

Garden City Community College

August 19, 2025

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

Dear Trustees:

The Board of Trustees will meet in regular session on **Tuesday, August 19, 2025**. The meeting will be held in the **Omar D. Angeles Endowment Room of the Beth Tedrow Student Center**, Garden City Community College Campus.

For **PUBLIC COMMENTS**, please contact Jodie Tewell at jodie.tewell@gcccks.edu by 5:00 pm CST Tuesday, August 19, 2025.

5:00 PM Dinner in the **Broncbuster Room**

6:00 PM Regular board meeting called to order in the **Omar D. Angeles Endowment Room** located in the BTSC Building

AGENDA

I. CALL TO ORDER

- A. Comments from the Chair
- B. Introduction of New Employees
- C. Five-Year Program Review: Ag
- D. Open Comments from the public
 - 1. Public Comment: 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 the 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.

II. CONSENT AGENDA – ACTION

- A. Approval of minutes of previous meetings 7.15.25 and 8.8.25.....page 5
- B. Approval of personnel actions – Human Resourcespage 13
 - B-1. Human Resources Reportpage 14
 - B-2. Adjunct/Outreach Contractspage 15
- C. Financial Informationpage 19
 - C-1 Checks Processed in excess of \$50,000page 20
 - C-2. Revenues
 - C-3. Expenses
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- D. Resolution 2025.4page 22

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F. Approval of Negotiated Agreement	

III. CONFIRMATION OF MONITORING REPORTS

A. Monitoring Reports and ENDS – Consensus Approval	
A-1. Board Job Description #8.....	page 47
A-2. Discourse Policy	page 50
B. Review Monitoring Reports	
B.1. Annual, Mission	page 52
B-2. Annual, Budgeting/Financial Planning/Forecasting #1 and 2	page 53
B.3. Annual, Financial Condition	page 54
B-4. Bi-Annual, Executive Constraints #7 and #8	page 55
B-5. Annual, Academic Advancement Policy	page 57

IV. OTHER

E. President’s Report	
F. Incidental Information.....	page 58
G. Reports From FCEDC	
H. Report from KACC	

V. OWNERSHIP LINKAGE

Upcoming Calendar Dates

August 20, 2025, Chamber Breakfast, Clarion Inn, 7:30 am
 Men’s Soccer vs Oklahoma Panhandle State University, 7:00 pm

August 23, 2025, Volleyball Scooters Invitational, DPAC Main Gym

August 28, 2025, Women’s Soccer vs Cisco College 5:00 pm
 Men’s Soccer vs Lamar Community College, 7:00 pm

September 1, 2025, Campus Closed in Observance of Labor Day

September 2, 2025, Men’s Soccer vs. Trinidad State College, 3:00 pm

September 5, 2025, Women’s Soccer vs. Western Texas College, 5:00 pm
 Men’s Soccer vs Western Texas College, 7:00 pm

September 10, 2025, Men’s Soccer vs Newman JV, 3:30 pm
 Women’s Soccer vs Butler Community College, 6:00 pm
 Volleyball vs Cloud, 6:30 pm

September 11, 2025, 9/11 Observance Ceremony, 10:00 am

September 13, 2025, Football vs Dodge City Community College, 6:00 pm Tailgate, 7:00 pm Game

September 16, 2025, Board Meeting; Omar D. Angeles Endowment Rm, 5:00 Dinner, 6:00 Meeting

September 17, 2025, Chamber Breakfast, Clarion Inn, 7:30 am
 Volleyball vs Seward, 6:30 pm

September 20, 2025, Women’s Soccer vs. Cowley County Community College, 1:00 pm
 Men’s Soccer vs Cowley County Community College, 3:00 pm
 Football vs Coffeyville Community College, 6:00 pm Tailgate, 7:00 pm Game

September 24, 2025, Volleyball vs Butler, 5:30 pm
September 26, 2025, All Employee Meeting, KCB Auditorium, 2:30 pm
September 27, 2025, Women's Soccer vs Hutchinson Community College, 1:00 pm
October 22 – 25, 2025, ACCT Leadership Congress, New Orleans
February 8 – 11, 2026, Community College National Legislative Summit, Washington, D.C.

Monthly Board Meetings

September 16, 2025
October 14, 2025 (this is the 2nd Tuesday of the month due to ACCT Conference dates)
November 18, 2025
December 16, 2025
January 20, 2025
February 17, 2025
March 17, 2025
April 21, 2025
May 19, 2025

Advisory Boards

Thursday, September 4, Electrical Advisory Board; Omar D. Angeles Endowment, 11:30 am
Thursday, September 18, 2025, DPS Advisory Board, Omar D. Angeles Endowment, 11:30 am
Friday, September 19, CSCI Advisory Board; Omar D. Angeles Endowment; 11:30 am
Friday, September 26, CNTR Advisory Board
Thursday, October 1, 2025, INPR Advisory Board, Omar D. Angeles Endowment, 11:30 am
Thursday, October 9, 2025, Early Childhood Advisory Board, Omar D. Angeles Endowment, 11:30
Monday, October 13, COSM Advisory Board
Wednesday, October 15, AUTO Advisory Board
Thursday, October 16, HELR Advisory Board
Thursday, November 6, JDAT Advisory Board
Friday, November 14, 2025, Robotics Advisory Board, Omar D. Angeles Endowment, 4:00 pm
Wednesday, November 19, AG/ANSI/CROP Advisory Boards; JCVT 1302, 5:00 pm
Thursday, November 20, NURS Advisory Board
Thursday, December 11, 2025, WELD Advisory Board

VI. EXECUTIVE SESSION

VII. ADJOURNMENT

Signature:
Dr. Ryan J. Ruda
President

Signature:
Mrs. Shanda Smith
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
Board of Trustees
July 15, 2025**

Trustees Present: Shanda Smith, Chair
David Rupp, Vice Chair
Dr. Merilyn Douglass, Trustee
Leonard Hitz, Trustee
Bob Larson, Trustee
Jean Clifford, Trustee

Others Present: Dr. Ryan Ruda, President
Karla Armstrong, Vice President for Administrative
Services/CFO
Dr. Marc Malone, Vice President for Instructional
Services/CAO
Colin Lamb, Vice President for Student Services/AAD
Madilyn Limberg, Executive Director, Marketing and PR
Jodie Tewell, Executive Assistant to the President
Meghan Flynn, Garden City Telegram Reporter

I. CALL TO ORDER

Chair Smith called the Board Meeting to order at 6:00 pm.

A. COMMENTS FROM THE CHAIR

Congratulations to PTK for the donation from the Frazee Foundation for the campus beautification project.

B. New Employees

No New Employees

C. Open Comments from the Public

No comments

II. CONSENT AGENDA

Trustees requested to pull Items D, E, and F.

Move to approve Consent Items A, B, and C.

Motion: Leonard Hitz

Second: Bob Larson

Ayes: Smith, Douglass, Clifford, Hitz, Rupp, Larson

Nays: None

Motion Carried: 6 – 0

(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) Approval of Financial Information

(Supporting documents filed with official minutes)

(D.) Resolution 2025.3

Dr. Ruda reported information regarding the negotiated agreement and the liquidated damages clause within the document. (Supporting documents filed with official minutes)

Move to approve the resolution as presented.

Motion: David Rupp

Second: Leonard Hitz

Ayes: All

Nays: None

Motion Carried: 6 – 0

*Meeting of Trustees
July 15, 2025*

(E.) Revenue Neutral Rate Intent

Dr. Ruda reported that the estimated valuation for the 2026 Budget is \$652,072,977 less TIF/RHID Current Assessed Valuation of \$34,050,759. Net estimated valuation being \$618,022,238. This totals an estimated valuation increase of \$31,274,579. At the current mill levy, this would result in an estimated General Fund increase of \$869,475 and Capital Outlay increase of \$46,912.

Move to approve the intent to Exceed the Revenue Neutral Rate.

Motion: Leonard Hitz

Second: David Rupp

Ayes: Smith, Rupp, Douglass, Hitz, Larson, Clifford

Nays: None

Motion Carries: 6-0

(F.) Naming Rights for the Baseball Field

Dr. Ruda clarified that the recommendation is to name the field, not the stadium. Dr. Ruda highlighted the investments and funding sponsored by Scooter's Coffee.

Move to approve the recommendation to name the baseball field Scooter's Coffee Field.

Motion: Marilyn Douglass

Second: Bob Larson

Ayes: Smith, Rupp, Douglass, Hitz, Larson, Clifford

Nays: None

Motion Carries: 6-0

III. CONFIRMATION OF MONITORING REPORTS:

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

A-1. Annual, Mission

Trustees reviewed the report.

A-2. Annual, Budgeting/Financial Planning/Forecasting #1 and #2

Trustees reviewed the report.

A-3. Annual, Financial Condition

Trustees reviewed the report. Trustees appreciate the percentage of cash reserves.

A-4. Bi-Annual, Executive Constraints #7 and #8

Trustees reviewed the report. Trustee Douglass commented on #8, and appreciates that the program reviews go through different levels, then to the board as an informational item.

A-5. Annual, Academic Advancement

Dr. Ruda and Dr. Malone highlighted the stats presented in the report and clarified data.

Consensus to accept reports as presented.

B. Review Monitoring Reports

B-1. Annual, Asset Protection

Updated #5 to remove “and (b) over \$150,00. #6 add without board approval.

B-2. Annual, Compensation and Benefits

No suggestions for change.

IV. OTHER

A. Presidents Report

Dr. Ruda reported on summer camps, and the Student Support Services TRIO Grant has received funding. Dr. Ruda also discussed the Big Beautiful Bill's impact on Adult Education.

B. Incidental Information

No comments

C. Report from FCEDC

No report this month.

D. Report from KACC

There was no meeting this month, but trustees are advocating to State Legislators.

V. OWNERSHIP LINKAGE

Chair Smith highlighted upcoming dates.

Chair Smith, Trustee Douglass, and Trustee Rupp will be attending the ACCT.

VI. EXECUTIVE SESSION

VII. Adjournment

Chair Smith adjourned the meeting at 7:02 pm.

Signature:

Jodie Tewell
Deputy Clerk

Signature:

Dr. Ryan Ruda
President

Signature:

Mrs. Shanda Smith
Chairman of the Board

*Meeting of Trustees
July 15, 2025*

Garden City Community College

Board of Trustees Budget Retreat

Friday, August 8, 2025

Trustees Present: Shanda Smith, Chair

David Rupp, Vice Chair

Leonard Hitz, Trustee

Merilyn Douglass, Trustee

David Rupp, Trustee

Jean Clifford, Trustee – Zoom

Others Present: Dr. Ryan Ruda, President

Karla Armstrong, CFO, Vice President of Administrative Services

Colin Lamb, Vice President of Student Services

Dr. Marc Malone, Vice President of Instructional Services

Jodie Tewell, Executive Assistant to the President

Call to Order:

Chair Smith called the meeting to order at 8:00 am.

Board of Trustees Budget Retreat:

GCCC Administration reported on state and federal funding and the 2025-2026 Budget.

No Action Taken.

Adjournment:

Chair Smith adjourned the meeting at 11:59 am

Signature:

Jodie Tewell

Deputy Clerk

Signature:

Dr. Ryan Ruda

Secretary

Signature:

Shanda Smith

Chair of the Board

Meeting of Trustees

August 8, 2025

Garden City Community College

Board of Trustees Board Retreat

Friday, August 8, 2025

Trustees Present: Shanda Smith, Chair

David Rupp, Vice Chair

Leonard Hitz, Trustee

Merilyn Douglass, Trustee

David Rupp, Trustee

Jean Clifford, Trustee – Zoom

Others Present: Dr. Ryan Ruda, President

Karla Armstrong, CFO, Vice President of Administrative Services

Colin Lamb, Vice President of Student Services

Dr. Marc Malone, Vice President of Instructional Services

Jodie Tewell, Executive Assistant to the President

Call to Order:

Chair Smith called the meeting to order at 12:16 pm.

Board of Trustees Budget Retreat:

Trustees discussed the board's goals for 2025 – 2026, linkage, professional development, and policy.

The next Board retreat will be held on February 4, 2026, at 8:00 am.

No Action Taken.

Meeting of Trustees
August 8, 2025

Adjournment:

Chair Smith adjourned the meeting at 1:26 pm.

Signature:
Jodie Tewell
Deputy Clerk

Signature:
Dr. Ryan Ruda
Secretary

Signature:
Shanda Smith
Chair of the Board

Meeting of Trustees
August 8, 2025

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

Presenter: Dr. Ryan Ruda

Background Information:

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

Budget Information:

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

Recommended Board Action:

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

Board Action Taken: _____Approved _____Disapproved
_____Ayes _____Nays _____No Action

Board Member Notes:



August 14, 2025

To: Board of Trustees

From: Tricia Sayre, Human Resources/Payroll Generalist

New Hires:

Maria Ramirez-Hidrogo, Custodian, effective, August 1, 2025

Daniel Ritter, 2nd Assistant Men's Basketball/Residential Life Coach, effective August 4, 2025

Dale Gannett, Industrial Machine Maintenance Instructor, effective August 4, 2025

Mary Burillo, Penka Building Secretary, effective, August 11, 2025

Luis Luna-Ramos, Assistant Professor of Computer Science, effective, August 11, 2025

Jacob Crotinger, Maintenance, effective, August 11, 2025

Carl Joseph, 2nd Assistant Football/Residential Life Coach, effective August 11, 2025

Alejandra Rivera, Financial Aid/Records Office Assistant, effective August 25, 2025

Aubrey Hahn, Annual Giving and Alumni Relations Office Coordinator, effective, September 2, 2025

Internal Transfers:

Karlie Purdy, Director of Annual Giving, Events, and Alumni Relations, effective, August 25, 2025

Jack Galazka, Assistant Men's Basketball Coach, effective, August 1, 2025

Resignations/Separations/ Retirement:

Jacob Hager, Groundskeeper, effective, July 25, 2025

Trey Johnson, 2nd Assistant Football/Residential Life Coach, effective, July 28, 2025

Brett Forgy, Assistant Professor of Agriculture, effective, July 31, 2025

Lenzy Kuebler, Director of Annual Giving, Events, and Alumni Relations, effective, August 5, 2025

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 the GCCC website and apply online.

GARDEN CITY COMMUNITY COLLEGE
ADJUNCT/OUTREACH FACULTY CONTRACTS
(Presented to Board of Trustees for Approval 08/12/2025)

INSTRUCTOR	CLASS	AMOUNT
Beck, Harley	First Aid HPER-109-40 - 2.00 credit hour(s) 2.00 credit hour(s) X \$721.00 = \$1442.00 07/07/2025 - 08/01/2025 11-00-0000-11070-5260	\$1,442.00
Carr, Stacey	Interpersonal Communication COMM-103-40 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 07/07/2025 - 08/01/2025 11-00-0000-11022-5230	\$2,400.00
Carr, Stacey	Intro to Mass Communication COMM-120-40 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 07/07/2025 - 08/01/2025 11-00-0000-11022-5230	\$2,400.00
Cundiff, Cody	General Psychology PSYC-101-52/57 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 07/07/2025 - 08/08/2025 11-00-0000-11060-5230	\$2,400.00
Cundiff, Cody	General Psychology PSYC-101-40 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 07/07/2025 - 08/01/2025 11-00-0000-11060-5230	\$2,400.00
Fairbanks, Johnathan	Argument and Critical Thinking PHIL-103-40 - 3.00 credit hour(s) 7/8 of 3.00 credit hour(s) X \$721.00 = \$1892.63 07/07/2025 - 08/01/2025 11-00-0000-11023-5260	\$1,892.63
Gigot, Jeremy	Introduction to Business BSAD-101-40 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 07/07/2025 - 08/01/2025 11-00-0000-11010-5230	\$2,400.00

**GARDEN CITY COMMUNITY COLLEGE
ADJUNCT/OUTREACH FACULTY CONTRACTS**
(Presented to Board of Trustees for Approval 08/12/2025)

Gigot, Jeremy	American Government POLS-105-40 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 07/07/2025 - 08/01/2025 11-00-0000-11060-5230	\$2,400.00
Greathouse, Lachele	Introduction to Business BSAD-101-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$721.00 = \$2,163.00 07/07/2025 - 08/01/2025 11-00-0000-11010-5260	\$2,163.00
Griffin, Thomas	American History to 1877 HIST-103-51- 3.00 credit hour(s) 3.00 credit hour(s) X \$721.00 = \$2,163.00 07/07/2025 - 08/01/2025 11-00-0000-11020-5260	\$2,163.00
Harbin, Renee	Management BSAD-122-50/55 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 07/07/2025 - 08/08/2025 11-00-0000-11010-5230	\$2,400.00
Harbin, Renee	Management BSAD-122-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 07/07/2025 - 08/01/2025 11-00-0000-11010-5230	\$2,400.00
Jolliff, Gloria	Basic Life Suport EMT-105-01 - NON CREDIT - 5 hours 5 contact hour(s) \$35.00 = \$175.00 7/5/2025 14-00-8004-12202-5270	\$175.00
Knutson, Michael	Art Appreciation ARTS-120-51/56 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 07/07/2025 - 08/08/2025 11-00-0000-11020-5230	\$2,400.00
Knutson, Michael	Art Appreciation ARTS-120-40 - 3.00 credit hour(s) 1/2 of 3.00 credit hour(s) X \$800.00 = \$1200.00 07/07/2025 - 08/01/2025 11-00-0000-11020-5230	\$1,200.00

GARDEN CITY COMMUNITY COLLEGE
ADJUNCT/OUTREACH FACULTY CONTRACTS
(Presented to Board of Trustees for Approval 08/12/2025)

Lamb, Winsom	Diversity in Society SOCI-220-40 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 07/07/2025 - 08/01/2025 11-00-0000-11060-5230	\$2,400.00
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 07/07/2025 - 08/01/2025 11-00-0000-11020-5230	\$1,200.00
McVey, Jaime	Basic Nutrition HPER-115-51/56 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 07/07/2025 - 08/08/2025 11-00-0000-11070-5230	\$2,400.00
McVey, Jaime	Psychology of Coaching HPER-290-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 07/07/2025 - 08/08/2025 11-00-0000-11070-5230	\$2,400.00
Ortega, Susan	Personal Finance BSAD-130-40 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 07/07/2025 - 08/01/2025 11-00-0000-11010-5230	\$2,400.00
Ortega, Susan	College Success PCDE-101-40 - 1.00 credit hour(s) 1.00 credit hour(s) X \$800.00 = \$800.00 07/07/2025 - 08/01/2025 11-00-0000-11083-5230	\$800.00
Perlaza, Carlos	Interpersonal Communication COMM-103-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$721.00 = \$2,163.00 07/07/2025 - 08/08/2025 11-00-0000-11022-5260	\$2,163.00
Pringle, Nisaphan	Accounting II ACCT-103-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$721.00 = \$2,163.00 07/07/2025 - 08/08/2025 12-00-0000-12010-5260	\$2,163.00

**GARDEN CITY COMMUNITY COLLEGE
ADJUNCT/OUTREACH FACULTY CONTRACTS**
(Presented to Board of Trustees for Approval 08/12/2025)

Salazar, Perla	Intermediate Algebra MATH-007-46 - 3.00 credit hour(s) 6/8 of 3.00 credit hour(s) X \$800.00 = \$1800.00 07/07/2025 - 08/08/2025 11-00-0000-11050-5230	\$1,800.00
Salazar, Perla	College Algebra MATH-108-46 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 07/07/2025 - 08/08/2025 11-00-0000-11050-5230	\$2,400.00
Tangumonkem, Eric	Physical Geology Lecture PHSC-2053-50 - 3.00 credit hour(s) 3/6 of 3.00 credit hour(s) X \$721.00 = \$1081.50 07/07/2025 - 08/08/2025 11-00-0000-11040-5260	\$1,081.50
Unruh, Brandy	Career Success PCDE-109-40 - 1.00 credit hour(s) 1.00 credit hour(s) X \$800.00 = \$800.00 07/07/2025 - 08/01/2025 11-00-0000-11083-5230	\$800.00
Weeks, Helen	Creative Writing ENGL-240-50- 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 07/07/2025 - 08/08/2025 11-00-0000-11021-5230	\$2,400.00
Wenzel, Leslie	College Algebra MATH-108-51/56 - 3.00 credit hour(s) 3.00 credit hour(s) X \$721.00 = \$2,163.00 07/07/2025 - 08/08/2025 11-00-0000-11050-5260	\$2,163.00
Woolever, Sharon	College Success PCDE-101-52- 1.00 credit hour(s) 1.00 credit hour(s) X \$721.00 = \$721.00 07/21/2025 - 08/08/2025 11-00-0000-11083-5260	\$721.00

Total: \$57,927.13

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:

PAYMENTS PROCESSED FOR JULY 2025

Purchases over \$150,000.00 requiring Board Approval

Purchases \$50,000 to \$149,999.00 not requiring Board Approval

- E72510 for \$211,177.02 to United Health for insurance premiums
- E07256 for \$75,220.55 to KPERS for retirement contributions
- Check #0307014 for \$70,796.87 to City of Garden City for utilities
- Check #0307023 for \$58,387.69 to CDW Government Inc for MS Windows Server, Projection Screens, Switch Transceiver, misc computer equipment
- Check #0307063 for \$121,520.00 to Wiens & Company Construction LLC for Adult Technical Education
- Check #0307123 for \$109,603.00 to P1 Service LLC for equipment, materials, tools and labor to retube boiler
- Check #0307139 for \$60,029.00 to Kansas Municipal Insurance Trust for Annual Worker's Compensation premium

Garden City Community College
07.31.25

		<u>Amount</u>	<u>% Rate</u>
Cash in Bank:			
	Commerce Bank	\$27,099.46	0.000%
	KCB Operating*	\$667,810.37	0.000%
	State Municipal Invest. Pool	\$590,004.48	3.02%
	Landmark National Bank	\$5,831,767.31	4.42%
	KCB MM	\$1,063,149.98	4.42%
	Security Bank of KC -2021	\$395,913.87	3.986932%
	Security Bank of KC -2022	\$4,090.21	3.986932%
		\$8,579,835.68	

		<u>Type</u>	<u>Amount</u>	<u>% Rate</u>	<u>Beg. Date</u>	<u>Maturity</u>
Investments:						
	KCB	CD	\$700,000.00	4.700%	8/13/2024	8/13/2025
	KCB		\$1,000,000.00	4.290%	5/15/2025	11/15/2025
	Equity Bank		\$1,000,000.00	4.300%	5/22/2025	2/22/2026
			\$2,700,000.00			
TOTAL			\$11,279,835.68			

*Statement Balance

8.14.25
kja

RESOLUTION 2025- 4

WHEREAS, Brett Forgy is currently employed by Garden City Community College, as a Professional Employee, under contract per the terms in the Negotiated Agreement; and

WHEREAS, he has given notice on July 31, 2025, of his resignation from his position effective August 1, 2025; and

WHEREAS, the Negotiated Agreement permits the Board of Trustees to assess liquidated damages if a Professional Employee does not provide formal notice of resignation prior to May 30th;

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

1. That Brett Forgy is released from his contractual obligations for the 2025-2026 school year.
2. That the College will collect liquidated damages in the amount of \$2,000 as permitted by the Negotiated Agreement.

The Executive Assistant to the President is directed to give written notice in person or by United States mail to Brett Forgy on or before August 20, 2025, of the Board of Trustees' intent to release him from his contract.

ADOPTED by the Board of Trustees of Garden City Community College, on the 19th day of August 2025.

Shanda Smith, Chairperson
Board of Trustees
Garden City Community College

ATTEST:

Jodie Tewell,
Executive Assistant to the President

CERTIFICATE OF SERVICE

Resolution 2025-4

I, Jodie Tewell, do hereby certify that on the 20th day of August 2025, I served a copy of the foregoing, Resolution No. 2025-4, Notice of Intent to Release from Contract to Brett Forgy in the following manner:

_____By certified mail

_____By personal service at Garden City Community College

Jodie Tewell,
Executive Assistant to the President

Agenda No: II - E

Date: August 19, 2025

Topic: Approval of INA Alert contract

Presenter: Dr. Ryan Ruda, President

Background Information:

The college has been engaging with INA Alert for this past year to assess and bring recommendations forward on addressing key areas for enhanced campus safety and security. Specifically, IT and Facilities have been coordinating with INA Alert to develop a plan for replacing and expanding security camera coverage across campus, updating the server, software and capacity for storage as well as adding 5 new access control doors while upgrading the access control software. This work aligns with the Master Facilities plan and annual plan process to address increased safety and security enhancements across campus and investing in updating software and hardware that coincides with the enhancements.

Budget Information:

The cost to update the servers, cameras and access control system is a total of \$338,981.34. This provides for the ability to update the existing camera system while addressing video storage capability and updating hardware and software for network security features. The funding will be split between the state student success funds, (\$150,000) and state capital outlay, (\$188,981.34).

Recommended Board Action:

Approve the contract with INA Alert for \$338,981.34

Board Action Taken: ____Approved ____Disapproved

____Ayes ____Nays ____No Action

Board Member Notes:

Bid For: Garden City Community College

POC: Lance Miller - lance.miller@gcccks.edu

801 Campus Drive, Garden City, KS 67846

Greenbush Contract Number: 22.8 ESC-SAFESECURE2022



PO BOX 96

112 N Main

Ellinwood, KS 67526

7/16/2025 Quote #10907-25

Cameras & Accessories				
QTY	MODEL NAME	DESCRIPTION	UNIT COST	LINE TOTAL
3	3.0C-H6SL-DO1-IR	3.0 MP, WDR, LightCatcher, Day/Night, Outdoor Dome, 3.4-10.5mm f/1.6, Integrated IR	\$ 784.35	\$ 2,353.05
8	12.0C-H6A-FE-360-DO1-IR	CAM, H6F, Outdoor, 12MP, 360, WDR/LL, IR	\$ 1,470.00	\$ 11,760.00
12	8.0C-H6A-FE-180-DO2-IR	CAM, H6F, Outdoor, 8MP, 180, WDR/LL, IR	\$ 945.00	\$ 11,340.00
2	2.0C-H6SL-BO1-IR	2.0 MP, WDR, LightCatcher, Day/Night, Indoor/Outdoor Bullet Camera, 3.4-10.5mm f/1.6, Integrated IR	\$ 801.15	\$ 1,602.30
5	24C-H5A-3MH	3X8MP, WDR, 270 degree max field of view, Lightcatcher, 3.3-5.7MM, Camera Only	\$ 2,783.55	\$ 13,917.75
5	H5AMH-AD-PEND1	Outdoor pendant mount adapter. For use with the Avigilon H5A Multisensor	\$ 209.24	\$ 1,046.20
5	H5AMH-DO-COVR1	Dome bubble and cover, for outdoor surface mount or pendant mount, clear. For use with the Avigilon H5A Multisensor	\$ 209.24	\$ 1,046.20
5	WLMT-1001	Wall Mount For Large Pendant Camera	\$ 127.39	\$ 636.95
5	H4AMH-AD-IRIL1	IR illuminator ring, up to 30m (100ft), for use with H4AMH-DO-COVR1.	\$ 408.87	\$ 2,044.35
5	CRNMT-1001	Corner Mount For Large Pendant Wall Mount WLMT-1001	\$ 152.25	\$ 761.25
5	POE90U-1BT	PoE injector 802.3bt 90W Single Port	\$ 285.69	\$ 1,428.45
2	5.0C-H6SL-BO1-IR	5.0 MP, WDR, LightCatcher, Day/Night, Indoor/Outdoor Bullet Camera, 3.4-10.5mm f/1.6, Integrated IR	\$ 1,065.75	\$ 2,131.50
7	16.0C-H6ADH-DO1-IR	2x 8MP H6A Dual Head Camera. Outdoor camera with built-in IR	\$ 2,150.00	\$ 15,050.00
6	H5DH-DO-JBOX1	Junction box with side cable entry for H5A Dual Head Camera	\$ 111.51	\$ 669.06
1	H5DH-MT-NPTA1	Pendant adapter for the H5A Dual Head camera. Also compatible with an optional wall arm, CM-MT-WALL1.	\$ 74.34	\$ 74.34
1	PPMNT-2001	Parapet Wall Arm Mount Large for Outdoor Pendant Camera	\$ 577.50	\$ 577.50
2	26C-H5PRO-B	6.25K (26 MP) H5 Pro Camera. Lens and housing not included.	\$ 11,151.20	\$ 22,302.40
2	LEF163528CA2	Canon 16-35mm f/2.8 Lens for Pro Cameras	\$ 4,858.92	\$ 9,717.84
2	ES-HD-HWS-LG	Large Format Enclosure for Avigilon HD IP Professional Cameras with 12VDC/24VAC Heater, Wall Bracket and Sunshield. Maximum combined camera and lens length is 12.8" (32.5 cm).	\$ 504.12	\$ 1,008.24
2	POE-INJ-BT-60W-NA	Indoor single port Gigabit PoE++ 60W, 802.3bt compliant, North American power cord included. May be used in USA, Canada, European Union, Australia, New Zealand and UK. Temperature range of the PoE injector is -10C to +40C (14 °F to 104 °F). Compatible only with cameras requiring the 802.3bt PoE ++ standard.	\$ 185.85	\$ 371.70

Storage & Software				
QTY	MODEL NAME	DESCRIPTION	UNIT COST	LINE TOTAL
53	UNITY8-ENT	Unity Enterprise camera channel	\$ 332.34	\$ 17,614.02

Custom Line Items				
QTY	MODEL NAME	DESCRIPTION	UNIT COST	LINE TOTAL
	Indoor Cable			
	Outdoor Cable			
1	Installation	Hardware Installation & Software Configuration	\$ 36,750.00	\$ 36,750.00
1	Miscellaneous	Misc: Connectors, Mounting Brackets, Clips, Etc	\$ 5,250.00	\$ 5,250.00

Contract Match			
	DESCRIPTION	UNIT COST	LINE TOTAL
	INA Greenbush Contract Match	\$ (24,598.97)	\$ (24,598.97)

Scope Of Work:

Included in this proposal is the necessary hardware and software to install a total of 69 cameras at Garden City Community College (GCCC). This includes 28 existing devices owned by GCCC and 41 new Avigilon Unity cameras. Approximately six of the removed cameras will be repurposed to replace older models across campus, as coordinated with GCCC staff. Some upgraded camera locations will allow for a reduction in the total number of cameras needed due to improved coverage.

Design maps outlining both interior and exterior camera coverage have been provided below. Networking cable will be supplied and installed by INA Alert technicians and connected to switches provided by GCCC. A boom lift has been included for the installation of the two Avigilon Pro cameras; if the lift is not needed, a credit will be issued on the final invoice.

All final camera views will be reviewed and confirmed with GCCC staff prior to project completion.

Quotation Prepared By:

INAalert
Sales@INAalert.com
620.566.3050

Quotation and Pricing Valid for 30 Days.

Not Valid After 8/15/2025

Project Designed By: Jordon Smith

To accept this quotation, sign here and return:

Approved By: _____

INA Alert, Inc.
Representative: _____

Initial: _____

Currency: USD

Subtotal \$ 139,394.14

Shipping & Handling _____

Sales Tax % _____

Total \$ 139,394.14

5 - Year Ownership Plan

Please Indicate: Accept: ☐ Decline: ☐ \$34,499.09

This quote is subject to the following conditions & parameters:

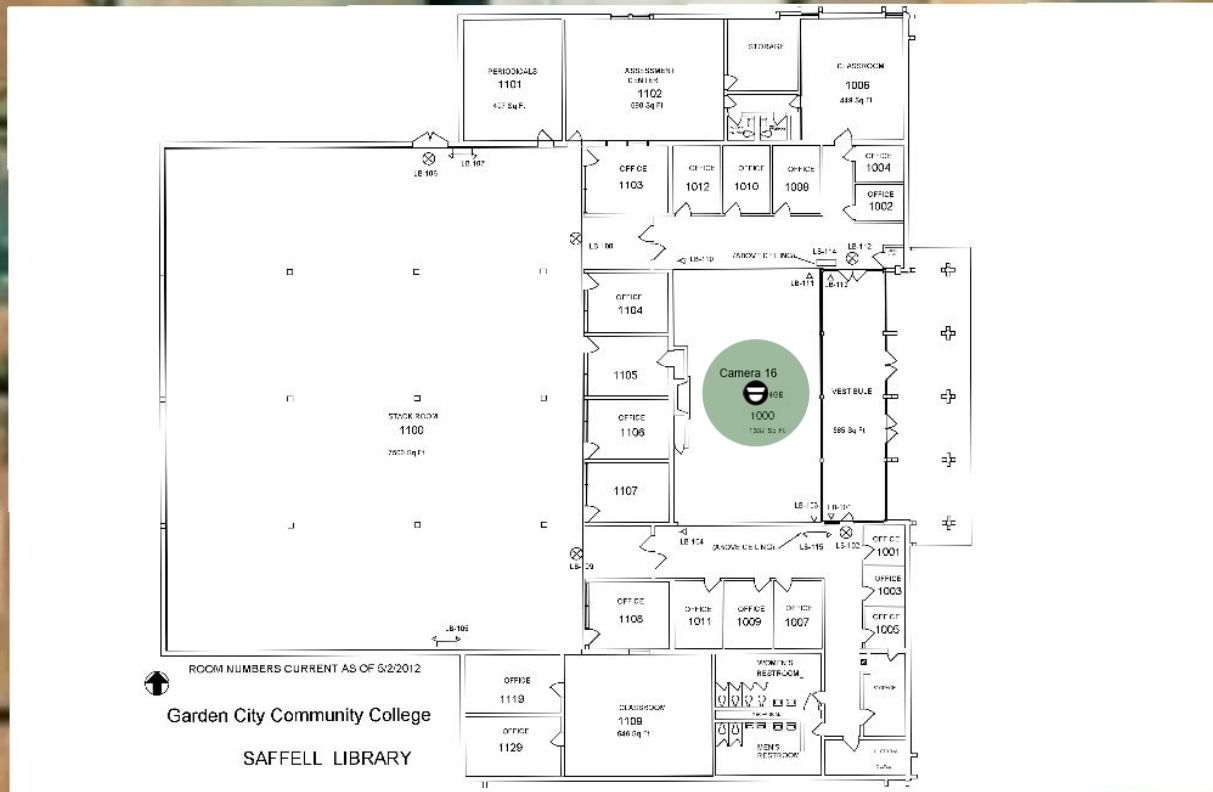
- 1) This is a quote setting out the proposed price at which INA Alert is prepared to supply the products and services described herein. It is not intended to create a legally binding contract.
- 2) Price may include an approximation of local sales tax. Actual taxes and duties may be different than the estimate referenced herein.

- 3) Price may include an approximation of shipping charges. Actual shipping charges may be different than the estimate referenced herein.
- 4) Upon acceptance of monthly payment terms, customer will be provided ACH payment sheet to be filled out and returned to INA Alert. Monthly payments will begin on the first Monday of each month following the acceptance of the quote.
- 5) Upon acceptance of this quote, the project is subject to progress billing based on equipment and service(s) delivered to the customer.
- 6) The owner accepts all responsibility for installing equipment that is quoted to be shipped directly to the facility without installation. If INA Alert technician must be scheduled to come on-site, normal billing rates will be applied.
- 7) INA Alert assumes all existing equipment is in working order. Additional costs will apply if any existing equipment needs to be replaced.
- 8) INA Alert assumes the internet and phone lines necessary for new equipment has been installed and is in functional condition. If this is not the case, additional costs and install time may apply.
- 9) 50% of proposal due upon approval, remaining balance due upon completion*. (Sales Tax added to final invoice if applicable)
- 10) *If project is extended past one month from start date, then progress beyond 50% will be billed monthly on the 20th of the month until completion. Remain balance will be due upon completion.
- 11) In the event that the job requires the use of a lift, the responsibility is placed upon the customer to cover the financial costs associated with the rental of the lift equipment.
- 12) Accounts not paid in full within 30 days of the billing date on the final or monthly invoice will incur a 3% service charge, calculated on the outstanding balance before applying current payments or credits shown on the monthly statement.

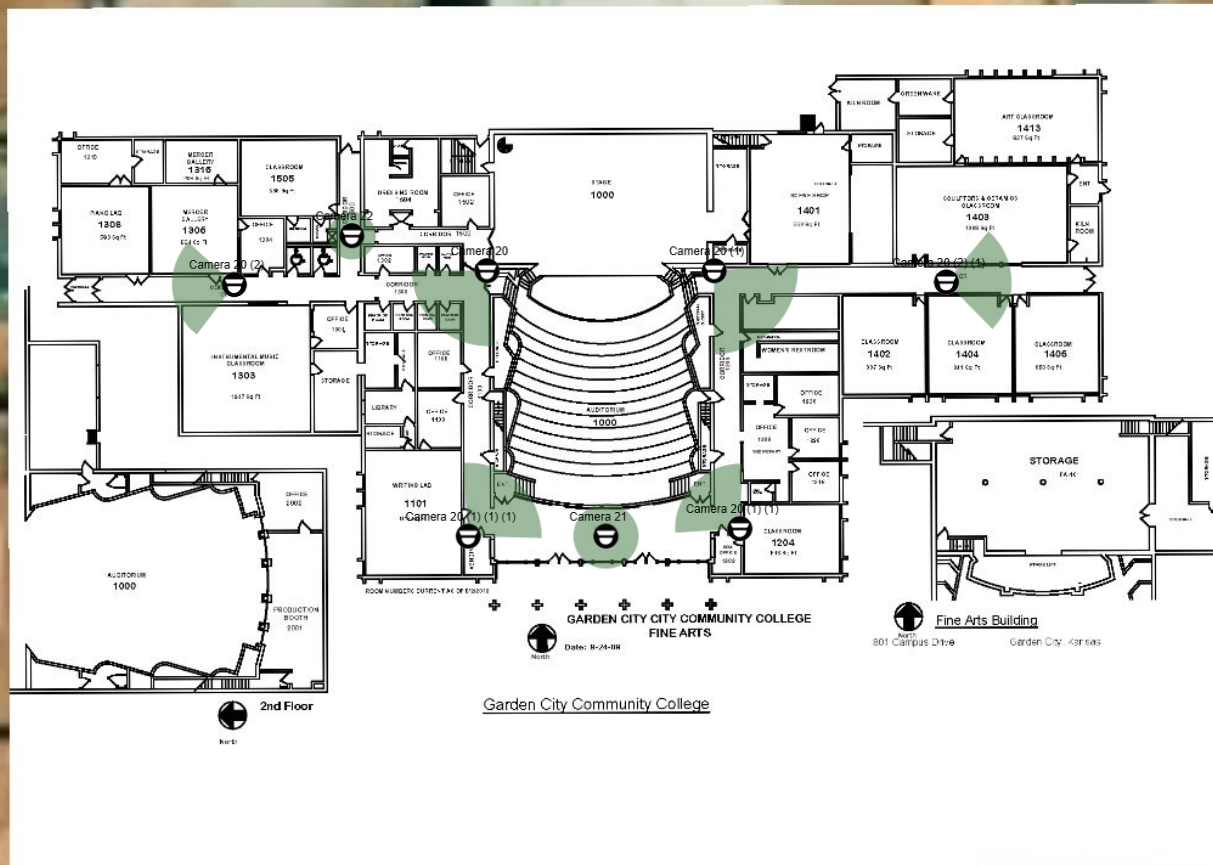
Map



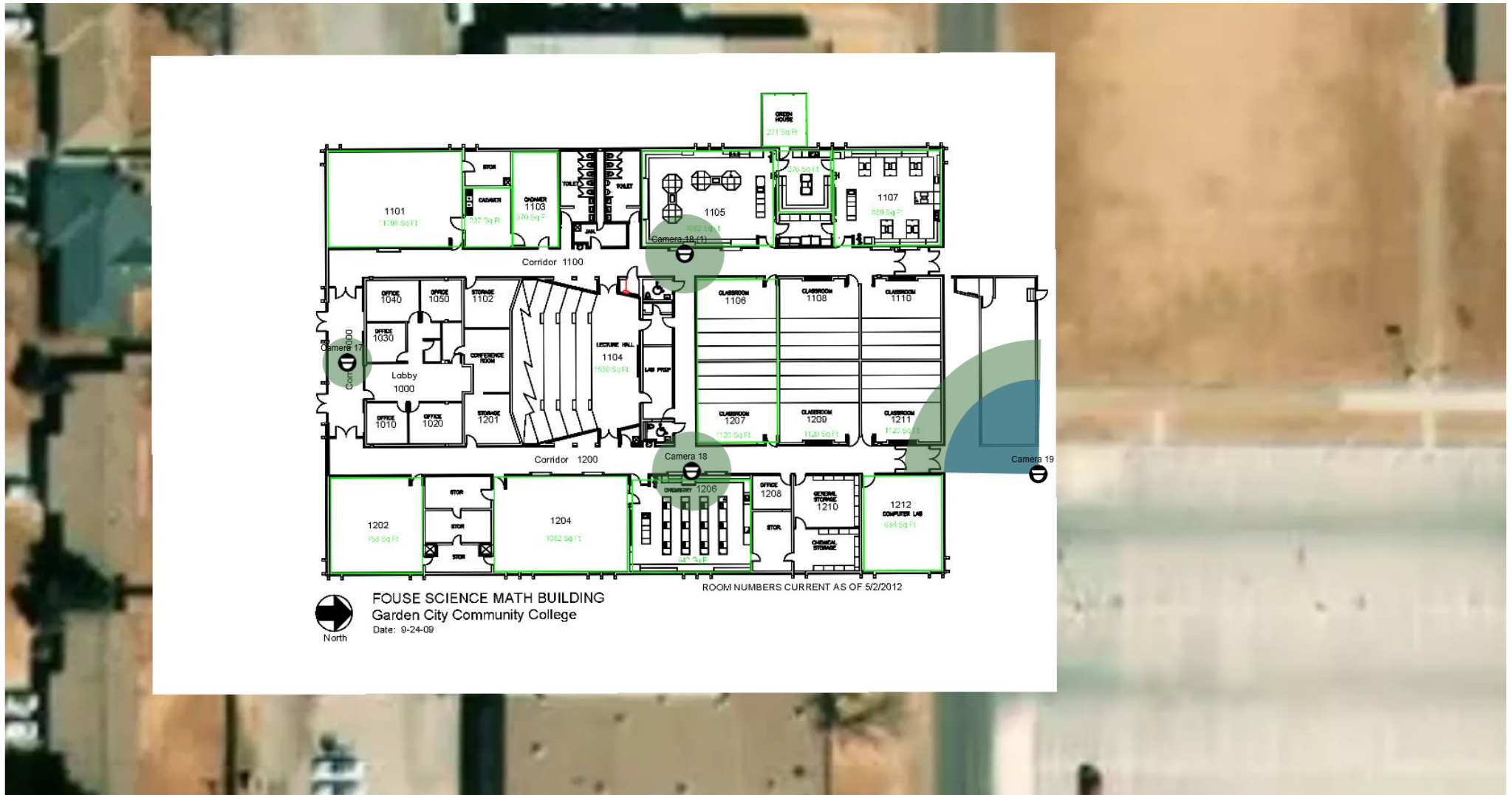
Garden City CC: Library



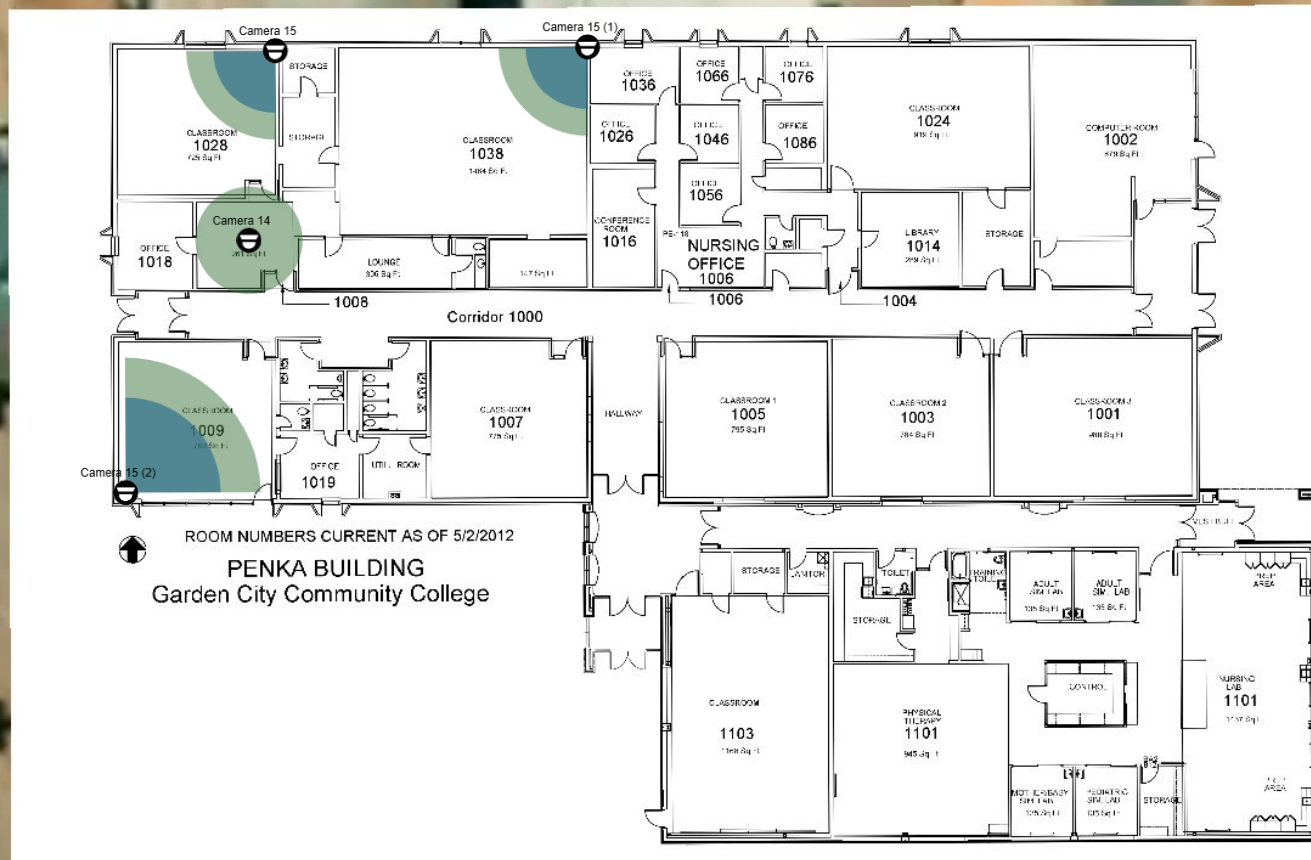
Garden City CC: Fine Arts



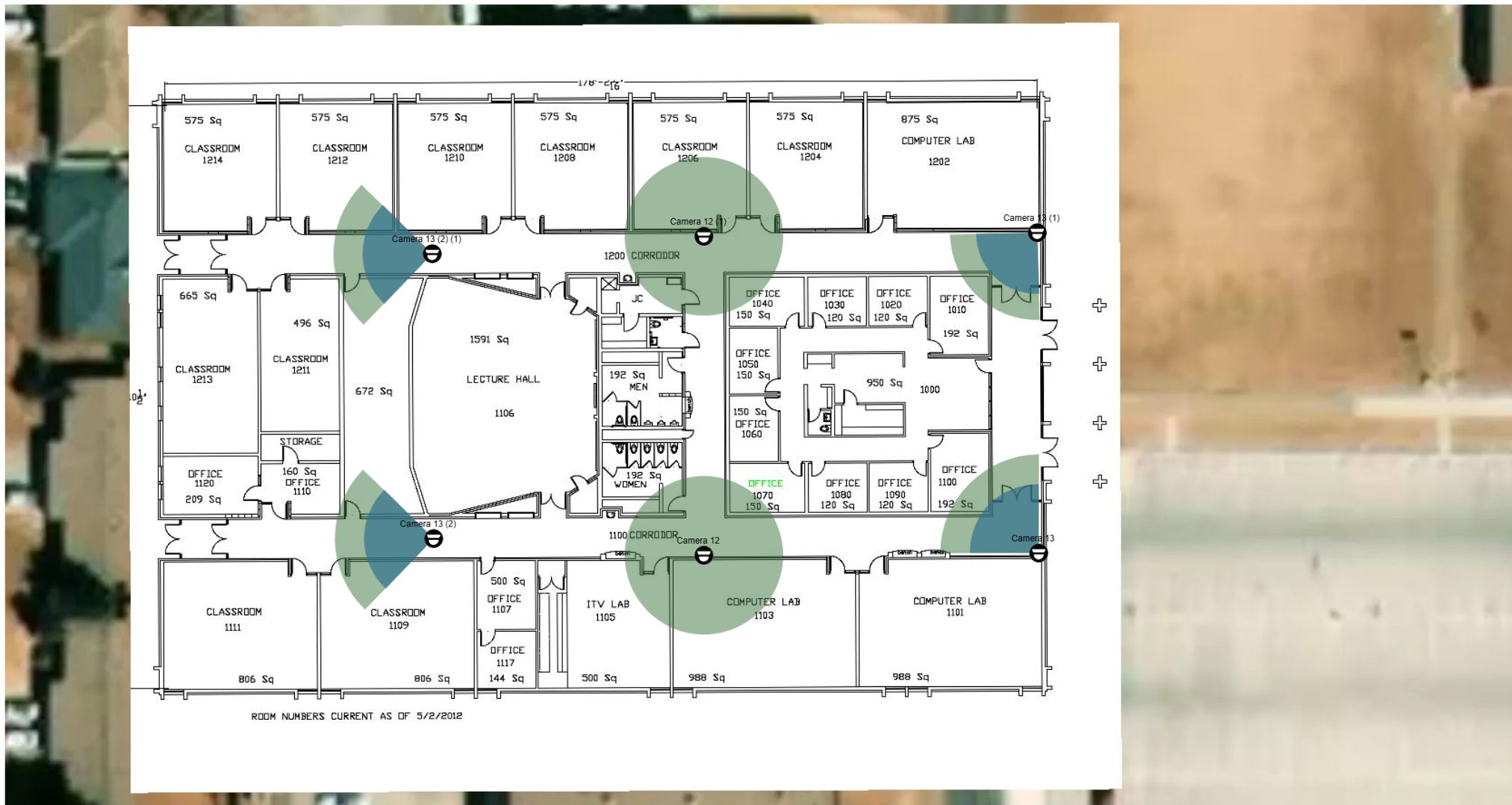
Garden City CC: Fous



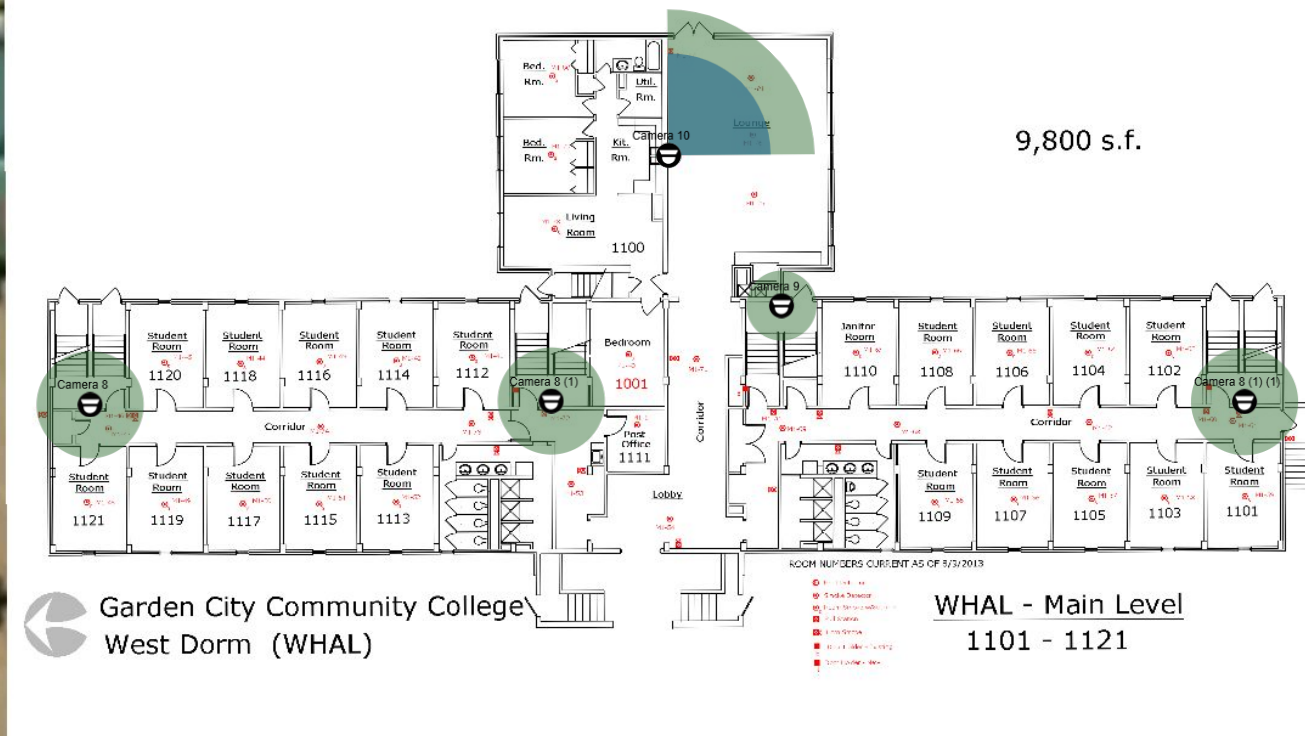
Garden City CC: Penka



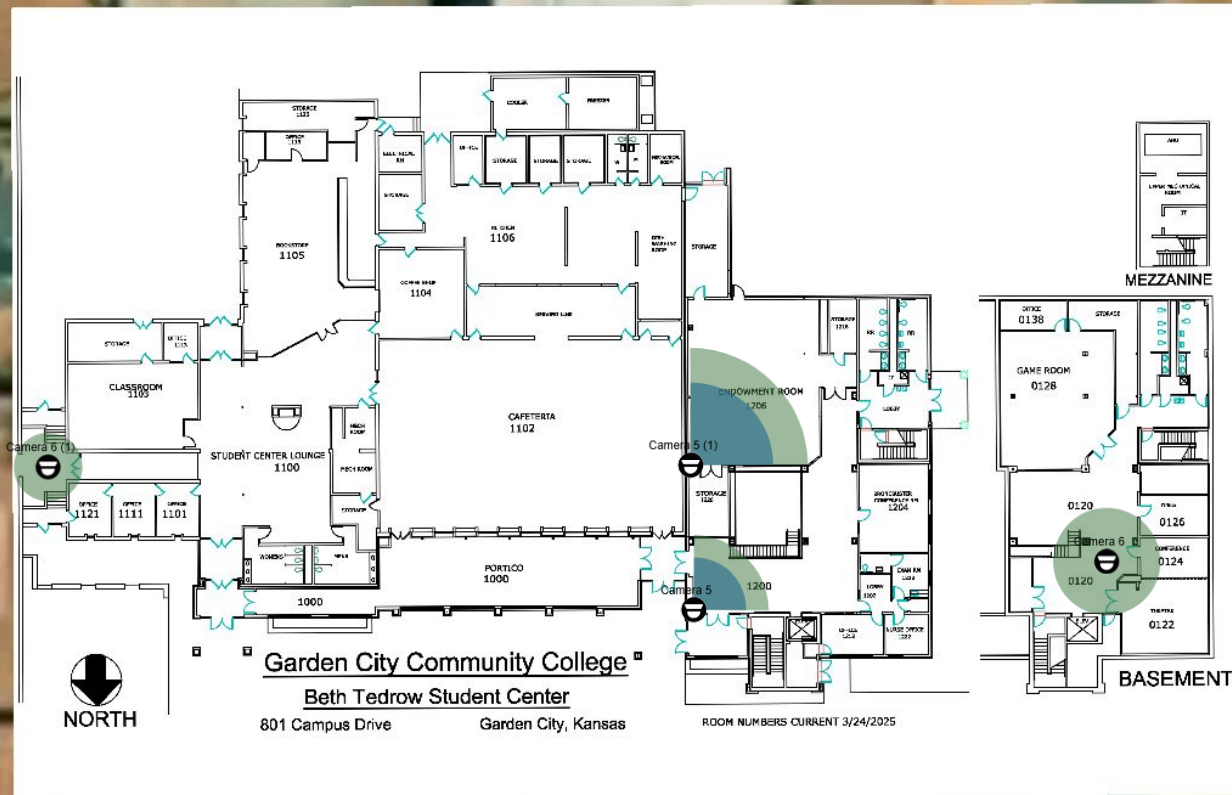
Garden City CC: ACAD



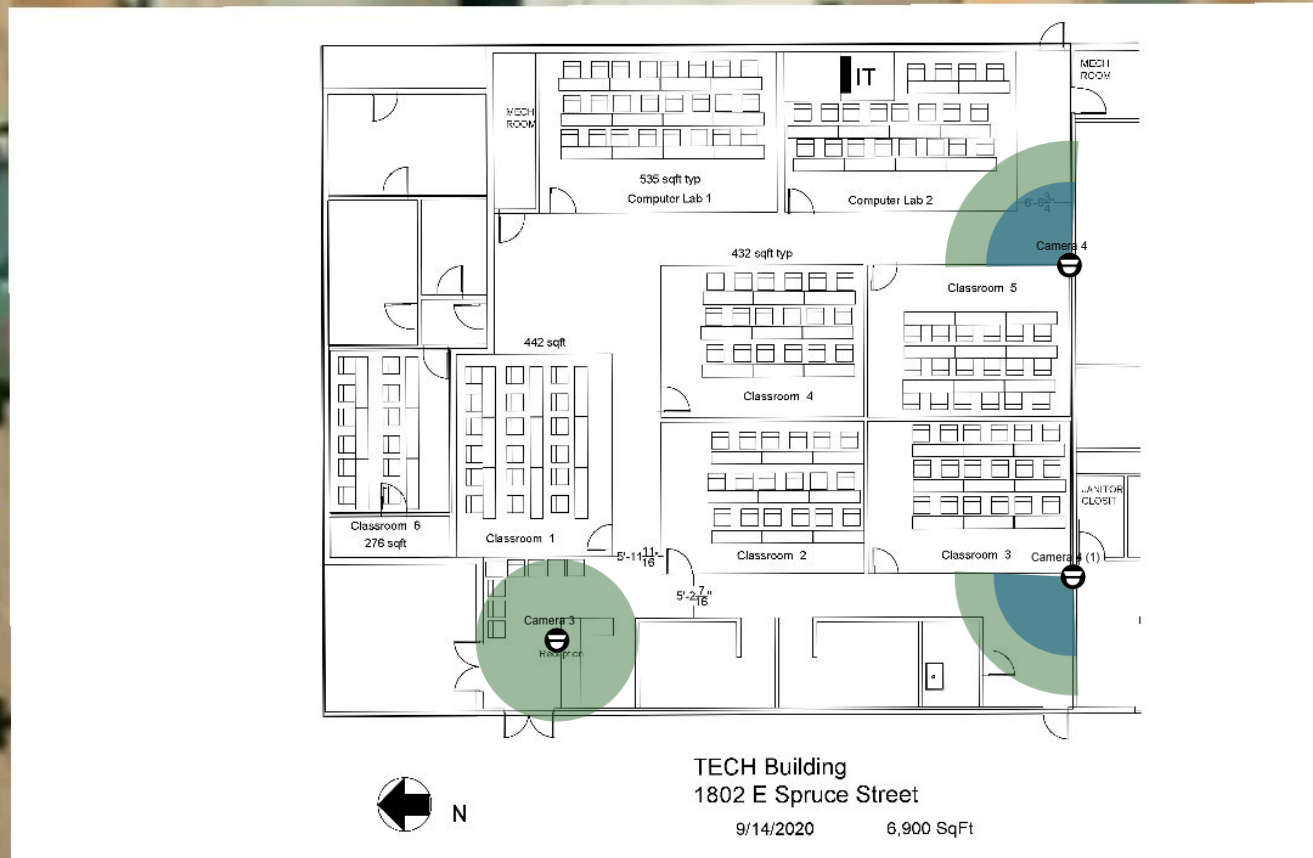
Garden City CC: West Dorms



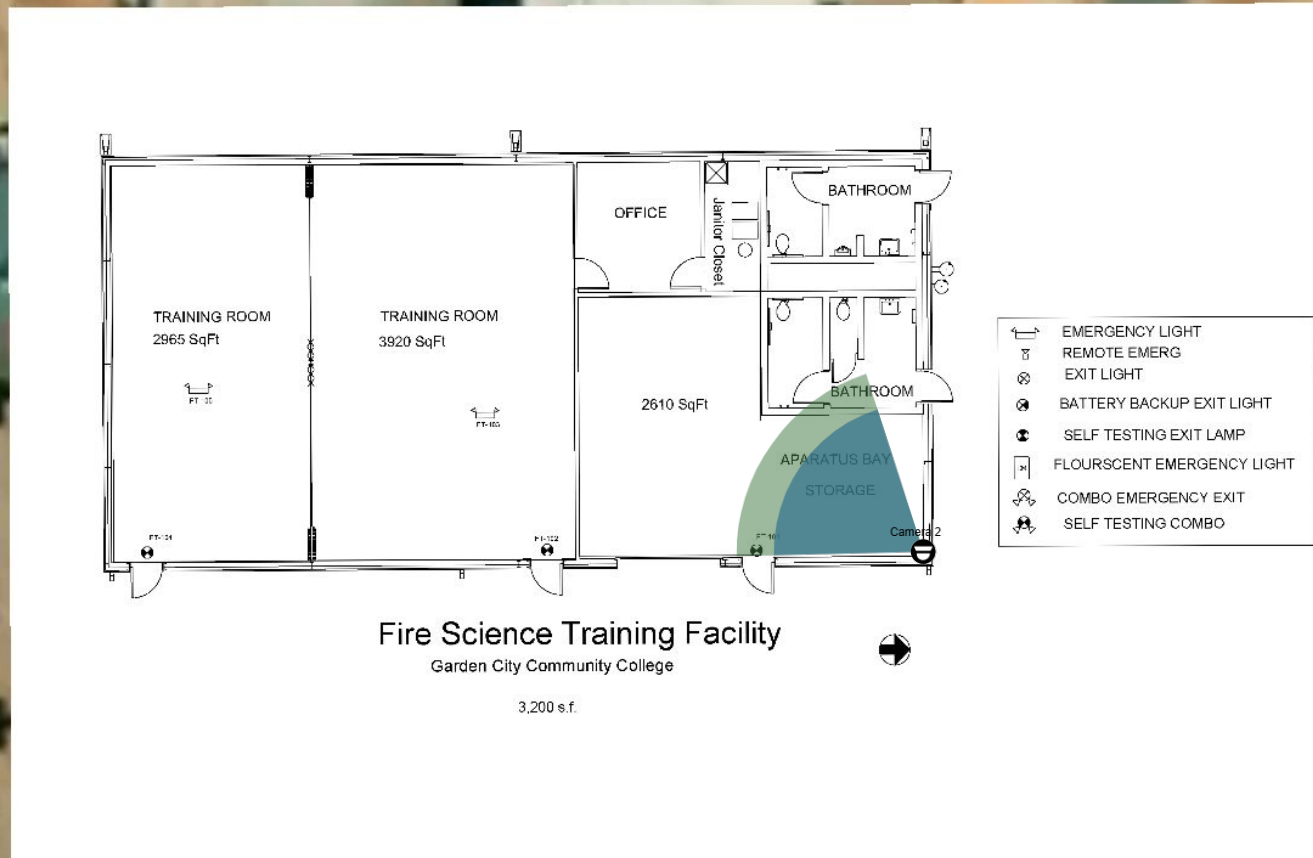
Garden City CC: BTSC



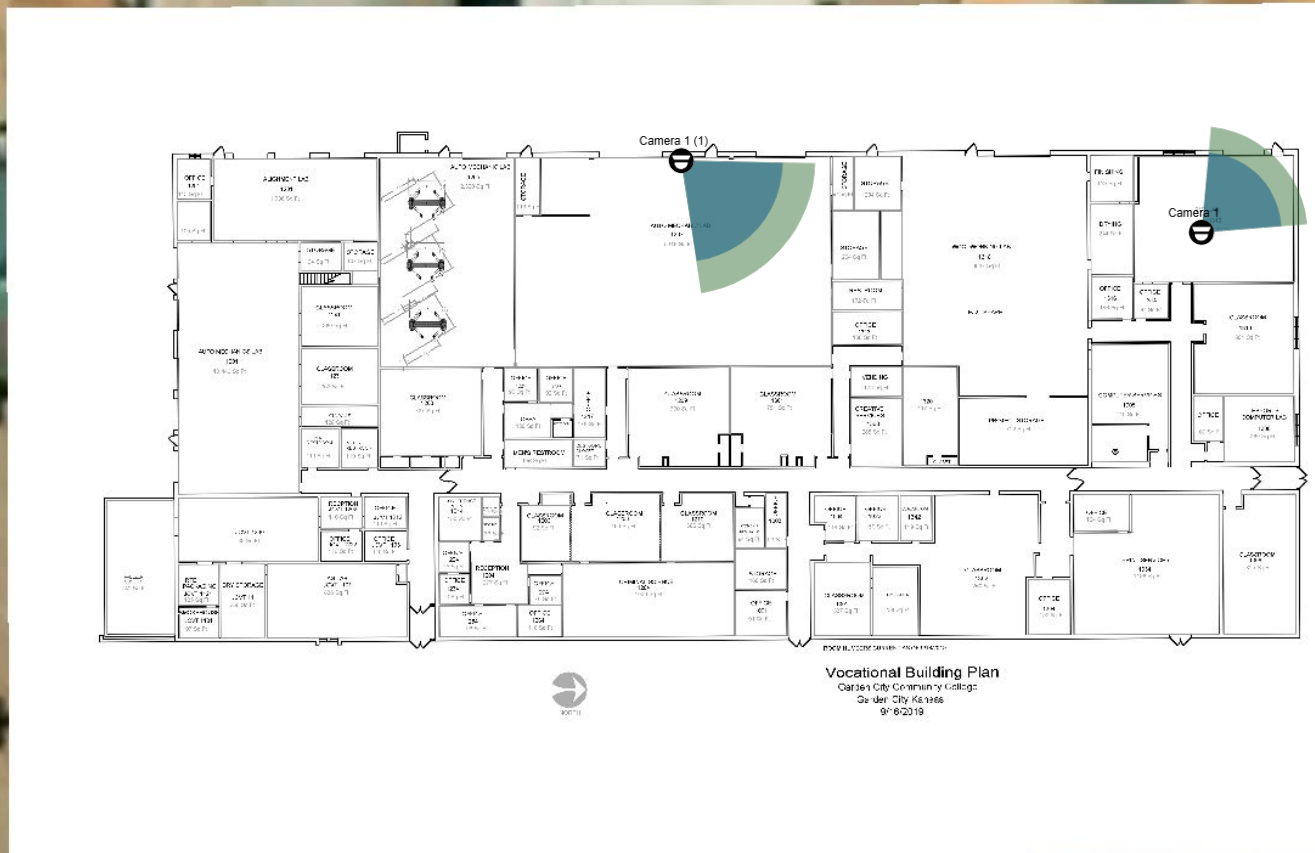
Garden City CC: SSEC



Garden City CC: Fire



Garden City CC: JCVT



Bid For: Garden City Community College
 POC: Lance Miller - lance.miller@gcccks.edu
 801 Campus Drive, Garden City, KS 67846
 Greenbush Contract Number: 22.8 ESC-SAFESECURE2022



PO BOX 96
 112 N Main
 Ellinwood, KS 67526

7/16/2025 Quote #9739-25

Storage & Software				
QTY	MODEL NAME	DESCRIPTION	UNIT COST	LINE TOTAL
	AINVR2-PRM-FORM-D-96TB-NA	AI NVR 2 PRM FORM D 96TB 2U Rack Mnt, HardenedOS, 5Y Onsite 4HMC, NA	\$ 49,035.00	\$ 98,070.00
	UNITY8-ENT	Unity Enterprise camera channel	\$ 332.34	\$ 66,800.34
	ACC6-GLGR-CMNDC	Gallagher (Formerly Cardax) Integration Module for a site. Enables bi-directional event and video integration between Gallagher Command Center and an Avigilon Control Center site.	\$ 2,728.50	\$ 2,728.50

Custom Line Items				
QTY	MODEL NAME	DESCRIPTION	UNIT COST	LINE TOTAL
				\$ 15,540.00
1	Miscellaneous	Misc: Connectors, Mounting Brackets, Clips, Etc	\$ 750.00	\$ 750.00

Contract Match				
		DESCRIPTION	UNIT COST	LINE TOTAL
		INA Greenbush Contract Match	\$ (27,583.33)	\$ (27,583.33)

Scope Of Work:

This proposal includes the necessary hardware and software to provide Garden City Community College with an Avigilon Unity 8 VMS server and software. The system will take over 201 existing cameras with the capacity to support an additional 30-40 cameras for future expansion. Additionally, the proposal includes the Gallagher integration to seamlessly connect with GCCC's existing Gallagher system.

A camera compatibility chart has been provided below, detailing the estimated system capabilities of the cameras being brought over. At the time of the takeover, all passwords and existing configurations must be provided to INA Alert to facilitate the process. If passwords cannot be provided and the cameras require a physical reset, a change order for the additional labor will be issued. Training on the Avigilon Unity 8 system will be provided at the completion of the installation.

Quotation Prepared By:

INAalert
 Sales@INAalert.com
 620.566.3050

Quotation and Pricing Valid for 30 Days.

Not Valid After 8/15/2025

Initial: _____

Currency: USD

Subtotal	\$ 156,305.51
Shipping & Handling	
Sales Tax %	
Total	\$ 156,305.51

5 - Year Ownership Plan

Please Indicate: Accept: ☐ Decline: ☐ \$38,684.54

Project Designed By: Jordon Smith

To accept this quotation, sign here and return:

Approved By: _____

Approval Date: _____

INA Alert, Inc.
Representative: _____

Approval Date: _____

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Bid For: Garden City Community College

POC: Lance Miller - lance.miller@gcccks.edu

801 Campus Drive, Garden City, KS 67846

Greenbush Contract Number: 22.8 ESC-SAFESECURE2022

INA alert®

Technology Products and Service

PO BOX 96

112 N Main

Ellinwood, KS 67526

7/16/2025 Quote #10908-25

Access Control Hardware				
QTY	MODEL NAME	DESCRIPTION	UNIT COST	LINE TOTAL
5	C300400	T10 MIFARE READER BLACK	\$ 276.36	\$ 1,381.80
2	C305721	LSP STD 8DR E4 150W 8LOCK 8AUX	\$ 1,263.64	\$ 2,527.28
2	C400100	Controller 7000	\$ 2,427.27	\$ 4,854.54
1	C300660	HBUS 8 IN 2 OUT Door Module	\$ 690.91	\$ 690.91
1	ND80JDELEU RHO 626	Storeroom Electrically Locked/Unlocked Door Lever Set without Full Size Interchangeable Core	\$ 855.91	\$ 855.91
4	COMMAND ACCESS TECHNOLOGIES MLRK1-SGT	Door Latch Pullback Kit, Motor Driven, 22 to 28 Volt DC, For Sargent Exit Device	\$ 426.60	\$ 1,706.40
3	COMMAND ACCESS TECHNOLOGIES PS204	Regulated Power Supply, 2-Lock, 4-Input/Output, 120 Volt AC 60 Hertz Input, 24 Volt DC at 2 Ampere Output, With Fire Alarm Link, For Exit Device	\$ 249.95	\$ 749.85
1	HES 8000C	HES 8000C Electric Strike	\$ 182.14	\$ 182.14
2	HES 9400	Electric Locking Door Strike - 9400-630	\$ 409.49	\$ 818.98
1	HES 1006	1006 Series Universal Electric Strike Body - 1006CS-F-12/24D-630	\$ 609.43	\$ 609.43

Storage & Software				
QTY	MODEL NAME	DESCRIPTION	UNIT COST	LINE TOTAL
5	2A8943	License Door	\$ 125.84	\$ 629.20
1	2A8918	SMA SOFTWARE CCFT 16 DOOR CDX *** One is required per	\$ 308.10	\$ 308.10
56	2A8944	SMA LICENSE DOOR	\$ 41.86	\$ 2,344.16
11	2A8156	SMA LICENSE WORKSTATION	\$ 209.30	\$ 2,302.30
4	2A8560	SMA LICENSE SECURITY MOBILE APPLICATION	\$ 102.70	\$ 410.80
1	2A8164	SMA LICENSE PHOTO ID	\$ 465.40	\$ 465.40
1	C12773	SMA REST API VIEW EVENTS & ALARMS	\$ 483.60	\$ 483.60
1	C12785	SMA REST API CARDHOLDERS	\$ 483.60	\$ 483.60
1	C12813	SMA REST API OVERRIDES	\$ 483.60	\$ 483.60
1	C12821	SMA REST API CREATE EVENTS & ALARMS	\$ 483.60	\$ 483.60
2000	2A8571	SM Mobile Credential	\$ 2.60	\$ 5,200.00

Custom Line Items				
QTY	MODEL NAME	DESCRIPTION	UNIT COST	LINE TOTAL
14	8080-TWG-W	Door Position Sensor, White	\$ 8.28	\$ 115.92
7	DS160	Request to Exit Motion Sensor	\$ 94.14	\$ 658.98
4	SLA127	12V Sealed Battery for LSP Box	\$ 26.91	\$ 107.64
5	SECURITY DOOR CONTROLS PT-2U	Power Transfer Door Loop, Stainless Steel, 1/4" Inner Diameter x 18" Length Conduit, With Black Plastic End Cap	\$ 35.10	\$ 175.50
2000	Access Control Cable	All in One Access Control Cable	\$ 1.05	\$ 2,100.00
1000	AL-1802C-2-2S-01	18/2 - Stranded - Sheilded - Plenum - White - Per Foot	\$ 0.19	\$ 190.00
1	Installation	Hardware Installation & Software Configuration	\$ 17,100.00	\$ 17,100.00
1	Miscellaneous	Misc: Connectors, Mounting Brackets, Clips, Etc	\$ 2,500.00	\$ 2,500.00

Contract Match			
	DESCRIPTION	UNIT COST	LINE TOTAL
	INA Greenbush Contract Match	\$ (7,637.95)	\$ (7,637.95)

Scope Of Work:

Included in this proposal is the necessary hardware and software to add five (5) new access control doors to the Gallagher Access system at Garden City Community College. This also includes upgrading the existing Gallagher system to the latest software version.

In addition to the installation of the five new doors and software updates, INA Alert technicians will perform the following services:

1. Annex: Adjust latching on three east doors and replace DPS units
2. PLND Physical Door: Replace electrified handle
3. Adult Education: Add DPS units to the Playground and West Hallway doors
4. Athletics Main Entrance: Replace power transfer hinge
5. Weight Room: Replace strike that is overheating

A detailed door breakdown outlining proposed equipment has been provided below. All doors with electrified hardware will require a 120V power outlet within 50 feet to support the necessary power supplies.

Please note that any changes to this proposal may affect the final project cost.

Quotation Prepared By:

INAalert

Sales@INAalert.com

620.566.3050

Quotation and Pricing Valid for 30 Days.

Not Valid After 8/15/2025

Project Designed By: Jordon Smith

To accept this quotation, sign here and return:

Approved By: _____

INA Alert, Inc.
Representative: _____

Approval Date: _____

Approval Date: _____

Initial: _____

Currency: USD

Subtotal \$ 43,281.69

Shipping & Handling _____

Sales Tax % _____

Total \$ 43,281.69

5 - Year Ownership Plan

Please Indicate: Accept: ☐ Decline: ☐ \$10,711.92

*Customer Holds Ownership at the end of Payment Terms

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Customer:		Garden City Community College								
Building	Door Description	Interior/Exterior	Door Hardware	Power Supply	DPS	Reader In	Reader out	Reader type	Intercom	Existing ADA
JCVT	Greenhouse/Processing	Interior	HES 8000C	N	Y	Y	Rex Motion	T10	N	N
Adult Education	West Hallway	Exterior	N/A	N	Y	N	N	N	N	N
Adult Education	East Hallways	Exterior	N/A	N	Y	N	N	N	N	N
BTSC	Atrium Doors	Interior	MLRK1-SGT x 2	Y	Yx2	Y	Rex Motion	T10	N	N
BTSC	BTSC 912B	Interior	MLRK1-SGT	Y	Yx2	Y	Rex Motion	T10	N	N
Fine Arts	Front Doors	Exterior	HES 9400 X 2	N	Yx2	Y	Rex Motion	T10	N	N
Athletics	NW Door	Exterior	MLRK1-SGT	Y	Yx2	Y	Rex Motion	T10	N	N

Policy Title: Board Job Description

Policy Statement:

The job of the board is to represent the ownership in determining and demanding appropriate organizational performance. To distinguish the board's own unique job from the jobs of its staff, the board will concentrate its efforts on the following job "products" or outputs. HLC Link:

1. Linkage with the public regarding ENDS. Input may be obtained in the following ways:
 - a. Meeting with individuals and organized or informal community groups (i.e., civic groups, churches, focus groups).
 - b. Observing and meeting with other public boards.
 - c. Hosting opportunities which afford owners the opportunity to learn about the college.
 - d. During open session of board meetings.
 - e. Address electronic communication related to the performance of the President.
2. Written governing policies which, at the broadest levels, address:
 - a. ENDS: Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good for which people at what cost).
 - b. EXECUTIVE LIMITATIONS: Constraints on executive authority which establish the boundaries within which all executive activity and decisions must take place.
 - c. GOVERNANCE PROCESS: Specification of how the board conceives, carries out, and monitors its own task.
 - d. BOARD-MANAGEMENT DELEGATION: The manner in which authority is passed to the president and assessment of the use of that authority.
3. Assure the president's performance through periodic and annual reviews.
4. Select and discipline board officers
 - a. A chairperson shall be selected, by majority vote of the entire board, based on his or her abilities to carry out the responsibilities of that position. (A chairperson, and other officers deemed necessary or required by statute, shall be elected on an annual basis during the official board meeting in January).

- b. If, for any reason, board members believe the chairperson fails to fulfill his or her role as stated in these policies, they may, by majority vote of the entire board, remove the chairperson from office and select a replacement for the remainder of the unexpired term as chairperson.
- 5. Impact on legislative affairs through advocacy.
- 6. The Board shall monitor the outcomes and professional conduct of organizations associated with GCCC - i.e., the GCCC Endowment Association (EA) and the Broncbuster Athletic Association (BAA).
- 7. Advocate for the BUSTERS values. Respect and welcome all people equally.
- 8. Continual board development will include orientation of new board members and ongoing trustee education
 - a. Trustee education results in skills and knowledge that contribute to being an effective governing team. Attending educational opportunities is a demonstration of leadership and sets a powerful message about the importance of ongoing professional development. Trustees need to be continually updated to issues and trends in community colleges.
 - i. Set an annual retreat to develop the plan for professional development. Identify areas that individuals and the board as a whole wish to explore.
 - ii. Do not exceed Board development budget
 - iii. The Board chair and the President will work together to schedule the retreat, plan the agenda (based on board members' needs), and arrange for a speaker/facilitator
 - iv. The Board shall perform an annual self-assessment to evaluate the completion of the development plan.
 - b. New Board Members
 - i. New board members attend and participate in Trustee orientation facilitated by the Board Chairman and President.

Higher Learning Commission Links:

Criterion 2: Integrity: Ethical and Responsible Conduct

Core Component: 2.C Board Governance

Policy History: This policy is reviewed biannually.

July 7, 2025: Revised for accessibility format.

September 10, 2024: Reviewed

March 12, 2024: Reviewed

November 14, 2023: Reviewed

October 17, 2023: Reviewed

August 23, 2022: Reviewed

April 10, 2022: Reviewed

March 8, 2022: Reviewed

August 10, 2021: Revised

September 8, 2020: Reviewed

March 10, 2020: Reviewed

January 19, 2018: Reviewed

May 10, 2006: Reviewed

Community College Board of Trustees Discourse Policy

1. Purpose

The purpose of this policy is to establish a fair, transparent, and structured process for resolving disputes among members of the Community College Board of Trustees in order to maintain collegiality, effectiveness, and adherence to the institution's mission.

2. Scope

This policy applies to all elected and appointed members of the Board of Trustees and covers disputes related to governance, decision-making, ethical concerns, or interpersonal conflicts that may impact the Board's ability to function effectively.

3. Principles

- **Respect and Professionalism:** All disputes should be handled with mutual respect and professionalism.
- **Confidentiality:** Discussions related to dispute resolution should remain confidential to protect the integrity of the process and individuals involved.
- **Equity and Fairness:** The resolution process must be impartial, ensuring all parties have an equal opportunity to present their perspectives.
- **Timeliness:** Disputes should be addressed promptly to prevent escalation and disruption of Board operations.

4. Dispute Resolution Process

4.1 Informal Resolution

Board members are encouraged to resolve disputes through direct communication, facilitated discussions, or mediation with the Board Chair or Vice Chair before initiating a formal process.

4.2 Mediation

If a dispute cannot be resolved informally, the Board Chair (or an impartial third party if the Chair is involved in the dispute) will arrange mediation with a neutral facilitator, such as a governance consultant or legal advisor.

- .
- A hearing may be scheduled where all parties involved can present their positions.
- A decision will be made based on the Board's bylaws, ethical standards, and institutional policies.

4.4 Final Resolution and Enforcement

- The decision made by the Board or designated committee will be final and binding.
- If a member is found to be in violation of Board policies or ethics standards, appropriate actions may be taken, including censure, removal from leadership positions, or referral to legal authorities if necessary.

5. Record-Keeping

A confidential record of all dispute resolution proceedings will be maintained by the Board Secretary for accountability and institutional reference.

6. Policy Review

This policy shall be reviewed periodically to ensure its effectiveness and alignment with best governance practices.

This policy ensures that disputes are handled constructively while upholding the integrity of the Board and the institution's mission.

Policy Type: Ends

Policy Title: Mission

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

Higher Learning Commission Links:

- 1.A: Mission Alignment
- 1.B: Mission and Public Good
- 2.A: Integrity

Policy History: This policy is reviewed annually.

July 8, 2025: Revised for Accessibility Format.

August 13, 2024: Reviewed

August 15, 2023: Reviewed

July 19, 2022: Reviewed

July 13, 2021: Reviewed

July 21, 2020: Reviewed

July 16, 2019: Reviewed

July 10, 2018: Reviewed

June 14, 1995: Policy Adopted

Policy Title: Budgeting/Financial Planning/Forecasting

Policy Statement:

Budgeting any fiscal period or the remaining part of any fiscal period shall not deviate significantly from board ENDS priorities, risk fiscal jeopardy, nor fail to show a generally acceptable level of foresight.

Accordingly, the president shall not cause or allow budgeting which:

1. Does not provide a priority motivated menu of Capital Outlay Funds to be requested for expenditure.
2. Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.

Higher Learning Commission Links:

Criterion 4: Sustainability: Institutional Effectiveness, Resources and Planning
Core Component 4.B: Resource Base and Sustainability

Policy History: This policy is reviewed annually.

July 7, 2025: Revised for accessibility format.

August 13, 2024: Reviewed

August 15, 2023: Reviewed

July 14, 2022: Reviewed

July 13, 2021: Reviewed

July 21, 2020: Reviewed

January 14, 2020: Reviewed

July 16, 2019: Reviewed

July 10, 2018: Reviewed

August 12, 2014: Reviewed

May 10, 2006: Reviewed

Policy Title: Financial Condition

Policy Statement:

With respect to the actual, ongoing condition of the organization's financial health, the president shall not cause or allow the development of fiscal jeopardy or a significant deviation of actual expenditures from board priorities established in the ENDS policies.

Accordingly, the president shall not:

1. Exceed the working budget for the fiscal year (July 1 - June 30).
 - A. Fail to maintain a cash reserve of at least 20 percent.
 - B. Fail to maintain the capital improvement fund at \$250,000.
 - C. Fail to maintain reserves for use towards non-covered insurance claims.
2. Use cash reserves without prior board approval.
3. Fail to develop additional public and or private revenue sources.

Higher Learning Commission Links:

Criterion 4: Sustainability: Institutional Effectiveness, Resources and Planning
Core Component 4.B: Resource Base and Sustainability

Policy History: The policy is reviewed annually.

July 7, 2025: Revised for accessibility format.

August 13, 2024: Reviewed

August 15, 2023: Revised

July 14, 2022: Reviewed

July 13, 2021: Reviewed

July 21, 2020: Reviewed

July 16, 2019: Reviewed

July 10, 2018: Reviewed

May 10, 2006: Reviewed

July 14, 2015: Reviewed

Policy Type: Executive Limitations

Policy Title: General Executive Constraints

Policy Statement:

The president shall not cause or allow any practice, activity, decision, or organizational circumstance, which is illegal, imprudent, or in violation of commonly accepted business and professional ethics.

1. An open climate in the decision-making process shall not be discouraged.
2. Actual financial conditions at any time shall not incur fiscal jeopardy or compromise board ENDS priorities.
3. Information and advice to the board will have no significant gaps in timeliness, completeness, or accuracy.
4. Compensation and benefits for staff shall not deviate significantly from market.
5. No fewer than two administrators will be informed of president and board matters and processes.
6. There shall be no conflict of interest in awarding purchases or other contracts.
7. The president shall not allow for purchases up to \$149,999 without first giving consideration to local (Finney County) businesses, with a maximum ten percent premium. Purchases directed by grant funds are excluded.
8. The president shall not initiate new programs or retain existing programs without consideration of cost-effectiveness and overall value.
9. The president shall not fail to provide redundancy and cross training which transitions leadership of the college in the event of a planned or unplanned departure.

10. The president shall not fail to insure a safe and healthy environment on campus.
11. The President shall not fail to have a college-wide strategic plan, focused on continuous improvements and financial planning; provide bi-annual updates to the board on strategic plan.

Higher Learning Commission Links:

Item 2:

Criterion 4: Sustainability: Institutional Effectiveness, Resources and Planning
Core Component 4.B: Resource Base and Sustainability

Item 4:

Criterion 4: Sustainability: Institutional Effectiveness, Resources and Planning
Core Component 4.C: Planning for Quality Improvement

Policy History: Item 7 is reviewed Bi-Annually. Item 8 is reviewed annually.

July 7, 2025: Revised for accessibility format.

February 20, 2025: Revised

August 13, 2024: Reviewed

February 20, 2024: Reviewed

November 14, 2023: Reviewed

August 15, 2023: Reviewed

April 18, 2023: Reviewed

October 18, 2022: Reviewed

March 8, 2022: Reviewed

January 12, 2021: Reviewed

March 9, 2021: Reviewed

October 19, 2021: Reviewed

October 13, 2020: Reviewed

July 21, 2021: Reviewed

November 11, 2020: Revised

January 14, 2020: Reviewed

July 16, 2019: Reviewed

December 11, 2018: Reviewed

July 10, 2018: Reviewed

June 27, 2017: Reviewed

May 10, 2006: Reviewed

Policy Title: Academic Advancement

Policy Statement:

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

1. Students will have appropriate knowledge of transfer requirements.
2. Students will have the academic prerequisites sufficient for successful transfer.
3. Students will have opportunities for advanced degrees.

Higher Learning Commission Links:

Criterion 3: Teaching and learning for student success
Core Component 3.E Assessment of Student Learning

Policy History: This policy is reviewed annually.

July 7, 2025: Revised for accessibility format.

July 16, 2024: Reviewed

June 11, 2024: Reviewed

July 18, 2023: Reviewed

June 14, 2022: Reviewed

June 8, 2021: Reviewed

July 21, 2020: Reviewed

April 14, 2015: Reviewed

May 10, 2006: Reviewed

Online & Instructional Design

The Online & Instructional Design office is working closely with Student Services in identifying potentially fraudulent enrollments or ghost students. The quick development of generative artificial intelligence tools and online courses has increased the incidents of scammers who are attempting to appear as real students and enroll in colleges all across the nation. As part of the overall strategy to ensure authentic enrollments and promote student learning, the Student Attendance Policy for asynchronous online classes has been updated to require authentication assignments prior to certification date. Students who do not complete an authentication assignment prior to certification will be considered to have never attended that course.

An authentication assignment is one that visually verifies student identity while the student is demonstrating their understanding of course material. These usually happen using one of the following methods:

- Exams taken using proctoring software with video with an ID check enabled through Respondus Lockdown Browse and Monitor
- Video discussions, presentations, or demonstrations where students are identifiable and show their understanding of material
- Discussions or demonstrations through video conferencing where an instructor can verify the student identity and evaluate the student's contribution

The office will be participating in the on campus New Faculty Orientation on August 7th with instructional and technical training to support new faculty being prepared for the in-service week to follow.

The office has also completed the GCCC Training Series calendar for faculty trainings for fall. The descriptions are attached, and the times and locations are published on the All College Calendar and a handout is included on the next page of this report.

The office has worked with coaching staff of recently arrived athletic teams (football & soccer) to schedule and offer Jumpstarts, working with students to get fully signed in to their educational technologies and start their courses. The office will continue offering Online Jumpstarts for incoming new students to establish the norms on online classes, demonstrate technology use, and troubleshoot individual technical issues. Members of the office are also scheduled to present at New Student Orientation on campus on August 17th, as well as scheduling appointments to travel to concurrent sites in the service area and work with high school students starting their college classes.

Nursing

The Nursing Program is proud to announce a 100% NCLEX pass rate for both the ADN and PN levels. This outstanding achievement marks the third consecutive year of a perfect pass rate for the PN program and the second consecutive year for the ADN program.

Meats Judging

GCCC brought young students in 4-H and FFA from multiple states to campus last week for the annual GCCC Meats Judging Camp. This camp provided students with an opportunity to get hands-on experience with the intricacies of meats judging. Students learned about reasons, questions, and retail identification. They processed a lamb and a pork carcass into individual cuts for labeling and identification purposes. Students were then assessed on their skill acquisition by participating in a "practice meats judging competition." All 21 attendees, ranging in age from 8 to 18, were exposed to the many aspects of the meat judging industry and enjoyed their time together on campus. Instructors/leaders included GCCC faculty (Dr. Clint Alexander and Skyler Glenn), Emily Glenn, and other former GCCC Meat Judging team members.

GCCC TRAINING SERIES 2025–2026:

COME LEARN WITH US!

The **GCCC TRAINING SERIES** invites **you** to join us for engaging, hands-on sessions designed to support your professional growth, enhance your day-to-day work, and improve student experiences across campus. Whether you work in the classroom, an office, or anywhere in between—there’s something here for you!

Also, look for additional opportunities to “Pop Up” throughout the year.

EARN TICKETS. WIN PRIZES. LEARN MORE.

Earn a ticket for every GCCC Training Series session you attend! Each month, you can enter your ticket to win the prize or save your tickets to enter for a prize you really have your eye on! At the end of the year, everyone who attends at least one session will be entered into the Grand Prize drawing!

DATE	TRAINING TITLE	DESCRIPTION
SEPT. 5	Work Smarter with AI: Productivity Tools for Faculty and Staff	This session highlights practical applications of AI for task management, communication, and planning, helping you streamline your daily responsibilities.
SEPT. 17	Inclusive Technology: AI and Accessibility for All Learners	This workshop explores inclusive technology practices, accessibility guidelines, and tools that create more equitable learning environments.
OCT. 3 & 15	Anticipating Student Needs in the Age of AI	This session provides strategies for using data responsibly to create proactive, supportive learning experiences while maintaining student trust and privacy.
NOV. 7 & 19	Organizing for Clarity: Managing Course and Student Materials Effectively	This session combines TILT (Transparency in Learning and Teaching) principles with best practices in file management and archiving to help you and your students stay on track.
DEC. 5 & 17	Using Forms (MS Forms) to Connect	Learn how to use Microsoft Forms to create quick surveys, gather feedback, and check for understanding.
JAN. 21	Helpful Teams Tools	Explore key Microsoft Teams features like Class Notebooks, Task Manager, and more to boost your organization and collaboration. This session highlights tools that can make teamwork and course management smoother and more effective.
FEB. 6 & 18	Using TILT to Build Assignments	Learn how to use the Transparency in Learning and Teaching (TILT) framework to design clearer, more effective assignments.
MAR. 6	Allowing AI in the Classroom	This workshop discusses when and how to allow AI use in the classroom, encourages critical thinking about technology, and helps you set clear expectations for students.
APR. 15	Challenges in Addressing AI: Conversing with Students	Gain techniques for leading open, productive conversations with students about AI use.
MAY 1	Student Centered Language in Communications	Learn how to frame your communications with students using student-centered language that promotes engagement, trust, and clarity.

HUMAN RESOURCES AUGUST REPORT

EMPLOYMENT

Human Resources is focused on ensuring the best hiring practices are in place to attract/attain the best candidates to fill our open positions. We do so by facilitating the interview process and working collaboratively with hiring managers and members of the screening and interview committee to select the best qualified candidate.

As of August 14, 2025, there are 14 open positions. To date, we have hired nine (9) employees, had two (2) internal transfers, and four (4) resignations/separations.

Open Positions

i. Administrative Services

- a) Administrative Assistant for IT
- b) Assistant Bookstore Manager

ii. Student Services

- a) Trio Student Support Services Advisor
- b) Director of Admissions
- c) Campus Police Officer

iii. Athletics

- a) Assistant Athletic Trainer
- b) Assistant Volleyball Coach

iv. Instructional Services

a) Full-Time

- 1) Assistant Professor of Fire Science
- 2) Assistant Professor of Electrical Engineering
- 3) Assistant Professor of Agriculture
- 4) Secretary of Math and Science Building
- 5) Allied Health Instructor

b) Part-Time

- 1) Fire Science Adjunct Instructor
- 2) Languages Adjunct Instructor

TRAINING

Human Resources is committed to the professional development of employees. Therefore, we will continue to review and enhance our training offerings to meet the needs of all employees and their schedules.

Safe Colleges (Offer two to three online trainings for employees to complete.)

- a) Bloodborne Pathogens
- b) FERPA

- c) Title IX Roles and Responsibilities

In-Person Trainings

- a) Offer two in-person trainings per year.
 - a) Supervisor Training
 - b) Family Medical Leave Act (FMLA)

OPEN ITEMS

New Employee Onboarding/Orientation

- a) Human Resources is looking towards enhancing the new employee onboarding experience. This would include offering two new employee orientation per month to ensure new employees have the resources to be successful.
- b) Work in collaboration with the Marketing department to create a “Join our Team!” video for the Employment Opportunities page.

HR Newsletter

- a) Human Resources would like to start producing monthly newsletters of relevant employment law information, benefit information, and employee information such as new hires, separations, anniversaries, and birthdays.

Employee Handbook

- a) Human Resources is working on creating and updating the employee handbook that was last revised in 2021.

Open Enrollment

- a) Human Resources is preparing open enrollment for medical, vision, dental, and ancillary policies.

Campus Health

FCHD Campus Clinic Aug 12 & 19. This will give those who need immunizations &/or TB skin test an opportunity to obtain them on campus

Admissions

- Admissions will be working express enrollment event on 8/13.
- Admissions team will be volunteering at New Student Orientation on 8/17.