GARDEN CITY
COMMUNITY COLLEGE

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

August 13, 2024

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 13, 2024.** The meeting will be held in the Omar D. Angeles Endowment Room at Garden City Community College Campus.

For PUBLIC COMMENTS please contact Jodie Tewell, jodie.tewell@gcccks.edu by 5:00 pm CST Tuesday, August 13, 2024.

5:00 PM Dinner in the **Broncbuster Room** in the Beth Tedrow Student Center

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

AGENDA

I. CALL TO ORDER

A. Comments from the Chair
B. Introduction of New Employees
C. Report Big Brother Big Sisters

II. CONSENT AGENDA ..... ACTION

A. Approval of minutes of previous meetings (7.16.24 and 8.09.24) ..... Page 4
B. Approval of personnel actions – Human Resources ..... Page 12
B-1 Human Resources Report ..... Page 13
B-2 Adjunct/Outreach Contracts ..... Page 14
C. Financial Information ..... Page 20
C-1 Checks Processed in excess of $50,000 ..... Page 21
C-2 Revenues
C-3 Expenses
C-4 Cash in Bank ..... Page 22

III. CONFIRMATION OF MONITORING REPORTS

A. Monitoring Reports and ENDS ..... **Consensus Approval**
A-1. Board Job Description #7 ..... Page 23

B. Review Monitoring Reports
B-1. Annual, Mission..... Page 26
B-2. Annual, Budgeting/Financial Planning/Forecasting #1, #2 ..... Page 27
B-3. Annual, Financial Condition..... Page 28
B-4. Bi-Annual, Executive Constraints #7 and #8..... Page 29

IV. 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. Five-Year Department Review: HPER
D. Incidental Information …… Page 31
E. Report from FCEDC
F. Report from KACCT

V. OWNERSHIP LINKAGE

Upcoming Calendar Dates:

21-Aug	Chamber Breakfast; Clarion Inn 7:30 am
22-Aug	Men's Soccer vs Pratt Community College; 4:00 pm
	Volleyball vs Eastern Wyoming; 7:00 pm
23-Aug	Volleyball vs Navarro College; 7:00 pm
24-Aug	Volleyball vs NE Nebraska, FPC; 1:00 pm and 6:00 pm
	Men's Soccer vs Laramie County; 3:30 pm
	Women's Soccer vs Redlands; 6:00 pm
31-Aug	Football vs Navarro College Broncbuster Stadium; Tailgate 10:00 am; Game 11:00 am
	Men's Soccer vs Cowley; 4:00 pm
	Women's Soccer vs Cowley; 6:00 pm
2-Sept	Labor Day: Campus Closed
	Women's Soccer vs Hesston; 4:00 pm
4-Sept	Men's Soccer vs Southeast Community College; 3:00 pm
7-Sept	Women's Soccer vs Seward County; 1:00 pm
	Men's Soccer vs Seward County; 3:00 pm
10-Sept	Board of Trustees Meeting; Omar D. Angeles Endowment Room. Dinner 5:00 pm, Meeting 6:00 pm
11-Sept	Men's Soccer vs Dodge City Community College; 4:00 pm
	Women's Soccer vs Dodge City Community College; 6:00 pm
	Volleyball vs Hutchinson Community College; 6:30 pm
13-Sept	All Employee Meeting; KCB Bank Auditorium; 3:00 pm
14-Sept	Men's Soccer vs Kansa Wesleyan; 3:00 pm
18-Sept	Men's Soccer vs Coffeyville Community College; 4:00 pm
	Women's Soccer vs Coffeyville Community College; 6:00 pm
21-Sept	Football vs Ellsworth Community College; Tailgate 10:00 am; Game 11:00 am
24-Sept	Faculty Recital at First United Methodist Church; 7:00 pm
25-Sept	Men's Soccer vs Kansas City Community College; 3:00 pm
	Women's Soccer vs Kansas City Community College; 5:00 pm
	Volleyball vs Barton Community College; 6:30 pm

Calendar Dates continued

28-Sept Men's Soccer vs Northeastern 12:30 pm
Women's Soccer vs Hutchinson Community College; 3:00 pm

Fall 2024 ADVISORY BOARDS*		
DPS	9.19.2024	David Rupp
Computer Science	9.20.2024	Jean Clifford
Carpentry	9.27.2024	Leonard Hitz
INPR	10.02.2024	Bob Larson
HELR	10.10.2024	Merilyn Douglass
Early Childhood Education	10.11.2024	Jean Clifford
COSMO	10.14.2024	Merilyn Douglass
AUTO	10.16.2024	Shanda Smith
JDAT	11.07.2024	Leonard Hitz
Robotics	11.14.2024	David Rupp
Ag	11.20.2024	Leonard Hitz
Nursing	11.22.2024	Merilyn Douglass
Carpentry	12.03.2024	Leonard Hitz
Welding	12.05.2024	Bob Larson

*Times and locations will be sent out before the event.

VI. EXECUTIVE SESSION

VII. ADJOURNMENT

Dr. Ryan Ruda
President

Mr. Leonard Hitz
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 16, 2024

Trustees Present:	Leonard Hitz	Chair
	Shanda Smith	Vice Chair
	Dr. Merilyn Douglass	Trustee
	David Rupp	Trustee
	Jean Clifford	Trustee
	Bob Larson	Trustee
Others Present:	Dr. Ryan Ruda	President
	Karla Armstrong	Vice President for Administrative Services/CFO
	Dr. Marc Malone	Vice President for Instructional Services/CAO
	Madilyn Limberg	Executive Director, Marketing and PR
	Jodie Tewell	Executive Assistant to the President
	Sean Boller	Associate Professor of Vocal Music Choir
	Matthew McGrory	Music Instructor
	Winsom Lamb	Professor of Social Science
	Dr. Haley York	Assistant Professor of Social Science
	Oscar Zelaya	Head Men's Soccer Coach
	Christopher Quijanos	2nd Assistant Men's Soccer/Res Life Coach
	Leslie Green	2nd Assistant Women's' Soccer/Res Life Coach
	Jacob Sander	Head Volleyball Coach
	Tyler Nelson	2nd Assistant Football/Res Life Coach
	Mike Pilosof	Athletic Director
	Jocelyn Orozco	Computer Support Specialist

I. CALL TO ORDER:

Vice Chair Smith called the Board meeting to order at 6:00 p.m.

A. COMMENTS FROM THE CHAIR

Chair Hitz reported on the Football students.

B. New Employees

Oscar Zelaya, Head Men's Soccer Coach
Christopher Quijanos, 2nd Assistant Men's Soccer/Res Life Coach
Leslie Green, 2nd Assistant Women's Soccer/Res Life Coach
Jacob Sander, Head Volleyball Coach
Tyler Nelson, 2nd Assistant Football/Res Life Coach

III. CONSENT AGENDA

Move to approve the Consent Agenda as written except for Items D. and E.

Motion: Bob Larson
Second: Shanda Smith

Ayes: Douglass, Clifford, Smith, 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 2024 – 2

Notice of Intent to Release from Contract

WHEREAS, Samantha Sanger is currently employed by Garden City Community College, as an Instructor, under contract per the terms in the Negotiated Agreement; and

WHEREAS, the Garden City Community College administration desires to hire Samantha Sanger as Director of Institutional Effectiveness, a full-time, 12-month, at-will staff position; and

WHEREAS, Samantha Sanger has been offered and has accepted the position of Director of Institutional Effectiveness August 1, 2024

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

It is hereby declared to be the intent of the Board of Trustees of Garden City Community College, that Samantha Sanger be released from her contract effective July 31, 2024.

The Executive Assistant to the President is directed to give written notice in person or by United States mail to Samantha Sanger on or before July 22, 2024, of the Board of Trustees' intent to release her from her contract.

ADOPTED by the Board of Trustees of Garden City Community College, on the 16th day of July 2024.

Motion: Shanda Smith
Second: David Rupp

Ayes: Douglass, Clifford, Smith, Hitz, Rupp, Larson
Nays: None

Motion Carried: 6 – 0

(E) Revenue Neutral Rate Intent

Dr. Ruda reported the estimated valuation for the 2025 Budget is $620,713,416 less TIF/RHID. Current Assessed Valuation of $33,965,757. Net estimated valuation being $586,747,659. This is an estimated valuation decrease of $1,143,031. At the current mill levy, this would result in an estimated reduction of funding for GCCC of $31,201.

Move to approve the Intent to Exceed the Revenue Neutral Rate

Motion: David Rupp
Second: Shanda Smith

Ayes: Douglass, Clifford, Smith, Hitz, Rupp, Larson
Nays: None

Motion Carried: 6 – 0

IV. CONFIRMATION OF MONITORING REPORTS:

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

A-1. Annual, Mission
Trustees discussed the mission of the college and Dr. Ruda's interpretation on page 36.

A-2. Annual, Budgeting/Financial Planning/Forecasting #1 and #2
No additional questions from Trustees.

A-3. Annual, Financial Condition
Discussion on cash reserve percentages. It is based on the true cost of operations.

A-4. Bi-Annual, Executive Constraints #7 and #8
The trustees appreciate the explanations of policies and the process of following policies.

Accept all monitoring reports as presented.

Review Monitoring Reports

B-1. Annual, Academic Advancement

Trustees discussed the HLC Criterion and the reporting on academic advancement. Dr. Malone reported that he is satisfied with the reporting and it is sufficient in seeking future education past the college. No suggestions for changes.

B-2. Annual, Asset Protection

Trustee Douglass shared the HLC Criterion and reported on ACCT information on Asset Protection. Karla reported on number 2 regarding unbonded personnel access.

Trustee Douglass suggested including cyber security. The college does this, but it needs to be stated in policy governance

"Fail to ensure against property and casualty losses ***(including cyber technology risks)*** or against liability losses to board members, staff, or the organization itself in an amount prudent and advisable under Kansas law.

The board approved the above language change.

B-3. Annual, Compensation and Benefits

No recommendations for change.

HLC criteria update: Dr. Malone received information that HLC has gone from 5 criteria to 4 and the subcomponents are being removed from the criteria. He will update the HLC links. This will take effect in September 2025.

V. OTHER

A. Open comments from the public

No comments

B. Presidents Report

Dr. Ruda reported on the naming rights ceremonies on Friday, July 12, Allied Health three graduates passed on their first attempt, and Nursing Passing rates.

Discussion on the ACCT Conference dates and attendees.

Dr. Ruda followed up from the last retreat addressing highlights that we can share publicly.

C. Five-Year Academic Program – Social Sciences.

Winsom Lamb reported on the highlights and goals of Social Sciences – including state-wide transfer. Dr. York reported on psychology and the demand for online classes. One big highlight is the service project which involves ten community service hours.

D. Five-Year Academic Program Review – Music

Dr. Matthew McGrory and Sean Boller reported on the music department review highlights and goals.

E. Incidental Information

No Reports

F. Report from FCEDC

No Report

G. Report from KACC

Trustee Smith reported on the June 24 KACC Meeting Recap. Handout to trustees. (Supporting documents filed with official minutes) The next meeting is in December in Kansas City.

H. Policy Governance Manual Review

Consensus of the board to approve the updates and tonight's revision.

VI. OWNERSHIP LINKAGE

Trustee Douglass reported on a handout regarding engaging students. (Supporting documents filed with official minutes) Robust discussion on students. We will add questions to the student survey to gather more data.

Trustee Douglass proposed a meeting with service area school boards as an opportunity to introduce themselves. Trustees agree to keep working on this.

Chair Hitz went over upcoming dates. He encouraged everyone to attend the Chamber Breakfast.

VII. Executive Session

No executive session

Trustees filled out monthly assessments.

VI. Adjournment

Chair Hitz adjourned the meeting at 8:46 pm

_____	_____	_____
Jodie Tewell	Dr. Ryan Ruda	Mr. Leonard Hitz
Deputy Clerk	President	Chairman of the Board

BOARD OF TRUSTEES RETREAT
GARDEN CITY COMMUNITY COLLEGE

Friday, August 9, 2024

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

Others Present: Dr. Ryan Ruda, Karla Armstrong, Marc Malone, Colin Lamb, Jocelyn Orozco, Jodie Tewell

The Board of Trustees met for a special session at 7:30 am on Friday, August 9, 2024, in the Loretta Schultz Conference Room.

CALL TO ORDER:

The meeting was called to order at 7:32 am.

Board of Trustees Budget Retreat

GCCC Administration reported on the 2024 -2025 Budget.

No action was taken.

ADJOURNMENT:

The meeting adjourned at 10:18 am.

Jodie Tewell	Dr. Ryan Ruda	Leonard Hitz
Deputy Clerk	Secretary	Chair of the Board

Agenda No: II -B **Date: August 13, 2024**

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 bythe Office of Human Relations.

Board Action Taken: **_____Approved _____Disapproved**

_____Ayes _____Nays _____No Action

Board Member Notes:

GARDEN CITY COMMUNITY COLLEGE
801 Campus Dr. • Garden City, KS 67846
www.gcccks.edu • 620-276-7611

August 8, 2024

To: Board of Trustees
From: Tricia Sayre, Human Resources/Payroll Generalist

New Hires:
Brett Forgy, Assistant Professor of Agricultural, effective August 12, 2024
Shelby Hanneman, Computer Support Specialist, effective August 12, 2024
Godwin Izibili, Assistant Professor of Business, effective August 12, 2024
Billie Jo Lund, Assistant Professor of Nursing Simulation, effective August 12, 2024
Meredith Owings, Instructor of Cosmetology, effective August 12, 2024
Victor Salazar, Assistant Professor of Physics/Physical Science, effective August 12, 2024
Savannah Sanburg, Assistant Professor of Communication, effective August 12, 2024

Internal Transfers:
Samantha Sanger, Professor of English to Director of Institutional Effectiveness, Effective August 1, 2024

Resignations/Separations/ Retirement:
None

Recruitment Opportunity

In researching effective ways of advertising GCCC faculty and other professional position vacancies, a more affordable alternative emerged recently. We place our natio 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 are now having the same advertisement e-mailed to approximately 142,000 professionals who have identified themselves as minority educators seeking employme 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 08/13/2024)

INSTRUCTOR	CLASS	AMOUNT
Beck, Harley	First Aid HPER-109-40 - 2.00 credit hour(s) 2.00 credit hour(s) X $700.00 = $1400.00 07/08/2024 - 08/02/2024 11-00-0000-11070-5260	$1,400.00
Carmichael, Renee	Music History and Appreciation MUSC-108-51 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 07/08/2024 - 08/02/2024 11-00-0000-11020-5260	$2,100.00
Carr, Stacey	Interpersonal Communication COMM-103-40 - 3.00 credit hour(s) 3.00 credit hour(s) X $800.00 = $2400.00 07/08/2024 - 08/02/2024 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 07/01/2024 - 08/02/2024 11-00-0000-11060-5230	$2,400.00
Cundiff, Cody	General Psychology PSYC-101-41 - 3.00 credit hour(s) 3.00 credit hour(s) X $800.00 = $2400.00 07/08/2024 - 08/02/2024 11-00-0000-11060-5230	$2,400.00
Fairbanks, Johnathan	Argument and Critical Thinking PHIL-103-40 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 07/08/2024 - 08/02/2024 11-00-0000-11023-5260	$2,100.00
Gigot, Jeremy	Introduction to Business BSAD-101-40 - 3.00 credit hour(s) 3.00 credit hour(s) X $800.00 = $2400.00 07/08/2024 - 08/02/2024 11-00-0000-11010-5230	$2,400.00

GARDEN CITY COMMUNITY COLLEGE
ADJUNCT/OUTREACH FACULTY CONTRACTS
(Presented to Board of Trustees for Approval 08/13/2024)

Gigot, Jeremy	College Success PCDE-101-40 - 1.00 credit hour(s) 1.00 credit hour(s) X $800.00 = $800.00 07/08/2024 - 08/02/2024 11-00-0000-11083-5230	$800.00
Gigot, Jeremy	American Government POLS-105-40 - 3.00 credit hour(s) 3.00 credit hour(s) X $800.00 = $2400.00 07/08/2024 - 08/02/2024 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 $700.00 = $2100.00 07/08/2024 - 08/02/2024 11-00-0000-11010-5260	$2,100.00
Harbin, Renee	Management BSAD-122-50/55 - 3.00 credit hour(s) 3.00 credit hour(s) X $800.00 = $2400.00 07/08/2024 - 08/02/2024 11-00-0000-11010-5230	$2,400.00
Henderson, Cara	General Psychology PSYC-101-53 - 3.00 credit hour(s) 4/6 of 3.00 credit hour(s) X $700.00 = $1400.00 07/01/2024 - 08/02/2024 11-00-0000-11060-5260	$1,400.00
Hernandez, Sheena	English II ENGL-102-01- 3.00 credit hour(s) 4/8 of 3.00 credit hour(s) X $800.00 = $1200.00 07/01/2024 - 08/02/2024 11-00-0000-11021-5230	$1,200.00
Jolliff, Gloria	Personal Enrichment EMT-105-01 - NON CREDIT - 4 hours 4 contact hour(s) $35.00 = $140.00 6/28/2024 14-00-8004-12202-5270	$140.00
Knutson, Michael	Art Appreciation ARTS-120-51/56 - 3.00 credit hour(s) 3.00 credit hour(s) X $800.00 = $2400.00 07/01/2024 - 08/02/2024 11-00-0000-11020-5230	$2,400.00

GARDEN CITY COMMUNITY COLLEGE
ADJUNCT/OUTREACH FACULTY CONTRACTS
(Presented to Board of Trustees for Approval 08/13/2024)

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 07/08/2024 - 08/02/2024 11-00-0000-11020-5230	$1,200.00
Knutson, Michael	Art Appreciation ARTS-120-41 - 3.00 credit hour(s) 1/2 of 3.00 credit hour(s) X $800.00 = $1200.00 07/08/2024 - 08/02/2024 11-00-0000-11020-5230	$1,200.00
Lamb, Winsom	Introduction to Sociology SOCI-102-40 - 3.00 credit hour(s) 3.00 credit hour(s) X $800.00 = $2400.00 07/08/2024 - 08/02/2024 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 07/08/2024 - 08/02/2024 11-00-0000-11020-5230	$1,200.00
McCallum, Brian	Art Appreciation ARTS-120-41 - 3.00 credit hour(s) 1/2 of 3.00 credit hour(s) X $800.00 = $1200.00 07/08/2024 - 08/02/2024 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 07/01/2024 - 08/02/2024 11-00-0000-11070-5230	$2,400.00
McVey, Jaime	Lifetime Fitness HPER-121-40 - 2.00 credit hour(s) 2.00 credit hour(s) X $800.00 = $1600.00 07/08/2024 - 08/02/2024 11-00-0000-11070-5230	$1,600.00
McVey, Jaime	Lifetime Fitness HPER-121-41 - 2.00 credit hour(s) 2.00 credit hour(s) X $800.00 = $1600.00 07/08/2024 - 08/02/2024 11-00-0000-11070-5230	$1,600.00

GARDEN CITY COMMUNITY COLLEGE
ADJUNCT/OUTREACH FACULTY CONTRACTS
(Presented to Board of Trustees for Approval 08/13/2024)

Morris, Ashley	Personal Enrichment EMT-105-01 - NON CREDIT - 4 hours 4 contact hour(s) $25.00 = $100.00 7/5/2024 14-00-8004-31000-5270	$100.00
Mullet, Taren	Personal Enrichment EMT-105-01 - NON CREDIT - 4 hours 4 contact hour(s) $25.00 = $100.00 6/28/2024 14-00-8004-12202-5270	$100.00
Mullet, Taren	Personal Enrichment EMT-105-01 - NON CREDIT - 4 hours 4 contact hour(s) $25.00 = $100.00 7/5/2024 14-00-8004-31000-5270	$100.00
Mullet, Taren	Personal Enrichment EMT-105-02 - NON CREDIT - 4 hours 4 contact hour(s) $35.00 = $140.00 7/27/2024 14-00-8004-31000-5270	$140.00
Ortega, Susan	Accounting II ACCT-103-50/55 - 3.00 credit hour(s) 3.00 credit hour(s) X $800.00 = $2400.00 07/01/2024 - 08/02/2024 12-00-0000-12010-5230	$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 07/08/2024 - 08/02/2024 11-00-0000-11010-5230	$2,400.00
Ortega, Susan	College Success PCDE-101-41 - 1.00 credit hour(s) 1.00 credit hour(s) X $800.00 = $800.00 07/08/2024 - 08/02/2024 11-00-0000-11083-5230	$800.00
Salazar, Perla	Beginning Algebra*** MATH-006-46 - 3.00 credit hour(s) 3.00 credit hour(s) X $800.00 = $2400.00 07/01/2024 - 08/02/2024 11-00-0000-11050-5230	$2,400.00

GARDEN CITY COMMUNITY COLLEGE
ADJUNCT/OUTREACH FACULTY CONTRACTS
(Presented to Board of Trustees for Approval 08/13/2024)

Salazar, Perla	College Algebra MATH-108-51/56 - 3.00 credit hour(s) 3.00 credit hour(s) X $800.00 = $2400.00 07/01/2024 - 08/02/2024 11-00-0000-11050-5230	$2,400.00
Salazar, Perla	College Algebra MATH-108-52 - 3.00 credit hour(s) 3.00 credit hour(s) X $800.00 = $2400.00 07/01/2024 - 08/02/2024 11-00-0000-11050-5230	$2,400.00
Stevenor, Jane	English II ENGL-102-51/56- 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 07/01/2024 - 08/02/2024 11-00-0000-11021-5260	$2,100.00
Tangumonkem, Eric	Physical Geology Lecture PHSC-2053-50 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 07/01/2024 - 08/02/2024 11-00-0000-11040-5260	$2,100.00
Unruh, Brandy	Career Success PCDE-109-40 - 1.00 credit hour(s) 1.00 credit hour(s) X $800.00 = $800.00 07/08/2024 - 08/02/2024 11-00-0000-11083-5230	$800.00
Whitacre, Jonathan	Intermediate Algebra MATH-107-46 - 3.00 credit hour(s) 3.00 credit hour(s) X $800.00 = $2400.00 07/01/2024 - 08/02/2024 11-00-0000-11050-5230	$2,400.00
Whitacre, Jonathan	College Algebra MATH-108-46/HS - 3.00 credit hour(s) 7/8 of 3.00 credit hour(s) X $800.00 = $2100.00 07/01/2024 - 08/02/2024 11-00-0000-11050-5230	$2,100.00
Wyatt, Norman	Industrial Maintenance IMWF-220-03 - NON CREDIT - 48 hours $2,400 05/17/2024 - 06/28/2024 14-00-8004-12272-5270	$2,400.00

GARDEN CITY COMMUNITY COLLEGE
ADJUNCT/OUTREACH FACULTY CONTRACTS
(Presented to Board of Trustees for Approval 08/13/2024)

Wyatt, Norman	Industrial Maintenance IMWF-230-03 - NON CREDIT - 48 hours $2,400 05/15/2024 - 06/26/2024 14-00-8004-12272-5270	$2,400.00

Total: $68,380.00

Agenda No: I I – C **Date: August 13, 2024**

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:

CHECKS PROCESSED FOR JULY 2024

Purchases over $150,000.00 requiring Board Approval

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

- E0725240 for $68,584.81 to KPERS for Retirement Contributions
- E072524C for $201,483.22 to United Health for insurance premiums
- Check #302948 for $68,475.67 to City of Garden City for utilities
- Check #302845 for $105,487.20 to Great Western Dining monthly board bill and misc. billings
- Check #302963 for $70,408.10 to J & M Pain & Decorating Center for West Hall flooring and Misc monthly maintenance supplies

Garden City Community College
07.31.24

Cash in Bank:

	Amount	% Rate
Commerce Bank	$218,240.25	0.000%
KCB Operating*	$301,972.35	0.000%
State Municipal Invest. Pool	$1,381,493.64	4.02%
Landmark National Bank	$5,020,195.59	5.46%
KCB MM	$1,138,000.63	5.46%
Security Bank of KC -2021	$380,747.16	4.987032%
Security Bank of KC -2022	$176,127.99	4.987032%
	$8,616,777.61	

Investments:

	Type	Amount	% Rate	Beg. Date	Maturity
Dream First Bank (1st Natl Syracuse)	CD	$1,025,000.00	5.400%	5/9/2024	11/17/2024
KCB	CD	$700,000.00	5.460%	8/9/2023	8/9/2024
Valley State Bank	CD	$750,000.00	5.400%	5/16/2024	8/15/2024
Valley State Bank	CD	$250,000.00	5.600%	11/15/2023	8/15/2024
		$2,725,000.00			
TOTAL		**$11,341,777.61**			

*Statement Balance

08.03.24
kja

Policy Title: Board Job Description

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.B.1, 3

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).
   HLC Link: 1.C.1, 2,3

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

   1. 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.

A. Set an annual retreat to develop the plan for professional development. Identify areas that individuals and the board as a whole wish to explore.

B. Do not exceed Board development budget

C. 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

D. The Board shall perform an annual self-assessment to evaluate the completion of the development plan.

2. New Board Members

A. New board members attend and participate in Trustee orientation facilitated by the Board Chairman and President.

HLC Link: 2.C.1

Reviewed Bi-annually.

Reviewed				
5.10.2006	1.19.2018	3.10.2020	9.8.2020	3.8.2022
4.10.2022	8.23.2022	10.17.2023		

Revised		
8.10.2021	11.14.2023	3.12.2024

Policy Type: Ends

Policy Title: Mission

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

HLC Link: 1.A.1, 2, 3, 1.B.1, 2; 2.A.1

Reviewed annually.
This policy adopted on June 14, 1995

Reviewed				
7.10.2018	7.16.2019	7.21.2020	7.13.2021	7.19.2022
8.15.2023				

Policy Title: Budgeting/Financial Planning/Forecasting

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.

HLC Link: 1.B.2; 2.A.2; 2.C.2

Reviewed annually.

Reviewed

5.10.2006	8.12.2014	7.10.2018	7.16.2019	1.14.2020
7.21.2020	7.13.2021	7.14.2022	8.15.2023	

Revised

Policy Title: Financial Condition

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.

HLC Link: 2.A.2; 2.C.2

Reviewed annually.
This policy revised on August 11, 2020

Reviewed				
5.10.2006	7.14.2015	7.10.2018	7.16.2019	7.21.2020
7.13.2021	7.14.2022			

Revised
8.15.2023

Policy Type: Executive Limitations

Policy Title: General Executive Constraints

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.
   HLC Link: 1.B.2

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 between $10,000 and $50,000 without first giving consideration to local (Finney County) businesses, with a maximum ten percent premium. Purchases directed by grant funds are excluded. (Approved 11/11/2020)

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 ensure 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.

HLC Link: 4.A.1; 4.C.1, 2, 3

Reviewed annually, #7 bi-annually. #8 annually.

Reviewed

5.10.2006	6.27.2017	7.10.2018	12.11.2018	7.16.2019
1.14.2020	7.21.2020	10.13.2020	10.19.2021	3.9.2021
1.12.2021	3.8.2022	10.18.2022	1.17.2023	4.18.2023
8.15.2023	11.14.2023	2.20.2024	4.9.2024	

Revised

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 8, 2024, there are 12 open positions. To date, we have hired seven (7) employees, had one (1) internal transfer, and zero (0) resignations/separations.

Open Positions

i. **Administrative Services**

   a) Part-Time Bus Driver

ii. **Athletics**

   a) Assistant Athletic Trainer
   b) Assistant Volleyball Coach

iii. **Instructional Services**

   a) Full-Time

      1) Assistant Professor of Plumbing
      2) Assistant Professor of Fire Science
      3) Industrial Machine Mechanic Instructional Staff
      4) Assistant Professor of Computer Science

   b) Part-Time

      1) English Language Acquisition Instructor
      2) Fire Science Adjunct Instructor
      3) Languages Adjunct Instructor
      4) Clinical Nursing Adjunct Instructor
      5) Manicuring/Nail Technology 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.

Fall 2024 Inservice

a) Human Resources in collaboration with the President's office finalized the planning of the 2024 Fall In-Service that is scheduled for Tuesday, August 13, 2024.

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.

Open Enrollment

a) Human Resources is preparing for open enrollment for health insurance. This includes health, vision, and dental. Open Enrollment for medical, dental, and vision is scheduled for August 19 – August 30.

Instructional Services, August 2024

Allied Health

Summer Certified Nurse Aide (CNA) and Certified Medication Aid (CMA) courses were taught this summer due to a demand in the community and were full. All courses for Fall 2024 are full and another outreach CNA course was opened in Lakin due to a waitlist of students.

Two Phlebotomy courses are being taught this fall at the high school with an increase of students from 6 to 8 in each class. Both classes are full and have a waitlist. The students will do clinical rotations during the last four weeks of the course at Fry Eye Associates, Finney County Health Department, Kearny County Hospital, Family Health Center in Lakin and Wichita County Health Center in Leoti. The department is in communication with Common Spirit to add them as a site.

Since starting the Phlebotomy and Medical Assistant programs, 5 Phlebotomy students have passed the national exam and 3 Medical Assistant students have passed the national exam. That is 100% pass rate. The national exam passing rates are 83% for Phlebotomy and 71% for medical assistant.

Library

The library had 12,078 unique full-text retrievals from the databases during the 2023-2024 fiscal year, which is approximately an 11.5% from the 22-23 fiscal year's usage numbers (10,829). The database usage for the 2023-2024 academic year was our highest ever. Unique full-text retrievals are equivalent to the number of articles accessed in full-text form, but if the same article is accessed multiple times in one session, it is only counted once. This is approximately 33 items per day "retrieved" or checked out of the library's database subscriptions.

1,257 items were check out from the library during the 2023-2024 fiscal year, which is an approximately 30% increase from the 22-23 fiscal year (950). This seems to be a return to pre-pandemic levels. It is similar to circulation from the 2017-2018 year (1204) and is higher than any year since the pandemic. These statistics include items that are checked out directly from the library and interlibrary loans. This is approximately 3.5 items checked out of the library each day.

CAMP

CAMP has been busy preparing our freshman students for this coming Fall 2024. The process includes helping students with pending Financial Aid documents and schedules.

Freshman students for next fall include students from Stanton County, Tribune, Scott City, Ulysses, Garden City, and Dighton.

Staff is also reaching out to Migrant Education Programs in area high schools to set meetings with senior students next fall.