GCCC Board of Trustees Handbook

2026-2027

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Based on the book by Cindra J. Smith, second edition 2020, Published by ACCT (Association of Community College Trustees) In appreciation for most of the content of this handbook

Our gratitude extends to Cowley Community College for the template of this handbook

Policy Governance information – Reinventing Your Board, A step-by-step Guide to Implementing Policy Governance by John and Miriam Carver, 2006 Thank you to the previous trustees who boldly instituted Policy Governance and to John and Miriam Carver who provided instruction and support.

Board of Trustees

Shanda Smith.....Chair

Mr. David Rupp..... Vice Chair/ FCEDC Representative

Dr. Merilyn Douglass.....Trustee/ KACC Representative

Robert Larson .....Trustee

Dr. Jean Clifford.....Trustee

Mr. Reynaldo Mesa.....Trustee

Appointments

Dr. Ryan Ruda ..... President

Ms. Jodie Tewell. ..... Board Clerk

Mr. Paul Kitzke .....Board Attorney

Board Contact Information

Name	**Phone Number**	**Address**	**Email**
Ms. Shanda Smith	620-290-1321	3655 N Anderson Rd Garden City, KS	shanda.smith@gcccks.edu
Mr. David Rupp	620-290-3453	1610 Glenellen Dr Garden City, KS	david.rupp@gcccks.edu
Dr. Merilyn Douglass	620-272-7619	208 Grandview Dr. Garden City, KS	merilyn.douglass@gcccks.edu
Mr. Bob Larson	620-521-7521	2930 Squire Pl Garden City, KS	robert.larson@gcccks.edu
Dr. Jean Clifford	620-271-3673	102 Drury Lane Garden City, KS	jean.clifford@gcccks.edu
Mr. Reynaldo Mesa	785-230-6388	1214 Ridgewood Dr Garden City, KS	reynaldo.mesa@gcccks.edu

Name	**Phone Number**	**Address**	**Email**
Dr. Ryan Ruda *President*	620-276-9533	801 Campus Dr Garden City, KS	ryan.ruda@gcccks.edu
Ms. Jodie Tewell *Board Clerk*	620-276-9533	801 Campus Dr Garden City, KS	jodie.tewell@gcccks.edu
Mr. Paul Kitzke *Board Attorney*	620-544-2103	1204 S Trindle St Hugoton, KS	pkitzke@pld.com

__Disclaimer__ the Kansas Open Meetings Act states that the majority of the Board cannot participate in the interactive communications outside of a public meeting. Therefore, **please do not send an email or text message, or reply to an email or text message that will be sent to a majority of the Board.**

GCCC Board Information, Access email instructions

Your **username** is your firstname.lastname

Your **password** is the first initial of your first name (lowercase), then the first initial of your last name (uppercase), and your birthdate (MMDDYYYY).

For Example, Jane Smith, born January 22, 1988 would have a username of **jane.smith** and a password of **jS01221998**.

https://www.gcccks.edu/academics/technology_information.aspx

Community Feedback Form

This is a form which allows the community to voice comments and concerns either directly with the board or president. Comments submitted pertaining to the president are sent directly to the board and not to the president to review.

Community Feedback Electronic Form

Section I: Statement of Misson, Vision, and Core Values

Mission, Vision, and Values

Our Mission, Vision, and Values help us understand *what* we do, *where* we aspire to be, and *how* we intend to conduct ourselves as we work to get there.

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

Vision: GCCC will be the premier education nexus of progress, providing world class learning in a dynamic environment. From here, you can go anywhere.

Values:

Bold Innovation

Unwavering Integrity

Service and Collegiality

Trust, Transparency, and Accountability

Empowered Creativity and Academic Freedom

Responsible Leadership

Student-Centered Focus

Humble, Hungry, Smart

The college also adheres to the Humble, Hungry, Smart philosophy promoted in Patrick Lencioni's *The Ideal Team Player*, copies of which can be requested through Human Resources.

Strategic Plan

The foundation of Garden City Community College's strategic plan is the four Pillars of Progress. These Pillars serve as foundational components for sustainability and longevity of the institution and our mission of producing positive contributors to society. Additionally, they support our shared vision of becoming the premier educational nexus to progress and world-class learning in a dynamic environment.

The four Pillars represent basic requirements for institutional and academic excellence:

1. **Student Access, Success & Learning Experience**
2. **Partnerships & Community Engagement**
3. **Resources & Infrastructure**
4. **Institutional Capacity, Adaptability, & Strategic Communication**

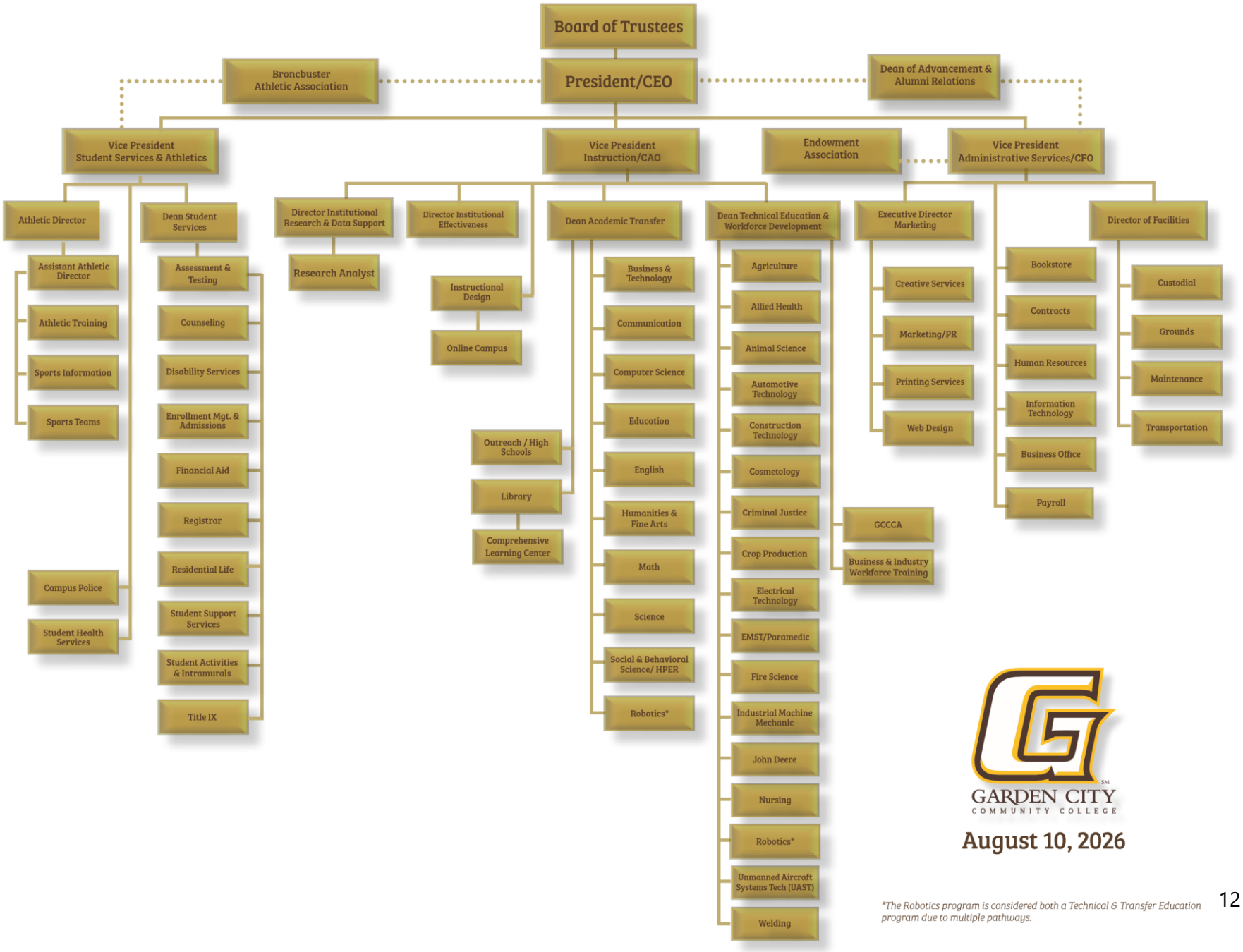
Garden City Community College Accreditation and Recognition

Individual Program Accreditations

The GCCC Practical Nursing Program is approved by the Kansas State Board of Nursing, and the Associate Degree Program is approved by the Kansas State Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing (ACEN). See our nursing accreditation page for further detail. Certain GCCC programs have also obtained another specific individual accreditation. GCCC has been accepted for the continuous quality improvement accreditation model by the national Academic Quality Improvement Project.

The GCCC Emergency Medical Services-Paramedic program is accredited by the Commission of Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.

Commission on Accreditation of Allied Health Education Programs 25400 US Highway 19 N Suite 158 Clearwater, FL 33763 727-210-2350 To Contact CoAEMSP 8301 Lakeview Parkway Suite 111-312 Rowlett, TX 75088 214-703-8445 FAX 214-703-8992



GARDEN CITY COMMUNITY COLLEGE

August 10, 2026

**The Robotics program is considered both a Technical & Transfer Education program due to multiple pathways.*

Welcome to the Board

Please allow me to be among the first to say "Congratulations!" on your election. As an elected Trustee, your first inclination may be to immerse yourself in the complexities of the College. If you will permit me to offer some advice, instead of immersion, please spend time getting to know your fellow Trustees and visit the Office of the President as you take time to listen and learn. Garden City Community College is more than 100 years old with over $40 million in assets and more than 200 full-time and part-time employees. Our college is a premier, comprehensive two-year institution of higher education which consistently ranks nationally in overall athletic program excellence and nationally in best-valued colleges regarding cost, quality programs, and return on investment to the student. The College offers more than 45 programs of study and touts some of the highest completion rates in the region. We also have a senior administrative team (i.e., VPs and President) which collectively has more than 130 years of higher education experience, and all members have both two-year college and university work experience.

As we consider the role of a Trustee, it falls into three broad camps: policy, property, and person. Trustees establish and review board policies, acquire and ensure fiscal stewardship of properties, and supervise/partner with the President. The President is the sole employee of the Trustees, and this relationship is built upon trust, transparency, and mutual respect and support. All of us are only successful when we work together and support one another. In addition, an individual Trustee does not have authority in and of himself/herself. However, when a majority of the Trustees speak with one voice, the authority of the Board is supreme. In the upcoming weeks, months, and years, you will learn much. The most common phrase I hear from a relatively new College Trustee is, "Wow! I had no idea how complex the College is to include the endless laws and regulations." The College is a city within a city, and our campus has similarities and important differences. You may be tempted early to become involved in the operations of the College. Please avoid succumbing to this temptation as such actions jeopardize

our accreditation. We have outstanding employees who are hired to operate the College. However, what Trustees focus upon is "governance." Trustees govern, rather than manage. I will do my best to help you know the difference as we travel this exciting road together so that you can fulfill this unique role of governance, which you have proudly been elected to do.

I wish you great success as you govern with dignity, respect, professionalism, and collegiality.

Your Colleague and Chief Supporter,

Dr. Ryan J. Ruda

Dr. Ryan J. Ruda

Section II: Board Members Basics

Role of the Trustees

The primary role of the Board of Trustees is policy making. Trustees do not do the work of their institutions; they set standards for that work through the policies they set.

The board governs as a unit, with one voice. Trustees have authority only when they act as a Board unit. Board members have a responsibility to respect opinions of their colleagues and seek consensus. Effective boards understand that working as a unit means civility must be part of the culture.

Community College boards exist to represent the public for whom they hold the College in trust. Trustees handle balancing and integrating a wide variety of interests and needs into policies that benefit the common good of their region and the future of their institution. Board members should seek to learn as much as they can about the communities they serve.

It is the responsibility for the Board to govern effectively and transparently. Kansas statutes define Community College governance and require board meetings be conducted open to the public with some defined exceptions. Trust is created when a board encourages information to be shared so that policies and goals are uniformly understood.

The Board of Trustees work with the President to establish the colleges strategic direction. The strategic plan includes broad statements that define the institutional mission and vision, as well as acceptable practices to achieve the plan. A Community College board must anticipate and prepare for the future of their institution for the benefit of the community and the students. Engage in exciting, creative, thoughtful discussions, analyze data, explore the future and envision opportunities for what the college can produce for its communities.

One of the single most important responsibilities of the Board is to select, evaluate and support the President. The board directly hires and supervises only one employee-the President. The President is hired to carry out board policies and lead the college effectively. The Board delegates the authority for personnel and human resources management to the President.

The Board is responsible for ensuring that the public money is spent wisely and that assets are protected. An annual budget is approved by the Board with the principle of balanced resources and expenditures, sufficient reserves and explanations of long-range implications.

A positive climate sets the example and the tone for the entire institution. A successful board values learning, professional growth and student success. A successful board focuses on the future, acts with integrity, supports risk taking, and challenges the President and the staff to strive for excellence.

After policies and expectations are set, Boards monitor the progress made towards goals and strategic plan. Boards monitor adherence to the policy standards and monitor fiscal and asset management.

Effective Trustees advocate and protect the College. They promote the College in the community, and they seek support for the college from local, state and federal policymakers. Boards also protect the college from undue pressure on the institution from political and special interests.

Source: The Roles and Responsibilities of a Governing Board. *Trusteeship in Community Colleges* 2020.

Trustee Code of Ethics

As a governing board member, I am responsible to:

1. devote time, thought and study to the duties and responsibilities of community college board member, so that I may render effective and creditable service;

2. work with my fellow board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debates of points of issues;

3. base my personal decision upon all available facts in each situation; vote my honest conviction in every case, unswayed by partisan bias of any kind; and abide by and uphold the final majority decision of the Board;

4. remember at all times that as an individual I have no legal authority outside the meetings of the board, and to conduct my relationships with the community college staff, the local citizenry, and all media of the community on the basis of this fact;

5. resist every temptation and outside pressure to use my position as a community college board member to benefit myself or any other individual or agency apart from the total interest of the community college;

6. recognize that it is as important for the Board to understand and evaluate the educational program of the community college as it is to plan for the business of college operation;

7. bear in mind under all circumstances that the primary function of the board is to establish the policies by which the community college is to be administered;

8. welcome and encourage active cooperation by citizens, organizations, and the media of communication in the college with respect to establishing policy on the current college operations and proposed future developments;

9. support the state and national community college trustee associations;

10. Finally, strive step by step toward ideal conditions for the most effective community college board service to my community, in spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of the representative democracy.

11. Once a board decision is made, trustees speak with one voice.

Source: ACCC Model Code of Ethics

<u>What Ethical Concepts Might the Board of Trustees Address?</u>

Codes of ethics, which are also called standards of practice, codes of conduct, or standards for excellence, cover three general areas.

- Promoting the public trust.
- Roles and responsibilities of trustees and governing board
- How trustees should treat others and conduct themselves.

Promoting the Public Trust

Represent the Common Good. Trusteeship is an expression of civic leadership. Governing boards derive their authority from, and are accountable to, the community as a whole. As public officials, trustees fulfill the core value of responsibility to society by acting on behalf of the entire community. They express the value of benevolence by seeking wellbeing of the entire community. They represent the interests of the community in their board decisions.

Considering Special Interests. Single and special interest groups play an important part in representing various segments of our diverse society, such as political parties, racial and ethnic groups, employee associations, religious groups, neighborhood associations, and taxpayer groups. While all these interests are important, trustees must remember that the first and foremost obligation of every trustee is to represent the general interests of the College's service area. Ethical behavior involves being aware of a wide variety of public and community needs and integrating them into the interests of the whole.

Open Meetings. Most states have laws that address open meetings for public governing boards. Part of the responsibility of public service is that issues affecting the public are shared and debated in public. Doing so promotes trustworthiness and reliability. College boards may hold executive or closed sessions to protect the rights of personnel and the college; respect for the rights of others means that ethical trustees do not reveal discussions in those sessions. Conflicts of interest/personal gain. Public service as a trustee is intended to benefit the College and the community, not the individual trustee or his or her relatives and friends. Preventing trustees from abrogating this responsibility is why many states have laws that define conflicts of interests for public officials. The laws may prohibit trustees from making decisions that would benefit their income, personal investments, and businesses owned by the trustee or family members. Trustees should review the specific implications of those laws and regulations to ensure they avoid problems.

Beyond legal implications, trustees should be aware of activities that create the perception of favoritism or personal gain. Examples of potential problem areas are preferential treatment of other trustees or college staff, selectively sharing information with only certain people, or informally steering business to or seeking to have friends hired. Public perceptions that board members are furthering their own interests rather than those of the College harm the College. Being sensitive to situations for potential conflicts and understanding their negative impact will help avoid problems.

Four Questions to Ask Yourself

To help determine ethical behavior, ask:

a. Am I doing to others what I would want done to me?

b. Would I mind seeing what I am doing on the front page of a newspaper?

c. Am I comfortable with members of my family knowing what I am doing?

d. Do I want to encourage employees and students to do this?

What Happens When Boards or Trustees Are Not Ethical?

Questionable or unethical behavior by a trustee or by the board hurts the College, and its reputation suffers. Trustees have harmed the very thing-the institution-that they were supposed to protect.

Time and energy are wasted addressing the behavior in question; time better spent ensuring students are educated. Community members, college employees and students lose respect. College employees and students may lower their own standards for ethical behavior based on the message they are receiving from the board. Community members and politicians may be less likely to support the College, including funding, if they believe that the board does not act with integrity and with the best interests of the College and community in mind.

Rogue Trustees

There are times when governing boards are confronted by trustees who refused to be team players. This behavior defies the norms and standards expected of those holding elected office. Rogue trustees tend to trample over the ideas and cautions of the President, the trustee chair and other member trustees. They placed their own interests over the interests of the college.

it's important to emphasize that all trustees work with the President to lead reflectively and introspectively, regularly assessing whether they and their peers are behaving in accordance with their own fiduciary duties and their roles, responsibilities and limitations. In such environment, expert facilitation through focused board retreats, workshops or study sessions can resolve problematic differences of opinion. In some instances, intervention by an objective third party can prevent dysfunction amongst board members and or the President.

Garden City Community College Board of Trustees Discourse Policy

1. Purpose

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

2. Scope

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

3. Principles

Respect and Professionalism: All disputes should be handled with mutual respect and professionalism.

Confidentiality: Discussions related to dispute resolution should remain confidential to protect the integrity of the process and individuals involved.

Equity and Fairness: The resolution process must be impartial, ensuring all parties have an equal opportunity to present their perspectives.

Timeliness: Disputes should be addressed promptly to prevent escalation and disruption of Board operations.

4. Dispute Resolution Process

4.1 Informal Resolution

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

4.2 Mediation

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

4.3 Formal Review

If mediation fails, a formal review may be initiated through the following steps:

A written request outlining the nature of the dispute must be submitted to the Board Chair or an independent committee designated for conflict resolution.

The Board Chair (or designated committee) will review the request and gather relevant information.

A hearing may be scheduled where all parties involved can present their positions.

A decision will be made based on the Board's bylaws, ethical standards, and institutional policies.

4.4 Final Resolution and Enforcement

The decision made by the Board or designated committee will be final and binding.

If a member is found to be in violation of Board policies or ethics standards, appropriate actions may be taken, including censure, removal from leadership positions, or referral to legal authorities if necessary.

5. Record-Keeping

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

6. Policy Review

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

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

Violations of Trustee Code of Ethics

Grounds for Discipline or Removal

Violation of board ethics or code of conduct (e.g., conflict of interest, misuse of position)

Failure to attend meetings without justifiable excuse (e.g., absence for three consecutive meetings)

Criminal conduct or behavior damaging to the college's reputation

Breach of confidentiality or disclosure of privileged information

Non-Compliance with applicable laws such as open meetings and ethics laws

Failure to perform duties as prescribed by law or board policy

Discipline Procedure

The Chairperson and President may investigate and recommend action to the board on grievances or misconduct

Executive session can be called for disciplinary matters

1. Grounds for Discipline: Attendance; ethics violations; conflict of interest; misconduct
2. Initial Action: Complaint or allegation received, investigation commences
3. Notice: Formal notification to trustee; right to respond
4. Gathering Facts: Hearings of review by Board Chair and President
5. Decision-Making: Full board votes on sanctions in Executive session
6. Sanctions: Censure; suspension; removal; declaring vacancy
7. Appeals: Opportunity for trustee to appeal or seek review
8. Legal Compliance: State laws governing trustee removal and tenure

Three Rules for Presidents and Trustees

1. Board Members and the President should not take each other by surprise, especially in public.

2. Board members and the President should support each other – especially in public because the institution always loses when internal battles go public.

3. Board Members and the President must communicate: effectively, openly, and often.

Kansas Statutes 71-201

K.S.A. 71-201 The Garden City Community College Board of Trustees, in accordance with the provisions of law and the rules and regulations of the state Board of Regents, shall have custody of and be responsible for the property of the community college and shall be responsible for the operation, management and control of the college. The Board of Trustees shall hold at least one regular meeting each month at a time prescribed by the board. The board shall make an annual report in the manner prescribed by the state Board of Regents. Members of the Board of Trustees shall be paid subsistence allowances, mileage and other actual and necessary expenses incurred in the performance of their official duties.

For effectuation of the purposes of this act, the Board of Trustees in addition to such other powers expressly granted to it by law and subject to the rules and regulations of the state board of regents is hereby granted the following powers:

1. To select its own chairperson and such other officers as it may deem desirable, from among its own membership. The secretary may be chief administrative officer of the college.

2. To sue and be sued.

3. To determine the educational program of the college subject to prior approval thereof as provided in this act and to grant certificates of completion of courses or curriculum.

4. To appoint and fix the compensation and term of office of a president or chief administrative officer of the college.

5. To appoint upon nomination of the president or the chief administrative officer members of the administrative and teaching staffs, to fix and determine within state adopted standards their specifications, define their duties and to fix their compensation and terms of employment. No community college teacher shall be required to meet licensure requirements greater than those required in the state educational institutions.

6. Upon recommendation of the chief administrative officer, to appoint or employ such other officers of the college, agents and employees as may be required to carry out the provisions of law and to fix and determine within state adopted standards their qualifications, duties, compensation, terms of office or employment and all other items and conditions of employment.

7. To enter into contracts.

8. To accept from any government or governmental agency, or from any other public or private body, or from any other source, grants or contributions of money or property which the board may use for or in aid of any of its purposes.

9. To acquire by gift, purchase, lease-purchase, condemnation or otherwise, and to own, lease, use and operate property, whether real, personal, or mixed, or any interest therein, which is necessary or desirable for community college purposes. Any lease-purchase agreement entered into under authority of this subsection shall be subject to the conditions set forth in K.S.A. 10-1116c, and amendments thereto. The term of any lease entered into under authority of this subsection may be for not to exceed 10 years. Such lease may provide for annual or other payment of rent or rental fees and may obligate the community college to payment of maintenance or other expenses. Any lease or lease-purchase agreement entered into under authority of this subsection shall be subject to change or termination at any time by the legislature. Any assignment of rights in any lease or lease-purchase made under this subsection shall contain a citation of this section and a recitation that the lease or lease purchase agreement and assignment thereof are subject to change or termination by the legislature. To the extent that the provisions of the cash-basis and budget laws conflict with this subsection in such a manner as to prevent the intention of this subsection from being made effective, the provisions of this subsection shall control. This provision is subject to the provisions of subsection (d).

10. To enter into lease agreements as lessor of any property, whether real, personal, or mixed, which is owned or controlled by the community college. Any such agreement may specify the purposes for which the property may be used, require that the property be maintained and operated by the lessee, and may contain such restrictions or limitations on the use of the property, be entered into for such period of time, and include such other terms and conditions as the board of trustees determines to be necessary and proper. Every such agreement shall be subject to change or termination at any time by the legislature. Any assignment of rights under any such agreement shall be subject to approval by the board of trustees and shall contain a citation of this section and a recitation that the lease agreement and assignment of rights thereunder are subject to change or termination by the legislature.

11. To determine that any property owned by the college is no longer necessary for college purposes and to dispose of the same in such manner and upon such terms and conditions as provided by law.

12. To exercise the right of eminent domain, pursuant to chapter 26 of the Kansas Statutes Annotated, and amendments thereto.

13. To make and promulgate such rules and regulations, not inconsistent with the provisions of law or with rules and regulations of the state board of regents, that are necessary and proper for the administration and operation of the community college, and for the conduct of the business of the board of trustees.

14. To exercise all other powers not inconsistent with the provisions of law or with the rules and regulations of the state board of regents which may be reasonably necessary or incidental to the establishment, maintenance and operation of a community college.

15. To appoint a member to fill any vacancy on the board of trustees for the balance of the unexpired term. When a vacancy occurs, the board shall publish a notice one time in a newspaper having general circulation in the community college stating that the vacancy has occurred and that it will be filled by appointment by the board not sooner than 15 days after such publication.

16. To contract with one or more agencies, either public or private, whether located within or outside the community college or whether located within or outside the state of Kansas for the conduct by any such agencies of education for students of the community college, and to provide for the payment to any such agencies for their contracted educational services from any funds or moneys of the community college, including funds or moneys received from student tuition and fees, funds received from the state of Kansas or the United States for education, or taxes collected under K.S.A. 71-204, and amendments thereto. Any contract made under this subsection with an institution of another state shall be subject to the provisions of K.S.A. 71-202, and amendments thereto.

17. To authorize by resolution, the establishment of a petty cash fund in an amount not to exceed $1,000, and to designate in such resolution an employee to maintain such petty cash fund. The employee designated in any resolution provided for in this subsection receiving such funds shall keep a record of all receipts and expenditures from the fund, and shall from time to time, and at the end of the fiscal year, prepare a statement for the board showing all receipts, expenditures, and the balance in the petty cash fund. The Board of Trustees may authorize the employee designated to maintain any petty cash fund to make a claim for replenishment of the fund to its original amount in advance of approval by the Board of Trustees if, at any time during the period between regular monthly meetings of the Board of Trustees, the balance remaining in the fund is insufficient to make needed expenditures for any purpose for which the petty cash fund is maintained. No petty cash fund may be replenished more than one time during each period between regular monthly meetings of the Board of Trustees. If a petty cash fund is replenished prior to the end of the fiscal year in accordance with the foregoing authorization, the employee authorized to maintain the petty cash fund shall keep an accurate record of all expenditures made therefrom, and the purpose therefor, and shall submit the record to the Board of Trustees at the next regular monthly meeting thereof. The petty cash fund shall be replenished by payment from the appropriate funds of the community college to the petty cash fund upon proper claim. The fund shall be kept separate from all other funds and shall be used only for authorized expenditures and itemized receipts shall be taken for each expenditure. No part of such fund may be loaned or advanced against the salary of an employee. All employees entrusted with such funds under this subsection shall be bonded by the community college. (c) Subject to the provisions of subsection (d), the Board of Trustees may purchase or otherwise acquire land or land and improvements and may acquire, construct, reconstruct, repair or remodel improvements thereon or additions thereto, including furnishings, equipment, and architectural and incidental expense related thereto, and for such

purposes the Board of Trustees is authorized to issue and sell general obligation bonds, the cumulative total not to exceed the following amounts: Where the community college has a taxable tangible valuation of less than $90,000,000 or is located in a county designated as urban under the provisions of K.S.A. 19-3524, and amendments thereto, not to exceed 5% of the taxable tangible property of the community college, and where the community college has a taxable tangible valuation of more than $90,000,000 not to exceed 3% except as provided above for any community college located in a county designated as urban under the provisions of K.S.A. 19- 3524, and amendments thereto, of the taxable tangible property of the community college. If any increase in the valuation of a community college results in an outstanding bonded indebtedness in excess of that provided in this subsection, such increase shall not constitute a violation of this subsection. No such bonds shall be issued until the question of their issuance shall have been submitted to a vote of the electors of the community college at a regular election or at a special election called for that purpose and the majority of the electors voting on the proposition in such community college shall have voted in favor of the issuance of the bonds. Such election shall be called, noticed, and held and the bonds issued, sold, delivered and retired in accordance with the provisions of the general bond law except as herein otherwise expressly provided. (d) (1) Except as provided in K.S.A. 2016 Supp. 72-4488, and amendments thereto, the board of trustees of a community college may purchase or otherwise acquire land or land and improvements within: (A) The community college; or (B) the service area of the community college. Nothing in this subsection shall be construed or operate in any manner to require a board of trustees to sell, convey or otherwise dispose of land or land and improvements located outside the community college or the service area of the community college and owned or being acquired by the community college on the effective date of this act.

(2) For the purposes of this subsection, "service area" means a designated geographic area of the state established pursuant to agreement of the presidents of the community colleges and adopted in policy by the state Board of Regents.

Effective Trusteeship

The Garden City Community College Board of Trustees is responsible for ensuring that the college is an integral part of the community and serves its ever-changing needs. The Board is accountable to the community for the performance and welfare of the institution.

An effective Board consists of people who come together to form a cohesive group to articulate and represent the public interest, establish a climate for learning and monitor the effectiveness of the institution. The Board does not do the work of the institution; it establishes standards for the work through the policies it sets. The Board's specific responsibilities are to:

Act as Unit

The board is a corporate body. It governs as a unit, with one voice. This principle means that individual trustees have authority only when they are acting as a board. They have no power to act on their own or to direct college employees or operations.

For boards to be cohesive and well-functioning units, trustees must work together as a team toward common goals. Boards should have structures and rules for operating that ensure they conduct their business effectively and efficiently, board agendas are clear and informative, and board meetings are run in an appropriate manner.

The power of governance is expressed through one voice. As individuals, trustees make no commitments on behalf of the board to constituents, nor do they criticize or work against board decisions.

To be effective, the Board must:

- Integrate multiple perspectives into board decision-making
- Establish and abide by rules for conducting board business
- Speak with one voice, and support the decision of the board once it is made
- Recognize that power rests with the board, not individual trustees

Represent the Common Good

The Board of Trustees exists to represent the public. They are responsible for balancing and integrating the wide variety of interests and needs into policies that benefit the common good and the future of the region.

Therefore, board members should learn as much as they can about the communities they serve. They gain this knowledge by studying demographic, economic and social trends, by being aware of issues facing the community, and by talking with other community leaders and members of other boards. They use what they learn to make decisions that respond to community interests, needs, and values.

Boards discuss multiple viewpoints and issues in public and have strategies to include the public in the policy-making process. Effective trustees and boards:

- Know community needs and trends
- Link with the community
- Seek out and consider multiple perspectives when making policy decisions
- Debate and discuss issues in public
- Serve the public good

Set the Policy Direction

Our governing Board establishes policies that provide direction and guidance to the president and staff of the College. A major board responsibility is to define and uphold our vision and mission which clearly reflect student and community expectations. This responsibility challenges the Board to think strategically, concentrate on the "big picture," and focus on the future learning needs of the community. It requires that boards consult widely with community groups as well as the administration, faculty, staff, and students of the college. Trustees engage in exciting, creative, thoughtful discussions as they explore the future and envision what they want their communities to be. They:

- Are proactive, visionary, and future-oriented
- Learn about and communicate with many different groups
- Focus on community needs and trends
- Establish the vision, mission, and broad institutional goals as policy

Employ, Evaluate and Support the Chief Executive Officer

Successful governance depends on a good relationship between the board and the president. The president is the single most influential person in creating an outstanding institution. Therefore, selecting, evaluating, and supporting the President are among the board's most important responsibilities. The President and board function best as a partnership. The President implements board policies, while the board depends on the President for guidance and educational leadership. This occasionally paradoxical relationship works best when there are clear, mutually agreed-on expectations and role descriptions. The partnership thrives on open communication, confidence, trust, and support. To be effective, trustees and boards must:

- Select and retain the best President possible
- Define clear parameters and expectations for performance
- Conduct periodic evaluations; provide honest and constructive feedback
- Act ethically in the relationship with the President
- Support the President; create an environment for success

Support and Be Advocates for the College

Trustees are essential links with their communities. They govern on behalf of the public and ensure that the College meets the needs of external constituents. They are also advocates and protectors of the College. They promote the College in the community, and seek support for the college from local, state, and national policymakers. They support the college foundation in seeking community contributions.

Competent boards protect the College from undue pressure on the institution from political and special interests. They support the professional freedom of administrators and faculty to create quality learning environments that incorporate many different perspectives. They protect the ability of the College to fulfill its mission and promise to their communities. Effective trustees and boards:

- Promote the College in the community
- Foster partnerships with other entities in the community
- Advocate the needs of the College with government officials
- Support the foundation and fundraising efforts
- Protect the College from inappropriate influence

Lead as a Thoughtful Educated Team

Good trusteeship requires the ability to function as part of a team, and a team functions best when all members are encouraged to contribute their unique strengths and are committed to working together.

Effective boards are thoughtful and educated. Trustees on those boards listen well, ask good questions, analyze options, think critically, and clarify their most important values and priorities. They explore issues thoroughly and make policy decisions based on thorough deliberation and comprehensive understanding.

The best boards are future-oriented. They recognize that today's world requires flexible institutions and personnel who are willing to adapt and grow in response to the changing needs of society. Trustees who act with vision, with intelligence, with curiosity and with enthusiasm create a board that is an agent for positive change. Effective boards and trustees:

- Engage in ongoing learning about board roles and responsibilities
- Are curious and inclusive
- Are positive and optimistic
- Support and respect each other

Roles and Responsibilities of Trustees and Governing Boards

Student success. The college's purpose is to educate students and produce people who contribute to society. Boards should expect their members to uphold the welfare and success of students as a primary concern.

Quality of education. To fulfill the trust granted them by being appointed or elected, ethical boards spend a significant amount of time identifying and discussing the results of the College's educational program. Through establishing broad outcome goals and monitoring progress, boards ensure the Colleges contribute to society. Boards may wish to have an ethical standard that they focus on educational goals in their meetings.

Promoting the College. Ethical trustees promote and support the College in the community. They do not denigrate staff, programs, or courses. They take advantage of opportunities to speak well of the College and advocate its interests to public officials and community leaders. They are interested in the College's welfare and effectiveness and expect the College to be the best it can be.

Board as a unit. One of the most basic tenets of effective trusteeship is the recognition that governing authority rests with the entire board, not with any individual trustee. As individuals, trustees have no authority to direct staff, determine programs and procedures

or represent the
college, and ethical trustees do not try to do so.

Making decisions; making policy. Making ethical decisions means applying core values in decision-making. Making good decisions also means seeking and considering all available facts and perspectives. It means studying and asking questions to clarify board agenda materials. Being ethical and responsible to the public means not making any promises about how one will vote prior to discussions at open meetings.

Delegation. Board responsibilities include establishing policies that direct the operations of the College and assuring that the College performs according to policies. Ethical trustees engage wisely in policy making and respect the delegation of authority to the President to administer the College.

Micromanagement. One of the most sensitive areas facing trustees is the difference between their policy role and the roles of the college staff. Trustees set broad policy direction and monitor adherence to policy. Problems occur when trustees become involved in the day-to-
day operations and try to second-guess or direct staff activities; Although often well intentioned, these trustees are performing acts that are both harmful to the College and to the office of the President.

Board/President Relationship. Respect, reliability, trustworthiness, and justice are all key values in the board/president relationship. Specific ethical practices include committing to:

- Thoughtful, thorough President search processes
- Open and clear communication (including "no surprises")
- Clear delegation, expectations, and direction
- Support for the President

Communications with staff and students. The board and President should discuss and reach agreement on protocols for trustee contact with other college administrators, faculty, and classified staff members. Ethical trustees support the authority of the Presidential position and respect established lines of communication. Student and employee complaints to trustees should be referred directly to the Clerk of the Board or to the President.

Communicating with community members and media. A code of ethics may include statements about protocols for communicating with community members and media personnel. The protocols usually state that individual trustees do not speak for the board unless

specifically delegated to do so, and that they refer and/or follow up with community members through appropriate channels. These protocols ensure reliability of information and respect the board as a unit and the roles of those designated as spokes people for the College.

Compensation and expenses. Trustees should accurately account for their expenses and follow local protocols and laws about receiving compensation of any kind. There should be appropriate reimbursement criteria and procedures, which define fair reimbursement for trustee expenses. Ethical trustees always ask themselves if their expenses are authorized, legitimate, direct, and reasonable.

How Trustees Should Treat Others and Conduct Themselves

Open communication. All board members, as well as the President, are responsible for maintaining an open, cooperative environment and promoting a free exchange of information at the board meetings. Trustee deliberations are characterized by fairness, including an open and impartial process for gathering and evaluating information. Trustees are honest and straightforward in civil and respectful ways.

Function as a team member. Being a good board member requires the ability to function as part of a team. Board members differ in personality, motivation, knowledge, attitude, experience, background, community stature, and capability. Differing points of view help develop alternatives, stimulate the imagination, and lead to creative solutions. Being open to, and respectful of, other members' viewpoints are skills that are necessary to reach consensus. Trustees often bring specialized knowledge to the board by virtue of their backgrounds and professions. However, trustees are not on the board to be "experts" in their fields - they are there to represent broad community interests and do not play other roles while acting as a trustee.

Maintaining confidentiality**.** While most of what the board does is public, an important aspect of trustee ethics is maintaining confidentiality about issues discussed in closed session. Violating confidentiality occurs when individuals share closed session information, such as informing the union of the collective bargaining positions, leaking information to the media, or discussing private personnel information.

Consideration for others. An important consideration in maintaining harmonious operations is to respect fellow board members' opinions and those of other stakeholders. Remaining courteous and open-minded and treating others with honesty, decency, and mutual respect are characteristic of ethical trustees. Avoiding bitter arguments and using courteous, non-inflammatory language at board meetings help create an atmosphere for solving problems

and provides a good example for college employees and community members. Criticizing or belittling other trustees hurts the reputation of the entire board.

Commitment. Commitment relates to the core ethical value of responsibility, which requires trustees to devote time and attention to the position. There is a great deal to learn about the role of trustees and the governing board, the colleges, and educational issues and trends. This learning requires much effort and thought. Learning occurs through reading, studying agendas and other resource materials, engaging in study sessions and discussions, and conference attendance.

Standards of Good Practice

By the American Association of Community College Trustees

In support of effective community college governance, the board believes:

• That it derives its authority from the community, and that it must always act as an advocate on behalf of the entire community;

a. That it must clearly define and articulate its role;
b. That it is responsible for creating and maintaining a spirit of true cooperation and a mutually supportive relationship with its president;
c. That it always strives to differentiate between external and internal processes in the exercise of its authority;
d. That its trustee members should engage in a regular and ongoing process of in-service training and continuous improvement;
e. That its trustee members come to each meeting prepared and ready to debate issues fully and openly;
f. That its trustee members vote their conscience and support the decision or policy made;
g. That its behavior, and that of its members, exemplify ethical behavior and conduct that is above reproach;
h. That it endeavors to remain always accountable to the community;
i. That it honestly debates the issues affecting its community and speaks with one voice once a decision or policy is made

Kansas Statutes Regarding Community Colleges

(Please see Section IV – Reference Materials, for a full listing of the Kansas Statutes)

Policy Governance

GCCC Adopts Policy Governance

In 1995, the board of trustees of Garden City Community College committed to governance of the college using the Policy Governance model by John and Miriam Carver. Policy governance promotes a style of outward vision rather than preoccupation, encourages diversity and viewpoints, strategic leadership rather than micromanagement, clear distinction of the board and president roles, collective rather than individual decisions, future orientation rather than past or present, and proactivity rather than reactivity. This adaptable and fluid document defines the board's expectations or Ends; delegates authority to the President and prescribes what is not acceptable to the President as he/she leads the college in producing the Ends. Policies are monitored by measurable criteria and reported to the board at regular intervals outlined in the Monitoring Report timeline/calendar. The board's own products and trustee behaviors are defined in the policies titled "Board Job Description," and "Code of Conduct." Policy governance will remain as the style of governance unless a Board majority votes to change.

Policy Governance_GCCC Board of Trustees

Monitoring Timeline/Calendar for Policy Governance

Monitoring Organizational Performance

By the American Association of Community College Trustees

Policy Governance is a conceptual model of boardsmanship that provides a framework for strategic leadership by governing boards. The model enables boards to free themselves from unnecessary, time-consuming details and to focus on the major purpose of governance - creating and sustaining a vision of what the organization contributes to the community. Boards are primarily concerned with the "ends" of the organization (what good is produced for what people) and delegate the "means" (programs, services, and operations) used to achieve the ends to the staff. Boards govern on behalf of an identifiable "ownership" and are externally and future oriented.

In fulfilling their role, boards essentially perform three jobs. They link with the communities that "own" the institution, they make policy, and they assure institutional performance through President performance.

The model is based on ten principles of trusteeship:

1. Boards exist to represent the "ownership" of the institution. The first job responsibility of the board is to define and connect with the ownership.

2. Boards have authority only as corporate units; individual trustees have no individual power to govern the institution or direct staff.

3. Board decisions and directions are expressed as policy, which is the expression of the values and perspectives of the board. The second job responsibility for a board is to make policy.

4. In making policy, boards start with large policy statements and systematically narrow their policy statements a step at a time, until they are comfortable with any reasonable interpretation staff may make.

5. Boards proactively define and delegate authority to staff for the means of the organization, rather than reacting to and ratifying staff proposals. They are not involved in managing operations, staff, or facilities.

6. A pivotal duty of governance is to determine the Ends (the desired results) of the organization. Ends define what good will be produced for which people, at what cost. The Ends policies will be based on external needs and should be linked to strategic planning.

7. Boards address the means used by staff to achieve the ends by defining as policy the boundaries beyond which staff must not go. The definitions comprise the Executive Limitations policies.

8. Boards are responsible for designing their own job responsibilities and standards for board practice.

9. Boards define relationships with management that are empowering, responsible, and clear.

10. Institutional performance is monitored against policy criteria. The third job responsibility of the board is to assure executive and institutional performance through monitoring progress toward ends and adherence to limitations.

Policy Categories

Boards that use the Policy Governance approach set policy in the following four areas:

Ends: The board's most important job is to devise the mission and mission-related statements that clearly state what the desired results (the ends) of the organization's actions are to be. What needs are to be met, for whom, and at what cost? How will the world be different because of the organization's actions? What are the expected outcomes of the institution' s programs for those it serves?

Executive Limitations: While the board prescribes the ends for the institution, it only sets limits on the means with which the staff operates. These limits are principles of prudence and ethics that form a boundary of staff practices, activities, circumstances, and methods.

Board-President Relationship: In addition to setting a vision and defining what constitutes inappropriate staff practices, the board must set policies about how it relates to staff. The President is the board's sole employee and the link between the board and staff.

Governance Process: The board sets policies for its own workings-its responsibilities, its structure, how meetings will be conducted, and standards for the board. The policies reinforce the board's responsibilities to provide vision and governing leadership.

*Adopted from material prepared by Cindra J. Smith, Community College League of California

New Trustee Orientation

Becoming a member of the Garden City Community College Board of Trustees is an important and challenging responsibility. Thorough and ongoing orientation and education about trustee and board roles is essential to success. New Trustees, President, Board Chairs and other Trustees play important roles in this orientation process. This is the link for the Garden City Community College online New Board Member Orientation: New Board Member Orientation Page

New Trustee Learning Guide

By the American Association of Community College Trustees

Learn About Trustee Roles and Responsibilities

- Attend Trustee orientation workshops sponsored by state associations and ACCT.
- Peruse Trusteeship materials; including those published by state associations, ACCT's Trusteeship in Community Colleges: A Guide to Effective Governance, and the ACCT website.
- Read the local Trustee Handbook
- Study the board's policies on the governing board, particularly the code of ethics or standards of practice for the board.
- Meet with the President, Board Chair and other members of the board to discuss Trustee roles and responsibilities.
- Seek out someone from the Board to use as a resource or mentor.
- Discuss with the President and other Trustees the difference between policy making and administration.
- Be aware of the legal and ethical constraints on Trustees, including open meeting provisions, confidentiality, conflicts of interest, and role in collective bargaining or setting staff salaries.
- Arrange your schedule to be able to attend state and national conferences for trustees.

Learn about the College's Programs, History and Culture

- Work through the President to arrange to talk with key people about major programs and accomplishments of the college.
- Contact the Board Clerk to schedule a tour of the campus
- Peruse the college catalog, accreditation self-study and team report, key planning documents, and annual report.
- Know the College and College mission, vision, and policy goal statements, and the Board's policies related to educational programs and services.

- Read about the history of the College. Plan to attend major college events, such as convocations, opening days and commencement.
- Read about the community colleges in general, including chapter 1 in Trusteeship in community colleges.

Learn About External Trends and Issues

- Read local newspapers and listen to the news for trends that might affect the College.
- Strengthen links with key people and groups in the communities served by the College. Attend community events. Listen for issues that are pertinent to the College.
- Read about local demographic and economic trends that affect the College.
- Read about state legislative, fiscal, and other policy issues that affect the colleges.

Learn About College Planning Processes and Budgets

- Working through the President, meet with appropriate people to explore the policy goals in the strategic and master plans.
- Working through the President, meet with the appropriate personnel to review the policy aspects of the budget, its parameters and restrictions, the process for developing the budget, its relationship to strategic and master plans, and how the Board monitors the fiscal health of the college.

Learn About Board Meetings and Board Operations

- Thoroughly read the agenda for each meeting. (Review past agendas and minutes)

- During the first few months, do not hesitate to call or meet with the President, mentors, or other trustees, and/or the board chair before each meeting to seek clarification on agenda items.

- Become knowledgeable about basic parliamentary procedures and other practices related to participating in effective meetings.

- Be willing to observe and learn for the first few months to understand how things have been operating. Call the board chair or President when there are questions.

- Understand the key conditions of open meeting laws and laws and regulations related to conflicts of interest.

Practice Good Human Relations Skills

a. Understand the key conditions of open meeting laws and laws and regulations related to conflict of interests.
b. Get to know other members of the board as individuals.
c. Learn and respect communication protocols with other trustees, the President, and staff members.
d. Work to be a member of the board team. Wisely contribute ideas and opinions.

Rely on the Following Resources

a. The President
b. The Clerk of the Board
c. The Board Chair and other experienced trustees
d. Kansas Association of Community College Trustees
e. Association of Community College Trustees

Robert's Rules of Order - Summary Version

Introduction to Robert's Rules of Order

What Is Parliamentary Procedure?

- It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

- Because it's a time-tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations, and other groups. So it's important that everyone know these basic rules.

Organizations using parliamentary procedure usually follow a fixed order of business.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue.

How are Motions Presented?

1. Obtaining the floor
    a. Wait until the last speaker has finished.
    b. Rise and address the Chair by saying, "Mr./Mrs. Chair, or Mr./Mrs. President."
    c. Wait until the Chair recognizes you.
2. Make Your Motion
    a. Speak in a clear and concise manner.
    b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ..."
    c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion, or the Chair will call for a second.
5. If there is no second to your motion it is lost.

6. The Chair States Your Motion
    a. The Chair will say, "it has been moved and seconded that we ..." Thus, placing your motion
    before the membership for consideration and action.
    b. The membership then either debates your motion or may move directly to a vote.
    c. Once your motion is presented to the membership by the chair it becomes "assembly property" and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
    a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
    b. The mover is always allowed to speak first.
    c. All comments and debate must be directed to the chairman.
    d. Keep to the time limit for speaking that has been established.
    e. The mover may speak again only after other speakers are finished, unless called upon by the Chair.

8. Putting the Question to the Membership
    a. The Chair asks, "Are you ready to vote on the question?"
    b. If there is no more discussion, a vote is taken.
    c. On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chair asks those in favor to say, "aye", those opposed to say "no". Any
   member may move for an exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used
   when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chair says, "if there is
   no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the Chair so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings, but it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.
5. Most importantly, BE COURTEOUS.

For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies requires all questions to be thoroughly discussed before taking action. The assembly rules - they have the final say on everything. Silence means consent.

Trustees' Legal Duties and Avoiding Liability

Legal Duties

A board member's central purpose is to ensure that the organization's resources are used to achieve its purposes. This includes the duties of care, loyalty, and obedience.

Duty of care: A trustee has a responsibility to participate in decision-making on behalf of the organization and must exercise independent judgment while doing so. These decisions must be informed. For example, members should require management to provide sufficient information to make an independent decision. If board members find that the information is invalid or incomplete, they are expected to ask questions about it. Independent advice is required if the nonprofit is buying or selling significant assets or is entering into a material contract. This is especially important if the organization is entering into a joint venture, sale, or merger, or if the company presenting the information stands to benefit from the transaction. With respect to corporate compliance, the duty of care requires that board members "attempt in good faith to assure that (1) a corporate information and reporting system exists, and (2) this reporting system is adequate to assure the board that appropriate information as to compliance with applicable laws will come to its attention in a timely manner as a matter of ordinary operations," according to information published by the Office of the Inspector General and the American Health Lawyers Association.

The following practices are also suggested:

- Adhere to attendance policies and expectations
- Attend board meetings regularly and promote a board meeting environment that is inclusive and encourages everyone's participation
- Support the decision of the board by speaking with one voice
- Encourage presentations from the college on topics of interest to keep the board current and informed
- Formalize a process for presidential evaluation and appropriate compensation

Duty of loyalty**:** When acting on behalf of an organization, board members must set aside their own interests, whether professional or personal, or the interests of any other organization. Simply put, the nonprofit organization must come first. A board member cannot seize an opportunity for his or her own gain. Even if it is only part of the organization's future plans, the opportunity must be presented to the organization first. Similarly, it is a breach of the duty of

loyalty to fail to preserve the confidentiality of the organization's affairs. Disclosing opportunities to outside individuals may lead to loss of opportunity for the organization.

Board members disclose annually their interests or affiliations that might create conflicts of interest. Perform duties as required with integrity and honesty.

Duty of obedience: Board members have a responsibility to be faithful to the organization's stated mission and not to act or use its resources in incompatible ways or purposes.

Complying with these obligations can protect a nonprofit board. As long as decisions of the trustees are made on an independent and informed basis, in good faith and in the best interests of the corporation, they are not subject to challenge in court. This presumption is called "the business judgment rule," and applies unless there is evidence showing a board member has an interest in the transaction or dispute or was otherwise disloyal, uninformed or lacked independence.
Under the duty of obedience the following practices are suggested:

- Require board members to become familiar with college documents, conflicts of interest, code of conduct policies
- Ensure effective organizational planning through participation in developing, implementing and monitoring the colleges strategic plan
- Become familiar with the colleges audit, the financial checks and balances and that it accurately reflects the colleges financial and operating environment
- Orient new board members and assess board performance
- Hold informational retreats with external auditors, chief financial officers, and general counsel to increase knowledge of important college operations

Reliance on experts: Unless an officer or director has knowledge that makes reliance unwarranted, an officer or director, in performing his or her duties to the organization, may rely on written or oral information, opinions, reports, or statements prepared or presented by: (i) officers or employees, legal counsel, public accountants, or other persons as to matters which the officer or director believes in good faith to be within the person's professional or expert competence; or in the case of reliance by directors, a committee of the board on which the director does not serve if the director believes in good faith that the committee merits confidence.

Willful ignorance and intentional wrongdoing: Directors cannot remain willfully ignorant of the affairs of the association. A director appointed as treasurer, for example, with limited knowledge of finance cannot simply rely on the representations and reports of staff or auditors that "all is well" with the association's finances. Moreover, officers and directors acting outside of or abusing their authority as officers and directors may be subject to personal liability arising from such actions. Furthermore, officers or directors who, in the course of the association's work, intentionally cause injury or damage to persons or property may be personally liable, even though the activity was carried out on behalf of the association.

The Consequences If a board member breaches any of these duties or otherwise harms the college or its stakeholders, he or she may be personally liable for failing to comply. However, The Kansas General Corporation Code (KGCC) allows the indemnification of officers, directors, employees, or agents for attorney's fees and other expenses, as well as judgments or amounts paid in settlement in civil cases if the person acted in good faith and in a manner, he reasonably believed to be in the best interests of the corporation.

The KGCC permits indemnification in third party actions and also allows limited indemnification in derivative actions (i.e., only expenses and not judgments or settlement amounts). K.S.A. § 17-6305(c)mandates indemnification of reasonable expenses, including attorney fees

Avoiding Liability

Board members can meet these duties and avoid liability by taking the following four actions.

1. Establish appropriate policies. To avoid breaching the duty of loyalty due to conflicts of interests, boards should adopt and follow a written conflict-of-interest policy that prohibits members from engaging in either business or financial transactions with anyone directly connected to the organization. Alternatively, the policy should clearly state the conditions under which it would be acceptable to conduct business with an organization with which there is a conflict. It can be helpful to have board members sign a disclosure form on an annual basis that identifies potential conflicts.

2. If a conflict of interest still arises, the board member should make a full disclosure of the conflict to the rest of the board. It may be appropriate for that member to withdraw from any discussion concerning the transaction; however, there are instances when he or she might be particularly knowledgeable on the subject and in a position to impart information that will help board members who are not conflicted

to reach a decision. However, the conflicted board member should abstain from voting on the issue in all cases. The Internal Revenue Service has adopted rules applicable to certain transactions that create an assumption that the nonprofit organization acted appropriately in a conflict situation unless that assumption is contested with evidence.

Board members also may wish to develop a confidentiality policy. Although the duty of confidentiality already exists, having a formal policy in place may help members analyze how that duty applies in their organization. The policy may include provisions about how to define what matters are confidential or when or if to make statements to the press or public.

3. Establish appropriate committees. In addition to policies, the board should consider establishing committees that will allow a detailed review of board-level matters that time would not allow during a board meeting.

4. Establish measures for effective board performance. The board also should schedule strategic planning and mission evaluation on a regular basis. This will require the board first to define what constitutes success of the nonprofit organization's mission. The board may conduct a self-evaluation, but also may choose to survey the organization's staff or members about the metrics to measure success and the best use of resources.

5. Review organizational and external resources. Board members should maintain copies of the organization's mission statement, budget, strategic plan and an overview of programs and staff. These resources can be a useful reference when considering how to fulfill the chartable purpose of the nonprofit

Organization Comes First

The standards to which a fiduciary is held are the highest imposed by law, and nonprofit board members are required to meet them. To do so, and to ensure the continuing success of the nonprofit, trustees must understand both the mission and the operations of the organization and take practical steps to uphold their fiduciary duty.

Protecting pursuit of the mission

Effective boards shield their colleges from inappropriate intrusion into the internal affairs of the institution by outside groups, agencies or individuals. Governing boards need to balance the

legitimate sway of external groups with the responsibility of colleges to provide leadership and define their own professional standards and programs.

As institutions of higher education, colleges uphold the benefit of freely exploring knowledge. Trustees are called on to defend and protect academic freedom and freedom of speech, even when they may disagree with what is being taught or said.

Protecting reputation

Once people are appointed or elected to a Community College board, they are identified with the college and assume new responsibilities for their behavior. As public officials and college representatives, they have taken on the responsibility to ensure that what they say and do reflects well on the college. Trustees represent the college well when they:

- Recognize that their comments carry much weight and think carefully before speaking
- Cultivate a positive and healthy relationship with the President and each other
- Build positive relationships with community leaders, the media and government officials. Refer community comments and media questions to the President
- Accurately represent board decisions and policies in public comment

Trustees potentially harm the college when they criticize the college or college personnel in public, or when they advocate against or denigrate decisions of the board once they are made. Board members must understand that they accept limits on rights they may have had as private citizens, including limits on speech and actions that could violate their fiduciary responsibility to protect the college.

Kansas Open Meetings Act

(Please see Section V – Reference Materials, for the complete Kansas Open Meetings Act)

Section III: Functions and Organization of the Board of Trustees

Election of Officers

According to the policies adopted by the Board of Trustees and laws of the state of Kansas, officers shall be elected annually at a regular Board meeting. Positions to be filled include:

A Chairperson, who shall:

- preside at all meetings of the Board;
- sign all warrants ordered by the Board to be drawn by the Treasurer;
- call special meetings of the Board;
- perform any other duty required by law or assigned by the Board

A Vice Chairperson, who shall:

- perform the duties of the Chairperson in the absence of the Chairperson or in the event of his inability to serve.

A voting delegate to the Kansas Association of Community College Trustees (KACCT).
An alternate delegate to the Kansas Association of Community College Trustees (KACCT).
A voting delegate to the Association of Community College Trustees (ACCT).
An alternate delegate to the Association of Community College Trustees (ACCT).
A Trustee Representative for professional negotiations.
A Trustee Representative designated to open bids received for college purchases.
A Trustee representative to the Garden City College Endowment Association.
A Trustee representative to the Broncbuster Athletic Association board.

Advisory Committees

Advisory committees are utilized by the faculty and administration to assure that College programs and services are sensitive to community needs and resources, and to provide two-way communication with citizens possessing special expertise and interest in college programs and services. In addition, ad hoc advisory committees may be appointed by the Board of Trustees for certain specified purposes.

1. An advisory committee will be appointed for technical programs of the College. Advisory Committees for other areas may be approved as needed.

2. Presidential institutional advisory committee members will be appointed by the President. Department advisory committee members will be appointed by the administration.
3. A chairperson of each committee will be elected by the appointed membership of the committee.
4. The committee will meet at least once each semester, upon call by the chairperson.
5. Notice of meetings including an agenda, will be distributed to each member at least two weeks in advance.
6. Minutes will be prepared and submitted to the appropriate administrator and the President within two weeks following each meeting.
7. Reports will be submitted to the appropriate administrator concerning any recommendations for significant changes in a program and/or any evaluative information prepared by an advisory committee.

Creation and Amendment of Policies

It is necessary for the College to revise and update current policies from time to time, as well as adopt new policies and procedures to support operations. Refer to the GCCC policy titled *New and Revisions to Existing Policy*.

1. Requests from faculty, staff, or administration for new academic policies should be made through faculty Senate which will place the policy on the next meeting agenda where the policy will be reviewed and discussed. Additional steps are outlined in the referenced policy.
2. All new operational, personnel and student services policies will be forwarded to the appropriate Department Head/ Division Director/ Dean for review. Additional steps are outlined in the policy referenced.
3. To recommend a revision to an existing policy, a draft document will be submitted to the appropriate vice president. Additional steps are outlined in the referenced policy.

Attorney and Auditor

The Board of Trustees selects and/or retains an attorney on an annual basis. The amount of the attorney's retainer fee is to be determined by the attorney and the Board.

Specifications for an annual audit shall be approved by the Board of Trustees before bids are solicited. The audit shall be approved by the Board of Trustees before the bids are solicited. The audit bid document may provide for audit contract specifications determined by the Board.

Authorization: Corporate Status; Name

Garden City Community College shall be governed by a Board of Trustees which shall constitute a body corporate and politic, possessing the usual powers of a corporation for public purposes, under name and style of "The Board of Trustees of Garden City Community College of the State of Kansas."

Board Agenda

It is the practice of the Board to expect the President, in conjunction with the Chairperson or vice chairperson of the Board, to prepare a written agenda for each public meeting. This agenda will be sent out to the Board members along with any other citizen who has submitted a request, at least 72 hours in advance of the meeting. Members of the Board are privileged to ask that items of his or her special interest be included on the agenda. The request should be made to the President or the Chairperson of the Board of Trustees.

Organization of the Board

At the regular meeting each January, the Board shall organize by election of a chairperson from its members, who shall serve for one year or until his/her successor is elected and qualified. The Board shall also elect a vice chairperson from its members, who shall serve for one year or until his/her successor is elected and qualified. All members of the Board are encouraged to consider service as a chairperson and/or vice-chairperson. The Board will select other such officer as it may deem desirable from among its own membership or from other qualified individuals

Board Chairperson Duties

The responsibilities of the Chair are: (a) the integrity of the board's process and (b) occasional representation of the Board to outside parties. The Chair is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions) other than in rare and specifically authorized circumstances.

1. The Chair shall ensure that the Board and individual Board members consistently act in accordance with the Board's own policies and laws legitimately imposed upon the Board by Kansas Statute.
2. The Chair of the Board of Trustees shall preside in an efficient and effective manner and shall set the general tone through positive leadership.
3. The Chair or the Vice-Chair shall participate in the formulation of all board agendas.
4. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly and to the point.
5. The Chair will stimulate discussion among the Board members and will attempt to arrive at Board decisions through consensus.
6. The Chair has no authority to supervise or direct the President without the consent of the full Board.
7. The Chair shall ensure that the other Board members are informed of current and pending Board issues and processes.
8. The Chair shall call special meetings.
9. The Chair and the Vice chair shall appoint members of committees established by the Board.
10. No member shall serve as Chair for more than two (2) consecutive 1-year terms.
11. The Chair shall be empowered to execute all legal documents, including deeds to convey title to properties owned by the Board of Trustees for which the Board of Trustees has authorized the sale.
12. The Chair is the is the spokesperson for the Board of Trustees. As such, he/she shall serve as the major conduit between the trustees and the general public, including the media, and between the trustees and the college administration.
13. The Chairperson shall not have the authority to make a policy or commit the Board in any way without authorization of the Board
14. The chairperson will set the calendar for the year scheduling and ensuring completion of the board's responsibilities.
    1. The President's evaluation- March, review in April
    2. The President contract and salary negotiations and completion- May
    3. The Board's annual self evaluation- June

    4. The Board's annual retreat to review self evaluation, set board goals for development-June
    5. Monitor and report Boards job description-August, September
    6. Assure that Code of Conduct is reviewed and signed annually by each trustee
    7. Budget retreat-July
    8. Public hearing proposed budget-August
    9. Visioning and strategic planning retreat
15. Facilitate monthly Board meeting assessments and lead discussion about the results.
16. The Chair shall sign diplomas and other documents as a representative of the Board.
17. The Chair will field comments from the public or college employees and refer to the president.
18. Express appreciation and gratitude to the president, staff and faculty as a representative of the Board.

Vice Chairperson Duties

In the absence of the Chair, the Vice-Chairperson shall assume the duties of the Chair.

Selection of the President

Pursuant to K.S.A. 71-201 the Board of Trustees will employ the president. Hiring the President is arguably the most important task of the board. The importance of the Board's role in selecting, supporting and positioning their institution and new President to thrive and excel cannot be overstated. No organization can lose its leader without losing some sense, even temporarily, of its direction. Conducting a President search involves design and oversight of the search process.

A thoughtful, inclusive, equitable, transparent, and participatory process will help set the stage for success for the next President. A good search process is developed and directed by the board, involves stakeholders in the institution, and is based on college goals and priorities.

Common steps in this process are:

- Decide if and how to use a consultant such as ACCT who can help design the process, assess leadership needs, recruit candidates, assist in advising the board, and do reference checks
- Should the Board decide not to hire a consultant, the board must work with the College's human resources to design and implement a process of selection
- Allocate sufficient resources such as staff time, cost of a consultant and publicity expenditures
- Appoint a search committee; generally, includes administrators, faculty, staff, students, board members, and community members
- Allow adequate time for the process
- Appoint an interim President
- Maintain openness and transparency; rely on human resources or marketing to set up and publish information about the process, timelines, and position profile
- The Trustees need to clarify their assumptions about the future of the College and what leadership skills are needed to accomplish the strategic plan
- Develop the President profile, spell out the expected duties, qualifications, and the desired personal qualities. Develop an inclusive and participatory process to solicit input for the President profile
- Establish the requirements of the application. Develop thoughtful questions to be used in the interview process
- Recruit and screen candidates
- Check references
- Avoid political contamination of the process being careful to not allow donors, politicians or special interest groups influence the process
- Schedule ample time to discuss each finalist. Discussions and selection are usually held in a public board meeting. This can feel awkward, but it is important that every voice is heard prior to a vote.
- Promptly offer the position to the chosen candidate. Decisions need to be made quickly to protect the candidates and the colleges interests.

Multi-year contracts for Presidents are common in community colleges; they encourage Presidents to stay in place and engage in long range thinking and planning. The board may extend the president's contract each year for a period not to exceed three years. Reappointment of the President and the extension of the President's contract shall be as provided in the contractual agreement between the President and the board of trustees. Any contract or extension shall be in writing and shall specifically state the beginning and end dates of the contract or extended contract term. The college's legal counsel should review the contract and

provide advice for all parties' benefit. Extensions of contract are generally tied to the evaluation process of the President and are contingent on a positive evaluation.

The Board should set the expectation that the President will continue professional development which in turn supports the success of the college. President professional development sets the example for faculty and staff. While some may view educational opportunities as interruptions to the day-to-day work, they present invaluable opportunities to gain insights from colleagues and national leaders, to share successes of the college beyond their own communities, and ultimately to increase the institutions overall capacity through educational enrichment and broader networks.

Onboarding the President

The Board must work with the current President and senior leadership to develop a comprehensive onboarding plan for the new President. Onboarding information should include briefings on each unit of the College. The Board should work with the college's public relations professionals to develop a media plan to create a sense of excitement and forward momentum as the new President is introduced to the College. Plans should include meeting key community members, influential donors, business professionals, and legislative leaders.

Early in the new President's tenure, the Board should hold a retreat to have more time to engage with the President and begin the process of building supportive and positive relationships between each board member and the President. This is an ideal time for the Board to identify the highest priorities for the President to work towards in the first year. The Board and President review board policies, the President's job description and set goals. The board needs to be clear about delegation of authority to the President and accountability back to the Board, the College, and the community.

The Board may adopt and observe an emergency Chief Executive succession plan, which plan shall be maintained as part of the records of Garden City Community College.

Monitoring Presidential Performance

Monitoring Executive performance is the role of the Board of Trustees. The Board carries out this critical function through the hiring and support of a President. Together, the Board and the President create a system of focus and mutual accountability goals using the tenets of policy governance. In this collaborative relationship, the Board provides clarity on and is responsible for the determination of presidential focus and objectives. The President provides clarity on and is responsible for determining the "Means" to accomplish these foci and objectives.

President Evaluation

The President is evaluated on an annual basis at the regularly scheduled meeting in June, where he/ she will give the Board an assessment of his/her performance as President, as measured against the goals and objectives previously agreed upon by the Board and the President. Board members should utilize monitoring reports collected throughout the year that describe the accomplishment of the ends as interpreted by the President. Board members agree upon an evaluation tool. Each individual Board member will evaluate the President as well. The Chair of the board will consolidate comments of the individual board members into a single response for each category. Board members will review the comments of the President and discuss each other's evaluation of the President.

The Board and the President together review the comments in an executive session. This is the ideal time to refine goals for the institution and the President; identify strategies to address any issues that had come up in the evaluation; celebrate successes; and foster communication between the board and the President.

The entire Community College and selected community members may be invited to also complete a survey to provide feedback about the President. There are conflicting opinions about the validity of such 360 degree assessments. Positive perspectives can be beneficial but also uninformed negative feedback is detrimental. The preferences of the board determine the best approach for fairness and objectivity.

Clerk of the Board Duties

The clerk of the board shall attend all meetings of the board; Shall keep an accurate journal of its proceedings; And shall have the care and custody of the records, books, and documents of the board. The board clerk is also the executive administrative assistant to the president, and such, reports directly to the president, acting as a liaison between the president and the board of trustees. The clerk shall make every effort for meeting minutes to be open and available for public inspection.

The clerk also functions as the treasurer for the board. Receipts of expenses incurred by board members shall be properly identified by the date, function, and signed by the board member, and given to the clerk. Expenses are reviewed by the accounting department and reimbursed as indicated.

Board meetings

The board of trustees shall hold at least one regular meeting each month at a time and place prescribed by the board. Special meetings may be held from time to time as circumstances may demand. Special meetings may be called by the chairperson of the board or by two or more members of the board when it is determined that circumstances warrant a special meeting. All members of the board must be notified either in person, by telephone, or in writing of the day, and time of such special meetings. The provisions of KSA 75-4317 through 75-4320 regarding open meetings shall be observed.

At least 4 trustees in attendance, either in person or virtual, constitutes a quorum.

Board Minutes

Board minutes will be recorded at each meeting by the Board Clerk. Copies of the minutes will be provided in the following regular monthly Board meeting packet for review and approval.

Constitution of a Passing Vote

All official actions of the board shall be taken by a quorum of members and a majority affirmative vote is needed for the motion to pass. The chairperson is a member of the board, he or she can, without giving up the chair, take part in debate, make motions, and vote on all questions. If there is a vote that results in a tie, the motion fails.

Robert's Rules of Order Newly Revised, 3rd edition 2020

Election and Terms of Office

The Board of Trustees shall consist of six (6) members from the home district in accordance with K.S.A. 71-1403. As a rule, members shall be elected for four-year terms in accordance with K.S.A. 71-1.

Elections will be held on the Tuesday following the first Monday in November in each odd-numbered year in a general election. If necessary, primary elections will be held on the first Tuesday in August of odd-numbered years. Laws applying to such elections shall be applicable. Elected members shall be sworn into office during the Board meeting immediately following the second Monday in January, following the general school election.

Executive Session

Upon formal motion made, seconded and carried, the board may recess, but not adjourn, to a closed-door executive session. Any motion to recess for a closed-door executive meeting shall include: 1. a statement describing the subjects to be discussed during the closed-door executive meeting; 2. the justification for closing the meeting; and 3. the time and place at which the open meeting shall resume. The complete motion shall be recorded in the minutes of the meeting and she'll be maintained as part of the permanent records of the college.

Recent legislation introduced new language which changes the definition of what used to be subject to now be defined as justification. The term subjects now appears to mean the matter or issue presented for discussion and the board must include a brief description of the subjects to be discussed while still protecting important privacy interests.

No binding action shall be taken during closed or executive sessions, and such sessions shall not be used as a subterfuge to defeat the purposes of the open meetings act.

With these changes to the open meeting act, the board shall be aware that the Kansas association of school boards legal staff recommends that school boards go into executive sessions for one justification at a time.

Garden City Community College legal counsel advises the board of trustees to recognize the following justifications for executive session:

- employee matters such as an individual's employee performance, and incident involving employee discipline or confidential employee information;
- negotiations such as proposals to modify the negotiated agreement between the faculty and Garden City Community College, proposals to modify professional employee compensation or proposals to modify professional employee grievance or other procedures;
- consultation with attorney such as contractual matters, student/employee grievance/disciplinary matters, compliance with laws and regulatory matters or potential litigation;
- student grievance such as discussing confidential student information, hold a student discipline appeal hearing;
- employee grievance such as discussing confidential employee information or hold an employee grievance hearing;

- student matters such as confidential student information or an incident involving student discipline;
- real estate such as potential properties to be acquired or terms for acquisition of real estate;
- security matters such as the college safety and security plan, placement of security cameras and alarms or social media security matters affecting the college security plan;
- confidential data such as proposals for a project, proposals for technology sharing or information from security services.

Filling of Board Vacancies

Pursuant to K.S.A. 71-201, the Board shall have the power to fill any vacancy which may occur in its membership not sooner than fifteen (15) days after it has properly published notice of such vacancy. The vacancy shall be filled by appointment, and the appointed member will serve the balance of the unexpired term.

Governance

Governing Style: In its governance, the Board will emphasize outward vision, encourage a variety of viewpoints, provide strategic leadership with collective decision-making, and remain proactive about the future success of the college. More specifically, the Board will:

1. Direct, control, and inspire the organization through the careful establishment of the broadest organization policies reflect the Boards values and perspectives. The Boards major focus will be on results and their long-term impact.

2. Seek input from various sources including staff, students, faculty, employers, and other community members as necessary.

3. Make decisions, to the extent possible, on a consensus basis.

4. Monitor, evaluate, and discuss the Board's process and performance regularly.

5. Honor the division of responsibility between the Board and the President and staff and contribute to creating a spirit of true cooperation and a mutually supportive relationship in support of our stakeholders.

Board Planning, Agenda and Content

The board will carry out its responsibilities using a governance style consistent with board policies by: (a) re-examining Ends policies annually; (b) holding an annual planning session; (c) following an agenda at its regular monthly meetings that implements the board policy on governing style; And (d) continually improving its performance through board education, enriching input, and deliberation.

At the first regular meeting each January, the board will establish a board meeting calendar, listing the dates and places for the regular monthly board meetings for the ensuing year. Meeting dates are subject to change. The chairperson and the President plan the agenda for each board meeting. The agenda will be sent to the board at least three days before the meeting. Education, input, and deliberation will be paramount in structuring meetings and other board activities. The board may choose to provide an opportunity for public input at each regular board meeting. An annual planning session will be held each year.

In all regular meetings of the board, a minimum of the following topics will be included: call to order; approval of meeting minutes; financial reports; expenses and claims; ownership linkage; board monitoring reports; Administrative reports; personnel transactions; other business; and adjournment.

Guidelines for Public Comment

All official board meetings are open to the public except executive sessions, which are convened in compliance with state law. The board of trustees welcomes the attendance of citizens at regular meetings.

1. Citizens should attempt to resolve any concerns with appropriate college personnel prior to addressing the board. This process can be achieved by completing the community feedback on the college public website. Concerns will then be routed to the appropriate personnel.
2. Persons having matters to be brought before the board are encouraged to contact the board clerk before 5:00 PM on the day of the board meeting. Requests can be emailed to jodie.tewell@gcccks.edu or mailed to: Board Clerk, 801 Campus Drive, Garden City KS 67846.

3. Persons authorized to speak shall identify themselves to the board clerk and state whether they represent an opinion of a group. The board chair may ask groups with a special interest to appoint a spokesperson.
4. Each person may speak no longer than 5 minutes.
5. Presentations containing information or comments related to college personnel or students may be deferred for consideration in executive session.
6. The chair reserves the right to stop the proceedings at any time and refer the speaker to follow up with the office of the president.

Reimbursement for Expenses

Pursuant to K.S.A. 71-201 (a), members of the Board of Trustees shall be paid subsistence allowances, mileage, and other actual and necessary expenses incurred in the performance of their official duties. For an expense reimbursement form, contact the Board Clerk.

Accreditation

As defined by the Council for Higher Education Accreditation, "Accreditation is both a process and a status. It is the process of reviewing colleges, universities, institutions and programs to judge their educational quality - how well they serve students and society. The result of the process, if successful, is the award of 'accredited status'."
Garden City Community has been accredited continuously by the Higher Learning Commission since 1975. "'Accredited status' means that students and the public can expect that a school or program lives up to its promises. It means that a student can have confidence that a degree or credential has value. Accreditation signals that the public can have confidence in the worth of an institution or program." Accredited status is a requirement to be eligible for public funds including federal student aid and institutional support; a factor in facilitating student mobility from one college to another; and a precondition for public confidence in a college.

Accreditation occurs both for the entire institution and for selected academic programs. In both cases the process typically occurs every five to 10 years and consists of a detailed self study, a visit from a team of peers from other institutions, a meeting with the accrediting Commission to review the results of their evaluation, and a follow up on the accreditors recommendations. Trustees play an important role in the accreditation process. Trustees participate in the review of essential documents for the self study, engage with the peer review team, and meet with the accrediting Commission. Trustees work with the president to assure accreditation recommendations are assessed by the commission are implemented.

Expected Learner Outcomes

After studying at Garden City Community College, a student can expect to walk away with institutional skills, work preparedness, the ability to transfer to other colleges and universities, a sense of enrichment, and readiness to join the workforce. These outcomes are the ENDs products or expectations set by the Board of Trustees through Policy Governance and Strategic Planning.

GCCC Expected Learner Outcomes

Assessment Overview

Assessment at GCCC encompasses a broad range of accountability and continuous improvement tools including Semester Course assessment, Program assessment, Institutional assessment, Non-Academic Department Assessment, Academic Program Review, and Non-Academic Program Review. Each of these tools is used to help facilitate continuous improvement and institutional planning.
SLAT (Student Learning Assessment Team) is a faculty-owned, faculty-driven team comprised of eight full-time faculty including broad representation from academic areas across campus. Every Academic Program and Non-Academic Department participates in the five-year comprehensive Program Review. The Review provides the opportunity to analyze functions and performance including analysis of financial and personnel resources in addition to learning and performance outcomes. Within the review, participants highlight successes, address challenges, and identify needed resources to request through the budget planning process. Analysis of assessment data is used to improve courses, programs, and departments.

2021 ENDS Report Essential Skills
2021 Academic Newsletter

Section IV: Fiscal Operations

Introduction

Acceptance of the responsibility for administering the business affairs of a public community college implies on the part of the President and the Board of Trustees recognition of a commission of trust from the taxpayers of the district. As a protection to the Board of Trustees, which is the agency responsible to the taxpayers for all phases of the educational program, the fiscal policies herein have been established.

Fiscal Year

Garden City Community College's fiscal year shall begin on the first day of July and end on the last day of June in the succeeding year (July 1-June 30.)

Financial Accounting

The Chief Financial Officer shall develop and implement a chart of accounts, a system of financial accounting called fund accounting and procedures to ensure that all funds received and disbursed by the college are in accordance with Board policies, state and federal laws and regulations. The operating budgets are based upon the legal budget adopted by the Board.

Monthly Report

The Chief Financial Officer shall make a monthly report to the President and the Board summarizing the operating fund revenues and expenditures comparative to the college's operating budget of the various funds maintained as part of the college's accounting system. The Board may request other ad hoc reports.

Audit

The Board of Trustees will be provided the audited financial statements, annually, and at the close of each fiscal year. Additionally, the Board of Trustees may request an audit of college accounts at any time the Board deems necessary.

Revenue

The college will generate revenues from various sources including students' tuition and fees, state appropriations, and mill levy. Tuition and fees will be charged to students enrolled in classes/programs and shall not exceed the limit set forth by Kansas State Statute. The college's mill levy will be established based upon estimated assessed valuations produced by the County Clerk of Finney County. Annually, the Board of Trustees will set the students' tuition and fee rates and the mill levy. The Board of Trustees will approve the students' tuition and fee rates in the annual operating budget. The mill levy is approved through the college's state appropriation budget and will not exceed the limits set by the Kansas State Statutes.

Investments

The Board has authorized investments within statutory limitations set by K.S.A. 12-1675 from any and/or all funds. Interest earned from those investments will be placed in the college's general operating fund except for investments derived from bond-related funds, which shall be invested in accordance with the covenant of the bond. Interest earned on student activities funds derived from commission vending sales or other activities, etc. shall be placed in the out-of-district scholarship fund of the general operating fund unless otherwise required by law or designation of donor, provided such funds are not agency account funds, which are not invested.

Purchasing

It is the duty and responsibility of the college business office to make purchases of goods and services for the college at the best possible cost, quality of product, and timeliness of services in

accordance with the Kansas State statutes. According to Garden City Community College purchasing policy:

1. To make a purchase with college funds a requisition must be entered electronically for approval by the Division/Department Director and appropriate administrator. To make a purchase for a student organization or student sponsored activity, a requisition must be entered electronically for approval by the sponsor and appropriate administrator. Once requisitions are approved, a purchase order will be processed through the business office. A purchase order must be approved and a purchase order number assigned before any college purchase can be made.
2. Purchasing requirements must adhere to the following guidelines:
    a. under $50-complete petty cash form and attach itemized receipts. Supervisor must sign form and submit to business office for reimbursement
    b. between 0-$24,999-no price comparison required, local vendor preferred
    c. between $25,000-99,999-requires documentation of comparative prices with consideration of both quality and local businesses
    d. between $100,000-149,999-requires documentation of comparative prices with consideration of both quality and local businesses. Appropriate Vice President and President approval required
    e. $150,000 and over-requires business office involvement with either sealed proposals or comparative written quotes and due consideration regarding cost, quality and service, and consideration of local businesses. Final approval by the President and the Board of Trustees. Utilities, employee benefit providers, items purchased under contract or items purchased for resale do not require board approval.

Asset protection of policy governance directs the President that he shall not make purchases between $50,000 and 149,999 without competitive pricing and due consideration regarding cost, quality, and service; and purchases over $150,000 require board approval.

When appropriate, the bid shall state brand name, equal, or interchangeable descriptions. Copies of all bids shall be provided to the board of trustees or board designee. Preference may be given to Garden City and Finney County businesses, when feasible.

The business office shall secure maintenance contracts on needed equipment and shall review these contracts on an annual basis as to cost and services provided.

The Board of Trustees shall purchase real estate for further needs of the College after a duly appointed representative the board has completed negotiations with the seller for the purchase price, subject to ratification by the Board of Trustees.

Bill Payment

The Board of Trustees authorizes the College Business Office to pay invoices in a timely manner, and in accordance with Kansas State Statues, to take advantage of any a cash discount or to avoid late payment charges. List of all checks issued shall be presented to the Board for approval at the regular Board meeting.

Pursuant to K.S.A. 12-105b, the Chief Financial/Business Officer is authorized to pay bills in advance of the presentation to and approval by the Board of Trustees under the following circumstances: 1) the college will benefit from a discount provided for early payment or it will avoid assessment of a penalty; 2) reimbursement of employee travel expenses if submitted more than fifteen (15) days prior to the next regular Board meeting. Funds are drawn down as a reimbursement after the vendors are paid.

The college will utilize payment methods that expedite the payment of invoices for goods and services received to minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity, and the disbursement by the college whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means.

Depository Banks

K.S.A 9-1401 requires that depositories for municipal and quasi-municipal funds be designated by the governing body by official action and recorded in the minutes of the governing board. The Board of Trustees may make this designation in January. The college currently utilizes the following: Primary Depositories– Commerce Bank and other Depositories: Western State Bank, Valley State Bank, First National Bank of Garden City, Landmark National Bank, American State Bank, Garden City State Bank, and State of Kansas Municipal Investment Fund.

Budget

The Chief Business/Financial Officer shall prepare the college's annual budget consisting of estimated revenues and expenses for each fiscal year. The President and Chief Business/Financial Officer shall recommend, annually, to the Board the students' tuition and general fee rates, housing and meal plan rates, and mill levy. The President and Chief Business/Financial Officer shall recommend to the Board of Trustees a mill levy sufficient to cover the expenditures of the budget which is not sufficiently covered by anticipated state appropriation and other state aid, students' tuition and general fee revenues, federal aid, and other sources of revenues. (See Section V – Reference Materials, for the current fiscal year budget).

The President and Chief Business/Financial Officer shall present the state appropriation budget in the form prescribed by the Department of Administration, Division of Accounts and Reports of the State of Kansas, at the July Board meeting. In August of each fiscal year, the proposed budget is tentatively adopted for publication of public hearing. The Board of Trustees shall set the time and place of a public hearing on the proposed state appropriation budget, which is published in the official newspaper of the college. Public notification of the public hearing of the proposed state appropriation budget shall be at least ten (10) days prior to the date set for the public hearing, and accordance with the State of Kansas Statues.

As late as the September Board of Trustees meeting and subsequent to the public hearing, the Board of Trustees shall adopt the state appropriation budget. On or before the 25th days of August each year, a copy of the adopted budget along with proof of public publication shall be filed with the Finney County Clerk and the Kansas Board of Regents.

Financial Stability

It is the policy of Garden City Community College to be financially stable, and to meet the financial obligations of the College. The College shall make a recommendation to the Board of Trustees to set aside a specific amount or percentage of earned general operating revenues to be placed in the general fund balance reserves at the end of each fiscal year (June 30 of each fiscal year). General operating revenues will include funds received from state appropriations, Ad Valorem taxes (mill levy), tuition, general fees, and local income. This policy will enable the College to manage revenue shortfalls and cash flows, ensure continued operations, and provide for unforeseen contingencies without impairing the level or quality of services needed to respond to its customers, i.e., students, employees, and external stakeholders. Should exigencies

occur or result in the college not able to make a recommendation of a specific amount or percentage of earned general operating revenues into the general fund balance reserves, cautionary review, and consideration of the college's financial position both long term and short term will be required of the Board of Trustees, and efforts focused therein.

Disposal of Records

In the absence of Kansas State Statue stating otherwise, it shall be the policy of Garden City Community College to retain a record no longer than seven (7) years beyond the date of last activity, with the following exceptions:

- Student transcripts – Permanent
- Board of Trustee minutes – Permanent

Permanent records may be maintained through digitization or electronic.

Disposal of College Property

Garden City Community College Board of Trustees authorizes the Vice President of Finance and Administration/Chief Business/Finance Officer or designee to dispose of unneeded (surplus) and/or obsolete college property periodically and in accordance with the appropriate procedures for disposal of college property.

When a department or work area within the College determines equipment or material property is no longer needed or obsolete by the department or work area, the Department Chair (Head), Director, or Work Area Supervisor will submit the Garden City Community College Fixed Asset Inventory Form for the item to their division head: Vice President, Executive Director, i.e., Administrative Council (AC) Member.

When a department no longer has need of capital assets, the department will complete the Garden City Community College Fixed Asset Inventory Form "Deletions, Disposal, Transfers, and Sales".

Once the Garden City Community College Fixed Asset Inventory Form is approved by the appropriate department head and AC member, the Vice President of Finance and Administration or designee will distribute a communication asking for requests for the item(s) identified on the Garden City Community College Fixed Asset Inventory Form. If more than one department or work area requests the item, a letter-of-need will be required from all interested departments or

work areas. The letter will include need and planned use of the item. The letters-of-need will be reviewed by Vice President for Finance and Administration or Administrative Council, and a determination made for which department or work area will receive the item.

If no other department or work area within the college requests the item within a two-week period, the item may be disposed. The college reserves the option to dispose the item(s) by bids or auction as provided by Board Policy, and Federal and State law.

Inventory

A detailed listing of furniture, vehicles, and equipment, including computers is maintained through the Chief Business/Financial Officer. Capital assets are recorded and marked with a Garden City Community College inventory tag at the time of purchase. The personnel responsible for fixed asset inventory for the department will be provided, by the Fixed Asset Coordinator or Chief Business/Financial Officer, a list of fixed assets under his/her purview. He/she will conduct a complete visual inspection of each asset at least once annually. Once fixed asset inventory is completed at the department level, those lists of inventories will be returned to the Fixed Asset Coordinator who will work with the Director of Accounting to ensure the financial statement report accurate valuation of all fixed assets. The fixed assets not accounted for will be appropriately documented and disposed of through the disposal of asset procedures.

Health Insurance

Group Health Insurance benefit is available to full-time employees on a use-it or lose-it basis through the College approved health insurance plan. The College will contribute to eligible employees' group health insurance premium at an amount approved by the Board. All full-time employees must be covered on health insurance, either on the College group or through another policy. New employees must complete an enrollment form electing or denying coverage within 30 days of their hire date. For a complete description of benefits, deductibles, limitations, exclusions, and other provisions contact the Payroll Office

Risk Management Insurance

The Board of Trustees shall carry appropriate property and casualty insurance to cover and protect the college's assets and resources from business interruptions and catastrophic

liabilities. The Board of Trustees shall also carry mandated Worker's Compensation Insurance in additional to general liability commercial automobile physical damage and liability, professional legal liability insurances.

Section V: Reference Materials and Data

Kansas Degreestat

Degreestats are updated annually and include the specific costs of each undergraduate degree program offered in Kansas, and the earnings those graduates are making today. For reference and the most up to date information please use the link below:

Kansas Regents Degree Stats

Resources

Annual Report

The Broncbuster Annual Report Magazine is a summary of reports and statistics that highlight the previous academic year. This magazine can serve as a resource of statistical information and program highlights for trustees. As a trustees useful information in this magazine includes enrollment statistics, revenue and expenditures, financial aid statistics including scholarships awarded and commencement statistics describing the degrees and certificates awarded.

The Broncbuster annual report magazine can be found online at Broncbuster Annual Report Magazine.

Faculty Negotiated Agreement

On an annual basis, the board of trustees designates a representative to meet with GC3 educators, a professional employee's organization as defined by K.S.A. 72-2218€, to negotiate a renewal of the contractual employment agreement. this agreement can be found on the website at Board of Trustees Negotiated Agreement

GCCC Strategic Plan

This strategic plan is a dynamic, living document, revisited annually by the College and Strategic Planning Committee to monitor progress toward our goals. The strategic plan guides the work of the institution, linking our operations, continuous improvement process, and budget in a continuous life cycle of the institution.

GCCC Strategic Plan

Tuition, Fees and Payment

Tuition and fees are set by the Board in collaboration with Administration's advice. The total amount of tuition and general fees is determined each semester by the student's residency status, and the number of hours in which the student enrolls.

GCCC Tuition, Fees and Payment

Breakdown of Revenue and Resources

As shown in the revenues by source graph. the three primary sources of revenue for the College are property taxes at 44%, Federal grants and contracts at 21% and State appropriations at 17%.

Breakdown of Revenue and Resources

Open Meeting Laws

Kansas Open Meetings Act Frequent Questions

Kansas Open Records Act Frequent Questions

Employee Policies and Procedures

GCCC Employee Policies and Procedures

GCCC Links

a. Local, State and Federal Representatives
b. Internal Governance Committee
c. Broncbuster Athletic Association
d. Endowment Association
e. Taxpayer Transparency Data
f. Kansas Board of Regents
g. Kansas Technical Education Authority
h. Kansas Community College Service Area Map

Main Campus

801 Campus Dr,
Garden City, KS 67846

Kansas Statutes

71-120. Community colleges; official designation. (a) On and after the effective date of this act, every public community junior college, established and existing under the laws of this state, is hereby officially designated as a community college.
(b) Whenever the community colleges officially designated as such in subsection (a) are referred to or designated by the terms "community junior college" or "junior college" in a statute, contract or other document, such reference or designation shall be deemed to apply to said community colleges.
History: L. 1980, ch. 207, § 1; July 1.

71-201. Boards of trustees; powers and duties. (a) The board of trustees, in accordance with the provisions of law and the rules and regulations of the state board of regents, shall have custody of and be responsible for the property of the community college and shall be responsible for the operation, management and control of the college. The board of trustees shall hold at least one regular meeting each month at a time prescribed by the board.
The board shall make an annual report in the manner prescribed by the state board of regents. Members of the board of trustees shall be paid subsistence allowances, mileage and other actual and necessary expenses incurred in the performance of their official duties.
(b) For effectuation of the purposes of this act, the board of trustees in addition to such other powers expressly granted to it by law and subject to the rules and regulations of the state board of regents is hereby granted the following powers:
(1) To select its own chairperson and such other officers as it may deem desirable, from among its own membership. The secretary may be chief administrative officer of the college.
(2) To sue and be sued.
(3) To determine the educational program of the college subject to prior approval thereof as provided in this act and to grant certificates of completion of courses or curriculum.
(4) To appoint and fix the compensation and term of office of a president or chief administrative officer of the college.
(5) To appoint upon nomination of the president or the chief administrative officer members of the administrative and teaching staffs, to fix and determine within state adopted standards their specifications, define their duties and to fix their compensation and terms of employment. No community college teacher shall be required to meet licensure requirements greater than those required in the state educational institutions.

(6) Upon recommendation of the chief administrative officer, to appoint or employ such other officers of the college, agents and employees as may be required to carry out the provisions of

law and to fix and determine within state adopted standards their qualifications, duties, compensation, terms of office or employment and all other items and conditions of employment.
(7) To enter into contracts.
(8) To accept from any government or governmental agency, or from any other public or private body, or from any other source, grants or contributions of money or property which the board may use for or in aid of any of its purposes.
(9) To acquire by gift, purchase, lease-purchase, condemnation or otherwise, and to own, lease, use and operate property, whether real, personal, or mixed, or any interest therein, which is necessary or desirable for community college purposes. Any lease-purchase agreement entered into under authority of this subsection shall be subject to the conditions set forth in K.S.A. 10-1116c, and amendments thereto. The term of any lease entered into under authority of this subsection may be for not to exceed 10 years. Such lease may provide for annual or other payment of rent or rental fees and may obligate the community college to payment of maintenance or other expenses. Any lease or lease-purchase agreement entered into under authority of this subsection shall be subject to change or termination at any time by the legislature. Any assignment of rights in any lease or leasepurchase made under this subsection shall contain a citation of this section and a recitation that the lease or lease-purchase agreement and assignment thereof are subject to change or termination by the legislature. To the extent that the provisions of the cash-basis and budget laws conflict with this subsection in such a manner as to prevent the intention of this subsection from being made effective, the provisions of this subsection shall control. This provision is subject to the provisions of subsection (d).
(10) To enter into lease agreements as lessor of any property, whether real, personal, or mixed, which is owned or controlled by the community college. Any such agreement may specify the purposes for which the property may be used, require that the property be maintained and operated by the lessee, and may contain such restrictions or limitations on the use of the property, be entered into for such period of time, and include such other terms and conditions as the board of trustees determines to be necessary and proper. Every such agreement shall be subject to change or termination at any time by the legislature. Any assignment of rights under any such agreement shall be subject to approval by the board of trustees and shall contain a citation of this section and a recitation that the lease agreement and assignment of rights thereunder are subject to change or termination by the legislature.
(11) To determine that any property owned by the college is no longer necessary for college purposes and to dispose of the same in such manner and upon such terms and conditions as provided by law.
(12) To exercise the right of eminent domain, pursuant to chapter 26 of the Kansas Statutes Annotated, and amendments thereto.

(13) To make and promulgate such rules and regulations, not inconsistent with the provisions of law or with rules and regulations of the state board of regents, that are necessary and proper for the administration and operation of the community college, and for the conduct of the business of the board of trustees.
(14) To exercise all other powers not inconsistent with the provisions of law or with the rules and regulations of the state board of regents which may be reasonably necessary or incidental to the establishment, maintenance and operation of a community college.
(15) To appoint a member to fill any vacancy on the board of trustees for the balance of the unexpired term. When a vacancy occurs, the board shall publish a notice one time in a newspaper having general circulation in the community college stating that the vacancy has occurred and that it will be filled by appointment by the board not sooner than 15 days after such publication.
(16) To contract with one or more agencies, either public or private, whether located within or outside the community college or whether located within or outside the state of Kansas for the conduct by any such agencies of education for students of the community college, and to provide for the payment to any such agencies for their contracted educational services from any funds or moneys of the community college, including funds or moneys received from student tuition and fees, funds received from the state of Kansas or the United States for education, or taxes collected under K.S.A. 71-204, and amendments thereto. Any contract made under this subsection with an institution of another state shall be subject to the provisions of K.S.A. 71-202, and amendments thereto.
(17) To authorize by resolution the establishment of a petty cash fund in an amount not to exceed $1,000, and to designate in such resolution an employee to maintain such petty cash fund. The employee designated in any resolution provided for in this subsection receiving such funds shall keep a record of all receipts and expenditures from the fund, and shall from time to time, and at the end of the fiscal year, prepare a statement for the board showing all receipts, expenditures, and the balance in the petty cash fund. The board of trustees may authorize the employee designated to maintain any petty cash fund to make a claim for replenishment of the fund to its original amount in advance of approval by the board of trustees if, at any time during the period between regular monthly meetings of the board of trustees, the balance remaining in the fund is insufficient to make needed expenditures for any purpose for which the petty cash fund is maintained. No petty cash fund may be replenished more than one time during each period between regular monthly meetings of the board of trustees. If a petty cash fund is replenished prior to the end of the fiscal year in accordance with the foregoing authorization, the employee authorized to maintain the petty cash fund shall keep an accurate record of all expenditures made therefrom, and the purpose therefor, and shall submit the record to the board of trustees at the next regular monthly meeting thereof. The petty cash fund shall be replenished by payment from the appropriate funds of the community college to the petty cash fund upon proper claim. The fund shall be kept separate from all other funds and shall be used

only for authorized expenditures and itemized receipts shall be taken for each expenditure. No part of such fund may be loaned or advanced against the salary of an employee. All employees entrusted with such funds under this subsection shall be bonded by the community college.
(c) Subject to the provisions of subsection (d), the board of trustees may purchase or otherwise acquire land or land and improvements and may acquire, construct, reconstruct, repair or remodel improvements thereon or additions thereto, including furnishings, equipment, and architectural and incidental expense related thereto, and for such purposes the board of trustees is authorized to issue and sell general obligation bonds, the cumulative total not to exceed the following amounts: Where the community college has a taxable tangible valuation of less than $90,000,000 or is located in a county designated as urban under the provisions of K.S.A. 19-3524, and amendments thereto, not to exceed 5% of the taxable tangible property of the community college , and where the community college has a taxable tangible valuation of more than $90,000,000 not to exceed 3% except as provided above for any community college located in a county designated as urban under the provisions of K.S.A. 19-3524, and amendments thereto, of the taxable tangible property of the community college If any increase in the valuation of a community college results in an outstanding bonded indebtedness in excess of that provided in this subsection, such increase shall not constitute a violation of this subsection. No such bonds shall be issued until the question of their issuance shall have been submitted to a vote of the electors of the community college at a regular election or at a special election called for that purpose and the majority of the electors voting on the proposition in such community college shall have voted in favor of the issuance of the bonds. Such election shall be called, noticed and held and the bonds issued, sold, delivered and retired in accordance with the provisions of the general bond law except as herein otherwise expressly provided. (d)
(1) Except as provided in K.S.A. 74-32,433, and amendments thereto, the board of trustees of a community college may purchase or otherwise acquire land or land and improvements within: (A) The community college; or (B) the service area of the community college. Nothing in this subsection shall be construed or operate in any manner to require a board of trustees to sell, convey or otherwise dispose of land or land and improvements located outside the community college or the service area of the community college and owned or being acquired by the community college on the effective date of this act.
(2) For the purposes of this subsection, "service area" means a designated geographic area of the state established pursuant to agreement of the presidents of the community colleges and adopted in policy by the state board of regents.
History: L. 1965, ch. 417, § 14; L. 1969, ch. 310, § 52; L. 1972, ch. 267, § 1; L. 1973, ch. 273, § 1; L. 1978, ch. 277, § 1; L. 1980, ch. 207, § 2; L. 1981, ch. 269, § 1; L. 1984, ch. 256, § 1; L. 1990, ch. 251, § 1; L. 1990, ch. 252, § 1; L. 1991, ch. 213, § 1; L. 1996, ch. 269, § 3; L. 1999, ch. 147, § 26; L. 2005, ch. 69, § 2; L. 2009, ch. 93, § 1; L. 2011, ch. 97, § 13; L. 2012, ch. 159, § 7; July 1, 2013.

71-201a. Contracts; indemnification or hold harmless provision, void. (a) It is the public policy of the state of Kansas that all contracts entered into by the board of trustees of a community college, or any officers or employees thereof acting on behalf of the board, provide that the community college and board of trustees shall be responsible solely for the community college's or board's actions or failure to act under a contract.

(b) The board of trustees of a community college and any officers or employees thereof acting on behalf of the board shall not have the authority to enter into a contract under which the community college or board agrees to, or is required to, indemnify or hold harmless against damages, injury or death resulting from the actions or failure to act on the part of any party to a contract other than the board or the community college.

(c) The provisions of any contract entered into in violation of this section shall be contrary to the public policy of the state of Kansas and shall be void and unenforceable.

History: L. 2005, ch. 158, § 4; July 1.

71-201b. Contracts; governed by Kansas law. (a) It is the public policy of the state of Kansas that all contracts entered into by the board of trustees of a community college, or any officers or employees thereof acting on behalf of the board, shall be governed by and interpreted in accordance with the laws of the state of Kansas.

(b) The board of trustees of a community college and any of its officers or employees acting on behalf of the board shall have no power to enter into a contract which provides that the contract shall be governed by or interpreted in accordance with the laws of a state other than the state of Kansas.

(c) The board of trustees of a community college and any officers or employees thereof acting on behalf of the board shall have no power, pursuant to a contract, to submit to the jurisdiction of any court other than a court of the state of Kansas.

(d) The provisions of any contract entered into in violation of this section shall be contrary to the public policy of the state of Kansas and shall be void and unenforceable.

History: L. 2005, ch. 158, § 5; July 1.

71-201c. Contracts; mandatory provisions. (a) Except as provided by subsection (c), any contract entered into by the board of trustees of a community college or any of its officers or employees acting on behalf of the board shall contain the mandatory contract provisions prescribed by the department of administration in form DA-146a, as amended.

(b) Except as provided by subsection (c), any contract entered into after the effective date of this act shall be deemed to have incorporated the mandatory contract provisions prescribed by the department of administration in form DA-146a, as amended, even if such provisions are not specifically contained in such contract.
(c) The board of trustees of a community college may omit any of the mandatory contract provisions prescribed by the department of administration in form DA-146a, as amended, upon the affirmative recorded vote of a majority of the members of the board. The board shall not have the authority to waive or omit from the provisions of any contract the provisions of K.S.A. 71-201a or 71-201b, and amendments thereto.
History: L. 2005, ch. 158, § 6; July 1.

71-203. Scholarships; limitations on use of public funds. The board of trustees of a community college shall not authorize or permit the expenditure of any public funds, either directly or indirectly, for scholarships for students who reside outside of the community college . No public funds shall be expended for athletic scholarships. For the purpose of this section, moneys received from sale of admissions to activities which the community college sponsors and moneys received from private sector persons or organizations shall not be deemed to be public funds. Notwithstanding any provision of law to the contrary, a community college may use student fees to grant student scholarships if such use is approved by the board of trustees and acknowledged by student government representatives.
History: L. 1968, ch. 211, § 20; L. 1969, ch. 340, § 2; L. 1980, ch. 207, § 4; L. 2001, ch. 83, § 1; July 1.

71-204. Tax levy authorization; determination of amount; budget. (a) For the purpose of community college maintenance and operation, the board of trustees is authorized to levy a tax on the taxable tangible property of the community college .
Such tax levy shall be the amount determined by the board of trustees to be sufficient to finance that part of the budget of the community college which is not financed from any other source provided by law. The budget of the community college shall be prepared and adopted as provided by law, and the tax levy therefor shall be certified to the county clerk of every county a part of the territory of which is in the community college . (b) The tax levy authorized by subsection (a) shall be reduced (1) in the 2001 fiscal year by an amount equal to 80% of the amount of the difference between the amount of state aid received by the community college in the 2000 fiscal year less an amount equal to 25% of the amount of out-district tuition received by the community college in such fiscal year and the amount of the state grant to which the community college is entitled in the 2001 fiscal year and (2) in fiscal years 2002, 2003 and 2004

by an amount equal to 80% of the amount of the difference between the amount of the state grant received by the community college in the preceding fiscal year less an amount equal to 25% of the amount of out-district tuition received by the community college in the 2000 fiscal year and the amount of the state grant to which the community college is entitled in the current fiscal year and (3) in each fiscal year after the 2004 fiscal year by an amount equal to 80% of the amount of the difference between the amount of the state grant received by the community college in the preceding fiscal year and the amount of the state grant to which the community college is entitled in the current fiscal year.
History: L. 1965, ch. 417, § 15; L. 1967, ch. 408, § 2; L. 1976, ch. 299, § 1; L. 1980, ch. 207, § 5; L. 1999, ch. 147, § 27; July 1.

71-205. Off-campus instruction at Fort Leavenworth military reservation.

For the purpose of offering and providing off-campus instruction and courses of study at the Fort Leavenworth military reservation, any community college board of trustees is hereby authorized to enter into agreements with the United States of America or any department or agency thereof. Credit for such study shall be given and accredited in the same manner and to the same extent as other community college credit is given and accredited.
History: L. 1968, ch. 247, § 1; L. 1980, ch. 207, § 6; July 1.

71-206. Same; disposition of funds.

Any community college board shall receive, deposit and disburse all funds due or to become due for off-campus instruction at Fort Leavenworth military reservation in the same manner as other funds belonging to the board, and all funds so received, or which have been so received, shall be available and expended for such off-campus instruction and other lawful purposes of the board without regard to any restrictions or limitations contained in the budget law.
History: L. 1968, ch. 247, § 2; L. 1980, ch. 207, § 7; July 1.

71-210. Affiliation with certain organizations and associations; payment of dues, membership fees authorized.

The board of trustees of any community college, upon majority vote of the members thereof, is hereby authorized to pay dues or membership fees from the general fund of such community college for affiliation with any organization or association the purpose and function of which is to provide for: (a) Accreditation necessary to enable the community college to fulfill its educational mission; or (b) eligibility for participation by the community college in formal athletic competition; or (c) the exchange of information and cooperation among community and junior colleges for the strengthening of programs for the benefit of its member community and junior colleges; or (d) information,

education and assistance to boards of trustees on curriculum or in solving problems peculiar to community and junior college operation.
History: L. 1976, ch. 302, § 2; L. 1980, ch. 207, § 11; July 1.

71-211. Standardized and uniform chart of accounts; use required. The director of accounts and reports, with the advice of the state board of regents, the senate committee on education and the house of representatives committee on education, shall prescribe a standardized and uniform chart of accounts for use by all community colleges. Such chart of accounts shall be compatible with the revenues and expenditures classification system developed by the national association of college and university business officers. The chart of accounts shall be adaptable to manual or automated systems, and use of such chart of accounts is hereby required for all community colleges.
History: L. 1973, ch. 293, § 1; L. 1978, ch. 300, § 1; L. 1979, ch. 217, § 1; L. 1980, ch. 207, § 12; L. 1999, ch. 147, § 88; L. 2013, ch. 134, § 25; July 1.

71-212. Early retirement incentive programs: establishment authorized; purposes; payment limitations; program report required. (a) The board of trustees of any community college may establish an early retirement incentive program for the benefit of the employees of the community college for retirement of employees prior to the normal retirement age of 65 years. As used in this act, an "early retirement incentive program" is a program that provides cash payments, either in the form of a lump-sum payment at the beginning of the fiscal year, or in regular payments during the fiscal year. No payment pursuant to an early retirement incentive program as provided in this section shall be made prior to the retirement under the provisions of the Kansas public employees retirement system of any such employee of the community college.
(b) Commencing in the fiscal year that commenced in calendar year 2002 and every three years thereafter, each board that has established an early retirement incentive program shall prepare and submit a report to the state board of regents related to such early retirement incentive program. Such report shall contain: (1) Three years of budget data of such program, including actual costs, and a current year and future years' budget data for three to five years; (2) current costs and benefits of such program and projected costs and benefits of such program for three to five years; (3) current and projected number of participants in such program; and (4) such other information as required by the state board of regents. The state board of regents shall design and distribute forms to carry out the provisions of this act to the board of trustees of each community college that has established an early retirement incentive program. The state board of regents shall compile and prepare a summary report which shall be submitted to the

joint committee on pensions, investments and benefits no later than January 1 of the year that follows the end of the fiscal year in which the reporting is required as provided in this subsection.
History: L. 1981, ch. 267, § 1; L. 1994, ch. 293, § 5; L. 1996, ch. 266, § 3; L. 1999, ch. 171, § 1; L. 2002, ch. 63, § 1; July 1.

71-213. Same; budget authorization. The board of trustees is hereby authorized to budget and expend such amounts for early retirement incentive programs as the board may deem to be necessary and desirable.
History: L. 1981, ch. 267, § 2; July 1.

71-214. Same; limitation on rights creation. Nothing in this act shall be construed to create any right, or to authorize the creation of any right, which is not subject to amendment or nullification by act of the legislature.
History: L. 1981, ch. 267, § 3; July 1.

71-215. Evaluation of employees; definitions. As used in K.S.A. 71-216 through 71-218, and amendments thereto:
(a) "Board" means the board of trustees of a community college.
(b) "Employees" means all full-time employees of community colleges.
(c) "Full-time employees of community colleges" means instructional and administrative employees who are under contract for services to a community college for a term of not less than nine months and whose services to a community college are considered their principal employment.
(d) "School year" means the period from July 1 to June 30.
History: L. 2006, ch. 45, § 3; July 1.

71-216. Policy of personnel evaluation; adoption; forms; contents; time. Each board shall adopt a written policy of personnel evaluation procedure in accordance with this act. Every policy so adopted shall:
(a) Be prescribed in writing at the time of original adoption and at all times thereafter when any amendments are adopted.
(b) Include evaluation procedures applicable to all employees.

(c) Provide that all evaluations are to be made in writing and that evaluation documents and responses thereto are to be maintained in a personnel file for each employee for a period of not less than three years from the date each evaluation is made.
(d) Except as provided herein, provide that every employee in the first two consecutive school years of employment shall be evaluated at least one time per semester. Any employee who is not employed for the entire semester shall not be required to be evaluated. During the third and fourth years of employment, every employee shall be evaluated at least one time each school year. After the fourth year of employment every employee shall be evaluated at least once in every three years.
History: L. 2006, ch. 45, § 4; July 1.

71-217. Same; evaluation policies; criteria; development; procedure; evaluation required prior to contract renewal.

Evaluation policies adopted under K.S.A. 71-216, and amendments thereto, shall meet the following guidelines or criteria:
(a) Consideration shall be given to the following employee attributes: Efficiency, personal qualities, professional deportment, ability, results and performance and such other matters as may be deemed material.
(b) Community attitudes toward, support for and expectations with regard to educational programs shall be reflected.
(c) The original policy and any amendments thereto shall be developed by the board in cooperation with the persons responsible for making evaluations and the persons who are to be evaluated, and, to the extent practicable, consideration shall be given to comment and suggestions from other community interests.
(d) Evaluations of the chief administrator employed by a board shall be made by the board. The board shall place primary responsibility upon members of the administrative staff in making evaluations of other employees.
(e) Persons to be evaluated shall participate in their evaluations, and shall be afforded the opportunity for self-evaluation.
(f) The contract of any person subject to evaluation shall not be nonrenewed on the basis of incompetence unless an evaluation of such person has been made prior to notice of nonrenewal of the contract and unless the evaluation is in substantial compliance with the board's policy of personnel evaluation procedure.
History: L. 2006, ch. 45, § 5; July 1.

71-218. Same; evaluation documents; presentation to employee; acknowledgment; limited availability. Whenever any evaluation is made of an employee, the written document thereof shall be presented to the employee, and the employee shall provide written acknowledgment of such presentation. At any time not later than two weeks after such presentation, the employee may respond thereto in writing. Except by order of a court of competent jurisdiction, evaluation documents and responses thereto shall be available only to the evaluated employee, the board, the appropriate administrative staff members designated by the board, the community college attorney upon request of the board, the board and the administrative staff of any community college to which such employee applies for employment, and other persons specified, in writing, by the employee to the employee's board.
History: L. 2006, ch. 45, § 6; July 1.

71-301. Student tuition. The board of trustees shall charge to and collect from each student tuition at rates per credit hour enrolled which shall be established by the board of trustees. In addition to tuition, the board of trustees may charge to and collect from each student fees at rates which shall be established by the board of trustees.
History: L. 1965, ch. 417, § 16; L. 1968, ch. 211, § 11; L. 1970, ch. 287, § 1; L. 1971, ch. 235, § 1; L. 1972, ch. 270, § 1; L. 1973, ch. 274, § 2; L. 1975, ch. 361, § 1; L. 1976, ch. 300, § 1; L. 1978, ch. 278, § 1; L. 1980, ch. 208, § 4; L. 1980, ch. 209, § 1; L. 1981, ch. 270, § 1; L. 1982, ch. 282, § 1; L. 1984, ch. 257, § 1; L. 1985, ch. 234, § 1; L. 1986, ch. 256, § 4; L. 1988, ch. 273, § 1; L. 1988, ch. 274, § 1; L. 1990, ch. 252, § 2; L. 1990, ch. 66, § 47; L. 1993, ch. 265, § 8; L. 1995, ch. 207, § 1; L. 1996, ch. 152, § 1; L. 1998, ch. 176, § 2; L. 1999, ch. 147, § 28; L. 2001, ch. 83, § 2; July 1.

71-406. State residence; determination for state entitlements; rules and regulations. (a) Subject to the provisions of K.S.A. 71-407, and amendments thereto, persons enrolling in a community college who, if adults, have not been, or if minors, whose parents have not been residents of the state of Kansas for at least six months prior to enrollment for any term or session are nonresidents of the state for the purpose of determining state entitlements. (b) For the purpose of determining the residence of persons enrolling as a student in a community college, residence of minors shall be determined as provided in K.S.A. 72-1046, and amendments thereto, and of adults as provided in subpart Twenty-third of K.S.A. 77-201, and amendments thereto. The state board of regents may adopt rules and regulations governing the determination of residence of students.

History: L. 1972, ch. 271, § 1; L. 1980, ch. 207, § 23; L. 1996, ch. 152, § 2; L. 1997, ch. 11, § 2; L. 1999, ch. 147, § 37; July 1.

71-407. Same; certain persons considered state residents; definitions; eligibility criteria.

(a) The following persons, or any class or classes thereof, and their spouses and dependents, may be considered residents of the state of Kansas by the state board for the purpose of determining state entitlements of community colleges: (1) Persons who are in active military service of the United States; (2) persons who are domiciliary residents of the state, who were in active military service prior to becoming domiciliary residents of the state, who were present in the state for a period of not less than two years during their tenure in active military service, whose domiciliary residence was established in the state within 30 days of discharge or retirement from active military service under honorable conditions, but whose domiciliary residence was not timely enough established to meet the residence duration requirement of K.S.A. 71-406, and amendments thereto; (3) persons who are employees of a community college; (4) persons having special domestic relations circumstances; (5) persons who have lost their resident status within six months of enrollment; (6) persons who are not domiciliary residents of the state, who have graduated from a high school accredited by the state board of education within six months of enrollment at a community college, who were domiciliary residents of the state at the time of graduation from high school or within 12 months prior to graduation from high school, and who are entitled to admission at a state educational institution pursuant to K.S.A. 72-116, and amendments thereto; and (7) persons who are domiciliary residents of the state, whose domiciliary residence was established in the state for the purpose of accepting, upon recruitment by an employer, or retaining, upon transfer required by an employer, a position of full-time employment at a place of employment in Kansas, but the domiciliary residence of whom was not timely enough established to meet the residence duration requirement of K.S.A. 71-406, and amendments thereto.

(b) As used in this section:

(1) "Domiciliary resident" means a person who has present and fixed residence in Kansas where the person intends to remain for an indefinite period and to which the person intends to return following absence.

(2) "Full-time employment" means employment requiring at least 1,500 hours of work per year.

(c) The state board shall prescribe criteria and guidelines for determination of the eligibility of persons specified in subsection (a) to be considered residents of the state and shall specify the evidence necessary to be submitted by such persons as proof of eligibility. Evidence submitted by a person as proof of eligibility claimed under subsection (a)(7) must include, but not by way of limitation, certification of the claim by the employer of the person.

History: L. 1997, ch. 11, § 3; L. 1999, ch. 147, § 38; July 1.

71-501. Tax levy; authorization; purposes; conditions; protest; election; additional levy; renewal procedures; definition. (a) The board of trustees of any community college is authorized to make an annual tax levy for a period of not to exceed five years of not to exceed two mills upon all taxable tangible property in the community college for the purpose of construction, reconstruction, repair, remodeling, additions to, furnishing and equipping of community college buildings, architectural expenses incidental thereto, and the acquisition of real property for use as building sites or for educational programs. No levy shall be made under this section until a resolution authorizing the levy is passed by the board of trustees and published once each week for three consecutive weeks in a newspaper having general circulation in the community college. The resolution shall specify the mill rate of the tax levy and the period of time for which the tax levy shall be made under authority thereof. After adoption of the resolution, the levy may be made unless, within 60 days following the last publication of the resolution, a petition in opposition to the levy, signed by not less than 5% of the qualified electors of the community college, is filed with the county election officer of the county in which the main campus of the community college is located. If a petition is filed, the levy shall not be made without the question of levying the same having been submitted to and approved by a majority of the qualified electors of the voting at an election called for that purpose or at the next general election. If a petition is filed and no election is held, a new resolution authorizing a levy for the purposes specified in this section may not be adopted for a period of one year after the filing of the petition. (b) Whenever an initial resolution has been adopted under subsection (a) and the resolution specified a lesser mill rate than two mills, the board of trustees of the community college may adopt a second resolution under the same procedure as is provided in subsection (a) for the initial resolution and, subject to the same conditions and for the same purposes as provided in subsection (a), shall be authorized to make an additional tax levy in an amount to be specified in the second resolution for the remainder of the period of time specified in the initial resolution for the making of the levy under authority thereof. Any second resolution shall be limited in amount as specified in subsection (a), less such amount as was authorized in the initial resolution, and not to exceed an aggregate amount of two mills in any one year. If any such resolution is adopted and the tax levy therein specified is authorized under the conditions specified in subsection (a), the amount of bonds which may be issued under K.S.A. 71-502, and amendments thereto, may be increased accordingly. (c) The board of trustees of any community college which has made a tax levy under this section may initiate, at any time after the final levy is certified to the county clerk under any current authorization, procedures to renew its authority to make a like annual tax levy in the amount, upon the conditions, and in the manner specified in subsection (a). (d) As used in this act, "unconditionally authorized to make a tax levy under authority of article 5 of chapter 71 of Kansas Statutes Annotated" means that the board of trustees of the community college has adopted a resolution under this section, has published the same, and either that such resolution

was not protested or that it was protested and an election was held by which the tax levy of the community college was approved.
History: L. 1968, ch. 211, § 1; L. 1977, ch. 231, § 1; L. 1977, ch. 232, § 1; L. 1979, ch. 215, § 1; L. 1980, ch. 207, § 24; L. 1986, ch. 257, § 1; L. 1986, ch. 258, § 1; May 15.

71-501a. Capital outlay fund; establishment; sources. There is hereby established in every community college of the state a fund which shall be called the capital outlay fund, which fund shall consist of all moneys deposited therein in accordance with law. The proceeds of any tax levied under K.S.A. 71-501, and amendments thereto, shall be deposited in the capital outlay fund of the community college making such levy. Any proceeds derived from the sale of oil or gas or other minerals by a community college may be deposited in the capital outlay fund of the community college. To the extent that any other statute conflicts with this section, this section shall control.
History: L. 1977, ch. 232, § 2; L. 1980, ch. 211, § 1; July 1.

71-502. Bonds in lieu of capital outlay levy; limitations. (a) Any moneys in the capital outlay fund of any community college and any moneys received from issuance of bonds under this section may be used for the purposes specified in K.S.A. 71-501, and amendments thereto. The board of trustees of any community college which is unconditionally authorized to make a tax levy under authority of article 5 of chapter 71 of Kansas Statutes Annotated, in lieu of making all or part of such tax levy, may issue and sell general obligation bonds as now provided by law for the issuance of general obligation bonds for buildings by such board of trustees, except that such bonds shall be issued to mature in not more than five (5) years and except that no election shall be required. In the event that bonds are issued under authority of this section, the amount of such bonds which may be issued shall be determined as follows:
(1) The amount of such bonds shall not exceed the amount of the product which results from multiplying the remaining number of years provided in the resolution authorizing the capital outlay fund tax levy and adopted under K.S.A. 71-501, and amendments thereto, times the mill rate provided in said resolution times the assessed valuation of the taxable tangible property of the at the time the bonds are issued, less the sum of all amounts specified in paragraphs (2) and (3) of this subsection.
(2) The maximum amount of bonds authorized by this section to be issued shall be reduced by all amounts which have been or will be received by such community college from any tax levy made under authority of said resolution prior to the issuance of such bonds, and such maximum amount shall be further reduced by the estimated amount of interest to be paid on such bonds.

(3) The maximum amount of bonds authorized by this section to be issued shall be reduced by an amount equal to the amount of unpaid principal on bonds which have theretofore been issued under this section. (b) Bonds issued under the authority conferred by this section by the board of trustees of any community college shall not be subject to or within any bonded debt limitation prescribed by law and, in determining the amount of bonded indebtedness of any such community college in applying any such bonded debt limitation, bonds issued under this section shall not be considered.
History: L. 1969, ch. 343, § 1; L. 1972, ch. 268, § 1; L. 1977, ch. 232, § 3; L. 1979, ch. 214, § 2; L. 1980, ch. 207, § 26; July 1.

71-507. Refraining from making authorized levy; effect. If any community college is unconditionally authorized to make a tax levy under authority of article 5 of chapter 71 of Kansas Statutes Annotated, but the board of trustees of the community college chooses, in any year, not to make the levy, or chooses to make a lesser levy than authorized, the board of trustees may do so. If the board of trustees of the community college refrains from making a levy in any one or more years or from making the full levy which it is authorized to make under K.S.A. 71-501, and amendments thereto, and the resolution adopted thereunder, the authority of the community college to make a tax levy under K.S.A. 71-501, and amendments thereto, shall not thereby be extended beyond the period of time specified in the resolution, nor shall the mill rate of the tax levy authorized for any succeeding year be increased thereby.
History: L. 1986, ch. 258, § 2; May 15.

71-508. Validity of prior tax levies and bonds not affected. This act shall not in any manner be construed as affecting the validity of any tax levies authorized to be made under article 5 of chapter 71 of Kansas Statutes Annotated prior to the effective date of this act, nor shall this act in any manner be construed as affecting the validity of any bonds issued or authorized to be issued under article 5 of chapter 71 of Kansas Statutes Annotated prior to the effective date of this act.
History: L. 1986, ch. 258, § 3; May 15.

71-601. Definitions. (a) "Credit hour" means the basic unit of collegiate level instruction, as determined by the state board, in a subject or course offered at a level not higher than those subjects or courses normally offered to freshmen and sophomores in four-year institutions of postsecondary education which subject or course is approved by the state board.
(b) The term "credit hour" does not include instruction in a subject or course taken by a student enrolled for audit or in any subject or course not approved by the state board.

(c) The state board shall determine whether the subjects and courses offered in the community colleges are at the level of freshmen and sophomore subjects and courses offered in the state educational institutions and shall not approve for funding any subject or course offered at a higher level.
History: L. 1961, ch. 363, § 1; L. 1963, ch. 390, § 1; L. 1965, ch. 417, § 17; L. 1968, ch. 211, § 13; L. 1969, ch. 310, § 42; L. 1970, ch. 286, § 1; L. 1973, ch. 274, § 12; L. 1978, ch. 278, § 2; L. 1980, ch. 208, § 1; L. 1980, ch. 209, § 2; L. 1986, ch. 256, § 5; L. 1999, ch. 70, § 1; L. 1999, ch. 147, § 39; L. 2011, ch. 97, § 14; July 1.

71-603. Certification to state board of credit hour enrollments and property valuations. (a) On or before November 1 and on or before March 1 of each year, the chief administrative officer of each community college shall certify under oath to the state board the total number of duly enrolled credit hours of students of the community college during the current session who meet the state residence requirement or who are considered residents of the state pursuant to the provisions of K.S.A. 71-407, and amendments thereto. Each November 1 and March 1, certification for payment shall set forth separately the credit hour enrollment for preceding sessions and for the current fall session. The state board may require the community college to furnish any additional information deemed necessary by it to carry out the provisions of this act, and shall prescribe such forms and policies as may be necessary for making such reports.
(b) In November of each year, the county clerk of each county shall certify to the state board with respect to each community college in the county, the current assessed valuation of taxable tangible property within each such district. As used in this subsection, the term "taxable tangible property" means all real and tangible personal property which is subject to general ad valorem taxation. **History:** L. 1961, ch. 363, § 4; L. 1963, ch. 390, § 4; L. 1965, ch. 417, § 20; L. 1968, ch. 211, § 15; L. 1973, ch. 274, § 13; L. 1980, ch. 207, § 30; L. 1986, ch. 259, § 1; L. 1990, ch. 252, § 3; L. 1996, ch. 152, § 4; L. 1997, ch. 11, § 5; Mar. 27.

71-604. State aid; proration of insufficient appropriation; overpayments; underpayments. (a) If the amount of any appropriation for state aid is insufficient to pay in full the amount each community college is otherwise eligible to receive, the amount appropriated shall be prorated among all community colleges in proportion to the amount each is eligible to receive.
(b) If any community college is paid more than the amount it is eligible to receive, the state board shall notify the community college of the amount of the overpayment and the community

college shall remit the same to the state board and the state board shall deposit the same in the state treasury to the credit of the general fund, and if any such community college fails to remit, the state board shall deduct the excess amount so paid from future payments becoming due to such community college.
(c) If any community college is paid less than the amount it is eligible to receive, the state board shall pay the additional amount due at any time within the fiscal year in which the underpayment was made or within 60 days after the end of such fiscal year.
History: L. 1961, ch. 363, § 5; L. 1963, ch. 390, § 5; L. 1965, ch. 417, § 21; L. 1968, ch. 211, § 16; L. 1972, ch. 265, § 2; L. 1973, ch. 274, § 8; L. 1978, ch. 278, § 4; L. 1978, ch. 280, § 2; L. 1979, ch. 216, § 1; L. 1979, ch. 217, § 2; L. 1980, ch. 207, § 31; L. 1986, ch. 259, § 2; L. 1999, ch. 147, § 42; L. 2011, ch. 97, § 15; July 1.

71-605. Same; distribution, when; credit to general fund. The distribution of the appropriation for state grants shall be made in substantially equal payments on August 1 and January 1 of each fiscal year, or as soon thereafter as possible. The state board shall certify, on or before July 20 and December 20 of each fiscal year, to the director of accounts and reports the amount due on August 1 or on January 1, as the case may be, to each community college entitled to a state grant from such appropriation, and the director of accounts and reports shall draw a warrant upon the state treasurer in favor of the community college for such amount.
Upon receipt of the warrant, the treasurer of the community college shall credit the amount of the warrant to the general fund of the community college.
History: L. 1961, ch. 363, § 6; L. 1963, ch. 390, § 6; L. 1965, ch. 417, § 22; L. 1968, ch. 211, § 17; L. 1973, ch. 274, § 9; L. 1980, ch. 207, § 32; L. 1986, ch. 259, § 3; L. 1987, ch. 273, § 2; L. 1999, ch. 147, § 43; July 1, 2000.

71-606. Curriculum limitation. The provisions of this act shall apply only to community colleges accredited by the state board whose collegiate credit curriculums are limited to a program of not more than two (2) years.
History: L. 1961, ch. 363, § 7; L. 1963, ch. 390, § 7; L. 1965, ch. 417, § 23; L. 1968, ch. 211, § 18; L. 1980, ch. 207, § 33; July 1.

71-609. Same; subjects and courses taught outside home county; certain authorizations required. (a) No amount of state funding shall be based upon enrollment in any subject or course the principal part of which is taught at a location outside the county of the main campus of the community college, unless the location of such subject or course is specifically authorized by the state board of regents.

(b) (1) No amount of state funding shall be based upon enrollment in any subject or course which is taught in a county in which the main campus of a state educational institution is located, unless the teaching of such subject or course is specifically authorized by the chief executive officer of the state educational institution or by a designee of the chief executive officer. The chief executive officer of each state educational institution may designate and authorize a person or committee to act on behalf of the chief executive officer in granting the authorizations required by this subsection.
(2) For the purposes of this subsection, the term "main campus of a state educational institution" as applied to Kansas state university of agriculture and applied science means and includes the campus of the university located in Riley County and the campus of the university's college of technology located in Saline county.
History: L. 1973, ch. 274, § 15; L. 1978, ch. 278, § 6; L. 1979, ch. 217, § 3; L. 1980, ch. 207, § 35; L. 1986, ch. 259, § 4; L. 1992, ch. 248, § 7; L. 1993, ch. 265, § 10; L. 1994, ch. 179, § 1; L. 1995, ch. 207, § 3; L. 1996, ch. 152, § 6; L. 1998, ch. 176, § 3; L. 1999, ch. 147, § 44; L. 2011, ch. 97, § 16; July 1.

71-609a. Same; disallowance for certain credit hours. No amount of the state operating grant of a community college shall be based upon any credit hour for which the community college is receiving or is eligible to receive postsecondary tiered technical education state aid.
History: L. 1978, ch. 278, § 7; L. 1978, ch. 280, § 4; L. 1980, ch. 207, § 36; L. 1986, ch. 259, § 5; L. 1999, ch. 147, § 45; L. 2011, ch. 97, § 1