

# GARDEN CITY COMMUNITY COLLEGE

801 Campus Drive • Garden City, Kansas 67846 • (620) 276-7611 • FAX (620) 276-9573 • [www.gcccks.edu](http://www.gcccks.edu)

September 3, 2009

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

Dear Trustees:

The Board of Trustees will meet in regular session on **Wednesday, September 9, 2009**. The meeting will be held in **the Endowment Room, Beth Tedrow Student Center, Garden City Community College Campus**.

5:15 PM                                      Go through regular cafeteria line for dinner  
5:45 PM                                      Regular Board Meeting called to order in the Endowment Room

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## AGENDA

### **CALL TO ORDER:**

- A. Comments from the Chair
- B. Report from Student Government Association
- C. Open comments from the public

### **CONSENT AGENDA:**

- A. Approval of minutes of previous meeting (August 12, 2009)
- B. Submit financial information to the auditor
  - B-1 Financial information – Cash in Bank
- C. Approval of personnel actions
  - C-1 Contracts
- D. Approval of purchase orders over \$20,000
  - D-1 Phone System
  - D-2 Image Now software maintenance renewal
- E. Approval Affiliation Agreement Emergency Medical Technician-Paramedic Training Program  
Wray Community District Hospital – Wray, Colorado

### **OTHER:**

- A. Negotiated Agreement
  - A-1 Overview of Negotiated Agreement
  - A-2 Duration of Agreement-Signature Page
  - A-3 Negotiated Agreement 2009-2011

### **POLICY REVIEW:**

- A. Monitoring Reports and ENDS
  - A-1 Monitoring Report – Monthly
- B. Ownership Linkage
  - B-1 Thank you from Hard Rock Lanes

- B-2 Thank you from family of Ellen Mai
- B-3 Thank you from family of Bill Austin
- B-4 Alumni congratulations regarding enrollment
- B-5 Congratulations from ASBDC
- B-6 Thank you from University of Kansas
- C. Board Process and Policy Governance Review

**REPORTS:**

- A. President Carol Ballantyne
  - A-1 Incidental Information
  - A-2 Administrative Services Program Review
    - A-2a Central Services
    - A-2b IT Program
  - A-3 Student Demographics –Fall 2008, Spring 2009, Summer 2009
  - A-4 GCCC Quality Highlights Summary
- B. Report from Finney County Economic Development Corporation

**Upcoming calendar dates:**

- Sept 11<sup>th</sup> & 12<sup>th</sup> KACCT/COP Annual – Butler CC, Andover Campus, Andover, KS
- Sept. 13<sup>th</sup> GCCC 90th Anniversary Celebration, 1:30 p.m. Sunday, Sept. 13-additional information at a later date
- Oct 15<sup>th</sup>-16<sup>th</sup> Oct 15<sup>th</sup> NO CLASSES/Faculty Work Day – Oct.16<sup>th</sup> Faculty Holiday NO CLASSES
- Oct 7-10<sup>th</sup> ACCT 40<sup>th</sup> Annual Community College Leadership Congress-San Francisco, CA (Dr. Ballantyne, Ron Schwartz, Cathy McKinley, Nora Salazar, Hector Martinez)
- Oct 14<sup>th</sup> Regular monthly meeting at 5:30 PM – Due to Endowment phone-a-thon we will meet in the Bill Kinney Room

**Executive Session**

**Adjournment**

Sincerely,

Della Brandenburger, Chair

Carol E. Ballantyne, Ph. D., Secretary

*Mission: Garden City Community College exists to produce positive contributors to the economic and social well-being of society.  
Five Ends: Essential Skills, Work Preparedness, Academic Advancement, Personal Enrichment, Work Force Development.*

**MEETING OF TRUSTEES  
OF  
THE GARDEN CITY COMMUNITY COLLEGE**

**August 12, 2009**

Trustees Present: Della Brandenburger, William S. Clifford, Marilyn Douglass, Ron Schwartz, Terri Worf

Trustee Absent: Steve Sterling

Others Present: Carol E. Ballantyne, President  
Kevin Brungardt, Dean of Academics  
Lenora Cook, Dean Technical Education  
Kate Covington, Director Residence Life  
Nikki Geier, Director of Admissions  
Deanna Mann, Dean Institutional Effectiveness & Enrollment Services  
Cathy McKinley, Dean Continuing Education & Community Service  
Steve Quakenbush, Director of Information Services & Publications  
Ryan Ruda, Dean of Students  
John Schafer, Faculty Senate Representative  
Scott Smythe, Director Computer Services  
Monica Springer, *Garden City Telegram*  
Cricket Turley, Director Human Resources  
Nancy Unruh, Registrar  
Dee Wigner, Executive Dean of Administrative Services  
Debra Atkinson, Deputy Clerk

5:50 p.m. Budget Hearing for 2009-2010 budget

Chair Brandenburger called the budget hearing to order and asked for questions regarding the 2009-2010 budget, which had been reviewed in depth at the budget retreat held on July 18 and published in the *Garden City Telegram* July 24.

President Ballantyne clarified that the “transition” item listed under new money is for individuals that are transitioning from grant positions to GCCC positions. The first phase 5<sup>th</sup> System item, when complete, will provide Ammonia Refrigeration students the opportunity of acquiring knowledge on an additional type of refrigeration system.

*Clifford moved, seconded by Worf, that the Board of Trustees certify that the budget hearing was held, that the budget was duly approved and adopted as the maximum expenditure for the various funds for the Fiscal Year 2009-2010, and that the amount of 2009 tax to be levied was within statutory limitations (General Fund---\$9,496,856 with an estimated mill levy of 19.12 mills, and Capital Outlay Fund --\$527,004 with a mill levy of 1.06 mills). Further, that the General Fund Operating Budget be set at \$16,414,558, which includes \$560,282 of cash reserve expenditures.*

*Motion carried 5-0.*

**COMMENTS FROM THE CHAIR:**

Chair Brandenburger called the regular session to order at 6:20 PM, and made the following comments:

- Welcomed new and returning employees as GCCC begins another academic year and wished everyone well as they start classes in the week ahead.

- Congratulated Pat Veasart for earning the “Champion for Many” designations awarded at the annual Kansas Sampler Festival, and the fine write up by Marci Penner regarding We Kan.
- Noted the excellent write up regarding Bill Young, of the EMST program in the *Garden City Telegram*.
- Pointed out that the Governor’s Business and Labor Roundtable meeting was held here on campus. Noted the Following:
  - Attended the August 11<sup>th</sup> orientation.
  - August 13<sup>th</sup> faculty return.
  - August 14<sup>th</sup> in-service – campus closed, Chair Brandenburger will be in attendance for the morning activities.
  - August 19<sup>th</sup> first day of class.
  - September 7<sup>th</sup> campus will be closed for Labor Day.
  - September 13<sup>th</sup> is the day set to celebrate GCCC’s 90<sup>th</sup> birthday.

Residential Life Director Kate Covington introduced most of the 2009-2010 resident assistants who will help operate student housing. These young men and women have come from Concordia, Derby, Dighton, Larned and Sharon Springs, as well as communities in Kentucky, Minnesota, Nebraska, Texas and Utah , majoring in fire science, business, horticulture, pre-veterinary medicine, criminal justice, radiology, education and pre-dentistry.

**OPEN COMMENTS FROM PUBLIC:**

There were no persons registered for comments.

**CONSENT AGENDA**

Chair Brandenburger asked if Trustees wished to pull any items from the consent agenda for discussion; no one did. Chair Brandenburger then asked for a motion approving the consent agenda.

**MOTION:** *Schwartz moved, seconded by Worf that the Consent Agenda items be approved with the addition of “to discuss non-elected personnel” to the Executive Session portion on the third page of the July 18, 2009, minutes.*

*Motion carried 5-0*

Approved actions follow:

**APPROVED MINUTES** of previous meetings, July 18, 2009 as modified.

**SUBMITTED FINANCIAL INFORMATION TO THE AUDITOR**, as presented.

**APPROVED PERSONNEL ACTIONS**, as presented, see attached list.

**APPROVED AFFILIATION AGREEMENT, EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC – ELLIS COUNTY**, as presented, (document filed with official minutes).

**APPROVED REQUEST TO DISPOSE ASSETS**, as presented, see attached list of items that are no longer useful to the college and have been removed from service. Equipment is either outdated, damaged beyond repair, or is no longer economically serviceable. It is recommended that any items that are damaged beyond repair or considered unsafe to operate should be destroyed. An attempt will be made to sell any of the equipment that can be used or operated safely, and any of that equipment that does not sell will be donated to a charitable organization or destroyed.

John Deere 301A Tractor – previously used by rodeo

6 X 4 Gator ID#W006X4017204

Track mats

Whirlpool microwave

Sawyers projector

Kodak Carousel 650H

Projector case

Dukane film strip projector

Overhead projectors

Hydraulics

Mimeograph machine

Shelving

Drafting tables

Card file

Student desks

Office desks

File cabinets

Various multi-purpose carts

Various chairs

Various tables

**OTHER:**

**APPROVED RESOLUTION 2009-3 ACCEPTING FUNDS FROM THE AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) OF 2009**, as presented. This documents that the Board of Trustees are aware that GCCC is accepting stimulus funds.

Trustees had previously received a copy of Resolution No. 2009-3 in their electronic board packet. After reviewing said resolution, the following motion was made:

**MOTION:** *Clifford moved, seconded by Schwartz that the board approve Resolution 2009-2 as presented, (document filed with official minutes).*

***A RESOLUTION ACCEPTING FUNDS FROM THE AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) OF 2009 AND EDUCATION AND STABILIZATION FUND AND SETTING GUIDELINES AND RESTRICTIONS ON THE USE OF SAID FUNDS.***

***Motion carries 5-0.***

**POLICY REVIEW:**

Trustees indicated that they had received and reviewed the monitoring reports (monthly, annual). Trustees acknowledge that the monitoring reports are accepted.

(Supporting documents are filed with official minutes.)

**COMMUNICATION TOPICS:**

A schedule of communication topics has been developed and dates set. Employees of GCCC may attend these meetings to gain more information on a specific topic or ask any questions they may have. In addition, the President has set up twice monthly meetings with different departments to talk about what is happening campus wide. Cabinet officers shall be assigned buildings to visit on a weekly basis and will communicate with employees in assigned buildings. President Ballantyne will continue to strive to increase trust in the current open door policy and inclusiveness of staff in decision making.

## **OWNERSHIP LINKAGE:**

Several pieces of correspondence from owners expressing appreciation were received, including thank you notes from Judy Crymble and Beth Tedrow. The telegram wrote an excellent piece on Bill Young and the Paramedic program. (Supporting documents are filed with official minutes.)

Trustee Schwartz recently visited with Debra Berkley, Director of Education Talent Search (ETS), and ETS students at a local Pizza Hut. Berkley shared that two websites have been designed by ETS students, dealing with Greensburg and the “Go Green” concept, and teenage pregnancy “I’m Pregnant – Now What?” Schwartz received a note from Berkley thanking him for taking the time to recognize and visit with ETS students.

Trustee Schwartz also reported that he had been approached by former Trustee Steve O’Brate and his wife, Susie O’Brate, who were concerned about possible elimination of programs due to budget limitations. Trustee Schwartz reassured the community members that currently no programs were being cut.

Eloy Gallegos, U.S. Department of Commerce Census Bureau employee, recently expressed his appreciation to President Ballantyne for the Upward Bound program on GCCC campus. He was a student in the first Upward Bound class held at GCCC. Eloy stated “If it weren’t for Upward Bound I wouldn’t be where I am now”.

## **BOARD PROCESS AND POLICY GOVERNANCE REVIEW:**

### **Diversity Phrasing**

Trustees focused on the concept of diverse representation during their annual policy governance and budget retreat in July. Several phrases were considered (please see attached phrasing). The following phrase “Encourage diverse ethnic and cultural representation on the board and within the ranks of GCCC employees” was felt to represent the directive board members wanted to include as part of their policy governance document.

### **MOTION:**

*Clifford moved, seconded by Douglas to add the above phrase to page #15 Governing Style.*

*Motion carries 5-0.*

## **REPORTS:**

Trustees have received numerous informational reports as part of the electronic board packet.

- **Incidental Information:**

Campus happenings this summer, not all turned reports in due to busy schedules.

- **Program Review – Student Services**

**Admissions** – See complete report in the electronic Board packet.

The Office of Admissions will lead and support recruitment activities across the campus and disseminate information to all prospective students, regardless of age or interest, to aid them in their educational decision-making process. Various charts were used to compare data; a timeline of responsibilities was also included. Nikki Geier, Director of Admissions, states that a conscious effort is made to make initial contact with potential students at a young age. Getting students involved in as many campus activities as possible is a major objective.

**Records/Registrar** – See complete report in the electronic Board packet.

Nancy Unruh, Registrar, reports that the Records Office works with admissions and registration. The Records Office assists inquiring students with career decisions by providing information about courses and directing them to appropriate professionals. The office participates in early enrollment days by assisting with enrollments and registrations, and assists students with degree audits, graduation and sending transcripts to transfer institutions. Currently staff members are working hard to get web

registration up and available for students. A test system is up now and they hope to have it available to public by spring.

President Ballantyne stated that all in admissions/records personnel have been cross trained so that students can be assisted consistently.

Trustees expressed their appreciation for detailed reports that represented information clearly and in an understandable format.

- Annual Report-Draft

Trustees should contact Steve Quakenbush regarding changes. Would like to have completed by the end of the week.

- Noel Levitz Student Satisfaction Inventory (part of the electronic Board packet)

Noel Levitz is given every two years with ACT given on odd years. This survey provides information on what students think and say about GCCC. This information will be used throughout the year in various efforts and reports. Student satisfaction of GCCC was very high. Trustees felt that it was a positive report with useful information.

## **REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION**

Schwartz reported the following:

- Partners and board met on August 6, 2009 and there was discussion regarding the goals of FCEDC, need to look to the future, no budget increase this year, and that a major task is to get a message out to the public.
- Survey had a response of 35; there is good community support for economic development.
- Still no word on when Sunflower Electric Power Corporation will move forward with the Holcomb station expansion..
- Will try and make annual meeting a special night for partners.
- Trustee Schwartz will be in Topeka on August 17<sup>th</sup>, to begin setting strategic process and legislative agenda for 2010.

## **OTHER ITEMS:**

- All Sports Tickets distributed to Trustees.
- Trustees received the new Continuing Education and Business and Industry catalogs in their board packets.
- Chair Brandenburger reminded Trustees about the joint meeting with the GCCC Endowment Association on August 17, 2009 at 5:30 p. m.

## **UPCOMING CALANDAR EVENTS:**

<u>Sept 7<sup>th</sup></u>	Labor Day – NO CLASSES
<u>Sept 9<sup>th</sup></u>	Regular monthly meeting at 5:30 PM
<u>Sept 11<sup>th</sup> &amp; 12<sup>th</sup></u>	KACCT/COP Annual – Butler CC, Andover Campus, Andover, KS
<u>Sept. 13<sup>th</sup></u>	GCCC 90th Anniversary Celebration, 1:30 p.m. Sunday, Sept. 13-additional information at a later date
<u>Oct 15-16<sup>th</sup></u>	Oct 15 <sup>th</sup> NO CLASSES/Faculty Work Day – Oct. 16 <sup>th</sup> Faculty Holiday NO CLASSES
<u>Oct 7-10<sup>th</sup></u>	ACCT 40 <sup>th</sup> Annual Community College Leadership Congress-San Francisco, CA (Dr. Ballantyne, Ron Schwartz, Cathy McKinley, Nora Salazar, Hector Martinez)
<u>Oct 14<sup>th</sup></u>	Regular monthly meeting at 5:30 PM

No further business came before the Board, meeting adjourned at 7:00 p. m

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Debra J. Atkinson  
Deputy Clerk

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Carol E. Ballantyne, Ph.D.  
Secretary

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Della Brandenburger  
Chair of the Board

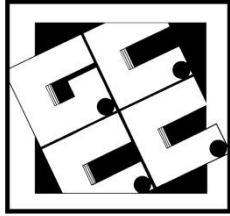


As of 8/31/2009

		Amount	% Rate
Cash in Bank:	Commerce Bank	\$ 224,464.86	0.0500%
	Security State - Scott City	\$ 24,688.04	0.0000%
	State Municipal Invest. Pool	\$ 1,209,539.16	0.0700%
	Landmark National Bank	\$ 1,628,458.92	0.1600%

Investments:

Institution	Type	Amount	% Rate	Beg. Date	End Date
First Natl Bank of GC	CD	\$ 1,000,000.00	0.6000%	5/28/2009	9/3/2009
Commerce Bank	CD	\$ 4,000,000.00	2.3050%	12/3/2008	#####
Commerce Bank	CD	\$ 1,000,000.00	0.9000%	5/27/2009	#####
Commerce Bank	CD	\$ 2,000,000.00	1.2600%	5/27/2009	5/27/2010



# Garden City COMMUNITY COLLEGE

September 2, 2009

**To:** Board of Trustees  
**From:** Cricket Turley, Director of Human Resources

## New Hire

Cheryl Schmale, Asst Director – SBDC, effective September 1, 2009

Kurt Wenzel, Welding Instructor, September 1, 2009

Christine Siebert, Residential Life Office Manager, effective August 31, 2009

## Separations

Lois Limes, SWKRPC Community Prevention Consultant, effective September 4, 2009

Erin Rydquist, Admin Assistant to Dean of Student Services, effective September 25, 2009

## Retirement

## Transfers/Promotions

## Vacancies

Campus Security Officer

Nursing Lab Skills Coordinator

C N A Instructor

Academic Building Secretary

SWKRPC Community Prevention Consultant

Admin Assistant to Dean of Student Services/

Dean of Institutional Effectiveness and Enrollment Services

Adjunct Fire Instructor

Adjunct Math Instructor

Adjunct English Instructor

**GARDEN CITY COMMUNITY COLLEGE  
ADJUNCT FACULTY CONTRACTS**

**09SUR**

**From: 8/7/09 - 8/17/09**

INSTRUCTOR	CLASS	AMOUNT	LEVEL/ SEMESTERS	
<b>MAIN</b>				
0110418	Baumann, Kristopher	Fund. of Coaching Basketball	\$800.00	01/12
	2.00 FLC X \$400.00 (12 Students)			
	HPER-182-01 (8/3/2009 - 8/13/2009)			
	11-00-0000-11070-5230			
0044339	Crain, Terry	Industrial Boiler Operator I	\$2,025.00	06/
	3.00 FLC X \$675.00 (2 Students)			
	INPR-217-8M (7/27/2009 - 7/31/2009)			
	11-00-0000-12270-5230			
0044339	Crain, Terry	Shop Operations	\$2,254.50	06/
	3.34 FLC X \$675.00 (8 Students)			
	INPR-131-01 (7/28/2009 - 9/9/2009)			
	11-00-0000-12272-5230			
0000879	Landgraf, Jeffrey	FR to EMT-Basic Bridge	\$4,173.60	03/4
	8.88 FLC X \$470.00 (4 Students)			
	EMIC-101-90 (5/19/2009 - 8/13/2009)			
	11-00-0000-12202-5230			
<b>TOTAL ADJUNCT FACULTY CONTRACTS</b>		<b>\$9,253.10</b>		

**GARDEN CITY COMMUNITY COLLEGE  
FACULTY CONTRACTS  
FOR NON-CREDIT CLASSES  
SUMMER, 2009**

(For approval at 9/9/09 Board Meeting)  
(Presented to Payroll for Payment 9/25/09)

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Donecker, Grace M.	IV Certification for PN (ASAH110-07) 75 (48 hr. classroom + 27 hr. clinical) contact hour(s) @ \$25.00/hour (9 students) 7/7/09 - 7/21/09, M-T, 8:00 a.m. - 4:00 p.m. 14-00-8001-31000-5270	\$ 1,875.00
<b>TOTAL NON-CREDIT FACULTY CONTRACTS</b>		<b>\$ 1,875.00</b>

14-00-8001-31000-5270    \$ 1,875.00    (Allied Health)

**GARDEN CITY COMMUNITY COLLEGE  
 ADJUNCT FACULTY CONTRACTS  
 SUMMER, 2009**

(For approval at 9/9/09 Board Meeting)  
 (Presented to Payroll for Payment 9/25/09)

**SALARY LEVEL/**

<b>LOCATION/INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>	<b>SEMESTERS TAUGHT</b>
Heath, Reba Marie	Nursing Home Med. Aide (Certified Medication Aide) Supervision of Clinical Activities: \$100.00/student x 7 students = \$700.00 HELR103-07 (6/29/2009 – 8/11/2009) 11-00-0000-12203-5230	\$ 700.00	L3/3
<b>TOTAL OUTREACH FACULTY CONTRACTS</b>		<b>\$ 700.00</b>	

11-00-0000-12203-5230 - \$ 700.00

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**M E M O R A N D U M**  
**Garden City Community College**  
**Office of the President**

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**TO:** GCCC Board of Trustees

**FROM:** Carol E. Ballantyne, Ph.D.

**DATE:** September 1, 2009

**RE:** Telephone System Upgrade

We have been experiencing problems with the telephone system. The database is compromised and frequently locks up. United Communications has been able to come out and successfully restart the system. The technician is very concerned that the system will crash and that our data will be lost. They are recommending we replace the controller and upgrade the software.

Our current system is outdated. The system and hardware were installed during the summer of 2002. The software was last upgraded July 2007 and is no longer supported by Mitel.

This upgrade would provide backup for both the hardware and the power supply. If there was ever a problem, an alarm would sound at United Communications. The backup would take over assuring no loss of service or data.

The upgrade can be accomplished without replacing existing cabinets & cards. Existing fiber connections will be removed and replaced with copper wiring which will last longer than fiber. The upgrade will also expand the number of available ports. The voice mail system will be replaced with a programmable system.

# PURCHASE ORDER REQUISITION



## Garden City Community College

801 Campus Drive    Garden City, Kansas 67846    (620) 276-7611

### INSTRUCTIONS

**VENDOR:** United Communications  
1107 McArtor Road  
Dodge City, KS 67801

- (1) Type all information requested.
- (2) Forward to Business Office where purchase order will be prepared.
- (3) The white copy remains in the Business Office; the green copy is sent to the vendor; the pink copy and the goldenrod copy are returned to the Division Director; and the canary copy is returned to the Dean.
- (4) Upon receipt of merchandise, the pink copy is to be signed and returned to the Business Office.

Quan.	Part No.	Description	Unit Cost	Extended
		Mitel Migration SX-200 EL/ML to 3300 IP Equipment, software and installation		\$29,762.19
		For equipment purchases please indicate equipment location. Building _____ Room _____ All technology requests must be routed through the computer center.		

KANSAS SALES TAX EXEMPTION NO. 71-0021 FEDERAL TAX ID NO 48-0698107

Account Number	Amount
11-00-0000-75000-6350	\$29,762.19

Requested by	Date	Department	Building
D Wigner	8/28/09	Bus Off	Adm
Person	Date	Approved	Not Approved
Div. Dir.			
Dean			
Comp. Ctr.			
Bus. Mgr.			

**TOTAL**      \$29,762.19



**QUOTE**

United Communications Association, Inc.  
 1107 McArtor Road, Dodge City, Kansas 67801  
 OUR SERVICE PROMOTES YOUR BUSINESS

DATE: AUGUST  
 13, 2009

Quote Good for  
 30 days

TO Garden City Community College  
 801 Campus Drive  
 Garden City, KS 67846  
 620-276-7611

This quote is to install:

QTY	DESCRIPTION	UNIT PRICE	EXTENDED
1	SX-200 ML/EL to 3300 IP Migration pkg.	\$5,861.31	\$5,861.31
1	MXe AC Power Supply	\$370.50	\$370.50
1	3300 2pk Hard Drive for MXe	\$592.80	\$592.80
1	MXe RAID Sub-System	\$1,852.50	\$1,852.50
1	MXe II Expansion Kit	\$1,963.65	\$1,963.65
1	Quad CIM Module	\$555.75	\$555.75
6	Copper Interface Module (CIM)	\$256.23	\$1,537.38
1	Embedded Digital Trunk Module	\$1,111.50	\$1,111.50
1	3300 Upgrade to 500 Devices - INTGD S/W pkg.	\$2,418.00	\$2,418.00
1	3300 Upgrade to 1400 Devices - INTGD S/W pkg.	\$2,418.00	\$2,418.00
1	Active Voice Repartee UC 2.50 - (8) IP Voice Mail System	\$6,760.80	\$6,760.80
64	Installation & Programming for Mitel 3300 IP	\$80.00	\$5,120.00
1	Misc. Parts	\$200.00	\$200.00
	TOTAL		\$30,762.19

**Mitel Migration Promotion**  
 SX-200 EL/ML to a 3300 IP Discount \$1,000.00

**Total after discount: \$29,762.19**



**3300 IP Equipment Configuration after installation**

- 6 - Analog CO Ports (Loop Start Only)
- 46 - PRI Voice Channels
- 328 - Analog Station Ports for SL Devices
- 30 - (3300 IP) Voice Mail Ports/Channels
- 8 - (3300 IP) Voicemail boxes
- 8 - IP Phone Licenses
- 3 - Digital Link Licenses
- 1 - Advanced VM Option
- 324 - ONS Line Licenses
- 1 - Hospitality License
- 1 - Tenanting License

**Active Voice/Repatee UC 2.50 Equipment Configuration after installation**

- Unlimited - Voice Mailboxes
- 8 -Voice Mail Ports/Channels

*Cost includes Installation, Programming, and Training.*

This quote does not include any cabling. United will use all existing cables. Any adds, moves, and changes will be done at an additional cost.

Equipment includes a (1) year warranty. Price does not include sales tax.

Quotation prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

To accept this quotation, sign here and return: \_\_\_\_\_ Date: \_\_\_\_\_

**THANK YOU FOR THE OPPORTUNITY TO EARN YOUR BUSINESS!**



# PURCHASE ORDER REQUISITION



## Garden City Community College

801 Campus Drive    Garden City, Kansas 67846    (620) 276-7611

### INSTRUCTIONS

**VENDOR:** Perceptive Software  
22701 W 68th Terrace  
Shawnee, Kansas 66226

- (1) Type all information requested.
- (2) Forward to Business Office where purchase order will be prepared.
- (3) The white copy remains in the Business Office; the green copy is sent to the vendor; the pink copy and the goldenrod copy are returned to the Division Director; and the canary copy is returned to the Dean.
- (4) Upon receipt of merchandise, the pink copy is to be signed and returned to the Business Office.

Quan.	Part No.	Description	Unit Cost	Extended
		ImageNow annual maintenance & license		\$26,884.00
		For equipment purchases please indicate equipment location. Building _____ Room _____ All technology requests must be routed through the computer center.		

KANSAS SALES TAX EXEMPTION NO. 71-0021 FEDERAL TAX ID NO 48-0698107

Account Number	Amount
11-00-0000-64000-6460	\$26,884.00

Requested by	Date	Department	Building
S Smythe	8/28/09	IT	JCVT
Person	Date	Approved	Not Approved
Div. Dir.			
Dean			
Comp. Ctr.			
Bus. Mgr.			

**TOTAL**      \$26,884.00

# GCCC BID RECORD

Please type or print clearly and neatly

## Item(s) to be purchased:

Imagenow Maintenance renewal

---

---

---

---

### Bidders and amounts:

(1) Company Preceptive Software AMOUNT \$26884.00

Address \_\_\_\_\_

(2) Company \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

Address \_\_\_\_\_

(3) Company \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

Address \_\_\_\_\_

(4) Company \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

Address \_\_\_\_\_

Shipping/other costs  are \_\_\_\_\_ are not included in amounts shown above.

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

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

Recommendation of bid to accept: 1

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

Reason for selection if not lowest bid \_\_\_\_\_

Due consideration, as per GCCC policy, given to local businesses \_\_\_\_\_ Yes  No

### BRIEF BID AMOUNT GUIDE

- \$999 and under Bid not required
- \$1000-\$4,999 Written listing of comparative prices
- \$5,000-\$19,999 Sealed Bids

Other stipulations apply. Check policy information with Business office.

Purchaser's Name

Andy Gough

Department

IT

Purchaser's Signature

Atrium Court  
The Ring  
Bracknell  
Berkshire RG12 1BW  
United Kingdom

# RENEWAL INVOICE

Company	Invoice No	Date	Page
10	4902	20/Aug/2009	1 of 1

Bill To: Garden City Community College Inc  
801 Campus Dr  
GARDEN CITY KS, 67846-6333

Ship To: Garden City Community College Inc  
801 Campus Dr  
GARDEN CITY KS, 67846-6333

Customer Grp/No.	Sales Person	Opportunity ID	Customer PO Number	Currency	Ship Via	Terms	Due Date
1	5ZCS2G			USD		NET30	19/Sep/2009

No	SKU Code/Description/Comments	License Option	Units	Rate	Disc %	Extended Price
1	CaptureNow Maintenance: Start: 01/Oct/2009, End: 30/Sep/2010		5	29.90		149.50
2	ImageNow Client Maintenance: Start: 01/Oct/2009, End: 30/Sep/2010		5	32.00		160.00
3	ImageNow Server Maintenance: Start: 01/Oct/2009, End: 30/Sep/2010		1	30.00		30.00
4	ImageNow Database Connector Maintenance: Start: 01/Oct/2009, End: 30/Sep/2010		1	800.00		800.00
5	ImageNow Client Maintenance: Start: 01/Oct/2009, End: 30/Sep/2010		50	384.00		19,200.00
6	CaptureNow Maintenance: Start: 01/Oct/2009, End: 30/Sep/2010		16	299.00		4,784.00
7	iScript Maintenance: Start: 01/Oct/2009, End: 30/Sep/2010		1	600.00		600.00
8	ImageNow Server Maintenance: Start: 01/Oct/2009, End: 30/Sep/2010		1	500.00		500.00
10	Minimum Fee (\$1,000) for Test SMA		1	660.50		660.50
Tax (Type - MA)						0.00

VAT REGISTRATION NO: 722 1688 43  
Bank Information: HSBC Bank PLC  
Sort Code: 402520  
Acct No: 91573047

Subtotal	26,884.00
Sales Tax	0.00
Invoice Total	26,884.00
Payment Received	0.00
Balance	26,884.00

## AFFILIATION AGREEMENT

Garden City Community College

Wray Community District Hospital

801 Campus Drive

1017 West 7<sup>th</sup> Street

Garden City, Kansas 67846

Wray, Colorado 80758

(COLLEGE)

(HOSPITAL)

**WHEREAS**, The COLLEGE has established and provides an approved and accredited Emergency Medical Technician-Paramedic training program, including a clinical training component through the educational facilities of the HOSPITAL for clinical experiences;

**WHEREAS**, it is of mutual interest and advantage for selected students of the COLLEGE to be provided quality clinical education experiences through the participation of HOSPITAL, and of mutual interest to the HOSPITAL to participate in the provision of such quality education;

**THEREFORE, IT IS AGREED** By and between the parties that they will affiliate upon the terms as in this agreement provided. Additional terms specific to the clinical training programs and the participation of the HOSPITAL therein may be set forth and provided on an attached Schedule. Collectively, the terms of this Affiliation Agreement and the attached Schedules are referred to as the "Agreement."

**IT IS ACKNOWLEDGED** by the parties that they have read this agreement, understand it, and agree to be bound by all of its provisions. This Agreement constitutes the complete and exclusive statement of the agreement between the parties, and supersedes all prior oral and written communications concerning the subject matter hereof.

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the date shown below, intending the same to be and become effective commencing with School Year 2008 - 2009

**COLLEGE:**

**HOSPITAL:**

By: \_\_\_\_\_ By: \_\_\_\_\_

Name: Carol E. Ballantyne, PhD, President Name: \_\_\_\_\_

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

### **I. General Agreement**

## Overview of Negotiations

Faculty accepted a base wage increase of \$75,000 to be applied equally across the salary matrix. This resulted in a \$1,088.43 wage increase for each faculty member. Faculty did not vote to have any additional money applied to health insurance. In fact, the Board contribution to health insurance premiums will decrease slightly to reflect the lower premiums that go into effect October 1.

The two-year agreement was approved with the understanding that negotiations would be opened next year to discuss salary and benefits.

The new agreement includes a Memorandum of Understanding in which both teams would form a study committee and meet regularly to work toward defining Faculty Load Credit (FLC) and determine the formula in which the factor will be applied. The committee will study the structure of the Curriculum Committee and the Curriculum Process. The work of the committee was given a deadline of December 1, 2009. The results of the committee will not be binding on either party.

### Approved changes:

- Expanded and clarified work expectations for faculty contract extension days allowed for specific departments and administrative assignments.
- Several additions were made to supplemental pay for administrative assignments.
- Several additions were made to additional course FLC
- The document was edited and changes made to simply definitions and correct grammatical and formatting irregularities.
- The document was updated to reflect current practice for Professional Growth, Internet Instruction and Faculty Evaluation.
- A Cancellation of Contract clause was added which includes liquidated damages for instructors resigning after May 15.
- Criteria for placing new faculty on the salary schedule were updated and the years of teaching experience considered at time of placement was increased to 10 years.
- The summer school pay schedule was condensed to reflect one rate of pay based on the instructor's pay level.

### Cost of faculty agreement:

Summer school	\$ 5,000.00
Additional supplemental assignments	\$13,200.00
Raise	\$76,190.00
Salary advancements	\$ 8,810.00

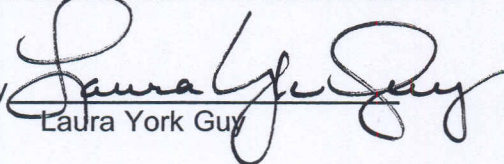
DURATION  
OF  
AGREEMENT

The Board of Trustees of The Garden City Community College (hereinafter referred to as the "Board") and The Garden City Community College Higher Education Association, as representative of the Professional Employees (as defined in K.S.A. #72-5413) of The Garden City Community College, enter into this Agreement covering the terms and conditions of professional service for the school years. 2009-2010 and 2010-2011. During this period, the Agreement may only be reopened by or amended by the written consent of both parties.

ATTEST:

DATED at Garden City, Kansas, this 9<sup>th</sup> day of September, 2009.

THE GARDEN CITY COMMUNITY COLLEGE  
HIGHER EDUCATION ASSOCIATION

By   
Laura York Guy

THE GARDEN CITY COMMUNITY COLLEGE  
BOARD OF TRUSTEES

By \_\_\_\_\_  
Della Brandenberger

NEGOTIATED A G R E E M E N T

Approved by

THE BOARD OF TRUSTEES OF  
THE GARDEN CITY COMMUNITY COLLEGE

And

THE GARDEN CITY COMMUNITY COLLEGE HIGHER EDUCATION ASSOCIATION

For The School Years 2009-2010 and 2010-2011`



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- A. ADMINISTRATION: Any employee so designated by the Board of Trustees as employed in an administrative capacity.
- B. ASSOCIATION: The Garden City Community College Higher Education Association, affiliated with Kansas-National Education Association.
- C. BOARD: The Board of Trustees of Garden City Community College, Finney County, Kansas.
- D. PRESIDENT: President of Garden City Community College.
- E. COLLEGE: Garden City Community College.
- F. K-NEA: Kansas-National Education Association.
- G. NEA: National Education Association.
- H. PROFESSIONAL EMPLOYEE  
"Professional employee", as defined by K.S.A. 72-5413 will hereinafter be referred to as "faculty" or "faculty member".
- I. BARGAINING UNIT: The Bargaining Unit is defined as including full-time and part-time employees hired in an instructional
- J. FULL TIME INSTRUCTOR  
A Professional Employee whose contract is ten tenths (10/10) of a base contract year.
- K. PART TIME INSTRUCTOR  
A Professional Employee whose contract is prorated from greater than 0.5 and less than 1.0 of base contract years and who has served more than six consecutive semesters. Part-time instructors are eligible for benefits provided under this agreement. Life insurance and contributions to a 403(b) plan will be paid at 100%. All other benefits will be pro-rated at the same percentage of the employee's contract.
- L. TEMPORARY INSTRUCTOR  
An employee not on continuing contract, hired only as needed and paid a flat rate per credit hour taught.
- M. SALARY SCHEDULE  
A matrix, consisting of various levels and ranges, used to facilitate initial salary placement of new instructors as well as guide the advancement of existing faculty. The values in the salary schedule will represent a generic 172 day contract.
- N. CONTRACT YEAR  
The contract year for most instructors, other than those designated as Part Time, is composed of one hundred seventy two (172) days. At least two (2) days will be set aside for in-service. If a program includes classes only offered in the summer semester and the program instructor(s) are expected to teach; their annual FLC is 38 and their contract year will be:

Designated Program

Contract Days

Ammonia Refrigeration	222*
Welding	222Paramedic
222	

The following programs include administrative assignments with a base teaching load of 33 FLC per year.

John Deere	222
Practical Nursing	212

Administrative Assignment (not subject to 38 annual FLC)	
Division Director	182
RN	192

Days over 172 will be paid as indicated in Article III, Section B.

\*Extension days apply to Ammonia Refrigeration faculty on contract for 09-10 year. Any new Ammonia Refrigeration instructors hired after 1-1-10 will be on 172 day contract.

**O. IN-SERVICE DAY** An in-service day is recognized as part of the Professional Employee’s contracted days of work during which no classes are conducted. Garden City Community College employees will come together on these days to participate in college-directed activities.

**P. DIVISION WORKDAY** A division workday is recognized as part of the Professional Employee’s contracted days of work during which no classes are conducted. Each division will determine the agenda for division workdays which may include a Professional Employee’s workday at the discretion of the division director.

**Q. FACULTY WORKDAY** A workday is recognized as part of the faculty member’s contracted days of work during which no classes are conducted. The work tasks accomplished will be at the discretion of each faculty member. Faculty will be available to students for advising.

**R. FACULTY LOAD CREDIT** Faculty Load Credit will be used to calculate faculty load each semester. Each class will be given an FLC rating based on the number of contact hours met and lecture, lab or clinical designation as determined by the process-explained in X. Curriculum Process. FLC will be used in determining an instructor’s overload, summer pay over base contract load, or any contracted supplemental work.

**S. STUDENT HEAD COUNT** Student Headcount Credit (SHC) will only be calculated for those courses with an FLC equal to one per credit hour. The intent of this calculation is to compensate instructors for accommodating student needs; it is not intended to encourage individual recruitment to the detriment of other instructors.

**T. MAXIMUM STUDENT ENROLLMENT** The number of students placed in a class that protects the integrity of the classroom, the needs of the student and the workload of the instructor. Maximum student enrollment for SHC calculation will be based on the

calculation in Article V, Section A, #4.

U. FACULTY AND  
DEPARTMENTAL

**EXPECTATIONS** While every discipline has its own job expectations that are specific to the discipline, the expectations of every faculty member is to work with his/her department to meet the Departmental Teaching, Leadership and Service Expectations. See Appendix A for Faculty Job Expectations document

V. FAIR MARKET  
VALUE

A percentage value added to normal base salary. Should the Administration/Board decide that it is necessary to establish a salary greater than that determined by the salary schedule, then a percentage value will be applied to the salary that will result in the new salary. The President will determine fair market value by researching industry wages and regional wages for similar positions.

For advancement purposes the employee will be deemed to have been placed on the salary schedule using the guidelines established in this contract. The Fair Market Value factor will be applied as described in this agreement.

W. CURRICULUM  
PROCESS

The Curriculum Committee, made up of a majority of faculty, along with the appropriate instructional deans will meet to discuss any additions, deletions or changes in credit programs and classes including Faculty Load Credit (FLC). The recommendation of the committee will be submitted at the next contract negotiations. The recommendation will be accepted or rejected as presented.

X. OVERLOAD

For faculty working less than a 212 day contract year, any overload consists of any FLC exceeding 30 per academic year. For faculty working on a contract year of at least 212 days, overload consists of any FLC exceeding the designated amount as outlined in Article I. Section O. Instructors may request overload to be calculated by either the semester or annually.

In the event any provision of this Agreement is finally ruled invalid under any appropriate State or Federal law or regulation, the balance of the Agreement not affected by such ruling shall remain in full force and effect. The Board shall have the right to determine and implement necessary provisions to correct such invalidity and the same shall be subject to negotiation upon request the following February 1.

**Section B. Retained Rights**

The Board shall operate and manage the College. It is understood that the rights of the Professional Employees are set forth throughout the balance of this Agreement. Such rights shall not be abridged by this Retained Rights clause. However, subject only to the express limitations set forth elsewhere in this Agreement, the Board shall continue to hire, transfer, promote and demote employees; to discipline, reprimand, suspend or discharge employees for just cause; to lay off and recall employees; to determine workload, office hours, qualifications for advancement, assignment of work; to select Professional Employees (including Division Directors and -appropriate dean following the review of recommendations, if any, from concerned faculty); to conduct administrative evaluation of employees; to extend contracts; to determine the number of employees to be used in any classification or activity; to prepare, enter into and execute employment contracts between any Professional Employee and the Board which shall include by reference this Agreement; to determine the period, curriculum and content of any school term or course; to establish or modify rules, regulations and practices, but which shall not set aside other terms of this Agreement; to grant sabbatical leaves on such terms and to such persons as the Board may from time to time determine necessary or desirable; to close down or move the College or any part thereof or to curtail operations; to establish new departments or operations and to discontinue existing departments or operations, in whole or in part; to purchase or acquire and to sell or dispose of any assets; to control, maintain and regulate the use of buildings, equipment and other property of the College; to introduce new or improved methods or equipment; to subcontract work as the Board deems necessary or desirable; to determine the number and location of operations, services and courses; and otherwise, generally to manage the College and direct the employees. The above rights are not all inclusive but enumerate by way of illustration the type of rights which belong to the Board. All other rights, powers or authority which the Board had prior to the signing of this Agreement are retained by it, except those which have been specifically abridged, delegated or modified by this Agreement. It is understood that nothing in this Agreement shall restrict or modify the rights and duties of the Board as provided by law.

**Section C. Academic Freedom**

The Board and the Association agree that academic freedom is essential to the fulfillment of the purposes of the college. They acknowledge the fundamental need to protect from any censorship or restraint the status of Professional Employees which might interfere with their obligation to pursue truth in performance of their functions.

ARTICLE III - SALARIES AND WAGES

Section A. Salary Schedule Regulations

- 1) Minimum Qualifications for Initial Placement on the Salary Schedule.
  - a) Degreed and Non-degreed Personnel Initial Placement - The Administration will determine the amount of teaching experience and academic qualification of New Professional Employees to be acknowledged for placement on the salary schedule. The President, with approval of the Board, shall determine the initial step on which each new Professional Employee will be placed on the salary schedule. Once a new Professional Employee has been placed on the salary schedule, he/she shall meet the same requirements and shall advance on the salary schedule with other Professional Employees.
    1. The criteria used to determine initial placement can be found in Appendix B.
    2. For the purpose of initial placement, the terminal MFA degree shall equate to Level 3(MS+30).
- 2) Credit for Attendance at Approved Workshops/Seminars - Professional Employees may request that attendance at approved workshops/seminars be considered for advancement on the salary schedule. Credit for these approved workshops/seminars may be treated as credit for salary schedule advancement purposes. The following provisions will govern all requests:
  - a) The proper application form must be completed and submitted to the Division Director, Dean and President at least ten (10) days in advance of the workshop/seminar.
  - b) If the credit is to be granted for attendance at an approved workshop/seminar, approval must be given by the President or his/her designee in advance of the employee's attendance at said workshop/seminar.
  - c) Credit for approved workshop/seminar attendance will be considered on the basis of clock hours. Fifteen (15) clock hours of attendance will be considered as the equivalent of one credit hour.
  - d) Clock hours will be accumulative with thirty (30) equivalent credit hours earned through non-credit workshop/seminar attendance allowed toward any of the thirty (30) credit hours necessary to advance horizontally from one level on the salary schedule to the next.
  - e) Only those workshops/seminars which relate to the employee's teaching field or at the request of the college will be considered for approval.
  - f) Verification of attendance must be presented to receive credit.
- 3) Should a Fair Market Value Factor be applied to hire a new instructor, the president of HEA shall be informed, and the salaries of current instructors in the department shall be reviewed using the same criteria. If that review results in an increase in the current instructor's salary, that instructor shall be placed accordingly, both in terms of salary schedule placement and Fair Market Value factor.
- 4) See Appendix C for Salary Schedule.

5) Special Provisions:

- a) This agreement will be reopened February 1, 2010 to discuss salary and benefits for 2010-2011. All other items may only be reopened by or amended by the written consent of both parties.
- b) \$10,000 will be allocated each year for faculty advancement due to professional development. Should the \$10,000 not be required, the remainder will be distributed to the faculty by adjusting the base upward. Should faculty advancement exceed \$10,000 the college and the unit will split the amount in excess of the \$10,000 evenly and the base salary will be adjusted downward to meet the faculty portion in excess of \$10,000.
- c) Memorandum of Understanding - A study committee will be formed consisting of the HEA negotiating team and the BOT negotiating team. This committee will be convened by the 1<sup>st</sup> day of September and will meet weekly. Specifically, the committee will work toward defining Faculty Load Credit and determine the formula in which the factor will be applied to courses to determine FLC. In addition, the committee will study the structure of the Curriculum Committee and the Curriculum Process. The tasks of the MOU committee will be completed by December 1, 2009. The results of this committee will not be binding on either party.

Section B. Salary Schedule-Contracts longer than 172 days

For those instructors having a contract greater than 172 days, the days in excess of 172 will be paid from the salary schedule, including any Fair Market Value (FMV) factor per day. The daily rate is calculated as follows.  $\text{Daily Rate} = (\text{Salary Schedule} * \text{FMV}) / 172$ .

Section C. Supplemental Pay Schedule

Conditions that govern the supplemental pay schedules are as follows:

1. The College retains the right to add new supplemental assignments. The President of the Association will be consulted before the addition.
2. To be eligible for the following supplemental assignments a faculty member must be teaching at least 12 Faculty Load Credits per semester. Supplemental assignments may require work outside the base contract.



<u>Activity</u>	<u>Annual FLC</u>
Head Athletic Coach	21 FLC
Division Director	12 FLC
Gallery Director	7 FLC
Head Coach/Sponsor – Competition Team & Honor Society (CJ, Academic Challenge, Forensic, Meats, PTK)	7 FLC
Assistant Coach/Sponsor – Competition Team & Honor Society (CJ, Academic Challenge, Forensics, Meats & PTK)	4 FLC
Head Sponsor (SIFE/DECA/BPA)	3 FLC
School Maestro	5 FLC
Blackboard	4 FLC
Pep Band	4 FLC
Pianist for Fine Arts	2 FLC
Mentor (per mentorship, per semester)	1 FLC
Broadcast Partnership	4 FLC
Carpe Verbum	3 FLC
Faculty Senate President	6 FLC
Drama Director – Musical	6 FLC
Program Leader – Technical Division (per instructor)	1 FLC
Science Olympiad	1 FLC
Pit Director for Musical	3 FLC
Pianist/Organist for Musical Production	3 FLC
Vocal Director for Musical	2 FLC
Choreographer of Musical	1 FLC
Jazz Festival	1 FLC
Piano Festival	1 FLC
IG Core Chair, Vice-Chair, Recorder	2 FLC
IG Committee Chair	1 FLC
AQIP Project Chair	1 FLC

3. The following FLC are in addition to the course FLC for the instructor of record:

<u>Course FLC</u>	<u>FLC</u>
ENGL 091 Basic English	.75 FLC
ENGL 101 English I	.75 FLC
ENGL 102 English II	.75 FLC
DRAM 150 Intro to Theater	2 FLC
JRNL 111 Magazine	4 FLC
JRNL 113 Newspaper	4 FLC
JRNL 118 TV Production I	4 FLC
JRNL 119 TV Production II	4 FLC
JRNL 120 Radio Production I	4 FLC
MUSC 120 Band I	2 FLC
MUSC 124 Jazz Ensemble	2 FLC
MUSC 126 String Ensemble I	2 FLC
MUSC 130 Choir I	2 FLC
MUSC 130 Accompanist	2.51 FLC
MUSC 132 Vocal Ensemble	2 FLC
MUSC 132 Accompanist	2.09 FLC

Section D. Overload Pay

Overload will be paid at the rate of \$550 per FLC over the instructors' base contract FLC requirement.

Section E. Summer School Classes

Summer Salary Schedule

Level	One	Two	Three	Four	Five
	570	675	750	850	950

Unless summer classes are needed to meet the base contract, they will be paid as summer school.

Section F. ITV Classes/Polycom Classes

Instructors will be paid an additional 0.136 FLC per credit hour when teaching classes over the interactive television system or Polycom classes.

Section G. Pay For Activity Responsibility

Pay of \$15.00 per each separately completed intercollegiate athletic event (game, match, meet or tournament session) will be paid to those who assist with athletic activities assigned by the athletic director.

Professional Employees will receive first consideration for these assignments if accepted within a reasonable period of time.

Section H. Professional Growth

Upon approval by the President, or his/her designee, any Professional Employee attending professional meetings, shall receive actual expenses of transportation, lodging, meals, and registration fees in accordance with school policy. In the event College provided transportation is not available, the Professional Employee upon approval by the President, or his/her designee, shall receive expenses for use of a personal vehicle at a mileage rate not less than that paid by the State of Kansas to its employees. Exception: This section does not apply to attendance at meetings conducted by the State Teachers' Convention of the Kansas National Education Association.

Section I. Staff Scholarships

Full-time Professional Employees, their dependent children, and their wives/husbands, have the privilege of attending credit courses at Garden City Community College on a tuition free basis if they meet the requirements for admission, but they will have the obligation to pay all required college fees. To be eligible for tuition waiver, the classes must be taken for credit (including pass/fail option.) "Dependent children" shall be defined as children (of a full-time Professional Employee) who are 21 years of age or younger or who are eligible to be reported as a dependent of the Professional Employee for tax purposes.

## Section J. Pay For Workshops and Seminars

College instructors who handle workshops/seminar under the non-credit with credit option or solely for non-credit in addition to their normal base load must declare in advance of offering the workshop/seminar that they desire to be paid \$30 per contact hour (hours in the formal workshop/seminar presentation with all participants present) or that they desire to be paid 85 percent from participant fees after direct costs have been deducted. Direct costs include, but are not limited to, the following: tuition and fees, meals/refreshments, textbooks, sales tax; usable materials; printing; advertising, & postage; transportation/mileage; custodial, secretarial, & security services as utilized; technician fees. The employer's share of employment taxes will be considered a direct cost if the workshop is offered solely for non-credit. For workshops and seminars that include both credit and non-credit enrollments, the employer's share of payroll taxes will be prorated accordingly.

## Section K. Direct Deposit Regular Monthly Payroll

A Professional Employee shall receive payment by the end of the month. The direct deposit is deposited at a financial institution selected by the individual. Payment is usually on the 25<sup>th</sup> of each month. Should the 25<sup>th</sup> of the month fall on a Saturday or a Sunday, or any other legal holiday, the payment will usually be made on the last full working day of the college, immediately preceding the 25<sup>th</sup>. The final check received by the Professional Employee who will no longer be employed by the college may be by manual check. Statements of earnings are provided the Professional Employees on payday.

## Section L. College Activities Pass

All Professional Employees will receive a pass for each family member good for all College sponsored activities.

## Section M. Wellness Facilities

All Professional Employees will have access to wellness facilities at the college including Super Circuit. Use of the facility during normal work hours will be with the permission of the division director or the appropriate dean. Access to Super Circuit will require that employees complete a pre- and post-assessment each semester of participation.

## Section N. Internet Instruction for Non-EduKan Courses

1. Development Fee for Non-EduKan Courses. An instructor who receives approval from the appropriate Dean for Internet course delivery will receive a one-time first-time development fee of \$1.09 FLC per credit hour upon successful implementation of the course.
2. Course Delivery. Beginning January 2009, an instructor who teaches an Internet course as part of the regular workload will receive an additional 0.136 FLC per credit hour and flex-time equivalent to one hour per semester credit hour per week.
3. Conditions. One-third of the development fee will be payable upon approval of the course. The remaining two-thirds of the development fee will be paid upon completion of course development.

## Section O. Advancement on Salary Schedule

1. Faculty advancement on the salary schedule for a year of service is not automatic.
2. Each vertical step on the salary schedule may be attained by accomplishing 6 graduate or approved credit hours of professional development.
3. Once the qualifications for the next Level have been met the faculty member will move horizontally to that level. See Appendix B for Advancement criteria.

4. No more than two vertical steps may be taken in one year.
5. Horizontal movement will be to the same salary amount at the next level or the next greatest amount.

ARTICLE IV - HOURS OF WORK

Section A. Academic Year Contract

The academic year is defined under Article I. At least two (2) days will be set aside for professional staff development. The calendar shall include the following holidays and the minimum number of days as indicated for each holiday.

Labor Day	1 weekday
Fall Break	1 weekday
Thanksgiving	3 weekdays
Winter Break	15 weekdays
Presidents' Day	1 weekday
Spring Break	5 weekdays
Easter Break	2 weekdays

Some Professional Employees shall be contracted to work over the 172 day contract. The contract will state how many days the Professional Employee will work, along with the duties to be performed (including teaching), the length of the work year, and the yearly compensation.

Section B. Overload Classes

Overload classes are those classes which are in addition to regular teaching assignments.

Overload teaching by full-time Professional Employees during the regular school year shall be limited to a maximum of six (6) FLC per semester, or two (2) classes totaling six (6) FLC or less per semester, unless otherwise recommended by the Administration and with mutual consent of the Professional Employee involved. It is not intended that overload classes diminish the teaching effectiveness of the instructor.

Section C. College Classes During College Workday

Professional Employees may take College classes during the College workday with the permission of the division director or appropriate dean.

1. 30 FLC hours shall be considered a normal load for 172 day full time Professional Employees, divided between the Fall and Spring semesters at 15 FLC each. Employees with base contracts greater than 172 days may require more than 30 FLC per year.

The following positions will have the FLC as indicated below and are not eligible for SHC:

1. Cosmetology Instructor	39 FLC
2. Coordinator/Instructor Finnup Lab	30 FLC
3. Director of Super Circuit	30 FLC

2. Preparations - In addition to the FLC stipulation for the professional workload, a Professional Employee normally should have no more than 4 different academic preparations and shall have no more than 4 different academic preparations if 3 or more of the preparations require accompanying laboratories in addition to the regularly scheduled times for recitation. Any courses taught concurrently will be counted as one preparation. If this guideline is exceeded, the instructor will receive 1 FLC of overload per academic preparation over 4 (excluding overloads). Administration determines which courses comprise the base contract workload.

3.. FLC is defined as a one-to-one ratio for lecture contact hours. Lab and clinical classes will be calculated as 0.67.HPER courses and administrative assignments are calculated at 0.5 FLC for each contact hour.

Lab and clinical classes are defined as follows:

1. Courses which require a separately scheduled laboratory to fulfill course requirements and which require the checking of regularly assigned daily or written work which will be assigned by contact time with the student.
2. Courses that have lab and clinical components of the class.
3. Courses that are supervising internships, practicums, or work experiences.

Each new course FLC shall be recommended by the Curriculum Committee and submitted at the next contract negotiations. The recommendation will be accepted or rejected as presented.

4. Student Headcount Credit will be computed using the following process:
  1. For this calculation, a maximum class size of 25 students is used (maximum student load per instructor is 125 students in five classes)
  2. Subtract 125 from the total number of students in all base contract classes as of the 20<sup>th</sup> day (certification).
  3. Take that difference and divide by 25 (maximum number of students per class)
  4. Multiply that factor by the overload rate
  5. The result will be the additional compensation for SHC
5. Overload - In the event a Professional Employee, on a 172 day contract, has an adjusted professional workload exceeding 15 FLC during a semester or 30 FLC per year, the Professional Employee shall qualify for overload pay. In order that effectiveness of teaching not be sacrificed, the assigned overload will not be excessive. Should an overload be necessary, the assignment will be made by the appropriate Dean only after consultation with the Division Director and the Professional Employee involved. Overload pay shall be determined each semester and paid at the end of each semester or in equal monthly installments unless instructors request that their loads be adjusted on a contract year basis; in that case, overload pay will be determined and paid only at the end of the spring semester.

6. In the event the workload of a Professional Employee does not meet the minimum FLC for a fall or spring semester as defined in paragraph 1, the Professional Employee may be assigned other classes and/or other duties. When this becomes necessary, the assignment will be made by the appropriate Dean after consultation with the Division Director and Professional Employee involved. Immediately after the assignment is made, the Professional Employee shall submit in writing a proposed work schedule, to be approved by the Division Director and appropriate Dean. The proposed schedule can be adjusted by the Division Director and appropriate Dean if necessary. A Professional Employee assigned an off campus class shall be compensated for use of personal vehicle to and from said class at a mileage rate not less than that paid by State of Kansas to its employees.
7. A student assistant may be requested by the Professional Employee should the workload exceed 18 FLC per semester. The student assistant must meet the requirements established by the Professional Employee. The actual assignment of a student assistant shall be subject to administrative approval.
8. In all departments the maximum class size shall be decided for each individual course by the appropriate Dean after conferring with the Division Director and the Professional Employee. Every effort shall be made to keep the class size at the recommended maximum. No new sections of a class or subject area will be opened at enrollment time as long as it appears that scheduled sections of the same course or subject areas are still open.

#### Section B. Load Credit - Workshops and Seminars

A full-time college instructor may use a non-credit workshop/seminar for load credit, if approved in advance by the appropriate Dean and the President, only if said instructor's teaching load has not made during the semester in question. If an instructor uses a non-credit workshop/seminar for approved load credit, he/she shall not receive pay for the participation/enrollment/tuition charges paid by participants. Load credit for full-time college instructors will be computed on the basis of one (1) hour of load credit for fifteen (15) hours of contact in presenting a particular workshop/seminar to all participants enrolled in the workshop/seminar. The appropriate FLC factor will be established and entered as that Professional Employee's load.

Section A. Non-Probationary Employee

All full-time instructors will be evaluated on a three-year rotation through the use of the following instruments: a classroom visitation, a self-evaluation, a peer exchange, an advising evaluation and an administrative evaluation. In addition, each full-time instructor will conduct a student evaluation each semester. Guideline for the implementation and administration of these evaluations are as follows:

STUDENT EVALUATIONS

Each semester, every instructor will conduct an in-class student evaluation either by pencil/paper or by taking the students to a computer lab to complete the student evaluation on-line. Instructors will also announce to all students the availability of the on-line evaluation in all of their classes along with step by step instructions on how to access the evaluation. Student evaluations will be sent to the appropriate dean who will then distribute them back to the respective instructor, and division director or program leader. Student evaluations will be provided to the faculty member in a timely manner, but no later than February 1 for the previous fall semester evaluation and July 1 for the previous spring semester evaluation.

THREE-YEAR ROTATION SCHEDULE

a). Classroom Visitation—The appropriate dean will contact the faculty member to schedule a class visitation. At the scheduled visitation, the appropriate dean will observe the faculty member. After the visitation, the dean will meet with the faculty member to review the classroom visitation evaluation. Two copies of the evaluation shall be signed by the dean and the faculty member with one copy being retained by the faculty member and the other copy being submitted to the Human Resources Office to be placed in the faculty member's file. The instructor may attach comments to the evaluation and those comments will be included with the evaluation in the employee's permanent file. The comments must be submitted to the appropriate dean within 10 working days of the review of the visitation evaluation.

b). Self-Evaluation—The self-evaluation will be completed as a part of the administrative evaluation. The self-evaluation shall include but not be limited to the review of teaching load, college-related responsibilities, professional activities, community service and activities. The self-evaluation will be submitted to the appropriate dean for review. The evaluation will then be signed by the dean. Once signed, the evaluation will be submitted along with the administrative evaluation to the Human Resources department for inclusion in the faculty member's file.

c). Advising Evaluation-- The Dean of Student Services will conduct the advising evaluation. A final copy of this evaluation will be placed in the instructor's personnel file along with the administrative and self-evaluations.

d). Peer Evaluations—Peer evaluations will be organized and conducted through Faculty Senate. Faculty members will be grouped with two instructors from outside their content area. Each instructor will conduct a class visit and will write an evaluation of the instructor from that class. The instructor will then meet to discuss teaching strategies and the evaluation. The peer evaluation will not be included in the instructor's personnel file unless that instructor requests that it be added to their file.

e). Administrative Evaluation—The administrative evaluation will be conducted and written by the appropriate dean in conjunction with program leaders and division directors. The administrative evaluation will include overview of the classroom evaluation, advising evaluation, self-evaluation and peer exchange (if requested by instructor). The administrative evaluation will be reviewed with the



faculty member by the dean and division director. The administrative evaluation will then be filed in the faculty member's file in Human Resources.

All faculty evaluative forms are subject to review or revision by the Advising Committee or Curriculum Committee upon written request by the HEA President or the appropriate dean.

#### Section B. Probationary Employees

Probationary Employees will take part in the evaluation process each year in accordance with Kansas law.

#### Section A. Sick Leave

Each Professional Employee shall receive ten (10) days of sick leave (with pay) each year to be used for his/her sickness or sickness in his/her immediate family. Sick leave may be accumulated to a total of sixty (60) days. In the event an employee suffers an extended illness, the President may extend those sick leave days with the approval of the Board.

In all cases, unused accumulated sick leave will be canceled when the employment with the College is terminated and will not be compensated for in terminal pay.

#### Section B. Workers Compensation

Persons injured on the job must file Workers' Compensation Forms with the Human Resources Office, and if an examination is required, the examination must be made by a doctor designated by the college administration. The college will participate in workers' compensation as required by current statute. The combined workers' compensation benefits and salary received under allowed sick leave, or other available leave, shall not exceed one full day's pay.

All employees of the college shall be covered by workers' compensation. Workers' compensation coverage is provided for all employees regardless of assignment, length of assignment, and/or hours worked per day. Benefits are for personal injury from accident or industrial diseases arising out of and in the course of employment with the college. The workers' compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify; however, the amount of workers' compensation benefits and sick leave benefits shall not exceed a regular daily rate of pay. An employee on workers' compensation may use sick leave as a supplement in order to receive one full day's pay. The employee will be charged for one full or partial day of sick leave, as provided for in the sick leave policy of the negotiated agreement, for each day of absence until the employee's sick leave is exhausted. Any employee who is off work and drawing workers' compensation shall be required to provide the college with a written doctor's release before the employee is allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under sick leave shall be ended and those benefits under workers' compensation shall be restricted as provided by current statute.

#### Section C. Bereavement

In case of bereavement, the number of days of leave will be those deemed necessary as determined by the President or, in his/her absence, the President's designee.

#### Section D. Leave of Absence With Pay

Employees may use two (2) days of annual sick leave for personal leave each contract year at their discretion. Except in cases of extreme emergency, request for such leave shall be made in writing five (5) days prior to the requested date(s) of the absence.

Professional Employees required to fulfill military service obligations shall be granted benefits provided under the Federal Government Universal Military Training and Service Act and its subsequent amendments.

#### Section E. Leave of Absence Without Pay

1. A leave of absence shall be available to all Professional Employees upon completion of probationary status. A Professional Employee may be granted leave without pay for personal reasons. In the event of a long-term absence, such leave shall be conditioned upon

determination by the President and Board that a suitable replacement has been hired.

2. Any Professional Employee granted a leave will be returned to a position on the College staff within the division served by the employee at the time the leave was granted. The employee will sign a contract for the ensuing academic year at the same time as other faculty members, or the right to return will be forfeited.

3. The personnel hired to fill the position of the Professional Employee granted leave of absence without pay shall, unless otherwise agreed in writing between the Board and said replacement, be on probationary status with the College, and shall not be guaranteed a permanent position on the College staff. The replacement personnel will not receive contract renewal unless through independent determination by the Board following the first year's service.

4. The final terms and conditions of the leave of absence granted to any Professional Employee shall be governed exclusively by mutual agreement of the Board and the Professional Employee, with the written agreement reflecting terms and conditions of the leave of absence without pay. The written agreement will be signed by both the Board Chairman and the Professional Employee.

#### Section F. Medical (Including Maternity) Leave

A medical leave of absence with sick leave benefits while applicable to the leave and thereafter without pay may be granted upon written request for a reasonable period of time (not to exceed the then current school year or the next succeeding school year if the Professional Employee has signed a contract for said school year) to any Professional Employee who because of illness, accident, or other medical reason (including childbearing by the Professional Employee), is physically unable to perform normal teaching assignments, provided the employee intends to return to work at the end of the leave. Such leave will be granted only after approval by the President and the Board. For the purposes of such leave, "physical inability to perform the normal teaching assignments" shall be shown by medical certification from the employee's physician and, at the Board's option, from the Board's physician.

Many of the specific terms of medical leave involving childbearing of the Professional Employee shall be negotiated by the individual employee and the President. Such negotiations shall be subject to the approval of the Board.

#### Section G. Paid Sabbatical Leave

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

1. Eligibility for Paid Sabbatical Leave -

Faculty members shall be eligible for two semesters of sabbatical leave after six years of full-time continuous service. Those eligible must submit an application for sabbatical leave to the sabbatical leave committee according to dates established in Part 3 of this Section - Application Process.

Sabbatical leave is not cumulative. In other words a faculty member with 12 years of service is not eligible for two consecutive sabbatical leaves. Any faculty member taking sabbatical leave for any duration will not be eligible for consideration for another sabbatical leave for six years following completion of the current sabbatical leave.

2. Considerations in the granting of Paid Sabbatical Leave -

The Board reserves the right to deny any or all applications for sabbatical leave.

The Sabbatical Screening (or Professional Development) Committee will review and recommend applications to the Board. Potential value to the institution and seniority in service shall be given greatest weight in the selection process.

In general, Sabbatical Leaves will be considered for a faculty member to pursue an approved degree program or other appropriate study, to do research and/or publication, to pursue appropriate post-doctoral work, to travel in areas related to the faculty member's teaching assignments, or to participate in approved work experience.

**3. Application Process -**

Applications for sabbatical leave for the full academic year or for the fall semester of an academic year shall be submitted by the preceding October 1st and applications for leave for the spring semester of an academic year shall be submitted by the preceding February 1st. Applications shall be in writing and submitted through the appropriate dean to the Faculty Senate. A copy of the application shall be submitted to the President. The Faculty Senate shall establish a Sabbatical Screening Committee. The applications will be forwarded to the Sabbatical Screening Committee composed of six members, three faculty members elected by the faculty senate, the designee of the President, and the appropriate Deans. The division chairperson(s) of each applicant will be ex-officio members of the committee. The committee shall elect a chairperson.

Within thirty (30) days after close of dates for receipt of application(s) for sabbatical leave, the sabbatical screening committee shall approve or disapprove the same. An application(s) approved by the sabbatical screening committee shall be submitted to the President of the college for presentation to the Board. The Board shall act upon requests for sabbatical leave at its meeting held immediately following approval of request(s) by the sabbatical screening committee and shall promptly notify the faculty member(s) of approval or disapproval. The faculty member(s) shall have thirty (30) days after board approval to make a final commitment in writing to the President, appropriate dean and division chairperson for sabbatical leave. If the faculty member(s) fail to accept or rejects sabbatical leave in writing to the proper administrators within such thirty-day period, the sabbatical position shall become open to other faculty applicants.

**4. Terms of the Sabbatical Leave -**

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

The applicant granted a paid sabbatical leave will be required to sign a contract. The contract will specify that the applicant is obligated to serve the college on return from sabbatical leave for four (4) consecutive semesters. Breach of this contract will obligate the applicant for repayment of salary and fringe benefits paid during the leave period plus interest at the rate of six (6) percent per annum. In the event that the Professional Employee voluntarily leaves the employment of the College at any time prior to or during the four (4) semester period, the employee will be required to make repayment prorated on a semester basis according to the amount of the four semesters remaining. The employee will have no obligation to repay any remaining fractional portion of the four semesters if terminated or non-renewed by the Board.

Compensation for a two semester sabbatical shall be 0.5 times the annual contract rate and for a single semester sabbatical 1.0 times one semester's rate based on the applicant's level and step. The compensation will be distributed monthly during the duration of the leave.

Life insurance, health insurance, and disability insurance and other section 125 options will continue during the sabbatical leave on the basis of the regular base salary to the extent permitted by the insurance carrier, IRS tax codes and as provided by the college for members of the bargaining unit.

If a faculty member on leave qualifies for a more advanced column the semester the

applicant returns to teaching, the contract will be adjusted at the time adjustments are made for other faculty.

If a faculty member is on sabbatical during one semester and teaches at the college during the other semester of an academic year, the half year taught will count in determining number of years of teaching experience.

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

Section A. Group Health Care Benefits for Retirees

An employee of Garden City Community College who may find it necessary or desirable to retire from employment with the college prior to normal retirement age may elect to retire under the terms and conditions hereinafter specified. Early retirement is voluntary and at the discretion of an eligible employee.

1. Eligibility - an employee is eligible for early group health care benefits if such employee:
  - a. currently works under a full-time contract;
  - b. is less than 65 years old at effective date of retirement;
  - c. has completed 10 years or more of full-time service with the college;
  - d. currently has 5 years of continuous health coverage through the group health plan sponsored by GCCC.
  - e. is eligible for unreduced KPERS benefits and will participate in KPERS retirement.

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

2. Application - An employee may apply for early group health care benefits by giving written notice to the President of the college. Such written notice by the employee shall be submitted on or before the first day of February preceding the anticipated retirement date, and the notice shall include the following information:
  - a. a statement of the applicant's desire to take early retirement;
  - b. the anticipated date of retirement;
  - c. the applicant's birth date, and age on the effective date of retirement;
  - d. the current mailing address and telephone number of the applicant;
  - e. the number of years the applicant has been employed full-time by GCCC;
  - f. the number of years the applicant has been continuously covered by the group health insurance plan sponsored by GCCC.

Following final action by the Board on any application for early retirement, the President of the college shall notify the applicant in writing of early group health care benefits to be paid by the college for the college sponsored group health insurance plan.

3. Early Group Health Care Benefit – Effective January 1, 2009, an eligible employee who takes early retirement will be entitled to receive single health insurance coverage up to a premium amount not to exceed \$417.65 per month. This amount is available exclusively to apply towards the purchase of health insurance through the group plan sponsored by Garden City Community College.
4. Terms and Conditions -
  - a. The Board retains the right to adopt the early group health care incentive program on year to year basis. Should the Board choose to discontinue the program, notification shall be given to the employees in the period between July 1 and August 15, one year prior to discontinuing the program.
  - b. Should the Board decide not to adopt the early group health care incentive program in any given year, all employees who were on the program prior to the non-adoption will continue on the program until the completion of the contract year in which the employee reaches the age of 65.
  - c. The early retiree may continue in the college's health plan, and the College will pay

single health insurance coverage up to a premium amount not to exceed \$301.00 per month until age 65 is reached.

- d. After the early retiree reaches age 65 the early retired employee will be allowed to keep spouse insured through the college's plan for an additional 36 months (COBRA). Additional premiums required to maintain spouse's coverage will be paid by the retiree.
- e. An employee who waives continuing participation in the college sponsored group health insurance plan after the effective date of retirement shall not be eligible to participate at a later date.
- f. Failure of the retired employee to pay any required monthly health insurance premiums above and beyond the college contribution will terminate the retired employee's right of continued participation in the college sponsored group health insurance plan.
- g. An employee who takes early retirement shall have the responsibility to keep the college informed of his/her current mailing address and telephone number.
- h. The group health insurance provided by the early group health care incentive benefit may not be converted to cash or other benefits.
- i. Death of the retiree prior to the date of retirement nullifies the responsibility of the Board.
- j. Early group health care benefits shall cease upon the death of the retired employee.
- k. If the early retiree takes other employment and is eligible for group health insurance with that employer, the early retiree will notify the college and the early group health care benefit offered by Garden City Community College will be terminated.
- l. If any provision of the early group health care incentive plan is determined to be in violation of Federal or Kansas State laws or insurance company regulations, the plan shall then immediately be terminated by Board action and shall not be in further force or effect unless re-adopted by the Board.

**Section B. Tuition Reimbursement**

Full-time Retired Professional Employees have the privilege of attending Garden City Community College on a tuition-reimbursement basis if they meet the requirements for admission and complete the course(s) with a C or better grade. The tuition and fees will be paid by the retired full-time Professional Employee and upon completing the course(s) with a C or better grade the tuition portion will be reimbursed to the full-time retired Professional Employee.

Section A. Salary Reduction Plan

The Board establishes an IRC Section 125 Cafeteria Salary Reduction Plan whereby each eligible Professional Employee has the right to reduce his/her compensation in the amount necessary to purchase from those nontaxable benefits contained in the plan and selected by the employee.

The nontaxable benefits contained in the plan are health (hospitalization) insurance, cancer insurance, short-term disability (salary protection) insurance, medical expense reimbursement, and dependent (child) care.

At his/her discretion an eligible Professional Employee may forego any reduction in compensation for the purchase of nontaxable benefits and take the total compensation as salary - cash.

All full-time and part-time Professional Employees are eligible to participate. Temporary or substitute Professional Employees are excluded from participation.

If a participant ceases to be an employee, participation in the plan shall terminate unless the participant continues to receive compensation from the College.

Section B. Group Term Life Insurance (Full-time Professional Staff)

The Board will provide for each Professional Employee \$15,000 in group term life insurance coverage which will remain in force while the Professional Employee remains in the employ of the College.

Section C. IRC 403-B Contribution Package

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

1. A requirement of a \$50 contribution by the employee.
2. The college will match the \$50 contribution of the employee.
3. To receive matching funds, all employees are required to invest in the Garden City Community College Employee Employer sponsored plan.

Each Professional Employee, in addition to the base salary, and if appropriate, from other types of salaries, will receive \$50 per month towards the purchase of a 403-B account.

Section D. Health Insurance

Each Professional Employee, in addition to the base salary, will receive a health insurance benefit available exclusively to apply toward the purchase of health insurance through the group health insurance plan sponsored by Garden City Community College. The health insurance benefit will be \$417.65 per month until September 2009, when the amount of this benefit will be \$408.67 per month.



Grievances of a Professional Employee with respect to the interpretation or application of this Agreement (excluding matters which have separate procedures for hearings and determination set forth in this Agreement) shall be handled as follows:

1. The Professional Employee shall request an informal conference with his Division Director within ten (10) days after the employee is aware of possible violations of the Agreement and discuss such issues with his Division Director.
2. If the matter is not resolved through the Informal Procedure set forth in Step 1, the Professional Employee may file a formal grievance in writing stating in detail the facts of which he complains and the provisions of the Agreement which are deemed to have been violated; provided, no grievance shall be filed or processed based on facts or events which have occurred more than thirty (30) days before the grievance is filed. Grievances shall be deemed filed when delivered in writing to the appropriate Dean. All grievances shall be carbon-copied to the appropriate Division Director.

The grievant may discuss the problem with the appropriate Dean and may present information or oral argument in support of the same. The appropriate Dean may also hear other information or oral argument. The appropriate Dean or grievant may request an advisory opinion from the Faculty Senate as to any matter in dispute. Such advisory opinion shall be rendered in writing within ten (10) days of the delivery of the formal grievance to the appropriate Dean. The appropriate Dean shall make known to the grievant his recommendation in writing within ten (10) days after delivery of the written grievance.

3. If a solution satisfactory to the grievant and the appropriate Dean has not been reached in Step 2, the grievant may appeal the same in writing to the President within ten (10) days after the recommendations of the Dean have been delivered in writing.

The President will review the grievance and record of the above proceedings, together with any additional information or oral argument presented by the grievant. The President may also hear other information or oral argument. Within ten (10) days after the grievance is appealed to him/her, the President shall render his/her written decision.

4. If a solution satisfactory to the grievant and the administration has not been reached through the above procedures, the grievant may appeal the same in writing to the Board within ten (10) days after delivery of the President's decision. The Board will review the grievance and the record of the above procedures and hear the matter in dispute. Any pertinent evidence or argument which the grievant desires to submit or which the Board deems necessary may be presented at such hearing. The Board will thereafter render its decision and submit a copy of the same in writing to the grievant within twenty (20) days following the next regularly scheduled Board meeting.

#### Section B.

Grievance shall be processed according to the following rules:

1. If at any stage of the grievance procedure, the grievant does not take the next step within the time allotted, the grievance shall be settled in the manner recommended or decided at the last step taken by the grievant.
2. All reference to number of days in this procedure shall be determined to mean working school days. In the event grievances are not filed or processed in the manner and within the times set forth above, they shall be forever barred.

3. Grievances shall be processed as rapidly as possible. The number of days indicated in each step shall be considered a maximum and every effort shall be made to expedite the process in a shorter period of time.
4. The parties may mutually agree in writing to extend any of said time periods.
5. It is agreed that the grievant may request information in the possession of the Board necessary for the processing of said grievance. The Board shall consider all such requests in good faith.
6. The grievant may withdraw the grievance at any step.
7. All parties shall have the right to have counsel present in the formal grievance procedure.
8. It is agreed that nothing in the above procedure shall be interpreted in such a way as to modify or reduce the rights guaranteed under the Constitution and laws of the United States and the Sovereign State of Kansas.

ARTICLE XI - NON-RENEWAL AND TERMINATION OF CONTRACTS

## Section A. Non-Probationary Employee

1. Grounds - The grounds for the non-renewal of a Professional Employee's contract after such employee has completed probationary status, and the causes for terminating a Professional Employee's contract, except in the case of reduction in force, shall be as follows:

- (a) Conviction of a felony crime;
- (b) Incapacity or continuing illness after exhaustion of leave;
- (c) Incompetency, insubordination, inefficiency, neglect of duty, dishonesty, or other unprofessional conduct on campus, or in connection with job-related responsibilities, including failure to perform assigned duties and responsibilities;
- (d) Failure to comply with reasonable requirements of administration or Board, pertaining to professional duties after notice of same;
- (e) Failure to cooperate with fellow Professional Employees or administration, when such failure interferes with overall learning atmosphere and professional effectiveness of employee;
- (f) Violation of Federal and/or state laws covering all forms of discrimination and sexual harassment; and
- (g) Other good and just cause.

2. Procedures - The procedures for the non-renewal and termination of the contracts of Professional Employees provided in K.S.A. 1976 Supp. 72-5436, et seq., as amended, shall be incorporated into this Agreement by reference.

## Section B. Probationary Employee

The annual contract for a probationary Professional Employee may be or may not be renewed as the Board of The Garden City Community College sees fit. In the event of non-renewal, the Board, or its authorized representative, shall notify said probationary employee in writing of said non-renewal of contract pursuant to the provisions of K.S.A. #72-5437 and 72-5445. A Member of the professional staff serving on a probationary appointment is entitled to the same fringe benefits that are provided for other members of the professional staff. During each year that a member is on probationary status, he will be evaluated by his Division Director and appropriate Deans. Such evaluation shall be discussed by the Division Director, appropriate Deans, and employee on probation. The evaluation report will be signed by the Division Director, the appropriate Dean, and the staff member.

## Section C. Reduction in Force

1. Reduction in Force - The categories affected by priority are as follows: 1) temporary instructors, 2) part-time instructors, and 3) full time instructors. In the event the Board determines there is to be a reduction in the number of non-probationary Professional Employees because of financial reasons the following procedure shall be followed:

(a) If certain courses are eliminated, Professional Employees who are not properly qualified to teach the remaining courses shall be released first.

(b) Any additional reductions shall be based on administrative evaluation (which shall include recommendations of appropriate Deans and Division Directors). In the event two or more Professional Employees are evaluated substantially equal,

then the retention shall be made from among such equal employees using the following criteria:

1. the highest earned degree from an accredited institution;
2. the highest number of graduate credit hours or approved workshops, beyond the degree, in the teaching area of the respective Professional

Employee;

- 3. the length of service with the College, computed from their last date of hire, excluding any prior reductions in force, not to exceed 16 months as set forth in subsection Recall, below.

2. Service and Benefits - Professional Employees shall retain credit for their length of service up to the time of the reduction in force, but shall not be entitled to earn additional credit for service or receive benefits during the reduction in force.

3. Recall - Professional Employees shall retain the right to recall until sixteen (16) months after the day the employee's last regular contract was scheduled to terminate. If the Board decides additional Professional Employees are needed during this time, those on release shall be eligible for reinstatement, before other applicants are considered, using the criteria as were used to determine retention from the reduction. Any Professional Employees who are not recalled during this period shall be considered terminated at that time without liability to either party.

The procedures for the non-renewal and termination of the contracts of the Professional Employees provided in K.S.A. 1976 Supp. 72-5436, et seq., as amended, shall be incorporated into this Agreement by reference.

Section D. Cancellation of Contract

Any instructor who is under contract with the College will be released from that contract only by formal action of the Board of Trustees when the resignation is deemed to be in the best interest of the College. The instructor requesting the release shall make application in writing to the President of the College stating the specific reasons for the requested release. Each such request will be judged on its own merits, with consideration given to the reason for the request, difficulty in promptly filling a vacated position, disruption to the education process caused by the resignation, and any diminution of the quality of education provided to students. The Board of Trustees shall not be required to release an instructor from contract.

The Board may assess liquidated damages for a resignation after May 15 or a failure to complete the full term of a contract according to the following schedule:

May 16 through June 30	\$ 500.00
July 1 through July 31	\$1,000.00
August 1 through the end of the school year	\$2,000.00

All liquidated damages, based on the schedule above, are due when the request for release is presented to the Board.

At the same time the instructor requests a release from his or her contract, he/she may request that the liquidated damages be waived by making an application in writing to the President of the College stating the specific reasons for the requested waiver. Each such request will be judged on its own merits, and a hearing will be held before a panel of two instructors appointed by the Association and two administrators appointed by the President. The hearing will be held within five working days after being received by the President. The instructor shall be notified of the date, time and place of the hearing and shall have the opportunity to address the Appeals Panel. The Appeals Panel will make a recommendation to the Board at their next regularly scheduled meeting. The Board may choose to accept or reject the recommendation of the Appeals Panel. An instructor not released from contract will be expected to continue discharge of duties until the end of a contract term or any subsequent action of the Board releasing the instructor.

An instructor currently under contract shall be determined to be under contract for the next teaching year unless a resignation is submitted on or before May 15 of the current contract year. New instructors shall be determined to be under contract once a signed contract has been received by the College.

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

ARTICLE XII - PROBATION PERIOD

Section A. Probationary Employment

All Professional Employees shall be probationary pursuant to the provisions K.S.A. 72-5445.

DURATION  
OF  
AGREEMENT

The Board of Trustees of The Garden City Community College (hereinafter referred to as the "Board") and The Garden City Community College Higher Education Association, as representative of the Professional Employees (as defined in K.S.A. #72-5413) of The Garden City Community College, enter into this Agreement covering the terms and conditions of professional service for the school years. 2009-2010 and 2010-2011. During this period, the Agreement may only be reopened by or amended by the written consent of both parties.

ATTEST:

DATED at Garden City, Kansas, this 9<sup>th</sup> day of September, 2009.

THE GARDEN CITY COMMUNITY COLLEGE  
HIGHER EDUCATION ASSOCIATION

By \_\_\_\_\_  
Laura York Guy

THE GARDEN CITY COMMUNITY COLLEGE  
BOARD OF TRUSTEES

By \_\_\_\_\_  
Della Brandenberger

APPENDIX A – JOB EXPECTATIONS FOR FULL-TIME FACULTY

These descriptions serve as a guide for the types of activities expected of full-time faculty. They are not inclusive or restrictive, but serve as a guide.

Teaching

Curriculum development  
Assessment  
Counsel students about academic progress  
Counsel students who have academic problems  
Grading  
Textbook and instructional materials  
Course development and preparation  
Teaching load  
Meet classes for appropriate time lengths

Service to Students

Support college activities  
Establish, post and maintain at least 10 office hours per week  
Advising  
Degree audit  
Contacting returning students (follow up, retention)  
Club sponsorship  
Work with accommodations person to meet the needs of special population students  
Make appropriate student assistance referrals

Educational Leadership

Professional development  
State-wide/regional/national leadership on committees  
Chair college committees  
Participate in evaluation process

Service to College

Participate in planning and budgeting process  
Attend and participate in department meetings  
Participate in committee meetings (faculty, internal governance, planning, etc.)  
Meet all deadlines for scheduled reports  
Recruiting  
Support Endowment activities  
Collaborating with colleagues  
Keep abreast of technological change

Service to Community

Work with K-12 colleagues  
Work with business/industry related to teaching field  
College promotional activities  
Participate in community service clubs  
Participate in service learning



APPENDIX B – CRITERIA FOR PLACEMENT AND ADVANCEMENT ON THE SALARY SCHEDULE

## Minimum Qualifications for Placement and Advancement on the Salary Schedule

- 1) Level I -
  - a) Bachelor's degree OR
  - b) For specialized Career fields only:
    - i) Bachelor's degree with major in subject field and two (2) years full-time related work experience, OR
    - ii) Bachelor's Degree and two (2) years full-time college teaching experience, and one (1) year of related full-time work experience, OR
    - iii) Industry certification and four (4) years full-time related work experience
- 2) Level II
  - a) Bachelor's degree plus 30 graduate credit hours or approved credit hours
  - b) Master's degree in the subject field, OR
  - c) Master's degree with at least fifteen (15) graduate semester hours in the subject field and related fields , OR
  - d) For Specialized Career Fields Only
    - i) Bachelor's degree with major in subject field and fifteen (15) graduate semester hours in the subject field and four (4) years' full-time college teaching experience, OR
    - ii) Bachelor's degree with major in subject field and four (4) years full-time work experience and four (4) years full-time college teaching experience, OR
    - iii) Bachelor's degree with major in subject field and eight (8) years related full-time work experience, OR
    - iv) Industry certification and eight (8) years full-time work related experience
- 3) Level III
  - a) A terminal degree (such as a terminal MFA) OR
  - b) Master's degree in the subject plus thirty (30) graduate semester hours or approved credit hours in the subject and related fields and four (4) years of full-time related college teaching experience, OR
  - c) MFA degree, OR
  - d) Master's degree plus forty five (45) graduate semester hours or approved credit hours in the subject and related fields and four (4) years of full-time related work experience, OR
  - e) An earned doctorate in the subject field, OR
  - f) For Specialized Career Fields Only:
    - i) Master's degree with major in subject and four (4) years' related full-time work experience, and four (4) years full-time college teaching experience, OR
    - ii) Bachelor's degree with major in subject field and eight (8) years full-time related work experience and eight (8) years full-time college teaching experience,
- 4) Level IV
  - a) Master's degree in the subject plus sixty (60) graduate semester hours or approved credit hours in the subject and related fields and eight (8) years of full-time related college teaching experience, OR
  - b) Master's degree plus seventy five (75) graduate semester hours or approved credit hours in the subject and related fields and ten (10) years of full-time related work experience, OR
  - c) MFA degree and four (4) years full-time college teaching experience, OR
  - d) An earned doctorate in the subject field and four (4) years full-time college teaching experience, OR
  - e) For Specialized Career Fields Only:

- i) Master's degree with major in subject field and fifteen (15) additional graduate semester hours in the subject and related fields and six (6) years' full-time work experience and eight (8) years full-time college teaching experience, OR
- ii) Bachelor's degree with major in subject field and thirty (30) additional graduate semester hours in the subject and related fields and eight (8) years of related work experience and twelve (12) years' full-time college teaching experience

5) Level V

- a) Master's degree and ninety (90) graduate semester hours or approved credit hours in the subject and related fields and ten (10) years of full-time related college teaching experience, OR
- b) MFA degree and eight (8) years full-time college teaching experience, OR
- c) An earned doctorate in the subject or related fields and eight (8) years full-time college teaching experience OR
- d) Master's degree and ninety (90) graduate semester hours or approved credit hours in the subject and related fields and ten (10) years of full-time related college teaching experience, OR
- e) For Specialized Career Fields:
  - i) Master's degree with major in subject field and fifteen (15) additional graduate semester hours in the subject and related fields and six (6) years' full-time work experience and twelve (12) years full-time college teaching experience, OR
  - ii) Bachelor's degree with major in subject field and thirty (30) additional graduate semester hours in the subject and related fields and ten (10) years of related work experience and sixteen (16) years full-time college teaching experience

NOTES:

Up to ten (10) years of prior full-time teaching experience may be considered for initial step placement.

Up to ten (10) years of prior full-time work experience in related field may be considered for initial step placement.

Additional years of work or teaching experience prior to initial placement will not be considered for promotion.

Program eligibility as a specialized career field will be determined before the program is approved by the Curriculum Committee.

Salary Matrix (2009-2010)

	Level One	Level Two	Level Three	Level Four	Level Five
1	33,810.47				
2	34,439.74				
3	35,069.01				
4	35,698.28				
5	36,327.55				
6	36,956.82				
7	37,586.09	37,586.09			
8	38,215.36	38,215.36			
9	38,844.63	38,844.63			
10	39,473.90	39,473.90			
11	40,103.17	40,103.17			
12	40,732.44	40,732.44			
13	41,361.71	41,361.71			
14		41,990.98	41,990.98		
15		42,620.25	42,620.25		
16		43,249.52	43,249.52		
17		43,878.79	43,878.79		
18		44,508.06	44,508.06		
19		45,137.33	45,137.33		
20		45,766.60	45,766.60		
21			46,395.87	46,395.87	
22			47,025.14	47,025.14	
23			47,654.41	47,654.41	
24			48,283.68	48,283.68	
25			48,912.95	48,912.95	
26			49,542.22	49,542.22	
27			50,171.49	50,171.49	
28			50,800.76	50,800.76	
29			51,430.03	51,430.03	
30				52,059.30	52,059.30
31				52,688.57	52,688.57
32				53,317.84	53,317.84
33				53,947.11	53,947.11
34				54,576.38	54,576.38
35				55,205.65	55,205.65
36				55,834.92	55,834.92
37				56,464.19	56,464.19
38				57,093.46	57,093.46
39					57,722.73
40					58,352.00
41					58,981.27
42					59,610.54
43					60,239.81
44					60,869.08
45					61,498.35
46					62,127.62
47					62,756.89
48					63,386.16
49					64,015.43

## SEPTEMBER 2009 MONITORING REPORT

<b>EXECUTIVE LIMITATIONS</b>	<b>MONTHLY</b>
------------------------------	----------------

**General Executive Constraints #9 Page 7**

**There shall be no conflict of interest in awarding purchases or other contracts.**

**CEO's Interpretation and its justification:** If any employee or Board member has interest in, owns or has family members that have an interest in any business that does business with GCCC, the Board is to be notified.

**Data directly addressing the CEO's interpretation:** No purchases were made during the month from businesses in which Board members or employees have any interest.

<b>EXECUTIVE LIMITATIONS</b>	<b>MONTHLY</b>
------------------------------	----------------

**General Executive Constraints #10 Page 7**

**The President shall not allow for purchases without first giving consideration to local businesses, with a maximum 10% premium to local businesses.**

**CEO's Interpretation and its justification:** For all purchases \$2,500 and over, a bid sheet is required and a 10% consideration is made to local businesses before awarding the bid.

**Data directly addressing the CEO's interpretation:** Purchases over \$2,500 were reviewed. Local businesses were given consideration when their bid price was less than 10% more than vendors outside our area.

<b>EXECUTIVE LIMITATIONS</b>	<b>MONTHLY</b>
------------------------------	----------------

**Asset Protection #5 Page 12**

**The President shall not make any purchase (a) of over \$2,500 without having obtained comparative prices with consideration of quality; (b) of over \$10,000 without competitive bids and due consideration regarding cost, quality, and service; and (c) of over \$20,000.**

**CEO's Interpretation and its justification:** The interpretation of this is exactly as stated: a) no purchases are made over \$2,500 without comparative bids with consideration of quality; b) no purchases are made over \$10,000 without competitive bids regarding quality, cost and service and c) no purchases over \$20,000 without approval of the Board or approval of a contract to pay by the Board. Annually the Board approves our utilities providers and these are paid without Board approval as are purchases made under contract with Great Western Dining.

## **Data directly addressing the CEO's interpretation**

Bid sheets were attached to all requisitions over \$2,500, unless the items purchased were covered under the campus annual bids or were a single source provider

### Purchases over \$10,000 requiring bid sheet:

- Check #190250 to Midwest Commercial Laundry for \$18,856.00 for two commercial washers and dryers for DPAC. The bid sheet indicated the lowest bid was selected.
- Check #190347 to Garden City Roofing for \$23,957.80 for partial payment for roof repairs from May 2008 hail storms. The Board approved this expense at the June 8, 2009 Board meeting.
- Check #190383 to Wallace Electric for \$22,978.50 for electrical work on the Vocational Building fire alarm system and the PE parking lot lights. The bid sheets indicated the lowest bids were selected.
- Check #190449 to Laerdal Medical Corporation for \$15,242.02 for nursing manikin and control units. Bid sheet indicated lowest bid selected.
- Check #190456 to RT Sporting Gods Inc. for \$20,058.85 for multiple invoices for athletic equipment and supplies. Bid sheet indicated single source provider.
- Check #190563 to Richardson Microscope for \$19,771.36 for microscopes and lenses. Bid sheet indicated single source provider.
- Check #190646 to CDW Government Inc. for \$43,470.00 for computer switches. Bid sheet indicates lowest bidder selected. The Board approved this purchase at the July 18, 2009 Board meeting.
- Check #190677 to Office Solutions, Inc. for \$39,807.74 for office furniture for faculty. Bid sheet indicated single source provider. The Board approved this purchase at the May 6, 2009 Board meeting.

### Payments over \$10,000 not requiring bid sheets:

- Check #190335 to City of Garden City for \$43,802.40 for utilities.
- Check # 190344 to EduKan for \$19,125.00 for Summer 09 Session 3 enrollment.
- Check #190349 to Innovative Laboratory Systems for \$149,990.75 for casework for the Fouse building. This project was previously approved by the Board.
- Check #190371 to Southwest Plains Regional Service Center for \$19,200.00 for annual lease and bandwidth.
- Check # 190605 to Blue Cross and Blue Shield of Kansas for \$104,819.61 for September health insurance premiums
- Check #190659 to Garden City Telegram for \$13,995.33 for various invoices.

Carol,

Thank you for having the G.C.C.C.  
staff to Hard Rock lanes. I was totally  
shocked at the number of people. I had  
no idea there were that many staff. We  
had a good time. I hope those participating  
did as well. Susan Stout

Congratulations on a new Grandbaby?!?

I thank you  
peace Lily in  
basket, It was  
very beautiful

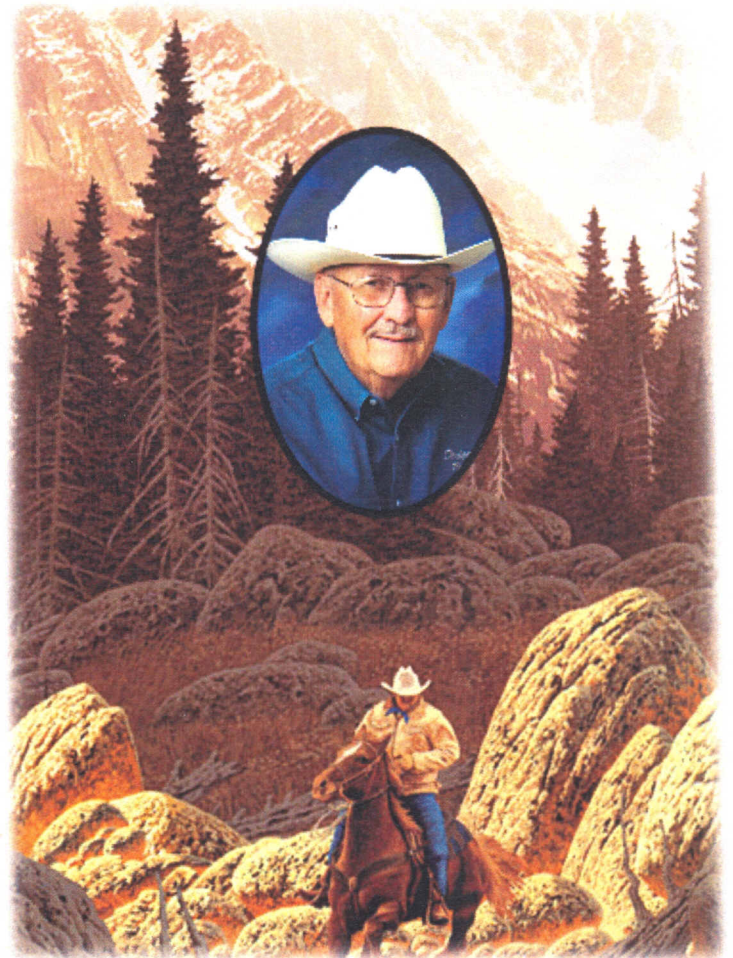
For all the kindness you have shown,  
We thank you very much,  
For sympathy in sorrowing days,  
For friendship's healing touch  
With gratitude our hearts are full,  
Though words cannot convey  
The tender thoughts and thankfulness  
We hold for you today

By the family of

Ellen Mai

I'd like the memory of me  
to be a happy one,  
I'd like to leave an afterglow  
of smiles when life is done.  
I'd like to leave an echo  
whispering softly down the ways,  
Of happy times and laughing  
times and bright and sunny days.

I'd like the tears of those who  
grieve, to dry before the sun  
Of happy memories that I leave  
When life is done.





Thank you for the  
Croton plant. It  
was beautiful!

During a time  
like this  
we realize how much  
our friends really mean  
to us.

Your expression  
of sympathy will always  
be remembered.

*The Austen Family*

## Debbie Atkinson

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**From:** Carol Ballantyne  
**Sent:** Monday, August 17, 2009 7:06 AM  
**To:** Debbie Atkinson  
**Subject:** FW: News Link

Sept Board report

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**From:** Jacqueline Bujanda [mailto:jacqueline8b@yahoo.com]  
**Sent:** Friday, August 14, 2009 4:47 PM  
**To:** Carol Ballantyne  
**Subject:** News Link

<http://www.kake.com/home/headlines/53239662.html> (KAKE story on enrollment)

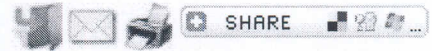
Good afternoon Dr. Ballantyne,

Congratulations! From a proud GCCC alumni :)

Have a great evening,

Jacqueline Bujanda

Monday August 24, 2009 8:42 AM

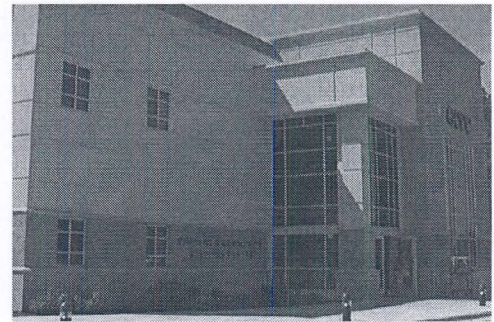
[Weather](#) [News](#) [Sports](#) [KAKEland Votes](#) [TV](#) [Food](#) [Schools](#) [Entertainment](#) [Your Money](#)[Back to Kansas](#)

## Community College 'Amazed' At Rising Enrollment Numbers

Garden City Community College is seeing plenty of action in the final days before school is in session. For much of the summer, the enrollment desk has been swarmed with students.

**Reporter:** Rye Addis

**Email Address:** [rye.addis@kake.com](mailto:rye.addis@kake.com)

[Story](#)[4 Comments](#)Font Size: [A](#) [A](#) [A](#)

Friday, August 14, 2009

The Student and Community Services Center at Garden City Community College is seeing plenty of action in the final days before school is in session. For much of the summer, the enrollment desk has been swarmed with [students](#).

"We're pretty amazed with what's happening with enrollment right now," says Steven Quakenbush, Director of Information Services for the college. He says numbers are up by 200 people compared to this time last year, a 15% increase. "We're amazed. We've never seen anything like that before."

College faculty and staff think the economy is playing a major role in that for several reasons.

"A lot of people realize that it's time to go back to school and boost their job skills," speculates Quakenbush. "They could learn a new area that will help them secure an economic future."

Another reason is affordability. State universities range from \$95 to \$200+ per [credit](#) hour. Classes at Garden City Community College are less than \$50 per credit hour.

"It's a place for quality [education](#) that's much more affordable," adds Quakenbush.

When classes begin on Wednesday, it'll mark the 90th anniversary of the college. It's something that will be celebrated throughout the year, including a community celebration for all of Southwest Kansas on September 13th.

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[Click here to post or read all 4 comments.](#)

### More Stories

[Bankers: Midwest, Plains Economy In Bad Shape](#)[Potwin Watermelon Festival Wraps A Weekend Of Fun](#)[Woman Dies In 1-Car Crash On Webb Rd](#)[Kansas Celebrating 70th Anniversary of Oz](#)[Mayor Brewer, Sen. Brownback Honored](#)

**From:** Carol Ballantyne  
**Sent:** Monday, August 10, 2009 7:24 AM  
**To:** Debbie Atkinson  
**Subject:** September Ownership linkage

**Importance:** High

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**From:** Wally Kearns [mailto:ksbdc.wkearns@fhsu.edu]

**Sent:** Friday, August 07, 2009 11:49 AM

**To:** Will Katz; Tom Byler; Shirley Kreipe; Scott Taddiken; Rosalyn Perkins; Ron Newman; Robert Kolich; Rick LeJuerne; Pat Veasart; Mike O'Kane; Mary Ann Riederer; Mark Buckley; Marcia Stevens; Malinda Bryan-Smith; Maggie Bornholdt; Lisa Brumbaugh; Linda Sutton; Kerri Falletti; Ken Elliott; Kay Lampe; Kathy Nance; Kathryn Richard; Karen Loyd; John Addressi; Jim Stephens; Jenny Kuner; Gwen Spade; Frank Choriego; Elisa D. Waldman; Donna Barrett; Cindy Triplett; Cheryl Penn; Anne Woods; Anita Mead; Dave Mace; Stan Compton

**Cc:** Wayne Bell; Patrick Carney; Larry Gould; Cindy Cline

**Subject:** ASBDC Accreditation Review

**Importance:** High

Congratulations on an outstanding review!

The ASBDC Accreditation Team will recommend to the ASBDC Accreditation Committee that the KSBDC be Accredited without conditions. Below is a review team comment from the report.

**Commendation**

The single biggest strength of the Kansas SBDC is the team spirit that exists throughout the entire network.

I'm extremely proud of each and every KSBDC team member! You are outstanding people and I appreciate you very much.

My time with the KSBDC team has and continues to be the most enjoyable of my career. Thank you!

Wally

\*\*\*\*\*

**Wally Kearns**

State Director

Kansas Small Business Development Center Network

214 SW 6th St, Suite 301

Topeka, Kansas 66614 - 3719

785-296-6514

**" Growing Kansas Entrepreneurs "**

[www.kansas.gov/ksbdc](http://www.kansas.gov/ksbdc)

No virus found in this incoming message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 8.5.392 / Virus Database: 270.13.45/2287 - Release Date: 08/07/09 06:22:00

Tara-

I would just like to thank you +  
the rest of the GCCC staff for helping  
us put together such a wonderful  
event this year. I look forward  
to working with you all in the future!

Thanks again!

Alex Poupert

**Incidental Information**  
**GCCC Board of Trustees**  
**September, 2009**

**String Camp** –The current state of the economy effected enrollment. Several ideas were generated from the Hays string camp that will be implemented next year. Seventeen students enrolled and sixteen participated. That is down from last year by eight enrolled students. There were six paid faculty positions, which is down from last year by one. A slight profit could be expected next year with the implementation of new ideas and recruitment of overnight campers.

Chip Marcy presented at the **Finney County Job Fair** Tuesday. His presentation was on “Seeking Jobs” and “Resume Tips”.

Our enrollment in the **paramedic class** is up to 14 total: The 09-10 MICT class is up to 12 students, with 2 coming back into the program 2<sup>nd</sup> semester.

We have 3 students in Kinsley, 2 in Liberal, 1 in Wallace, 3 in Wray Colorado, 1 in Atwood and 4 here at GCCC. Also the **Fall 09 EMT** class is at 15.

Garden City Community College Business & Industry Institute trained **84 people identified by Tyson as supervisors and leaders**. The training spanned from May 12 – July 1, 2009 with 84 people attending two 4-hour sessions. The program was largely DiSC<sup>tm</sup> curriculum with the addition of SMART goals to round out participant development.

A survey was administered at the end of each class and of the 84 participants, 78 were satisfied or very satisfied with the training; 3 had no opinion and the remainder did not answer the question on the survey.

Many positive comments were made throughout the survey that indicates the participants were excited and found the information to be not only useful, but motivating as well. There were no negative comments, but several participants indicated they had gone through this training before.

A summary of written observations by Tyson participants are below. Multiple (like) answers were given in each area listed under each question:

*Will this knowledge improve your performance? Please explain.*

- Knowing who I am and others around me will help me relate better to peers and other team members to fulfill the needs at Tyson
- Identifying my strengths and weaknesses
- To evaluate others and adapt to their strengths and weaknesses
- By knowing different personality of individuals you can better understand how to approach and communicate with them
- I will tackle each person with a different approach rather than with a generic style.
- Understanding fears and motivations of the different styles will help me communicate more effectively
- I think these methods will come in handy when I least expect it
- I will be more patient and understanding and apply this daily
- Making choices before speaking
- Develop myself and my team
- An excellent tool that I can apply in a real world work environment
- New tools and ideas to address change
- This training gives me a new insight on dealing with people to get them to want to be productive

*What did you like best about this course?*

- Learning to read people
- Finding out my strengths and weaknesses
- Knowing everyone has different styles
- The facilitators were open and willing to work with the group
- Everything
- The interaction, open setting and group activities
- Videos
- It kept you awake – not boring

*Do you have suggestions for future?*

- Have more individuals in the departments present for this training
- Do this in Spanish
- How to manage a crisis
- Longer discussion – more time in this subject
- Computer classes – Excel , Word
- Laughter to improve fitness and work environment
- Do more of this!

The first week of **Intramurals** went well. We held a 2v2 Volleyball Tournament on Thursday that saw 19 teams participate. The winner received \$200 Chamber Bucks, and Second place received \$100 Chamber Bucks'

Sunday we held a Frisbee Golf Tournament that saw 20 Participants. The winner received \$100 Chamber Bucks, and Second Place \$50 Chamber Buck

KSU received official notification of the **Bridges renewal** for another 5 years. Over 5 years, it appears we have been awarded \$1,135,337. For year one at the community colleges, the following are the awards: DCCC \$35, 692 (\$32,122 + \$2,570 facilities & administrative costs) GCCC \$35,204 (\$32,596 + \$2,608 facilities and administrative costs) SCCC \$36,491 (\$33,788 direct costs + \$2,703 facilities and administrative costs). This is less than what we asked for in the original proposal, but more than what we have had in the past. Furthermore, the amount to the three community colleges is more than double than each of the last 5 years since we have gone from 5 community colleges to 3. So we are in good shape for the most part at the community college level. Let's see what we can do and keep up with the number of outstanding students coming to K-State!

New Student Orientation had 267 participants. On Registration Day the combined number of students that Counseling, Financial Aid and Records helped was over 300. **Enrollment is up 9.5%**

Physical Plant employees have been very busy preparing for the new school year. The **Cox Media Center has been completed**. The project included moving the journalism lab, developing a television lab with a control room and a radio studio.

The **Fouse remodeling and the Erdene Corley Simulation Lab addition to the Penka building have been completed**. Landscaping materials is currently being placed around the Penka addition.

Other projects completed this past month were the installation of **the parking lot lights and new washers and dryers for the Dennis Perryman Athletic Complex**. The office complex in the **Fine Arts building has been remodeled and new furniture installed**. The **electronic video scoreboard** was debuted at the Buster football scrimmage.

Employees assisted with the **college sale of surplus equipment and furniture**. Proceeds from the sale were approximately \$7,500. Physical Plant staff is currently preparing campus grounds for the 90<sup>th</sup> birthday celebration.

All Physical Plant staff attended the **annual fire extinguisher training** (classroom and hands-on operation) provided by Larry Pander.

The GCCC **Educational Talent Search grant** has been extended through Aug. 31, 2010, in the amount of \$238,134. This program identifies and assists individuals from disadvantaged backgrounds who have the potential to succeed in higher education. The program provides academic, career, and financial counseling to its participants and encourages them to graduate from high school and continue on to the postsecondary institution of their choice. The goal of Talent Search is to increase the number of youths from disadvantaged backgrounds who complete high school and enroll in postsecondary education institutions of their choice.

GCCC has received a sub award from USD 457 to provide services to migrant families under the **Migrant Family Literacy program grant**. The grant runs from Aug. 1, 2009, through July 31, 2010, and has been granted the amount of \$129,112.

**Project KANCO** (Keeping migrant Addults Naturally Conected to advanced educational Opportunities) GCCC has received a new sub award in the amount of \$43,859 to support migrant students in their first year of postsecondary education. The program, which is in partnership with Kansas State University and Colorado State University-Pueblo, provides individual and group academic advising to students. Services include assistance for books, tuition and technical and academic support. The five-year grant, which runs through June 30, 2013, officially began July 1, 2009, and GCCC's sub award was issued Aug. 18, 2009.

The **GCCC Refugee Program** has been renewed for Oct. 1, 2009, through Sept. 30, 2010. GCCC has received \$101,962 to provide refugee services during this time period. With this funding, the Adult Learning Center provides English education, computer instruction, work/job essential skills, plus driving instruction classes through a state certified subcontract company. As the only program in southwest Kansas recognized by the federal Office of Refugee Resettlement (ORR) and the state of Kansas Social and Rehabilitation Services (SRS), the GCCC Refugee Program is responsible for identifying all refugees in Finney, Ford and Seward counties for federal government data collection. State and local funding is made available by the Office of Refugee Resettlement based upon the registrations received at the GCCC Refugee Program.

After post-testing **ESL students** in June, two students moved to postsecondary education at GCCC. An English as a Second Language orientation was held Aug. 17- 19 at the East Garden Village site. There were 40 who participated and began classes the following week. The ESL students are very excited about the Fiesta parade to be Sept. 12. The ALC is putting a float together with the theme "We Are One." The ESL International Singers students perform for the 90<sup>th</sup> Anniversary of the college on Sept. 13.

The August GED orientation had **55 new students participate**. Twenty students have earned their GED since July 1.

Migrant Family Literacy Program will keep its goal of serving **20 migrant families** this year. Three families have already been served since the August orientation. MFL Program continues to work with the Migrant Recruiters at USD 457 to reach more migrant families.

Refugees are arriving in southwest Kansas from New York; Seattle, Wash.; Houston and many more locations. The **refugee program** also continues to work with Seward and Ford counties and plans to visit Ford County every two weeks and Seward County once a month.

The ESL and Refugee Programs are working together in getting the **ESL and Refugee students educated on the laws of the United States and staying healthy**. A nurse will speak with the ESL and Refugee students



about proper hand washing, followed by a police officer from the Garden City police department speaking about traffic laws and identity theft. Translators will be provided during these presentations to ensure the students understand the information.

With the collaboration of the **HEP program**, one recent GED graduate was awarded the migrant scholarship award to continue his education at GCCC. There were 11 GED students who completed Kansas Work Ready assessments in the month of August.

There were 28 GED students who transitioned to college in Fall 2009. These students have enrolled in 612 credit hours.

The **Plaza Comunitaria program** has graduated 11 students from elementary and 18 from secondary school. Twenty-nine students received \$200 stipends each for these accomplishments. The program currently has 39 students registered.

The BEC hosted the **annual fall in-service** for area adjunct instructors which proved to be a very informative and productive evening. A total of 22 attended, which included 16 adjuncts and 6 campus personnel. Fall semester began with **14 credit courses** underway. **Placement tests** administered were Compass - 15, Nelson-Denny - 16, and online exams - 5. Facility usage consisted of **Pioneer Hybrid** and **Scott Community Foundation**, generating \$70 in fees. An online Certified Nurse Aide course will begin Sept. 8 with a Scott City instructor.

The **personal enrichment catalog, Native**, was delivered and mailed. The number of catalogs inserted increased by 1,200 or 14%. The cost of printing, designing and inserting the catalog was down from spring 2009 by 3%. The number of sponsors in the catalog increased from 3 in spring 2009 to 11 for the fall – an increase of 366%. The income from the sponsors covered the cost of the printing and inserting of the catalog.

The **Upholstery and Woodworking** classes started with full rosters (10 in Upholstery, 9 in Woodworking) in August. These classes have been transferred to non-credit courses this semester.

Business & Industry Institute benchmarks for the past quarter:

	<u>OPEN</u>		<u>Contracts</u>	<u>TOTAL</u>
<b>Enrollments</b>	111		226	337
<b>Businesses Served</b>	36		3	39
<b>Classes Offered</b>	22		16	38
<b>Cancellation</b>	9		0	9
<b>Cancellation Rate</b>	41%		0	24%
<b>Satisfaction Rate</b>	98%		98%	98%

		<u>Actual</u>	<u>Benchmark</u>		
<b>Income</b>	\$8,545.55		100%	\$10,583.00	\$19,128.55
<b>Promotion Costs</b>	\$1,860.00	22%	10-15%	0.00	\$1,860.00
<b>Production Costs</b>	\$4,670.19	55%	50%	\$7,691.51	\$12,361.70
<b>Direct Costs</b>	\$6,530.19	76%	<65%	\$7,691.51	\$14,221.70
<b>Operating Margin</b>	\$2,015.36	24%	40-50%	\$2,891.49	\$4,906.85
<b>Admin Costs</b>	\$1,632.55	19%	25%	\$1,922.88	\$3,555.43
<b>Net</b>	\$1,996.55	23%	25%	\$2,891.49	\$4,888.04

Average  
**Participants**

15

14

<b>New Programs</b>	4
<b>Repeat Rate</b>	39%
<b>Money Refunded</b>	\$410.00
<b>% Refunded</b>	3%

278 hits on the B&I web page – up 40 from August 2008

B&I and PE staff worked on distribution of the Fall schedules and visited the following places:

SW Photo & Camera  
 Garden City Chamber of Commerce  
 Arts Center on Main  
 Art in the Park  
 YMCA  
 Community Day Care  
 SmartStart  
 Russell Childhood Development  
 Downtown Vision  
 McCook Economic Development Corp.  
 Mosaic  
 KansasWorks!  
 USD 457  
 Tumbleweed Festival  
 Cox Communications  
 ProBuild  
 SER  
 Bonanza BioEnergy  
 Golden Plains Credit Union  
 State Farm Insurance  
 Ward's Garden Center  
 Center for Independent Living  
 Sr. Citizen Center  
 Sunflower Electric  
 Illusions Hair Salon  
 Main Street Salon  
 Regis Hairstylists  
 San Juan Beauty  
 Kandee Klein  
 Sienna Medical  
 St. Catherine Hospital  
 Plaza Medical  
 Dental Associates  
 McDonald's  
 KU Area Health Education  
 KDOT – Tim Cruz, OSHA trainer  
 John Chappell  
 Amos Brothers Construction

- Finney County Economic Development Partnership
  - No contract trainings resulted from this partnership
  - Five business visits that referred to GCCC B&I contract training were reported
  - 14 other visits were conducted

The **115 Educational Talent Search seniors** who have applied to college and financial aid have been offered \$334,079 in scholarship monies to date. This does not include Pell grants or SEOG grants. 67 ETS students out of 115 ETS seniors (58%) who applied to college are enrolled at GCCC. 17 ETS students participated in the monthly community service program which was “National Night Out” at Stevens Park in August. 42 books have been loaned by the program for ETS students taking dual credit classes at GCCC. 79 ETS students and family members attended a dinner at Lone Star Steakhouse to hear about the TREC (**T**ouring **R**egent centers for **E**ducation and **C**ulture) trip which was funded by a grant through Kansas Regents Center and College Access Challenge Grant. Students shared information about the trip and a slide show of pictures of the trip as well as information about colleges, rigorous curriculum and financial aid.

**Project Destiny:** The **H**igh School **E**quivalency **P**rogram (HEP) will be ending its third year of the grant on Sept. 30. To date, Region One at Garden City Community College has served more than 65 students who qualify as migrant. To qualify in HEP, students must be migrant or seasonal workers, who are 16 years old or older and do not have a high school diploma. GCCC currently serves Garden City, Ulysses, Syracuse, Lakin and Scott City. Funding for Year 4 has been increased to \$180,920. The GCCC region is currently serving the highest number of participants statewide in this grant.

KSBDC will be fully staffed for the first time since February when Cheryl Schmale starts as **Assistant Director** on Sept. 1. Cheryl brings an extensive accounting background to the office.

In early August the entire GCCC KSBDC staff and Dean Cathy McKinley traveled to Hays to meet with the **ASBDC accreditation team**. The team was in Kansas to evaluate all centers for ASBDC accreditation. KSBDC must be re-accredited every five years to retain federal funding. The post-review meeting with the KSBDC state director was very positive and included a recommendation for accreditation without conditions and the statement that “The single biggest strength of the Kansas SBDC is the team spirit that exists throughout the entire network.”

The final draft of the **2008 Economic Impact report by center is attached**. Nearly all numbers were increased including a 35% increase in new jobs and a 140% increase in client investment in the region, totaling \$4.6 million invested. While the new sales generated were lower than 2007, overall sales (not shown on the report) were up more than \$1 million over 2007, which is reflective of assisting more existing businesses than start-ups in 2008. 1,664 hours of free one-to-one counseling was provided to 167 clients. 58 workshops were provided to 356 participants. Overall, long-term counseling generated approximately \$16.41 in federal tax revenues and \$3.37 in state tax revenues for every \$1 invested in the program by all partners.



## **2008 GCCC KSBDC Clients Help Kansas' Economy Grow<sup>1</sup>**

March 30, 2009

### **GCCC KSBDC helps create new businesses.**

Long-term counseling clients started **15 businesses** in year 2008.

### **GCCC KSBDC helps create and save jobs.**

Long-term counseling for small businesses and aspiring entrepreneurs helped generate **77 new jobs**, 43 full time jobs and 34 part time jobs and helped small businesses **save** an additional **126 jobs**, 71 full time jobs and 55 part time jobs in the year 2008.

### **GCCC KSBDC helps increase sales.**

Long-term counseling helped small businesses and aspiring entrepreneurs generate **\$3.8 million in new sales**.

### **GCCC KSBDC helps create investment in our economy.**

Long-term counseling helped **48** small businesses and aspiring entrepreneurs **obtain \$4.6 million in financing which included \$1.5 million in equity injections** in the year 2008.

### **GCCC KSBDC helps create more revenue than they cost the taxpayer.**

Long-term counseling generated approximately **\$10.84 in state tax revenues for every \$1 the Kansas Department of Commerce (KDOC) spent on the GCCC KSBDC program**. Overall, long-term counseling generated approximately **\$16.41 in federal tax revenues and \$3.37 in state tax revenues for every \$1 spent on the GCCC KSBDC program** by all partners in the year 2008.

### **GCCC KSBDC helps counseling clients have faster sales growth than the average business.**

Established businesses that received long-term KSBDC counseling **attribute their sales growth of 30.45% to GCCC KSBDC assistance – as opposed to 4.9% sales growth for Kansas businesses in general**.

### **GCCC KSBDC helps bring together federal, state and private economic development resources.**

For every Federal dollar that is spent on the KSBDC program, at least one non-Federal dollar must be raised by the recipient KSBDC.

The **focus of the Kansas Small Business Development Center Network (KSBDC)** is to provide, high quality substantive services to small businesses in the areas of retention, expansion and start-up using a team approach. The KSBDC has been an integral player in economic development in Kansas since its inception in October of 1983. KSBDC clients create new wealth in Kansas by starting and growing businesses, creating and saving jobs, and accessing capital.

**In 2008**, the GCCC KSBDC Network provided **1,664 hours** of free one-to-one counseling to **167 clients**, conducted **58 workshops** for **356 participants**, and responded to **525 information requests**.

The Kansas Small Business Development Center Network (KSBDC), **consisting of eight regional centers and seven outreach centers**, is a unique infrastructure that combines public and private resources to help Kansans start, manage and grow their own businesses...promoting free enterprise and economic prosperity.

**The KSBDC is a partnership program** with the U.S. Small Business Administration, the Kansas Department of Commerce, Cloud County Community College, Emporia State University, Fort Hays State University, Garden City Community College, Greater Topeka Chamber of Commerce, Johnson County Community College, Manhattan Area Chamber of Commerce, Pittsburg State University, University of Kansas, Washburn University, and Wichita State University. The state-wide host for the KSBDC is Fort Hays State University.

For additional information about GCCC KSBDC services, call 1-620-276-9632 or browse their website [www.swksbdc.com](http://www.swksbdc.com)

**CENTRAL SERVICES  
PROGRAM REVIEW  
August, 2009**

**MISSION**

Central Services incorporates printing, copying, office supplies, mail and switchboard in one department. This department provides printing and copying services, office supplies for the entire campus, delivery of USPS and campus mail along with freight packages, and answering the main campus phone. These services, including the campus switchboard, are located in the print shop area in the Collins Technical Building and are a part of Administrative Services.

Staff includes the services manager, printer operator and mailroom/switchboard operator.

We provide the needed printed materials and office items from staples to instructor handouts to recruiting publications for college faculty and staff. We insure that faculty and staff receive daily mail, and that calls to the campus are answered promptly and courteously and directed to the appropriate persons. We also accept freight and distribute it to the appropriate building. We work as part of the team whose mission is to produce positive contributors to society and the economy.

This department provides faculty and staff with needed printed materials, office items and mail service that enable them to meet the college mission.

The printshop offers the campus quality color and black & white printing for brochures, flyers, cards, programs and other college promotional items. A daily copy service is available to faculty and staff for instructional handouts, tests, and non-promotional materials. A central supply area, located within the printshop, provides general office supplies, college forms, envelopes and paper, etc. to the campus. Mail and printed materials along with office supplies and freight are distributed across campus on a twice-daily delivery/pickup route to each building.

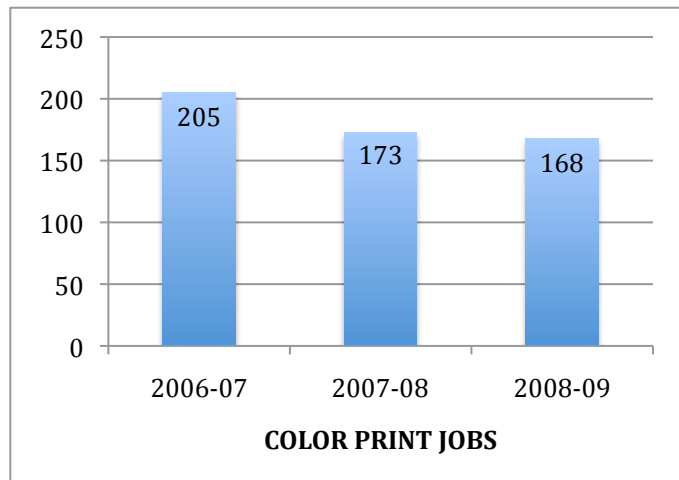
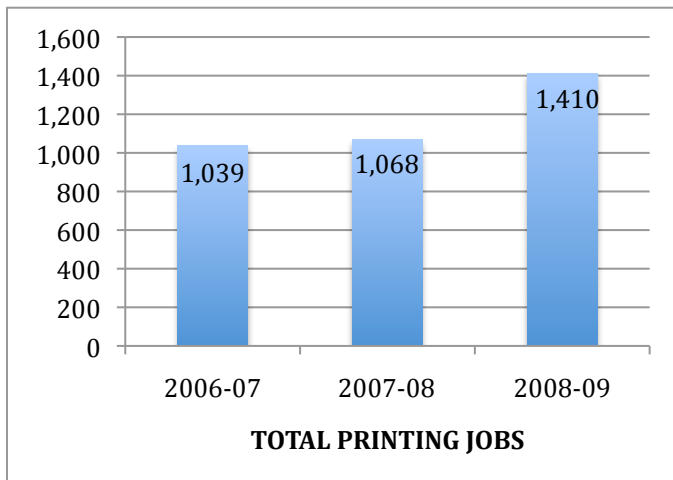
**SERVICE AREA ACTIVITY**

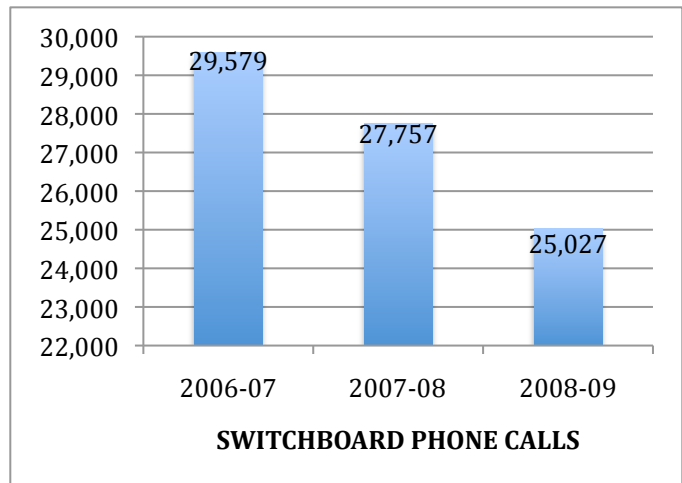
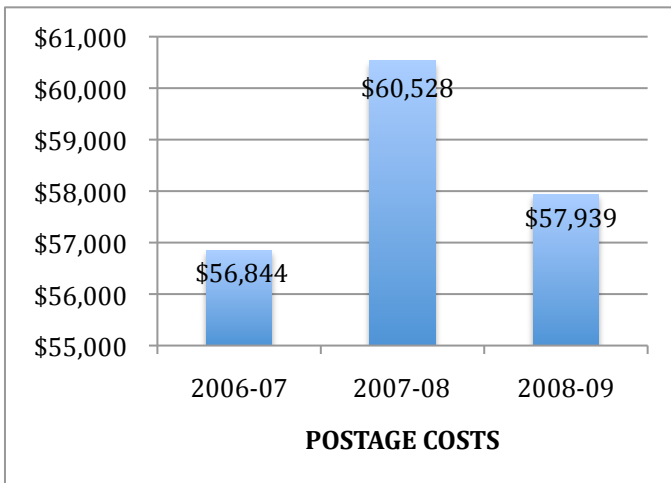
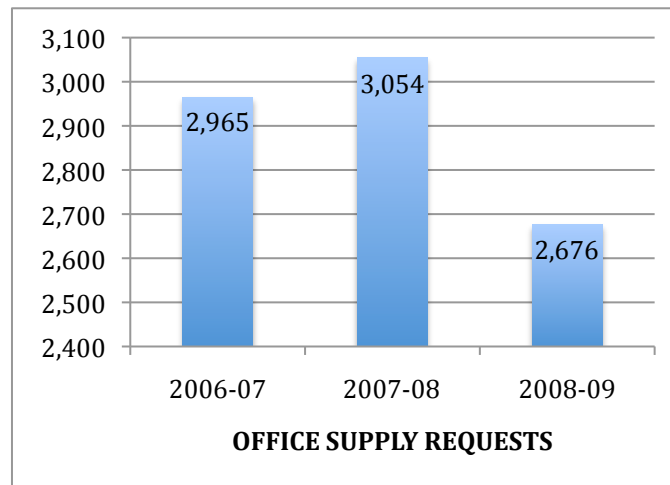
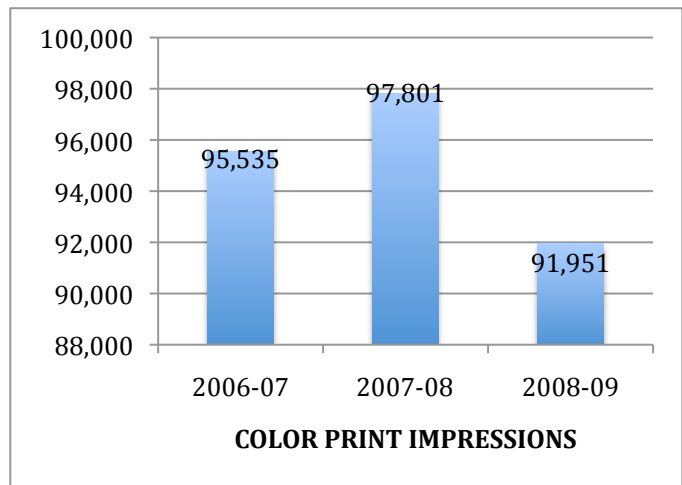
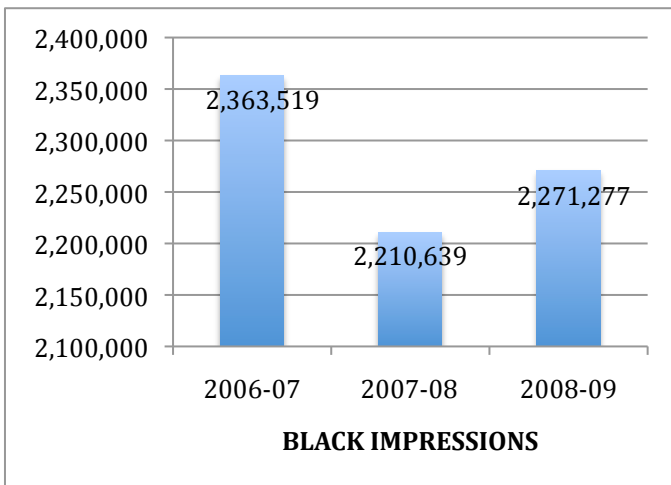
Central Services activity has continued with the same services from previous years. Recent changes in printing services include the hiring of a new printer operator and in 2007, the leasing of a new Xerox Docucolor 250 color printer. Mailroom and switchboard equipment upgrades were made when changes in postage rates occurred during the last three years, and when new phone extensions were required.

Printing focuses on the need for smaller quantities, plus better quality and faster service. The two printers in the shop operation, the XEROX Nuvera Docutech 120 printer purchased in February, 2005, and the Xerox Docucolor 250 printer leased in 2007 help to provide that service. Printing and copying services is able to meet a need for higher quality printing and faster turn-around time for our customers.

Printing staff continues to perform other tasks including completing office supply orders and a twice-daily campus delivery service. Delivery to the campus of USPS mail, copying/printing orders, supply orders along with small freight packages is part of the service.

A yearly comparison of service activity follows:





### 2008-09 Service

Printing productivity and service remained near average levels in 2008-09. However, during the 2009 summer grant funds provided for the design and printing of 20 new technical program brochures. These were created in conjunction with the college graphic artist, Tiffany Heit, and the technical education director, Judy Crymble. Over 13,500 impressions were printed in the production of these technical brochures plus bindery operations. Admissions and the individual technical departments plan to distribute these brochures. Other major printing jobs included our annual theater, musical and sports programs plus endowment auction

promotional pieces. Carpe Verbum, the college literary magazine, was also produced for a second year with an increase in number of copies to 500. Improvements for this issue included printing the piece on coated stock. Along with the magazine, photos from the issue were enlarged and printed for display in the Mercer Gallery.

Daily services continued as well. During this time, total printing production was near 2.4 million with 2.3 million black impressions and almost 92,000 color impressions being produced. We printed over 1,410 printing jobs with 168 jobs in color.

We completed 2,676 campus office supply requests through the use of the Track-It system and walk-in service. An updated electronic office supply list was emailed to all faculty and staff.

A daily average of 1,500 pieces of incoming and outgoing USPS mail from across campus was accepted, sorted and delivered. Total postage costs for the college was \$57,939. In May, 2008 a two-cent USPS postage increase occurred. This total reflects bulk mailings, returned business reply envelopes and first class mail. At the switchboard, a daily average of 175 incoming telephone calls are answered and directed to the appropriate persons. Total phone calls answered for the year was 25,027.

#### *2007-08 Service*

During this year, our service activity included producing the first literary magazine, Carpe Verbum. Working with Fine Arts Creative Writing Instructor, Marsha Wright, and the graphic artist, this new college piece was developed. The first magazine was printed in black and white with 56 pages. The magazine includes creative writing from faculty, staff and students along with submitted black and white photos. The first run of this magazine was 250 copies.

Printed materials for the economic symposium conducted by the Business department were also completed. Working with the accommodations coordinator, we printed a new accommodations handbook for students. Twenty-two promotional posters for the student activities coordinator were printed to help promote campus activities.

Our printing production was at 1,068 jobs including 173 full color promotional materials for the admissions department and other academic programs on campus. Total printing production was over 2.3 million impressions with black impressions at 2.2 million and 97,801 color impressions.

For the year, office supply requests were at 3,054. In 2008, we began tracking supply requests on a spreadsheet. This allows the monitoring of quantities used and the departments that used them. It makes for a better inventory.

Daily mail continued to average nearly 1,000 pieces for incoming and outgoing USPS mail from the campus. Postage costs for the year were \$60,528. This total cost also reflects a two cent increase in postage. At the switchboard during this year, 27,757 phone calls were answered and directed to the appropriate persons.

#### *2006-07 Service*

Printing services were improved with the addition of a new Xerox Docucolor 250 printer. This leased, updated printer allowed for faster color printing and better quality. We moved from 12 pages per minute printing to 50 pages per minute. Reconciliation of number of the impressions moved to an annual tracking basis. This helped eliminate closely monitoring color requests as quarterly totals neared.

One of the outstanding printing jobs included promotional materials for the grand opening of the new Student and Community Services Center. Total printing requests for the year were at 1,039 jobs. Printing production was at 2.3 million black impressions for the year. In March 2007, we began production on the newly leased Xerox Docucolor 250 printer. Color printing jobs were 205 requests with 95,535 impressions.

During this year, we completed 2,956 office supply requests.

Daily mail service continued with postage costs at \$57,939 that included a two-cent postage increase. Phone call totals for the year were 25,027 calls answered and directed.

### **CLIENTELE**

The principal clientele for Central Services is the entire campus including all divisions, departments and programs. We do not provide service for persons or agencies outside the college.

### **PERSONNEL**

Title	Status	Highest Degree	Initial Sem. Employed
Central Services Mgr/Photographer	FT	BA	July, 1997
Printer Operator	FT	HS diploma	June, 2009
Mailroom Clerk/Switchboard Operator	FT	HS diploma	July, 2002

With our current printing & bindery equipment, the three member staff is able to provide adequate services at this time. One work-study student helps with daily duties.

At this time, only one staff member possesses the specialized skills to operate printing and bindery equipment to meet daily operations. The new printer operator has no printing background or experience and is now in on-the-job training. One staff member operates postage and switchboard equipment. When requested, the manager provides photography for some college publications and the college website.

Staff members could benefit from specialized service training offered by XEROX on the high-speed copier/printer. This training would help in better understanding the capabilities of the equipment and troubleshooting problems on the high speed copier/printer. The manager has been trained by the mailroom/switchboard operator to operate postage equipment and switchboard in the mailroom/switchboard clerk's absence.

### **HONORS, AWARDS, RECOGNITION**

The Central Services Manager completed the GCCC Leadership Academy in 2009. The Central Services Manager is a member of National Press Photographers Association and of the National Association of Photoshop Professionals.

### **PROJECTS**

In reviewing the Central Services program for the last three years, service to the faculty and staff have continued with little negative interruption. Services have been met during periods when the department was only operating with the manager and the mailroom/switchboard operator. The manager was able to meet the printing and bindery needs for the campus during this time. Changes in personnel this year bring the department to one of transition as the new staff member learns her responsibilities.

Engraving signs is a responsibility for the department. Little training and infrequent operation of engraving equipment make it difficult to meet requests quickly. However, during 2007, engraving services were completed for room numbers in the Student Community Services Center.

In 2008, space in the print shop was requested by the Information Technology department and Physical Plant to house the battery back-up suppliers for computer servers. Print shop staff moved supplies and filing cabinets to accommodate the two large battery back-ups. These battery back-ups are now in place near the printing staffs' office area.

Each year, an updated Printing Services Procedure guide was distributed to faculty and staff. New employees are provided with a printed copy during the new employee orientation to aid them in making requests.

### **FACILITIES AND EQUIPMENT**

The facilities at this time are adequate for equipment and personnel. Some bindery equipment is becoming obsolete and new upgrades to existing printers could benefit printing. These additions might include an inserter for the Xerox Docutech 120 and the addition of another leased printer that would help to provide walk-in printing requests. The golf cart and trailer purchased for the delivery service are adequate in fair weather but offer challenges during cold and wet weather conditions.

The color printer leased in 2007 is meeting campus color requests. New technology for inserting color printing with black ink printing in the Nuvera Docutech 120 printer is now available. This new technology would allow combining color pieces to black and white pages and faster production of large multiple page books that are produced in the shop.



### **METHODS & TECHNOLOGY**

The present methods and workflow are meeting the central services mission. The high-speed copier/printers and bindery equipment allow for better printing service. An updated printing request form was developed and implemented to aid the communication between Creative Services and the print shop. Better workflow is seen for mail and switchboard service by providing a specific space for this work.

With these services, end users have not evaluated Central Services. A user survey is a 2010 upcoming goal. The survey could provide feedback on whether our services are meeting the needs of our customers or may provide suggestions for improvement.

### **MAJOR STRENGTHS**

Central services staff continue to be adaptable to new job requirements and flexibility in their working schedules. Up-to-date printing and bindery equipment are used. The mailroom/switchboard operator is experienced, and is able to operate and keep postage and phone equipment updated when needed.

In the last three years, Central Services has been able to keep within the established budget. Paper stock and supplies have been closely monitored and quantities kept at a minimum to meet printing needs. Office supply inventory is tracked and purchased in carton quantities to keep costs down.

### **AREAS FOR IMPROVEMENT**

More training with the engraving equipment would be beneficial. At this time, experience with equipment is minimal. There is a need to investigate the cost and availability of engraving training sessions or the purchase of training videos if there are more requests for this service. The new staff member will be trained on operation of postage equipment and switchboard duties along with printing responsibilities. An enclosed electric vehicle needs to be investigated for delivery in inclement weather.

# **Information Technology Program Review**

**September 2009**

**Scott Smythe, Director**

## **MISSION OF SERVICE AREA**

### **1. State the mission of this service area.**

Information Technology at Garden City Community College exists to provide, and to support administrative and educational efforts of faculty, students, and staff.

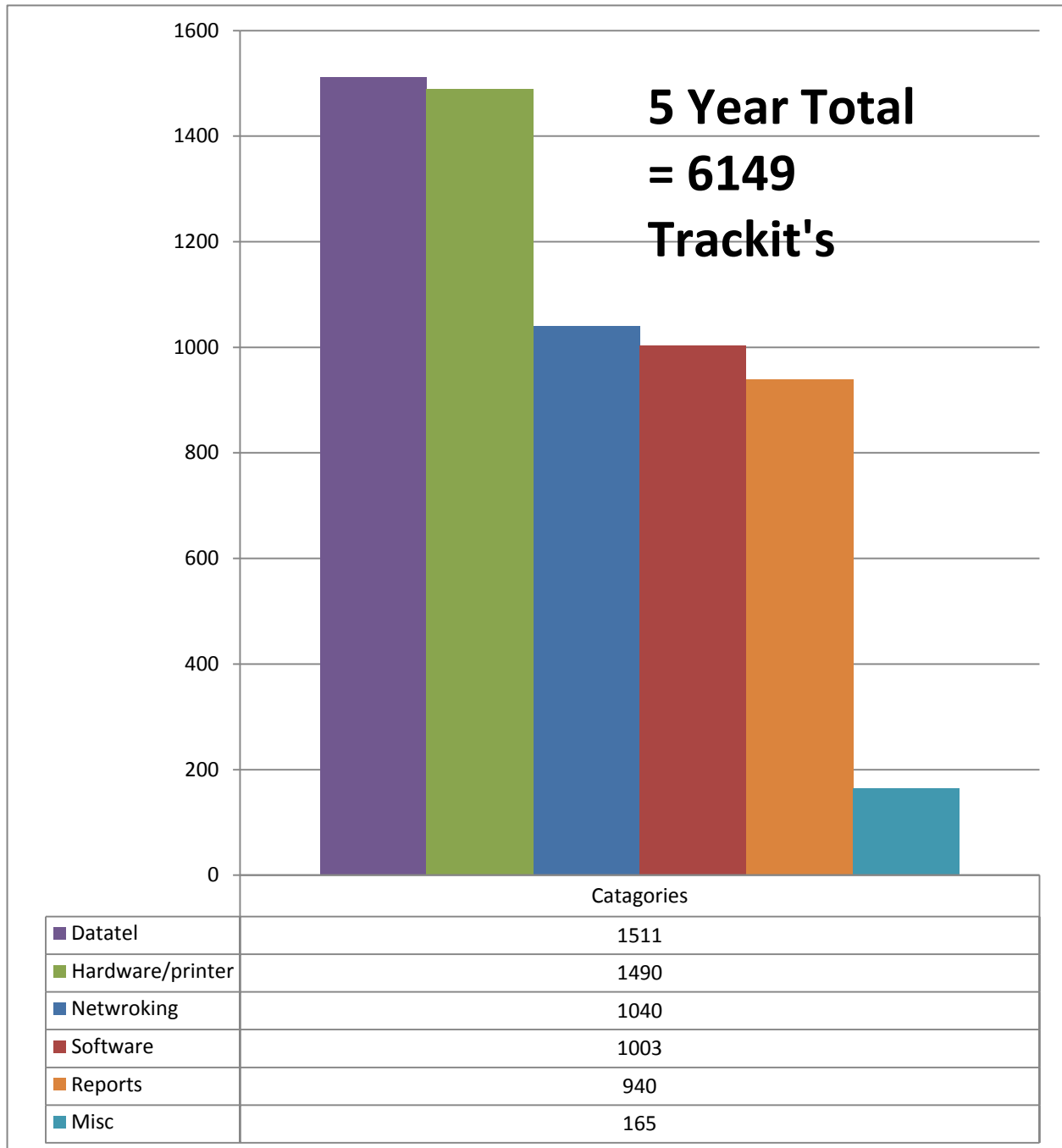
### **2. How does the mission of the service area support the overall mission of GCCC as adopted by the Board of Trustees?**

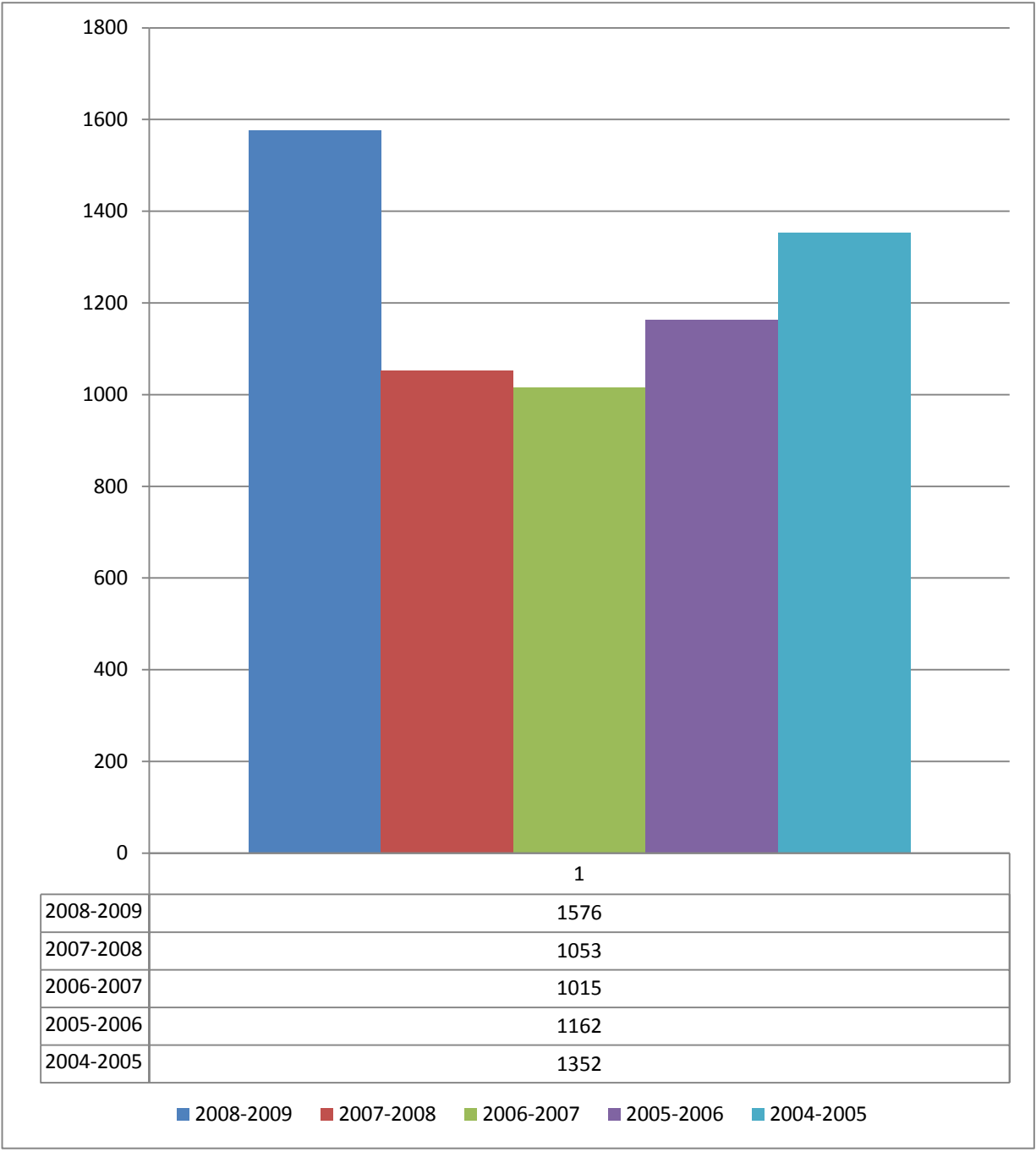
Information Technology mission fits well with the overall College mission. In almost every aspect of life, computers and information technology has gained firm hold. It is almost impossible for a person to be employed without some knowledge of computers or computer systems. The goal of supporting administrative and educational efforts of the employees and students of GCCC is well justified.

## **SERVICE AREA FUNCTIONS**

Scott Smythe	Director
Jeff Southern	Sr. Programmer
Linda Hill	Programmer
Doug Peters	Network Manager
Mat Tarwater	Computer/Hardware Technician
Andrew Gough	Software Support

**3. Provide indications of the service area’s activity in relation to these functions over the past five years.**





## SERVICE AREA CLIENTELE

### 1. Identify the principal clientele served; and 2. Approximate the number and/or percentage of services provided to each clientele.

- Faculty
  - 100% of all services provided
- Staff
  - 100% of all services provided
- Students
  - 100% of all services provided

### 2. Facilities and Equipment

- Are available general use facilities, such as office and work spaces, adequate to support your position?
  - Yes
- Is available dedicated space adequate to support your position?
  - Yes
- Is available equipment adequate to support your position?
  - Yes
- Is available equipment up-to-date?
  - Yes
- Are additional facilities or equipment required to support your position?
  - No

### **3. Area strengths:**

a. List and comment on the major strengths of Information Technology.

- A very knowledgeable, experienced staff
- A staff that is not afraid to work hard and committed to quality work
- A good team work approach and attitude
- An overall attitude of wanting to learn and to institute new ideas
- An overall attitude of providing excellent customer service
- Interns and work studies have been of great assistance to the Information Technology staff.
- Friendly
- Strong desire of all staff to increase their knowledge.
- A staff that is willing to share knowledge
- We have given back the ability for all employees to continue to do their job without constant issues with pc, servers and software.
- Help and response time has been better.

### **4. Area weaknesses:**

a. List and comment on the major weaknesses or needs for improvement of Information Technology.

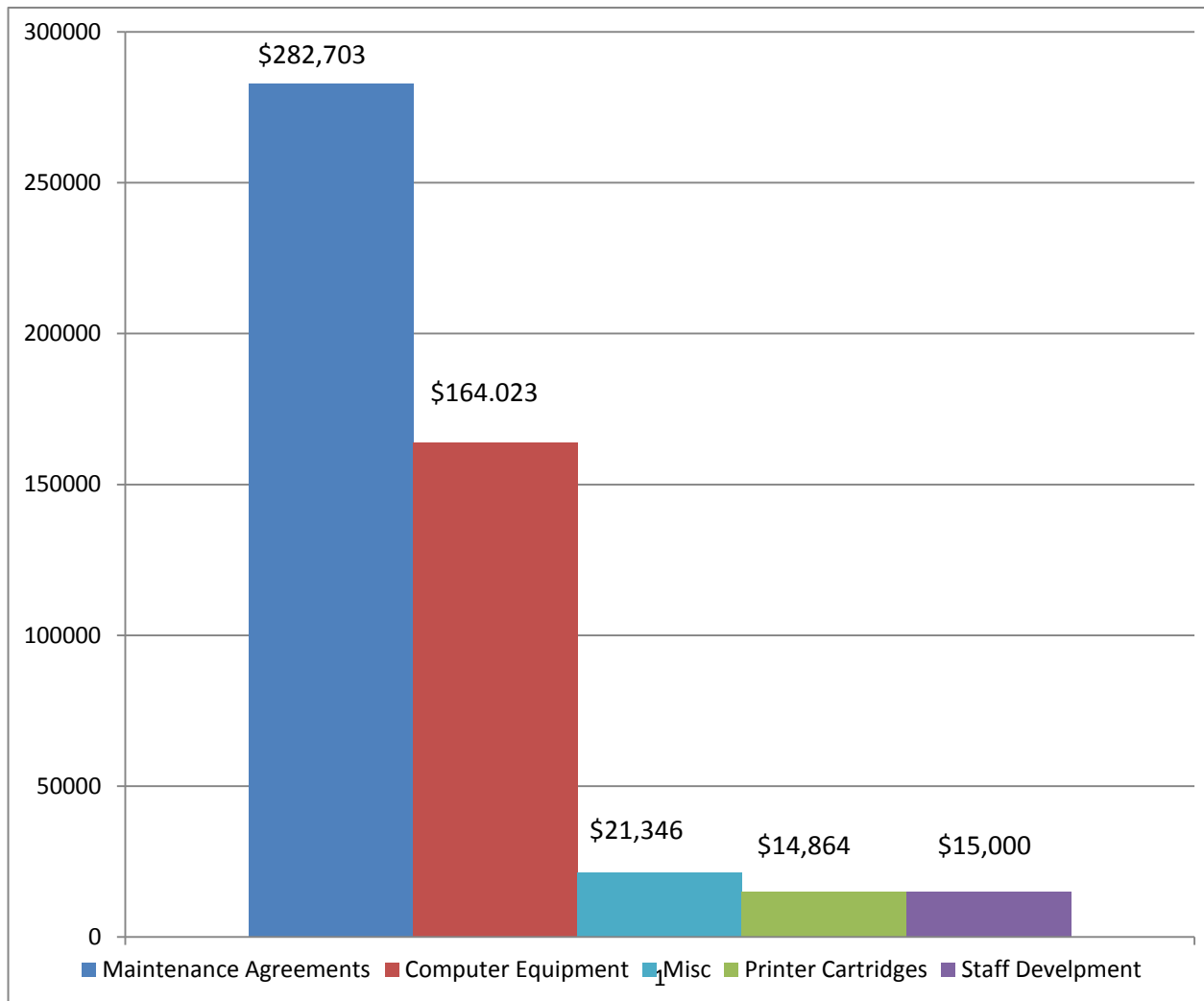
- Communications within the department
  - IT is spread in 3 different locations, and it is difficult to know what everyone is doing.
- Documentation
  - Documentation all changes made to the system for everyone to see in the absence of an employee.
  - Documentation of all administrative passwords, and server restart instructions.
- Disaster Recovery
  - Need a system to store all Data offsite to recover in case of a disaster.

### **5. List recommendations for improving computer services and correcting identified weaknesses.**

- Communication
  - Move the IT department into one location.
- Documentation
  - With the installation of SharePoint, we will be able to document all work orders more efficiently.
  - Sealed envelope in the Business department safe with all admin passwords for access in case of an emergency
  - Server Restart book added to the server room with step by step instructions to restart in order all servers, services, and software.
- Disaster Recovery
  - Connect Scott City remote office to our campus in Garden City and push nightly backups to Scott City for recovery. Add servers to the remote location for backup of our Datatel in case of a catastrophe.

### Budgets and Expenditures 2008-2009

- Student Technology Fee
  - \$6 per credit hour
  - Funds are used for faculty and student technology needs
  - \$209,233.00
- Technology Budget
  - General Ledger Funds
  - \$288,703.00



# MEMO

TO: Carol Ballantyne, President  
 FROM: Nancy Unruh, Registrar  
 DATE: September 18, 2008  
 RE: Student Demographics – **Fall 2008**

20<sup>th</sup> Day demographics for Fall 2008 are as follows:

	<u>STUDENT COUNT</u>	<u>CREDIT HOURS</u>	<u>FTE</u>
<b>TOTAL</b>	<b>1,984</b>	<b>19,389</b>	<b>1,292.6</b>
Full-time (12 hours or more)	908 (45.8%)	13,923 (71.8%)	928.2
Part-time (less than 12 hours)	1,076 (54.2%)	5,466 (28.2%)	364.4
 <b><u>GENDER</u></b>			
Female	1,045 (52.7%)	9,779 (50.4%)	651.9
Male	939 (47.3%)	9,610 (49.6%)	640.7
 <b><u>AGE</u></b>			
25 and Under	1,449 (73.0%)	16,376 (84.5%)	1,091.7
Over 25	535 (27.0%)	3,013 (15.5%)	200.9
 <b><u>CLASSIFICATION</u></b>			
Freshman (FR)	1,025 (51.7%)	12,421 (64.1%)	828.1
Sophomore (SO)	389 (19.6%)	4,121 (21.2%)	274.7
High School or under (HS)	355 (17.9%)	2,153 (11.1%)	143.5
Non-Degree Seeking (ND)	215 (10.8%)	694 ( 3.6%)	46.3
 <b><u>ETHNICITY</u></b>			
American Indian/Alaskan	13 ( 0.7%)	107 ( 0.6%)	7.2
Asian/Pacific Islander	45 ( 2.3%)	415 ( 2.1%)	27.7
Black, Non-Hispanic	95 ( 4.8%)	1,334 ( 6.9%)	88.9
Hispanic	507 (25.5%)	5,048 (26.0%)	336.5
Not Reported	86 ( 4.3%)	1,017 ( 5.2%)	67.8
Non-Resident Alien	10 ( 0.5%)	147 ( 0.8%)	9.8
Unknown/Undecided	0 ( 0.0%)	0 ( 0.0%)	0.0
White	1,228 (61.9%)	11,321 (58.4%)	754.7
 <b><u>INTERNATIONAL</u></b>			
Australia (AUS)	2 (0.10%)	32 (0.17%)	2.1
Brazil (BR)	2 (0.10 %)	27 (0.14%)	1.8
Canada (CDN)	2 (0.10%)	32 (0.17%)	2.1
Germany (GER)	2 (0.10%)	27 (0.14%)	1.8
Kuwait (KT)	1 (0.05%)	12 (0.06%)	0.8
Serbia (RS)	1 (0.05%)	18 (0.09%)	1.2
 <b><u>KANSAS</u></b>			
Finney County	1,102 (55.5%)	10,123 (52.2%)	674.9
Other Kansas Counties (59 counties)	610 (30.8%)	6,273 (32.3%)	418.2
 <b><u>OUT OF STATE</u></b>			
	262 (13.2%)	2,845 (14.7%)	189.7
(41 states other than Kansas, including those below)			
Colorado (37)	Texas (31)	Oklahoma (17)	Florida (13)
Nebraska (17)	Ohio (5)	Illinois (4)	Maine (4)
Missouri (15)	Arkansas (6)	California (3)	Georgia (8)
Utah (5)	Arizona (5)	Iowa (5)	New Jersey (4)
Vermont (3)	Pennsylvania (5)		Michigan (8)
			Minnesota (7)
			Louisiana (4)
			North Carolina (7)



# MEMO

TO: Carol Ballantyne, President  
 FROM: Nancy Unruh, Registrar  
 DATE: February 18, 2009  
 RE: Student Demographics – **Spring 2009**

20<sup>th</sup> Day demographics for Spring 2009 are as follows:

	<u>STUDENT COUNT</u>	<u>CREDIT HOURS</u>	<u>FTE</u>
<b><u>TOTAL</u></b>	<b>1,899</b>	<b>17,624</b>	<b>1,174.9</b>
Full-time (12 hours or more)	850 (44.8%)	12,812 (72.7%)	854.1
Part-time (less than 12 hours)	1,049 (55.2%)	4,812 (27.3%)	320.8
 <b><u>GENDER</u></b>			
Female	1,032 (54.3%)	9,202 (52.2%)	613.5
Male	867 (45.7%)	8,422 (47.8%)	561.4
 <b><u>AGE</u></b>			
25 and Under	1,316 (69.3%)	14,278 (81.0%)	951.8
Over 25	583 (30.7%)	3,346 (19.0%)	223.1
 <b><u>CLASSIFICATION</u></b>			
Freshman (FR)	972 (51.2%)	11,628 (66.0%)	775.2
Sophomore (SO)	350 (18.4%)	3,544 (20.1%)	236.3
High School or under (HS)	350 (18.4%)	1,802 (10.2%)	120.1
Non-Degree Seeking (ND)	227 (12.0%)	650 ( 3.7%)	43.3
 <b><u>ETHNICITY</u></b>			
American Indian/Alaskan	18 ( 1.0%)	162 ( 0.9%)	10.8
Asian/Pacific Islander	43 ( 2.3%)	390 ( 2.2%)	26.1
Black, Non-Hispanic	86 ( 4.5%)	1,120 ( 6.4%)	74.6
Hispanic	481 (25.3%)	4,733 (26.9%)	315.5
Not Reported	96 ( 5.1%)	966 ( 5.5%)	64.4
Non-Resident Alien	8 ( 0.4%)	127 ( 0.7%)	8.4
White	1,167 (61.4%)	10,126 (57.4%)	675.1
 <b><u>INTERNATIONAL</u></b>			
Australia (AUS)	2 (0.10%)	36 (0.20%)	2.4
Brazil (BR)	1 (0.05%)	12 (0.06%)	0.8
Canada (CDN)	3 (0.10%)	47 (0.27%)	3.2
Kuwait (KT)	1 (0.05%)	15 (0.08%)	1.0
Serbia (RS)	1 (0.05%)	17 (0.09%)	1.1
<b>Sub-Total</b>	<b>8 (0.40%)</b>	<b>127 (0.70%)</b>	<b>8.5</b>
 <b><u>KANSAS</u></b>			
Finney County	1,104 (58.1%)	9,836 (55.8%)	655.7
Other Kansas Counties (58)	<u>585 (31.0%)</u>	<u>5,184 (29.4%)</u>	<u>345.6</u>
<b>Sub-Total</b>	<b>1,689 (88.9%)</b>	<b>15,020 (85.2%)</b>	<b>1,001.3</b>
 <b><u>OUT OF STATE</u></b>			
	202 (10.6%)	2,477 (14.1%)	165.1

(40 states other than Kansas, including those below)

Colorado (32)	Texas (33)	Oklahoma (11)	Florida (11)	North Carolina (7)
Nebraska (13)	New Jersey (4)	Illinois (4)	Maine (3)	Minnesota (5)
Missouri (4)	Arkansas (4)	Georgia (3)	Michigan (6)	Connecticut (3)
Utah (3)	Iowa (5)	Ohio (3)	Alabama (3)	

# MEMO

TO: Carol Ballantyne, President

FROM: Nancy Unruh, Registrar

DATE: August 27, 2009

RE: Student Demographics – **Summer 2009**

Demographics for Summer 2009 are as follows:

	<u>STUDENT COUNT</u>	<u>CREDIT HOURS</u>	<u>FTE</u>
<b>TOTAL</b>	<b>830</b>	<b>3,747</b>	<b>249.8</b>
Full-time (12 hours or more)	36 ( 4.3%)	498 (13.3%)	33.2
Part-time (less than 12 hours)	794 (95.7%)	3,249 (86.7%)	216.6

## GENDER

Female	480 (57.8%)	2,100 (56.0%)	140.0
Male	350 (42.2%)	1,647 (44.0%)	109.8

## AGE

25 and Under	526 (63.4%)	2,586 (69.0%)	172.4
Over 25	304 (36.6%)	1,161 (31.0%)	77.4

## CLASSIFICATION

Freshman (FR)	290 (34.9%)	1,496 (39.9%)	99.7
Sophomore (SO)	226 (27.2%)	1,226 (32.7%)	81.7
High School or under (HS)	121 (14.6%)	423 (11.3%)	28.2
Non-Degree Seeking (ND)	193 (23.3%)	602 (16.1%)	40.2

## ETHNICITY

American Indian/Alaskan	11 ( 1.3%)	67 ( 1.8%)	4.5
Asian/Pacific Islander	20 ( 2.4%)	71 ( 1.9%)	4.7
Black, Non-Hispanic	42 ( 5.1%)	252 ( 6.7%)	16.8
Hispanic	219 (26.4%)	1,013 (27.0%)	67.5
Not Reported	30 ( 3.6%)	190 ( 5.1%)	12.7
Unknown/Undecided	0 ( 0.0%)	0 ( 0.0%)	0.0
White	508 (61.2%)	2,154 (57.5%)	143.6

## INTERNATIONAL

N/A	N/A	N/A	N/A
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## COUNTIES

Finney County	473 (56.9%)	2,181 (58.2%)	145.4
Other Kansas Counties (53 counties)	242 (29.2%)	1,058 (28.2%)	70.5

## STATES

Out of State	115 (13.9%)	508 (13.6%)	33.9
(33 states other than Kansas, including those below)			
Alabama (4)	Arkansas (5)	California (7)	Colorado (8)
Illinois (5)	Indiana (6)	Iowa (3)	Maine (5)
Minnesota (4)	Missouri (5)	Nebraska (3)	New Jersey (3)
Ohio (4)	Oklahoma (14)	Texas (14)	

# AQIP

## Quality Highlights Summary

### Garden City Community College



**August 20, 2009**

#### Contacts

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# Garden City Community College

## Quality Highlights Summary

### **Background**

Garden City Community College (GCCC) submitted its initial Systems Portfolio (<http://www.gcccks.edu/aboutgcc/AQIP.pdf>) in November 2006, received its Systems Appraisal Feedback Report in February 2007, and hosted its first Quality Checkup visit in February 2009. Since receiving the initial Systems Appraisal Feedback Report, the College has made a concerted effort to tie AQIP philosophies and processes to student learning models, governance processes, strategic planning and outcomes reporting, including our state mandated performance agreement. This has not only helped us infuse the concept of continuous improvement into the culture of the college, but by doing so we have also come to a better understanding of how our processes connect to one another.

### **Capitalizing on Recommendations from Quality Checkup Visit**

Three specific Strategic Issues were identified in the Quality Checkup Report for review. Additionally, the appraisal team identified areas where opportunities for strengthening continuous quality improvement efforts exist. Upon receiving the report, the College began work on many of the suggestions and the following is a summary of our progress:

***Data Management for Decision Making*** – The conversion to the administrative software was noted by the Quality Checkup Team as a genuine commitment to strengthening the use of data in decision making and subtly challenged the College to continue work in this area. Since the visit, the college has made additional progress toward data management improvement and utilization. A new administrative position, Dean of Institutional Effectiveness and Enrollment Services, was created that oversees the function of the Institutional Research office. This move has allowed the institutional research department to expand by adding a voice to President's Cabinet and Officers. Consequently, data gathering, entry, retrieval, and interpretation are becoming more integrated among all departments at all levels.

The Institutional Research office continues to work one-on-one with division and department personnel to strengthen internal monitoring data reports. GCCC, like many educational institutions in this economic climate, has been striving to make solid financial decisions without sacrificing the needs of students. For the fall 2009 term, new trend analysis reports were developed for course rotation, scheduling, and enrollment. These reports provided a clear picture of what courses have historically been under- and over- utilized during the fall terms and were utilized campus-wide by instructional divisions to determine course offering effectiveness. Based on data-supported trends, divisions have been able to more efficiently match faculty resources to the needs of the student population.

**Lack of Institutional Response to “Process” and “Improvement” elements in the Systems Portfolio** - Although this was noted by the appraisal team as an issue that needs to be addressed by the college, they also noted that the lack of information was the result of a misinterpretation of the original portfolio instructions. There was no intent to omit responses based on lack of information. Since submitting the original Systems Portfolio, the college has reviewed the omitted questions. Those processes that were not already in place at the time have been addressed in the interim and will be addressed in the updated portfolio.

**Collection, Analysis, and Utilization of Student Complaint Data** – This strategic issue arose from an omitted response in the Systems Portfolio. As noted in the Quality Checkup Visit Report, the College “...in fact, had a coherent and acceptable process in place to deal with student complaints. To its credit, the College gave the Team reason to believe that it promotes an atmosphere of mutual respect and fair treatment that limits the number and seriousness of student issues.” The College has a well-documented student complaint procedure published in the student handbook, the college catalog, and the residential life handbook and students confirmed knowledge of the procedures during the site visit.

**Communication Management/Valuing People** – The team noted that the College could benefit from reviewing its processes for effective communication and information sharing as well as valuing people. In order to begin addressing these issues, the following have been initiated for the 2009-2010 academic year:

- Monthly open forums with the president addressing specific topics including current budget and budgetary process, technology, safety and security, and capital campaign
- The fall 2009 in-service included a well-known, highly respected, speaker whose presentation was, “Positive Impact: Working Together to Impact Students, Colleagues and the Bottom Line.” In preparation for the session, the employees of GCCC were asked to give input on challenges specific to their departments, challenges for the college in general, and ideas for meeting those challenges. Based on the information gathered, the speaker customized her presentation to meet our need to begin conversations that will continue throughout the year.
- The president is scheduled to meet with every department during the year to give a general overview of college happenings and have an open discussion about challenges and concerns specific to that department.

**Institutional Operation** – The team indicated that it was unclear about the role of the College’s Internal Governance committees and was concerned that the committee work could potentially usurp leadership functions of the administrative staff. The Internal Governance structure was recently reviewed and revised to define the functions of the Core Leadership group and to develop charters for each of the Internal Governance committees. The Internal Governance Core committee is made up of a combination of administrators and leadership staff. One of its major functions is to act as a clearinghouse for all issues, suggestions, and ideas and be sure they are forwarded to the appropriate administrator or committee. The College continues to

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review and revise procedures for strengthening operational processes and will review this process again during the 2009-2010 academic year based on the feedback from the reviewers.

### **Utilizing GCCC's Systems Portfolio**

When creating the initial Systems Portfolio, the College was able to identify global baseline strengths and opportunities as well as in specific, categorical areas. By using these baselines to combine long-term action projects with short-term initiatives, the College has documented campus-wide improvements in processes and outcomes, internal processes and student learning.

### **Utilizing Feedback from Systems Appraisal**

Upon receiving the Systems Appraisal Feedback, the College established nine teams to review the results in the report. Each cross-functional team studied both the strengths identified in the report as well as the clear opportunities. The results of these reviews served as the basis for celebrating successes as well as identifying areas for improvement. From these reviews, new action projects were established and additional areas for improvements were noted and addressed through the annual strategic planning process.

### **Commitment to Quality Improvement**

Garden City Community College is firmly committed to continuous quality improvement and strives to assess stakeholder needs in an effort to address issues and identify opportunities. Many areas of improvement were noted in the Quality Program Summary and the following examples highlight additional areas of improvement that GCCC has accomplished or is currently addressing.

***Aligning AQIP Processes to Outcomes*** – Aligning AQIP strategies with organizational processes has been a priority at the College and efforts to align AQIP with shared governance and strategic planning were documented in the Quality Program Summary. Further efforts have been made by aligning the College's Performance Agreement with AQIP. The Kansas Board of Regents requires institutions to develop outcomes-based stretch targets that tie funding streams to institutional performance. GCCC is currently finalizing its Performance Agreement for the next three years. The indicators the College selected for the agreement tie directly to the current AQIP action projects on retention, transition and assessment. By tying process-driven action projects to outcomes-based reporting requirement, the college completes the loop on process, outcomes and transparency.

***Strengthening & Expanding Partnerships*** – GCCC values its partnerships with both community organizations and educational institutions and strives to continually expand partnerships that will benefit students and stakeholders. During March and August, 2009, GCCC committed to two new articulation agreements with state universities, allowing our students seamless transition through 2+2 programs in education. Additionally,

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GCCC is among three community colleges that are partnering to combine student enrollment in high-level math courses that traditionally have low enrollments in order to more efficiently utilize faculty resources.

***State-of-the-Art Learning Environments*** – Several major renovations and updates have recently been completed that will enhance the learning environments available to students.

- In August 2009, a 6,000 sq. ft. addition to the College's nursing department was completed that makes use of state-of-the-art simulation labs to create environments where students are able to connect cognitive learning with hands-on concepts in areas dealing with hospitalization, home, and community care. Control stations allow nursing instructors to manage and view several simulations simultaneously without altering the learning environment for the students. This new addition also provides over 1,000 square feet of classroom space equipped with Smart Technology and laptop computers with wireless internet access.
- In August 2009, the first of a two-phase renovation project was completed that upgraded classrooms and restrooms in the math-science facility. Results of the project include Smart Technology in three science lab classrooms, air-lock doors for energy efficiency and ADA compliance in the labs, eye wash stations, showers, and restrooms.
- A partnership with Cox Cable Television has yielded the College an updated media center that was completed during summer 2009. This includes an upgraded television studio including efficient lighting, a radio studio with sound-proofed walls and a control room, and a student-publications lab providing ample room for efficient newspaper layout.
- During the spring 2009 semester, the College upgraded its Polycom equipment to include a High Definition Polycom system. Besides upgrading to state-of-the-art quality, the addition increases the number of available remote sites on our campus while expanding learning opportunities through collaborative partnerships with other community colleges. Students in 7 site locations are able to complete programs in Respiratory Therapy, Emergency Medical Technology, and math programs. Plans are in place to add an additional High Definition Polycom system during the 2009-2010 year.

### ***Communication Tools***

- By September 1, 2009, the College will launch an updated, more user-friendly web site designed to better meet both internal and external stakeholder needs. The enhanced web presence is more appealing to savvy on-line users while simplifying searches for those who are less experienced. The website will include an intranet function for GCCC employees and students and has also standardized all levels of information, allowing decentralized updates at the department level.

- In June 2009, the College launched an e-brochure process by which prospective students are able to receive promotional materials from GCCC customized specifically to their interests. By completing general information from a link on our website, the prospective student receives an email almost immediately, followed by a glossy mailed brochure and a follow-up phone call from the admissions department.
- During the spring 2009 term, the Information Technology department deployed a new SharePoint Server. This technology will allow individual departments quick and easy access for updating the web page as well as streamline the internal work order processes and classroom scheduling.

### ***Safety and Security***

- During this past summer, more than 90 video surveillance cameras were installed across campus to better insure the safety and security of the students, employees and community members. The cameras were strategically placed at all building entrances, all parking lots, all computer labs and various locations at the student residence halls.

### **Other Factors to Consider**

As noted in the Quality Checkup Report, Garden City Community College has no accreditation issues and meets each of the compliance policies necessary for accreditation. Additionally, involvement in AQIP has helped move the college from anecdotal decision-making to process-based thinking with an eye on outcomes. Data management has become key in vital areas of the campus and has begun to permeate all areas and levels within the college. With the new Performance Agreement tied to the processes put into place through AQIP projects, the college has begun to close the loop among process, outcomes, and transparency. AQIP has been the method by which many discussions and subsequent progress has been made for all of our students and stakeholders.