



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

July 13, 2021

Board of Trustees  
Garden City Community College  
801 Campus Drive  
Garden City, KS 67846

Dear Trustees:

The Board of Trustees will meet in regular session on **Tuesday, July 13, 2021**. The meeting will be held in the **Endowment Room of the Beth Tedrow Student Center**, Garden City Community College Campus.

5:00 PM Dinner in the **Broncbuster Room**, Beth Tedrow Student Center  
6:00 PM Regular board meeting called to order in the **Endowment Room** of the Beth Tedrow Student Center

This meeting will also be available by zoom. Please Join from a PC, Mac, iPad, iPhone, or Android device:  
Please click the link to join the webinar: <https://zoom.us/j/92473377986> Webinar ID: 924 7337 7986

Or Telephone:

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Webinar ID: 924 7337 7986

For PUBLIC COMMENTS please contact Jodie Tewell, [jodie.tewell@gcccks.edu](mailto:jodie.tewell@gcccks.edu) by 5:00 pm CST Tuesday, July 13, 2021.

## **AGENDA**

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

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

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

- A. Approval of minutes of previous meetings (June 8, 2021 and June 22, 2021)... pg 4
- B. Approval of personnel actions-Human Resources ..... pg 15
  - B-1 Human Resources Report... .....pg 16
  - B-2 Adjunct/Outreach Contracts.....pg 17
- C. Financial information..... pg 22
  - C-1 Monthly Summary Published Funds Operating Revenues and Expenses..... pg 23
  - C-2 Checks processed in excess of \$50,000 ..... pg 24
  - C-3 Revenues ..... pg 25
  - C-4 Expenses .....pg 27
  - C-5 Cash in Bank..... pg 35

D. Purchases over \$50,000	
D-1 Approval of Property Insurance.....	pg 36
D-2 Approval of Workman’s Compensation.....	pg 38
D-3 Approval of Athletic Insurance .....	pg 39
E. Negotiated Agreement .....	pg 40
F. Cost of Living Increase for Employees.....	pg 79
G. Board Resolution to Exceed Revenue Neutral Rate.....	pg 80
H. Ocelot .....	pg 82
I. 52 Passenger M2 Freight liner Bus .....	pg 83

### III. CONFIRMATION OF MONITORING REPORTS:

A. Monitoring Reports and ENDS.....	<b>Consensus Approval</b>
A-1 Monitoring Report – Annual, Mission .....	Pol Gov. pg 3... pg 90
A-2 Annual, Budgeting/Financial Planning/Forecasting #1, #2 .....	Pol Gov. pg 11 ..... pg 91
A-3 Annual, Financial Condition #1, #2, #3.....	Pol Gov. pg 12.....pg 92
A-4 Bi-Annual, Executive Limitation #7 .....	Pol Gov. pg 9... pg 94
B. Review Monitoring Report	
B-1 Monitoring Report -Annual - Academic Advancement .....	Pol. Gov. pg 6
B-2 Annual Executive Limitations, Asset Protection #5 .....	Pol Gov. pg 9
B-3 Annual Executive Limitations, Compensation and Benefits.....	Pol gov. pg 15
C. C-1 Policy Gov Review: Treat of People #5 & Board Job Description #1-E, ..	Pol Gov. pg 10/pg 96

### V. OTHER

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

### VI. OWNERSHIP LINKAGE

#### Upcoming Calendar Dates:

August 9	Faculty Returns
	All Employee In-service
	Board Retreat, President’s Conf Room
August 10	Board Meeting, BTSC
August 13	New Student Orientation
August 16	Classes Begin

## VII. EXECUTIVE SESSION

## VIII. ADJOURNMENT

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Dr. Ryan Ruda.  
President

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Dr. Marilyn Douglass  
Chairman

*Mission:*            *Garden City Community College exists to produce positive contributors to the economic and social well-being of society.*

*Five Ends:*        *Essential Skills, Work Preparedness, Academic Advancement, Personal Enrichment, Workforce Development.*

### *Purposes for Executive Sessions*

*a. Personnel matters of non-elected personnel*

*b. Consultation with the body's attorney*

*c. Employer-employee negotiation*

*d. Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorship*

*e. Matters affecting a student, patient, or resident of public institutions*

*f. Preliminary discussions relating to acquisition of real property*

*g. Security, if open discussion would jeopardize security*

**GARDEN CITY  
COMMUNITY COLLEGE  
June 8, 2021**

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

Others Present: Dr. Ryan Ruda, President  
Karla Armstrong, Vice President  
Colin Lamb, Vice President  
Marc Malone, Vice President  
Lance Miller, Executive Information Officer  
Madilyn Rider, Public Relations Coordinator  
Nancy Unruh, Registrar  
John Haas, Ranson Financial Group  
Perla Salazar, Faculty Senate/Math Instructor  
Derek Ramos, Dean of Facilities  
Jodie Tewell, Executive Assistant to the President

**CALL TO ORDER:**

Chair Douglass called the board meeting to order at 6:05 pm.

**COMMENTS FROM THE CHAIR:**

Masks are appreciated not required.

A second Executive Session will be added regarding the President's Contract.

The spring semester had a 1% increase in enrollment. We want to extend our appreciation to all GCCC's employees who helped make this happen.

Some Board members were able to attend the Garden City Career Connection Academy ceremony. Graduates' achievements included GED – Kansas high school diplomas, honors & high honors, U.S. Citizenship, and students transferring to GCCC college courses. We want to thank the special speakers, Yahaira Castaneda and Javier Guillen for sharing their inspiring stories of struggle and how they were able to move forward with the help from GCCCA. Comments from the Board was that it was an amazing event, and their stories were moving. Several parents came up and thanked members for attending.

**INTRODUCTION OF NEW EMPLOYEES:**

No new Employees

*Meeting of Trustees  
June 8, 2021*

## II. Executive Session

Motion made to move that the Board recess into executive session for attorney/client confidentiality concerning “a discussion of pending litigation and claims”. Jeremy Schag, Lead council as well as President Ruda and Vice President Armstrong are asked to be included. The open meeting will resume here in the President’s Conference room in 30 minutes.

Board recessed at 6:11 will return at 6:41.

**Motion:** Beth Tedrow

**Second:** Blake Wasinger

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

**Nays:** None

**Carried:** 6 – 0

Board returned at 6:44. No action taken.

Motion to move that the Board recess into executive session to discuss confidential employee information pursuant to the open meetings exception for the personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and that our Vice President of for Administrative Services/CFO be included. The open meeting will resume here in the President’s Conference room in ten (10) minutes. Return to open meeting at 6:55

Board recessed at 6:45 will return at 6:55.

**Motion:** Beth Tedrow

**Second:** Blake Wasinger

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

**Nays:** None

**Carried:** 6 – 0

Action: Pertains to III F in consent agenda page 47. Upon review, the Board will reallocate the \$10,000 from benefits to salary.

Motion to amend the President’s contract reallocating \$10,000 from benefits to salary. Salary will be \$175,000 including benefits.

*Meeting of Trustees  
June 8, 2021*

**Motion:** Blake Wasinger  
**Second:** Beth Tedrow

**Ayes:** Tedrow, Rupp, Hitz, Wasinger, Smith, Douglass  
**Nays:** None

**Carried:** 6 – 0

## **II. CONSENT AGENDA**

Chair Douglass requested Item D be pulled for a separate discussion.

Motion to accept the Consent Agenda items A, B, C, E, F, G, H, and I. Will pull Item D for further discussion.

**Motion:** David Rupp  
**Second:** Beth Tedrow

**Ayes:** Tedrow, Rupp, Hitz, Wasinger, Smith, Douglass  
**Nays:** None

**Carried:** 6 – 0

### **Item D. Resolution 2021 – F: Authorization Entering into A Lease Purchase Transaction**

John Hass discussed bids taken today up until 10:00 am. Local banks had the opportunity to buy some of these. Discussion over handouts from John Haas. (See supporting documents)

#### **EXCERPT OF MINUTES OF A MEETING OF THE GOVERNING BODY OF GARDEN CITY COMMUNITY COLLEGE, FINNEY COUNTY, KANSAS HELD ON JUNE 8, 2021**

The Board of Trustees of Garden City Community College met in regular session on the campus of the College in Garden City, Kansas, at 6:00 p.m. The Chairperson presided, and the following members of the Board of Trustees were present or absent as indicated:

*Meeting of Trustees  
June 8, 2021*

	<u>Present</u>	<u>Absent</u>
Dr. Marilyn Douglas, Chairperson	<u>  X  </u>	<u>      </u>
Beth Tedrow, Vice Chairperson	<u>  X  </u>	<u>      </u>
Leonard Hitz, Trustee	<u>  X  </u>	<u>      </u>
David Rupp, Trustee	<u>  X  </u>	<u>      </u>
Shanda Smith, Trustee	<u>  X  </u>	<u>      </u>
Dr. Blake Wasinger, Trustee	<u>  X  </u>	<u>      </u>

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

(Other Proceedings)

\* \* \* \* \*

The Vice President for Administrative Services/CFO reported that pursuant to Notice of Certificate Sale heretofore given, bids for the purchase of \$4,150,000 principal amount of "Certificates of Participation, Series 2021B Evidencing a Proportionate Interest in Basic Rent Payments to be made by Garden City Community College, Finney County, Kansas Pursuant to a Lease Purchase Agreement" had been received.

Thereupon, the governing body reviewed and considered the bids, and it was found and determined that the bid of [Purchaser], [Purchaser City, State], was the best bid for the Certificates.

\* \* \* \* \*

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

Thereupon, there was introduced a Resolution entitled as follows:

**A RESOLUTION AUTHORIZING GARDEN CITY COMMUNITY COLLEGE TO ENTER INTO A LEASE PURCHASE TRANSACTION, THE PROCEEDS OF WHICH WILL BE USED TO PAY THE COSTS OF ACQUIRING, CONSTRUCTING AND EQUIPPING CERTAIN BUILDING IMPROVEMENTS IN GARDEN CITY, KANSAS AND APPROVING THE EXECUTION OF CERTAIN DOCUMENTS IN CONNECTION THEREWITH.**

*Meeting of Trustees  
June 8, 2021*

**Motion to amend the document and strike the word refunding in section 2 as recommended by Mr. Haas.**

**Motion:** Blake Wasinger

**Second:** Beth Tedrow

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

**Nays:** None

**Carried:** 6 – 0

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

Aye: Beth Tedrow, David Rupp, Leonard Hitz, Blake Wasinger, Shanda Smith, Marilyn Douglass

Nay: None

Thereupon, the Chairperson declared the Resolution duly adopted and the Resolution was then duly numbered Resolution No. 2021- F and was signed by the Chairperson and attested by the Secretary of the Board of Trustees.

\* \* \* \* \*

- (A) Approval of minutes of previous meetings  
(Supporting documents filed with official minutes)
- (B) Approval of personnel actions-Human Resources  
(Supporting documents filed with official minutes)
- (C) Financial information  
(Supporting documents filed with official minutes)
- (E) Resolution 2021 – G: GCCC Region D Adoption  
(Supporting documents filed with official minutes)
- (F) President’s Contract  
(Supporting documents filed with official minutes)

*Meeting of Trustees  
June 8, 2021*



(G) Data Storage  
(Supporting documents filed with official minutes)

(H) Wireless Access Point Cable  
(Supporting documents filed with official minutes)

I Athletic Insurance  
(Supporting documents filed with official minutes)

#### IV.. CONFIRMATION OF MONITORING REPORTS:

A. Monitoring Reports and ENDS ..... **Consensus Approval**  
A-1 Academic Advancement.

The interpretation is mentioned for each point. (See supporting documents filed with official minutes) 2. Students will have the academic prerequisites sufficient for successful transfer. Discussed why GCCC is ranked 9<sup>th</sup>. The state has changed a lot of their reporting and the data has been eliminated and tightened down. Our data is a collective overview of GPA's and transfer hours. Our average is roughly 49% of credit hours; last year we were at 53%. We have also made the move from 64 to 60 credit hours for degrees. The other colleges are still at 64 so they will have more hours to transfer. We are aligned with the 4-year institutions and that will allow more hours to transfer. Some of the information in the chart is misleading due to the variation of hours. 3. Students will have opportunities for advanced degrees. Marc gave a brief explanation of areas of improvement in reference to page 82.

A-2: Asset Protection: The interpretation is listed (see supporting documents). Discussion if \$20,000 is still a reasonable and relevant amount. Next month during review we will bring in numbers and the purchasing policy to accurately review the language.

A-3 Compensation and Benefits. Just reviewed and approved the President's Contract.

**The Board accepted monitoring reports as presented.**

**B. Reviewing Monitoring Report:**

B-1 Treatment of people. #1-4 are indicators that the board is familiar with, and they have added #5 and #6. Dr. Ruda provided a definition from the DE&I committee. Discussion regarding where the definition should be placed within the policy governance handbook. Board will discuss at the board retreat.

**Chair Douglass proposed to accept as presented. No objections.**

Board took a 5-minute break and returned at 8:04.

**IV. OTHER**

**A. Public Comments**

No public comments

**B. President's Report**

Update on roof work on the Broncbuster Suites and DPAC started on June 2, and work continues. Initialed tuck pointed/mortar work on athletic complex and will move to other building across campus. The tunnel cap work is well underway, and the project is on track with management meeting with construction companies on Fridays. Replacement chairs for Fine Arts have been ordered with plans to replace the existing chairs in July. The new carpet installation and painting will be done in June. The new offices in the Library for Fort Hays offices will be completed in the next two weeks and will be in offices by July. Painting and sanding the exterior of dorms and windows have been completed. Painting of the west hall continues. Replacement computers for employees should arrive mid-June, and IT will begin setting them up and distributing them. The second phase of access control will start next week. West hall ventilation upgrade and hot water upgrade have begun.

Ruda discussed new legislation referencing Senate Bill 13, which will have an impact on the budgeting process. The premise is for taxing entities to set a revenue-neutral rate that does not exceed the mill rate from the previous year. We will proceed with the Board Budget Retreat on June 29 and will continue to look at the working budget going into July. July 13, we will present the working budget at the regular monthly board meeting. July 14, we will notify the county clerk that we plan to exceed the revenue-neutral rate to adjust the mill rate in November. The most significant change that we see on the board level, July will be the working budget, and we will finalize the budget in October.

*Meeting of Trustees  
June 8, 2021*

**C. Incidental Information**

(Supporting documents filed with official minutes)

**D. Report from FCEDC**

Discussed unemployment rates, how it is hard to find employees, and if unemployment benefits are the cause of this trend.

**E. Report from KACCT**

Beth presented a packet from the KACCT zoom meeting. (Supporting documents filed with official minutes) Kansas Promise Act \$10 million in funding for this year and next. Students will have to have completed the ACT and FAFSA. Senate Bill 63 passed and will be provided to HS seniors at no charge to them. House Bill 217 did not pass. Discussion over the American Family Plan – Kansas Community Colleges are locally governed and do not qualify as written.

**F. Report from SGA**

No Report

**G. Report from Faculty Senate**

No Report

**H. Accreditation Update**

(Supporting documents filed with official minutes) HLC is focused on the culture of evidence. 1. Act on findings from reviews. This will be presented to the board in October and cover Academic Programs and Non-Academic Department Reviews. Another item for fall is to modify the strategic planning process. Discussed example questions that the board could receive during HLC campus visit.

**V. OWNERSHIP LINKAGE**

Board Retreat	June 19, President's Conference Room
Board Retreat	June 29, President's Conference Room

*Meeting of Trustees  
June 8, 2021*

### **Advisory Board Council Meeting Dates**

John Deere – 10/6	Leonard
Nursing and Allied Health – 12/16	Merilyn
Welding – 12/09	Blake
Ag and Animal Science – 11/03	Blake
Automotive – 10/27	Shanda
Carpentry – 12/02	Leonard
Computer Science – 11/10	Beth
Cosmetology – 10/11	Merilyn
Department of Public Safety – 09/16	Dave
Fire Science – 09/23	Dave
Industrial Maintenance – 10/20	Beth

If multiple Trustees would like to attend the same meeting, let Jodie or Julie Farr know.

### **Business After Hours**

Sept 25 – First Home Football Game. Endowment and BOT one big bash. (Gigot)

Typically, 4<sup>th</sup> Thursday of month. After discussion, the board chose to host in October 2021. Will finalize date next month.

### **Chamber Breakfast**

3<sup>rd</sup> Wednesday of each month. Clarion Inn Convention Center at 7:10 a.m.  
March and April of 2022 are available.

April is community college month. Board decided to host Wednesday, April 20, 2022, in the Endowment Room.

Jodie will contact Myca and confirm dates with the Chamber.  
Board Retreat will be held in the conference room.

July BOT meeting will be open and in Endowment Room.

The Board will turn in laptops so they can be given to students.

Last month's board assessment: no negative comments. One person commented that we did not keep confidentiality on one item. There was consensus material covering HLC is clear.

*Meeting of Trustees  
June 8, 2021*

(Other Proceedings)

There being no further business to come before the meeting, on motion duly made and seconded, the meeting was adjourned at 9:01 pm.

(SEAL)

\_\_\_\_\_  
Secretary of the Board of Trustees

\_\_\_\_\_  
Jodie Tewell  
Deputy Clerk

\_\_\_\_\_  
Dr. Ryan Ruda  
President

\_\_\_\_\_  
Dr. Marilyn Douglass  
Chairman of the Board

*Meeting of Trustees  
June 8, 2021*

**SPECIAL MEETING BOARD OF TRUSTEES**

**GARDEN CITY COMMUNITY COLLEGE**

**ANNUAL BUDGET RETREAT**

Tuesday, June 26, 2021

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

Others Present: Dr. Ryan Ruda, President  
Karla Armstrong, Vice President  
Aaron Kucharik, Community Member  
Jean Lamfers, Community Member  
Mark Hinde, Community Member  
David Larsen, Software Specialist  
Toni Douglass, Community Member  
Nancy Unruh, Registrar  
Jodie Tewell, Executive Assistant to the President

The Board of Trustees met in special session at 6:00 p.m. on June 26, 2021, in the President's Conference Room.

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**CALL TO ORDER:**

Chair Douglass called the meeting to order at 6:04 p.m.

**REVIEW/DISCUSSION:**

Trustees were provided a summary of the financial and enrollment data and was reviewed by the administration with the board. Administration also provided information regarding Senate Bill 13 and how this will affect the upcoming budget year.

No action was taken.

**ADJOURNMENT:**

Meeting adjourned at 7:08 p.m.

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Jodie Tewell  
Deputy Clerk

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Dr. Ryan Ruda  
Secretary

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Dr. Marilyn Douglass  
Chair of the Board

**Agenda No: II -B**

**Date: July 13, 2021**

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

**Presenter:** Dr. Ryan Ruda

**Background Information:**

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

**Budget Information:**

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

**Recommended Board Action:**

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

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

**Board Member Notes:**



July 7, 2021

**To:** Board of Trustees

**From:** Alexis Saenz, Human Resources Assistant

**New Hires:**

Bradford Zinn, Assistant Women's Basketball Coach, effective, June 7, 2021

Ryan Felker, Assistant Football Coach, effective, July 1, 2021

Robert Ortiz, 2<sup>nd</sup> Assistant Football Coach, effective, July 6, 2021

Darryl Jackson, 2<sup>nd</sup> Assistant Men's Basketball Coach, July 7, 2021

Ryan Connolly, Auto and industrial Machine Mechanic, effective, July 8, 2021

Gordon Schuler, Director of Residential Life, effective, July 9, 2021

**Transfers:**

Jeremy Richardson, Assistant Football Coach to Athletic Academic Advisor, effective, July 8, 2021

**Separations:**

Mike Orthmann, Assistant Football Coach, effective June 21, 2021

James Grinde, 2<sup>nd</sup> Assistant Football Coach, effective, June 25, 2021

Alex Huddleston, Head Strength and Conditioning Coach, effective, June 25, 2021

Jerry Dominguez, Assistant Football Coach, effective, June 30, 2021

**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 7/14/2020)

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Albert, Kathleen	Anatomy & Physiology II BIOL-212-50 - 4.00 credit hour(s) 4.00 credit hour(s) X \$600.00 = \$2400.00 7/6/2021 - 8/6/2021 11-00-0000-11040-5230	\$2,400.00
Carr, Stacey	Public Speaking SPCH-111-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/6/2021 - 8/6/2021 11-00-0000-11022-5230	\$2,400.00
Cundiff, Cody	General Psychology PSYC-101-52 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/6/2021 - 8/6/2021 11-00-0000-11060-5230	\$2,400.00
Cundiff, Cody	General Psychology PSYC-101-53 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/6/2021 - 8/6/2021 11-00-0000-11060-5230	\$2,400.00
Goosey, Veronica	English 1 Companion*** ENGL-098-30B - 1.00 credit hour(s) 1.00 credit hour(s) X \$800.00 = \$800.00 7/6/2021 - 8/6/2021 11-00-0000-11021-5230	\$800.00
Goosey, Veronica	English I ENGL-101-30A/30B - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/6/2021 - 8/6/2021 11-00-0000-11021-5230	\$2,400.00
Greathouse, Lachele	Intro Computer Concepts & Appl CSCI-110-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/6/2021 - 8/6/2021 12-00-0000-12012-5230	\$2,400.00

**GARDEN CITY COMMUNITY COLLEGE**  
**ADJUNCT/OUTREACH FACULTY CONTRACTS**  
(Presented to Board of Trustees for Approval 7/14/2020)

Harbin, Renee	Management BSAD-122-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/6/2021 - 8/6/2021 11-00-0000-11010-5230	\$2,400.00
Hoke, Philip	Public Speaking SPCH-111-02 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/6/2021 - 8/6/2021 11-00-0000-11022-5230	\$2,400.00
Knutson, Michcael	Art Appreciation ARTS-120-40 - 3.00 credit hour(s) 1/2 of 3.00 credit hour(s) X \$800.00 = \$1200.00 7/12/2021 - 8/6/2021 11-00-0000-11020-5230	\$1,200.00
Lamb, Winsom	Introduction to Sociology SOC1-102-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/6/2021 - 8/6/2021 11-00-0000-11060-5230	\$2,400.00
Lamb, Winsom	Introduction to Sociology SOC1-102-41 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/12/2021 - 8/6/2021 11-00-0000-11060-5230	\$2,400.00
McCallum, Brian	Art History I: Prehis Medieval ARTS-121-51 - 3.00 credit hour(s) 5/6 of 3.00 credit hour(s) X \$800.00 = \$2000.00 7/6/2021 - 8/6/2021 11-00-0000-11020-5230	\$2,000.00
McCallum, Brian	Art Appreciation ARTS-120-40 - 3.00 credit hour(s) 1/2 of 3.00 credit hour(s) X \$800.00 = \$1200.00 7/12/2021 - 8/6/2021 11-00-0000-11020-5230	\$1,200.00

**GARDEN CITY COMMUNITY COLLEGE**  
**ADJUNCT/OUTREACH FACULTY CONTRACTS**  
(Presented to Board of Trustees for Approval 7/14/2020)

Nguyen, Thuy	College Algebra MATH-108-52 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/6/2021 - 8/6/2021 11-00-0000-11050-5230	\$2,400.00
Ortega, Susan	Accounting II ACCT-103-50 - 3.00 credit hour(s) 4/6 of 3.00 credit hour(s) X \$800.00 = \$1600.00 7/6/2021 - 8/6/2021 12-00-0000-12010-5230	\$1,600.00
Ortega, Susan	Introduction to Business BSAD-101-40 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/12/2021 - 8/6/2021 11-00-0000-11010-5230	\$2,400.00
Salazar, Perla	Beginning Algebra*** MATH-006-02 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/6/2021 - 8/6/2021 11-00-0000-11050-5230	\$2,400.00
Simmons, John	Biology I BIOL-105-50 - 4.00 credit hour(s) 4.00 credit hour(s) X \$600.00 = \$2400.00 7/6/2021 - 8/6/2021 11-00-0000-11040-5230	\$2,400.00
Terrell, Amanda	Art Appreciation ARTS-120-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 7/6/2021 - 8/6/2021 11-00-0000-11020-5230	\$1,500.00
Thomeczek, Elizabeth	Intermediate Algebra MATH-107-52- 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 7/6/2021 - 8/6/2021 11-00-0000-11050-5230	\$1,500.00

**GARDEN CITY COMMUNITY COLLEGE**  
**ADJUNCT/OUTREACH FACULTY CONTRACTS**  
(Presented to Board of Trustees for Approval 7/14/2020)

Thomlinson, Cayla	Interpersonal Communications I SPCH-113-30 - 3.00 credit hour(s) 5/8 of 3.00 credit hour(s) X \$800.00 = \$1500.00 7/6/2021 - 8/6/2021 11-00-0000-11022-5230	\$1,500.00
Turpin, Christopher	English II ENGL-102-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/6/2021 - 8/6/2021 11-00-0000-11021-5230	\$2,400.00
Wenzel, Leslie	College Algebra MATH-108-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$560.00 = \$1680.00 7/6/2021 - 8/6/2021 11-00-0000-11050-5230	\$1,680.00
Wenzel, Leslie	Career Success PCDE-109-40 - 1.00 credit hour(s) 1.00 credit hour(s) x \$560.00 = \$560.00 7/12/2021 - 8/6/2021 11-00-0000-11083-5230	\$560.00
Whitacre, Jonathan	Intermediate Algebra MATH-107-02 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/6/2021 - 8/6/2021 11-00-0000-11050-5230	\$2,400.00
Whitacre, Jonathan	College Algebra MATH-108-02 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 7/6/2021 - 8/6/2021 11-00-0000-11050-5230	\$2,400.00
Whitehill, Judy	Sociology of Families SOC1-113-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$520.00 = \$1560.00 7/6/2021 - 8/6/2021 11-00-0000-11060-5230	\$1,560.00

**GARDEN CITY COMMUNITY COLLEGE**  
**ADJUNCT/OUTREACH FACULTY CONTRACTS**  
(Presented to Board of Trustees for Approval 7/14/2020)

Wright, Andrew	American History Since 1877 HIST-104-50 -3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 7/6/2021 - 8/6/2021 11-00-0000-11020-5230	\$1,500.00
<b>Total:</b>		<b>\$57,400.00</b>

**Topic:** Financial Information

**Presenter:** Dr. Ryan Ruda

**Background Information:**

Presentation of monthly financial documents:

- Checks over \$50,000
- Revenues
- Expenses
- Cash in Bank

**Budget Information:**

Financial information represents 1) monthly expenditures over \$20,000 2) cash deposits.

**Recommended Board Action:**

Accept and approve financial information as presented.

**Board Action Taken:** \_\_\_\_\_Approved\_\_\_\_\_Disapproved

\_\_\_\_\_Ayes\_\_\_\_\_Nays\_\_\_\_\_No Action

**Board Member Notes:**

## Garden City Community College

6/30/21 - 100% of Year

### Published Funds Operating Revenues and Expenses

	Budget FY21				FY20		
	Adopted Working Budget	YTD Rev/Exp with encumbrances	YTD % of Budget	Difference from prior year	Adopted Working Budget	YTD Rev/Exp with encumbrances	YTD % of Budget
<b>Revenues</b>							
Fund 11 - General Fund	\$ 15,411,664	\$ 18,081,469	117.32%	41.29%	\$ 15,538,563	\$ 11,813,871	76.03%
Fund 12 - PTE	\$ 2,645,309	\$ 1,546,496	58.46%	-158.00%	\$ 2,908,180	\$ 6,295,080	216.46%
Fund 16 - Auxillary	\$ 3,985,705	\$ 2,688,658	67.46%	-5.74%	\$ 3,824,396	\$ 2,799,387	73.20%
Fund 61 - Capital Outlay	\$ 1,087,799	\$ 555,885	51.10%	-25.43%	\$ 1,087,799	\$ 832,533	76.53%
<b>TOTAL</b>	<b>\$ 23,130,477</b>	<b>\$ 22,872,508</b>	<b>98.88%</b>	<b>5.81%</b>	<b>\$ 23,358,938</b>	<b>\$ 21,740,871</b>	<b>93.07%</b>
<b>Expenses</b>							
Fund 11 - General Fund	\$ 15,411,664	\$ 15,191,751	98.57%	23.00%	\$ 15,538,563	\$ 11,742,758	75.57%
Fund 12 - PTE	\$ 2,645,309	\$ 2,772,375	104.80%	-111.66%	\$ 2,908,180	\$ 6,295,080	216.46%
Fund 16 - Auxillary	\$ 3,611,206	\$ 2,691,030	74.52%	-3.84%	\$ 3,824,396	\$ 2,996,902	78.36%
Fund 61 - Capital Outlay	\$ 1,237,500	\$ 492,055	39.76%	-44.97%	\$ 1,087,799	\$ 921,731	84.73%
<b>TOTAL</b>	<b>\$ 22,905,679</b>	<b>\$ 21,147,211</b>	<b>92.32%</b>	<b>-1.67%</b>	<b>\$ 23,358,938</b>	<b>\$ 21,956,471</b>	<b>94.00%</b>

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7.8.21

## CHECKS PROCESSED IN EXCESS OF \$50,000

June 2021

### Purchases over \$50,000 requiring Board Approval

- Check #280240 to Tatro Plumbing Co for \$77,086.89 for partial payments for 3 projects:
  - West Hall Hot Water System \$12,638.89 approved by Board of Trustees on 4/13/21
  - West Hall Ventilation system \$16,150.00 approved by Board of Trustees on 4/13/21
  - Hydronic Water Pipe (Quad) \$48,298.00 approved by Board of Trustees on 4/13/21
- Check #280598 to D V Douglas for \$80,750.00 for partial payment on Broncbuster Suites roof replacement, approved by Board of Trustees on 4/13/21
- Check #280633 to Tatro Plumbing Co for \$163,775.11 for partial payments on 3 projects:
  - West Hall Hot Water System \$42,008.11 approved by Board of Trustees on 4/13/21
  - West Hall Ventilation system \$91,166.75 approved by Board of Trustees on 4/13/21
  - Hydronic Water Pipe (Quad) \$30,600.25 approved by Board of Trustees on 4/13/21
- Check #280683 to Allegiant Technology for \$88,068.62 for partial payment on Backup Data Storage Upgrade approved by Board of Trustees on 6/8/21
- Check #280724 to Lenovo Inc for \$342,255.00 for partial payment on Computer Equipment replacement approved by Board of Trustees on 4/13/21

### Payments over \$50,000 not requiring board approval

- Check #280270 to City of Garden City for \$55,277.88 for city utilities.
- Check #280276 to Commerce Bank for \$65,290.66 for purchase card purchases.
- Check #280285 to Great Western Dining for \$56,525.97 for various invoices.
- Check #280658 to BCBS of Kansas for \$120,756.05 for July 2021 health insurance premiums for employees.



## REVENUES

07/08/21

Garden City Community College  
Annual Budget Report Ending 06/30/21  
Options - All Statuses

Page:

Fiscal Year: 2021

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	6,649.00-	1,282,695.75-	1,271,587.00-	11,108.75	0.86-
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	7,440 .00-	320,560.00-	235,552.00-	85,008.00	36.08-
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	0.00	48,262.00-	0.00	48,262.00	0.00
11-00-0000-00000-4007 TE CHNOLOGY FEE-C :	0.00	5,188.46-	633,711.40-	549,573.00-	84,138.40	15.30-
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	149,894.93	142,316.72	100,000.00	42,316.72-	42.31-
11-00-0000-00000-4013 TUITION INTERNATIO	0.00	0.00	93,590.00-	102,292.00-	8,702.00-	8.51
11-00-0000-00000-4014 TUITION BORDER STA	0.00	3,300.00-	223,350.00-	172,635.00-	50,715.00	29.37-
11-00-0000-00000-4015 ONLINE COURSE FEE	0.00	3,199.00-	374,798.00-	326,573.00-	48,225.00	14.76-
11-00-0000-00000-4016 NO SHOW FEE : GENE	0.00	500.00-	11,550.00-	10,000.00-	1,550.00	15.49-
11-00-0000-00000-4018 RESOURCE CHARGE :	0.00	0.00	24.00	0.00	24.00-	0.00
11-00-0000-00000-4020 INTERNATIONAL FEE	0.00	1,950.00-	9,841.50-	3,700.00-	6,141.50	165.98-
11-00-0000-00000-4021 TUITION ONLINE : G	0.00	6,649.00-	879,010.00-	654,814.00-	224,196.00	34.23-
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	8,800.00-	34,100.00-	23,515.00-	10,585.00	45.00-
11-00-0000-00000-4512 VENDING MACHINES :	0.00	58.58-	1,477.81-	3,193.00-	1,715.19-	53.72
11-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	1,790,242.00-	1,790,242.00-	0.00	0.00
11-00-0000-00000-4803 AD VALOREM PRO PERT	0.00	3,832,685.99-	10,906,541.64-	10,731,460.00-	175,081.64	1.62-
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	183,707.62-	935,371.66-	911,866.00-	23,505.66	2.57-
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	2,468.64-	12,557.09-	11,871.00-	686.09	5.77-
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	63,440.00-	276,739.79-	200,000.00-	76,739.79	38.36-
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	68,405.52-	177,182.62-	134,000.00-	43,182.62	32.22-
11-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	0.00	11,079.63-	12,971.00-	1,891.37-	14.58
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	1,901.24-	13,683.60-	16,241.00-	2,557.40-	15.75
11-00-0000-00000-4814 COMMERCIAL VEHICLE	0.00	18,534.59-	98,213.43-	104,865.00-	6,651.57-	6.34
11-00-0000-00000-4815 WATERCRAFT CURRENT	0.00	0.00	0.00	3,777.00-	3,777.00-	100.00
11-00-0000-00000-4816 TIF TAX : GENERAL	0.00	0.00	0.00	418,400.00	418,400.00	100.00
11-00-0000-00000-4817 NEIGH REVT : GENER	0.00	22,059.19	42,053.89	57,500.00	15,446.11	26.86
11-00-0000-00000-4902 INTEREST INCOME :	0.00	527.89-	11,352.04-	100,000.00-	88,647.96-	88.65
11-00-0000-00000-4904 REIMBURSED SALARY	0.00	6,550.00-	26,550.00-	0.00	26,550.00	0.00
11-00-0000-00000-4905 ADMI NISTRATIVE ALL	0.00	0.00	38,852.37-	0.00	38,852.37	0.00
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	18,529.19-	47,511.60-	19,076.00-	28,435.60	149.05-
11-00-0000-00000-4912 TRANSCRIPTS : GENE	0.00	628.86-	7,039.85-	7,464 .00-	424.15-	5.68
00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	1,409,703.00	1,409,703.00	100.00
=====						
Totals for FUND: 11 - GENERAL	0.00	4,069,159.46-	18,081,469.17-	15,411,664.00-	2,669,805.17	17.31-
=====						
00-0000-00000-4005 ACAD COURSE FEE :	0.00	0.00	0.00	0.00	0.00	0.00
12-00-0000-00000-4015 ONL INE COURSE FEE	0.00	340.00-	127,736.00-	84,012.00-	43,724.00	52.03-
12-00-0000-00000-4022 WORKFORCE SEMINA R	0.00	27,600.00-	37,200.00-	0.00	37,200.00	0.00
12-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	1,025,433.00-	1,016,594.00-	8,839.00	0.86-
12-00-0000-00000-4603 STATE PMT FOR TUIT	0.00	160,706.00-	346,127.00-	135,000.00-	211,127.00	156.38-
12-00-0000-00000-4904 REIMBURSED SALARY	0.00	10,000.00-	10,000.00-	0.00	10,000.00	0.00
12-00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	1,409,703.00-	1,409,703.00-	100.00
=====						
Totals for FUND: 12 - PTE FUND	0.00	198,646.00-	1,546,496.00-	2,645,309.00-	1,098,813.00-	41.54
=====						
16-00-5008-00000-4401 SALES & SERV OF ED	0.00	0.00	11,238.00-	10,000.00-	1,238.00	12.37-
16-00-5008-00000-9999 CONTINGENCY ACCOUN	0.00	0.00	0.00	26,342.00-	26,342.00-	100.00
16-00-5011-00000-4009 S U FEES : GENERAL	0.00	1,026.01-	125,289.04-	140,000.00-	14,710.96-	10.51
16-00-5011-00000-4011 MISC STUDENT BILL	0.00	223,199.13	217,573.44	110,000.00	107,573.44-	97.78-
16-00-5011-00000-4102 PRIVATE GIFTS/GRAN	0.00	0.00	94,275.63-	0.00	94,275.63	0.00
16-00-5011-00000-4501 BUI LDING/ROOM RENT	0.00	12,250.00-	119,250.00-	100,000.00-	19,250.00	19.24-

16-00-5011-00000-4503	S U DORM BOARD & R	0.00	8,932.00-	2,114,155.52-	2,600,000.00-	485,844.48-	18.69
16-00-5011-00000-4505	DEPOSITS FORFEITED	0.00	0.00	0.00	2,000.00-	2,000.00-	100.00
16-00-5011-00000-4506	DORMITORY DAMAGE :	0.00	0.00	1,034.22-	10,000.00-	8,965.78-	89.66
16-00-5011-00000-4507	KEYS : GENERAL	0.00	130.00	4,355.00-	6,000.00-	1,645.00-	27.42
16-00-5011-00000-4508	RESERVATION FEE :	0.00	0.00	33,925.00-	50,000.00-	16,075.00-	32.15
16-00-5011-00000-4511	CATER &BOOKSTORE	0.00	3,679.71-	11,689.66-	20,000.00-	8,310.34-	41.55
16-00-5011-00000-4512	VENDING MACHINES :	0.00	279.50-	3,142.26-	5,000.00-	1,857.74-	37.15
16-00-5011-00000-4516	GUEST ACCOMODATION	0.00	0.00	0.00	1,000.00-	1,000.00-	100.00
16-00-5011-00000-4907	MISC ELLANEOUS INCO	0.00	0.00	28.35-	1,000.00-	971.65-	97.17
16-00-5011-00000-9999	CONTINGENCY ACCOUN	0.00	0.00	0.00	35,439.00-	35,439.00-	100.00
16-00-5012-00000-4011	MISC STUDENT BILL	0.00	2,287.00	404.78	0.00	404.78-	0.00
16-00-5012-00000-4401	SALES &SERV OF ED	0.00	0.00	18,743.16-	10,000.00-	8,743.16	87.42-
16-00-5012-00000-4504	COSMETOLOGY FEES :	0.00	0.00	95,398.68-	95,398.68-	0.00	0.00
16-00-5012-00000-4907	MISC ELLANEOUS INCO	0.00	0.00	947.58-	700.00-	247.58	35.36-
16-00-5012-00000-9999	CONTINGENCY ACCOUN	0.00	0.00	0.00	11,184.00-	11,184.00-	100.00
16-00-5100-00000-4018	RESOURCE CHARGE :	0.00	1,508.82-	164,439.73-	220,000.00-	55,560.27-	25.25
16-00-5100-00000-4520	SALES - NEW TEXTBO	0.00	222.39-	55,982.36-	60,000.00-	4,017.64-	6.70
16-00-5100-00000-4521	SALES - USED TEXTS	0.00	0.00	187.60-	5,000.00-	4,812.40-	96.25
16-00-5100-00000-4522	SALES - TRADE BOOK	0.00	0.00	9.25-	0.00	9.25	0.00
16-00-5100-00000-4523	SA LES - RENTAL BOO	0.00	0.00	0.00	10,000.00-	10,000.00-	100.00
16-00-5100-00000-4525	SALES - SUPPLIES :	0.00	137.94-	9,673.07-	20,000.00-	10,326.93-	51.63
16-00-5100-00000-4526	SALES - CLOTHING :	0.00	1,016.57-	32,958.19-	55,000.00-	22,041.81-	40.08
16-00-5100-00000-4527	SALES - GIFTS : GE	0.00	265.57-	9,422.79-	10,000.00-	577.21-	5.77
16-00-5100-00000-4528	SALES - FOOD : GEN	0.00	0.00	10.76-	1,000.00-	989.24-	98.92
16-00-5100-00000-4529	SALES - SUNDRIES/M	0.00	0.00	20.00-	0.00	20.00	0.00
16-00-5100-00000-4530	RENTAL FEES - CALC	0.00	20.00-	460.00-	1,000.00-	540.00-	54.00
16-00-5100-00000-9999	CONTINGENCY ACCOUN	0.00	0.00	0.00	200,091.00-	200,091.00-	100.00
=====							
Totals for FUND: 16 - AUXILIARY ENTITI		0.00	196,277.62	2,688,657.63-	3,596,154.68-	907,497.05-	25.24
=====							
61-00-0000-00000-4803	AD VALOREM PROPERT	0.00	168,992.84-	482,592.02-	498,383.00-	15,790.98-	3.17
61-00-0000-00000-4805	MOTOR VEHICLE PROP	0.00	9,007.02-	46,870.77-	0.00	46,870.77	0.00
61-00-0000-00000-4806	RECREATIONAL VEHIC	0.00	121.07-	629.65-	0.00	629.65	0.00
61-00-0000-00000-4807	DELINQUENT TAX : G	0.00	3,139.80-	13,705.04-	0.00	13,705.04	0.00
61-00-0000-00000-4808	PAYMENTS IN LIEU O	0.00	3,016.11-	7,841.26-	0.00	7,841.26	0.00
61-00-0000-00000-4809	RENTAL EXCISE TAX	0.00	0.00	559.81-	0.00	559.81	0.00
61-00-0000-00000-4810	16/20 M TAX : GENE	0.00	96.05-	691.37-	0.00	691.37	0.00
61-00-0000-00000-4814	COMMERCIAL VEHICLE	0.00	908.79-	4,854.87-	0.00	4,854.87	0.00
61-00-0000-00000-4817	NEIGH REVT : GENER	0.00	972.63	1,859.71	0.00	1,859.71-	0.00
61-00-0000-00000-9999	CONTINGENCY ACCOUN	0.00	0.00	0.00	739,117.00-	739,117.00-	100.00
=====							
Totals for FUND: 61 - CAPITAL OUTLAY		0.00	184,309.05-	555,885.08-	1,237,500.00-	681,614.92-	55.08
=====							
Totals for BUDGET.OFFICER: Unassigned		0.00	4,255,836.89-	22,872,507.88-	22,890,627.68-	18,119.80-	0.08

**EXPENSES**

07/08/21

Options - All Statuses

Fiscal Year: 2021

Garden City Community College  
Annual Budget Report Ending 06/30/21

Page: 1

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	130,521.99-	130,521.99-	100.00
DEPARTMENT: 11005 - INSTRUCTION SALARY	0.00	3,336.29	20,872.85	0.00	20,872.85-	0.00
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	26,385.71	258,586.26	217,359.56	41,226.70-	18.96-
DEPARTMENT: 11020 - HUMANITIES	0.00	9,877.38	37,859.29	1,382.00	36,477.29-	639.45-
DEPARTMENT: 11021 - ENGLISH	0.00	82,311.93	478,799.44	412,964.05	65,835.39-	15.93-
DEPARTMENT: 11022 - SPEECH	0.00	27,486.60	219,758.48	178,401.09	41,357.39-	23.17-
DEPARTMENT: 11023 - PHILOSOPHY	0.00	1,291.80	12,918.00	0.00	12,918.00-	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	0.00	19,023.03	0.00	19,023.03-	0.00
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	419.00	419.00	100.00
DEPARTMENT: 11030 - ART	2,242.50	26,266.40	179,271.06	138,872.18	42,641.38-	30.70-
DEPARTMENT: 11031 - DRAMA	0.00	0.00	3,874.13	4,000.00	125.87	3.15
DEPARTMENT: 11032 - VOCAL MUSIC	2,128.97	10,567.61	79,819.25	67,152.05	14,796.17-	22.02-
DEPARTMENT: 11033 - INST MUSIC	10,972.20	13,319.89	195,553.78	140,565.66	65,960.32-	46.91-
DEPARTMENT: 11034 - ORCHESTRA	2,052.00	0.00	12,809.55	4,500.00	10,361.55-	230.25-
DEPARTMENT: 11040 - SCIENCE	1,233.41	71,419.88	438,559.55	368,349.94	71,443.02-	19.39-
DEPARTMENT: 11050 - MATH	24.74	66,878.50	380,624.15	288,110.84	92,538.05-	32.11-
DEPARTMENT: 11060 - SOCIAL SCIENCE	0.00	83,373.93	459,414.17	313,898.54	145,515.63-	46.35-
DEPARTMENT: 11070 - HEALTH & PHYSICAL	2,836.00	25,148.81	98,390.36	3,632.00	97,594.36-	687.06-
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	4,667.30	58,414.54	84,228.61	25,814.07	30.65
DEPARTMENT: 11081 - READING	0.00	22,456.63	130,940.09	120,757.51	10,182.58-	8.42-
DEPARTMENT: 11082 - ESL	0.00	12,902.73	77,102.59	76,168.86	933.73-	1.22-
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	837.91	24,176.37	0.00	24,176.37-	0.00
DEPARTMENT: 11090 - QUIZ BOWL/ACAD CHA	0.00	0.00	8,668.40	2,000.00	6,668.40-	333.41-
DEPARTMENT: 12202 - EMT	0.00	217.35	217.35	0.00	217.35-	0.00
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	0.00	47.81	0.00	47.81-	0.00
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	0.00	3,659.40	0.00	3,659.40-	0.00
DEPARTMENT: 12242 - CHALLENGE COURSE	0.00	0.00	807.38	0.00	807.38-	0.00
DEPARTMENT: 41000 - LIBRARY	5,484.74	12,767.73	148,974.16	177,902.63	23,443.73	13.18
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	128.04	11,899.03	109,772.84	99,652.23	10,248.65-	10.27-
DEPARTMENT: 41100 - TECHNOLOGY-INSTRUC	8,521.12	18,771.29	489,326.52	539,073.75	41,226.11	7.65
DEPARTMENT: 42000 - VP ON INSTRUCTION	0.00	12,656.34	198,051.93	865,288.44	667,236.51	77.11
DEPARTMENT: 42001 - DEAN OF ACADEMICS	0.00	17,108.27	211,974.19	128,564.21	83,409.98-	64.87-
DEPARTMENT: 42002 - OUTREACH	0.00	11,681.65	82,356.49	100,067.85	17,711.36	17.70
DEPARTMENT: 42003 - FACULTY SENATE	0.00	0.00	1,073.86	0.00	1,073.86-	0.00
DEPARTMENT: 44000 - INSTRUCTIONAL DESI	0.00	10,559.79	134,912.48	146,790.29	11,877.81	8.09
DEPARTMENT: 46000 - DEVELOPMENTAL EDUC	0.00	6,048.05	71,266.10	71,534.76	268.66	0.38
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	21,166.53	259,797.62	317,895.30	58,097.68	18.28
DEPARTMENT: 50001 - STUDENT SUPPORT SE	0.00	0.00	13,225.00	14,000.00	775.00	5.54
DEPARTMENT: 50010 - COUNSELING & GUIDA	0.00	15,930.28	155,563.94	163,313.76	7,749.82	4.75
DEPARTMENT: 50011 - ASSESSMENT/TESTING	0.00	4,504.36	45,301.87	52,592.69	7,290.82	13.86
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	39,098.10	293,445.82	271,255.16	22,190.66-	8.17-
DEPARTMENT: 50030 - ADMISSIONS	0.00	14,682.75	139,519.14	114,611.35	24,907.79-	21.72-
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	0.00	13,772.39	175,607.72	178,954.82	3,347.10	1.87
DEPARTMENT: 50050 - STUDENT HEALTH SER	0.00	0.00	36,418.02	69,951.00	33,532.98	47.94
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	2,311.64	35,986.05	530,032.15	527,437.42	4,906.37-	0.92-
DEPARTMENT: 55001 - MEN'S BASKETBALL	6,040.00	13,729.18	177,630.88	170,736.50	12,934.38-	7.57-
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	9,392.99	17,081.10	155,324.39	163,941.00	776.38-	0.46-
DEPARTMENT: 55003 - MEN'S TRACK	2,856.00	4,165.55	64,339.89	71,580.00	4,384.11	6.12
DEPARTMENT: 55004 - WOMEN'S TRACK	2,463.00	4,529.02	64,539.32	71,283.00	4,280.68	6.01

DEPARTMENT: 55005 - WOMEN'S SOFTBALL	4,580.48	12,797.57	114,905.17	139,119.96	19,634.31	14.11
DEPARTMENT: 55006 - FOOTBALL	22,180.00	35,482.32	428,084.51	457,531.00	7,266.49	1.59
DEPARTMENT: 55007 - BASEBALL	0.00	19,062.37	158,215.98	175,860.00	17,644.02	10.03
DEPARTMENT: 55008 - VOLLEYBALL	0.00	10,471.65	100,398.35	117,472.38	17,074.03	14.53
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	6,985.40	62,396.76	65,592.00	3,195.24	4.87
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	3,892.28	62,770.48	69,289.00	6,518.52	9.41
DEPARTMENT: 55012 - CHEERLEADING	0.00	3,707.86	32,003.60	14,501.99	17,501.61-	120.67-
DEPARTMENT: 55014 - RODEO TEAM	0.00	10,724.51	158,411.73	162,972.00	4,560.27	2.80
DEPARTMENT: 55015 - MEN'S GOLF	0.00	5,571.63	35,119.06	40,744.00	5,624.94	13.81
DEPARTMENT: 55019 - ATHLETIC TRAINING	4,923.50	16,795.12	235,760.32	226,420.71	14,263.11-	6.29-
DEPARTMENT: 55020 - PEP BAND	0.00	0.00	45,579.06	65,021.00	19,441.94	29.90
DEPARTMENT: 55021 - ESPORTS	0.00	857.50	22,718.16	24,034.40	1,316.24	5.48
DEPARTMENT: 61000 - PRESIDENT	3,926.96	56,473.70	472,411.75	526,111.00	49,772.29	9.46
DEPARTMENT: 61001 - BOARD OF TRUSTEES	0.00	539.28	10,482.43	18,898.00	8,415.57	44.53
DEPARTMENT: 61005 - ATTORNEY	0.00	4,986.00	44,353.18	135,000.00	90,646.82	67.15
DEPARTMENT: 62000 - VP OF ADMIN SERVIC	171.00	63,246.18	1,200,139.06	1,275,747.00	75,436.94	5.91
DEPARTMENT: 62010 - HUMAN RESOURCES	299.00	22,551.82	210,240.59	189,567.00	20,972.59-	11.05-
DEPARTMENT: 62011 - ADA COMPLIANCE	0.00	4,326.68	59,989.91	60,948.00	958.09	1.57
DEPARTMENT: 62050 - ONE-TIME PURCHASES	24,137.00	0.00	38,917.00	72,760.00	9,706.00	13.34
DEPARTMENT: 63000 - MARKETING/PR	5,776.50	24,621.28	137,506.79	216,129.40	72,846.11	33.70
DEPARTMENT: 64000 - INFORMATION TECHNO	20,079.20	85,365.86	848,162.89	882,940.05	14,697.96	1.66
DEPARTMENT: 65000 - CENTRAL SERVICES	0.00	12,749.63	157,486.95	142,479.14	15,007.81-	10.52-
DEPARTMENT: 67000 - INSTITUTION EFFECT	0.00	14,451.92	155,849.72	161,175.50	5,325.78	3.30
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	0.00	29,433.10	195,567.56	185,096.80	10,470.76-	5.65-
DEPARTMENT: 71000 - BUILDINGS	100,174.78	53,986.73	510,736.60	471,481.46	139,429.92-	29.56-
DEPARTMENT: 72000 - CUSTODIAL SERVICES	1,382.00	51,503.37	538,125.68	533,679.56	5,828.12-	1.08-
DEPARTMENT: 73000 - GROUNDS	39,986.95	21,362.50	253,119.96	274,130.93	18,975.98-	6.91-
DEPARTMENT: 73001 - ATHLETIC FIELDS	39,888.63	4,000.00	28,044.50	28,450.00	39,483.13-	138.77-
DEPARTMENT: 74000 - VEHICLES	52,293.83	142,417.54	265,295.00	301,365.64	16,223.19-	5.37-
DEPARTMENT: 75000 - CAMPUS SECURITY	0.00	5,803.95	112,279.97	221,240.02	108,960.05	49.25
DEPARTMENT: 76000 - INSURANCE	0.00	9,577.05	452,316.19	469,809.00	17,492.81	3.72
DEPARTMENT: 77000 - UTILITIES	56,076.07	70,973.21	724,223.36	831,500.00	51,200.57	6.16
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	14,275.91	66.44-	0.00	66.44	0.00
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	61.00	976.00	100.00	876.00-	875.99-
DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	2,318.00	39,467.00	40,000.00	533.00	1.33
DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	0.00	11,513.00	11,000.00	513.00-	4.65-
DEPARTMENT: 81004 - TUIT WAIVER CTZ IN	0.00	0.00	41,582.00	151,000.00	109,418.00	72.46
DEPARTMENT: 81006 - TUIT WAIVER FINE A	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	0.00	33,482.50	0.00	33,482.50-	0.00
DEPARTMENT: 94000 - STUDENT CENTER	0.00	0.00	0.00	43,831.00	43,831.00	100.00

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FUND: 11 - GENERAL	434,563.25	1,596,257.03	14,757,187.94	15,411,664.00	219,912.81	1.43

07/08/21

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FUND: 12 - PTE FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 12010 - ACCOUNTING	0.00	12,479.07	71,821.12	63,286.27	8,534.85-	13.48-
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	66.14	1,810.07	217.00	1,593.07-	734.12-
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	10,250.74	64,586.83	46,880.52	17,706.31-	37.76-
DEPARTMENT: 12200 - ADN PROGRAM	1,064.77	36,134.99	378,240.20	293,546.24	85,758.73-	29.20-
DEPARTMENT: 12201 - LPN PROGRAM	0.00	29,305.00	298,201.36	283,189.98	15,011.38-	5.29-
DEPARTMENT: 12202 - EMT	300.00	48,708.94	231,166.34	170,385.27	61,081.07-	35.84-
DEPARTMENT: 12203 - ALLIED HEALTH	53.62	30,433.81	202,888.33	181,366.00	21,575.95-	11.89-
DEPARTMENT: 12210 - AGRICULTURE	245.00	11,689.27	66,202.76	58,728.00	7,719.76-	13.13-
DEPARTMENT: 12211 - ANIMAL SCIENCE	450.00	33,056.12	171,391.42	105,708.00	66,133.42-	62.55-
DEPARTMENT: 12220 - JOHN DEERE AG TECH	3,140.20	30,734.73	166,293.36	153,248.43	16,185.13-	10.55-
DEPARTMENT: 12230 - AUTO MECHANICS	18,818.00	9,834.58	151,290.02	133,224.74	36,883.28-	27.68-
DEPARTMENT: 12240 - CRIMINAL JUSTICE	1,000.00	24,120.63	143,993.52	130,055.78	14,937.74-	11.48-
DEPARTMENT: 12241 - FIRE SCIENCE	4,500.00	14,939.81	93,950.95	79,652.00	18,798.95-	23.59-
DEPARTMENT: 12250 - COSMETOLOGY	0.00	21,677.17	159,775.92	127,957.00	31,818.92-	24.86-
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	1,895.82	1,293.06	11,823.13	61,920.76	48,201.81	77.84
DEPARTMENT: 12273 - WELDING	2,632.53	37,459.13	258,733.54	234,524.00	26,842.07-	11.44-
DEPARTMENT: 12280 - BUILDING TRADES	3,906.35	11,953.06	81,225.32	83,679.00	1,452.67-	1.73-
DEPARTMENT: 42005 - DEAN OF TECHNICAL	4,906.76	16,287.08	176,068.09	437,740.01	256,765.16	58.66
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FUND: 12 - PTE FUND	42,913.05	380,423.33	2,729,462.28	2,645,309.00	127,066.33-	4.79-

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FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	850.71	15,450.39	34,000.00	18,549.61	54.56
DEPARTMENT: 55006 - FOOTBALL	0.00	853.43	1,440.74	3,673.00	2,232.26	60.77
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	4,552.58	23,986.67	24,493.39	506.72	2.07
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	0.00	150.39	150.39	100.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	2,001.39	2,804.00	802.61	28.62
DEPARTMENT: 55008 - VOLLEYBALL	0.00	250.00-	2,539.06	3,187.51	648.45	20.34
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	739.18	12,400.05	25,454.54	13,054.49	51.29
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	250.00	7,504.37	14,500.00	6,995.63	48.25
DEPARTMENT: 55007 - BASEBALL	0.00	36.90	17,220.99	22,029.68	4,808.69	21.83
DEPARTMENT: 55013 - DANCE TEAM	0.00	0.00	0.00	400.00	400.00	100.00
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 55015 - MEN'S GOLF	1,100.00	31.24	1,668.54	2,709.34	59.20-	2.18-
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	55.70	150.75	234.06	83.31	35.59
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	615.03	842.53	842.53	0.00	0.00
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	0.00	2,753.37	2,753.37	100.00
DEPARTMENT: 11021 - ENGLISH	0.00	488.49	1,777.07	4,120.00	2,342.93	56.87
DEPARTMENT: 11030 - ART	1,829.62	0.00	2,545.35	4,600.00	225.03	4.89
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	0.00	1,032.90	920.00	112.90-	12.26-
DEPARTMENT: 11033 - INST MUSIC	1,119.28	0.00	232.20	2,325.00	973.52	41.87
DEPARTMENT: 11040 - SCIENCE	2,986.13	1,287.13	14,267.58	17,230.00	23.71-	0.13-
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	1,209.60	2,937.60	3,541.00	603.40	17.04
DEPARTMENT: 12200 - ADN PROGRAM	2.70	0.00	33,952.30	33,955.00	0.00	0.00
DEPARTMENT: 12201 - LPN PROGRAM	145.12	0.00	40,402.52	41,001.00	453.36	1.11
DEPARTMENT: 12202 - EMT	1,668.48	4,877.06	24,191.09	25,864.00	4.43	0.02
DEPARTMENT: 12203 - ALLIED HEALTH	2,518.15	3,420.93	15,228.43	17,911.00	164.42	0.92
DEPARTMENT: 12210 - AGRICULTURE	146.34	1,057.56	4,454.66	4,601.00	0.00	0.00
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	223.59	6,797.00	6,797.00	0.00	0.00
DEPARTMENT: 12220 - JOHN DEERE AG TECH	2,614.55	4,607.13	34,923.51	40,731.00	3,192.94	7.84
DEPARTMENT: 12230 - AUTO MECHANICS	114.55	4,166.21	74,497.38	74,627.00	15.07	0.02
DEPARTMENT: 12240 - CRIMINAL JUSTICE	0.00	1,071.24	7,644.20	9,237.00	1,592.80	17.24
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	3,710.25	4,230.89	4,602.00	371.11	8.06
DEPARTMENT: 12273 - WELDING	21,153.12	2,969.37	40,416.88	61,570.00	0.00	0.00
DEPARTMENT: 12280 - BUILDING TRADES	4,614.02	0.00	6,983.35	13,637.00	2,039.63	14.96
DEPARTMENT: 42000 - VP ON INSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	0.00	0.00	0.00	0.00	0.00
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FUND: 14 - ADULT SUPPLEMENTARY ED	40,012.06	36,823.33	401,720.39	504,500.81	62,768.36	12.44

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FUND: 16 - AUXILIARY ENTITIES

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	1,027.72	25,617.55	36,342.00	10,724.45	29.51
DEPARTMENT: 94000 - STUDENT CENTER	1,700.00	776.12	96,481.86	282,111.00	183,929.14	65.20
DEPARTMENT: 95000 - STUDENT HOUSING	99,356.03	142,097.32	1,991,991.73	2,578,328.00	486,980.24	18.89
DEPARTMENT: 98000 - COSMETOLOGY	7,616.50	8,760.66	103,187.07	117,282.68	6,479.11	5.52
DEPARTMENT: 97000 - BOOKSTORE	85,590.34	8,976.90-	279,488.96	582,091.00	217,011.70	37.28

FUND: 16 - AUXILIARY ENTITIES	194,262.87	143,684.92	2,496,767.17	3,596,154.68	905,124.64	25.17
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FUND: 22 - RESTRICTED GRANTS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	1,140.60	17,000.00	15,859.40	93.29
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	0.00	9,063.00	0.00	9,063.00-	0.00
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	0.00	0.00	16,675.04	0.00	16,675.04-	0.00
DEPARTMENT: 42000 - VP ON INSTRUCTION	400.00	0.00	1,213.32	0.00	1,613.32-	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRU	0.00	0.00	2,236.00	2,993.80	757.80	25.31
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	111,643.04	111,643.04	0.00	0.00
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	0.00	13,450.00	13,450.00	0.00	0.00
DEPARTMENT: 42000 - VP ON INSTRUCTION	0.00	0.00	464.50	0.00	464.50-	0.00
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	861.20	11,471.84	10,610.64	92.49
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	29,358.67	230,284.21	327,697.00	97,412.79	29.73
DEPARTMENT: 12200 - ADN PROGRAM	0.00	0.00	15,299.56	15,297.00	2.56-	0.01-
DEPARTMENT: 42000 - VP ON INSTRUCTION	0.00	5,820.79	74,201.44	0.00	74,201.44-	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRU	0.00	0.00	10,739.00	2,740.00	7,999.00-	291.92-
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	1,722.40	0.00	1,722.40-	0.00
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	0.00	5,000.00	5,500.00	500.00	9.09
DEPARTMENT: 00000 - GENERAL	0.00	0.00	17,404.00-	17,404.00-	0.00	0.00
DEPARTMENT: 12280 - BUILDING TRADES	0.00	0.00	33,469.00	33,469.00	0.00	0.00
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	27,927.66	42,623.00	14,695.34	34.48
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	17,876.67	100,322.00	100,322.00	0.00	0.00
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	15,210.00	20,372.34	97,793.75	149,081.00	36,077.25	24.20
DEPARTMENT: 00000 - GENERAL	0.00	0.00	13,225.00-	13,225.00-	0.00	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	1,102.00	2,761.98	13,225.00	10,463.02	79.12
DEPARTMENT: 14010 - AO-K	0.00	0.00	0.00	230.93	230.93	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRU	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	24,112.58	70,586.39	46,473.81	65.84

FUND: 22 - RESTRICTED GRANTS	15,610.00	74,530.47	749,751.28	886,701.00	121,339.72	13.68
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FUND: 23 - OTHER RESTRICTED FUNDS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	12,862.34	13,100.00	237.66	1.81
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	800.00	0.00	800.00-	0.00
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	0.00	35,968.00	0.00	35,968.00-	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	127,919.43	5,000.00	122,919.43-	458.38-
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	0.00	0.00	121,195.84	0.00	121,195.84-	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	24,335.97	0.00	24,335.97-	0.00
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	0.00	32.00	0.00	32.00-	0.00
DEPARTMENT: 62000 - VP OF ADMIN SERVIC	0.00	0.00	6,703.00	0.00	6,703.00-	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	736,703.05	100,000.00	636,703.05-	636.69-
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	0.00	100,000.00	100,000.00	0.00	0.00
DEPARTMENT: 12273 - WELDING	0.00	0.00	235,000.00	0.00	235,000.00-	0.00
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	0.00	650,036.00	0.00	650,036.00-	0.00
DEPARTMENT: 41100 - TECHNOLOGY-INSTRUC	95,425.00	181,159.63	199,788.74	350,000.00	54,786.26	15.65
DEPARTMENT: 50000 - DEAN OF STUDENT SE	7,030.05	37,581.89	97,692.76	260,937.00	156,214.19	59.87
DEPARTMENT: 50050 - STUDENT HEALTH SER	0.00	8,993.10	73,687.37	0.00	73,687.37-	0.00
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	0.00	13,994.50	0.00	13,994.50-	0.00
DEPARTMENT: 64000 - INFORMATION TECHNO	418,775.66	224,795.95	269,570.81	610,000.00	78,346.47-	12.83-
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	50,407.70	0.00	50,407.71	105,000.00	4,184.59	3.99
DEPARTMENT: 75000 - CAMPUS SECURITY	0.00	7,152.47	55,598.60	0.00	55,598.60-	0.00
DEPARTMENT: 95000 - STUDENT HOUSING	430,583.25	107,316.75	107,316.75	540,000.00	2,100.00	0.39
DEPARTMENT: 61000 - PRESIDENT	0.00	45,322.76	45,322.76	0.00	45,322.76-	0.00
DEPARTMENT: 62000 - VP OF ADMIN SERVIC	0.00	132,678.76	132,678.76	0.00	132,678.76-	0.00
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	114,680.00	114,680.00	0.00	114,680.00-	0.00
DEPARTMENT: 41100 - TECHNOLOGY-INSTRUC	7,500.00	0.00	0.00	0.00	7,500.00-	0.00
DEPARTMENT: 64000 - INFORMATION TECHNO	88,068.62	88,068.62	88,068.62	0.00	176,137.24-	0.00
=====						
FUND: 23 - OTHER RESTRICTED FUNDS	1,097,790.28	947,749.93	3,300,363.01	2,084,037.00	2,314,116.29-	111.03

Fiscal Year: 2021

FUND: 24 - ADULT EDUCATION

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
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	0.00	0.00	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	13,177.98	44,643.41	320,027.49	342,874.00	9,668.53	2.82



Garden City Community College							
DEPARTMENT: 00000 - GENERAL	0.00	0.00	31,566.00-	31,566.00-	0.00	0.00	
DEPARTMENT: 12200 - ADN PROGRAM	0.00	5,912.39	63,784.99	63,588.00	196.99-	0.30-	
DEPARTMENT: 00000 - GENERAL	0.00	0.00	50,000.00-	50,000.00-	0.00	0.00	
DEPARTMENT: 13301 - ADULT ED - INSTRUC	13,448.82	3,852.52	37,690.40	50,000.00	1,139.22-	2.27-	

=====							
FUND: 24 - ADULT EDUCATION	26,626.80	54,408.32	339,936.88	374,896.00	8,332.32	2.22	

Fiscal Year: 2021

FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	64,875.77	89,778.90	427,179.40	1,237,500.00	745,444.83	60.24

=====						
FUND: 61 - CAPITAL OUTLAY	64,875.77	89,778.90	427,179.40	1,237,500.00	745,444.83	60.24

Fiscal Year: 2021

FUND: 65 - CAPITAL CAMPAIGN FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 12200 - ADN PROGRAM	0.00	0.00	31,566.00	0.00	31,566.00-	0.00

=====						
FUND: 65 - CAPITAL CAMPAIGN FUND	0.00	0.00	31,566.00	0.00	31,566.00-	0.00

07/08/21

Annual Budget Report Ending 06/30/21

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Options - All Statuses

Fiscal Year: 2021

FUND: 71 - ACTIVITY/ORGANIZATION FD

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	21,670.53	540,505.09	718,974.80	178,469.71	24.82
DEPARTMENT: 94000 - STUDENT CENTER	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 99001 - STUDENT NEWSPAPER	0.00	834.28	3,714.74	15,400.00	11,685.26	75.88
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	363.55	2,067.80	6,942.77	4,874.97	70.22

=====						
FUND: 71 - ACTIVITY/ORGANIZATION FD	0.00	22,868.36	546,287.63	741,317.57	195,029.94	26.31

## Garden City Community College

07/08/21  
Options - All Statuses  
Fiscal Year: 2021

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FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	0.00	1,127.00	0.00	1,127.00-	0.00
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	88,626.32	85,000.00	3,626.32-	4.26-
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	82,554.50	85,000.00	2,445.50	2.88
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	21,930.00	30,000.00	8,070.00	26.90
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	0.00	24,865.00	30,000.00	5,135.00	17.12
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	55,219.00	62,500.00	7,281.00	11.65
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	275,625.00	220,000.00	55,625.00-	25.27-
DEPARTMENT: 55007 - BASEBALL	0.00	0.00	70,991.00	69,500.00	1,491.00-	2.14-
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	53,876.00	59,500.00	5,624.00	9.45
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	51,050.00	51,000.00	50.00-	0.09-
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	50,000.00	51,000.00	1,000.00	1.96
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	24,181.00	15,600.00	8,581.00-	55.00-
DEPARTMENT: 55014 - RODEO TEAM	0.00	0.00	38,500.00	40,000.00	1,500.00	3.75
DEPARTMENT: 55015 - MEN'S GOLF	0.00	0.00	18,000.00	20,000.00	2,000.00	10.00
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	0.00	17,112.00	30,900.00	13,788.00	44.62
DEPARTMENT: 55021 - ESPORTS	0.00	0.00	12,500.00	7,500.00	5,000.00-	66.66-
DEPARTMENT: 11025 - JOURNALISM	0.00	0.00	2,250.00	3,978.00	1,728.00	43.44
DEPARTMENT: 11030 - ART	0.00	0.00	5,600.00	6,528.00	928.00	14.22
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	0.00	8,650.00	8,103.00	547.00-	6.74-
DEPARTMENT: 11033 - INST MUSIC	0.00	0.00	30,640.00	14,553.00	16,087.00-	110.53-
DEPARTMENT: 11034 - ORCHESTRA	0.00	0.00	1,133.00	4,000.00	2,867.00	71.68
DEPARTMENT: 11090 - QUIZ BOWL/ACAD CHA	0.00	0.00	0.00	5,875.00	5,875.00	100.00
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	1,907.00	16,657.00	22,736.00	6,079.00	26.74
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	0.00	40,160.00	40,000.00	160.00-	0.39-
DEPARTMENT: 81005 - TUIT WAIVER FCHS	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	0.00	13,565.00	10,000.00	3,565.00-	35.64-
=====						
FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	1,907.00	1,004,811.82	973,273.00	31,538.82-	3.23-

Garden City Community College  
6/30/2021

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 198,869.96	0.0000%
State Municipal Invest. Pool	\$ 57,171.69	0.0020%
Landmark National Bank	<u>\$ 9,669,612.25</u>	0.0600%
	<u>\$ 9,925,653.90</u>	

	<u>Type</u>	<u>Amount</u>	<u>% Rate</u>	<u>Beg. Date</u>	<u>Maturity</u>
Investments:					
Western State Bank	CD	\$ 1,000,000.00	0.1500%	1/26/2021	7/26/2021
Western State Bank	CD	\$ 1,000,000.00	0.1500%	1/26/2021	10/26/2021
		<u>\$ 2,000,000.00</u>			
Total		<u><u>\$ 11,925,653.90</u></u>			

**Agenda No: II-D1**

**Date: July 13,2021**

**Topic:** Property Insurance

**Presenter:** Dr. Ryan Ruda

**Background Information:**

IMA, Inc. has provided property and liability insurance for GCCC since July 1, 2014. It is Administration's recommendation to continue with IMA, Inc. as they have provided excellent response and service. IMA is a part of the Kansas College and Universities Consortia Agreement.

The 2020-21 annual premium for all lines was \$364,311. The annual premium for 2021-22 is \$490,946. Details of the renewal premium is on the following page.

**Budget Information:**

General Fund  
FY21 Budget \$490,946

**Recommended Board Action:**

Accept the proposed property and casualty insurance coverage from IMA, Inc. for \$490,946.

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

**Board Member Notes:**



ITEMS	2021-2022 ANNUAL PREMIUM	2020-2021 ANNUAL PREMIUM
Property and Inland Marine	\$206,685	\$93,150
Crime	\$1,818	\$1,583
General Liability (Bundled)	\$101,746	\$108,650 (Quote received 7.15.2020)
Educators Legal Liability (was included in the Bundled GL)	\$40,911	\$38,840
Sexual Abuse	\$58,602	\$47,700
Automobile	\$54,390	\$52,102
Excess Liability	\$0.00	\$5,527
Professional Liability (was included in the Bundled GL)	\$3,710	\$2,650
Cyber Liability	\$11,395	\$8,109
Law Enforcement	\$5,689	\$5,527
Broker Fee	\$6,000	\$6,000
<b>TOTAL</b>	<b>\$490,946</b>	<b>\$364,311</b>

**Agenda No: II-D2**

**Date: July 13, 2021**

**Topic:** Workers Compensation Insurance

**Presenter:** Dr. Ryan Ruda

**Background Information:**

Our Workers Compensation coverage is currently with First Dakota Indemnity Company and brokered through Keller Leopold. The 2020-21 premium was \$45,498 and the 2021-22 renewal premium is \$34,478.

**Budget Information:**

General Fund  
FY22 Budget \$34,478

**Recommended Board Action:**

Accept the renewal Workers Compensation coverage from Keller Leopold. for \$34,478.

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

**Board Member Notes:**

**Agenda No: II-D3**

**Date: July 13, 2021**

**Topic:** Athletic Insurance

**Presenter:** Dr. Ryan Ruda

**Background Information:**

Currently, the college has two levels of athletic insurance. The first level is a \$1,000 deductible with maximum medical benefit per injury of \$25,000. The second level is a catastrophic policy which becomes in effect once a claim has reached \$25,000. The catastrophic coverage has a \$5,000,000 medical maximum coverage limit and a 10-year benefit period.

Our broker, Dissinger Reed, brokered the coverage with five companies. Our current carrier, STARR Indemnity & Liability submitted the lowest premium, \$135,500 for our first level coverage. This is level premium from 2020-2021.

Our second level of coverage is provided by Zurich. The renewal premium is the \$13,427, which is a decrease from the 2020-21 premium of \$21,215.

**Budget Information:**

General Fund

FY22 Budget

\$135,500 first level coverage

\$ 13,427 Catastrophic coverage

**Recommended Board Action:**

Accept the proposal from Dissinger Reed for \$148,927 (a \$7,788 savings from 2020-2021)

**Board Action Taken:** \_\_\_\_\_Approved\_\_\_\_\_Disapproved

\_\_\_\_\_Ayes\_\_\_\_\_Nays\_\_\_\_\_No Action

**Board Member Notes:**

**Topic: Approval of 2021-22 Negotiated Agreement**

**Presenter: Dr. Ryan J. Ruda**

**Background Information:**

This past spring, GC3 Educators, represented by Renee Harbin and Devin Wackerla, and GCCC board representatives of Randy Grissell and Karla Armstrong met over multiple meetings in negotiating the 2021-22 faculty agreement. The GC3 Educators Association ratified the Negotiated Agreement on June 7<sup>th</sup>. Updates mutually agreed upon are:

- 3.5% cost of living increase
- Increase overload pay from \$600/hour to \$700/hour
- Increase winter session pay to \$800/hour to be consistent with summer pay
- Added Academic Title structure and definitions for unit

**Budget Information:**

Total budget impact has been accounted for within the FY 2022 budget.

**Recommended Board Action:**

Approve the 2021-22 Negotiated Agreement as presented.

<b>Board Action Taken:</b>	<input type="text"/> <b>Approved</b>	<input type="text"/> <b>Disapproved</b>
	<input type="text"/> <b>Ayes</b>	<input type="text"/> <b>Nays</b> <input type="text"/> <b>No Action</b>

**Board Member Notes:**



# Negotiated Agreement

Approved by the  
Board of Trustees of Garden City Community College  
and  
GC3 Educators

For the school year 2021-22

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## **ARTICLE I - DEFINITIONS**

A. ADMINISTRATION	Any employee so designated by the Board of Trustees as employed in an administrative capacity, as defined by K.S.A. 72-2218(d), and amendments thereto.
B. ASSOCIATION	The GC3 Educators, a professional employees' organization as defined by K.S.A. 72-2218(e), and amendments thereto.
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. PROFESSIONAL EMPLOYEE	Professional Employee, as defined by K.S.A. 72-2218(c), and amendments thereto.
G. FULL TIME PROFESSIONAL EMPLOYEE	A Professional Employee who teaches 30 credit hours or 42 contact hours during a Base Contract Year, or who also receives and completes an administrative assignment(s) to satisfy the credit/contact hour requirement.
H. BARGAINING UNIT	The Bargaining Unit is defined as including full-time Professional Employees, and all Professional Employees, on a continuing contract, hired in an instructional capacity.
I. ADJUNCT INSTRUCTOR	An employee not on continuing contract; hired only as needed and paid a flat rate per credit hour taught.
J. INITIAL PLACEMENT CRITERIA	Criteria, consisting of various levels and ranges, used to facilitate initial salary placement of new Professional Employees, as set forth in Appendix B. The values in the initial placement schedule will represent a generic 172-day contract.
K. BASE CONTRACT YEAR	The contract year for full time Professional Employees, is composed of one hundred seventy-two (172) days. At least two (2) days will be set aside for in-service.
L. 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.
M. 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 Chair.

N. PROFESSIONAL EMPLOYEE WORKDAY	A workday is recognized as part of the Professional Employee's contracted days of work during which no classes are conducted. The work tasks accomplished will be at the discretion of each Professional Employee. Professional Employees will be available to students for advising.
O. COURSE LOAD	<p>A base load for Professional Employees consists of 30 credit hours per year or 42 contact hours per year. Course load will be analyzed by first calculating credit hours. If a Professional Employee does not meet minimum credit hour expectations (15 credit hours per semester) contact hours will be calculated. When a Professional Employee meets load utilizing contact hours (21 contact hours per semester), the contact hour method will be used for base contract calculation.</p> <p>Contact hours will be calculated based on the number of actual Professional Employee/student contact hours each week.</p>
P. PROFESSIONAL EMPLOYEE AND DEPARTMENTAL EXPECTATIONS	While every discipline has its own job expectations that are specific to the discipline, the expectation of every Professional Employee is to work with his/her department to meet the Departmental Teaching, Leadership and Service Expectations. See Appendix A for Job Expectations for Professional Employees.
Q. 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. The Fair Market Value factor shall be applicable to a department and not to a specific Professional Employee.
R. COURSE APPROVAL	The Curriculum and Instruction Committee, made of up of a majority of Professional Employees, along with the appropriate instructional Vice President will meet to discuss any additions, deletions or changes in credit programs and classes by following the Course Approval procedure.
S. OVERLOAD	Credit hours in excess of 15 credit hours per semester or 30 credit hours per year or contact hours in excess of 21 contact hours per semester or 42 contact hours per year.
T. NON-TENURED PROFESSIONAL EMPLOYEE	A Professional Employee, for whom the provisions of K.S.A. 72-2253 through K.S.A. 72-2258, and amendments thereto, do not apply, as set forth in K.S.A. 72-2260.
U. TENURED PROFESSIONAL EMPLOYEE	A Professional Employee, for whom the provisions of K.S.A. 72-2253 through K.S.A. 72-2258, and amendment thereto, apply, as set forth in K.S.A. 72-2260.

## **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 Professional Employees; to discipline, reprimand, suspend or discharge Professional Employees for just cause; to lay off and recall Professional Employees; to determine workload, office hours, qualifications for advancement, assignment of work; to select Professional Employees (including Division Chairs and appropriate Vice President following the review of recommendations, if any, from concerned Professional Employees); to conduct administrative evaluation of Professional Employees; to extend contracts; to determine the number of Professional 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 Professional 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.

### **Section D. Association Rights**

1. The Association and its duly authorized campus representatives may use College equipment and building facilities at reasonable times, when the equipment and building facilities are not otherwise in use. The use or purchase of any equipment or supplies that have a direct cost associated with it shall be paid for by the Association.
2. The Association may post material concerning Association activities consistent with College policies and procedures. No information shall be posted on College property except as described in such policies and procedures. The posted material shall clearly state that it is posted by the Association, and the Association is solely responsible for its contents, as well as all liability regarding such posting and publication thereof.
3. The Association's duly authorized campus representatives shall have the right to reasonable use of the College's internal mail and email distribution system for Association communications, in accordance with College policies and procedures. In addition, Association representatives shall be provided access to all Professional Employees mail boxes and email for distribution of Association communications.

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

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

- 1) Initial Placement on Schedule - Administration will determine the amount of teaching experience and academic qualifications of new Professional Employees to establish initial salary placement. The criteria used to determine initial placement can be found in Appendix B.
- 2) Credit for Attendance at Approved Workshops/Seminars and College Classes - A Professional Employee may request that attendance/participation at approved workshops/seminars and college classes be considered for credit that will result in an increase in that Professional Employee's salary. The following provisions will govern all requests:
  - a) To receive credit, the proper application form must be completed/submitted and approved by the Vice President of Instruction or designee, in advance of the Professional Employee's attendance at the workshops/seminars and college classes.
  - b) Credit for approved workshop/seminar attendance will be considered on the basis of clock hours, with fifteen (15) clock hours of attendance being considered as the equivalent of one (1) credit hour. College classes will be based on credit hours as determined by the credit-granting institution.
  - c) All workshops/seminars or college classes relating to the Professional Employee's professional development or at the request of the College will be eligible for approval.
  - d) A Professional Employee may submit application for salary increase, in minimum increments of six (6) credit hours or ninety (90) clock hours, pursuant to the policy of the College. The Professional Employee will receive a salary increase of \$630. A maximum of six (6) credit hours may be submitted per year. Verification of attendance must be turned in with the application for salary increase.
- 3) Presentation at Off-Campus Workshops/Seminars/Professional Conferences – Professional Employees who present at approved off-campus workshops/seminars/professional conferences may be paid an amount up to Five Hundred Dollars (\$500), with the amount to be determined by the Professional Employee and the Vice President of Instruction or his designee.
- 4) Should a Fair Market Value Factor be applied to hire a new Professional Employee, the president of GC3 Educators shall be informed. A Fair Market Value factor is specific to a department, not a Professional Employee. Should a Professional Employee receiving a Fair Market Value factor transfer to a department where a Fair Market Value factor is not applied, the Professional Employee will not receive the Fair Market Value factor applicable to the Professional Employee's prior department.
- 5) Special Provision.  
For 2021-22 school year:
  - a) Professional Employees will receive a 3.5% increase in compensation. The percentage increase will be calculated as a percentage of all Professional Employees' 2020-21 school year base salaries and market value.
  - b) The same percentage will be added to the Professional Employee Initial Placement Schedule.
  - c) If a determination is made by the Board that a favorable change in benefits is to be made to College staff, Professional Employees will be entitled to the same change.
  - d) The term of this Agreement shall be for one (1) year.



## Section B. Reserved

This Section is reserved for future use.

## 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. Supplemental assignments may require work outside the base contract, in accordance with K.S.A. 72-2217.
3. The Professional Employee assigned to the Writing Center Coordinator or the Evaluation/Survey Coordinator supplemental positions shall have the option, with the consent of the Vice President for Instructional Services, to either receive the annual pay set forth below, or a reduction in credit load of three (3) credit hours per semester.
4. The Professional Employee assigned to the Assessment Coordinator supplemental position, with the consent of the Vice President to Instructional Services, will receive the annual pay set forth below, and a reduction in credit load of six (6) hours per semester. The Assessment Coordinator will also work at least twenty (20) hours per week during the summer.

Activity	Annual Pay
Division Chair	\$7,500
Gallery Director	\$3,850
Head Coach/Sponsor – Competition Team & Honor Society (Forensics/Debate, PTK)	\$3,850
Head Coach – Meats	\$7,500
Head Coach – CJ	\$5,000
Head Coach – Kansas Collegiate Quiz Bowl	\$4,000
Assistant Coach/Sponsor – Competition Team & Honor Society (Kansas Collegiate Quiz Bowl, Forensics, PTK)	\$2,200
Assistant Coach – Meats	\$3,750
Assistant Coach – CJ	\$2,500
Head Sponsor SGA	\$2,000
Head Sponsor (SIFE/DECA/BPA)	\$1,650
Mentor (per mentorship, per semester)	\$550
Faculty Senate President	\$3,300
Coordinator Personal and Career Development	\$2,200
EMST Accreditation Coordinator	\$4,950
Student Publication/Media Coordinator	\$7,500
Drama Director for Musical Production	\$2,500
Pit Director for Musical Production	\$1,650
Vocal Director for Musical Production	\$1,100
Choreographer for Musical Production	\$550
Jazz Festival	\$550
Theater Technical Director	\$3,850
Writing Center Coordinator	\$3,300
Evaluation/Survey Coordinator	\$2,100
Assessment Coordinator	\$12,000
Assistant Assessment Coordinator	\$3,600
Chair – Student Learning Assessment Team, Diversity, Equity, and Inclusion	\$2,100
6 Members – Student Learning Assessment Team	\$1,200
Wellness Director	\$3,850

### **Section D. Overload Pay**

Overload will be paid at the rate of \$700 per credit hour or \$478 per contact hour over the Professional Employee's base contract requirement. Overload pay shall be pro-rated for classes with less than eight (8) students (six (6) in an online class).

### **Section E. Courses Taught Outside the Fall/Spring Base Contract**

The amount paid to a Professional Employee for courses taught outside the Fall/Spring base contract will be \$800 per credit hour.

The amount above will be paid per credit hour unless courses taught outside the Fall/Spring base contract are needed to meet the base contract load.

### **Section F. 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.

### **Section G. Tuition Waiver**

Full-time Professional Employees, their dependent children, and their wives/husbands, have the privilege of attending credit courses at the 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 H. On-Campus Non-Credit Instruction**

Professional Employees may choose to teach on-campus non-credit classes, workshops/seminars. The hourly rate per contact hour will be determined on a per class, workshop/seminar basis taking into consideration factors such as need for the class, workshop/seminar, complexity of topic, course preparation and any other relevant factors.

### **Section I. College Activities Pass**

All Professional Employees may receive a pass, if requested, for each, dependent family member, for all College sponsored activities.

## **Section J. 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 Chair or the appropriate Vice President.

## **Section K. Internet Instruction**

1. Development Fee. A Professional Employee who receives approval from the appropriate Vice President for Internet course delivery will receive a one-time, first-time development fee of \$600 per credit hour upon successful implementation of the course.
2. Payment. The development fee will be paid upon completion of course development, and approval of the course according to College policy.
3. Flextime. A Professional Employee who teaches a 100% on-line course, will receive flextime equivalent to one (1) hour per semester credit hour per week, up to a maximum of six (6) hours of flextime per semester.

## **Section L. Substitute Teaching by Professional Employees**

Any Professional Employee who substitute teaches for an absent Professional Employee, for greater than a one (1) week period, shall be paid for all weeks taught, including the first week, at the overload rate, on a pro-rata credit hour/daily basis.

## **ARTICLE IV - HOURS OF WORK**

### **Section A. Base Contract Year**

The Base Contract Year is defined in Article I. At least two (2) days will be set aside for Professional Employee development. Professional Employee development days shall be included on the calendar, if possible. The calendar shall include between twenty-five (25) and thirty-five (35) days of holidays/breaks, with the actual dates to be determined by the College Calendar Committee. GC3 Educators or designated Professional Employees shall participate in determination of the calendar, along with administrative employees and other College employees.

The Base Contract Year may be extended due to circumstances when there are teaching or other related duties that require contract extension days. The Base Contract Year may only be extended if mutually agreed upon by the Board/Administration and a Professional Employee. If the Base Contract Year is extended, the extension days will be paid at a rate equal to two-thirds (2/3) of the Professional Employee's daily rate.

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) credit hours or 9 contact hours per semester, or two (2) classes totaling six (6) credit hours or 9 contact hours 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 Professional Employee.

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

Professional Employees may take College classes during the College workday with the permission of the Vice President for Instructional Services or designee.

### **Section D. Work Week/Workday/Flextime**

#### **1. Work Week**

The regular work week for a full-time Professional Employee shall be a minimum average of thirty-five (35) hours (excluding lunch) over a five (5) day period.

#### **2. Workday**

- a. The workday for a full-time Professional Employee will be seven (7) hours, between 7:00 a.m. and 4:30 p.m., Monday through Friday. A Professional Employee whose teaching assignments require the Professional Employee to teach outside of these hours may have their workday altered on an hour-per-hour basis.

- b. The Vice President for Instructional Services, or designee, will have final approval of flextime and door schedules. Door schedules must be posted by the first week of classes for use by students, colleagues, and others. If the course load changes throughout the semester, then door schedules will be altered in consultation with the Division Chair and Dean.

Examples of workday schedule alterations:

	Normal Work Week	Example 1	Example 2
Weekend			
Monday	7 Hours	9 Hours <i>Evening Class</i>	9 Hours <i>between 7-4:30</i>
Tuesday	7 Hours	7 Hours	5 Hours
Wednesday	7 Hours	9 Hours <i>Evening Class</i>	9 Hours <i>between 7-4:30</i>
Thursday	7 Hours	6 Hours	5 Hours
Friday	7 Hours	4 Hours	7 Hours
Total	35 Hours	35 Hours	35 Hours

### 3. Flextime

- a. Flextime is a reduction in the amount of on campus time for a Professional Employee.
- b. A Professional Employee who teaches a 100% online course or a weekend course will receive flextime equivalent to one (1) hour per credit hour per week, up to a maximum of six (6) credit hours of flextime per week.
- c. The Vice President of Instructional Services, or designee, will have final approval of flextime and door schedules. Door schedules must be posted by the first week of classes for use by students, colleagues, and others. If the course load changes throughout the semester, then door schedules will be altered in consultation with the Division Chair and Dean.

### 4. Expectations for Professional Employees

- a. Neither flextime nor the minimum work week requirements will exempt Professional Employees from participating in meetings, holding classes, or completing other professional duties described in Appendix A. The administration will attempt to give adequate notice prior to meetings and other required events.
- b. Professional Employees are exempt employees and are not eligible for compensatory time. A primary expectation of Professional Employees is quality instruction. It is understood that a Professional Employee shall devote whatever time is required to satisfy Professional Employee and Departmental Expectations, as set forth in Appendix A, Job Expectations for Professional Employees.

Sections D.(2) and D.(3) are adopted for the 2021-22 Negotiated Agreement only. Any continuation of Sections D.(2) and D.(3) for future Negotiated Agreements will be subject to negotiation. If there is not an agreement reached that Sections D.(2) and D.(3) should continue as currently existing, or as amended, the designated sections will revert back to Article IV, Section D. Work Week/Flextime in the 2019-20 Negotiated Agreement.

## **ARTICLE V - PROFESSIONAL EMPLOYEE LOAD**

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

- 1) Departments will work with their Division Chairs and the Vice President for Instructional Services to determine the line schedule, including what courses are needed, times for course delivery (including evenings and weekends), and what course modalities are the best for students.
- 2) In all departments, the maximum class size shall be decided for each individual course by the Vice President for Instructional Services after conferring with the Division Chair 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.
- 3) Overload - In the event a Professional Employee has a professional workload exceeding 15 credit hours or 21 contact hours during a semester or 30 credit hours or 42 contact hours per base contract 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 Vice President for Instructional Services only after consultation with the Division Chair and the Professional Employee involved. Overload pay shall be determined each semester and paid in four (4) equal monthly installments, or in one (1) lump sum, at the option of the Professional Employee.

Professional Employees may also 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.

- 4) In the event the workload of a Professional Employee does not meet the minimum class size of eight (8) students per class or six (6) students per class for online, then an average number of students per credit hour calculation of twelve (12) or more for a fall or spring semester will be applied. If this calculation does not yield the Professional Employee with minimum professional workload, then the Professional Employee may be assigned other classes and/or other duties. When this becomes necessary, the assignment will be made by the Vice President for Instructional Services after consultation with the Division Chair 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 Chair and Vice President for Instructional Services. The proposed schedule can be adjusted by the Division Chair and Vice President for Instructional Services 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.
- 5) Administrative assignments are calculated at 1 credit hour per 30 contact hours. Administrative assignments are intended to be one (1) semester or one (1) school year assignments, but they may annually reoccur, in limited circumstances.
- 6) A student assistant may be requested by the Professional Employee should the workload exceed 18 credit hours 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 approval by the Vice President for Instructional Services.

- 7) Any Professional Employee who has more than four (4) different academic preparations (preparations) for a professional workload of fifteen (15) credit hours, shall receive one (1) credit hour of overload for each preparation over four (4). This section shall not be applicable to overload class preparations.
- 8) Any Professional Employee that is assigned as a liaison for an adjunct instructor shall receive one (1) additional personal day each semester the Professional Employee serves as a liaison.

## **ARTICLE VI - PROFESSIONAL EMPLOYEE EVALUATIONS**

### **Section A. Tenured Professional Employees**

All Tenured Professional Employees will be evaluated on a three (3)-year rotation through the use of the following instruments: Classroom Visitation (Classroom Visitation), Self-Evaluation (Self-Evaluation), and Administrative Evaluation (Administrative Evaluation). In addition, each Tenured Professional Employee will have a Student Evaluation conducted for each of their classes. Guidelines for the implementation and administration of these evaluations are as follows:

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

Each semester, at the end of each course, Student Evaluations will be administered for all classes. Responsibility for administration of these surveys lies with the Office of Institutional Effectiveness & Accountability. Professional Employees will announce to all students that survey administration is taking place and is available through Canvas or through their GCCC email using the unique link sent to them. Student Evaluations will be available through Evaluation KIT to Professional Employees no later than three (3) weeks after the final grade submission deadline each semester.

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

- a. Classroom Visitation—The Vice President for Instructional Services or designee will notify the Professional Employee that they will be evaluated during the school year. During the school year, the Professional Employee will have at least one (1) Classroom Visitation by the Vice President for Instructional Services or designee. The Vice President for Instructional Services or designee shall provide the Professional Employee with notice of the Classroom Visitation. After the Classroom Visitation, the Vice President for Instructional Services or designee will meet with the Professional Employee, within ten (10) business days, to discuss the Classroom Visitation. Two (2) copies of the Classroom Visitation form shall be signed by the Vice President for Instructional Services or designee and the Professional Employee with one (1) copy being retained by the Professional Employee and the other being submitted to the Human Resources Office to be placed in the Professional Employee's file. The Professional Employee may attach comments to the Classroom Visitation form and those comments will be included in the Professional Employee's permanent file. The comments must be submitted to the Vice President for Instructional Services or designee within ten (10) business days of the review of the Classroom Visitation.
- 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 evaluation of goals, instructional abilities, professional growth, contributions to the College/Department, and any additional information that is relevant to the Professional Employee's performance. The Self-Evaluation will be submitted to the Vice President for Instructional Services or designee for review. The Self-Evaluation will then be signed by the Vice President for Instructional Services or designee. Once signed, the Self-Evaluation will be submitted along with the Administrative Evaluation to the Human Resources office for inclusion in the Professional Employee's file.
- c. Administrative Evaluation—The Administrative Evaluation will be conducted and written by the Vice President for Instructional Services or designee in conjunction with the appropriate administrators, program leaders and Division Chairs. The Administrative Evaluation will include overview of the Classroom Visitation and Self-Evaluation. The Administrative Evaluation will be reviewed with the Professional Employee by the Vice President for Instructional Services or designee. Two (2) copies



of the Administrative Evaluation form shall be signed by the Vice President for Instructional Services or designee and the Professional Employee with one (1) copy being retained by the Professional Employee and the other being submitted to the Human Resources office to be placed in the Professional Employee's file.

- d. All Professional Employee evaluative forms are subject to review or revision by the Vice President of Institutional Effectiveness and the Faculty Senate upon written request by the President of the GC3 Educators or the appropriate Vice President.

### **Section B. Non-Tenured Professional Employees**

Each semester that a Non-Tenured Professional Employee is employed, the Non-Tenured Professional Employee will be evaluated by the Vice President for Instructional Services or designee. Such evaluation shall be discussed by the Vice President for Instructional Services or designee and the Non-Tenured Professional Employee. The evaluation report will be signed by the Vice President for Instructional Services or designee and the Non-Tenured Professional Employee.

## **ARTICLE VII - LEAVES**

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

Each Professional Employee shall receive twelve (12) 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. Immediate family member is defined as spouse, parent, spouse's parent, child, grandparent, grandchild, sibling or any individual residing in the Professional Employee's home. For extended leave under the Family Medical Leave Act (FMLA), the FMLA's definition will apply. 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 One Hundred Dollars (\$100) per day.

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

Workers' compensation coverage and benefits for Professional Employees shall be governed by state statutes, and rules, regulations and policies of the Kansas Department of Labor, Workers' Compensation Division. (Workers compensation laws of the State of Kansas can be found at K.S.A. 44-501, et seq., and the Kansas Department of Labor, Workers Compensation Division, website.)

### **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**

Professional Employees may use five (5) 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 to the Professional Employee's Vice President, 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 Professional Employee at the time the leave was granted. The Professional Employee will sign a contract for the ensuing academic year at the same time as other Professional Employees, 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 years' 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 Professional 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 Professional 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 Professional Employee and the President. Such negotiations shall be subject to the approval of the Board.

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

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

1. Eligibility for Sabbatical Leave -  
Professional Employees shall be eligible for two (2) semesters of sabbatical leave after six (6) years of full-time continuous service at the College. Those eligible must submit an application for sabbatical leave to the President according to dates established in paragraph 3 - Application Process.

Sabbatical leave is not cumulative. For example, a Professional Employee with twelve (12) years of service is not eligible for two (2) consecutive sabbatical leaves. Any Professional Employee taking sabbatical leave for any duration will not be eligible for consideration for another sabbatical leave for six (6) years following completion of the current sabbatical leave.

2. Considerations in the granting of Sabbatical Leave -

Sabbatical leaves will be considered for a Professional Employee to pursue an approved degree program or other appropriate study, that requires a residency and/or a full time face-to-face load, to do research and/or publication, to pursue appropriate post-doctoral work, to travel in areas related to the Professional Employee's teaching assignments, or to participate in approved work experience.

The President shall be vested with the authority to grant or deny any application for sabbatical leave. The President shall consult with the appropriate Vice President, Dean, and Division Chair when considering a request for sabbatical leave.

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 1<sup>st</sup>, and applications for leave for the spring semester of an academic year shall be submitted by the preceding February 1<sup>st</sup>. Applications shall be in writing and submitted to the President.

The President shall consider and act upon requests for sabbatical leave, and the President shall promptly notify the Professional Employee of approval or disapproval of the request. If an application for sabbatical leave is approved, the Professional Employee shall have thirty (30) days after the President's approval to submit, in writing, to the President, a final decision concerning the sabbatical leave. If the Professional Employee fails to accept the sabbatical leave within such thirty (30) day period, the request for sabbatical leave shall be considered withdrawn.

4. Terms of the Sabbatical Leave -

A sabbatical leave may last one (1) semester or two (2) consecutive semesters, but shall not exceed two (2) consecutive semesters.

The Professional Employee granted a sabbatical leave will be required to sign an agreement that the Professional Employee will return to the College from sabbatical leave and teach for four (4) consecutive semesters thereafter. Breach of the agreement will obligate the Professional Employee for repayment of salary and fringe benefits paid by the College during the sabbatical leave, due on the date the Professional Employee fails to return to the College for the next semester. 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 Professional Employee will be required to make repayment, prorated on a semester basis according to the amount of the four (4) semesters remaining. The Professional Employee will have no obligation to repay any remaining fractional portion of the four (4) semesters if terminated or nonrenewed by the College.

Compensation for a two (2) semester sabbatical leave shall be 0.5 times the annual contract rate and for a single semester sabbatical leave 1.0 times one (1) semester's rate, based on the Professional Employee's salary. The compensation will be paid monthly during the duration of the sabbatical leave.

Life insurance, health insurance, 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 other Professional Employees.

If a Professional Employee is on sabbatical leave during one (1) semester and teaches at the College during the other semester of an academic year, the half (1/2) year taught will count in determining number of years of teaching experience.

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

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

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

A Professional Employee of the 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 Professional Employee.

1. Eligibility- A Professional Employee is eligible for early group health care benefits if such Professional Employee:
  - a. Currently works under a full-time contract;
  - b. Is at least 62 years of age and less than 65 years of age at effective date of retirement;
  - c. Has completed 10 years or more of full-time service with the College;
  - d. Currently has 10 years of continuous health coverage through the group health plan sponsored by the College; and
  - e. Is eligible for unreduced KPERS retirement benefits and will participate in KPERS retirement.
  - f. The minimum age requirement of 62 shall not apply to the following persons:
    - i. Early retirees currently receiving the early group health care benefit as of July 1, 2012; and
    - ii. Professional Employees currently employed who have twenty (20) or more years of full-time employment with the College, as of July 1, 2012.

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

2. Application - A Professional Employee may apply for early group health care benefits by giving written notice to the President of the College. Such written notice by the Professional Employee shall be submitted on or before the first day of April 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 the College;
  - f. the number of years the applicant has been continuously covered by the group health insurance plan sponsored by the College.

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 Professional 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 the 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 Professional 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 Professional Employees who were on the program prior to the non-adoption will continue on the program until the Professional Employee reaches age 65.
- c. After the early retiree reaches age 65 the early retired Professional 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. A Professional 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 Professional Employee to pay any required monthly health insurance premiums above and beyond the College contribution will terminate the retired Professional Employee's right of continued participation in the College sponsored group health insurance plan.
- f. A Professional 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 Professional 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 the 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 the College are eligible to receive a Tuition Waiver for the College courses. Retirees taking online classes will receive a waiver equal to the College 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 Professional 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 (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 Professional Employee. Plan benefits and participation regulations are contained in the Plan, and are subject to Federal laws and regulations.

### **Section B. IRC 403(b) Contribution Package**

Professional Employees may at their individual discretion take part in a matching 403(b) Tax Sheltered Plan as generally outlined by the following:

1. A requirement of a \$50 contribution by the Professional Employee.
2. The College will match the \$50 contribution of the Professional Employee.
3. To receive matching funds, a Professional Employee is required to invest in the College 403(b) plan.

Each participating Professional Employee, in addition to the base salary, and if appropriate, from other types of salaries, will receive a \$50 per month contribution to a 403(b) account.

### **Section C. 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 the College. The health insurance benefit will be single, low option. Effective September 2016, Professional Employees will receive a monthly benefit of \$525.00 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.**

A Professional Employee shall first seek to resolve a concern through discussion of the matter with his/her direct supervisor.

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), not resolved through discussion with a direct supervisor, shall be handled as follows:

- Step 1. The Professional Employee shall request an informal conference with his/her Dean within ten (10) business days after the Professional Employee is aware of possible violations of the Agreement and discuss the matter with his/her Dean.
- Step 2. If the matter is not resolved through the informal procedure set forth in Step 1, the Professional Employee (Grievant) may file a written grievance, using the Grievance Form (See Appendix C, Grievance Form), with the Vice President for Instructional Services stating in detail the facts of which the Grievant 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 ninety (90) calendar days before the grievance is filed with the Vice President for Instructional Services. A grievance shall be deemed filed when delivered to the Vice President for Instructional Services. A copy of all grievances shall be forwarded to the appropriate administrator. The Association shall be notified at the time a grievance is filed with the Vice President for Instructional Services.

The Grievant may discuss the problem with the Vice President for Instructional Services and may present information or arguments in support of the grievance. The Vice President for Instructional Services may also hear other information or arguments. The Vice President for Instructional Services shall make a written decision regarding the grievance within ten (10) business days after delivery of the grievance to the Vice President for Instructional Services.

- Step 3. If a solution satisfactory to the Grievant has not been reached in Step 2, the Grievant may appeal to the President, using the Grievance Form, within ten (10) business days after the decision of the Vice President for Instructional Services have been delivered in writing to the Grievant.

The President will review the grievance, and any record of the above proceedings, together with any additional information or arguments presented by the Grievant. The President may also hear other information or arguments, subject to notice to Grievant of all additional information or arguments. Within ten (10) business days after the grievance is appealed to him/her, the President shall render a written decision.

- Step 4. If a solution satisfactory to the Grievant has not been reached through the above procedures, the Grievant may appeal to the Board, using the Grievance Form, within ten (10) business days after delivery of the President's decision. Grievant shall be entitled to a hearing before the Board. The hearing shall be held within thirty (30)

business days of the filing of the appeal with the Board. The Board will review the grievance and any record of the above proceedings. Any relevant evidence or arguments which the Grievant desires to submit or which the Board deems necessary may be presented at the hearing. The Board will thereafter render its decision and submit a written copy of the decision to the Grievant within twenty (20) business days of the hearing. The decision of the Board shall be final.

## **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 Constitutions and laws of the United States and the State of Kansas.

## **ARTICLE XI – NONRENEWAL AND TERMINATION OF CONTRACTS**

### **Section A. Tenured Professional Employees**

1. Grounds - The grounds for the nonrenewal of a Tenured Professional Employee's contract, and the causes for termination of a Tenured 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 Professional 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 nonrenewal and termination of the contracts of Tenured Professional Employees provided in K.S.A. 72-2251 through K.S.A. 72-2260, et seq., and amendments thereto, shall be incorporated into this Agreement by reference.

### **Section B. Non-Tenured Professional Employees**

The nonrenewal of a Non-Tenured Professional Employee's contract, shall be governed by K.S.A. 72-2251 and K.S.A. 72-2260, and amendments thereto.

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

1. In the event the Board determines a reduction in force is necessary, the order of nonrenewal or termination, by category of employment, shall be the following:
  - 1<sup>st</sup> – Temporary Instructors;
  - 2<sup>nd</sup> – Non-Tenured Professional Employees; and
  - 3<sup>rd</sup> – Tenured Professional Employees.

In the event the Board is required to reduce the number of Tenured Professional Employees, the appropriate Vice President, Dean and Division Chair shall use the following procedure to determine recommendations for reduction in force.

- a. If certain courses or programs are eliminated, Professional Employees who are not properly qualified to teach the remaining courses shall be released first. Qualifications to be considered shall include education, experience and the administrative evaluations required by Article VI Section A. (2). That Professional Employee's credentials will be reviewed to determine if he/she is qualified to teach in another area. In the event two (2) 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 Professional Employee's last date of hire, excluding any prior reductions in force, not to exceed sixteen (16) months as set forth in subsection Recall, below. This shall be computed at one (1) point per each year of service at the College.
  - 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: one (1) point for an Associate's degree; two (2) points for each industry certification that is specific to the Professional Employee's discipline; four (4) points for Bachelor's degree; six (6) points for Master's degree; eight (8) points for MFA or doctorate degree.
  - iii. The highest number of graduate credit hours, approved workshops, additional certification hours or advancements beyond the degree, or industry certification in subparagraph ii above, in the teaching area of the Professional Employee; one (1) point for each fifteen (15) graduate credit hours or two hundred twenty-five (225) workshop clock hours.
  - iv. Faculty Administrative Evaluation Form point total. Points are assigned in five (5) categories, from five (5) for *strongly exceeds expectations*, to one (1) for *does not meet expectations*. This shall be computed by taking the total number of points assigned, times twenty-five percent (25%), for a maximum of 6.25 points. (See Appendix D, Faculty Administrative Evaluation Form, and as amended)
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 Professional 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.

#### **Section D. Cancellation of Contract/Liquidated Damages**

Any Professional Employee who is under contract with the College will be released from that contract only by formal action of the Board when the resignation is deemed to be in the best interest of the College. The Professional Employee 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 filling 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 shall not be required to release a Professional Employee from contract.

The Board may assess liquidated damages for a resignation after the fourteenth (14<sup>th</sup>) calendar day following the third (3<sup>rd</sup>) Friday in May, or a failure to complete the full term of a contract, according to the following schedule:

After the 14 <sup>th</sup> calendar day following the 3 <sup>rd</sup> Friday in May through June 30	\$ 500.00
July 1 through July 3	\$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.

Notwithstanding the statutory date for notice of resignation by a Professional Employee set forth in K.S.A. 72-2251, and amendments thereto, this section shall control assessment of liquidated damages. At the same time the Professional Employee requests a release from the Professional Employee's contract, the Professional Employee 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 Professional Employees 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 Professional Employee 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. A Professional Employee 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 Professional Employee.

A Professional Employee currently under contract shall be determined to be under contract for the next teaching year unless a resignation is submitted on or before the fourteenth (14<sup>th</sup>) calendar day following the third (3<sup>rd</sup>) Friday in May. New Professional Employees shall be determined to be under contract once a signed contract has been received by the College.

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

## **ARTICLE XII – NON-TENURED STATUS**

### **Section A. Non-Tenured Professional Employees**

The non-tenured status of Professional Employees shall be governed by K.S.A. 72-2260, and amendments thereto.

## **DURATION OF AGREEMENT**

The Board of Trustees of Garden City Community College and GC3 Educators, as representative of The Garden City Community College Professional Employees, as defined in K.S.A. 72-2218, enter into this Negotiated Agreement covering the terms and conditions of professional service for the 2021-22 school year.

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### APPROVAL

This Negotiated Agreement was ratified by a majority vote of the Professional Employees of GC3 Educators on the 7th day of June, 2021.

This Negotiated Agreement was ratified by a majority vote of the members of the Board of Trustees of Garden City Community College on the 13th day of July, 2021.

This Negotiated Agreement is approved by the parties on the 13th day of July, 2021.

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

Approved By:

---

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

By \_\_\_\_\_  
Dr. Marilyn K. Douglass, Chairperson

#### **GC3 EDUCATORS**

Approved By:

---

Renee Harbin, Chief Negotiator  
GC3 Educators

By \_\_\_\_\_  
Renee Harbin, President

## **APPENDIX A – JOB EXPECTATIONS FOR PROFESSIONAL EMPLOYEES**

These descriptions serve as a guide for the types of activities expected of Professional Employees. 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 (Professional Employees, 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 INITIAL PLACEMENT**

### **Base Salary (BS)**

\$45,205          Base Salary

### **Degree Factor (DG)**

0.91          Bachelor Degree (Academic) / Industry Certification (Technical)  
1.00          Master Degree (Academic) / High Level Industry Certification (Technical)  
1.11          MFA (Academic) / Master Degree (Technical)/ Specialized fields  
1.22          Doctorate Degree  
\* Specialized fields will be at the discretion and approval of administration

### **Years of Experience Factor (YE)**

1.0          per year of post-secondary teaching experience  
0.75          per year of K-12 teaching experience  
0.5          per year of full-time work related experience / graduate assistant teaching  
                experience / adjunct teaching experience

*\* Up to 20 years of prior teaching experience will be considered for initial placement*

*\* Full-time work related experience will be considered for initial placement*

*\* Years of experience for placement will be determined by the Vice President of Instruction*

**\* Years of Experience Factor not to exceed \$12,600.00**

### **Graduate Hours Beyond Degree Factor (DE)**

Number of graduate credit hour beyond any degree

*\*Up to 30 graduate hours beyond current degree will be considered for initial placement*

### **Placement Formula**

$((\$45,205 \times DG) + YE \times 630 + DE \times 105) \times FMV$

**APPENDIX C – GRIEVANCE FORM**

**GRIEVANCE FORM**

**NEGOTIATED AGREEMENT – ARTICLE X. GRIEVANCE**

**Grievant Information**

Grievant Name\_\_\_\_\_

Grievant Department\_\_\_\_\_

Date Grievance Occurred\_\_\_\_\_

STEP 1. Informal conference with Dean No\_\_\_\_\_Yes\_\_\_\_\_

(if yes, name of Dean and date of conference) \_\_\_\_\_

Request for Grievance STEP 2\_\_\_\_\_3\_\_\_\_\_4\_\_\_\_\_ (check one)

**Statement of Grievance**

Give a concise statement of the interpretation or application of the Negotiated Agreement being grieved.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Resolution**

Specify the resolution being sought through the grievance.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Previous Decisions**

State all decisions previously made concerning the grievance, specifying the step, decision, date and who made the decision.

STEP 1. Informal conference with Dean

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

Dean: \_\_\_\_\_

Decision: \_\_\_\_\_  
\_\_\_\_\_

STEP 2. Conference with Vice President for Instructional Services

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

Vice President for Instructional Services: \_\_\_\_\_

Decision: \_\_\_\_\_  
\_\_\_\_\_

STEP 3. Conference with President

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

President: \_\_\_\_\_

Decision: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Grievant's Signature** **Date**

\_\_\_\_\_  
**Received by Vice President, President, or Board of Trustees** **Date**

\*Distribute one copy each: Administrator, GC3 Educator's President, and Grievant

## **APPENDIX D – FACULTY ADMINISTRATIVE EVALUATION FORM**

### *Garden City Community College Faculty Administrative Evaluation*

**Faculty:**  
**Department:**

**Date:**

<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>NA</b>
<b>Strongly Exceeds Expectations</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Nearly Meets Expectations</b>	<b>Does Not Meet Expectations</b>	<b>NA Not Applicable</b>

5	4	3	2	1	NA	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teaching: The instructor exhibits dedication to work inside the classroom, including but not limited to quality teaching and learning and willingness to seek continuous improvement through professional development.
						<i>Comments:</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Service: The instructor exhibits commitment to the institution outside the classroom, including but not limited to committee work, assessment, program review, curriculum development, and support for academic and non-academic programming throughout the institution.
						<i>Comments:</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Professional Interaction: The instructor exhibits people and situational awareness, including but not limited to showing empathy toward colleagues, demonstrating active listening, and awareness of how words and actions impact others.
						<i>Comments:</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Humility: The instructor is humble in her/his approach to work, including but not limited to willingness to collaborate, share credit, seek help or advice, admit mistakes, and work for the good of the college.
						<i>Comments:</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reporting Duties: The instructor exhibits diligence in completing forms, grading, assessment requirements, and other reporting obligations.
						<i>Comments:</i>

*Summary of comments*

*Recommendations*

*Recommendations by GCCC Administrator*

- ☐ I recommend that this instructor continue as full-time faculty.
- ☐ I do not recommend that this instructor continue as full-time faculty.

Employee’s signature indicates the employee has read the evaluation. It does not necessarily indicate agreement of the contents. The employee is welcome to add written comment or prepare a response to the evaluation which will be filed in the employee’s file as part of this evaluation.

_____	<b>Date:</b> _____
<b>Faculty Signature</b>	
_____	<b>Date:</b> _____
<b>Division Chair Signature</b>	
_____	<b>Date:</b> _____
<b>Dean Signature</b>	
_____	<b>Date:</b> _____
<b>VPI Signature</b>	

## **APPENDIX E – ACADEMIC TITLES**

To enhance Professional Employees' professional development and overall stature within the larger academic community, full-time Professional Employees will be entitled to academic titles according to the following schedule:

- Instructor – Temporary Professional Employee;
- Assistant Professor – Non-Tenured Full-time Professional Employee;
- Associate Professor – Tenured Full-time Professional Employee;
- Professor – Tenured Full-time Professional Employee with: Ten (10) years experience and a Masters degree, or ten (10) years experience and appropriate Career or Technical education credentials, or five (5) years experience and a terminal degree.

**Topic: Cost of Living Increase for Employees**

**Presenter: Dr. Ryan J. Ruda**

**Background Information:**

Through the budget planning process as well as faculty negotiations, administration has worked to incorporate funding for a 3.5% cost of living increase to all employees. Additionally, there are 42 hourly employees who administration recommends receiving an annual increase of \$1,200 versus the 3.5% cost of living increase.

**Budget Information:**

The 3.5% COLA increases our annual payroll by \$358,151. \$267,995 is for exempt positions and \$90,155 are for hourly positions. 42 employees received more than 3.5% receiving an annual increase of \$1200.

**Recommended Board Action:**

Accept the administrative recommendation for a 3.5% cost of living increase, including the annual increase of \$1,200 for qualifying hourly employees, to be effective with August 2021 payroll.

<b>Board Action Taken:</b>	<input type="text"/> <b>Approved</b>	<input type="text"/> <b>Disapproved</b>
	<input type="text"/> <b>Ayes</b>	<input type="text"/> <b>Nays</b> <input type="text"/> <b>No Action</b>

**Board Member Notes:**

**Topic: Approval of Resolution to exceed Revenue Neutral Rate**

**Presenter: Dr. Ryan J. Ruda**

**Background Information:**

This past legislative session, Senate Bill 13 was passed, essentially passing what is termed a Revenue Neutral Rate for taxing entities. Within the bill, language defines the process for taxing entities when establishing and setting annual budget. By July 20<sup>th</sup> of each year, the taxing entity must inform the county clerk of intent to exceed the Revenue Neutral Rate. While the budget itself is not published and hearing does not occur until September, the action for exceeding Revenue Neutral Rate was be taken in July.

**Budget Information:**

If action is not taken to exceed the RNR, the college budget could have negative impact when the final assessed valuation comes in November. Taking action to exceed the RNR provides for a neutral effect in the mill rate as compared to FY 2021, where the mill rate was 24.5976.

**Recommended Board Action:**

Accept the administrative recommendation for the college to notify the county clerk of intent to exceed the Revenue Neutral Rate by July 20, 2021 as defined within state statute of SB 13.

Board Action Taken:	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
	<input type="checkbox"/> Ayes	<input type="checkbox"/> Nays <input type="checkbox"/> No Action

**Board Member Notes:**



OFFICE OF THE FINNEY COUNTY CLERK

311 N. Ninth Street • PO Box M  
Garden City, KS 67846



**INDICATION OF REVENUE NEUTRAL RATE INTENT  
PURSUANT TO K.S.A. 79-1460, 79-1801, 79-2024, 79-2925c**

**Entity/District Name:** \_\_\_\_\_

**Budget Year:** \_\_\_\_\_

Please indicate below your Revenue Neutral Rate intent for the budget year listed above.

Yes, we intend to exceed the Revenue Neutral Rate and will certify a budget with taxes levied to the County Clerk on or before October 1.

**USDs Only:**

Our proposed mill levy is: \_\_\_\_\_

General Fund: \_\_\_\_\_

Other Funds: \_\_\_\_\_

Special Capital Outlay Fund: \_\_\_\_\_

Recreation Commission Fund: \_\_\_\_\_

**Public Hearing information:**

*Hearing must be held between  
August 20 and September 20*

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Location:**

No, we do not intend to exceed the Revenue Neutral Rate and will certify our budget to the County Clerk on or before August 25.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**Topic: Ocelot Chatbot Student Engagement Platform**

**Presenter: Dr. Ryan J. Ruda**

**Background Information:**

As identified in the college strategic plan, GCCC is focused on Student Success and increasing opportunities for enrichment and engagement. As a part of Bold Innovation, GCCC has identified Ocelot as a service provider that will assist students and provide support across the entire campus. Ocelot uses AI-enabled technology that provides users with supplemental guided conversations and advice, videos, weblinks and assistance to questions in all student services, administrative services, online, human resources, library, and other departments. This service provides 24/7 assistance to students and community which enables for better response time and higher satisfaction. This technology is also integrated and supported in Spanish, Vietnamese, Chinese and English. This technology also allows for texting features, live chat handoff to college staff as well as integration with web and social media.

**Budget Information:**

The contract with Ocelot would be for a three-year license agreement at a total of \$105,500. Each year of the three-year contract would have annual payment to Ocelot of \$38,500. This agreement would be paid for through federal stimulus funds.

**Recommended Board Action:**

Accept the administrative recommendation for the college to enter contract with Ocelot for integration and implementation of the chatbot technology. Ocelot is documented as a sole source provider.

<b>Board Action Taken:</b>	<input type="checkbox"/> <b>Approved</b>	<input type="checkbox"/> <b>Disapproved</b>
	<input type="checkbox"/> <b>Ayes</b>	<input type="checkbox"/> <b>Nays</b> <input type="checkbox"/> <b>No Action</b>

**Board Member Notes:**

**Agenda No:** II - I

**Date:** July 13<sup>th</sup>, 2021

**Topic:** 52 Passenger M2 Freightliner Bus

**Presenter:** Dr. Ryan J. Ruda

**Background Information:**

The Cost of Ownership of our MCI Coach buses is increasing as they age. Due to age related and normal usage deterioration the campus bus fleet needs updating. Also, it is difficult to find service vendors to work on our current MCI buses because the unique parts only available through MCI at high cost. This bus will have a much lower cost of ownership then our MCI Coaches and be more economical to service at local vendors.

The purchase of this Freightliner conversion bus will make for a safer and more reliable bus fleet. It is similar to the buses purchased by USD 457, Holcomb school district and Liberal Community College.

This bus will be wrapped in the same branding style as our Transit Vans and Meats Truck and housed in the future transit center to increase longevity.

**Budget Information:**

Certificate of Participation FY22:

\$ 229,500.00 – 52 Passenger M2 Freightliner Bus

**Recommended Board Action:**

Authorize Administration to accept the proposal and enter into an agreement with Masters Transportation for \$229,500.00 to purchase a 52 Passenger M2 Freightliner Bus.

**Board Action Taken:**

       Approved             Disapproved

       Ayes             Nays             No Action

**Board Member Notes:**

# GCCC BID RECORD

Please type or print clearly and neatly

## Item(s) to be purchased:

52 passenger M2 Freightliner Bus

### Bidders and amounts:

(1) Company	Masters Transportation	AMOUNT	\$229,500
Address	171 Shady Oak Rd, Ozark MO 65721		
(2) Company	TESCO, Transportation Equipment Sale Corp.	AMOUNT	\$234,875
Address	6401 Seaman Rd, Oregon OH, 167230		
(3) Company	<u>American Bus Sales LLC</u>	AMOUNT	\$277,600
Address	12802 N 103rd E Ave, Collinsville OK 74021		
(4) Company		AMOUNT	\$
Address			

Shipping/other costs ☒ are ☐ arc not included in amounts shown above.

**Single source vendor.** Check here if only one bidder is available.

**Recommendation of bid to accept:** #1 Masters Transportation

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

**Reason for selection if not lowest bid**

**Due consideration, as per GCCC policy, given to local businesses** ☒ Yes ☐ No

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

### BRIEF BID AMOUNT GUIDE

- \$9,999 and under Bid not required
- \$10,000-\$49,999 Written Bids
- Over \$50,000 Board Approval Needed

Derek Ramos

Purchaser's Name (please type or print clearly)

Facilities

Department/Division/Office

  
Purchaser's Signature



# Master's Transportation

## Sales Order/Bill of Sale

☐ 800 Quik Trip Way • Belton, MO 64012 • (816) 318-9988 • Fax (816) 318-9998

**D** 5535 Arbor Rd • Lincoln, NE 68514 • (402) 465-4372

**[Z]** 171 Shady Oak Road • Ozark, MO 65721 • (417) 443-2207 • Fax (816) 318-9998

**D** 4364 Malvern Rd • Hot Springs, AR 71901 • (501) 262-9714 • Fax (501) 262-9715

**D** 3710 Central Ave Suite S • Kearney, NE 68847 • (308) 236-6363 • Fax (816) 318-9998

**D** 1011 South Huron St • Denver, CO 80223 • (303) 627-4100 • Fax (303) 627-4137

**D** 3840 Valley View La • Irving, TX 75062 • (800) 783-3613 • Fax (816) 318-9998

☐ 5492 Newark Mall Rd • Newark, CA 94560 • (800) 783-3613

Date: 6/24/2021

Sold To Buyer: Garden City Community College

Phone: 620-275-3240

Address: 801 Campus Dr.

Email: craig.lurtz@gccccks.edu

City/State/Zip: Garden City Ks. 67846

CODE	YEAR	MAKE/BODY	SIZE	MILEAGE	VIN	AMOUNT
EC19-019	2020	Executive Coach	52		3ALACXF C2LDLV5984	\$ <u>229,500.00</u>
						\$
						\$

REBATES:

					TOTAL REBATES \$
Amount	Amount	Amount	Amount		

TOTAL SELLING PRICE: \$

TRADE-UNIT(S): \$

Year/Make

VIN Number

CREDIT DESIRED - 0 YES ☐ NO  
 INSURANCE DESIRED - 0 YES ☐ NO  
 (See contract conditions on reverse side)

DELIVERY

Del Date: \_\_\_\_\_

FOB: Garden City Ks.

OPTIONAL ITEMS: \$

TAX: \$

SUBTOTAL: \$

DOWN PAYMENT: \$

**TOTAL DUE \$ 229,500.00**

OPTIONAL ITEMS/SERVICE TO BE PERFORMED:

13BUYERS  
CERTIFICATION

I hereby certify that:

(1) The face and reverse sides of this contract sets forth all of the terms and conditions of the Sales Order act; there are no other contracts or provisions, oral or written, supplementary or in addition to the provisions expressly set forth in this contract; this contract cancels all and supersedes all other understandings and agreements of the parties prior to the signing hereof and as of the date hereof, when signed by the dealer, comprises the complete agreement of the parties, AND

(2) I have read the terms and conditions of this contract and have received a true copy thereof; AND

(3) I guarantee that the title of my trade-in vehicle(s) is not and never has been a salvage title. If a salvage title is delivered, the selling dealer may elect to void this sale and/or elect to collect damages. (including but not limited to dealer's expenses and lost profits) from me for the difference in value had my title not been salvage and/or branded ----- Signed

Notice to Buyer;

Do not sign this instrument before you read it or if it contains blank spaces. You are entitled to a copy of this signed contract. Buyer acknowledges that the amounts shown on the instrument were read to him/her before he/she agreed to the sale. BUYER KNOWS THAT THE VEHICLE IS BEING SOLD 'AS IS' BY THE SELLING DEALER. SHOULD THE MANUFACTURER'S WARRANTY APPLY TO THIS VEHICLE, IT IS DIRECTLY OFFERED BY THE MANUFACTURER TO THE BUYER. THE SELLING DEALER HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES, EITHER EXPRESSED OR IMPLIED INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. DEALER NEITHER ASSUMES NOR AUTHORIZES ANY OTHER PERSON TO ASSUME FOR IT ANY LIABILITY IN CONNECTION WITH THE SALE OF THIS VEHICLE. BUYER SHALL NOT BE ENTITLED TO RECOVER FROM THE SELLING DEALER ANY CONSEQUENTIAL DAMAGES, DAMAGES TO PROPERTY, DAMAGES FOR LOSS OF USE, LOSS OF TIME, LOSS OF PROFITS, OR INCOME, OR ANY OTHER INCIDENTAL DAMAGES.

CONTRACTUAL DISCLOSURE STATEMENT:

The information you see on the window form for this vehicle is part of this contract. Information on the window form overrides any contractual provisions in the contract of sale.

SPECIAL TERMS: Pending Board approval July 13, 2021/ pending final inspection

WARRANTY AS IS/OTHER:

IS/OTHER: DEALER

MASTER'S TRANSPORTATION INC

DATE:

SIGNATURE: \_\_\_\_\_

PRINTED NAME:

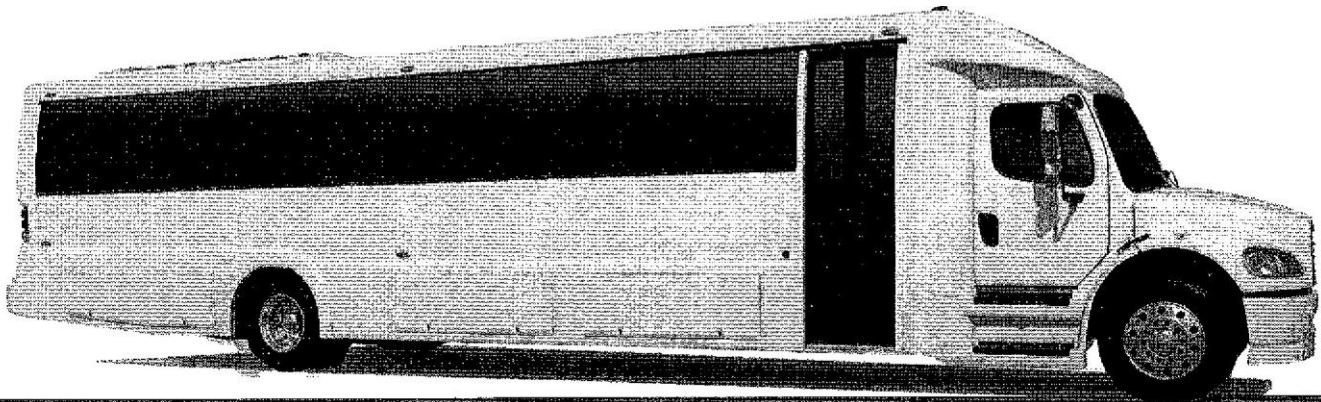
Craig Lurtz

DATE:

7-2-21

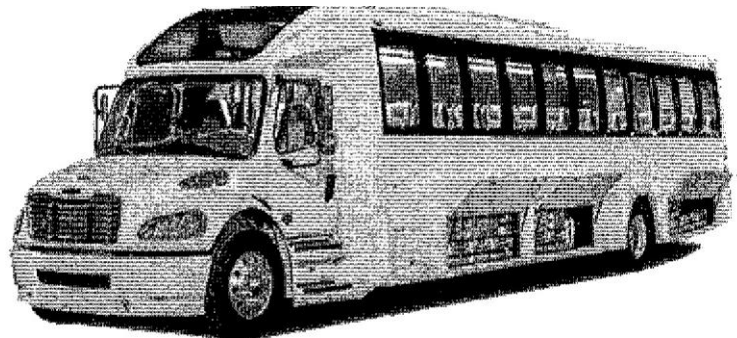
# 52 Passenger (M) Masters Executive Coach

*Transportation*



## Chassis Specifications

- > 2019 M2 Freightliner
- > 6.7L Cummins Diesel IBS 300HP
- > Allison 2,500 PTS Auto Transmission
- > 300 AMP Alternator, Programmable Fast Idle Control
- > GVWR: 33,000lbs
- > Air Disc Brakes
- > Engine Block Heater
- > Limited Slip Axle
- > Rear Air Suspension and Controls
- > Dual 50 Gallon Fuel Tanks
- > 13 Gallon Diesel Exhausted Fluid Tank
- > Alcoa Dual Rear Wheels with Kneeling Capability
- > Payload Plus Package
- > Heavy Duty Chassis Battery with Additional Battery
- > Daytime Running Lights



**1-800-783-3613**

**Moving People Forward**

**[www.MastersTransportation.com](http://www.MastersTransportation.com)**

#2



Transportation Equipment Sales Corp.

**Proven Quality.  
Trusted Name.**

**Quote #NQ52781**

6/7/2021

Dan Myrice, Jr. p 419.836.2835  
dmyrice@tescobus.com f 419.836.8460

**Garden City Community College**

801 Campus Drive  
Garden City KS 67846  
Derek Ramos  
620-276-9559  
derek.ramos@gcccks.edu

6401 Seaman Rd. www.tescobus.com  
P.O. Box 167230 419.836.2835  
Oregon OH 43616-7230



Picture is from a similar vehicle

Qty: 1

**2021 Executive Coach ECoach 45  
with a 2021 Freightliner M2  
51 passenger & driver**

Engine: 6.7L  
Wheelbase: 0  
GVWR: 33,000

**Standard Chassis Equipment**

6.7L Cummins Diesel IBS 300HP  
300 Amp Alternatorw/Fast Idle Control  
Allison 2500 PTS Transmission  
33,000 GVWR  
Engine Block Heater, Limited Slip Axle  
Rear Air Suspension and Controls  
100 Gallon Fuel Tanks  
13 Gallon Diesel Exhaust Fluid Tank  
Daytime Running Lights  
Cruise Control  
Dual Rear Alcoa Wheels  
Heavy Duty Chassis Batteryw/Additional Battery  
Dual Rear Wheels, Kneeling Capability

Recliner on All Seats Except the Back Row  
Armrests  
Power Side View Mirrors (Heated)  
Tinted Flush frameless Windows  
Red Light at Each Emergency Exit Window  
Zx Emergency Roof Escape Hatch  
6x Emergency Egress Windows  
First Aid Kit, Fire Extinguisher & Emergency Triangle Kit

**Standard Body Equipment**

Full 102 Inch Widebody Coach  
Modesty Panel at Entrance Door  
Polished Stainless Steel Entry Grab Rails  
Alto-Transit Wood Pattern Flooring  
Custom Luggage Racks w/Blue Accent Lighting  
Panoramic Front View Window w/ Electric Shade For Driver  
DVD Player with USB Inputs  
Backup Camera / Backup Alarm  
Front View Camera on All Road TV Monitors  
Alcoa Aluminum Wheels  
LED Interior & Exterior Lights  
205K BTU A/C w/Blowers & 4 Fan Roof Top Condenser  
High Back Air Suspension Driver Seat  
Premier High Back Executive Style Seats w/ USB belts

**Body and Chassis Standard Equipment is subject  
to change without notice and may be replaced  
.. by Options Included on next. page**

This is a stock unit. Subject to prior sale.

Preferred Customer Discount Included

6/7/2021 \_ \_ \_ \_ \_  
- **Myrice, Jr.** p419.836.2835  
dmyrice@tescobus.com f 419.836.8460

**Garden City Community College**

801 Campus Drive Derek Ramos  
Garden City KS 67846 620-276-9559  
derek.ramos@gcccks.edu

6401 Seaman Rd. www.tescobus.com  
P.O. Box 167230 419.836.2835  
Oregon OH 43616-7230

**Options Incl de . . . . .**

**ECoach Options**

- (50) 17" Ecoach Euro Seats w/Armrest and Tray
- Panaramic Front View Window
- (24) 110v/USB in Every Row
- 2nd Rear Radio DVD
- Front Power Shades for Driver
- 2nd Rear PA System
- Driver Side Under Belly Luggage
- Rear Tail Pass Through Belly Luggage Doors
- Passenger Side Under Belly Luggage
- (2) Solid Wood Conference Table
- (2) 15.6 REI TV w/Camera and Front View Window
- (4) 15" REI Drop Down TV
- Plug Style Entry Door
- (50) 3 Point Seat Belt on All Seats
- Beast A/C
- (2) Euro Overhead Racks with Reading Lights
- Front Power Step
- Rear Power Step

Terms: Payment Before Delivery 25% Deposit Required  
Valid For: 60 Days  
Delivery: 3 to 4 weeks

Unit Price	<b>\$241,875.00</b>
Mobility Rebate	(\$0.00)
Rebate	(\$0.00)
Discount	(\$7,000.00)
Delivery	Included

**Unit Total \$234,875.00**

Ext. Total	\$234,875.00
Trade-in(s)	\$0.00
Net Total	\$234,875.00

Sales Rep.

Purchaser

48-0698107

Fed Tax ID#

Date



#3 Opt #1  
Now



June 24, 2021  
Garden City Community College  
Attn: Craig Lurtz  
801 Campus Dr  
Garden City, KS 67846  
Email: [craig.lurtz@gcccks.edu](mailto:craig.lurtz@gcccks.edu)  
Phone: (620) 275-3240  
Cell: (620) 271-3977

American Bus Sales, LLC  
Collinsville, Oklahoma 74021  
Phone: 866-574-9970 • 918-205-5000 • Fax: 918-205-5009  
[www.americanbus.sales.net](http://www.americanbus.sales.net)

## American Dreamliner 51

## anger - MC1

Unit #:	MC1	Mileage:	1,000*	Capacity:	51 Passenger
Year:	2021	Make:	Freightliner M2	Model:	American Dreamliner
Engine:	5.7L Cummins (300 HP)	Transmission Model:	A2500 Automatic	Brakes:	Air

Warranty: Manufacturer Warranty 8yr 150k miles Cummins/Allison

Length:	45 Foot	Exterior Color:	White	Interior Color:	Black
Wheels:	Aluminum wheels	Driver's Seat:	High back air suspension	Interior Options:	LED Interior lights, Manor Oak Wood Transit Flooring, Panoramic Front Viewing Window w/ Shade, Reading lights in overhead racks
Fuel Tank Capacity:	100 Gallon	Seating Style:	19" Seat cushions, 3pt High back Recliners, Aisle Armrests, USB ports	Climate Control:	<b>165K BTU Ducted Rooftop Air Conditioning System</b>
Storage:	Underbody Storage, Interior luggage racks with LED lighting	Entrance Door:	Electric BI-Fold	Technology:	2 - 15" Monitors, 2-28" TV's at Front, 2,000 WATT Pure Sine Wave Inverter, AM/FM/CD/DVD, Back & side Cameras.
Chassis Options:	300-amp Alternator, Cruise control, Engine block heater, Power Windows, Rear air ride suspension	Body Options:	3/4" plywood floor, 6 push-out windows, Heated & Power Rear-view Mirrors, LED light package, Rear Door w/Upper Window 34"X60", nntedflush frameless solid windows	Featured Options:	Removeable table first row each side, \$3,500.00 graphic allowance

Raymond Wakefield  
American Bus Sales  
(866) 574-9970: Office Ext: 1.05  
{918} 724-7442: Cell  
[raymond@americanbus.us](mailto:raymond@americanbus.us)  
[www.americanbussales.net](http://www.americanbussales.net)

Qty	Delivered
1	\$277,600.00



\* All vehicles subject to prior sale. Quote is valid for 30 days

## JULY 2021 MONITORING REPORT

<b>ENDS</b>	<b>ANNUAL</b>
<b>Mission</b>	<b>Page 3</b>
<b>Garden City Community College exists to produce positive contributors to the economic and social well-being of society.</b>	

**CEO’S Interpretation:** The President is responsible to ensure that the Mission and Ends as set forth by the Board of Trustees are known and addressed.

**Data directly addressing interpretation:** The Mission of GCCC is the guiding principle and defines how the college serves stakeholders. The mission is integral to the Means and Ends of Board adopted Policy Governance. Identified on GCCC publications and discussed throughout academic year, the Mission Statement is underpinned through processes, programs and planning.

The Mission is posted in all facilities and business cards to be recognized by internal and external constituents. The core of the college’s planning process is built around the college’s stated Mission. The college strategic plan is centralized around the mission with each of the four pillars directly incorporating the mission into the key strategies and objectives of the strategic plan.

## JULY 2021 MONITORING REPORT

### EXECUTIVE LIMITATIONS

**Budgeting/Financial Planning/Forecasting #1**

ANNUAL

Page 11

**The President shall not cause or allow budgeting which:**

**Contains too little information to enable accurate projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.**

**CEO's Interpretation:** The President should be cognizant and diligent in understanding projected revenues before finalizing expenses for next year's budget. Revenues and cash flow are monitored throughout the year to assure funds are available for expenses. Purchases are reviewed to assure they are recorded within the proper account.

**Data directly addressing interpretation:** Revenue projections are received through the various agencies. During the budget process, Projected Revenues and Revenue History are reviewed. Interpretation of these historical trends allows for analysis and projections for the upcoming year.

All purchases are reviewed to assure they are accounted for properly in the college accounting system. As per state statute, Capital Outlay Fund expenditures are limited to capital projects.

Planning assumptions are part of the budget process. Administrative decisions are the culmination of departmental input through the college planning process in regards to upcoming projects, program needs and increases in uncontrollable expenses.

Cash flows are monitored throughout the year. Cost center directors are able to access and review current expenditure information through the administrative software system at any time. The President's cabinet team monitors revenues, actual expenditures and remaining budgets available throughout the year.

### EXECUTIVE LIMITATIONS

**Budgeting/Financial Planning/Forecasting #2**

Annual

Page 11

**The President shall not cause or allow budgeting which:**

**Does not allow a review of estimated budget in detail and by department or cost center, in both percentages and dollars, of expenditures requested compared to the previous two years of budget requested.**

**CEO's Interpretation:** Previous two years' revenues and expenses are considered when planning projected budgets.

**Data directly addressing interpretation:** The planning and budgeting process includes a review of the previous two years revenues and expenses by cost center as well as historical trends on enrollment. These historical budget reports are available through the administrative software at all times. In-depth review at each level is done annually during the planning and budgeting process as outlined by the college's CFO. Budget requests and adjustments are completed through the budget and planning process annually with review of expenditures and budget done by department through the budget process.

## JULY 2021 MONITORING REPORT

### EXECUTIVE LIMITATIONS

#### Financial Condition

#1

ANNUAL

Page 12

The President shall not exceed the working budget for the fiscal year (July 1 – June 30).

- a. Fail to maintain a reserve of at least 20 percent
- b. Fail to maintain the capital improvement fund at \$250,000

**CEO's Interpretation:** Cash reserves are necessary to protect the college in the event revenue payments are delayed. When presenting the working budget to the Board, the President provides documentation verifying a cash reserve of at least 20% in the General Fund and a minimum of \$250,000 in the Capital Outlay Fund.

**Data directly addressing CEO's interpretation:** The Board receives monthly revenue and expense reports which verify expenses have not exceeded the working budget. During the year, if revenues fall short of projections, necessary adjustments are made to expenses. The presentation of the annual audit, conducted by an outside auditor, includes verification of cash reserves.

General Fund: The Board approved a 2020-21 working budget of \$18,056,973. Estimated YE expenses are \$17,950,000. Estimated cash reserves as of 6-30-21 were \$4,487,500 or 25%.

Capital Outlay Fund: The Board approved a working budget of \$1,237,500 for 2020-21. Revenues were \$555,885. Expenses were \$492,055. The cash balance in the Capital Outlay Fund as of 6-30-21 was \$947,900.

### EXECUTIVE LIMITATIONS

#### Financial Condition

#2

ANNUAL

Page 12

The President shall not use cash reserves.

**CEO's Interpretation:** The cash reserve for the General Fund shall be no less than 20% of the General Fund expenditures and \$250,000 for the Capital Outlay Fund as identified by the Trustees in the Policy Governance document. The President must receive approval from the Board before cash reserves are used for one-time purchases or when cash reserves are used to offset expenses in the working budget.

**Data directly addressing CEO's interpretation:** The cash reserves in the General Fund on 6-30-21 are estimated to be \$4,487,500 which represents 25% of annual operating expenses.

The cash reserves in the Capital Outlay Fund on 6-30-21 are estimated to be \$947,900.

**EXECUTIVE LIMITATIONS****Financial Condition****#3****ANNUAL****Page 12****The President shall not fail to develop additional revenue sources for capital improvement projects.**

**CEO's Interpretation:** The President must seek out other sources of revenue for capital improvement and special projects. This includes looking for benefactors, partnerships and grant opportunities.

**Data directly addressing CEO's interpretation:**

1. GCCC has continued partnerships with Garden City Schools and Holcomb schools to help fund the carpentry program, collectively with the USD's contributing \$30,000 towards the cost of the program. This past year a partnership has also been coordinated with Garden City schools to expand the automotive program for dual credit offerings into the JD Adams building at Horace Good Middle School which will increase course offerings and revenue opportunities available through Excel CTE with the state.
2. Received financial commitment from a local industry partner of \$300,000 to assist with developing and implementing the Industrial Machine Mechanic program.
3. Received \$100,000 from Kansas Department of Commerce to purchase new equipment and refrigerated truck for Meat Science program.
4. Received \$235,000 grant from Department of Commerce to purchase welding program equipment.
5. Utilized federal funds of approximately \$500,000 to install access control equipment to enhance building security and improve campus safety.
6. Partnered with the Garden City YMCA to cost share a strength and conditioning position between organizations as well as provide access to the YMCA sports facilities for athletic team and employee use.
7. Partnered with Fort Hays State University to locate the FHSU Transfer Center on campus. Renovated space in the library and will receive monthly rent through the cooperative agreement for the center located at GCCC.

## JULY 2021 MONITORING REPORT

### EXECUTIVE LIMITATIONS

Bi-Annual

#### General Executive Constraints

#7

Page 9

**The President shall not allow for purchases between \$10,000 and \$50,000 without first giving consideration to local (Finney County) businesses, with a maximum ten percent premium.**

**CEO's Interpretation:** Preference shall always be given to the best bid. However, a local business (defined as a Finney County property tax payer) may be considered with a 10% margin of purchases between \$10,000 and \$50,000, except for purchases utilizing federal funds.

**Data directly addressing the CEO's interpretation:** Purchases over \$10,000 require a Bid Sheet with written comparative prices. The Bid Sheet is reviewed by Accounts Payable to assure college policy has been followed.

Purchases over \$10,000 made during the previous six-month period were reviewed;

❖ 31 purchases required bid sheets.

- 15 of the 31 purchases were considered single source vendors
  - 7 of the 15 single source vendors were local
- 14 of the 31 purchases were from local vendors

### EXECUTIVE LIMITATIONS

ANNUAL

#### General Executive Limitations

#8

Page 9

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

#### CEO's Interpretation:

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

#### Data directly addressing the CEO's Interpretation:

##### Program Startup

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

In addition to working with FCEDC, we also study labor data. Two new programs have been analyzed,

reviewed, and presented to the GCCC board for approval this past year. Early Childhood Education certificate and Industrial Machine Mechanic were both taken through the formal process and submitted to the board and to the state of Kansas for approval. In both programs, data from Chumera Economics & Analytics indicated positive long-term job growth over the next seven years inside the GCCC service area. This same report indicated the average to above average wages in both program areas. This job growth combined with industry stakeholder input demonstrates a true need within the community that the college can help meet. This need is a strong indicator of the overall value of the program offering and of potential enrollment and cost-effectiveness of the program.

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

We also endeavor to take on the cost of new programs through an entrepreneurial approach in cost sharing and seeking external funding for startup budgets. In the specific example of Industrial Machine Mechanic, the College entered into an agreement with USDs 457 and 363 to develop a dual credit pathway, while also working with new and existing industry partners to assist with instructor costs and equipment costs.. Additional classroom equipment was secured through a state grant. Early Childhood had cost sharing by utilization of an existing faculty member who is qualified to teach Early Childhood Education coupled with qualified on-line adjunct faculty.

### **Program Review**

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

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

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

## **POLICY TITLE: TREATMENT OF PEOPLE**

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

Accordingly, the president shall not:

1. Operate without policies and procedures which clarify faculty, student, and staff rules, provide for effective handling of grievances and complaints, and protect against wrongful conditions.
2. Discriminate against anyone for expressing their opinion.
3. Withhold a complaint, grievance, or appeal procedure from faculty, staff, or students.
4. Fail to acquaint students and staff with their rights and responsibilities.
5. Fail to achieve diversity, equity, and inclusion to help all students succeed.
6. Fail to promote respect and acceptance of diverse individuals and awareness and educational opportunity for underrepresented populations.

*Reviewed annually.*

*This policy revised on March 9, 2021*



## **Registrar's Office**

A few ramblings...

- Degrees and Certificates (**Spring 2021**)
  - The following credentials were awarded as of 5/13/21 for the past semester.
    - **Total Degrees = 175**

• Associate in Arts (AA)	7
• Associate in Applied Science (AAS)	35
• Associate in General Studies (AGS)	22
• Associate in Science (AS)	111
    - **Total Certificates = 101**

• Agribusiness (Cert A)	5
• Agribusiness – Agronomy (Cert B)	3
• Food Science (Cert A)	21
• Food Science – Meat Production (Cert B)	5
• Automotive Technology (Cert C)	8
• Cosmetology (Cert C)	14
• Criminology (Cert C)	2
• Management Marketing (Cert A)	2
• Practical Nursing (Cert C)	25
• Welding Technology (Cert A)	3
• Welding Technology (Cert C)	13
- Graduation Applications (**Summer 2021**)
  - We have received a total of **61** applications for the summer.
- Enrollment
  - Below are the enrollment counts as of 7/6/21.
    - **Summer 2021**

• Headcount:	729
• Credit Hours:	4,133
• FTE:	275.5
    - **Fall 2021**

• Headcount:	877
• Credit Hours:	10,626
• FTE:	708.4
- KBOR Virtual Data Conference
  - This year's KBOR Data Conference was held on June 9-10 via zoom.
  - Attendees from GCCC (for all or some of the sessions) included:
    - Brenda Barrett, Director of Institutional Research
    - Anita Gray, Research Analyst
    - Marc Malone, VP for Instructional Services
    - Chuck Pfeifer, Dean of Technical Education & Workforce Development
    - Julie Farr, Administrative Assistant to Dean of Technical Education
    - Nancy Unruh, Registrar
  - **Day 1** Sessions:
    - Conference Kick-off and 2021 Data Quality Award
    - Kansas Higher Education Data System (KHEDS) Updates
    - Basic Counts Update
    - Academic Affairs Update and Introduction to Transfer Kansas Portal
    - Kansas Higher Education Statistics (KHEStats)
    - Chief Institutional Research Officers (CIRO) Annual Meeting [Universities]
    - Perkins Update

- **Day 2 Sessions:**
  - The Integrated Postsecondary Education Data System (IPEDS) Update
  - Legislative and Budget Update
  - Workforce Development Update
  - Newcomers' Training (New Institutional Research Officers)
  - Council of Institutional Researchers of Two-Year Organizations (CIRTO) Annual Meeting [Community and Technical Colleges]

## **SSS Incidentals**

GCCC TRIO Student Support Services had its annual planning meeting on June 3. We set tentative dates for college visits as well as on-campus events. There was discussion regarding a “meet and greet” event with faculty and SSS participants on August 13 and a “Jump Start” orientation for new participants on August 27. Staff members are exiting spring graduates and continuing to serve participants who are taking summer and fall classes. Full-time staff members will be attending a training in Austin, TX entitled “Removing Roadblocks to Learning, Retention, and Graduation for All TRIO Students” on July 19 & 20.

## **CAMP**

CAMP staff has been busy working on internal reports and helping students to get enrolled for next fall.

Last week, KSU College of Education, serving as the fiscal grant agency, received notification on the continuation award for next year. This will provide the funds needed for the subcontract award between KSU and GCCC to continue serving first-year students who qualify as migrants per federal guidelines definition. GCCC serves 20 area students who must also apply for FAFSA.

Also, this summer, CAMP was able to provide a summer stipend to participants who are taking summer classes. Almost \$14,000 was distributed among students meeting the financial requirements.

**ADDENDUM TO BOARD PACKET ON 6/13/21**

**GARDEN CITY COMMUNITY COLLEGE  
ADJUNCT/OUTREACH FACULTY CONTRACTS  
(Encumbered List 6/18/2021)**

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Pander, Larry	Fire Science Internship FIRE-213-01 - 4.0 credit hour(s) 4.00 credit hour(s) x \$800.00 = \$3,200.00 05/24/2021 - 08/06/2021 12-00-0000-12241-5230	\$3,200.00
Sisk, Bradley	Emergency Medical Technician EMIC-108-TR - 12.00 credit hour(s) 4/8 of 12.00 credit hour(s) x \$800.00 = \$4,800.00 06/01/2021 - 18/27/2021 12-00-0000-12202-5230	\$4,800.00
<b>Total:</b>		<b><u><u>\$8,000.00</u></u></b>