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	4,307.52-	5,920.04	17,416.71	111,877.00	98,767.81	88.28
DEPARTMENT: 71000 - BUILDINGS	35,404.28-	60,486.15	86,435.73	327,371.00	276,339.55	84.41
DEPARTMENT: 71005 - SCOTT CITY BLDG MA	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 71009 - RENTAL PROPERTY MA	0.00	0.00	0.00	1,690.00	1,690.00	100.00
DEPARTMENT: 72000 - CUSTODIAL SERVICES	3,612.04-	37,616.38	76,139.15	526,381.00	453,853.89	86.22
DEPARTMENT: 73000 - GROUNDS	26,915.72-	45,317.36	53,581.34	145,750.00	119,084.38	81.70
DEPARTMENT: 73001 - ATHLETIC FIELDS	13,303.53-	32,484.13	34,176.61	87,345.00	66,471.92	76.10
DEPARTMENT: 74000 - VEHICLES	1,023.89	11,676.20	26,111.37	323,344.00	296,208.74	91.61
DEPARTMENT: 75000 - CAMPUS SECURITY	5,061.29-	16,693.38	32,710.07	190,848.00	163,199.22	85.51
DEPARTMENT: 76000 - INSURANCE	0.00	8,936.11	94,300.35	292,820.00	198,519.65	67.80
DEPARTMENT: 77000 - UTILITIES	81,615.50-	21,552.25	82,965.43	663,300.00	661,950.07	99.80
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	40.12-	40.12-	62,000.00	62,040.12	100.06
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	1,665.00	1,665.00	9,020.00	7,355.00	81.54
DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	0.00	774.00	33,087.00	32,313.00	97.66
DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	0.00	0.00	3,000.00	3,000.00	100.00
DEPARTMENT: 81004 - TUIT WAIVER CTZ IN	0.00	0.00	0.00	156,575.00	156,575.00	100.00
DEPARTMENT: 81006 - TUIT WAIVER FINE A	0.00	0.00	0.00	49,938.00	49,938.00	100.00
DEPARTMENT: 94000 - STUDENT CENTER	898.50-	3,540.31	4,986.62	53,924.00	49,835.88	92.42
DEPARTMENT: 98001 - CHILD CARE	0.00	3,535.10	7,070.20	43,616.00	36,545.80	83.79

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FUND: 11 - GENERAL	221,391.61-	1,359,534.65	2,515,955.14	13,926,320.00	11,631,756.47	83.52
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Fiscal Year: 2012

FUND: 12 - PTE FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 12010 - ACCOUNTING	0.00	3,029.58	3,029.58	81,049.00	78,019.42	96.26
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	7,221.70	8,031.70	83,171.00	75,139.30	90.34
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	4,260.57	4,260.57	57,711.00	53,450.43	92.62
DEPARTMENT: 12200 - ADN PROGRAM	5,474.13	26,051.98	29,015.29	437,592.00	403,102.58	92.12
DEPARTMENT: 12201 - LPN PROGRAM	254.05	14,210.25	22,361.57	169,560.00	146,944.38	86.66
DEPARTMENT: 12202 - EMT	38.00	11,916.23	17,861.04	176,433.00	158,533.96	89.86
DEPARTMENT: 12203 - ALLIED HEALTH	2,661.25	19,918.93	27,187.44	215,218.00	185,369.31	86.13
DEPARTMENT: 12210 - AGRICULTURE	79.99	5,704.86	5,704.86	53,603.00	47,818.15	89.21
DEPARTMENT: 12211 - ANIMAL SCIENCE	1,374.95	6,857.20	7,754.67	98,617.00	89,487.38	90.74
DEPARTMENT: 12220 - JOHN DEERE AG TECH	0.00	15,797.14	29,342.01	189,534.00	160,191.99	84.52
DEPARTMENT: 12230 - AUTO MECHANICS	1,450.00	4,175.74	4,175.74	59,999.00	54,373.26	90.62
DEPARTMENT: 12240 - CRIMINAL JUSTICE	187.20	12,785.81	12,785.81	199,416.00	186,442.99	93.49
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	5,007.45	5,007.45	71,215.00	66,207.55	92.97
DEPARTMENT: 12250 - COSMETOLOGY	0.00	10,172.04	10,172.04	123,797.00	113,624.96	91.78
DEPARTMENT: 12260 - DRAFTING	0.00	0.00	0.00	7,951.00	7,951.00	100.00
DEPARTMENT: 12271 - AUTOMATION ELECTRI	978.00	4,844.25	4,895.83	7,600.00	1,726.17	22.71
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	5,550.77	8,643.84	88,653.00	80,009.16	90.25
DEPARTMENT: 12273 - WELDING	2,153.69	10,945.98	21,536.59	158,430.00	134,739.72	85.05
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	0.00	0.00	22,475.00	22,475.00	100.00
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FUND: 12 - PTE FUND	14,651.26	168,450.48	221,766.03	2,302,024.00	2,065,606.71	89.73

Fiscal Year: 2012

FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	7,973.31	9,321.65	14,417.91	129,091.00	106,699.78	82.65
DEPARTMENT: 55006 - FOOTBALL	427.18-	0.00	427.18	0.00	0.00	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	706.28-	0.00	706.28	0.00	0.00	0.00
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	0.00	20,000.00	20,000.00	100.00
DEPARTMENT: 55012 - CHEERLEADING	429.28-	768.12	1,251.40	4,000.00	3,177.88	79.45
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	0.00	0.00	5,350.00	5,350.00	100.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	4,142.85	1,123.98	1,123.98	6,000.00	733.17	12.22
DEPARTMENT: 31000 - COMMUNITY SERVICE	27.42	739.08	1,461.58	30,910.50	29,421.50	95.18
DEPARTMENT: 55007 - BASEBALL	0.00	0.00	0.00	20,000.00	20,000.00	100.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	147.81	2,841.40	40,000.00	37,158.60	92.90
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	3,000.00	3,000.00	100.00
=====						
FUND: 14 - ADULT SUPPLEMENTARY ED	10,580.84	12,100.64	22,229.73	258,351.50	225,540.93	87.30

Fiscal Year: 2012

FUND: 16 - AUXILIARY ENTITIES

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	680.00	27.50	99.00	9,000.00	8,221.00	91.34
DEPARTMENT: 94000 - STUDENT CENTER	88,241.07-	1,370.30	94,722.12	280,100.00	273,618.95	97.69
DEPARTMENT: 95000 - STUDENT HOUSING	89,453.76-	116,654.00	253,779.25	1,426,960.00	1,262,634.51	88.48
DEPARTMENT: 95001 - DIRECTOR'S APARTME	0.00	0.00	0.00	50,000.00	50,000.00	100.00
DEPARTMENT: 98000 - COSMETOLOGY	19,789.83	0.00	0.00	138,955.00	119,165.17	85.76
DEPARTMENT: 98001 - CHILD CARE	0.00	1,641.86	1,641.86	0.00	1,641.86-	0.00
=====						
FUND: 16 - AUXILIARY ENTITIES	157,225.00-	119,693.66	350,242.23	1,905,015.00	1,711,997.77	89.87

Fiscal Year: 2012

FUND: 21 - FEDERAL STUDENT AID

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	35,788.00	105,872.56	0.00	105,872.56-	0.00
=====						
FUND: 21 - FEDERAL STUDENT AID	0.00	35,788.00	105,872.56	0.00	105,872.56-	0.00

Fiscal Year: 2012

FUND: 22 - RESTRICTED GRANTS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	13,309.23	29,361.77	83,053.29	53,691.52	64.65
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	2,038.86	392.11	392.11	50,211.51	47,780.54	95.16
DEPARTMENT: 45011 - SCIENCE LAB ACTIVI	234.00-	0.00	234.00	0.00	0.00	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	41,948.22	66,711.67	90,913.27	248,364.73	115,503.24	46.51
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	62.42	8,912.21	17,119.64	226,409.42	209,227.36	92.41
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	285,000.00	270,000.00	15,000.00-	5.55-
DEPARTMENT: 50000 - DEAN OF STUDENT SE	935.91-	7,864.08	10,514.08	15,229.41	5,651.24	37.11
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	2,459.22	2,459.22	0.00	2,459.22-	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	50.00	13,028.43	26,294.24	65,468.25	39,124.01	59.76
DEPARTMENT: 11040 - SCIENCE	0.00	1,836.63	1,836.63	11,131.35	9,294.72	83.50
DEPARTMENT: 31000 - COMMUNITY SERVICE	606.99-	0.00	606.99	0.00	0.00	0.00
DEPARTMENT: 42005 - DEAN OF TECHNICAL	776.56-	500.04-	776.56	0.00	0.00	0.00
DEPARTMENT: 42000 - DEAN OF LEARNING S	4,750.06	11,962.86	20,650.01	79,339.64	53,939.57	67.99
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	75,987.00	75,987.00	100.00
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	28,935.00-	28,935.00-	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	0.00	304,217.00	304,217.00	100.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	720.00	1,832.44	2,583.82	106,524.00	103,220.18	96.90
DEPARTMENT: 42005 - DEAN OF TECHNICAL	10,927.68	3,179.38	10,299.64	101,077.00	79,849.68	79.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	11,840.88	21,834.40	121,737.81	99,903.41	82.06
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	0.00	0.00	0.00	30,000.00	30,000.00	100.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	8,680.80	8,680.80	100.00
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	1,211.00	1,875.00	1,875.00	3,086.00	0.00	0.00
=====						
FUND: 22 - RESTRICTED GRANTS	59,154.78	144,704.10	522,751.38	1,771,582.21	1,189,676.05	67.15

Fiscal Year: 2012

FUND: 23 - OTHER RESTRICTED FUNDS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	10.00	509.51	509.51	7,970.00	7,450.49	93.48
DEPARTMENT: 64000 - INFORMATION TECHNO	0.00	495.00-	495.00-	495.00	990.00	200.00
=====						
FUND: 23 - OTHER RESTRICTED FUNDS	10.00	14.51	14.51	8,465.00	8,440.49	99.71

Fiscal Year: 2012

FUND: 24 - ADULT EDUCATION

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	5,156.00-	5,156.00-	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	4.99	5,156.00	5,151.01	99.90
DEPARTMENT: 13301 - ADULT ED - INSTRUC	730.74-	11,574.79	19,274.03	61,499.18	42,955.89	69.85
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	0.00	1,980.68	1,980.68	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	9,547.94-	49,163.98	55,659.75	239,834.83	193,723.02	80.77
DEPARTMENT: 13305 - ADULT ED - STAFF D	174.00	562.80-	562.80-	6,000.00	6,388.80	106.48
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	3,109.61	5,485.36	42,239.20	36,753.84	87.01
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	0.00	2,458.41	2,458.41	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	5,049.05	7,707.19	57,683.00	49,975.81	86.64
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	32,500.00-	32,500.00-	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	329.89	3,152.72	6,153.78	274,708.00	268,224.33	97.64
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	5.00	5.00	8,555.55	8,550.55	99.94
=====						
FUND: 24 - ADULT EDUCATION	9,774.79-	71,492.35	93,727.30	662,458.85	578,506.34	87.33

Fiscal Year: 2012

FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	81,114.00-	970.00	90,999.00	756,126.00	746,241.00	98.69
=====						
FUND: 61 - CAPITAL OUTLAY	81,114.00-	970.00	90,999.00	756,126.00	746,241.00	98.69

Fiscal Year: 2012

FUND: 63 - DEBT RETIREMENT FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	0.00	35,786.19	0.00	35,786.19-	0.00
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	0.00	16,981.25	0.06	0.00	0.06-	0.00
DEPARTMENT: 71000 - BUILDINGS	0.00	293,915.00	0.00	0.00	0.00	0.00
=====						
FUND: 63 - DEBT RETIREMENT FUND	0.00	310,896.25	35,786.25	0.00	35,786.25-	0.00

Fiscal Year: 2012

FUND: 71 - ACTIVITY/ORGANIZATION FD

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	38,778.51	32,257.33	56,992.81	296,880.00	201,108.68	67.74
DEPARTMENT: 94000 - STUDENT CENTER	0.00	1,446.31	2,892.62	0.00	2,892.62-	0.00
DEPARTMENT: 99001 - STUDENT NEWSPAPER	3,257.85-	3,257.85	3,257.85	43,300.00	43,300.00	100.00
DEPARTMENT: 99002 - STUDENT MAGAZINE	3,277.89-	3,277.89	3,277.89	24,450.00	24,450.00	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	153.89-	0.00	154.57	8,200.00	8,199.32	99.99
=====						
FUND: 71 - ACTIVITY/ORGANIZATION FD	32,088.88	40,239.38	66,575.74	372,830.00	274,165.38	73.54

Fiscal Year: 2012

FUND: 73 - EDUKAN CONSORTIUM FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	22,000.45	71,790.00	429,464.00	357,674.00	83.28
=====						
FUND: 73 - EDUKAN CONSORTIUM FUND	0.00	22,000.45	71,790.00	429,464.00	357,674.00	83.28

Options - All Statuses

Fiscal Year: 2012

FUND: 89 - OTHER

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	117,600.00-	117,600.00-	0.00	117,600.00	0.00
DEPARTMENT: 00000 - GENERAL	0.00	11,045.14	22,090.32	0.00	22,090.32-	0.00
=====						
FUND: 89 - OTHER	0.00	106,554.86-	95,509.68-	0.00	95,509.68	0.00

Garden City Community College  
8/31/2011

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 197,070.14	0.0000%
State Municipal Invest. Pool	\$ 136,838.03	0.0140%
Landmark National Bank	<u>\$ 1,611,215.12</u>	0.0700%
	<u>\$ 1,945,123.29</u>	

	<u>Type</u>	<u>Amount</u>	<u>% Rate</u>	<u>Beg. Date</u>	<u>Maturity</u>
Investments:					
First National Bank of GC	CD	\$ 1,000,000.00	0.2300%	6/16/2011	9/15/2011
Commerce Bank	CD	\$ 2,000,000.00	0.3000%	10/29/2010	10/29/2011
First National Bank of Holcomb	CD	\$ 1,000,000.00	0.5900%	5/5/2011	11/3/2011
First National Bank of GC	CD	\$ 2,000,000.00	0.4100%	6/16/2011	12/15/2011
Commerce Bank	CD	\$ 1,000,000.00	0.3000%	11/2/2010	5/2/2012
First National Bank of GC	CD	<u>\$ 2,000,000.00</u>	0.5000%	4/29/2011	5/3/2012
		<u>\$ 9,000,000.00</u>			
 Total		 <u><u>\$ 10,945,123.29</u></u>			

**Agenda No:** II-D-1

**Date:** September 14, 2011

**Topic:** Williams Stadium Scoreboard

**Presenter:** Dr. Herbert J. Swender

**Background Information:**

The scoreboard at Williams Stadium (baseball field) was originally installed in 1988 and is in need of replacement.

**Budget Information:**

The purchase and installation of a new scoreboard was an anticipated expense for FY12 and is included in the general fund budget at \$21,990.

**Recommended Board Action:**

Board accepts the bid from Daktronics for \$21,990.

**Board Action Taken:**                     **Approved**                     **Disapproved**  
 **Ayes**                     **Nays**                     **No Action**

**Board Member Notes:**



# Bid Comparison

Garden City Community College	<b>Williams Stadium Baseball Scoreboard</b>
801 Campus Drive	<b>9/14/2011</b>
Garden City, Kansas 67846	
<b>VENDOR</b>	<b>BID</b>
Daktronics	\$21,990.00
Brookings, SD 57006	
Electro-Mech Scoreboard Co.	\$25,677.00
Wrightsville, GA	
NEVCO	\$30,182.43
Greenville, IL	
Spectrum Scoreboards	
Houston, TX	\$30,855.00

**Agenda No:** II-E

**Date:** September 14, 2011

**Topic:** 1985 Ford Fire Truck

**Presenter:** Dr. Herbert J. Swender

**Background Information:**

The City of Garden City wishes to donate to the college a 1985 Ford fire truck. The truck has been stored on the college campus in the garage of the fire science classroom building and has been used for fire science training over the past two years.

**Budget Information:**

Gift of donation plus tag and insurance which is approximately \$550 per year.

**Recommended Board Action:**

Accept the gift of the fire truck from City of Garden City, with grateful appreciation.

**Board Action Taken:**                     **Approved**                     **Disapproved**  
 **Ayes**                     **Nays**                     **No Action**

**Board Member Notes:**

**VEHICLE TRANSFER AGREEMENT**

THIS VEHICLE TRANSFER AGREEMENT (Agreement) made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2011, by and between the CITY OF GARDEN CITY, KANSAS (CITY), a municipal corporation, and the BOARD OF TRUSTEES OF GARDEN CITY COMMUNITY COLLEGE (GCCC).

WHEREAS, it is the desire of CITY and GCCC to make the most efficient use of their powers by cooperating to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population, and other factors, influencing the needs and development of the community.

NOW THEREFORE, in consideration of the terms and conditions set forth below, the parties agree as follows:

1. VEHICLE OWNERSHIP. CITY is currently the owner of one (1) 1985 Ford truck (Fire Truck). The Vehicle Identification Number of the Fire Truck is 1FDXD80U0FVAO3427.

2. OWNERSHIP OF FIRE TRUCK. CITY will transfer the Fire Truck title to GCCC. GCCC shall thereafter, be responsible for all expenses associated with operation, maintenance and repairs of the Fire Truck. The Fire Truck shall be used in the Fire Science program at GCCC.

3. INSURANCE. GCCC shall be responsible for maintaining motor vehicle insurance on the Fire Truck.

4. TAXES/TAGS. GCCC shall be responsible for any taxes, tags, and other assessments associated with ownership and/or use of the Fire Truck.

5. GENERAL COVENANTS.

(a) All notices which are required or which may be given hereunder shall be considered as properly given if delivered in writing, personally or sent by first class mail, postage prepaid, and addressed as follows:

(1) If to CITY: City Manager  
P. O. Box 998  
Garden City, Kansas 67846

(2) If to GCCC: President  
Garden City Community College  
801 Campus Drive  
Garden City, Kansas 67846

Notices served by mail shall be deemed to be given on the date on which such notice is deposited in the United States mail.

(b) This document incorporates all the obligations, agreements and understandings of the parties hereto and there are no oral agreements or understandings between the parties hereto concerning the purpose covered by this Agreement.

(c) This Agreement may be amended, changed or modified, only upon the written consent of both parties.

(d) This Agreement shall be binding upon and inure to the benefit of the parties hereto and their permitted assigns.

(e) This Agreement shall be construed in accordance with the laws of the state of Kansas.

IN WITNESS WHEREOF, the parties hereto have adopted and signed this Agreement as noted herein.

CITY OF GARDEN CITY, KANSAS

\_\_\_\_\_  
Date  
ATTEST:

\_\_\_\_\_  
John Doll, Mayor

\_\_\_\_\_  
Celyn N. Hurtado, City Clerk

THE BOARD OF TRUSTEES OF  
GARDEN CITY COMMUNITY COLLEGE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Terri Worf, President

ATTEST:

\_\_\_\_\_  
Debra Atkinson, Clerk

**Agenda No:** II-F

**Date:** September 14, 2011

**Topic:** Negotiated Agreement for the School Year 2011-12

**Presenter:** Dr. Herbert J. Swender

**Background Information:**

On August 11, 2011, GCCC Faculty approved the proposed negotiated agreement. Changes to the 20-11 agreement are as follows:

**Salary Schedule Regulations**

- \$292.76 will be added to every line of the salary schedule
- All Professional Employees will move vertically one line on the salary schedule when possible
- Professional Employees who are not able to move vertically will receive a \$629.27 increase to their base for 2011-2012 year only
- Salary advancements are limited to one line for six hours of approved credit

**Supplemental Pay Schedule**

- The FLC load for Basic English will increase .75 FLC
- Language added to clarify that summer schools is paid per FLC

**Advancement on Salary Schedule**

- Vertical advancement as per instructions above
- Horizontal advancement is limited to one step or to the first step at the next level , whichever is less

**Faculty Evaluation**

- The process for peer observation was clarified

**Sick Leave**

- Sick leave bank was increased from 60 days to 90 days
- Retiring Professional Employees, in good standing, with at least fifty days of accumulated sick leave will be paid for ten days of accumulated sick leave at \$50.00 per day
- Four days of sick leave per year may be used as personal leave

**Budget Information:**

Proposed changes to the agreement were funded in the 2011-12 General Fund and PTE Fund.

**Recommended Board Action:**

Board ratifies the Negotiated Agreement as approved by faculty.

**Board Action Taken:**                     **Approved**                     **Disapproved**  
 **Ayes**                     **Nays**                     **No Action**

**Board Member Notes:**

# Negotiated Agreement

Approved by  
The Board of Trustees of Garden City Community College  
and  
The Garden City Community College Higher Education Association

For the school year 2011-2012

## Table of Contents

ARTICLE I	DEFINITIONS .....	3
ARTICLE II	GENERAL PROVISIONS .....	6
	Section A. Savings Clause .....	6
	Section B. Retained Rights .....	6
	Section C. Academic Freedom .....	6
ARTICLE III	SALARIES AND WAGES .....	7
	Section A. Salary Schedule Regulations.....	7
	Section B. Salary Schedule-Contracts longer than 172 days .....	8
	Section C. Supplemental Pay Schedule .....	8
	Section D. Overload Pay .....	9
	Section E. Summer School Classes .....	9
	Section F. ITV Classes.....	9
	Section G. Pay For Activity Responsibility .....	9
	Section H. Professional Growth .....	10
	Section I. Tuition Waiver.....	10
	Section J. Pay For Workshops and Seminars.....	10
	Section K. Direct Deposit.....	10
	Section L. College Activities Pass.....	10
	Section M. Wellness Facilities .....	11
	Section N. Internet Instruction for Non-EduKan Courses .....	11
	Section O. Advancement on the Salary Schedule.....	11
ARTICLE IV	HOURS OF WORK .....	12
	Section A. Academic Year Contract.....	12
	Section B. Overload Classes .....	12
	Section C. College Classes During College Workday .....	12
ARTICLE V	FACULTY LOAD .....	13
	Section A. Professional Workload.....	13
	Section B. Load Credit - Workshops and Seminars .....	14
ARTICLE VI	FACULTY EVALUATION .....	15
	Section A. Non-Probationary Employee.....	15
	Section B. Probationary Employee .....	16
ARTICLE VII	LEAVES.....	17
	Section A. Sick Leave.....	17
	Section B. Workers Compensation .....	17
	Section C. Bereavement.....	17
	Section D. Leave of Absence With Pay .....	17
	Section E. Leave of Absence Without Pay.....	18
	Section F. Medical Leave.....	18
	Section G. Paid Sabbatical Leave.....	18

ARTICLE VIII	EARLY RETIREMENT PROGRAM .....	21
	Section A. Group Health Care Benefits for Retirees .....	21
	Section B. Tuition Waiver.....	22
ARTICLE IX	INSURANCE BENEFITS.....	23
	Section A. Salary Reduction Plan .....	23
	Section B. Group Term Life Insurance.....	23
	Section C. IRC 403-B Contribution Package.....	23
	Section D. Health Insurance.....	23
ARTICLE X	GRIEVANCE PROCEDURE .....	24
	Section A. Grievance Procedure.....	24
	Section B. Grievance Procedure.....	24
ARTICLE XI	NON-RENEWAL AND TERMINATION OF CONTRACTS.....	26
	Section A. Non-Probationary Employee.....	26
	Section B. Probationary Employee .....	26
	Section C. Reduction in Force .....	26
	Section D. Cancellation of Contract .....	27
ARTICLE XII	PROBATION PERIOD .....	29
	Section A. Probationary Employment .....	29
ARTICLE XIII	DURATION OF AGREEMENT .....	30
ARTICLE XIV	ADDENDA	
	APPENDIX A—Job Expectations for Full-time Faculty.....	31
	APPENDIX B—Placement on Salary Schedule .....	32
	APPENDIX C—Advancement on Salary Schedule .....	34
	APPENDIX D - Faculty FLC Phase Out.....	35
	APPENDIX E—Salary Schedule.....	36



**ARTICLE I : DEFINITIONS**

- A. ADMINISTRATION Any employee so designated by the Board of Trustees as employed in an administrative capacity.
- B. ASSOCIATION The Garden City Community College Higher Education Association, affiliated with Kansas-National Education Association.
- C. BOARD The Board of Trustees of Garden City Community College, Finney County, Kansas.
- D. PRESIDENT President of Garden City Community College.
- E. COLLEGE Garden City Community College (Kan.)
- F. K-NEA Kansas-National Education Association
- G. NEA National Education Association
- H. PROFESSIONAL EMPLOYEE "Professional Employee", as defined by K.S.A. 72-5413 will hereinafter be referred to as "faculty" or "faculty member".
- I. BARGAINING UNIT The Bargaining Unit is defined as including full-time and part-time employees hired in an instructional capacity.
- J. FULL TIME INSTRUCTOR A professional employee whose contract is ten-tenths (10/10) of a base contract year.
- K. PART TIME INSTRUCTOR A Professional Employee whose contract is prorated from greater than 0.5 and less than 1.0 of base contract years and who has served more than six consecutive semesters. Part-time instructors are eligible for benefits provided under this agreement. Life insurance and contributions to a 403(b) plan will be paid at 100%. All other benefits will be pro-rated at the same percentage of the employee's contract.
- L. TEMPORARY INSTRUCTOR An employee not on continuing contract; hired only as needed and paid a flat rate per credit hour taught.
- M. SALARY SCHEDULE A matrix, consisting of various levels and ranges, used to facilitate initial salary placement of new instructors as well as guide the advancement of existing faculty. The values in the salary schedule will represent a generic 172-day contract.

## N. CONTRACT YEAR

The contract year for most instructors, other than those designated as Part Time, is composed of one hundred seventy two (172) days. At least two (2) days will be set aside for in-service. If a program includes classes only offered in the summer semester and the program instructor(s) are expected to teach; their annual FLC is 38 and their contract year will be:

<u>Designated Program</u>	<u>Contract Days</u>
Ammonia Refrigeration	222*
Welding	222
Paramedic	222

The following programs include administrative assignments with a base teaching load of 33 FLC per year:

John Deere	222
Practical Nursing	212

Administrative Assignment (not subject to 38 annual FLC):

Division Director	182
RN	192

Days over 172 will be paid as indicated in Article III, Section B.

\*Any Ammonia Refrigeration instructor hired after 1-1-10 will be on a 172-day contract.

## O. IN-SERVICE DAY

An in-service day is recognized as part of the Professional Employee's contracted days of work during which no classes are conducted. Garden City Community College employees will come together on these days to participate in college-directed activities.

## P. DIVISION WORKDAY

A division workday is recognized as part of the Professional Employee's contracted days of work during which no classes are conducted. Each division will determine the agenda for division workdays, which may include a Professional Employee's workday at the discretion of the division director.

## Q. FACULTY WORKDAY

A workday is recognized as part of the faculty member's contracted days of work during which no classes are conducted. The work tasks accomplished will be at the discretion of each faculty member. Faculty will be available to students for advising.

## R. FACULTY LOAD CREDIT

Faculty Load Credit (FLC) will be used to calculate faculty load each semester. Each class will be given an FLC rating based on the number of contact hours and credit hours. FLC will be used in determining an instructor's base load, overload, summer pay over base contract load, or any contracted supplemental work.

## S. STUDENT HEAD COUNT

Student Head Count (SHC) will only be calculated for those courses with an FLC equal to one per credit hour. The intent of this calculation is to compensate instructors for accommodating student needs; it is not intended to encourage individual recruitment to the detriment of other instructors.

## T. MAXIMUM STUDENT ENROLLMENT

The number of students placed in a class that protects the integrity of the classroom, the needs of the student and the workload of the instructor. Maximum student enrollment for SHC calculation will be based on the calculation in Article V, Section A, #5.

- U. FACULTY AND DEPARTMENTAL EXPECTATIONS While every discipline has its own job expectations that are specific to the discipline, the expectations of every faculty member is to work with his/her department to meet the Departmental Teaching, Leadership and Service Expectations. See Appendix A for Faculty Job Expectations document.
- V. FAIR MARKET VALUE A percentage value added to normal base salary. Should the Administration/Board decide that is necessary to establish a salary greater than that determined by the salary schedule, then a percentage value will be applied to the salary that will result in the new salary. The President will determine fair market value by researching industry wages and regional wages for similar positions.
- For advancement purposes, the employee will be deemed to have been placed on the salary schedule using the guidelines established in this contract. The Fair Market Value factor will be applied as described in this agreement.
- W. COURSE APPROVAL The Curriculum Committee, made of up of a majority of faculty, along with the appropriate instructional deans will meet to discuss any additions, deletions or changes in credit programs and classes by following the Course Approval procedure.
- X. OVERLOAD For faculty working less than a 212-day contract year, any overload consists of any FLC exceeding 30 per academic year. For faculty working on a contract year of at least 212 days, overload consists of any FLC exceeding the designated amount as outlined in Article I. Section O. Instructors may request overload to be calculated by either the semester or annually.

## **ARTICLE II - GENERAL PROVISIONS**

### **Section A. Savings Clause**

In the event any provision of this Agreement is finally ruled invalid under any appropriate State or Federal law or regulation, the balance of the Agreement not affected by such ruling shall remain in full force and effect. The Board shall have the right to determine and implement necessary provisions to correct such invalidity and the same shall be subject to negotiation upon request the following February 1.

### **Section B. Retained Rights**

The Board shall operate and manage the College. It is understood that the rights of the Professional Employees are set forth throughout the balance of this Agreement. Such rights shall not be abridged by this Retained Rights clause. However, subject only to the express limitations set forth elsewhere in this Agreement, the Board shall continue to hire, transfer, promote and demote employees; to discipline, reprimand, suspend or discharge employees for just cause; to lay off and recall employees; to determine workload, office hours, qualifications for advancement, assignment of work; to select Professional Employees (including Division Directors and -appropriate dean following the review of recommendations, if any, from concerned faculty); to conduct administrative evaluation of employees; to extend contracts; to determine the number of employees to be used in any classification or activity; to prepare, enter into and execute employment contracts between any Professional Employee and the Board which shall include by reference this Agreement; to determine the period, curriculum and content of any school term or course; to establish or modify rules, regulations and practices, but which shall not set aside other terms of this Agreement; to grant sabbatical leaves on such terms and to such persons as the Board may from time to time determine necessary or desirable; to close down or move the College or any part thereof or to curtail operations; to establish new departments or operations and to discontinue existing departments or operations, in whole or in part; to purchase or acquire and to sell or dispose of any assets; to control, maintain and regulate the use of buildings, equipment and other property of the College; to introduce new or improved methods or equipment; to subcontract work as the Board deems necessary or desirable; to determine the number and location of operations, services and courses; and otherwise, generally to manage the College and direct the employees. The above rights are not all inclusive but enumerate by way of illustration the type of rights which belong to the Board. All other rights, powers or authority which the Board had prior to the signing of this Agreement are retained by it, except those which have been specifically abridged, delegated or modified by this Agreement. It is understood that nothing in this Agreement shall restrict or modify the rights and duties of the Board as provided by law.

### **Section C. Academic Freedom**

The Board and the Association agree that academic freedom is essential to the fulfillment of the purposes of the college. They acknowledge the fundamental need to protect from any censorship or restraint the status of Professional Employees, which might interfere with their obligation to pursue truth in performance of their functions.

## **ARTICLE III - SALARIES AND WAGES**

### **Section A. Salary Schedule Regulations**

- 1) Minimum Qualifications for Initial Placement on the Salary Schedule.
  - a) Degreed and Non-degreed Personnel Initial Placement - The Administration will determine the amount of teaching experience and academic qualification of New Professional Employees to be acknowledged for placement on the salary schedule. The President, with approval of the Board, shall determine the initial step on which each new Professional Employee will be placed on the salary schedule. Once a new Professional Employee has been placed on the salary schedule, he/she shall meet the same requirements and shall advance on the salary schedule with other Professional Employees.
    1. The criteria used to determine initial placement can be found in Appendix B.
- 2) Credit for Attendance at Approved Workshops/Seminars - Professional Employees may request that attendance at approved workshops/seminars be considered for advancement on the salary schedule. Credit for these approved workshops/seminars may be treated as credit for salary schedule advancement purposes. The following provisions will govern all requests:
  - a) The proper application form must be completed and submitted to the Division Director, Dean and President at least ten (10) days in advance of the workshop/seminar.
  - b) If the credit is to be granted for attendance at an approved workshop/seminar, approval must be given by the President or his/her designee in advance of the employee's attendance at said workshop/seminar.
  - c) Credit for approved workshop/seminar attendance will be considered on the basis of clock hours. Fifteen (15) clock hours of attendance will be considered as the equivalent of one credit hour.
  - d) Clock hours will be accumulative with thirty (30) equivalent credit hours earned through non-credit workshop/seminar attendance allowed toward any of the thirty (30) credit hours necessary to advance horizontally from one level on the salary schedule to the next.
  - e) Only those workshops/seminars, which relate to the employee's teaching field or at the request of the college, will be considered for approval.
  - f) Verification of attendance must be presented to receive credit.
- 3) Should a Fair Market Value Factor be applied to hire a new instructor, the president of HEA shall be informed, and the salaries of current instructors in the department shall be reviewed using the same criteria. If that review results in an increase in the current instructor's salary, that instructor shall be placed accordingly, both in terms of salary schedule placement and Fair Market Value factor.
- 4) See Appendix E for Salary Schedule.
- 5) Special Provision.

For 2011-2012:

  - a) \$292.76 will be added to every line of the salary schedule.
  - b) All Professional Employees will move vertically one (1) line on the salary schedule, when possible.
  - c) Professional Employees who are not able to move vertically will receive a \$629.27 increase to their base salary for the 2011-2012 year only.
  - d) Salary advancements:
    - 1) Salary advancements for approved credit or professional development will be based on the 2010-2011 agreement which allows eligible employees to apply to move one (1) line for six (6) hours of approved credit or professional development and are limited to a total of one (1) vertical line for the year. Any unused approved credit or professional development can be carried forward to be used during a future year.

- 2) There will be no vertical step for years of service when evenly divisible by three (3) because every eligible Professional Employee is being granted one (1) vertical step for 2011-12.

### Section B. Salary Schedule-Contracts longer than 172 days

For those instructors having a contract greater than 172 days, the days in excess of 172 will be paid from the salary schedule, including any Fair Market Value (FMV) factor per day. The daily rate is calculated as follows. Daily Rate = (Salary Schedule \* FMV) / 172.

### Section C. Supplemental Pay Schedule

Conditions that govern the supplemental pay schedules are as follows:

1. The College retains the right to add new supplemental assignments. The President of the Association will be consulted before the addition.
2. To be eligible for the following supplemental assignments a faculty member must be teaching at least 12 Faculty Load Credits per semester. Supplemental assignments may require work outside the base contract.

Activity	Annual FLC
Head Athletic Coach	21 FLC
Division Director	12 FLC
Gallery Director	7 FLC
Head Coach/Sponsor – Competition Team & Honor Society (CJ, Academic Challenge, Forensic, Meats, PTK)	7 FLC
Assistant Coach/Sponsor – Competition Team & Honor Society (CJ, Academic Challenge, Forensics, Meats & PTK)	4 FLC
Head Sponsor (SIFE/DECA/BPA)	3 FLC
Mentor (per mentorship, per semester)	1 FLC
IG Core Chair, Vice-Chair, Recorder	2 FLC
IG Committee Chair	1 FLC
AQIP Project Chair	1 FLC
Faculty Senate President	6 FLC
Program Leader – Technical Division (per instructor)	1 FLC
Leadership Academy Coordinator(s)	1 FLC
Carpe Verbum	3 FLC
Science Olympiad	1 FLC
Pep Band	4 FLC
Pianist for Fine Arts	2 FLC
Drama Director for Musical Production	6 FLC
Pit Director for Musical Production	3 FLC
Pianist/Organist for Musical Production	3 FLC
Vocal Director for Musical Production	2 FLC
Choreographer for Musical Production	1 FLC
Jazz Festival	1 FLC
Piano Festival	1 FLC

3. The following FLC are in addition to the course FLC for the instructor of record:

Course FLC	FLC
CHEM206 Organic Chemistry I	.70 FLC
CHEM207 Organic Chemistry II	.70 FLC
DRAM144 Tech Theater I	2 FLC
ENGL090 Basic English	.75 FLC
ENGL091 Basic English	.75 FLC
ENGL101 English I	.75 FLC
ENGL102 English II	.75 FLC
JRNL111 Magazine	4 FLC
JRNL113 Newspaper	4 FLC
JRNL118 TV Production I	4 FLC
JRNL119 TV Production II	4 FLC
JRNL120 Radio Production I	4 FLC
LITR240 Creative Writing	.75 FLC
LITR242 Advanced Creative Writing	.75 FLC
MATH107R Intermediate Algebra w/Review	.67 FLC
MUSC120 Band I	2 FLC
MUSC124 Jazz Ensemble	2 FLC
MUSC128 Beg. String Orchestra	2 FLC
MUSC130 Choir I	2 FLC
MUSC130 Accompanist	2.51 FLC
MUSC132 Vocal Ensemble	2 FLC
MUSC132 Accompanist	2.09 FLC

#### Section D. Overload Pay

Overload will be paid at the rate of \$550 per FLC over the instructor's base contract FLC requirement.

#### Section E. Summer School Classes

##### Summer Salary Schedule

Level	One	Two	Three	Four	Five
	\$570	\$675	\$750	\$850	\$950

The amount above will be paid per FLC, unless summer classes are needed to meet the base contract.

#### Section F. ITV Classes/Polycom Classes

Instructors will be paid an additional 0.136 FLC per credit hour when teaching classes over the interactive television system or via Polycom.

#### Section G. Pay for Activity Responsibility

Pay of \$15 per each separately completed intercollegiate athletic event (game, match, meet or tournament session) will be paid to those who assist with athletic activities assigned by the athletic director.

Professional employees will receive first consideration for these assignments if accepted within a reasonable period of time.

## **Section H. Professional Growth**

Upon approval by the President, or his/her designee, any Professional Employee attending professional meetings, shall receive actual expenses of transportation, lodging, meals, and registration fees in accordance with school policy. In the event College provided transportation is not available, the Professional Employee upon approval by the President, or his/her designee, shall receive expenses for use of a personal vehicle at a mileage rate not less than that paid by the State of Kansas to its employees. Exception: This section does not apply to attendance at meetings conducted by the State Teachers' Convention of the Kansas National Education Association.

## **Section I. Tuition Waiver**

Full-time Professional Employees, their dependent children, and their wives/husbands, have the privilege of attending credit courses at Garden City Community College on a tuition free basis if they meet the requirements for admission, but they will have the obligation to pay all required college fees. To be eligible for tuition waiver, the classes must be taken for credit (including pass/fail option.) "Dependent children" shall be defined as children (of a full-time Professional Employee) who are 21 years of age or younger or who are eligible to be reported as a dependent of the Professional Employee for tax purposes.

## **Section J. Pay For Workshops and Seminars**

College instructors who handle workshops/seminar under the non-credit with credit option or solely for non-credit in addition to their normal base load must declare in advance of offering the workshop/seminar that they desire to be paid \$30 per contact hour (hours in the formal workshop/seminar presentation with all participants present) or that they desire to be paid 85 percent from participant fees after direct costs have been deducted. Direct costs include, but are not limited to, the following: tuition and fees, meals/refreshments, textbooks, sales tax; usable materials; printing; advertising, & postage; transportation/mileage; custodial, secretarial, & security services as utilized; technician fees. The employer's share of employment taxes will be considered a direct cost if the workshop is offered solely for non-credit. For workshops and seminars that include both credit and non-credit enrollments, the employer's share of payroll taxes will be prorated accordingly.

## **Section K. Direct Deposit Regular Monthly Payroll**

A Professional Employee shall receive payment by the end of the month. The direct deposit is deposited at a financial institution selected by the individual. Payment is usually on the 25<sup>th</sup> of each month. Should the 25<sup>th</sup> of the month fall on a Saturday or a Sunday, or any other legal holiday, the payment will usually be made on the last full working day of the college, immediately preceding the 25<sup>th</sup>. The final check received by the Professional Employee who will no longer be employed by the college may be by manual check. Statements of earnings are provided the Professional Employees on payday.

## **Section L. College Activities Pass**

All Professional Employees will receive a pass for each family member good for all College sponsored activities.



### **Section M. Wellness Facilities**

All Professional Employees will have access to wellness facilities at the college including Super Circuit. Use of the facility during normal work hours will be with the permission of the division director or the appropriate dean. Access to Super Circuit will require that employees complete a pre- and post-assessment each semester of participation.

### **Section N. Internet Instruction for Non-EduKan Courses**

1. Development Fee for Non-EduKan Courses. An instructor who receives approval from the appropriate Dean for Internet course delivery will receive a one-time first-time development fee of 1.09 FLC per credit hour upon successful implementation of the course.
2. Course Delivery. Beginning January 2009, an instructor who teaches an Internet course as part of the regular workload will receive an additional 0.136 FLC per credit hour and flex-time equivalent to one hour per semester credit hour per week.
3. Conditions. One-third of the development fee will be payable upon approval of the course. The remaining two-thirds of the development fee will be paid upon completion of course development.

### **Section O. Advancement on Salary Schedule**

Faculty advancement on the salary schedule for a year of service is not automatic. Professional Employees requesting vertical or horizontal advancement due to approved credit or professional development must submit application according to College procedure.

#### **Vertical Advancement**

For the provisions governing vertical advancement for the 2011-12 year, see Article III, Section A. (5) of this Agreement.

#### **Horizontal Advancement**

1. Once the qualifications for the next level on the salary schedule have been met, the faculty member will be eligible to apply to move to that level.
2. Horizontal advancement will be to the next greater salary amount at the next level. Approved credit or professional development must be applied to vertical advancement before advancing to the next horizontal level. Advancement for approved credit or professional development, whether vertical or horizontal, is limited to one (1) step for the 2011-12 year.

Any approved, unfunded vertical or horizontal steps may be carried forward until funding becomes available. When funding becomes available, oldest unfunded requests will be funded first.

**ARTICLE IV - HOURS OF WORK**

**Section A. Academic Year Contract**

The academic year is defined under Article I. At least two (2) days will be set aside for professional staff development. The calendar shall include the following holidays and the minimum number of days as indicated for each holiday.

Labor Day .....	1 weekday
Fall Break.....	1 weekday
Thanksgiving.....	3 weekdays
Winter Break .....	15 weekdays
Presidents' Day .....	1 weekday
Spring Break .....	5 weekdays
Easter Break .....	2 weekdays

Some Professional Employees shall be contracted to work over the 172-day contract. The contract will state how many days the Professional Employee will work, along with the duties to be performed (including teaching), the length of the work year, and the yearly compensation.

**Section B. Overload Classes**

Overload classes are those classes that are in addition to regular teaching assignments.

Overload teaching by full-time Professional Employees during the regular school year shall be limited to a maximum of six (6) FLC per semester, or two (2) classes totaling six (6) FLC or less per semester, unless otherwise recommended by the Administration and with mutual consent of the Professional Employee involved. It is not intended that overload classes diminish the teaching effectiveness of the instructor.

**Section C. College Classes During College Workday**

Professional Employees may take College classes during the College workday with the permission of the division director or appropriate dean.

## **ARTICLE V - FACULTY LOAD**

### **Section A. Professional Workload**

1) FLC Formula

FLC will be calculated as follows for current and proposed courses:

For courses with semester Contact Hours LESS THAN 30 per Credit Hour

$$0.67 * \text{Cr Hr} + .33 * (\text{Contact Hr} / 15)$$

For courses with semester Contact Hours GREATER THAN or EQUAL TO 30 per Credit Hour

$$(\text{Contact Hour} * 0.67) / 15$$

- 2) 30 FLC hours shall be considered a normal load for 172 day full time Professional Employees, divided between the Fall and Spring semesters at 15 FLC each. The 15 FLC expected in each semester may be adjusted by the appropriate dean for programs in which Course Credit Hours are limited by outside agencies. Employees with base contracts greater than 172 days may require more than 30 FLC per year.

Appendix D identifies additional course FLC for specific instructors teaching specific courses. The instructor will receive the additional FLC listed for the 2010-2011 school year. Effective July 1, 2011, the additional FLC will be reduced by 50%. Effective July 1, 2012, the additional FLC will no longer be funded.

The following positions will have the FLC as indicated below and are not eligible for SHC:

Cosmetology Instructor.....	50 FLC
Coordinator/Instructor Finnup Lab .....	30 FLC
Director of Super Circuit .....	30 FLC

- 3) Preparations - In addition to the FLC stipulation for the professional workload, a Professional Employee normally should have no more than 4 different academic preparations per semester and shall have no more than 4 different academic preparations if 3 or more of the preparations require accompanying laboratories in addition to the regularly scheduled times for recitation. Any courses taught concurrently will be counted as one preparation. If this guideline is exceeded, the instructor will receive 1 FLC of overload per academic preparation over 4 (excluding overloads). Administration determines which courses comprise the base contract workload.
- 4) Administrative assignments are calculated at 0.5 FLC per 15 contact hours.
- 5) Student Headcount Credit will be computed using the following process:
1. For this calculation, a maximum class size of 25 students is used (maximum student load per instructor is 125 students in five classes)
  2. Subtract 125 from the total number of students in all base contract classes as of the 20<sup>th</sup> day (certification).
  3. Take that difference and divide by 25 (maximum number of students per class)
  4. Multiply that factor by the overload rate
  5. The result will be the additional compensation for SHC
- 6) Overload - In the event a Professional Employee, on a 172-day contract, has an adjusted professional workload exceeding 15 FLC during a semester or 30 FLC per year, the Professional Employee shall qualify for overload pay. In order that effectiveness of teaching not be sacrificed, the assigned overload will not be excessive. Should an overload be necessary, the assignment will

be made by the appropriate Dean only after consultation with the Division Director and the Professional Employee involved. Overload pay shall be determined each semester and paid at the end of each semester or in equal monthly installments unless instructors request that their loads be adjusted on a contract year basis; in that case, overload pay will be determined and paid only at the end of the spring semester.

- 7) In the event the workload of a Professional Employee does not meet the minimum FLC for a fall or spring semester as defined in paragraph 1, the Professional Employee may be assigned other classes and/or other duties. When this becomes necessary, the assignment will be made by the appropriate Dean after consultation with the Division Director and Professional Employee involved. Immediately after the assignment is made, the Professional Employee shall submit in writing a proposed work schedule, to be approved by the Division Director and appropriate Dean. The proposed schedule can be adjusted by the Division Director and appropriate Dean if necessary. A Professional Employee assigned an off campus class shall be compensated for use of personal vehicle to and from said class at a mileage rate not less than that paid by State of Kansas to its employees.
- 8) A student assistant may be requested by the Professional Employee should the workload exceed 18 FLC per semester. The student assistant must meet the requirements established by the Professional Employee. The actual assignment of a student assistant shall be subject to administrative approval.
- 9) In all departments the maximum class size shall be decided for each individual course by the appropriate Dean after conferring with the Division Director and the Professional Employee. Every effort shall be made to keep the class size at the recommended maximum. No new sections of a class or subject area will be opened at enrollment time as long as it appears that scheduled sections of the same course or subject areas are still open.

### **Section B. Load Credit - Workshops and Seminars**

A full-time college instructor may use a non-credit workshop/seminar for load credit, if approved in advance by the appropriate Dean and the President, only if said instructor's teaching load has not made during the semester in question. If an instructor uses a non-credit workshop/seminar for approved load credit, he/she shall not receive pay for the participation/enrollment/tuition charges paid by participants. Load credit for full-time college instructors will be computed on the basis of one (1) hour of load credit for fifteen (15) hours of contact in presenting a particular workshop/seminar to all participants enrolled in the workshop/seminar. The appropriate FLC factor will be established and entered as that Professional Employee's load.

## **ARTICLE VI - FACULTY EVALUATION**

### **Section A. Non-Probationary Employee**

All full-time instructors will be evaluated on a three-year rotation through the use of the following instruments: a classroom visitation, a self-evaluation, a peer exchange, an advising evaluation and an administrative evaluation. In addition, each full-time instructor will conduct a student evaluation each semester. Guideline for the implementation and administration of these evaluations are as follows:

#### **1) Student Evaluations**

Each semester, every instructor will conduct an in-class student evaluation either by pencil/paper or by taking the students to a computer lab to complete the student evaluation on-line. Instructors will also announce to all students the availability of the on-line evaluation in all of their classes along with step-by-step instructions on how to access the evaluation. Student evaluations will be sent to the appropriate dean who will then distribute them back to the respective instructor, and division director or program leader. Student evaluations will be provided to the faculty member in a timely manner, but no later than February 1 for the previous fall semester evaluation and July 1 for the previous spring semester evaluation.

#### **2) Three-year rotation schedule**

- a. Classroom Visitation—The appropriate dean will contact the faculty member to schedule a class visitation. At the scheduled visitation, the appropriate dean will observe the faculty member. After the visitation, the dean will meet with the faculty member to review the classroom visitation evaluation. Two copies of the evaluation shall be signed by the dean and the faculty member with one copy being retained by the faculty member and the other copy being submitted to the Human Resources Office to be placed in the faculty member's file. The instructor may attach comments to the evaluation and those comments will be included with the evaluation in the employee's permanent file. The comments must be submitted to the appropriate dean within 10 working days of the review of the visitation evaluation.
- b. Self-Evaluation—The self-evaluation will be completed as a part of the administrative evaluation. The self-evaluation shall include but not be limited to the review of teaching load, college-related responsibilities, professional activities, community service and activities. The self-evaluation will be submitted to the appropriate dean for review. The evaluation will then be signed by the dean. Once signed, the evaluation will be submitted along with the administrative evaluation to the Human Resources department for inclusion in the faculty member's file.
- c. Advising Evaluation— The Dean of Student Services will conduct the advising evaluation. A final copy of this evaluation will be placed in the instructor's personnel file along with the administrative and self-evaluations.
- d. Peer Observations- As a corollary to the evaluation processes, peer observations will be organized and conducted under the guidelines of the Faculty Senate. Faculty members will collaborate with one instructor from outside their content area. Each instructor will schedule a class visit and will write an observation of the host instructor's class from that visit. The instructors will then meet to collaborate and discuss the written observation. The peer observation will not be included in the host instructor's personnel file unless that instructor request that it be added to his or her file.

- e. Administrative Evaluation—The administrative evaluation will be conducted and written by the appropriate dean in conjunction with program leaders and division directors. The administrative evaluation will include overview of the classroom evaluation, advising evaluation, self-evaluation and peer exchange (if requested by instructor). The administrative evaluation will be reviewed with the faculty member by the dean and division director. The administrative evaluation will then be filed in the faculty member's file in Human Resources.
- f. All faculty evaluative forms are subject to review or revision by the Advising Committee or Curriculum Committee upon written request by the HEA President or the appropriate dean.

### **Section B. Probationary Employees**

During each year that a Professional Employee is on probationary (non-tenured) status, the Professional Employee will be evaluated by the appropriate Division Director and appropriate Deans. Such evaluation shall be discussed by the Division Director, appropriate Deans, and the Professional Employee on probation. The evaluation report will be signed by the Division Director, the appropriate Deans, and the Professional Employee.

## **ARTICLE VII - LEAVES**

### **Section A. Sick Leave**

Each Professional Employee shall receive ten (10) days of sick leave, with pay, each year. Sick leave may be used for the illness or injury of the Professional Employee, or the Professional Employee's immediate family. Sick leave may be accumulated to a total of ninety (90) days. In the event a Professional Employee suffers an extended illness, injury or disability, the President may extend sick leave days.

Retiring Professional Employees, in good standing, with at least fifty (50) days of accumulated sick leave, shall be paid for ten (10) days of accumulated sick leave, at Fifty Dollars (\$50) per day.

### **Section B. Workers Compensation**

Persons injured on the job must file Workers' Compensation Forms with the Human Resources Office, and if an examination is required, the examination must be made by a doctor designated by the college administration. The college will participate in workers' compensation as required by current statute. The combined workers' compensation benefits and salary received under allowed sick leave, or other available leave, shall not exceed one full day's pay.

All employees of the college shall be covered by workers' compensation. Workers' compensation coverage is provided for all employees regardless of assignment, length of assignment, and/or hours worked per day. Benefits are for personal injury from accident or industrial diseases arising out of and in the course of employment with the college. The workers' compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify; however, the amount of workers' compensation benefits and sick leave benefits shall not exceed a regular daily rate of pay. An employee on workers' compensation may use sick leave as a supplement in order to receive one full day's pay. The employee will be charged for one full or partial day of sick leave, as provided for in the sick leave policy of the negotiated agreement, for each day of absence until the employee's sick leave is exhausted. Any employee who is off work and drawing workers' compensation shall be required to provide the college with a written doctor's release before the employee is allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under sick leave shall be ended and those benefits under workers' compensation shall be restricted as provided by current statute.

### **Section C. Bereavement**

In case of bereavement, the number of days of leave will be those deemed necessary as determined by the President or, in his/her absence, the President's designee.

### **Section D. Leave of Absence With Pay**

Employees may use four (4) days of annual sick leave for personal leave each contract year, for any reason deemed appropriate by the Professional Employee. A request for personal leave shall be submitted, in writing, to the Professional Employee's Dean, at least five (5) days prior to the intended leave, unless impracticable due to an emergency. Personal leave days shall not accumulate or carry over from year to year.

Professional Employees required to fulfill military service obligations shall be granted benefits provided under the Federal Government Universal Military Training and Service Act and its subsequent amendments.

### **Section E. Leave of Absence Without Pay**

1. A leave of absence shall be available to all Professional Employees upon completion of probationary status. A Professional Employee may be granted leave without pay for personal reasons. In the event of a long-term absence, such leave shall be conditioned upon determination by the President and Board that a suitable replacement has been hired.
2. Any Professional Employee granted a leave will be returned to a position on the College staff within the division served by the employee at the time the leave was granted. The employee will sign a contract for the ensuing academic year at the same time as other faculty members, or the right to return will be forfeited.
3. The personnel hired to fill the position of the Professional Employee granted leave of absence without pay shall, unless otherwise agreed in writing between the Board and said replacement, be on probationary status with the College, and shall not be guaranteed a permanent position on the College staff. The replacement personnel will not receive contract renewal unless through independent determination by the Board following the first year's service.
4. The final terms and conditions of the leave of absence granted to any Professional Employee shall be governed exclusively by mutual agreement of the Board and the Professional Employee, with the written agreement reflecting terms and conditions of the leave of absence without pay. The written agreement will be signed by both the Board Chairman and the Professional Employee.

### **Section F. Medical (Including Maternity) Leave**

A medical leave of absence with sick leave benefits while applicable to the leave and thereafter without pay may be granted upon written request for a reasonable period of time (not to exceed the then current school year or the next succeeding school year if the Professional Employee has signed a contract for said school year) to any Professional Employee who because of illness, accident, or other medical reason (including childbearing by the Professional Employee), is physically unable to perform normal teaching assignments, provided the employee intends to return to work at the end of the leave. Such leave will be granted only after approval by the President and the Board. For the purposes of such leave, "physical inability to perform the normal teaching assignments" shall be shown by medical certification from the employee's physician and, at the Board's option, from the Board's physician.

Many of the specific terms of medical leave involving childbearing of the Professional Employee shall be negotiated by the individual employee and the President. Such negotiations shall be subject to the approval of the Board.

### **Section G. Paid Sabbatical Leave**

The Board may grant sabbatical leave for any activity, which, in its judgment, will contribute to the personal and professional growth of the applicant as well as enhance the ability of the institution to perform its stated mission and goals. Sabbatical leave may be granted in accordance with the following provisions:

1. Eligibility for Paid Sabbatical Leave -  
Faculty members shall be eligible for two semesters of sabbatical leave after six years of full-time continuous service. Those eligible must submit an application for sabbatical leave to the sabbatical leave committee according to dates established in Part 3 of this Section - Application Process. Sabbatical leave is not cumulative. In other words a faculty member with 12 years of service is not eligible for two consecutive sabbatical leaves. Any faculty member taking sabbatical leave for any duration will not be eligible for consideration for another sabbatical leave for six years following completion of the current sabbatical leave.



2. Considerations in the granting of Paid Sabbatical Leave -

The Board reserves the right to deny any or all applications for sabbatical leave.

The Sabbatical Screening (or Professional Development) Committee will review and recommend applications to the Board. Potential value to the institution and seniority in service shall be given greatest weight in the selection process.

In general, Sabbatical Leaves will be considered for a faculty member to pursue an approved degree program or other appropriate study, to do research and/or publication, to pursue appropriate post-doctoral work, to travel in areas related to the faculty member's teaching assignments, or to participate in approved work experience.

3. Application Process -

Applications for sabbatical leave for the full academic year or for the fall semester of an academic year shall be submitted by the preceding October 1st and applications for leave for the spring semester of an academic year shall be submitted by the preceding February 1st. Applications shall be in writing and submitted through the appropriate dean to the Faculty Senate. A copy of the application shall be submitted to the President. The Faculty Senate shall establish a Sabbatical Screening Committee. The applications will be forwarded to the Sabbatical Screening Committee composed of six members, three faculty members elected by the faculty senate, the designee of the President, and the appropriate Deans. The division chairperson(s) of each applicant will be ex-officio members of the committee. The committee shall elect a chairperson.

Within thirty (30) days after close of dates for receipt of application(s) for sabbatical leave, the sabbatical screening committee shall approve or disapprove the same. An application(s) approved by the sabbatical screening committee shall be submitted to the President of the college for presentation to the Board. The Board shall act upon requests for sabbatical leave at its meeting held immediately following approval of request(s) by the sabbatical screening committee and shall promptly notify the faculty member(s) of approval or disapproval. The faculty member(s) shall have thirty (30) days after board approval to make a final commitment in writing to the President, appropriate dean and division chairperson for sabbatical leave. If the faculty member(s) fail to accept or rejects sabbatical leave in writing to the proper administrators within such thirty-day period, the sabbatical position shall become open to other faculty applicants.

4. Terms of the Sabbatical Leave -

A sabbatical leave may last one or two consecutive semesters but shall not exceed two (2) consecutive semesters.

The applicant granted a paid sabbatical leave will be required to sign a contract. The contract will specify that the applicant is obligated to serve the college on return from sabbatical leave for four (4) consecutive semesters. Breach of this contract will obligate the applicant for repayment of salary and fringe benefits paid during the leave period plus interest at the rate of six (6) percent per annum. In the event that the Professional Employee voluntarily leaves the employment of the College at any time prior to or during the four (4) semester period, the employee will be required to make repayment prorated on a semester basis according to the amount of the four semesters remaining. The employee will have no obligation to repay any remaining fractional portion of the four semesters if terminated or non-renewed by the Board.

Compensation for a two-semester sabbatical shall be 0.5 times the annual contract rate and for a single semester sabbatical 1.0 times one semester's rate based on the applicant's level and step. The compensation will be distributed monthly during the duration of the leave.

Life insurance, health insurance, and disability insurance and other section 125 options will

continue during the sabbatical leave on the basis of the regular base salary to the extent permitted by the insurance carrier, IRS tax codes and as provided by the college for members of the bargaining unit.

If a faculty member on leave qualifies for a more advanced column the semester the applicant returns to teaching, the contract will be adjusted at the time adjustments are made for other faculty.

If a faculty member is on sabbatical during one semester and teaches at the college during the other semester of an academic year, the half year taught will count in determining number of years of teaching experience.

A Professional Employee on paid sabbatical leave who accepts gainful employment during the leave period shall have the amount of compensation received from such employment deducted from the sabbatical pay. Assistantships, grants and scholarships will not be considered gainful employment.

## **ARTICLE VIII - EARLY RETIREMENT PROGRAM**

### **Section A. Group Health Care Benefits for Retirees**

An employee of Garden City Community College who may find it necessary or desirable to retire from employment with the college prior to normal retirement age may elect to retire under the terms and conditions hereinafter specified. Early retirement is voluntary and at the discretion of an eligible employee.

1. Eligibility - an employee is eligible for early group health care benefits if such employee:
  - a. currently works under a full-time contract;
  - b. is less than 65 years old at effective date of retirement;
  - c. has completed 10 years or more of full-time service with the college;
  - d. currently has 5 years of continuous health coverage through the group health plan sponsored by GCCC.
  - e. is eligible for unreduced KPERs benefits and will participate in KPERs retirement.

Eligibility in accordance with (a) - (e) above will be determined by the President of the college. An employee applying for early group health care benefits shall have the responsibility to provide all facts and information necessary to prove eligibility.

2. Application - An employee may apply for early group health care benefits by giving written notice to the President of the college. Such written notice by the employee shall be submitted on or before the first day of February preceding the anticipated retirement date, and the notice shall include the following information:
  - a. a statement of the applicant's desire to take early retirement;
  - b. the anticipated date of retirement;
  - c. the applicant's birth date, and age on the effective date of retirement;
  - d. the current mailing address and telephone number of the applicant;
  - e. the number of years the applicant has been employed full-time by GCCC;
  - f. the number of years the applicant has been continuously covered by the group health insurance plan sponsored by GCCC.

Following final action by the Board on any application for early retirement, the President of the college shall notify the applicant in writing of early group health care benefits to be paid by the college for the college sponsored group health insurance plan.

3. Early Group Health Care Benefit – Effective September 1, 2010, an eligible employee who takes early retirement will be entitled to receive the equivalent of low option single health insurance coverage up to a premium amount not to exceed \$400.00 per month until the retiree reaches age 65. This amount is available exclusively to apply toward the purchase of health insurance through the group plan sponsored by Garden City Community College.
4. Terms and Conditions -
  - a. The Board retains the right to adopt the early group health care incentive program on a year-to-year basis. Should the Board choose to discontinue the program, notification shall be given to the employees in the period between July 1 and August 15, one year prior to discontinuing the program.
  - b. Should the Board decide not to adopt the early group health care incentive program in any given year, all employees who were on the program prior to the non-adoption will continue on the program until the employee reaches age 65.
  - c. After the early retiree reaches age 65 the early retired employee will be allowed to keep spouse insured through the college's plan for an additional 36 months (COBRA).

- Additional premiums required to maintain spouse's coverage will be paid by the retiree.
- d. An employee who waives continuing participation in the college sponsored group health insurance plan after the effective date of retirement shall not be eligible to participate at a later date.
  - e. Failure of the retired employee to pay any required monthly health insurance premiums above and beyond the college contribution will terminate the retired employee's right of continued participation in the college sponsored group health insurance plan.
  - f. An employee who takes early retirement shall have the responsibility to keep the college informed of his/her current mailing address and telephone number.
  - g. The group health insurance provided by the early group health care incentive benefit may not be converted to cash or other benefits.
  - h. Death of the retiree prior to the date of retirement nullifies the responsibility of the Board.
  - i. Early group health care benefits shall cease upon the death of the retired employee.
  - j. If the early retiree takes other employment and is eligible for group health insurance with that employer, the early retiree will notify the college and the early group health care benefit offered by Garden City Community College will be terminated.
  - k. If any provision of the early group health care incentive plan is determined to be in violation of Federal or Kansas State laws or insurance company regulations, the plan shall then immediately be terminated by Board action and shall not be in further force or effect unless re-adopted by the Board.

### **Section B. Tuition Waiver**

All full-time professional employees who have retired from GCCC are eligible to receive a Tuition Waiver for Garden City Community College courses. Retirees taking classes through EduKan will receive a waiver equal to the GCCC in-state per credit hour tuition rate. All classes must be taken for credit (including pass/fail option). The waiver is for tuition only; the retired employee is required to pay all fees.

## **ARTICLE IX - INSURANCE BENEFITS**

### **Section A. Salary Reduction Plan**

The Board establishes an IRC Section 125 Cafeteria Salary Reduction Plan whereby each eligible Professional Employee has the right to reduce his/her compensation in the amount necessary to purchase from those nontaxable benefits contained in the plan and selected by the employee.

The nontaxable benefits contained in the plan are health (hospitalization) insurance, cancer insurance, short-term disability (salary protection) insurance, medical expense reimbursement, and dependent (child) care.

At his/her discretion an eligible Professional Employee may forego any reduction in compensation for the purchase of nontaxable benefits and take the total compensation as salary - cash.

All full-time and part-time Professional Employees are eligible to participate. Temporary or substitute Professional Employees are excluded from participation.

If a participant ceases to be an employee, participation in the plan shall terminate unless the participant continues to receive compensation from the College.

### **Section B. Group Term Life Insurance (Full-time Professional Staff)**

The Board will provide for each Professional Employee \$15,000 in group term life insurance coverage which will remain in force while the Professional Employee remains in the employ of the College.

### **Section C. IRC 403-B Contribution Package**

Professional Employees may at their individual discretion take part in a matching Tax Sheltered Plan as generally outlined by the following:

1. A requirement of a \$50 contribution by the employee.
2. The college will match the \$50 contribution of the employee.
3. To receive matching funds, all employees are required to invest in the Garden City Community College Employee Employer sponsored plan.

Each Professional Employee, in addition to the base salary, and if appropriate, from other types of salaries, will receive \$50 per month towards the purchase of a 403-B account.

### **Section D. Health Insurance**

Each Professional Employee, in addition to the base salary, will receive a health insurance benefit available exclusively to apply toward the purchase of health insurance through the group health insurance plan sponsored by Garden City Community College. The health insurance benefit will be single, low option, not to exceed \$408.67 per month through August 2010. Effective September 2010, faculty will receive a monthly benefit of \$400.00 to be used toward college sponsored health insurance coverage. There is no cash option and the amount can be applied toward other college sponsored health insurance options or enrollment levels.

## **ARTICLE X - GRIEVANCE PROCEDURE**

### **Section A.**

Grievances of a Professional Employee with respect to the interpretation or application of this Agreement (excluding matters which have separate procedures for hearings and determination set forth in this Agreement) shall be handled as follows:

1. The Professional Employee shall request an informal conference with his Division Director within ten (10) days after the employee is aware of possible violations of the Agreement and discuss such issues with his Division Director.
2. If the matter is not resolved through the Informal Procedure set forth in Step 1, the Professional Employee may file a formal grievance in writing stating in detail the facts of which he complains and the provisions of the Agreement which are deemed to have been violated; provided, no grievance shall be filed or processed based on facts or events which have occurred more than thirty (30) days before the grievance is filed. Grievances shall be deemed filed when delivered in writing to the appropriate Dean. All grievances shall be carbon-copied to the appropriate Division Director.

The grievant may discuss the problem with the appropriate Dean and may present information or oral argument in support of the same. The appropriate Dean may also hear other information or oral argument. The appropriate Dean or grievant may request an advisory opinion from the Faculty Senate as to any matter in dispute. Such advisory opinion shall be rendered in writing within ten (10) days of the delivery of the formal grievance to the appropriate Dean. The appropriate Dean shall make known to the grievant his recommendation in writing within ten (10) days after delivery of the written grievance.

3. If a solution satisfactory to the grievant and the appropriate Dean has not been reached in Step 2, the grievant may appeal the same in writing to the President within ten (10) days after the recommendations of the Dean have been delivered in writing.

The President will review the grievance and record of the above proceedings, together with any additional information or oral argument presented by the grievant. The President may also hear other information or oral argument. Within ten (10) days after the grievance is appealed to him/her, the President shall render his/her written decision.

4. If a solution satisfactory to the grievant and the administration has not been reached through the above procedures, the grievant may appeal the same in writing to the Board within ten (10) days after delivery of the President's decision. The Board will review the grievance and the record of the above procedures and hear the matter in dispute. Any pertinent evidence or argument which the grievant desires to submit or which the Board deems necessary may be presented at such hearing. The Board will thereafter render its decision and submit a copy of the same in writing to the grievant within twenty (20) days following the next regularly scheduled Board meeting.

### **Section B.**

Grievance shall be processed according to the following rules:

1. If at any stage of the grievance procedure, the grievant does not take the next step within the time allotted, the grievance shall be settled in the manner recommended or decided at the last step taken by the grievant.

2. All reference to number of days in this procedure shall be determined to mean working school days. In the event grievances are not filed or processed in the manner and within the times set forth above, they shall be forever barred.
3. Grievances shall be processed as rapidly as possible. The number of days indicated in each step shall be considered a maximum and every effort shall be made to expedite the process in a shorter period of time.
4. The parties may mutually agree in writing to extend any of said time periods.
5. It is agreed that the grievant may request information in the possession of the Board necessary for the processing of said grievance. The Board shall consider all such requests in good faith.
6. The grievant may withdraw the grievance at any step.
7. All parties shall have the right to have counsel present in the formal grievance procedure.
8. It is agreed that nothing in the above procedure shall be interpreted in such a way as to modify or reduce the rights guaranteed under the Constitution and laws of the United States and the Sovereign State of Kansas.

## **ARTICLE XI - NON-RENEWAL AND TERMINATION OF CONTRACTS**

### **Section A. Non-Probationary Employee**

1. Grounds - The grounds for the non-renewal of a Professional Employee's contract after such employee has completed probationary status, and the causes for terminating a Professional Employee's contract, except in the case of reduction in force, shall be as follows:
  - a. Conviction of a felony crime;
  - b. Incapacity or continuing illness after exhaustion of leave;
  - c. Incompetency, insubordination, inefficiency, neglect of duty, dishonesty, or other unprofessional conduct on campus, or in connection with job-related responsibilities, including failure to perform assigned duties and responsibilities;
  - d. Failure to comply with reasonable requirements of administration or Board, pertaining to professional duties after notice of same;
  - e. Failure to cooperate with fellow Professional Employees or administration, when such failure interferes with overall learning atmosphere and professional effectiveness of employee;
  - f. Violation of Federal and/or state laws covering all forms of discrimination and sexual harassment; and
  - g. Other good and just cause.
2. Procedures - The procedures for the non-renewal and termination of the contracts of Professional Employees provided in K.S.A. Supp. 72-5436, et seq., as amended, shall be incorporated into this Agreement by reference.

### **Section B. Probationary Employee**

The renewal or non-renewal of a probationary Professional Employee's annual contract, including notice requirements, shall be governed by K.S.A. 72-5437 and K.S.A. 72-5445, as well as any other state statutory provision that applies to employment contracts and due process rights of a probationary Professional Employee. A probationary Professional Employee shall be entitled to the same fringe benefits that are provided for other Professional Employees.

### **Section C. Reduction in Force**

1. Reduction in Force - The categories affected by priority are as follows: 1) temporary instructors, 2) part-time instructors, and 3) full-time instructors. In the event financial circumstances require the Board to reduce the number of non-probationary Professional Employees the appropriate Dean and Division Director shall use the following procedure to determine recommendations for RIF.
  - a. If certain courses or programs are eliminated, Professional Employees who are not properly qualified to teach the remaining courses shall be released first. That Professional Employee's credentials will be reviewed to determine if he/she is qualified to teach in another area. In the event two or more Professional Employees are qualified, then the summation of the following criteria will be used to determine retention:
    - i. the length of service with the College, computed from the employees last date of hire, excluding any prior reductions in force, not to exceed 16 months as set forth in subsection Recall, below. This shall be computed at one point per each year of service at GCCC.
    - ii. the highest earned degree and/or industry certifications within the instructional area from an accredited institution and/or industry certification agency; This shall be computed as follows: 1 point for an Associate's degree; 2 points for each industry certification that is specific to the individual's discipline; 4 points for Bachelor's degree; 6 points for Master's degree; 8 points for MFA or doctorate degree.
    - iii. the highest number of graduate credit hours and/or approved workshops or certifications beyond the degree, in the teaching area of the respective Professional Employee; 1 point for each 15 graduate credit hours or 225 workshop clock hours.



- b. If the above summation results in a tie, the appropriate Dean and Division Director will base their recommendation on administrative assessment of the faculty being considered for RIF.
2. Service and Benefits - Professional Employees shall retain credit for their length of service up to the time of the reduction in force, but shall not be entitled to earn additional credit for service or receive benefits during the reduction in force.
3. Recall - Professional Employees shall retain the right to recall until sixteen (16) months after the day the employee's last regular contract was scheduled to terminate. If the Board decides additional Professional Employees are needed during this time, those on release shall be eligible for reinstatement, before other applicants are considered, using the criteria as were used to determine retention from the reduction. Any Professional Employees who are not recalled during this period shall be considered terminated at that time without liability to either party.
4. Procedures - The procedures for the non-renewal and termination of the contracts of Professional Employees provided in K.S.A. 72-5436, et seq., as amended, shall be incorporated into this Agreement by reference.

#### **Section D. Cancellation of Contract**

Any instructor who is under contract with the College will be released from that contract only by formal action of the Board of Trustees when the resignation is deemed to be in the best interest of the College. The instructor requesting the release shall make application in writing to the President of the College stating the specific reasons for the requested release. Each such request will be judged on its own merits, with consideration given to the reason for the request, difficulty in promptly filing a vacated position, disruption to the education process caused by the resignation, and any diminution of the quality of education provided to students. The Board of Trustees shall not be required to release an instructor from contract.

The Board may assess liquidated damages for a resignation after May 15 or a failure to complete the full term of a contract according to the following schedule:

May 16 through June 30 .....	\$ 500.00
July 1 through July 31 .....	\$1,000.00
August 1 through the end of the school year.....	\$2,000.00

All liquidated damages, based on the schedule above, are due when the request for release is presented to the Board.

At the same time the instructor requests a release from his or her contract, he/she may request that the liquidated damages be waived by making an application in writing to the President of the College stating the specific reasons for the requested waiver. Each such request will be judged on its own merits, and a hearing will be held before a panel of two instructors appointed by the Association and two administrators appointed by the President. The hearing will be held within five working days after being received by the President. The instructor shall be notified of the date, time and place of the hearing and shall have the opportunity to address the Appeals Panel. The Appeals Panel will make a recommendation to the Board at their next regularly scheduled meeting. The Board may choose to accept or reject the recommendation of the Appeals Panel. An instructor not released from contract will be expected to continue discharge of duties until the end of a contract term or any subsequent action of the Board releasing the instructor.

An instructor currently under contract shall be determined to be under contract for the next teaching year unless a resignation is submitted on or before May 15 of the current contract year. New instructors shall be determined to be under contract once a signed contract has been received by the College.

Any instructor who is not released from his/her contract by Board action shall fulfill the terms of such contract and any action by the instructor resulting in a failure to fulfill the terms of the contract shall amount to a breach of contract and will subject the instructor to any and all legal remedies available to the Board of Trustees. In the event of a breach of contract by the instructor, appropriate notation of the same will be placed in the instructor's personnel file.

**ARTICLE XII – PROBATION PERIOD**

**Section A. Probationary Professional Employee**

The probationary status of Professional Employees shall be governed by K.S.A. 72-5445.

### DURATION OF AGREEMENT

The Board of Trustees of Garden City Community College and The Garden City Community College Higher Education Association, as representative of The Garden City Community College Professional Employees, as defined in K.S.A. 72-5413, enter into this Negotiated Agreement covering the terms and conditions of professional service for the 2011-2012 school year. During this period, the Negotiated Agreement may only be reopened or amended by the written consent of both parties.

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### APPROVAL

This Negotiated Agreement was ratified by a majority vote of the Professional Employees of the Garden City Community College Higher Education Association on the 11<sup>th</sup> day of August, 2011.

This Negotiated Agreement was ratified by a majority vote of the members of the Board of Trustees of Garden City Community College on the 14<sup>th</sup> day of September, 2011.

This Negotiated Agreement is approved by the parties on the 14<sup>th</sup> day of September, 2011.

#### THE BOARD OF TRUSTEES OF GARDEN CITY COMMUNITY COLLEGE

Approved By:

\_\_\_\_\_  
Randall D. Grisell, Chief Negotiator  
Board of Trustees of Garden City  
Community College

By \_\_\_\_\_  
Terri Worf, Chairperson

#### THE GARDEN CITY COMMUNITY COLLEGE HIGHER EDUCATION ASSOCIATION

Approved By:

\_\_\_\_\_  
Terry Lee, Chief Negotiator  
The Garden City Community College  
Higher Education Association

By \_\_\_\_\_  
T. Kay Davis, President

## **APPENDIX A – JOB EXPECTATIONS FOR FULL-TIME FACULTY**

These descriptions serve as a guide for the types of activities expected of full-time faculty. They are not inclusive or restrictive, but serve as a guide.

### Teaching

Curriculum development  
Assessment  
Counsel students about academic progress  
Counsel students who have academic problems  
Grading  
Textbook and instructional materials  
Course development and preparation  
Teaching load  
Meet classes for appropriate time lengths

### Service to Students

Support college activities  
Establish, post and maintain at least 10 hours per week for student consultation  
Advising  
Degree audit  
Contacting returning students (follow up, retention)  
Club sponsorship  
Work with accommodations person to meet the needs of special population students  
Make appropriate student assistance referrals

### Educational Leadership

Professional development  
State-wide/regional/national leadership on committees  
Chair college committees  
Participate in evaluation process

### Service to College

Participate in planning and budgeting process  
Attend and participate in department meetings  
Participate in committee meetings (faculty, internal governance, planning, etc.)  
Meet all deadlines for scheduled reports  
Recruiting  
Support Endowment activities  
Collaborating with colleagues  
Keep abreast of technological change

### Service to Community

Work with K-12 colleagues  
Work with business/industry related to teaching field  
College promotional activities  
Participate in community service clubs  
Participate in service learning

## **APPENDIX B – CRITERIA FOR PLACEMENT ON THE SALARY SCHEDULE**

### Minimum Qualifications for Placement on the Salary Schedule

#### **1. Level I**

- a. Bachelor's degree, OR
- b. For Specialized Career Fields only:
  - i. Industry certification

#### **2. Level II**

- a. Bachelor's degree plus thirty (30) graduate credit hours in the subject or related field, OR
- b. Master's degree in the subject field or related field, OR
- c. For Specialized Career Fields Only:
  - i. Industry certification and fifteen (15) years full-time related work experience

#### **3. Level III**

- a. Master's degree plus thirty (30) graduate credit hours in the subject or related field, OR
- b. MFA degree, OR
- c. An earned doctorate in the subject or related field, OR
- d. For Specialized Career Fields Only:
  - i. Bachelor's degree with major in subject or related field plus five (5) years full-time college teaching experience or five (5) years full-time related work experience

#### **4. Level IV**

- a. Master's degree plus sixty (60) graduate credit hours in the subject or related field, OR
- b. MFA degree plus ten (10) years full-time college teaching experience or ten (10) years full-time related work experience, OR
- c. An earned doctorate in the subject field or related field plus ten (10) years full-time college teaching experience or ten (10) years full-time related work experience, OR
- d. For Specialized Career Fields Only:
  - i. Bachelor's degree in subject or related field plus fifteen (15) years full-time related work experience, OR
  - ii. Bachelor's degree plus fifteen (15) graduate credit hours in the subject or related field and ten (10) years of full-time related work experience or ten (10) years full-time college teaching experience, OR
  - iii. Master's degree

#### **5. Level V**

- a. MFA degree plus twenty (20) years full-time college teaching experience or twenty (20) years full-time related work experience, OR
- b. An earned doctorate in the subject or related fields plus twenty (20) years full-time college teaching experience or twenty (20) years full-time related work experience, OR
- c. For Specialized Career Fields:
  - i. Bachelor's degree plus thirty (30) graduate credit hours in the subject or related field and twenty (20) years of related work experience or twenty (20) years full-time college teaching experience, OR
  - ii. Master's degree plus twenty (20) years' full-time related work experience or twenty (20) years full-time college teaching experience

**NOTES:**

- Experience in excess of minimum requirement for each level can be counted toward vertical line placement. Up to ten (10) years of prior full-time teaching or work experience may be considered for initial step placement.
- The following ratios of service steps to years of work experience will be used for vertical line placement. The sum of all credits will be rounded to the nearest whole number, with any figure ending in 0.5 being rounded up.

1.0 1.0 for post-secondary experience as a Faculty Member in the appropriate field

0.75 : 1.0 for secondary experience as a Faculty Member in the appropriate field

0.5 : 1.0 for graduate assistantship in the appropriate field

0.5 : 1.0 for work related experience

- Quarter hours are calculated at 0.67 per credit hour

Credit for completed graduate hours may be allowed toward vertical placement at the rate of six (6) credit hours per one step at the discretion of the appropriate dean.

## **APPENDIX C – CRITERIA FOR ADVANCEMENT ON THE SALARY SCHEDULE**

### Minimum Qualifications for Advancement on the Salary Schedule

#### **1. Level II**

- a. Bachelor's degree plus thirty (30) graduate/approved credit hours in the subject or related field or 30 approved equivalent credit hours of professional development OR
- b. Master's degree in the subject field or related field, OR
- c. For Specialized Career Fields Only:
  - i. Industry certification plus fifteen (15) approved credit hours in the subject or related field or fifteen (15) approved equivalent credit hours of professional development

#### **2. Level III**

- a. Master's degree plus thirty (30) graduate/approved credit hours in the subject or thirty (30) approved equivalent credit hours of professional development OR
- b. MFA degree, OR
- c. An earned doctorate in the subject or related field, OR
- d. For Specialized Career Fields Only:
  - i. Bachelor's degree with major in subject or related field

#### **3. Level IV**

- a. Master's degree plus sixty (60) graduate/approved credit hours in the subject or related field or sixty (60) approved equivalent credit hours of professional development OR
- b. MFA degree/earned doctorate in the subject field or related field plus fifteen (15) approved equivalent credit hours of professional development, OR
- c. MFA degree/earned doctorate in the subject field or related field plus ten (10) years full-time teaching experience at GCCC, OR
- d. For Specialized Career Fields Only:
  - i. Bachelor's degree in subject or related field and fifteen (15) approved graduate credit hours in the subject or related field or fifteen (15) approved equivalent credit hours of professional development, OR
  - ii. Bachelor's degree in subject or related field and fifteen (15) teaching experience at GCCC, OR
  - iii. Master's degree

#### **4. Level V**

- a. Master's degree plus sixty (60) graduate/approved credit hours in the subject or related field and twenty (20) years full-time teaching experience at GCCC, OR
- b. MFA degree/earned doctorate in the subject or related fields and thirty (30) approved equivalent credit hours of professional development, OR
- c. MFA degree/earned doctorate in the subject or related fields and twenty (20) years full-time teaching experience at GCCC, OR
- d. For Specialized Career Fields:
  - i. Master's degree and thirty (30) approved equivalent credit hours of professional development, OR
  - ii. Master's degree and twenty (20) years full-time teaching experience at GCCC

#### **NOTES:**

- Quarter hours are calculated at 0.67 of a credit hour
- This criterion shall not cause a reduction in level or step for any current faculty member who moved due to approved credit hours, professional development, degree completion or years of experience.
- This criterion shall not cause a change in original placement of faculty by administration



**APPENDIX D – FACULTY FLC PHASE OUT**

<b>Faculty</b>	<b>Course Number</b>	<b>Course Name</b>	<b>FLC</b>
Hoke, Philip	DRAM 144	Technical Theatre I	.33
Kolbeck, Kent	JDAT 102	Agricultural Power Trains I	.40
	JDAT 103	Agricultural Hydraulics I	.21
	JDAT 109	Harvesting Equipment	.52
	JDAT 202	John Deere Engine Systems	1.98
	JDAT 212	Agricultural Power Trains III	.21
	JDAT 213	Agricultural Hydraulics III	.21
Lee, Terry	BIOL 1102	Special Topics: Human Dissection	.33
McAllister, James	MUSC 120	Band I	1.00
	MUSC 124	Jazz Ensemble I	1.00
Morgan, Linda	CRIM 106	Supervised Police Training	.34
	CRIM 121	Police Firearms I	.17
	CRIM 222	Police Firearms II	.17
	CRIM 223	Police Firearms III	.17
Rupp, David	CRIM 106	Supervised Police Training	.34
	CRIM 121	Police Firearms I	.17
	CRIM 222	Police Firearms II	.17
	CRIM 223	Police Firearms III	.17
Schmidt, Roger	JDAT 102	Agricultural Power Trains I	.40
	JDAT 103	Agricultural Hydraulics I	.21
	JDAT 109	Harvesting Equipment	.52
	JDAT 202	John Deere Engine Systems	1.98
	JDAT 212	Agricultural Power Trains III	.21
	JDAT 213	Agricultural Hydraulics III	.21
Schafer, John	BIOL 213	Microbiology	.19
Wright, Clay	MUSC 130	Choir I	1.00
	MUSC 132	Vocal Ensemble I	1.00

**APPENDIX C – SALARY SCHEDULE**

Salary Matrix (2011-2012) \$292.76 added to base

	Level One	Level Two	Level Three	Level Four	Level Five
1	34,103.23				
2	34,732.50				
3	35,361.77				
4	35,991.04				
5	36,620.31				
6	37,249.58				
7	37,878.85	37,878.85			
8	38,508.12	38,508.12			
9	39,137.39	39,137.39			
10	39,766.66	39,766.66			
11	40,395.93	40,395.93			
12	41,025.20	41,025.20			
13	41,654.47	41,654.47			
14		42,283.74	42,283.74		
15		42,913.01	42,913.01		
16		43,542.28	43,542.28		
17		44,171.55	44,171.55		
18		44,800.82	44,800.82		
19		45,430.09	45,430.09		
20		46,059.36	46,059.36		
21			46,688.63	46,688.63	
22			47,317.90	47,317.90	
23			47,947.17	47,947.17	
24			48,576.44	48,576.44	
25			49,205.71	49,205.71	
26			49,834.98	49,834.98	
27			50,464.25	50,464.25	
28			51,093.52	51,093.52	
29			51,722.79	51,722.79	
30				52,352.06	52,352.06
31				52,981.33	52,981.33
32				53,610.60	53,610.60
33				54,239.87	54,239.87
34				54,869.14	54,869.14
35				55,498.41	55,498.41
36				56,127.68	56,127.68
37				56,756.95	56,756.95
38				57,386.22	57,386.22
39					58,015.49
40					58,644.76
41					59,274.03
42					59,903.30
43					60,532.57
44					61,161.84
45					61,791.11
46					62,420.38
47					63,049.65
48					63,678.92
49					64,308.19

## GCCC Workforce Development Ends Report FY11

### **Workforce Development**

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

**CEO's Interpretation and its Justification:** *GCCC faculty, staff and administration have and will continue to collaborate with other entities to determine employer and workforce needs. These needs will be determined by personal visits, surveys, and environmental scanning in addition to discussions with other business and industry representatives. In fulfilling the college's mission, workforce development curricula at GCCC will continue to serve community, regional and state economic development, workforce and employer needs.*

GCCC's Technical Education and Continuing Education & Community Services divisions lead the college in its efforts to meet the service area's economic development and employer needs. Faculty and staff from both divisions meet with industry-led advisory boards and area employers to ensure programs are employing state-of-the-art, industry-recognized practices and equipment as well as are teaching students the skills needed to successfully launch them into the southwest Kansas workforce.

Workforce development partnerships encompass the allied health, criminal justice, fire science, ammonia refrigeration, welding, agricultural, insurance, manufacturing, energy and construction industries as well as general business careers such as accounting, management, information technology and leadership.

GCCC supports entrepreneurship and professional development through its Business & Community Education program and the Small Business Development Center. Workers who take advantage of these classes and services earn continuing education units to maintain workforce certifications; learn additional, or higher level, skills to attain or improve employment; or become knowledgeable about business start-ups and success.

GCCC's Continuing Education and Technical divisions work together to provide customized training for employers and industry. Depending upon the needs of the business, programs are designed either as credit or non-credit to specifically target the workforce development needs of industry. Flexible scheduling, customized curriculum and on-site delivery are hallmarks of GCCC's workforce development service. Clients who have been served through customized training include

Tyson Fresh Foods – welding, industrial maintenance, team leadership;

Tatro Plumbing – geothermal installer accreditation, OSHA, forklift safety;

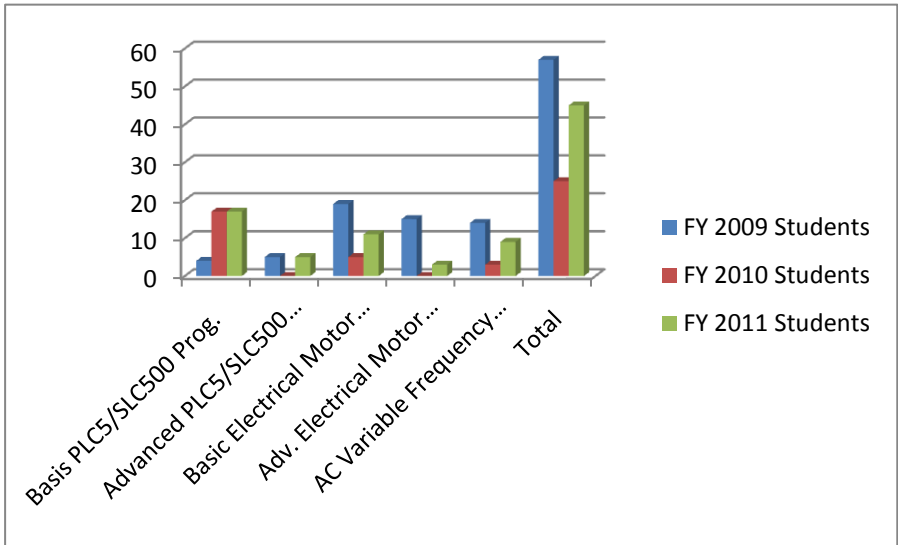
Cimarex – team building, delegation, strategic planning

Black Hills Energy – Excel, PowerPoint

Office Solutions & Southwind Country Club – customer service

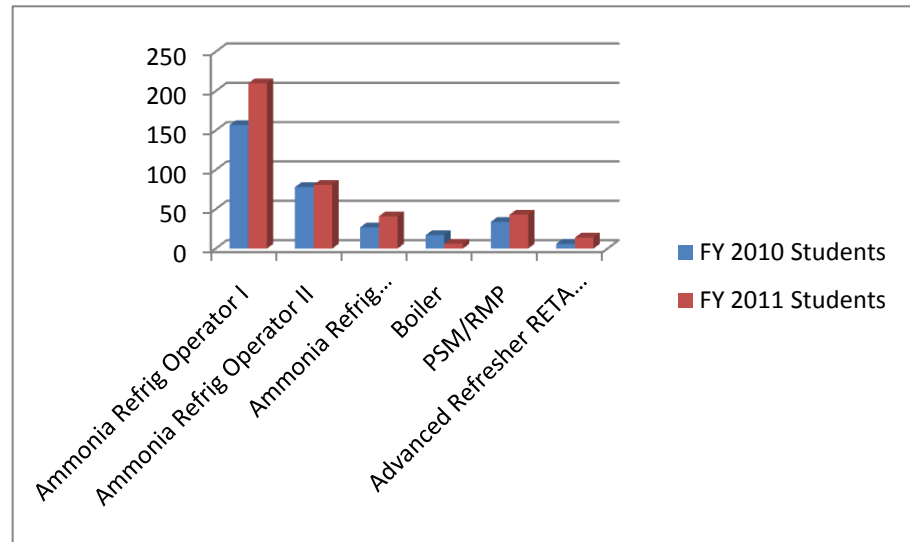
### GCCC Workforce Development Ends Report FY11

Course	FY 2009 Students	FY 2010 Students	FY 2011 Students
Basis PLC5/SLC500 Prog.	4	17	17
Advanced PLC5/SLC500 Prog.	5	0	5
Basic Electrical Motor Controls	19	5	11
Adv. Electrical Motor Controls	15	0	3
AC Variable Frequency Drives	14	3	9
<b>Total</b>	<b>57</b>	<b>25</b>	<b>45</b>



Demand for courses appears cyclical  
 Changed from FT instructor to adjunct to meet the needs of industry while being fiscally responsible.  
 FT position will be used in the Ammonia Refrigeration program which has an increased demand for training.

Course	FY 2009 Students	FY 2010 Students	FY 2011 Students
Ammonia Refrig Operator I	225	157	210
Ammonia Refrig Operator II	84	78	81
Ammonia Refrig Technician I	41	27	41
Boiler	5	17	6
PSM/RMP	33	34	43
Advanced Refresher RETA Prep	0	6	14
<b>Total</b>	<b>388</b>	<b>319</b>	<b>395</b>

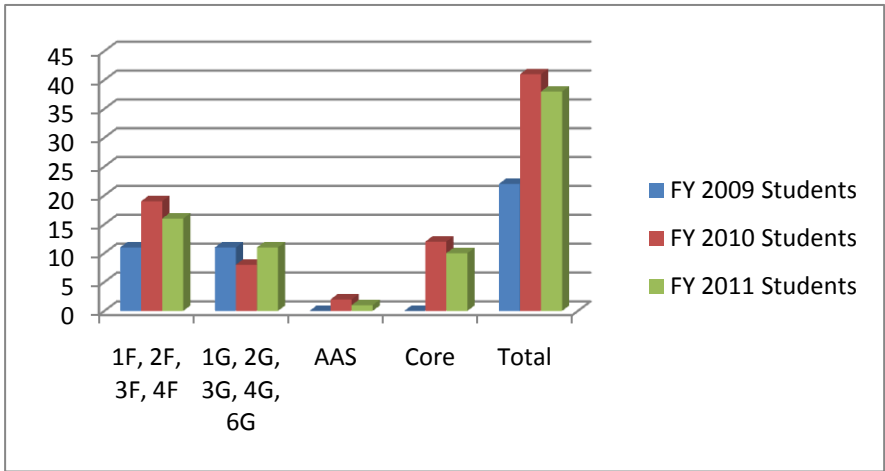


In FY 2010 faculty was reduced to 2 instructors.  
 FY 2011 Industrial Maintenance instructor assisted with Ammonia Refrigeration classes to meet increased demand from industry.

### GCCC Workforce Development Ends Report FY11

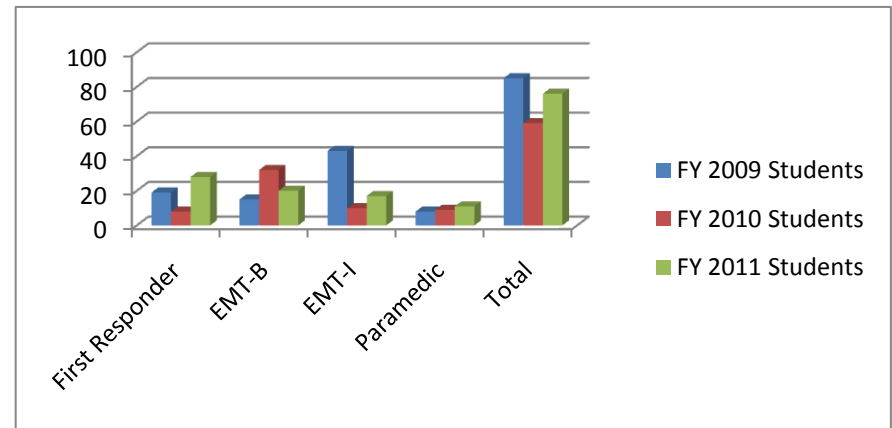
	FY 2009 Students	FY 2010 Students	FY 2011 Students
<b>Weld Certificates</b>			
1F, 2F, 3F, 4F	11	19	16
1G, 2G, 3G, 4G, 6G	11	8	11
AAS	0	2	1
Core	0	12	10
<b>Total</b>	<b>22</b>	<b>41</b>	<b>38</b>

Welding courses have been aligned with state standards which includes various levels of certification. Increased welding certificates provide multiple exit opportunities but decrease the number of students who stay to receive an AAS. Program has 2 FT instructors.



	FY 2009 Students	FY 2010 Students	FY 2011 Students
First Responder	19	8	28
EMT-B	15	32	20
EMT-I	43	10	17
Paramedic	8	9	11
<b>Total</b>	<b>85</b>	<b>59</b>	<b>76</b>

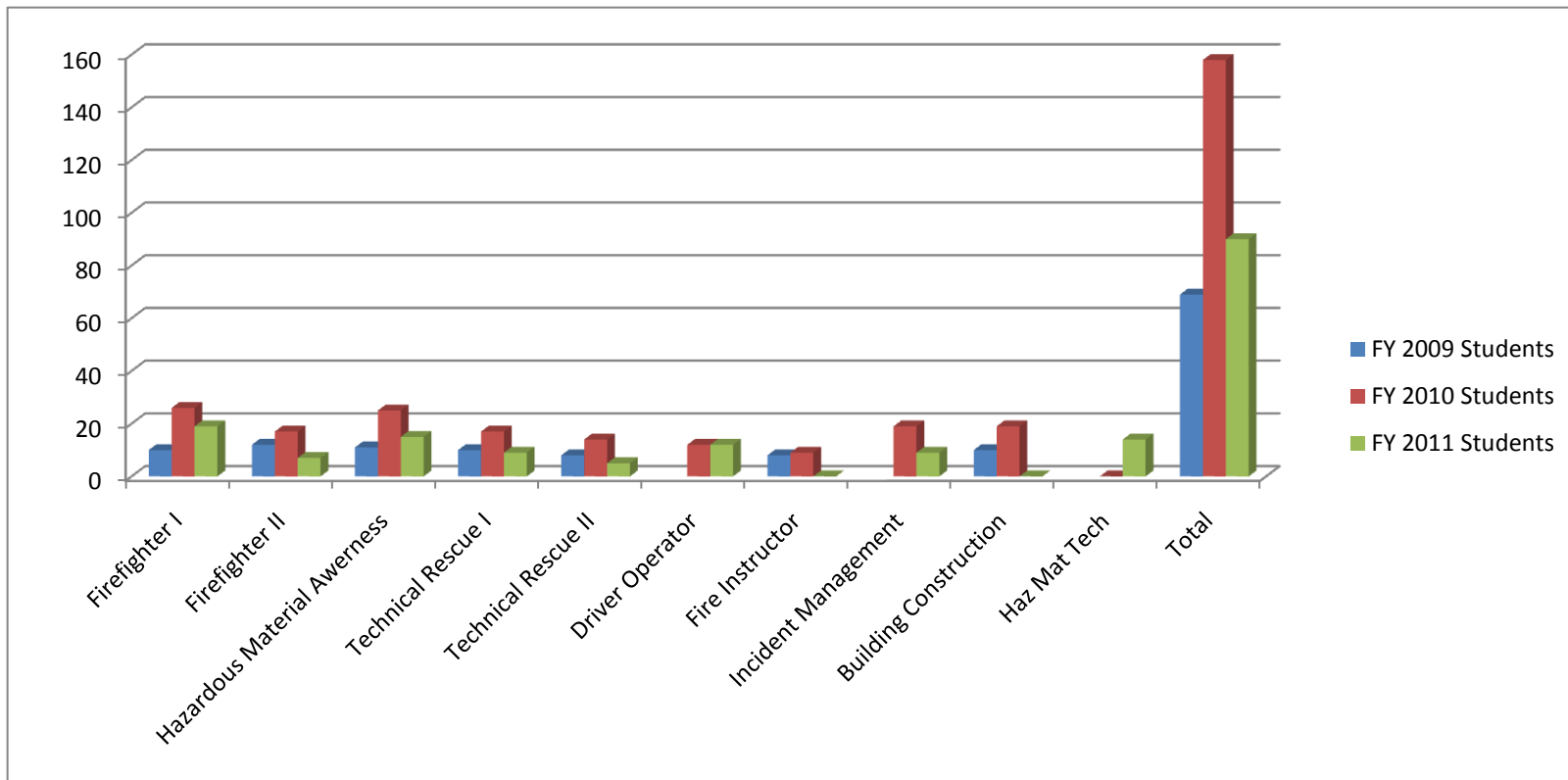
In FY 2010 a First Responder to EMT Bridge course piloted with 11 students. A new Advanced EMT program is being discussed at the state level. This program would help the small communities who do not have paramedics. Program has a FT- Director/Instructor and one FT instructor



### GCCC Workforce Development Ends Report FY11

	FY 2009 Students	FY 2010 Students	FY 2011 Students
Firefighter I	10	26	19
Firefighter II	12	17	7
Hazardous Material Awerness	11	25	15
Technical Rescue I	10	17	9
Technical Rescue II	8	14	5
Driver Operator		12	12
Fire Instructor	8	9	0
Incident Management		19	9
Building Construction	10	19	0
Haz Mat Tech		0	14
<b>Total</b>	<b>69</b>	<b>158</b>	<b>90</b>

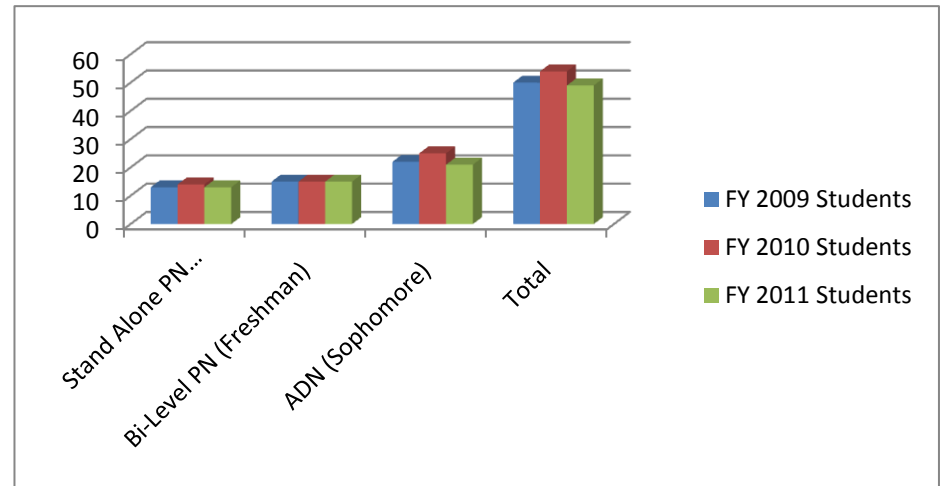
In FY 2010 there was an increased need for training in the surrounding rural communities. Program has 1 FT instructor and a few adjuncts.



### GCCC Workforce Development Ends Report FY11

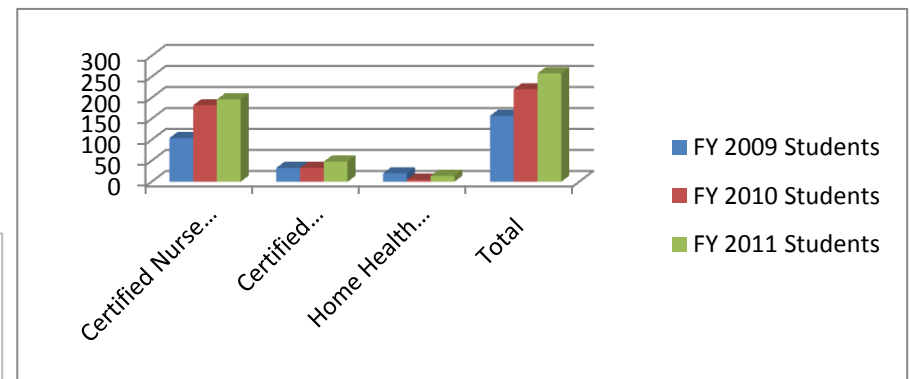
	FY 2009 Students	FY 2010 Students	FY 2011 Students
Stand Alone PN Program	13	14	13
Bi-Level PN (Freshman)	15	15	15
ADN (Sophomore)	22	25	21
<b>Total</b>	<b>50</b>	<b>54</b>	<b>49</b>

Enrollment has tapered off.  
 Fewer students are prepared to enter nursing program.  
 One faculty position remains open limiting enrollment.  
 Program has one FT Director, two FT PN instructors, six FT ADN instructors.  
 New LPN to RN and Paramedic to RN programs have been created.  
 These are hybrid courses (combination of on-line instruction, lab, and clinical).



	FY 2009 Students	FY 2010 Students	FY 2011 Students
Certified Nurse Aide	104	182	196
Certified Medication Aide	33	33	48
Home Health Aide	20	5	14
<b>Total</b>	<b>157</b>	<b>220</b>	<b>258</b>

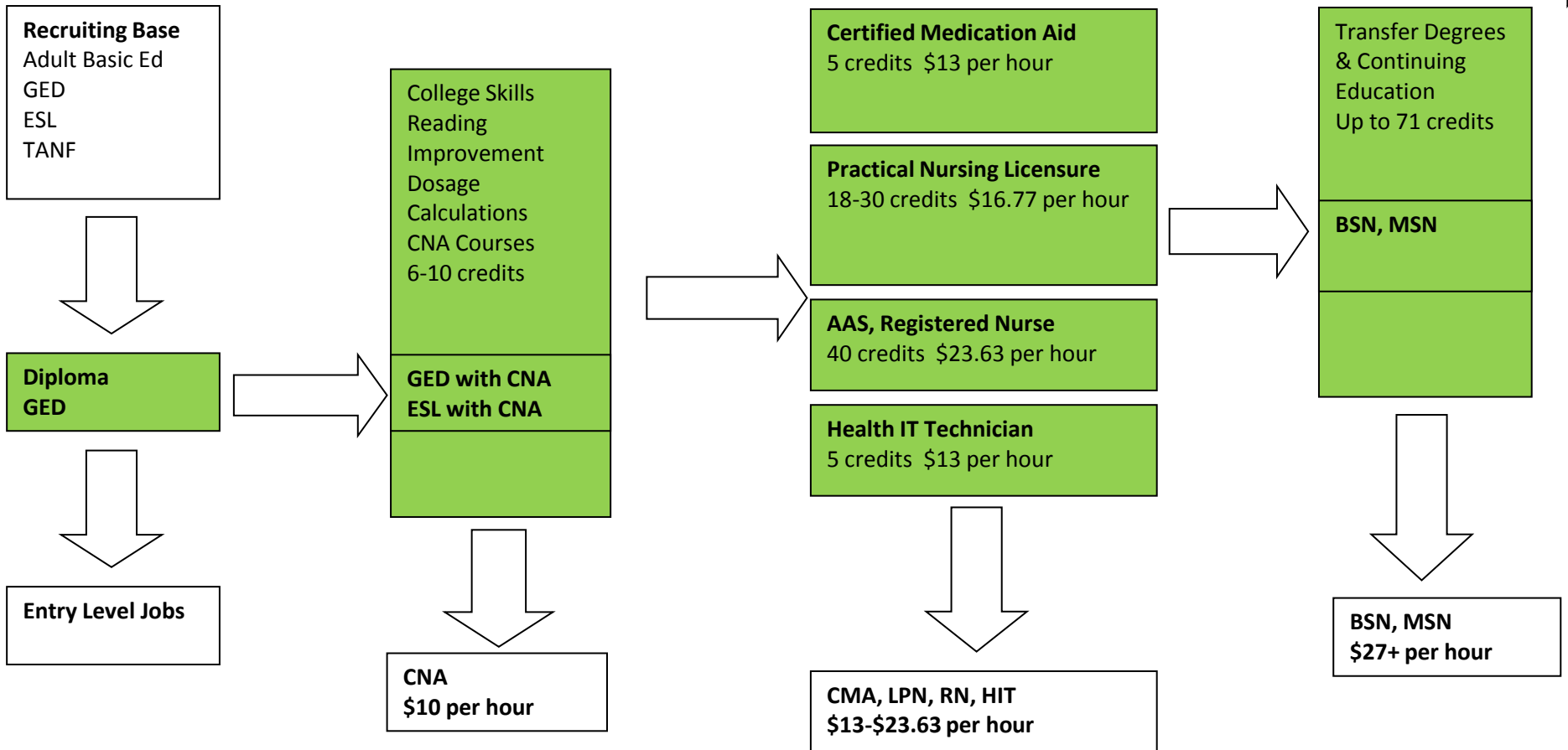
A steady growth has been noted.  
 Fall 2011 a pilot project was initiated to combine adult basic education (ABE) with earning a CNA Certificate. Students are enrolled in ABE classes and CNA simultaneously. ABE & CNA instructor co-teach a portion of the program. This is an effort to efficiently assist students gain skills to be employed as well as gain poise and confidence as a student. Research indicates students are more likely to stay in college once they have successfully completed 12 credit hours. (I-BEST model illustrated on next page.)



## GCCC's BEST: Basic Education to Skilled Training in Health Care



**STUDENT SUPPORT: BEST Instructor Transition Learning Communities**





## GCCC Workforce Development Ends Report FY11

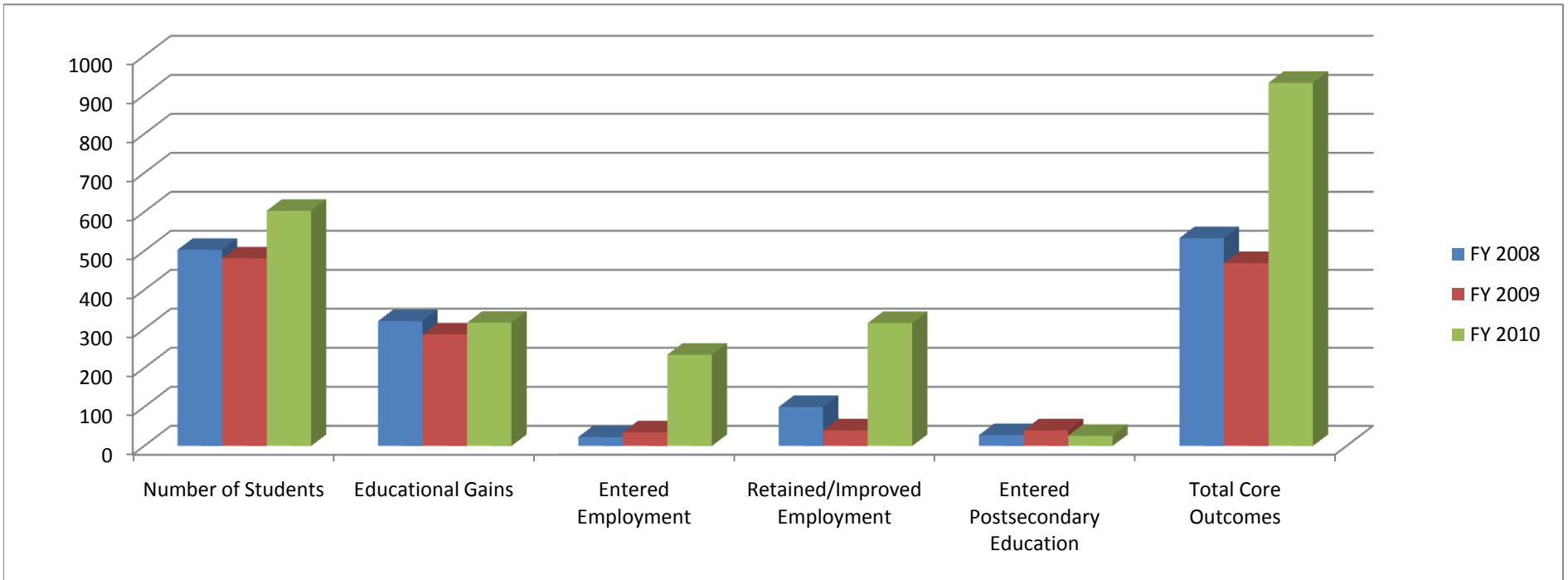
### GCCC Adult Learning Center

	<u>FY 2008</u>	<u>FY 2009</u>	<u>FY 2010</u>
Number of Students	503	481	603
Educational Gains	320	286	316
Entered Employment	23	35	234
Retained/Improved Employment	100	40	315
Entered Postsecondary Education	28	40	26
Total Core Outcomes	533	469	931

Kansas Adult Education & Family Literacy is a WIA, Title II adult basic education program. It is administered through the Kansas Board of Regents. Funding for the grant program is based upon performance.

In 2009, KBOR increased the required number of student contact hours from 40 to 70-100. This requirement initially impacted the performance indicators, most of which recovered by the end of 2010.

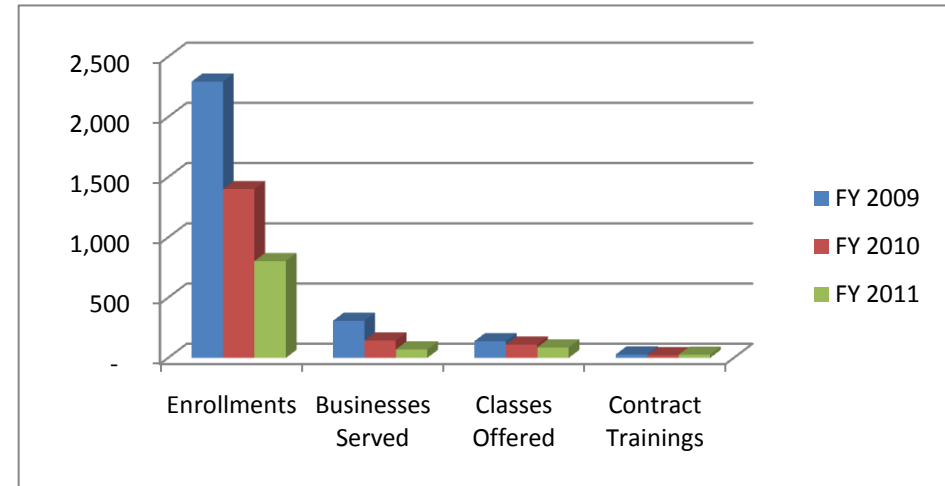
Employment data differences are due to a change in the data tracked. In 2010, KBOR began tracking students who have exited the program as opposed to students who were still in the adult basic education program.



## GCCC Workforce Development Ends Report FY11

### GCCC Business & Industry Institute

	FY 2009	FY 2010	FY 2011
Enrollments	2,294	1,402	804
Businesses Served	308	145	70
Classes Offered	139	111	87
Contract Trainings	29	23	27
	<b>FY09</b>	<b>FY10</b>	<b>FY11</b>
Business & Industry Gross Income	\$ 65,015	\$ 68,456	\$ 86,253



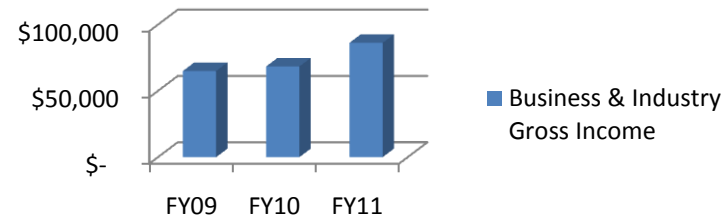
B&I offers continuing education for plumbers, HVAC mechanical technicians, electricians, insurance agents and bankers as well as test preparation for journeyman, master, and CDL. Insurance CEUs and OSHA safety programs are offered online any time.

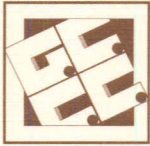
FY11 experienced a substantial cutback in services required by USD 457 for the challenge course, which is reflected in the data above. USD 457 reductions included 21 classes and 300 students.

A wind technician contract training was implemented in FY11 which has taken GCCC's continuing education program global. Trainings were conducted in Canada and Great Britain in addition to the United States.

The Business & Community Education staff went from 5 full-time employees in FY10 down to 2.5 in FY11. Total costs went down by 18% in FY11, which points to greater efficiency of the department. Operating margin improved from 3% to 21% because of better pricing and higher enrollments per class.

### Business & Industry Gross Income





# GARDEN CITY COMMUNITY COLLEGE

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

August 16, 2011

Garden City Community College Board of Trustees,

On behalf of the Garden City Community College Higher Education Association, we would like to thank you for the manner in which negotiations was organized this past spring and summer.

As the Board's representative, Mr. Grisell facilitated the negotiations process in a professional and straight forward manner. It has always been difficult for administrators and faculty to be on opposite sides of the table during negotiation sessions then to reverse roles and work as GCCC team members. By hiring Mr. Grisell, we were able to avoid the conflicts and work towards an agreement that is proactive and positive.

We look forward to working through the process of negotiations in the upcoming year in much the same manner as we did this past year.

Sincerely,

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

Kay Davis, Past President GCCCHEA

Terry Lee, Chief Negotiator for Faculty

Linda Morgan, President of Faculty Senate

**Steve Quakenbush****GCCC Information Services and Publications**

Approximately 7,000 friends and supporters of GCCC are being contacted in the 2011 GCCC Endowment Association Fall Scholarship Development Campaign, under the theme, "The Power of Numbers." With a goal of raising \$80,000 for academic and technical scholarships, the two-part endeavor includes a direct mail drive in September, followed by the 32<sup>nd</sup> Annual GCCC Scholarship Phonathon Oct. 3-6 and Oct. 10-13. A different team of campus and community volunteers will work each evening. Callers during the opening week will include GCCC employees on Oct. 3; students, faculty and staff from the GCCC Nursing and Allied Health Department on Oct. 4; members of the GCCC Meats Team and Student Government Association on Oct. 5; and personnel from the GCCC fine arts programs on Oct. 6. During the second week, calls will be made Oct. 10 by members of the GCCC Rodeo Team and Phi Theta Kappa academic honor society chapter; Oct. 11 by GCCC Cosmetology Program students and faculty; Oct. 12 by community volunteers from the League of United Latin American Citizens, with students in the GCCC Hispanic American Leadership Organization chapter. Representatives of the sponsoring association's board of directors will make calls on the concluding night of Oct. 13, backed up by GCCC Ambassador Scholars.

A national educational journal, CRD Dispatch, published a new article in its latest edition by Dr. Herbert J. Swender, GCCC president. The magazine is the official publication of the Council for Resource Development, based in Washington, DC, and it carried the two-page piece in the 2011 fall edition. The selection is entitled "The Challenge: Raise money, focus internally, promote access and quality." The CRD is an affiliate of the American Association of Community Colleges, and Dr. Swender's article is one in a series by community college leaders across the nation about adapting to evolving realities in attainment of resources.

Southwest Kansas First Amendment Day and Constitution Day, sponsored by GCCC Student Media, the Kansas Scholastic Press Association and the University of Kansas School of Journalism, will take place 8:30-11:45 a.m. Sept. 16 at GCCC, featuring a 9 a.m. public program on the history, principles and importance of the First Amendment to U.S. Constitution. The program will be followed by breakout sessions for visiting high school and college students, administrators and advisory personnel. Presenters will include Piotr Bobkowski, assistant professor, KU School of Journalism; Jeff Browne, executive director, Kansas Scholastic Press Association; and Laura Guy, GCCC journalism instructor.

The GCCC Nursing and Allied Health Department is preparing the GCCC Health Care Career Fair, set for 8 a.m.-2 p.m. Oct. 7 in the Penka Building and adjacent Erdene Corley Simulation Lab, featuring booths and personnel from various health care employers, plus simulation lab demonstrations for students and public.

The GCCC Kansas Small Business Development Center will host a small business tax workshop for Southwest Kansas business owners, managers and entrepreneurs on Oct. 18, including a general session scheduled 1-4 p.m. and a session for contractors planned for 6-8 p.m., all in the Student and Community Services Center. The session will cover the Kansas Streamlined Sales Tax, state tax laws, tax identification numbers, exemptions, withholding tax, sales tax and consumer use tax.

The 24<sup>th</sup> GCCC Hispanic Student Day will take place 8:30 a.m.-3 p.m. Sept. 30 for Southwest Kansas high school juniors and seniors, offering information and presentations on staying in school, advancing to college and succeeding in life and on the job. The event will be sponsored by the campus Hispanic American Leadership Organization chapter, GCCC Trio Programs, the League of United Latin American Citizens, GCCC Financial Aid and various business supporters.

The GCCC Endowment Association hosted a successful reception Sept. 1 in the Beth Tedrow Student Center. The 2011 Scholarship Celebration featured refreshments and music, and offered the chance for

Endowment scholarship recipients to get acquainted with the contributors and benefactors who provided their awards through endowed and annual funds. The afternoon celebration attracted a total of 110 donors and students.

GCCC's first theater production of the new year will be Thornton Wilder's "Seven Deadly Sins," directed by Phil Hoke. The drama is scheduled at 7:30 p.m. Oct. 20, 21 and 22, plus 2:30 p.m. Oct. 23 in the auditorium of the Pauline Joyce Fine Arts Building. The season will also include "Almost Maine," by John Cariani, Feb. 16-18 of 2012; and "Man of La Mancha," by Joe Darion and Mitch Leigh, next April 26-29.

Project Destiny, a partnership program involving GCCC and Kansas State University, has scheduled a new round of fall semester classes in Garden City, Lakin, Ulysses, Scott City and Syracuse for adults hoping to earn their Kansas GED high school equivalency diplomas. The grant-funded program, which provides classes in Spanish, serves qualified migrant workers with instruction, tutoring and learning materials, as well as educational stipends upon successful completion.

The 2011 Beef Empire Days Intercollegiate Meats Contest will take place 7 a.m.-6 p.m. Sept. 25, sponsored by GCCC, Beef Products, Inc., Tyson Fresh Meats and Beef Empire Days, Inc., featuring judging competition for approximately 90 students on community college and university teams from multiple states, with judging at Tyson plant near Holcomb and a concluding banquet for participants at GCCC's Beth Tedrow Student Center.

The Community Development Academy will open Sept. 27 at the GCCC Student and Community Services Center, sponsored in partnership by the Finney County Economic Development Corporation, the Center for Engagement and Community Development, Kansas State University and the GCCC Business and Community Education Program. The academy is designed to provide information on community assets and social networks, Rural Opportunity Zone preparedness, resource access, community leadership skills and development of community vision and engagement. After the initial session, the academy will continue 8 a.m.-4:30 p.m. Sept. 28, Oct. 4 and Oct. 5.

The new season of art exhibitions is open in Mercer Gallery, which hosted a public reception Sept. 11 to highlight "Life in the Color Lane," featuring a collection of watercolor paintings by Garden City artist Wanda Stallings. The show will continue through Sept. 24. Art Instructor Brian McCallum is serving as gallery director after the retirement of David Kinder, and seven more exhibitions are scheduled between now and the end of May.

A full house attended when U.S. Congressman Tim Huelskamp conducted a business round table discussion Aug. 26 in the Endowment Room of the Beth Tedrow Student Center, sponsored by the Garden City Area Chamber of Commerce and the Finney County Economic Development Corporation. The congressman also met with representatives of the Hispanic American Leadership Organization and Student Government Association after the gathering.

Before a trip to Liberal for tours and networking with the Seward County Community College faculty and staff, the GCCC Fall Semester Inservice program included an address in the auditorium of the Pauline Joyce Fine arts Building by Caleb Asher, deputy secretary of workforce services with the Kansas Department of Commerce. The deputy secretary outlined the importance of workforce education in making Kansas competitive in the global economy. He also noted GCCC's leadership in workforce, career and technical education.

GCCC and eight other institutions have been selected to design a new \$200,000 Accelerating Opportunity Initiative with a grant awarded through the Kansas Board of Regents. The program is aimed at helping transform adult education into a series of successful career pathways that lead to postsecondary credentials, and five of the eight schools may later be awarded subsequent implementation grants of \$1.6 million each.

In the program, GCCC will focus on helping Southwest Kansans master essential skills in adult basic education, while also becoming certified nurse aides.

GCCC was among sponsors Sept. 10-11 for the 85<sup>th</sup> Annual Garden City Community Mexican Fiesta. College faculty and staff rode on the GCCC Victory Bell in the Saturday parade, and the GCCC Adult Learning Center operated a booth in the afternoon celebration in Stevens Park. Representatives of the GCCC Nursing and Allied Health Department walked the parade route to distribute flyers about upcoming health care career learning opportunities. In addition, the Friday evening scholarship pageant took place in the auditorium of the Pauline Joyce Fine Arts Building.

Broncbuster Buddy Day took place Aug. 21 inside and outside at the Beth Tedrow Student Center, drawing a crowd of elementary school children and their families to meet members of the GCCC Football Team, share hot dogs and join in drills with the players. The young participants received Buddy Day T-shirts that provide admission to all home football games throughout the season.

The Notables, nationally acclaimed jazz ensemble of the United States Air Force Heartland of America Band, performed a public concert Aug. 21 in Clifford Hope Auditorium at Garden City High School, under the shared sponsorship of the Garden City Telegram and GCCC. The program drew a crowd of approximately 1,000 people.

### **Kevin Brungardt-Dean of Academics**

Kevin Brungardt – Dean of Academics

#### **Academics**

Faculty have been busy getting classes started, attending to student advising needs, and taking care of any needed last-minute scheduling adjustments. To this point, I see a definite positive attitude from both faculty and students. I met with the math and English faculty before classes started to discuss methods for getting students to attend and stay in class to aid in student retention and success. Since classes began on August 17<sup>th</sup>, I've heard a lot of instructor's comment that more students are showing up for class each day than they have ever had before. Faculty has placed a lot of emphasis on in-class attendance the past few semesters, and it appears their efforts are paying off.

Instructors in the Academic Building were eager to start teaching in their newly remodeled classrooms. Because the remodel is taking place in stages, faculty was asked to be patient while the college is able to complete each part of the overall project. From what I understand, it has been worth the wait. Because of some shipping issues, we were not able to begin the fall semester with all of the needed technology available, but everyone understood from the start that the installation of the equipment when it arrived was at the top of the priority list for IT. Shortly after the start of the fall semester, the equipment arrived and the IT crew got to work on installation immediately.

In an attempt to offer a wider variety of scheduling options, I've been talking to academic faculty about a new scheduling format. This would include adding more hybrid courses to the schedule. A hybrid (or blended) class is one in which a portion of the class is taught in the classroom face-to-face, and a portion is taught on-line. From the research I have done with other community colleges that are currently teaching hybrid courses, very few problems have arisen. We also tried teaching a few courses during the winter break last year in a hybrid format and those proved to be very popular. We will be offering more classes this year during that time frame.

In order to do this, faculty will need to find out what teaching options are at their disposal. On Friday, September 9, Dr. Mark Sarver will be on campus to deliver two one-hour training sessions for interested faculty. Those who are interested in teaching a hybrid course will have a place to begin.

We will still offer traditional courses that are taught in the face-to-face format for students who are more comfortable with this method of teaching or just don't have off campus access to the internet. As instructors research and ultimately build hybrid courses of their own, we will allow them to try them as a pilot. After we have taught classes in the hybrid format for a couple semesters, we will look at the data to ensure that students taking these classes do as well as the students who take the face-to-face classes.

The fine arts faculty is planning to bring back Patron's Night this semester this year and anticipate a February or March date for this event. Details will follow as they are received.

### **Deanna Mann, Dean, Institutional Effectiveness and Enrollment Services**

#### **Student Activities**

The intramurals students have been working hard and are off to a great start. On Thursday August 18<sup>th</sup>, six teams of two players each participated in the intramural sand volleyball tournament. On Monday August 29<sup>th</sup>, the intramural kick ball tournament was a success with 4 teams of 7 participating. Finally, on Thursday September 1<sup>st</sup>, 7 teams participated in the 3-on-3 tournament (including subs it was a total of 24 people) and there was a crowd of 15-20 who watched.

The intramural students are currently focusing on soccer and getting the word out since the sign-up deadline is September 13<sup>th</sup>.

Also, a kickball league sprang up from the tournament intramurals hosted on the 29th and it is up and running; one team has already held several practices. Although this is not an official intramural activity, some of the students from the tournament had so much fun that formed a league and had quite a bit of interest. Coach German from residential life to agreed to ref their games. Intramurals has agreed to pay for prizes for the championship team.

#### **Student Support Services**

The Student Support Services Program at Garden City Community College has received notification of continued funding for the 2011-2012. The grant will be receiving 3.1% less federal money than in the last fiscal year.

The GCCC Student Support Services Program will be hosting the first Southwest Kansas Adult Student Leadership Conference on Saturday, October 8<sup>th</sup>. The conference is going to be held in conjunction with the Student Support Service Programs at Seward County Community College and Dodge City Community College. The featured Speaker will be Jason Johnson, Coordinator of African American Affairs at Oklahoma State University. Prior to his current position, Jason directed TRIO/ Upward Bound and Educational Talent Search Programs.

#### **Endowment**

The Endowment Association hosted its 2<sup>nd</sup> annual Scholarship Reception on Thursday, September 2<sup>nd</sup>. The reception was a come-and-go function designed to give scholarship donors and fund managers an opportunity to visit with the recipients of their scholarship. More than 80 students attended and visited with approximately 40 fund representatives and Board members.

### **Cathy McKinley, Dean of Continuing Education and Community Services**

#### **Educational Talent Search (ETS)**

The GCCC Educational Talent Search program started the academic year by distributing school supplies at Garden City High School, Kenneth Henderson and Abe Hubert junior high schools, and Charles Stones and Bernadine Sitts intermediate centers. Tutoring will be offered on Mondays, Tuesdays and Thursdays at GCHS and GCCC beginning Sept. 12.

#### **Project Destiny**

Project Destiny is closing its final year in the current grant cycle by re-evaluating each one of the four sites off campus where services are offered free of charge to migrant families interested in participating in the Spanish GED program in Garden City, Ulysses, Scott City, Lakin and Syracuse.

The number of participants is low in Scott City and Lakin which could be due to harvest and/or mobility around the state or out of the state seeking employment. To address this issue, the staff has participated in various school activities from enrollment to back to school picnics in the area promoting the program and seeking new participants. Project Destiny classes and hours of operation were announced at all five sites. Univision Kansas, a Spanish language television station located in Dodge City, broadcasted the program and interviewed staff for the Aug. 24 news. Other plans to promote the program and increase the number of students in all sites include a radio interview at one of the local Spanish radio stations.

#### Project Kanco

Project Kanco begins its second year as a College Assistance Migrant Program (CAMP). This grant program, which is a subcontract from K-State, currently serves 26 GCCC students with academic, advising and financial services.

#### Small Business Development Center

GCCC KSBDC participated in a variety of activities in addition to our regular counseling activities in August. Meetings attended included GC Area Chamber Business Visitation Committee, Downtown Vision Economic Restructuring Committee and GCCC In-service. The SCCC/ATS outreach consultant joined the GCCC staff in Liberal for that part of the in-service meeting. Cheryl Schmale is also participating in the Leadership Institute and has joined the Kansas Entrepreneurial Communities Initiative (KECI) board for the Southwest KS communities participating in this initiative.

#### Southwest Kansas Regional Prevention Center

The Regional Prevention Center is in the process of rewriting the grant application due to the withdrawal of problem gambling funds by SRS/AAPS. Grant awards are expected to be announced by Sept. 30, 2011. In addition, Chris Bell and Annette Waetzig both attended the AAPS "Communities that Care" training and were certified in the Strengthening Families 10-14 curriculum.

#### Dee Wigner, Vice President, Finance and Operations

The cooler weather has assisted the Grounds Department in bringing our campus grounds back to life. The removal of dead and diseased trees and shrubbery continues across campus. Although it is unpopular to remove greenery from campus, the campus is looking much better. Rose Wilson is developing plans to replace most items removed.

The baseball team, under the supervision of maintenance, will be replacing outfield fence panels around Williams Stadium. The old panels are faded and in need of repair. The new panels will greatly improve the appearance of the stadium.

The campaign for Tax Credits will begin soon. For 2011, the college can accept up to \$347,055 in donations for a total of \$208,233 in Kansas tax credits. Donations received will be applied toward the interest-free state loan that was obtained to remodel the Warren Fouse Science and Math Building. The minimum donation is \$1,000. Anyone wanting more information should contact Dee Wigner.

Transportation continues to face challenges with Bus #1. The bus broke down on the way to the first football game of the season in Coffeyville. The bus is in Joplin, Missouri awaiting parts. Once the bus is repaired and returned to campus, it will not be used unless absolutely necessary. Administration is working on a short and long term plan to get the bus fleet up to a level that meets college needs.



## GCCC BUSINESS OFFICE PROGRAM EVALUATION ADMINISTRATIVE SERVICES DIVISION

The Business Office staff includes the Comptroller, Student Accounts Coordinator, Accounts Payable Coordinator, Cashier/Account Clerk, and one part-time work study student. The staff includes experienced individuals who work well as a team.

The mission of the Business Office is to provide the best customer service to our students, parents, and staff while insuring college policies and procedures are followed. The office strives to promote honesty and integrity. The mission of the Business Office 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 goal of the Business Office is to efficiently serve the business process needs of the college and provide accurate, timely and relevant financial information to the college's leadership and to the stakeholders.

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

Recently the Teaching, Learning Center sent a survey out to the staff and students of GCCC regarding the customer service provided by the Business Office. The results were very favorable. 108 staff members completed the survey. The results were (On a scale of 1 to 5 with 1 being strongly agrees and 5 strongly disagrees):

	<u>Average Score</u>
Business Office staff treats me courteously.	1.51
My phone calls are returned promptly.	1.41
Staff members are able to answer my questions quickly and accurately.	1.46
Staff members are able to direct me to the appropriate source.	1.44

The survey also included questions regarding training offered by the Business Office. About a third of the survey respondents had attended training offered by the Business Office staff. When asked what training they would like to receive, 23 staff members requested training on working with their budget. Sixteen requested training on travel policies and procedures and fifteen on purchasing policies and procedures. Training on basic policies and procedures is given at new employee orientation. But the Business Office realizes that refreshers and additional training is needed throughout the year.

Some comments included in the staff survey include:

Great staff to be working with.

Friendly and very courteous staff.

I think the Business Office does a great job helping grants and employees to comply with all federal guidelines. I'm truly grateful for their help.

You have a great crew in the Business Office and we appreciate all that they do!

The student survey included 49 respondents. The results were:

	<u>Average Score</u>
Staff treated me courteously.	1.37
I received the information I needed.	1.39
Staff members were able to answer my questions quickly and accurately.	1.46
My bill was accurate.	1.40
My bill was easy to understand.	1.68
The process of paying my bill was quick and easy.	1.60

Recent enhancements in the Business Office include:

- Implementation of new fuel cards (Wright Express) – positive response from the staff
- Reduced the number of printed Purchase Order from 5 to 3 – cost saving for the institution. It was determined that employees can retrieve the information electronically from Datatel.
- Setting up the new PTE fund and tech fees on Datatel
- Setting up the new international student tuition on Datatel

Future goals of the Business Office include:

- New filing system for accounts payable for ease of researching past purchases
- Implementation of Nelnet – third party tuition payment plan system for students
- Enhancing the cross training of the staff
- Work on an automation of the book voucher system
- Datatel training to utilize the software more efficiently
- Work with IT and financial aid on to enhance the student billing statement.
- Work with student services to improve the coordination of VA benefits
- Continue campus training on college policies and procedures

GCCC PAYROLL OFFICE PROGRAM EVALUATION (FY 2009 – 2011)  
ADMINISTRATIVE SERVICES DIVISION

**Introduction:**

The Payroll Office is staffed by one full-time professional position, one part-time payroll clerk and one part-time work study student. Dallas Crist currently serves as the coordinator of this service area and Ruth Drees serves as the part-time payroll assistant. Our department strives to offer quality, professional and friendly customer service to our students, employees and colleagues, which we believe interconnects with the college mission to produce positive contributors to the economic and social well-being of society.

**Principle Functions:**

The Payroll Office exists primarily to compensate all GCCC employees respective of college policies, auditing requirements, sound payroll administration principles, and Federal and State employment laws. Primary functions of the Payroll Office are:

- Paycheck processing and distribution
- Payroll deduction processing
- Time and attendance processing
- Benefits program management
- Paid leave management
- Monthly salary reporting for grant programs
- Ad hoc reports
- Payroll tax disbursements/reporting
- State tax filing
- Year-end and period-end reporting

**Campus/Community Involvement:**

New Employee Orientation Presenter  
Work-study Orientation Presenter  
GCCC Endowment Association Phone-a-thon Volunteer  
GCCC Endowment Auction Volunteer  
Commencement Exercises Volunteer  
Student Employee Recognition  
GCCC Choral Union member  
Church Volunteer

**Professional Development:**

Federal Wage & Hour Workshops  
KPERS Designated Agent Workshops  
Health Care Reform Seminars

**Projects Completed in the Last Three Years:**

Expanded Direct Deposit for all employees, to include adjunct, part-time & student payrolls  
Implemented Online Advice, on demand access to employee pay history  
Increased electronic funds transfer for payroll deduction  
Created electronic payroll deduction forms  
Worked with Institutional Research to create SQL payroll reports  
Implemented notifications to COBRA continuation of coverage assistance under ARRA  
Implemented Medicare Part D notifications  
Held additional health insurance and Section 125 open enrollments

### Customer Service Survey:

Payroll survey results were compiled and reflected in an average percentage score, the higher the percentage equates to higher satisfaction rate.

	<u>2009-10</u>	<u>2010-11</u>
Friendliness/Customer Service	93.60%	93.80%
Access to Payroll Personnel	91.60%	91.80%
Explanation of Timesheet/Payroll Process	89.40%	87.80%
Questions Answered Accurately	88.80%	90.60%
Questions Answered Thoroughly	88.20%	89.20%
Reasonable Response Time to Inquiries	91.60%	92.20%
Management of Payroll Deductions	90.00%	89.80%
Management of Leave Recording	87.00%	87.40%
Privacy/Confidentiality	94.80%	95.00%
Overall Rating of Payroll Department	91.60%	90.80%

### Historical Data:

<b>FISCAL YEAR</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>
Gross Payroll	\$10,917,158 (CY 08)	\$11,278,948(CY 09)	\$11,394,516(CY 10)
Form W-2/Total Employees	854 (CY 08)	732 (CY 09)	787 (CY 10)
Group Health Insur. Enrolled	209/224 = 93%	197/227 = 87%	187/226 = 83%
Early Retiree Enrolled in Health Ins	8	8	11
Retirements – Number of Annual	4	7	9

### Strengths:

- Offering quality and prompt customer service remains a major initiative of this department.
- Response to increased reporting demands is timely and accurate.

### Challenges:

- Impact of Health Care Reform  
Employers will have to report the total cost of employer-provided health coverage on employees' Forms W-2, effective for tax years beginning after 2010 (Forms W-2 for 2011 filed in 2012).

Beginning in 2014, more requirements will need to be met in offering affordable, minimum essential health coverage to full-time employees in order to avoid stiff excise tax penalties.

Additional Health Care Reform changes, notifications and reporting requirements will be instituted through 2018.

- Future restructuring of KPERS (state pension plan) - HB 2194  
In response to KPERS' long-term funding shortfall, the 2011 Legislature made changes to future benefits and contributions, affecting both working members and employers. Beginning in 2014, employers will have a series of contribution increases until they reach the actuarially required rate. Members (depending on tier and a possible option election), will have contribution increases or benefit decreases. Although these changes are a major step toward making KPERS more sustainable and helping to pay promised benefits long-term, these changes will impact the payroll department through a greater number of employee elected options for KPERS payroll deductions.