GARDEN CITY
COMMUNITY COLLEGE

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

September 10, 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, September 10, 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, September 10, 2024.

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

6:00 PM Revenue Neutral Budget Hearing meeting called to order in the **BTSC Ronald J Scott Endowment Room**.
Immediately Following: 2024-2025 Budget Hearing
Immediately Following: Regularly scheduled Board of Trustees Meeting

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AGENDA

I. CALL TO ORDER REVENUE-NEUTRAL BUDGET HEARING

A. Public Hearing to Exceed Revenue Neutral Rate

II. CALL TO ORDER 2024-2025 BUDGET HEARING

A. Public Hearing for the 2024-2025 Budget

III. CALL TO ORDER REGULAR BOARD MEETING

A. Comments from the Chair
B. Report from SGA
C. Introduction of New Employees
D. Report from Faculty Senate
E. Five-Year Program Review – Communications

IV. CONSENT AGENDA ..... ACTION

A. Approval of minutes of previous meetings (8.13.2024) ..... Page 5
B. Approval of personnel actions – Human Resources ..... Page 10
B-1 Human Resources Report ..... Page 11
B-2 Adjunct/Outreach Contracts ..... Page 12
C. Financial Information ..... Page 21
C-1 Checks Processed in excess of $50,000 ..... Page 22
C-2 Revenues
C-3 Expenses
C-4 Cash in Bank ..... Page 23

D. Approval of 2024-25 Budget ..... Page 24
E. Negotiations
F. MOU Agreement with USD 363..... Page 30

V. CONFIRMATION OF MONITORING REPORTS

A. Monitoring Reports and ENDS ..... **Consensus Approval**
A-1. Annual Work Force Development..... Page 33

B. Review Monitoring Reports
B-1. Annual, Board Job Description #7..... Page 36

VI. OTHER

A. Open comments from the public
1. Public Comment: 30 minutes total, 5 minutes per individual. Comments should be relevant to matters over which the Board has authority. Speakers should respect the rights of all persons, and they should not engage in personal attacks or disruptive behavior. This time is not intended to be a question and answer time. The Board cannot take any binding action on matters not on the agenda. The Board has a right to conduct an orderly and efficient public meeting.
2. Comments directed to the Board should pertain to Ends; Mission, Essential Skills, Work Preparedness, Academic Advancement, Personal Enrichment, and Workforce Development.

B. President's Report
C. Incidental Information ..... Page 39
D. Report from FCEDC
E. Report from KACCT
F. Discuss Board Self-Assessment

VII. OWNERSHIP LINKAGE

A. Discussion on Meeting with Local USD Boards

B. Upcoming Calendar Dates:

13-Sept All Employee Meeting; KCB Auditorium; 3:00 pm
14-Sept Men's Soccer vs Kansas Wesleyan; 3:00 pm
18-Sept Chamber Breakfast; Clarion Inn; 7:10 Am
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
28-Sept Men's Soccer vs Northeastern College; 12:30 pm
Women's Soccer vs Hutchinson Community College; 3:00 pm
2-Oct Volleyball vs Seward County Community College; 6:30 pm
3-Oct Coffee with the President; Patrick Dugan's 8:00 am

Calendar Dates Continued

5-Oct	Women's Soccer vs Trinidad State College; 1:00 pm
	Men's Soccer vs. Trinidad State College; 3:00 pm
	Volleyball vs Dodge City Community College; 6:30 pm
8-Oct	Board of Trustees Meeting; Omar D. Angeles Endowment Room; Dinner 5:00 pm; Meeting 6:00 pm
14-Oct	GCCC Choir Concert; KCB Auditorium; 7:00 pm
16-Oct	Chamber Breakfast; Clarion Inn; 7:10 am
	Volleyball vs Cloud County Community College; 5:30 pm
	Women's Soccer vs Butler Community College; 6:00 pm
19-Oct	Volleyball vs Butler Community College; 3:00 pm
22-25 Oct	2024 ACCT Leadership Conference; Seattle, WA
23-Oct	Men's Soccer vs Barton Community College; 4:00 pm
	Women's Soccer vs Barton Community College; 6:00 pm
	Volleyball vs Pratt Community College; 6:30 pm
26-Oct	Football vs Iowa Western Community College; Tailgate 10:00 am, Game 11:00 am
29-Oct	All Employee Meeting; KCB Auditorium; 3:00 pm
30-Oct	Volleyball vs Colby Community College; 6:30 pm

C. ADVISORY BOARDS

DPS	9.19.2024	11:30 – 1:00	Omar D. Angeles Endowment Room	David Rupp
Computer Science	9.20.2024			Jean Clifford
Carpentry	9.27.2024			Leonard Hitz
INPR	10.02.2024			Bob Larson
Allied Health	10.10.2024	11:30 – 1:00	PENKA 1003	Merilyn Douglass
Early Childhood Education	10.11.2024			Jean Clifford
COSMO	10.14.2024	11:30 – 1:00	PENKA – Cosmo Classroom	Merilyn Douglass
AUTO	10.16.2024	11:30 – 1:00		Shanda Smith
JDAT	11.07.2024			Leonard Hitz
Robotics	11.14.2024			David Rupp
Ag	11.20.2024			Leonard Hitz
Nursing	11.21.2024	3:30 – 4:30	PENKA 1103	Merilyn Douglass
Carpentry	12.03.2024			Leonard Hitz
Welding	12.05.2024			Bob Larson

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

VIII. EXECUTIVE SESSION

IX. 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
August 13, 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
	JJ Johnson	IT Specialist
	Oscar Rivera	IT Support Specialist
	Tammy Wilson	Big Brothers Big Sisters
	Greg Greathouse	Associate Professor of HPER
	Meghan Flynn	Garden City Telegram

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 Kansas Community College report regarding increased enrollment. Chair Hitz invited everyone to the Coaches Meet and Greet on Monday, August 19 at 6:00 pm in the front gym of DPAC. He encouraged the Trustees to go to the Transportation Building to view the transportation map on Rhonda's wall that shows the fleet.

B. New Employees
No New Employees

C. Big Brothers and Big Sisters
Tammy Wilson reported on GCCC's partnership with Big Brothers Big Sisters and the positive impact GCCC Students have had on their students. (Supporting documents filed with official minutes.)

II. CONSENT AGENDA

Move to approve the Consent Agenda as presented.

Motion: David Rupp
Second: Bob Larson

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)

III. CONFIRMATION OF MONITORING REPORTS:

A. **Monitoring Reports and ENDS**…… **Consensus Approval**
A-1. Annual, Board Job Description
Trustee Douglass reported on the Board Job Description handout.

The Trustees agreed to complete a board self-assessment by the end of the year. (Supporting Documents filed with Official minutes.)

Review Monitoring Reports

B-1. Annual, Mission

Trustees had a robust discussion about including the word "accessible" in the mission. The topic will be tabled until they can meet during a retreat.

B-2. Annual, Budgeting/Financial Planning/Forecasting

No recommendations for language changes.

B-3. Annual, Financial Condition

After discussion, the Trustees agreed to leave the cash reserves at 20% with the overarching goal of 25%.

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

No recommendations for changes.

IV. OTHER

A. Open comments from the public

No comments

B. Presidents Report

Dr. Ruda reported on the success of the Meats Judging Camp and, the Nursing Success on the NCLEX RN exam. He also updated the trustees on enrollment; we were up 7.28% in credit hours for summer, a 2.13% increase in headcount for fall, and we are down 1.73% in credit hours. Freshman orientation will be on Sunday in the afternoon. Tickets for the Chamber of Commerce wine tasting are available.

C. Five-Year Academic Program – HPER.

Greg Greathouse reported on the five-year review for HPER. He discussed highlights, improvements, and goals.

D. Incidental Information

No comments

E. Report from FCEDC

Trustee Rupp reported on the two meetings last month. Discussion centered mainly on the percentage of students getting bachelor's or master's degrees. In SWKS the average was consistent with the national average at 17.7% as was Finney County. It is estimated that there are over 3,000 jobs available in Finey County and around 60,000 in SWKS.

F. Report from KACC

Trustee Smith reported that KACC will meet next weekend.

V. OWNERSHIP LINKAGE

Chair Hitz reported on community comments about football and discussed upcoming dates.

VI. Executive Session

No executive session

Trustees filled out monthly assessments.

VII. Adjournment

Chair Hitz adjourned the meeting at 7:31 pm

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

Agenda No: IV -B **Date: September 10, 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

September 5, 2024

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

New Hires:
None

Internal Transfers:
None

Resignations/Separations/ Retirement:
Jamar Montgomery, Assistant Football Coach, effective, August 19, 2024

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 9/10/2024)

INSTRUCTOR	CLASS	AMOUNT
Albert, Kathleen	Anatomy & Physiology I BIOL-211-50 - 4.00 credit hour(s) 4.00 credit hour(s) X $700.00 = $2800.00 08/19/2024 - 12/12/2024 11-00-0000-11040-5260	$2,800.00
Albert, Kathleen	Anatomy & Physiology I BIOL-211-52 - 4.00 credit hour(s) 4.00 credit hour(s) X $700.00 = $2800.00 08/19/2024 - 12/12/2024 11-00-0000-11040-5260	$2,800.00
Albert, Kathleen	Anatomy & Physiology II BIOL-212-50 - 4.00 credit hour(s) 4.00 credit hour(s) X $700.00 = $2800.00 08/19/2024 - 12/12/2024 11-00-0000-11040-5260	$2,800.00
Arandia, Mark	Elementary Ethics PHIL-102-50/55 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/19/2024 - 12/12/2024 11-00-0000-11023-5260	$2,100.00
Bernal, Mia	Women's basic Handgun CRMJ-316-01 NON-CREDIT - 10 hours 10 contact hour(s) @ $35.00 = $350.00 8/3/2024 14-00-8033-31000-5270	$350.00
Boese, Donna	Organizaitonal Leadership PSYC-106-50 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/19/2024 - 12/12/2024 11-00-0000-11060-5260	$2,100.00
Caldwell, Kyle	Food Safety ANSI-212-50 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/19/2024 - 12/12/2024 12-00-0000-12211-5260	$2,100.00
Carmichael, Renee	Music History and Appreciation MUSC-108-50/55 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/19/2024 - 12/12/2024 11-00-0000-11020-5260	$2,100.00

GARDEN CITY COMMUNITY COLLEGE
ADJUNCT/OUTREACH FACULTY CONTRACTS
(Presented to Board of Trustees for Approval 9/10/2024)

Chavarria, Marlo	Principles of Econ: Macro ECON-112-50/55 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/19/2024 - 12/12/2024 11-00-0000-11010-5260	$2,100.00
Chavarria, Marlo	Principles of Econ: Micro ECON-112-50/55 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/19/2024 - 12/12/2024 11-00-0000-11010-5260	$2,100.00
Fairbanks, Johnathan	Introduction to Philosophy PHIL-101-01/HS - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/19/2024 - 12/12/2024 11-00-0000-11023-5260	$2,100.00
Getahun, Yonas	College Math *** MATH-005-50 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/19/2024 - 12/12/2024 11-00-0000-11050-5260	$2,100.00
Getahun, Yonas	Intermediate Algebra MATH-107-50/55 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/19/2024 - 12/12/2024 11-00-0000-11050-5260	$2,100.00
Glenn, Skyler	Principles of Animal Science ANSI-102-01 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/19/2024 - 12/12/2024 12-00-0000-12211-5260	$2,100.00
Glenn, Skyler	Animal Science & Industry Lab ANSI-103-01 - 1.00 credit hour(s) 1.00 credit hour(s) X $700.00 = $700.00 08/19/2024 - 12/12/2024 12-00-0000-12211-5260	$700.00
Glenn, Skyler	Principles of Animal Science ANSI-102-50 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/19/2024 - 12/12/2024 12-00-0000-12211-5260	$2,100.00

GARDEN CITY COMMUNITY COLLEGE
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Glenn, Skyler	Animal Science & Industry Lab ANSI-103-50 - 1.00 credit hour(s) 1.00 credit hour(s) X $700.00 = $700.00 08/19/2024 - 12/12/2024 12-00-0000-12211-5260	$700.00
Glenn, Skyler	Beef Production ANSI-105-50 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/19/2024 - 12/12/2024 12-00-0000-12211-5260	$2,100.00
Golemboski, Zachary	Hazardous Materials Operations FIRE-111-30 - 3.00 credit hour(s) 3.00 credit hour(s) x $700.00 = $2100.00 08/19/2024 - 12/12/2024 12-00-0000-12241-5260	$2,100.00
Golemboski, Zachary	Firefighter I FIRE-101-30 - 6.00 credit hour(s) 6.00 credit hour(s) x $700.00 = $4200.00 08/19/2024 - 12/12/2024 12-00-0000-12241-5260	$4,200.00
Golemboski, Zachary	Hazardous Materials Awareness FIRE-110-30 - 2.00 credit hour(s) 2.00 credit hour(s) x $700.00 = $1400.00 08/19/2024 - 12/12/2024 12-00-0000-12241-5260	$1,400.00
Greathouse, Lachele	Intro Computer Concepts & Appl CSCI-110-51/55 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/19/2024 - 12/12/2024 12-00-0000-12012-5260	$2,100.00
Greathouse, Lachele	Intro Computer Concepts & Appl CSCI-110-50 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/19/2024 - 12/12/2024 12-00-0000-12012-5260	$2,100.00
Greathouse, Lachele	Intro Computer Concepts & Appl CSCI-110-30 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/19/2024 - 12/12/2024 12-00-0000-12012-5260	$2,100.00

GARDEN CITY COMMUNITY COLLEGE
ADJUNCT/OUTREACH FACULTY CONTRACTS
(Presented to Board of Trustees for Approval 9/10/2024)

Harris-Marquez, Queenetta	Elementary Spanish I LANG-1322-50/55 - 5.00 credit hour(s) 5.00 credit hour(s) X $700.00 = $3500.00 08/19/2024 - 12/12/2024 11-00-0000-11020-5260	$3,500.00
Hays, David	College Algebra MATH-108-50 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/19/2024 - 12/12/2024 11-00-0000-11050-5260	$2,100.00
Hays, David	Fundamentals of Statistics MATH-110-50/55 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/19/2024 - 12/12/2024 11-00-0000-11050-5260	$2,100.00
Murillo, Tammy	Women's Basic Handgun CRMJ-316-01 NON-CREDIT - 4 hours 4 contact hour(s) @ $35.00 = $140.00 8/3/2024 14-00-8033-31000-5270	$140.00
Heaton, Tyrell	World Geography GEOG-101-50 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/19/2024 - 10/10/2024 11-00-0000-11060-5260	$2,100.00
Henderson, Cara	General Psychology PSYC-101-51/57 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/19/2024 - 10/10/2024 11-00-0000-11060-5260	$2,100.00
Hess, Carly	English II ENGL-102-50/55 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/19/2024 - 12/12/2024 11-00-0000-11021-5260	$2,100.00
Hodgson-DeSilva, Krishana	English Companion*** ENGL-098-50B - 1.00 credit hour(s) 1.00 credit hour(s) X $700.00 = $700.00 08/19/2024 - 12/12/2024 11-00-0000-11021-5260	$700.00

GARDEN CITY COMMUNITY COLLEGE
ADJUNCT/OUTREACH FACULTY CONTRACTS
(Presented to Board of Trustees for Approval 9/10/2024)

Hodgson-DeSilva, Krishana	English I ENGL-101-50A/50B - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/19/2024 - 12/12/2024 11-00-0000-11021-5260	$2,100.00
Landgren, Kurtis	College Success PCDE-101-40 - 1.00 credit hour(s) 1.00 credit hour(s) X $700.00 = $700.00 08/19/2024 - 10/10/2024 11-00-0000-11083-5260	$700.00
Mangels, Tracy	Introduction to AWS Welding WELD-110-HO - 3.00 credit hour(s) 3.00 credit hour(s) x $700.00 = $2100.00 08/23/2024 - 05/16/2024 12-00-0000-12273-5260	$2,100.00
Mangels, Tracy	Introduction to AWS Welding WELD-110-HP - 3.00 credit hour(s) 3.00 credit hour(s) x $700.00 = $2100.00 08/23/2024 - 05/16/2024 12-00-0000-12273-5260	$2,100.00
Mangels, Tracy	Intermediate AWS Welding WELD-120-H0- 3.00 credit hour(s) 3.00 credit hour(s) x $700.00 = $2100.00 08/23/2024 - 05/16/2024 12-00-0000-12273-5260	$2,100.00
Mangels, Tracy	Advanced AWS Welding WELD-200-HO- 3.00 credit hour(s) 3.00 credit hour(s) x $700.00 = $2100.00 08/23/2024 - 05/16/2024 12-00-0000-12273-5260	$2,100.00
Meier, Shelley	Foundations of Education EDUC-105-50 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/19/2024 - 12/12/2024 11-00-0000-11060-5260	$2,100.00
Meier, Shelley	Music for Elementary Teachers EDUC-201-50 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/19/2024 - 12/12/2024 11-00-0000-11060-5260	$2,100.00

GARDEN CITY COMMUNITY COLLEGE
ADJUNCT/OUTREACH FACULTY CONTRACTS
(Presented to Board of Trustees for Approval 9/10/2024)

Neri, Elise	Beginning Algebra *** MATH-006-50 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/19/2024 - 12/12/2024 11-00-0000-11050-5260	$2,100.00
Patterson, Adam	Intro Fire Protection/Emer Svc FIRE-100-01 - 3.00 credit hour(s) 3.00 credit hour(s) x $700.00 = $2100.00 08/19/2024 - 12/12/2024 12-00-0000-12241-5260	$2,100.00
Pfeifer, Patrick	Career Success PCDE-109-05 - 1.00 credit hour(s) 1.00 credit hour(s) X $700.00 = $700.00 08/19/2024 - 12/12/2024 11-00-0000-11083-5260	$700.00
Pfeifer, Patrick	Career Success PCDE-109-06 - 1.00 credit hour(s) 1.00 credit hour(s) X $700.00 = $700.00 08/19/2024 - 12/12/2024 11-00-0000-11083-5260	$700.00
Reyes, Vicky	College Success PCDE-101-42 - 1.00 credit hour(s) 1.00 credit hour(s) X $700.00 = $700.00 08/19/2024 - 10/10/2024 11-00-0000-11083-5260	$700.00
Rios, Juliette	College Success PCDE-101-47 - 1.00 credit hour(s) 1.00 credit hour(s) X $700.00 = $700.00 08/19/2024 - 10/10/2024 11-00-0000-11083-5260	$700.00
Simmons, John	General Biology BIOL-105-50/55 - 4.00 credit hour(s) 4.00 credit hour(s) X $700.00 = $2800.00 08/19/2024 - 12/12/2024 11-00-0000-11040-5260	$2,800.00
Simmons, John	Microbiology BIOL-213-50/55 - 5.00 credit hour(s) 5.00 credit hour(s) X $700.00 = $3500.00 08/19/2024 - 12/12/2024 11-00-0000-11040-5260	$3,500.00

GARDEN CITY COMMUNITY COLLEGE
ADJUNCT/OUTREACH FACULTY CONTRACTS
(Presented to Board of Trustees for Approval 9/10/2024)

Smith, Roberta	College Reading*** READ-093-60 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/19/2024 - 12/12/2024 11-00-0000-11081-5260	$2,100.00
Spero, Susan	Introduction to Sociology SOCI-102-50 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/19/2024 - 12/12/2024 11-00-0000-11060-5260	$2,100.00
Statzer, Emmett	College Success PCDE-101-46 - 1.00 credit hour(s) 1.00 credit hour(s) X $700.00 = $700.00 08/19/2024 - 10/10/2024 11-00-0000-11083-5260	$700.00
Stevenor, Jane	English I ENGL-101-51 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/19/2024 - 12/12/2024 11-00-0000-11021-5260	$2,100.00
Stevenor, Jane	English I ENGL-101-52/55 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/19/2024 - 12/12/2024 11-00-0000-11021-5260	$2,100.00
Stevenor, Jane	College Success PCDE-101-50 - 1.00 credit hour(s) 1.00 credit hour(s) X $700.00 = $700.00 08/19/2024 - 10/10/2024 11-00-0000-11083-5260	$700.00
Tangumonkem, Eric	Physical Geology with Lab PHSC-205-50 - 5.00 credit hour(s) 5.00 credit hour(s) X $700.00 = $3500.00 08/19/2024 - 12/12/2024 11-00-0000-11040-5260	$3,500.00
Terrell, Amanda	Art Appreciation ARTS-120-50/55 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/19/2024 - 12/12/2024 11-00-0000-11030-5260	$2,100.00

GARDEN CITY COMMUNITY COLLEGE
ADJUNCT/OUTREACH FACULTY CONTRACTS
(Presented to Board of Trustees for Approval 9/10/2024)

Vadapally, Praveen	College Chemistry I CHEM-109-50/55 - 5.00 credit hour(s) 5/6 of 5.00 credit hour(s) X $700.00 = $2916.67 08/19/2024 - 12/12/2024 11-00-0000-11040-5260	$2,916.67
Wasinger, Shairlyn	Public Speaking COMM-101-SC - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/21/2024 - 12/20/2024 11-00-0000-11022-5260	$2,100.00
Weaver, Melissa	Public Speaking COMM-101-50 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/19/2024 - 12/12/2024 11-00-0000-11022-5260	$2,100.00
Weaver, Melissa	Interpersonal Communication COMM-103-50/55 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/19/2024 - 12/12/2024 11-00-0000-11022-5260	$2,100.00
Wenzel, Leslie	Intermediate Algebra MATH-107-51 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/19/2024 - 10/10/2024 11-00-0000-11050-5260	$2,100.00
Whitehill, Judy	Sociology of Families SOCI-113-50/55 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/19/2024 - 12/12/2024 11-00-0000-11060-5260	$2,100.00
Woolever, Sharon	Basic Nutrition HPER-115-52/57 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/19/2024 - 10/10/2024 12-00-0000-12202-5260	$2,100.00
Woolever, Sharon	Medical Terminology EMIC-104-50 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/19/2024 - 12/12/2024 12-00-0000-12202-5260	$2,100.00

GARDEN CITY COMMUNITY COLLEGE
ADJUNCT/OUTREACH FACULTY CONTRACTS
(Presented to Board of Trustees for Approval 9/10/2024)

Woolever, Sharon	College Success PCDE-101-53/57 - 1.00 credit hour(s) 1.00 credit hour(s) X $700.00 = $700.00 08/19/2024 - 10/10/2024 11-00-0000-11083-5260	$700.00
Wright, Lora	Introduction to Food Law ANSI-215-50 - 3.00 credit hour(s) 3.00 credit hour(s) X $700.00 = $2100.00 08/19/2024 - 12/12/2024 12-00-0000-12211-5260	$2,100.00
	Total:	$123,806.67

Agenda No: I V – C **Date: September 10, 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 AUGUST 2024

Purchases over $150,000.00 requiring Board Approval

- Check #303055 for $201,488.00 to Philadelphia Insurance Companies for 24-25 insurance coverage; Commerical Property, General Liability, Employee Benefit and Sexual/Physical Abuse, Commercial Automobile, Inland Marine, and Unbrella Liability

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

- E082309 for $72,171.16 to KPERS for Retirement Contributions
- E082309 for $201,369.63 to United Health for insurance premiums
- Check #303046 for $60,248.04 to KanREN for annual contract
- Check #303076 for $67,029.20 to CDW for One Identity Radius, Onelogin Pro BDL SAAS SUB, Onelogin Pro Bun 24X7, One Identity OLG Pro Bundle
- Check #303095 for $105,884.76 to Commerce Bank Commercial Cards for monthly purchase cards
- Check #303103 for $50,000.00 to ACUE for yearly subscription
- Check #303110 for $64,928.84 to City of Garden City for utilities
- Check #303166 for $89,118.89 to Great Western Dining monthly board bill and misc. billings
- Check #303180 for $56,440.00 to TouchNet Information Systems I for Annual subscriptions student payments and refunds, TN OnceCard VIP Dining
- Check #303185 for $54,840.39 to IMA of Kansas Inc for Educators Legal Liability, Cyber Liability

Garden City Community College
08.30.2024

		Amount	% Rate
Cash in Bank:			
	Commerce Bank	$951,622.98	0.000%
	KCB Operating*	$35,666.53	0.000%
	State Municipal Invest. Pool	$995,389.73	4.02%
	Landmark National Bank	$4,040,566.87	5.46%
	KCB MM	$340,751.59	5.46%
	Security Bank of KC -2021	$382,372.87	4.942392%
	Security Bank of KC -2022	$176,883.92	4.942392%
		$6,923,254.49	

		Type	Amount	% Rate	Beg. Date	Maturity
Investments:						
	Dream First Bank (1st Natl Syracuse)	CD	$1,025,000.00	5.400%	5/9/2024	11/17/2024
	KCB	CD	$1,000,000.00	4.950%	8/20/2024	2/20/2025
	Valley State Bank	CD	$1,000,000.00	4.880%	8/22/2024	2/20/2025
	KCB	CD	$700,000.00	4.700%	8/13/2024	8/13/2025
			$3,725,000.00			
	TOTAL		**$10,648,254.49**			

*Statement Balance

09.04.2024
kja

Agenda No: **IV - D** **Date:** **September 10, 2024**

Topic: Board Action Regarding Approval of the 2024-2025 Budget

Presenter: Dr. Ryan Ruda

Background Information:

The Board previously approved publication of the 2024-2025 budget. The Notice of Hearing to exceed the Revenue Neutral Rate and Budget Hearing was published in the Garden City Telegram on August 22, 2024, which met the legal requirements for publication. The Board met the 10-day waiting period before the public hearing, which was held on 09.10.2024

Budget Information:

The proposed budget amount to be levied for the Fiscal Year 2024 -25 in General Fund is $16,291,008 with an anticipated General Fund mill levy of 27.765 mills.

The proposed tax mill rate in Capital Outlay of 1.498 mills for $878,770 in anticipated revenue.

The proposed working budget for the combined General Fund and Post-Secondary Technical Education Fund for Fiscal Year 2024-25 is $26,274.131.

Recommended Board Action:

Approve and adopt the 2024-25 budget. Certify the 2024 Tax to be levied at $16,291,008 (27.765 mills) General Fund and $878,770 for Capital Outlay (1.498 mills).

Board Action Taken: **_____Approved** **_____Disapproved**

_____Ayes **_____Nays** **_____No Action**

Board Member Notes:

Budget Form CC-K 2024-2025 STATE OF KANSAS

CERTIFICATE

TO THE CLERK OF FINNEY COUNTY COUNTY, STATE OF KANSAS

We the undersigned, duly elected, qualified and acting officers of

GARDEN CITY COMMUNITY COLLEGE

certify that: (1) the hearing mentioned in the attached proof of publication was held; (2) after the Budget Hearing this budget was duly approved and adopted as the maximum expenditure for the various funds for the year 2024-2025; and (3) the Amount(s) of 2024 Tax to be Levied are within statutory limitations.

Table of Contents:			2024-2025 Adopted Budget		
Adopted Budget and Financial Statements	K.S.A.	Page No.	Expenditures & Transfers	Amount of 2024 Tax to be Levied	County Clerk's Use Only
Statement of Conditional Lease, etc.		1			
Current Funds Unrestricted:					
General	71-204	2	26,921,000	16,291,008	
Postsecondary Technical Education		4	4,000,000	xxxxxxxxx	
Adult Education	71-617	6	433,504	0	
Adult Supplementary Education	74-32,261	8	950,000	xxxxxxxxx	
Auxiliary Enterprise		10	5,150,000	xxxxxxxxx	
Total Current Funds Unrestricted			37,454,504	16,291,008	
Plant Funds Capital Outlay	71-501	11	855,000	878,770	
Total Plant Funds			855,000	878,770	
Total – All Funds		xxxxxxx	38,309,504		
Hearing Notice		12		Final Assessed Valuation	

Assisted by:

Revenue Neutral Rate:	25.066
Does budget require a resolution to exceed the Revenue Neutral Rate?	YES

Attest: _____, 2024

County Clerk

Signature and Title of Elected Official

Page No. 14

Budget Form CC-J STATE OF KANSAS

NOTICE OF HEARING TO EXCEED THE REVENUE NEUTRAL RATE AND BUDGET HEARING
2024-2025 BUDGET

The governing body of GARDEN CITY COMMUNITY COLLEGE in FINNEY COUNTY will meet on September 10, 2024 at 6:00 p.m. at BTSC Omar D. Angeles Endowment Room
for the purpose of answering objections of taxpayers relating to the proposed use of all funds, and the amount of ax to be levied, the revenue neutral rate, and to consider amendments. Detailed budget information is available at President's Offic and will be available at this hearing.

BUDGET SUMMARY

The Expenditures and the Amount of 2024 Tax to be Levied (as shown below) establish the maximum limits of the 2024-2025 budget. The "Est. Tax Rate" in the far right column, shown for comparative purposes, is subject to change depending on final assessed valuation.

	2022-2023		2023-2024		Proposed Budget 2024-2025		
	Actual Expend. & Transfers	Actual Tax Rate*	Actual Expend. & Transfers	Actual Tax Rate*	Budgeted Expend. & Transfers	Amount of 2024 Tax to be Levied	Est. Tax Rate*
Current Funds Unrestricted							
General Fund	18,623,116	24.277	22,188,105	24.522	26,921,000	16,291,008	27.765
Postsecondary Tech Ed	3,181,058	0.000	3,080,464	0.000	4,000,000	xxxxxxxxx	xxx
Adult Education	328,525	0.000	357,177	0.000	433,504	0	0.000
Adult Supp Education	687,749	xxx	780,475	xxx	950,000	xxxxxxxxx	xxx
Auxiliary Enterprise	3,520,629	xxx	3,793,459	xxx	5,150,000	xxxxxxxxx	xxx
Plant Funds		xxx		xxx		xxxxxxxxx	xxx
Capital Outlay	946,963	0.999	409,270	0.742	855,000	878,770	1.498
Total All Funds	**27,288,040**	**25.276**	**30,608,950**	**25.264**	**38,309,504**	**xxxxxxxxx**	**29.263**
						*Revenue Neutral Rate***	*25.066*
Total Tax Levied	13,790,984		14,854,792		xxxxxxxxxx	17,169,779	
Assessed Valuation	545,615,763		587,982,569		586,747,659		

Outstanding Indebtedness, July 1

	2022	**2023**	**2024**
Lease Purchase Principal	13,969,055	12,443,406	10,782,757
Total	13,969,055	12,443,406	10,782,757

* Tax Rates are expressed in mills.
***Revenue Neutral Rate as defined by KSA 79-2988*

Leonard Nitz
Garden City Community College, Board of Trustees

Page No. 13

RESOLUTION 2024-xx

A RESOLUTION TO EXCEED THE REVENUE NEUTRAL RATE AS DEFINED BY SENATE BILL 13 AND HOUSE BILL 2104, AND AS ESTABLISHED BY THE COUNTY CLERK OF FINNEY COUNTY, KANSAS

WHEREAS, the Board of Trustees of Garden City Community College (Board of Trustees) notified the County Clerk of Finney County, Kansas (Notice of Intent to Exceed the Revenue Neutral Rate), on or before July 20, 2024 of the intent of the Board of Trustees to exceed the Revenue Neutral Rate of 25.066 mills established by the County Clerk; and

WHEREAS, the Board of Trustees placed the Notice of Intent to Exceed the Revenue Neutral Rate on the Garden City Community College website and published the Notice of Intent to Exceed the Revenue Neutral Rate in the Garden City Telegram at least ten (10) days prior to August 29, 2024; and

WHEREAS, the Notice of Intent to Exceed the Revenue Neutral Rate set a tax rate and budget hearing for September 10, 2024 at 6:00 p.m., in the Omar D. Angeles Conference Room in the Beth Tedrow Student Center; and

WHEREAS, the tax rate and budget hearing will be held on September 10, 2024 at which time taxpayers were given an opportunity to comment on the tax rate and budget; and

WHEREAS, following the tax rate and budget hearing, the Board of Trustees discussed the tax rate and budget and determined that the Revenue Neutral Rate established by the County Clerk should be exceeded for Garden City Community College's 2024-25 budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Garden City Community College, as follows:

1. The Board of Trustees shall exceed the Revenue Neutral Rate of 25.066 mills by approving a mill levy of 29.263 mills.

2. The Board of Trustees will review and adopt the Garden City Community College 2024-2025 budget to be discussed at the tax rate and budget hearing on September 10, 2024.

3. On or before October 1, 2024, the Board of Trustees shall certify to the County Clerk the ad valorem tax to be levied by the Board of Trustees.

ADOPTED BY a majority vote of the Board of Trustees of Garden City Community College on the 10th day of September 2024.

_____
Date

_____
Mr. Leonard Hitz, Chairperson
Board of Trustees
Garden City Community College

ATTEST:

_____
JODIE TEWELL, Executive Assistant
to the President

Roll Call Vote

A Roll Call Vote of the ___(Governing Body Name)___ To Levy a Property Tax Exceeding the Revenue Neutral Rate
Hearing to Exceed Revenue Neutral Rate held on __(Date)__
Resolution No. _____

Governing Body Member	Yes	No	No Vote
TOTAL			

Certified:

_____

Agenda No: IV – F **Date: September 10, 2024**

Topic: Memorandum of Understanding (MoU) with USD 363 Holcomb School District

Presenter: Dr. Ryan Ruda

Background Information: We have been collaborating with USD 363 Holcomb to explore expansion of CTE programming. We have spent the past year looking at space that is available in Holcomb High School to expand welding for Excel CTE and potentially community enrollment. In order to operationalize the expansion, it is best practice to develop an MoU and outline both parties responsibilities and expectations for the partnership. The MoU is being give final review by the Kansas Association of School Boards, but both GCCC and Holcomb have agreed to the language jointly developed. Upon approval of the MoU by GCCC and USD 363, the entities will begin working together to start putting the project in motion with equipment and some renovation. The entities will be cost sharing this project with an anticipated start to enrollment in fall 2025.

Budget Information: GCCC will be utilizing state Apprenticeship funds for this project which have been allocated to grow technical and career education. The funds have been reserved and allocated towards this project. Since the total of the project exceeds $150,000, we are recommending board action for approval.

Recommended Board Action: Recommend the board approve the MoU with USD 363 for the proposed welding program expansion.

Board Action Taken: **_____Approved _____Disapproved**

_____Ayes _____Nays _____No Action

Board Member Notes:

Memorandum of Understanding

Between

Holcomb School District

(USD 363) And

Garden City Community College (GCCC)

I. PURPOSE AND PARTIES

The purpose of this Memorandum of Understanding (MOU) between **Garden City Community College** *(GCCC) and* **Holcomb USD 363** *is to facilitate collaboration between GCCC and* Holcomb school district to enhance access to technical education *and improve student success through the use of shared space at Holcomb School District.*

II. SCOPE OF AGREEMENT

Holcomb agrees to provide, and GCCC *agrees to utilize, classroom and technical lab space for welding instruction on the Holcomb campus in accordance with the following terms and conditions.*

Holcomb USD 363 Responsibilities

- *Holcomb will provide designated space at Holcomb High School for use by* GCCC *and its authorized employees, students, and guests for welding instruction during the term of this agreement.*
- *Holcomb grants* GCCC approved faculty with *all license, access, entry, and/or other rights that may be attendant or appurtenant to this agreement, or that otherwise may be necessary to carry out its terms or effectuate its intent.*
- *The space will be renovated to be operated as a Welding training facility.*
- *Holcomb school district will provide Internet and other utilities needed for* GCCC*'s use of the space.*
- *Holcomb will provide all security, maintenance, cleaning, and other services needed for use of the space, and will maintain the space in good order and repair.*

GCCC Responsibilities

- GCCC *will require its authorized employees, students, and guests to maintain the space in good order and repair during their use, ordinary wear and tear excepted.*
- *GCCC will provide qualified faculty for the Welding program partnership*

Joint Responsibilities

- *Any necessary renovations will be cost shared between Holcomb school district at GCCC. Holcomb agrees to assist with renovations up to $120,000 to cover infrastructure upgrades in electrical ($70,000), ventilation ($40,000) and air compressor ($10,000).*
- *GCCC agrees to cover costs outlined in the attached (Description of project) document specifically for equipment, supplies and tools necessary for instruction.*
- *The parties agree to collaborate and cooperate as necessary to carry out the terms and intent of this agreement.*
- *Separate insurance will be carried by Holcomb schools for property and GCCC will provide coverage on the equipment.*
-

III. *Term* **of Agreement**

This agreement is for an initial term of two (2) years, from 8/01/2024 to 7/31/2026 but may be terminated earlier upon ninety (90) days written notice to the non-terminating party.

Unless proper notice is given by either party to the other party, this agreement will automatically renew for a one-year (1) period.

IN WITNESS WHEREOF, the principals hereto have caused this MOU to be signed by their duly authorized principals.

Garden City Community College

Holcomb School District

Dr. Ryan Ruda
President and CEO

Policy Title: Workforce Development

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

HLC Link: 1.B.1

Reviewed annually.
This policy adopted on May 10, 2006

Reviewed					
9.10.2019	3.10.2020	9.8.2020	9.13.2021	9.20.2022	11.14.2023

Revised

SEPTEMBER-OCTOBER 2023 MONITORING REPORT

Workforce Development **Page IV A-1**

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

CEO's Interpretation:

To address critical needs of local and regional workforce development, Garden City Community College provides training through non-credit and credit programs. The college faculty and staff collaborate with local industry leaders via advisory committees, internships, partnerships, and close working relationships to determine the latest workforce needs. Course evaluations and student evaluations provide feedback as to the relevance of training and the enhancement of workplace skills and knowledge. College faculty and staff then conduct environmental scanning, workforce surveys, and on-site visits to continually assess the needs of business and industry and determine which programs and classes to offer in future semesters in order to meet both local and regional employer needs.

Data supporting GCCC involvement:

Advisory Committees:

Technical programs at GCCC work closely with advisory committees populated largely by industry partners but includes educational and local stakeholder populations also. These meetings promote collaboration and cooperation, providing a way for college faculty to listen and respond to industry needs. These meetings occur at least once per semester for each program and also allow local stakeholders to give input and feedback on program curricula, policies and procedures, standards of practice, and methods of communication. Finally, these meetings allow the faculty and students within each program to build a network of industry professionals that is useful for internships, apprenticeships, or future employment opportunities. During the 2023-2024 year, there were 149 duplicated business serving on our advisory committees and 129 individual businesses serving on our advisory committees (some businesses serve on more than one advisory committee). While these stakeholders do their best to attend the Advisory Committee meetings, many often contribute to the program through individual interactions at the college with students and staff outside of Advisory Committee meetings.

Work with Finney County Economic Development Corporation:

The College also works closely with the Finney County Economic Development Corporation (FCED) to identify potential alignment between industry needs and College offerings:

- The college continues to pay close attention to needs identified by the economic development office. This past year, we have continued to focus on the possibilities provided by registered apprenticeships, an initiative of interest to the economic development office.
- The college has worked with FCED and several universities to develop bachelor degree completion opportunities delivered in Garden City. One specific example of partnership and collaboration between FCED and GCCC is with Newman University. A joint partnership has been established between GCCC and Newman to deliver in-person bachelor degree completion in nursing, technical agriculture and business. Currently, there are thirty (30) students enrolled between the three programs. This partnership was in direct response to industry demand as well as aligning with the City of Garden City's strategic plan and goal of having bachelor completion in Garden City.

Additional partnerships are being developed to

bring animal science and health related opportunities to Garden City with other universities. The College continues to consider and explore additional opportunities for community industry support and workforce development.

Collaboration with Local School Districts:

The college continues to actively think about the role high school career and technical pathways play in the development of any new technical programs. The College regularly meets with representatives from several local school districts, including both Finney County schools (USD 457 and USD 363) to collaborate on dual-credit opportunities within these and other program areas. These meetings have resulted in new ideas in the area of tiered classes that help prepare students for careers in welding, automotive, allied health, and other disciplines, including cost-sharing instructors, when appropriate. The Carpentry faculty position has been cost-shared by Garden City schools and Holcomb schools since its inception. In 2019 excel CTE funding was approximately $98,000. While data reporting for the 23-24 year has not yet been finalized, early counts indicate reimbursement funding for the 24-25 academic year will $960,000. This is an increase of approximately $192,727 year over year. This shows the college's focus on expanding technical training to high school students.

Leveraging External Financial Resources:

The college also works actively to connect external funding to existing programs. One primary example in the past year has been Dr. Ruda's continued work advocating for additional financial resources from the state appropriations process. In the past year, this advocacy was successful for continued funding of Apprenticeships and workforce development dollars. Growth of apprenticeship support for area businesses is an initiative in the college's Strategic Plan.

The college has also been successful in securing an additional $300,000 commitment from Empirical Foods in support of the Industrial Machine Mechanic program, specifically to expand this program into an Excel in CTE pipeline, providing additional technical education opportunities for area high school students. Starting this Fall 2024, this commitment is for $100,000 per year.

Working with the Kansas Department of Commerce:

The college continues to work with the Department of Commerce, focusing on the state's initiative to reinvigorate Registered Apprenticeships. These apprenticeships provide opportunities for students to work while they learn, and often have external funding support to make the cost of education cheaper. Apprenticeships have been more challenging to get rolling that initially anticipated. In addition to presentations at advisory committees across campus, apprenticeship opportunities were presented at a Chamber of Commerce meeting and at a Southwest Kansas Builder's Association meeting. Recently, Stephanie Knight and Marc Malone have met with representatives from Finney County and the Finney County Childcare and Early Learning Network to discuss apprenticeship opportunities in Automotive and in Early Childhood Education.

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

HUMAN RESOURCES SEPTEMBER 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 September 4, 2024, there are 12 open positions. To date, we have hired zero (0) employees, had zero (0) internal transfer, and one (1) 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 Fire Science
      2) Industrial Machine Mechanic Instructional Staff
      3) 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.

Biometric Screening

a) Human Resources in collaboration with the Grow Well Clinic will host three days on campus in October for employees to perform a voluntary biometric screening.

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.

Instructional Services, September 2024

Online Services

In the first week of school, 153 students used the Online Services office for support with educational technologies (login issues, Canvas issues, Cengage textbook issues, etc).

In the month of August, we have solved 70 technical tickets for faculty support, and worked with 49 individual faculty members supporting class creation, building, and tech troubleshooting.

For virtual orientation in August (excluding this last week) 155 new students have started virtual orientation, and 88 have completed (a completion rate of 56%). In all of August 2023, 105 students started Virtual Orientation, and 46 students completed (a completion rate of 43%). There will be increase of these numbers as faculty and the Title IX Coordinator have also worked to embed the orientation in the College & Career courses which are now underway.

Faculty have also been building online courses this summer and fall to expand offerings including the following:

- BIOL-210 Anatomy & Physiology, 5 credit Hours
- PSYC-106 Organizational Leadership
- EDUC-204 Introduction to Educational Technology
- EDUC-210 Exceptional Child

Criminal Justice

9/11 Ceremony on September 11 at 9:00 am at the flagpole.

TEL is hosting the American Criminal Justice Association (ACJA) Region III Competition October 11-13 on campus. There will be competitions in Firearms, Written Testing, Crime Scene and Physical Agility. There will also be a research poster contest for the upper division schools.

JDAT/Welding/INPR/Crops

JDAT has started with their highest class ever, at 35.

Welding started out at 25, last year was 18. This was the result of inflating the cap of the program to account for students who do not attend.

Over 20,000 pounds of metal was donated by KICE industries to the INPR program for use for training and construction.

Crop Production has their first official class in this new program this fall.

Science and Robotics

There are now 11 students majoring in the Robotics and Mechatronics program.

The new soft-embalm cadaver has been a great addition to the cadaver lab.

Enrollment in physics classes is higher than expected. Expectations were low due to not having a Physics instructor or classes last year.

Communications

Education has 69 majors, an impressive increase.

English co-requisite developmental courses are full which creates a stronger student cohort.

The GC3 Communications Center has 4 tutors in training this fall. Student tutors work directly with students seeking writing help. GC3 Communications Center tutors participate, along with SSS tutors, in training from the College Reading and Learning Association (CRLA), provided by the Comprehensive Learning Center under new leadership by Sara McClure (previously Janice Urie). The GC3 Communications Center is led by Associate Professor Helen Weeks.

The BookBusters and International Clubs have had their first meetings and are planning great student activities. BookBusters is led by Associate Professor Seth Kristalyn. International Students Club is led by Associate Professor Cayla Thomlinson.

Humanities & Fine Arts

Faculty in music are working on founding a youth orchestra for middle school and high school kids called the Southwest Kansas Youth Orchestra.

The Mercer Gallery show "Abstracted Realities" featuring the art of Chuck Bonner is open through the 27th of September.

The Art department is planning a demonstration and recruiting trip to Stanton County High School in September.

The Acting III class is incorporating a series of guest lectures/Q&As with renowned Broadway veterans and professional artists for the professional development unit of the class. Currently scheduled artists include Lisa Vroman (Broadway star of *Phantom of the Opera, Aspects of Love, and Les Miserables* and multiple notable productions with A-List celebrities like Patti LuPone and Neil Patrick Harris), Scott Logsdon (original Broadway star in *Les Miserables* and actor/producer who has worked on numerous projects with people like Stephen Schwartz, Tim Rice, Jon Caird, Cameron Mackintosh, Kate Flannery, Hunter Parrish, and more), and Kyle Decker and Lizzie Webb, actor/company manager and music director of national tours like *Anastasia, Hairspray*, and the world tour of *The Wizard of Oz*.

Enrollment in Acting I has grown by 50% from the same class last year and contains in addition to interested non-majors new student members of the acting company, many of whom are on theatre scholarship.

We are establishing new and continuing interdepartmental relationships, including a new bridge with cosmetology, creating a recurring position for cosmetology students to serve as production hair/makeup artists for our current and all future theatre productions, giving them resume credits. Our relationship with other departments is continuing, as Norman Wyatt in vocational tech is essentially building the entire set for the fall production based on our collaborative design. As well, theatre is in active planning with Music to collaborate for a musical theatre production this spring.

The fall production has been selected – a family-friendly and classic show – The Importance of Being Earnest. It is very exciting that this production will star beloved and well-known community member Roger Syng, recently retired from a long career at GCHS as a Vice-Principal. Roger was a staple in GC3 theatre many years ago under Skip Mancini. Robyn Hilt, costume designer/director at GCHS, will be returning to costume design this show, further strengthening our recruitment relationship with the high school.

We are awaiting installation of six robotic Chauvet Series Force Profile S lighting instruments, as well as new DMX power-ports and wiring stage right and left, from Heartland AV, which should happen early this fall. These lights will not only create incredible new opportunities for design and pedagogy due to their exciting versatility, but also make the catwalk above the audience a much safer space by being completely controlled the tech booth – meaning it will no longer be a requirement to ascend the catwalk to do this manually. The LED ellipsoidal lights which are currently there will be relocated to the stage floor to serve as side lights, allowing more dynamic and professional lighting designs for our shows. This technology purchase was funded through a Mary Jo Williams grant.

Summer and Fall Update

On July 10th, the application for TRIO Student Support Services project was submitted to the Department of Education. The program's current funding cycle will end on August 30, 2025. Programs will be notified on or around June 30, 2025 if they receive funding for the next 5-year cycle.

During the summer, TRIO staff offices and Resource Room got some great updates! Come see for yourself 😊

On August 15th, we hosted a Jumpstart event for TRIO participants to ensure their preparedness for the start of classes. Twenty-seven new and continuing students attended the event. TRIO staff also helped with the planning and execution of the GCCC New Student Orientation and Back to School Bash.

At the Back to School Bash, the TRIO table provided materials for students to make posters to cheer on the GCCC volleyball team at their match against Eastern Wyoming College. Our social activities aim to engage and connect students to GCCC, as higher levels of engagement, involvement in extracurricular activities, and connection to peers and mentors have been associated with increased retention and persistence rates.

Thanks to the support of GCCC faculty and staff allowing us to provide presentations about our program in classes or during admissions tours, we welcomed 46 new participants on September 3rd, the start of the new grant cycle. I am confident we will meet our 200-participant goal in record time.

We had our first workshop on August 29th on Mastering Time & Technology. Adriana Figueroa from GCCC Online Services provided valuable information to 16 students about ways to plan and organize using Canvas and Outlook calendars, and TRIO staff continued with additional time management information. Today, September 4th, we are having another workshop that introduces the TRIO tutor-mentors and their *Tips for Success.*

Collaborating with the Student Government Association (SGA) team on Constitution Day activities and the Fall semester Transfer College Fair will ensue this month and bring community members and college representatives on campus.

We will offer our participants the opportunity to visit the University of Kansas and Washburn on September 18th and 19th and Kansas State University on September 30 – October 1st to attend the Student Leadership Conference.

I am including a calendar of our Fall semester events. We have already had to make some adjustments, but it will give an idea of the services and events we plan to offer TRIO Student Support Services participants. If you have any questions or want more information, please don't hesitate to contact me, Dana Nanninga at dana.nanninga@gcccks.edu.

TRIO
Student Support Services
AT GARDEN CITY COMMUNITY COLLEGE

FALL SEMESTER EVENTS

Busters Back To School Bash
CAMPUS QUAD
11:00 AM - 2:00 PM
AUG 21

Social: GCCC Volleyball Game
vs. Eastern Wyoming College
DPAC CONESTOGA AREA
7:00 PM
AUG 22

Workshop: Canvas Usage
Mastering Time & Tech.
12 PM - 1:30 PM
AUG 29

Workshop: Launch Into Tutoring
Pro Tips for Success
SSS RESOURCE RM
1:30 - 3:00 PM
SEP 04

Social: GCCC Men's Soccer Game
vs. Dodge City Community College
BRONCBUSTER STADIUM
4:00 PM
SEP 11

Constitution & Civic Responsibility Day
CAMPUS QUAD
TIME TBD
SEP 17

Campus Visit: University of Kansas & KC Royals Game
SEP 18-19

Transfer College Fair
Explore Your Options Without Leaving Campus
SAFL LIBRARY LOBBY
9 AM - 1 PM
SEP 24

Workshop: Financial Education
Balancing Your Priorities
BTSC ENDOWMENT ROOM
12 PM - 1:30 PM
SEP 26

Campus Visit: Kansas State University & Student Leadership Conference
SEP 30 TO OCT 1

Workshop: Unlocking Opportunities
Transfer Application Day
SSS RESOURCE RM
9 AM -11 & 1:30 PM -3:30
OCT 08

The Clothesline Project
SAFL LIBRARY LOBBY
11:30 AM - 1:00 PM
OCT 09

Campus Visit: Fort Hays State University Tiger Day
OCT 12

Workshop: Recharge & Reflect
An Artful Escape
BTSC PORTICO
11:00 AM - 12:30 PM
OCT 16

Campus Visit: Wichita State University & Emporia State University
OCT 22 TO OCT 23

First-Gen Mixer
Celebrate & Connect
SAFL LIBRARY LOBBY
11:00 AM - 1:00 PM
NOV 06

Red Flag Campaign
Service Project
DPAC LAWN
2:00 - 3:00 PM
NOV 07

Halftime Spotlight
First-Gen Recognition
DPAC CONESTOGA ARENA
5:30 PM - 9:00 PM
NOV 08

Workshop: FAFSA 101
Maximizing Your Aid
9 AM -11 & 1:30 PM -3:00
NOV 12

Workshop: Scholarship Writing
Strategies for Winning Funds
BTSC ENDOWMENT ROOM
11:30 AM - 1:00 PM
NOV 20

Chill & Thrill Semester Finale
DPAC BACK GYM
5:00 PM - 7:00 PM
DEC 03

August/September SGA Update

- Back to School Bash
    - 8/21 in the Quad
        - Lots of good feedback from the community/students/staff/faculty
        - Business asked to be informed for next year event
        - Approximately 1000 people there
- SGA Full Club/Organization Meeting
    - 9/11 @ 12:30pm in BTSC 0126
- Constitution Day
    - 9/17 in the library
        - Constitution Quiz
        - Handing out cookies
        - Handing out voting information like why it is important, where to vote, & how to vote
- Rez Life & SGA BBQ
    - 9/20 in the Courtyard
    - Games & Food for students
- College Fair
    - 9/24 in Library
    - SGA helping SSS

Campus Health

August Events
Back to School Bash

September Events
Home Sweet Home
Vision Screening
Keep It Safe