

September 8, 2020

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

Dear Trustees:

The Board of Trustees will meet in regular session on **Tuesday, September 8, 2020**. The meeting will be held by Zoom. Please Join from a PC, Mac, iPad, iPhone, or Android device:

Please click this URL to join. <https://zoom.us/j/95980371771>

Or join by phone:

Dial (for higher quality, dial a number based on your current location):

US: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656

Webinar ID: 959 8037 1771

For **PUBLIC COMMENTS** please contact Amy McVey, [amy.mcvey@gcccks.edu](mailto:amy.mcvey@gcccks.edu) by 5:00 pm CST Tuesday, September 8, 2020.

5:30 PM Dinner in the **President's Conference Room**

6:00 PM Regular board meeting called to order in the President's Conference Room located in the SCSC Building.

## AGENDA

### **I. CALL TO ORDER:**

- A. Comments from the Chair
- B. Introduction of new employees

### **II. CONSENT AGENDA ..... Action**

- A. Approval of minutes of previous meetings (August 11, 2020)
- B. Approval of personnel actions-Human Resources
  - B-1 Human Resources Report
  - B-2 Adjunct/Outreach Contracts
- C. Financial information
  - C-1 Monthly Summary Published Funds Operating Revenues and Expenses
  - C-2 Checks processed in excess of \$50,000
  - C-3 Revenues
  - C-4 Expenses
  - C-5 Cash in Bank
- D. Approval of grant writer
- E. Purchases over \$50,000
  - E-1 Approval of Canvas Cloud Subscription

F. Negotiated Agreement

**III. CONFIRMATION OF MONITORING REPORTS:**

- A. Monitoring Reports and ENDS ..... **Consensus Approval**
  - A-1 Annual, Workforce Development (page 8)
  - A-2 Bi-Annual, Board Job Descriptions #6 (page 18)
- B. Review Monitoring Report
  - B-1 Bi-Annual, Executive Limitation #7 (page 9)
  - B-2 Bi-Annual, Executive Limitation #8 (page 9)

**V. OTHER**

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

**VI. OWNERSHIP LINKAGE**

**Upcoming Calendar Dates:**

September 11	911 Observance, 9:00 a.m., Quad flagpole
September 19 & 20	BOT Retreat, 8:00 a.m., Endowment Room
October 9	Fall Break, no classes
October 13	BOT Meeting, 6 p.m., President’s Conference Room
November 10	BOT Meeting, 6 p.m., President’s Conference Room
November 10	Advising Day, no classes
November 11	Exploration Day, no classes
November 23-29	Thanksgiving Break, campus closed
December 7-10	Final Exams
December 8	BOT Meeting, 6 p.m., President’s Conference Room
December 19-January 3	Christmas Break, campus closed

**VII. EXECUTIVE SESSION**

**VIII. ADJOURNMENT**

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Dr. Ryan Ruda  
President

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Dr. Blake Wasinger  
Chairman

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

**Five Ends:** *Essential Skills, Work Preparedness, Academic Advancement, Personal Enrichment, Workforce Development.*

**Purposes for Executive Sessions**

***a. Personnel matters of non-elected personnel***

***b. Consultation with the body's attorney***

***c. Employer-employee negotiation***

***d. Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorship***

***e. Matters affecting a student, patient, or resident of public institutions***

***f. Preliminary discussions relating to acquisition of real property***

***g. Security if open discussion would jeopardize security***

**MEETING OF TRUSTEES  
GARDEN CITY COMMUNITY COLLEGE  
August 11, 2020**

Trustees Present: Leonard Hitz, Dr. Blake Wasinger, Dr. Marilyn Douglass, Beth Tedrow, Shanda Smith, David Rupp

Others Present: Dr. Ryan Ruda, President  
Amy McVey, Deputy Clerk  
Karla Armstrong, Vice President  
Colin Lamb, Vice President  
Marc Malone, Vice President  
Greg McVey, Director of Athletics  
Leslie Wenzel, Director of Advising  
Toni Douglass, Community Member  
Andrew Knoll, IT Director  
Aaron Kucharik, Community Member  
Corey Crane, Ellucian Representative  
Meghan Flynn, Garden City Telegram  
Mike Pilosof, Sports Information Director  
Nancy Unruh, Registrar  
Perla Salazar, Faculty Senate/Math Instructor

**CALL TO ORDER:**

Chair Wasinger called the board meeting to order at 6:00 p.m.

**AMENDMENT**

**Motion:**

*Tedrow moved, seconded by Rupp to approve adding II D-1, Ellucian to the Consent Agenda.*

*Ayes: Douglass, Wasinger, Smith, Tedrow, Rupp, Hitz*

*Nays:*

*Motion carried: 6-0*

**COMMENTS FROM THE CHAIR:**

Trustee Wasinger announced that GCCC students will begin check-in this Thursday. He also asked the board to keep Melvin Neufeld's family in their thoughts as he passed away last week.

**INTRODUCTION OF NEW EMPLOYEES:**

New employees will be acknowledged at a later date.

**CONSENT AGENDA:**

Chair Wasinger asked if Trustees wished to remove any items from the consent agenda.

Trustee Douglass requested II A and II D-1 be removed for discussion.

Chair Wasinger then asked for a motion approving consent agenda items II B-1, B-2, II C-1, C-2, C-3, C-4, and C-5. Holding II A and II D-1 for separate discussion.

**Motion:**

*Douglass moved, seconded by Hitz to approve consent agenda items II B-1, B-2, II C-1, C-2, C-3, C-4, and C-5. Holding II A and II D-1 for separate discussion.*

*Ayes: Wasinger, Douglass, Smith, Tedrow, Rupp, Hitz*

*Nays: None*

*Motion carried: 6-0*

(Supporting documents filed with official minutes.)

**Approved actions follow:**

**B. Approval of personnel actions-Human Resources**

**B-1 Human Resources Report**

**B-2 Adjunct/Outreach Contracts**

(Supporting documents filed with official minutes.)

**C. Financial Information**

**C-1 Monthly Summary Published Funds Operating Revenues and Expenses**

**C-2 Checks processed in excess of \$50,000**

**C-3 Revenues**

**C-4 Expenses**

**C-5 Cash in Bank**

(Supporting documents filed with official minutes.)

**II A: Approval of Minutes of Previous Meetings (July 21, 2020)**

Amend July 21, 2020 minutes to reflect corrected voting for Budget Options #1 and #3.

**Motion:**

*Rupp moved, seconded by Smith to approve consent agenda items II A, Approval of Minutes of Previous Meetings (July 21, 2020).*

*Ayes: Wasinger, Douglass, Smith, Tedrow, Rupp, Hitz*

*Nays: None*

*Motion carried: 6-0*

(Supporting documents filed with official minutes.)

## **II D1-: Approval of Ellucian License Exchange and Enhancement Amendment**

An increase of \$4107.00 to the Ellucian agreement by extending the agreement to 5 years instead of an annual renewal. Savings over 5 years will be \$79,402.

### **Motion:**

*Douglass moved, seconded by Tedrow to approve consent agenda items II D-1, Approval of Ellucian License Exchange and Enhancement Amendment.*

*Ayes: Wasinger, Hitz, Douglass, Smith, Tedrow, Rupp*

*Nays: None*

### **Motion carried: 6-0**

(Supporting documents filed with official minutes.)

## **MONITORING REPORTS and ENDS REPORT:**

The trustees discussed Executive Limitation, Annual, #8.  
Report was approved as presented.

## **REVIEW MONITORING REPORT:**

Trustees reviewed B-1 Academic Advancement, B-2 Mission, and B-3 Budgeting/Financial Planning/Forecasting #1, #2. Trustees agreed that no changes need to occur for these monitoring reports.

Agenda Item B-4, Financial Condition #1 was discussed. The BOT had discussed the probability of creating a fund for non-covered insurance claims. They discussed several different options and have decided to add #1 C to Financial Condition. #1 C - Fail to maintain adequate reserves (\$500,000 by July 1, 2022) for use towards non-covered insurance claims.

Agenda item B-5, Executive Limitation #7 was discussed. Ms. Armstrong stated we cannot give preference for certain grant funds. Is it a possibility to add a statement stating "non-grant funds"? Tabled for further discussing at the September 8 meeting.

### **Motion:**

*Douglass moved, seconded by Smith to approve the addition of #1 C - Fail to maintain adequate reserves (\$500,000 by July 1, 2022) for use towards non-covered insurance claims under Financial Condition in the Policy Governance Handbook.*

*Ayes: Wasinger, Hitz, Douglass, Smith, Tedrow, Rupp*

*Nays: None*

### **Motion carried: 6-0**

(Supporting documents filed with official minutes.)

## **PUBLIC COMMENTS:**

Ms. Toni Douglass inquired about minutes for the meeting referencing the Bradforth case. Ms. Armstrong reminded her she could send in a KOMA request. Ms. Douglass also asked when we would start open meetings again. Trustee Wasinger replied that they do not have a current timeline due to COVID and the Board will discuss options after students are in fall classes.

Mr. Aaron Kucharik inquired about the Bradforth case being moved out of Finney County. President Ruda stated that it was at the request of the plaintiff's council. Mr. Kucharik also requested that last month's minutes be posted online, per policy previous months minutes are posted after they are approved at the next month's meeting. Mr. Kucharik voiced concern about General Executive Constraints #7 and the discussion about possibly raising the maximum ten percent premium for Finney County businesses. Any Board member that has a conflict of interest would recuse themselves in future votes.

## **PRESIDENT'S REPORT:**

This portion of the meeting is related to student accomplishments, activities, campus visitors, and special events that have taken place in the GCCC campus community since the last Board of Trustee meeting.

## **IN-SERVICE**

- GCCC held its fall in-service on Monday inside Conestoga Arena. There were more than 80 employees, all in masks, in attendance, while more than 100 logged in on zoom.
- Those in attendance, watched numerous presentations on the brand-new, state-of-the-art, video board.
- Yvonne Sperry and the Prudential Group gave a presentation on Medical Transport Solutions, a company that provides ground and air transportation for every ambulance service in the United State, which eliminates out-of-pocket expenses for patients. The service covers entire families, including dependents who are younger than 26.
- Maria Ortiz-Smith, from Southwest Plains, gave a presentation on equity and culture. Employees were asked to do several group activities, including writing poems about their backgrounds.
- Human Resource Director, Kelli Munoz, introduced the 15 new employees that have been hired since the last in-service.
- College nurse, Trish Miller, and Dean of Facilities, Derek Ramos, answered numerous COVID-related questions. The college has spent the past few months making sure all buildings are up to COVID-19 safety protocols.
- Campus police chief, Rodney Dozier, gave a campus-safety update.
- Garden City Community College employees, Kim Harrison and Nicole Dick, were presented with an award from the National Institute for staff and organizational development
- The In-service concluded with years-of-service recognition for employees
  - 5 years of service
    - Melody Brooks
    - Matthew Hubbard
    - Donna Boese
    - Chris Turpin
    - Brandy Unruh
    - Norma Wyatt
    - Nalleli Chanocua-Melgarejo
  - 10 years of service
    - Phil Hoke
    - Debra Nicholson
  - 15 years of service
    - Guillermina Hinde
    - Patricia Zeller
    - Nathan Steinle
    - Tammy Hutcheson

- Lisa Gleason
- 20 years of service
  - Renee Harbin
  - Dr. Clint Alexander
  - Colin Lamb
  - Linda Hill
  - Kurt Peterson
- 30 years of service
  - Lachelle Greathouse

## **RES-LIFE CHECK-INS**

- On Friday, July 31<sup>st</sup>, Saturday, August 1<sup>st</sup> and Sunday, August 2<sup>nd</sup>, a staff consisting of residential life, athletic training and college administration, welcomed the first group of student athletes for men's and women's cross country, student-athletic trainers and international and high-risk students.
- Another round of check-ins takes place this weekend for the rest of our student athletes.
- As of this week, there were 105 students occupying the dorms.

## **BAA GOLF TOURNEY**

- The Broncbuster Athletic Association will be hosting their annual golf tournament on Saturday, October 10<sup>th</sup> at Southwind Country Club. It is a four-person scramble and costs \$100 per player.
- Anyone interested in playing, can pay and register at gobroncbusters.com.
- There will be an awards dinner and a silent auction at the conclusion of the tournament.
- The BAA Golf Tournament raises funds to provide scholarships and quality programs that directly benefit student athletes attending Garden City Community College.

## **STUDENT-SUPPORT SERVICES GRANT**

- Garden City Community College received word on Thursday that the school has been refunded for a five-year period on the Student-Support Services Grant. This is a federal grant through the U.S. Department of Education. Funds have been cut to this program in this funding cycle.
- The approval of this grant is for \$326, 427 per year for five years, totaling \$1.62 million.
- This grant supports four full-time staff, who serve as advisors to first-generation and/or low-income students, and provides counseling, advising and support services to help them be successful at GCCC, be retained, and graduate and transfer to a four-year institution.
- The program is funded to serve 200 students per year.

## **ATHLETIC TRAINING FACILITIES (photos sent to Andrew)**

- Garden City Community College is excited to announce the completion of renovations of two athletic-training facilities, one inside the Perryman Athletic Complex and the other at Broncbuster Stadium.
- This week, brand-new trainer tables were brought in and installed at both locations.
- The renovation was made possible thanks to a \$300,000 grant from the Sunderland Foundation

## **READY EDUCATION APP**

- On August 1, Garden City Community College launched Ready Education, a mobile app designed to cover all aspects of student life.
- The app is available to download in the Apple App Store and Google Play.

## **REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION (FCEDC):**

Trustee Rupp informed the BOT that FCEDC met last month. Discussions included a new manufacturing project for Garden City.

## **REPORT FROM KACCT:**

Beth Tedrow communicated that KACCT has changed their meeting to August 29, 2020 at 8:00 a.m. by zoom. Given the recent increase in COVID-19 cases they thought it would be in everyone's best interest to change from face to face to zoom.



**REPORT FROM SGA:**

No report from SGA this month.

**REPORT FROM FACULTY SENATE:**

Perla Salazar, Math Instructor /Faculty Senate, communicated that she is excited to take on the role as President of Faculty Senate. They have not met yet but will soon within the next two weeks. She also expressed that faculty are very thankful for administration and their flexibility with COVID-19.

**OWNERSHIP LINKAGE:**

Wasinger expressed that he was pleased with the steps that have been taken to keep students and employees safe on campus.

Hitz expressed appreciation to the college administration on the steps and measures that have been taken to seek new funding sources and looking for additional grant opportunities.

Next Board meeting will be September 8, 2020  
Board Retreat will be September 19 and 20, 2020

Meeting adjourned at 7.48 p.m. by Chair Wasinger.

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Amy R McVey  
Deputy Clerk

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Dr. Ryan Ruda  
President

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Dr. Blake Wasinger  
Chairman of the Board

**Agenda No: II-B**

**Date: September 8, 2020**

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

**Presenter:** Dr. Ryan Ruda

**Background Information:**

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

**Budget Information:**

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

**Recommended Board Action:**

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

**Board Action Taken:**              Approved       Disapproved  
      Ayes          Nays       No Action

**Board Member Notes:**



September 2, 2020

**To:** Board of Trustees

**From:** Alexis Saenz, Human Resources Assistant

**New Hires:**

Mackenzie Rowlett, Assistant Softball Coach, effective, September 1, 2020

Robert Scrivner, Campus Police Officer, effective, September 1, 2020.

Anita Gray, Research Analyst, effective, September 3, 2020.

Adam Austin, Assistant Football Coach, effective, September 3, 2020.

**Transfers:**

**Separations:**

Tiffany Minnick, Head Spirit Squad Coach, effective August 14, 2020

**Diversity Recruitment Opportunity**

In researching effective ways of advertising GCCC faculty and other professional position vacancies, a more affordable alternative emerged recently. We place our national position advertising with a leading website called HigherEdJobs.com, and now the HEJ site has added an additional service. When we place a 60-day vacancy posting we are now having the same advertisement e-mailed to approximately 142,000 professionals who have identified themselves as minority educators seeking employment. The e-mail message allows interested professionals to contact us directly, and it also includes a link to the HEJ site, which allows an interested applicant to navigate to the GCCC website and apply online.

**GARDEN CITY COMMUNITY COLLEGE**  
**ADJUNCT/OUTREACH FACULTY CONTRACTS**  
(Presented to Board of Trustees for Approval 9/8/2020)

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Acevedo, Naysha	General Psychology PSYC-101-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$520.00 = \$1560.00 8/17/2020 - 12/10/2020	\$1,560.00
Albert, Kathleen	Anatomy & Physiology I BIOL-211-50 - 4.00 credit hour(s) 4.00 credit hour(s) X \$600.00 = \$2400.00 8/17/2020 - 12/10/2020	\$2,400.00
Albert, Kathleen	Anatomy & Physiology II BIOL-212-50 - 4.00 credit hour(s) 4.00 credit hour(s) X \$600.00 = \$2400.00 8/17/2020 - 12/10/2020	\$2,400.00
Arandia, Mark	Introduction to Philosophy PHIL-101-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$600.00 = \$1800.00 8/17/2020 - 12/10/2020	\$1,800.00
Behrends, Marianna	Beef Production ANSI-105-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 8/17/2020 - 12/10/2020	\$1,500.00
Bergan, Nicholas	Principles of Econ: Macro ECON-111-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$520.00 = \$1560.00 8/17/2020 - 12/10/2020	\$1,560.00
Bergan, Nicholas	Principles of Economics: Micro ECON-112-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$520.00 = \$1560.00 8/17/2020 - 12/10/2020	\$1,560.00
Boese, Donna	College Success PCDE-101-53 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 = \$500.00 8/17/2020 - 10/8/2020	\$500.00
Bradway, Roxanna	Basic Nutrition HPER-115-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 8/17/2020 - 12/10/2020	\$1,500.00
Breen, Michael	Survey of Civilization I HIST-101-50 - 3.00 credit hour(s)	\$1,560.00

**GARDEN CITY COMMUNITY COLLEGE  
ADJUNCT/OUTREACH FACULTY CONTRACTS**

(Presented to Board of Trustees for Approval 9/8/2020)

3.00 credit hour(s) X \$520.00 = \$1560.00  
8/17/2020 - 12/10/2020

Caldwell, Kyle	Food Safety ANSI-212-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 8/17/2020 - 12/10/2020	\$1,500.00
Caldwell, Kyle	Food Sanitation ANSI-209-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 8/17/2020 - 12/10/2020	\$1,500.00
Estes, Brittany	English II ENGL-102-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$520.00 = \$1560.00 8/17/2020 - 12/10/2020	\$1,560.00
Getahun, Yonas	College Math *** MATH-005-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 8/17/2020 - 12/10/2020	\$1,500.00
Getahun, Yonas	Intermediate Algebra MATH-107-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 8/17/2020 - 12/10/2020	\$1,500.00
Glenn, Skyler	Animal Science & Industry Lab ANSI-103-50 - 1.00 credit hour(s) 1.00 credit hour(s) X \$520.00 = \$520.00 8/17/2020 - 12/10/2020	\$520.00
Glenn, Skyler	Principles of Animal Science ANSI-102-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$520.00 = \$1560.00 8/17/2020 - 12/10/2020	\$1,560.00
Harris-Marquez,	Elementary Spanish I LANG-1322-50 - 5.00 credit hour(s) 5.00 credit hour(s) X \$500.00 = \$2500.00 8/17/2020 - 12/10/2020	\$2,500.00
Hays, David	College Algebra MATH-108-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$540.00 = \$1620.00 8/17/2020 - 12/10/2020	\$1,620.00

**GARDEN CITY COMMUNITY COLLEGE  
ADJUNCT/OUTREACH FACULTY CONTRACTS**

(Presented to Board of Trustees for Approval 9/8/2020)

Hays, David	College Algebra MATH-108-57 - 3.00 credit hour(s) 3.00 credit hour(s) X \$540.00 = \$1620.00 8/17/2020 - 12/10/2020	\$1,620.00
Heaton, Tyrell	World Geography GEOG-101-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$620.00 = \$1860.00 8/17/2020 - 10/8/2020	\$1,860.00
Hess, Carly	English I ENGL-101-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 8/17/2020 - 12/10/2020	\$1,500.00
Hiltz, Patrick	College Success PCDE-101-40A – 1.00 credit hour(s) 1.00 credit hour(s) x \$500.00 = \$500.00 8/17/2020 – 10/8/2020	\$500.00
Hiltz, Patrick	College Success PCDE-101-49 – 1.00 credit hour(s) 1.00 credit hour(s) x \$500.00 = \$500.00 8/17/2020 – 10/8/2020	\$500.00
Kaster, Kent	American History to 1877 HIST-103-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$520.00 = \$1560.00 8/17/2020 - 12/10/2020	\$1,560.00
Komm, Adam	Introduction to Business BSAD-101-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$540.00 = \$1620.00 8/17/2020 - 12/10/2020	\$1,620.00
Leirer, Lisa	Abuse, Neglect, and Trauma ECHD-122-50 - 3.00 credit hour(s) 2/6 of 3.00 credit hour(s) X \$500.00 = \$500.00 8/17/2020 - 12/10/2020	\$500.00
Meier, Shelley	Foundations of Education EDUC-105-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 8/17/2020 - 12/10/2020	\$1,500.00
Meier, Shelley	Music for Elementary Teachers EDUC-201-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00	\$1,500.00

**GARDEN CITY COMMUNITY COLLEGE  
ADJUNCT/OUTREACH FACULTY CONTRACTS**

(Presented to Board of Trustees for Approval 9/8/2020)

8/17/2020 - 12/10/2020

Neri, Elise	Beginning Algebra *** MATH-006-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$520.00 = \$1560.00 8/17/2020 - 12/10/2020	\$1,560.00
Piller, David	Intro to Criminal Justice CRIM-101-50 - 3.00 credit hour(s) 4/6 of 3.00 credit hour(s) X \$500.00 = \$1000.00 8/17/2020 - 12/10/2020	\$1,000.00
Pringle, Nisaphan	Accounting I ACCT-102-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 8/17/2020 - 12/10/2020	\$1,500.00
Redmond, Brittany	College Success PCDE-101-41 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 = \$500.00 8/18/2020 - 10/8/2020	\$500.00
Redmond, Brittany	College Success PCDE-101-43 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 = \$500.00 8/18/2020 - 10/8/2020	\$500.00
Reyes, Vicky	College Success PCDE-101-50 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 = \$500.00 8/17/2020 - 10/8/2020	\$500.00
Reyes, Vicky	College Success PCDE-101-45 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 = \$500.00 8/17/2020 - 10/8/2020	\$500.00
Reyes, Vicky	College Success PCDE-101-42 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 = \$500.00 8/17/2020 - 10/8/2020	\$500.00
Schmeckpeper, Amy	College Success PCDE-101-41A - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 = \$500.00 8/17/2020 - 10/7/2020	\$500.00
Schmeckpeper, Amy	College Success	\$500.00

**GARDEN CITY COMMUNITY COLLEGE  
ADJUNCT/OUTREACH FACULTY CONTRACTS**

(Presented to Board of Trustees for Approval 9/8/2020)

PCDE-101-42A - 1.00 credit hour(s)  
1.00 credit hour(s) X \$500.00 = \$500.00  
8/17/2020 - 10/8/2020

Simmons, John	Biology I BIOL-105-50 - 4.00 credit hour(s) 4.00 credit hour(s) X \$600.00 = \$2400.00 8/17/2020 - 12/10/2020	\$2,400.00
Simmons, John	Microbiology BIOL-213-50 - 5.00 credit hour(s) 5.00 credit hour(s) X \$600.00 = \$3000.00 8/17/2020 - 12/10/2020	\$3,000.00
Spero, Susan	Introduction to Sociology SOC1-102-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$600.00 = \$1800.00 8/17/2020 - 12/10/2020	\$1,800.00
Spero, Susan	Introduction to Sociology SOC1-102-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$600.00 = \$1800.00 8/17/2020 - 10/8/2020	\$1,800.00
Spero, Susan	Introduction to Sociology SOC1-102-55 - 3.00 credit hour(s) 3.00 credit hour(s) X \$600.00 = \$1800.00 8/17/2020 - 12/10/2020	\$1,800.00
Stevenor, Jane	English I ENGL-101-55 - 3.00 credit hour(s) 3.00 credit hour(s) X \$540.00 = \$1620.00 8/17/2020 - 12/10/2020	\$1,620.00
Stevenor, Jane	English I ENGL-101-56 - 3.00 credit hour(s) 3.00 credit hour(s) X \$540.00 = \$1620.00 8/17/2020 - 12/10/2020	\$1,620.00
Stevenor, Jane	English I ENGL-101-57 - 3.00 credit hour(s) 3.00 credit hour(s) X \$540.00 = \$1620.00 8/17/2020 - 12/10/2020	\$1,620.00
Stevenor, Jane	Understanding New Testament LITR-231-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$540.00 = \$1620.00 8/17/2020 - 12/10/2020	\$1,620.00



**GARDEN CITY COMMUNITY COLLEGE**  
**ADJUNCT/OUTREACH FACULTY CONTRACTS**  
(Presented to Board of Trustees for Approval 9/8/2020)

Stochl, Sean	Lifetime Fitness HPER-121-50 - 2.00 credit hour(s) 2.00 credit hour(s) X \$500.00 = \$1000.00 8/17/2020 - 10/8/2020	\$1,000.00
Tangumonkem, Eric	Physical Geology PHSC-205-51 - 5.00 credit hour(s) 5.00 credit hour(s) X \$600.00 = \$3000.00 8/17/2020 - 12/10/2020	\$3,000.00
Terrell, Amanda	Art Appreciation ARTS-120-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 8/17/2020 - 12/10/2020	\$1,500.00
Terrell, Amanda	Art Appreciation ARTS-120-52 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 8/17/2020 - 10/8/2020	\$1,500.00
Terrell, Amanda	Art History I: Prehis Medieval ARTS-121-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 8/17/2020 - 12/10/2020	\$1,500.00
Towle, Zach	College Success PCDE-101-47 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 = \$500.00 8/17/2020 - 10/8/2020	\$500.00
Towle, Zach	College Success PCDE-101-46 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 = \$500.00 8/17/2020 - 10/8/2020	\$500.00
Tucker, Dawn	College Success PCDE-101-48 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 = \$500.00 8/17/2020 - 10/8/2020	\$500.00
Vadapally, Praveen	College Chemistry I CHEM-109-50 - 5.00 credit hour(s) 5.00 credit hour(s) X \$600.00 = \$3000.00 8/17/2020 - 12/10/2020	\$3,000.00
Weaver, Melissa	Interpersonal Communications I SPCH-113-50 - 3.00 credit hour(s)	\$1,500.00

**GARDEN CITY COMMUNITY COLLEGE  
 ADJUNCT/OUTREACH FACULTY CONTRACTS**

(Presented to Board of Trustees for Approval 9/8/2020)

3.00 credit hour(s) X \$500.00 = \$1500.00  
 8/17/2020 - 12/10/2020

Weaver, Melissa	Public Speaking SPCH-111-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 8/17/2020 - 12/10/2020	\$1,500.00
Weaver, Melissa	Public Speaking SPCH-111-55 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 8/17/2020 - 12/10/2020	\$1,500.00
Wenzel, Leslie	College Algebra MATH-108-55 - 3.00 credit hour(s) 3.00 credit hour(s) X \$560.00 = \$1680.00 8/17/2020 - 12/10/2020 11-00-0000-11050-5260	\$1,680.00
Wenzel, Leslie	College Algebra MATH-107-41 - 3.00 credit hour(s) 3.00 credit hour(s) X \$560.00 = \$1680.00 8/17/2020 - 12/10/2020	\$1,680.00
Whitehill, Judy	Developmental Psychology PSYC-210-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$520.00 = \$1560.00 8/17/2020 - 12/10/2020	\$1,560.00
Whitehill, Judy	Human Sexuality SOCL-104-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$520.00 = \$1560.00 8/17/2020 - 12/10/2020	\$1,560.00
Woolever, Sharon	Basic Nutrition HPER-115-55 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 8/17/2020 - 10/8/2020	\$1,500.00
Woolever, Sharon	Medical Terminology EMIC-104-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 8/17/2020 - 12/10/2020	\$1,500.00
Wright, Lora	Introduction to Food Law ANSI-215-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 8/17/2020 - 12/10/2020	\$1,500.00

**GARDEN CITY COMMUNITY COLLEGE**  
**ADJUNCT/OUTREACH FACULTY CONTRACTS**  
(Presented to Board of Trustees for Approval 9/8/2020)

Yeater, Michael	Basic Food Chemistry ANSI-208-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$600.00 = \$1800.00 8/17/2020 - 12/10/2020	\$1,800.00
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Yeater, Michael	Hzd Analysis Critical Ctrl Pts ANSI-252-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$600.00 = \$1800.00 8/17/2020 - 12/10/2020	\$1,800.00
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**Total:** \$134,300.00

**Agenda No: II-C**

**Date: September 8, 2020**

**Topic:** Financial Information

**Presenter:** Dr. Ryan Ruda

**Background Information:**

Presentation of monthly financial documents:

- Checks over \$50,000
- Revenues
- Expenses
- Cash in Bank

**Budget Information:**

Financial information represents 1) monthly expenditures over \$20,000 2) cash deposits.

**Recommended Board Action:**

Accept and approve financial information as presented.

**Board Action Taken:**         **Approved**  **Disapproved**

**Ayes**    **Nays**    **No Action**

**Board Member Notes:**

**Garden City Community College**

**8/31/2020 - 16.67% of Year**

**Published Funds Operating Revenues and Expenses**

	Budget FY21			Difference from prior year	FY20		
	Adopted Working Budget	YTD Rev/Exp with encumbrances	YTD % of Budget		Adopted Working Budget	YTD Rev/Exp with encumbrances	YTD % of Budget
<b>Revenues</b>							
Fund 11 - General Fund	\$ 15,411,664	\$ 2,773,455	18.00%	0.15%	\$ 15,538,563	\$ 2,773,455	17.85%
Fund 12 - PTE	\$ 2,645,309	\$ 73,230	2.77%	-22.38%	\$ 2,908,180	\$ 731,230	25.14%
Fund 16 - Auxillary	\$ 3,985,705	\$ 1,649,209	41.38%	-1.75%	\$ 3,824,396	\$ 1,649,209	43.12%
Fund 61 - Capital Outlay *	\$ 1,087,799	\$ -	0.00%	0.00%	\$ 1,087,799	\$ -	0.00%
<b>TOTAL</b>	<b>\$ 23,130,477</b>	<b>\$ 4,495,894</b>	<b>19.44%</b>	<b>-2.63%</b>	<b>\$ 23,358,938</b>	<b>\$ 5,153,894</b>	<b>22.06%</b>
<b>Expenses</b>							
Fund 11 - General Fund	\$ 15,411,664	\$ 2,074,053	13.35%	-0.90%	\$ 15,538,563	\$ 2,214,292	14.25%
Fund 12 - PTE	\$ 2,645,309	\$ 238,386	8.20%	1.54%	\$ 2,908,180	\$ 193,536	6.65%
Fund 16 - Auxillary	\$ 3,611,206	\$ 203,542	5.32%	-2.01%	\$ 3,824,396	\$ 280,537	7.34%
Fund 61 - Capital Outlay	\$ 1,237,500	\$ 2,764	0.25%	8.38%	\$ 1,087,799	\$ (88,398)	-8.13%
<b>TOTAL</b>	<b>\$ 22,905,679</b>	<b>\$ 2,518,745</b>	<b>10.78%</b>	<b>-0.35%</b>	<b>\$ 23,358,938</b>	<b>\$ 2,599,967</b>	<b>11.13%</b>

kja  
9.4.2020

## CHECKS PROCESSED IN EXCESS OF \$50,000

August 2020

### Purchases over \$50,000 requiring Board Approval

- Check #276117 to IMA of Kansas Inc for \$109,512.00 for general liability insurance. Board approved July 21, 2020.
- Check #276187 to Medco Supply Co for \$64,194.75 for Training Room Equipment. Board approved June 9, 2020.
- Check #276221 to Dick Construction for \$74,863.00 for Athletic Training Renovation & remodel project approved by the Board of Trustees on February 11, 2020. \$300,000 of this project is funded by Endowment grant.

### Payments over \$50,000 not requiring bid sheets

- Check #276096 to City of Garden City for \$64,198.34 for utilities
- Check #276201 Blue Cross-Blue Shield of Kansas for \$101,194.20 for September 2020 health insurance premiums for employees.

Fiscal Year: 2020

BUDGET OFFICER: Unassigned

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available % Avail
11-00-0000-00000-4001 TUITION IN STATE :	0.00	812,520.00-	811,605.00-	1,672,568.00-	860,963.00-
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	155,360.00-	170,480.00-	231,952.00-	61,472.00-
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	52,820.00-	54,386.00-	94,136.00-	39,750.00-
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	306,048.23-	310,022.13-	542,351.00-	232,328.87-
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	2,472.71-	4,120.78-	100,000.00-	104,120.78-
11-00-0000-00000-4013 TUITION INTERNATIO	0.00	57,722.00-	58,016.00-	115,615.00-	57,599.00-
11-00-0000-00000-4014 TUITION BORDER STA	0.00	108,450.00-	110,475.00-	177,056.00-	66,581.00-
11-00-0000-00000-4015 ONLINE COURSE FEE	0.00	113,856.00-	113,856.00-	273,804.00-	159,948.00-
11-00-0000-00000-4016 NO SHOW FEE : GENE	0.00	1,400.00-	1,550.00-	10,000.00-	8,450.00-
11-00-0000-00000-4017 ONLINE TUITION : G	0.00	0.00	0.00	0.00	0.00
11-00-0000-00000-4018 RESOURCE CHARGE :	0.00	144.00	2,304.00-	0.00	2,304.00
11-00-0000-00000-4020 INTERNATIONAL FEE	0.00	25.50-	814.00-	2,274.00-	1,460.00-
11-00-0000-00000-4021 TUITION ONLINE : G	0.00	230,641.00-	236,863.00-	513,147.00-	276,284.00-
11-00-0000-00000-4511 BUILDING/ROOM RENT	0.00	6,600.00-	8,775.00-	30,000.00-	21,225.00-
11-00-0000-00000-4512 VENDING MACHINES :	0.00	0.00	0.00	5,000.00-	5,000.00-
11-00-0000-00000-4601 STATE OPERATING GR	0.00	876,692.00-	876,692.00-	1,753,383.00-	876,691.00-
11-00-0000-00000-4803 AD VALOREM PROPERT	0.00	0.00	0.00	10,173,241.00-	10,173,241.00-
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	0.00	703,863.00-	703,863.00-
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	0.00	9,302.00-	9,302.00-
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	0.00	204,724.00-	204,724.00-
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	0.00	134,000.00-	134,000.00-
11-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	0.00	0.00	13,160.00-	13,160.00-
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	0.00	14,727.00-	14,727.00-
11-00-0000-00000-4814 COMMERCIAL VEHICLE	0.00	0.00	0.00	79,695.00-	79,695.00-
11-00-0000-00000-4815 WATERCRAFT CURRENT	0.00	0.00	0.00	20,096.00-	20,096.00-
11-00-0000-00000-4816 TIF TAX : GENERAL	0.00	0.00	0.00	340,000.00-	340,000.00-
11-00-0000-00000-4817 NEIGH REVT : GENER	0.00	0.00	0.00	35,000.00	35,000.00
11-00-0000-00000-4902 INTEREST INCOME :	0.00	18,270.86-	18,729.49	150,000.00-	168,729.49-
11-00-0000-00000-4904 REIMBURSED SALARY	0.00	0.00	1,150.50-	40,000.00-	38,849.50-
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	24,786.71-	25,167.55-	75,000.00-	49,832.45-
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	825.03-	4,395.88-	130,000.00-	125,604.12-
11-00-0000-00000-4912 TRANSCRIPTS : GENE	35.00	844.11-	1,511.86-	10,000.00-	8,523.14-
11-00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	1,165,531.00	1,165,531.00
Totals for FUND: 11 - GENERAL	35.00	2,769,190.15-	2,773,455.21-	15,538,563.00-	12,765,142.79-
12-00-0000-00000-4005 ACAD COURSE FEE :	0.00	193,258.00-	193,258.00-	595,482.00-	402,224.00-
12-00-0000-00000-4015 ONLINE COURSE FEE	0.00	26,496.00-	30,780.00-	72,783.00-	42,003.00-
12-00-0000-00000-4601 STATE OPERATING GR	0.00	507,192.00-	507,192.00-	1,014,384.00-	507,192.00-
12-00-0000-00000-4603 STATE PMT FOR TUIT	0.00	0.00	0.00	60,000.00-	60,000.00-
12-00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	1,165,531.00-	1,165,531.00-
Totals for FUND: 12 - PTE FUND	0.00	726,946.00-	731,230.00-	2,908,180.00-	2,176,950.00-
16-00-5008-00000-4102 PRIVATE GIFTS/GRAN	0.00	0.00	3,000.00-	0.00	3,000.00
16-00-5008-00000-4401 SALES & SERV OF ED	0.00	362.00-	395.00-	14,264.00-	13,869.00-
16-00-5008-00000-9999 CONTINGENCY ACCOUN	0.00	0.00	0.00	32,236.00-	32,236.00-
16-00-5011-00000-4009 S U FEES : GENERAL	0.00	61,213.48-	62,132.52-	140,000.00-	77,867.48-
16-00-5011-00000-4011 MISC STUDENT BILL	0.00	945.65-	1,640.53-	110,000.00-	108,359.47-
16-00-5011-00000-4501 BUILDING/ROOM RENT	0.00	11,050.00-	17,550.00-	100,000.00-	82,450.00-
16-00-5011-00000-4503 S U DORM BOARD & R	0.00	1,186,999.07-	1,295,962.07-	2,600,000.00-	1,304,037.93-
16-00-5011-00000-4505 DEPOSITS FORFEITED	0.00	0.00	0.00	2,000.00-	2,000.00-
16-00-5011-00000-4506 DORMITORY DAMAGE :	0.00	0.00	0.00	10,000.00-	10,000.00-
16-00-5011-00000-4507 KEYS : GENERAL	0.00	260.00-	65.00-	6,000.00-	5,935.00-

16-00-5011-00000-4508	RESERVATION FEE :	0.00	4,500.00-	31,650.00-	50,000.00-	18,350.00-	36.70
16-00-5011-00000-4511	CATER & BOOKSTORE	0.00	0.00	0.00	20,000.00-	20,000.00-	100.00
16-00-5011-00000-4512	VENDING MACHINES :	0.00	0.00	215.16-	5,000.00-	4,784.84-	95.70
16-00-5011-00000-4516	GUEST ACCOMODATION	0.00	0.00	0.00	1,000.00-	1,000.00-	100.00
16-00-5011-00000-4907	MISCELLANEOUS INCO	0.00	0.00	0.00	1,000.00-	1,000.00-	100.00
16-00-5011-00000-9999	CONTINGENCY ACCOUN	0.00	0.00	0.00	146,137.00-	146,137.00-	100.00
16-00-5012-00000-4011	MISC STUDENT BILL	0.00	0.00	104.72-	0.00	104.72	0.00
16-00-5012-00000-4401	SALES & SERV OF ED	0.00	84.00-	84.00-	30,000.00-	29,916.00-	99.72
16-00-5012-00000-4504	COSMETOLOGY FEES :	0.00	67,890.00-	67,890.00-	111,074.75-	43,184.75-	38.88
16-00-5012-00000-4907	MISCELLANEOUS INCO	0.00	5.00-	5.00-	1,717.88-	1,712.88-	99.71
16-00-5100-00000-4018	RESOURCE CHARGE :	0.00	0.00	0.00	11,184.00-	11,184.00-	100.00
16-00-5100-00000-4520	SALES - NEW TEXTBO	0.00	112,304.29-	112,304.29-	250,000.00-	137,695.71-	55.08
16-00-5100-00000-4521	SALES - USED TEXTB	0.00	36,001.54-	37,264.28-	120,000.00-	82,735.72-	68.95
16-00-5100-00000-4522	SALES - TRADE BOOK	0.00	1,039.77-	1,163.77-	40,000.00-	38,836.23-	97.09
16-00-5100-00000-4523	SALES - RENTAL BOO	0.00	5.95-	5.95-	0.00	5.95	0.00
16-00-5100-00000-4525	SALES - SUPPLIES :	0.00	404.50-	404.50-	10,000.00-	9,595.50-	95.96
16-00-5100-00000-4526	SALES - CLOTHING :	0.00	3,727.13-	3,909.94-	20,000.00-	16,090.06-	80.45
16-00-5100-00000-4527	SALES - GIFTS : GE	0.00	8,613.44-	10,878.67-	55,000.00-	44,121.33-	80.22
16-00-5100-00000-4528	SALES - FOOD : GEN	0.00	2,283.91-	2,577.59-	10,000.00-	7,422.41-	74.22
16-00-5100-00000-4530	RENTAL FEES - CALC	0.00	5.52-	5.52-	1,000.00-	994.48-	99.45
16-00-5100-00000-9999	CONTINGENCY ACCOUN	0.00	0.00	0.00	1,000.00-	1,000.00-	100.00
16-00-5100-00000-9999	CONTINGENCY ACCOUN	0.00	0.00	0.00	87,091.00-	87,091.00-	100.00
=====							
Totals for FUND: 16 - AUXILIARY ENTITI		0.00	1,497,755.25-	1,649,208.51-	3,985,704.63-	2,336,496.12-	58.62
=====							
61-00-0000-00000-4102	PRIVATE GIFTS/GRAN	0.00	0.00	0.00	0.00	0.00	0.00
61-00-0000-00000-4803	AD VALOREM PROPERT	0.00	0.00	0.00	498,607.00-	498,607.00-	100.00
61-00-0000-00000-4805	MOTOR VEHICLE PROP	0.00	0.00	0.00	39,360.00-	39,360.00-	100.00
61-00-0000-00000-4806	RECREATIONAL VEHIC	0.00	0.00	0.00	447.00-	447.00-	100.00
61-00-0000-00000-4807	DELINQUENT TAX : G	0.00	0.00	0.00	7,689.00-	7,689.00-	100.00
61-00-0000-00000-4808	PAYMENTS IN LIEU O	0.00	0.00	0.00	6,425.00-	6,425.00-	100.00
61-00-0000-00000-4809	RENTAL EXCISE TAX	0.00	0.00	0.00	0.00	0.00	0.00
61-00-0000-00000-4810	16/20 M TAX : GENE	0.00	0.00	0.00	0.00	0.00	0.00
61-00-0000-00000-4811	TAX IN PROCESS : G	0.00	0.00	0.00	5,695.00-	5,695.00-	100.00
61-00-0000-00000-4814	COMMERCIAL VEHICLE	0.00	0.00	0.00	0.00	0.00	0.00
61-00-0000-00000-4816	TIF TAX : GENERAL	0.00	0.00	0.00	0.00	0.00	0.00
61-00-0000-00000-4817	NEIGH REVT : GENER	0.00	0.00	0.00	0.00	0.00	0.00
61-00-0000-00000-9999	CONTINGENCY ACCOUN	0.00	0.00	0.00	529,576.00-	529,576.00-	100.00
=====							
Totals for FUND: 61 - CAPITAL OUTLAY		0.00	0.00	0.00	1,087,799.00-	1,087,799.00-	100.00
=====							
Totals for BUDGET.OFFICER: Unassigned		35.00	4,993,891.40-	5,153,893.72-	23,520,246.63-	18,366,387.91-	78.09



**EXPENSES**

09/04/20

Annual Budget Report Ending 08/31/20

Page: 1

Fiscal Year: 2021

Options - All Statuses

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available % Avail
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	139,737.00-	139,737.00-
DEPARTMENT: 11005 - INSTRUCTION SALARY	0.00	0.00	118.77-	0.00	118.77 0.00
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	24,008.29	24,010.34	217,359.56	193,349.22 88.95
DEPARTMENT: 11020 - HUMANITIES	17.40	4,261.82	4,176.99	1,382.00	2,812.39- 203.49-
DEPARTMENT: 11021 - ENGLISH	0.00	43,350.46	43,966.11	412,369.05	368,402.94 89.34
DEPARTMENT: 11022 - SPEECH	0.00	22,411.14	22,315.68	178,401.09	156,085.41 87.49
DEPARTMENT: 11023 - PHILOSOPHY	0.00	1,937.70	1,937.70	0.00	1,937.70-
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	419.00	419.00 100.00
DEPARTMENT: 11030 - ART	0.00	12,679.32	12,679.32	138,872.18	126,192.86 90.87
DEPARTMENT: 11031 - DRAMA	0.00	625.00	624.99	4,000.00	3,375.01 84.38
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	5,063.19	5,063.19	67,047.05	61,983.86 92.45
DEPARTMENT: 11033 - INST MUSIC	4,014.00	8,612.09	12,633.75	140,435.66	123,787.91 88.15
DEPARTMENT: 11034 - ORCHESTRA	0.00	0.00	0.00	4,500.00	4,500.00 100.00
DEPARTMENT: 11040 - SCIENCE	5,592.41-	41,571.14	39,201.49	367,649.94	334,040.86 90.86
DEPARTMENT: 11050 - MATH	0.00	39,342.65	40,336.47	288,110.84	247,774.37 86.00
DEPARTMENT: 11060 - SOCIAL SCIENCE	0.00	38,576.39	39,079.85	313,898.54	274,818.69 87.55
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	5,380.05	5,113.10	796.00	4,317.10- 542.34-
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	5,631.86	5,631.87	84,228.61	78,596.74 93.31
DEPARTMENT: 11081 - READING	0.00	10,007.47	10,124.91	120,757.51	110,632.60 91.62
DEPARTMENT: 11082 - ESL	0.00	6,137.53	6,137.53	76,168.86	70,031.33 91.94
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	2,511.91	2,511.91	0.00	2,511.91-
DEPARTMENT: 11090 - QUIZ BOWL/ACAD CHA	0.00	0.00	0.00	2,000.00	2,000.00 100.00
DEPARTMENT: 41000 - LIBRARY	2,403.48	354.73-	15,055.23	177,902.63	160,443.92 90.19
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	0.00	7,932.62	11,996.96	99,652.23	87,655.27 87.96
DEPARTMENT: 41100 - TECHNOLOGY-INSTRUC	15,648.11	16,486.26	12,230.26	539,073.75	511,195.38 94.83
DEPARTMENT: 42000 - VP ON INSTRUCTION	0.00	22,333.63	37,887.52	872,193.44	834,305.92 95.66
DEPARTMENT: 42001 - DEAN OF ACADEMICS	0.00	12,542.19	25,185.36	128,400.21	103,214.85 80.39
DEPARTMENT: 42002 - OUTREACH	0.00	4,906.04	9,393.03	100,067.85	90,674.82 90.61
DEPARTMENT: 44000 - INSTRUCTIONAL DESI	848.93-	14,104.40	23,715.96	145,165.29	122,298.26 84.25
DEPARTMENT: 46000 - DEVELOPMENTAL EDUC	0.00	5,882.19	11,753.47	71,534.76	59,781.29 83.57
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	21,286.45	45,921.00	318,395.30	272,474.30 85.58
DEPARTMENT: 50010 - COUNSELING & GUIDA	0.00	12,411.84	24,813.03	162,863.76	138,050.73 84.76
DEPARTMENT: 50011 - ASSESSMENT/TESTING	0.00	4,535.04	9,070.09	52,592.69	43,522.60 82.75
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	19,424.76	33,974.88	271,205.16	237,230.28 87.47
DEPARTMENT: 50030 - ADMISSIONS	0.00	8,486.63	18,071.20	114,611.35	96,540.15 84.23
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	0.00	13,274.24	22,318.82	178,954.82	156,636.00 87.53
DEPARTMENT: 50050 - STUDENT HEALTH SER	48.03	6,376.59	11,335.74	69,951.00	58,567.23 83.73
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	3,107.19	43,718.17	227,498.36	612,329.13	381,723.58 62.34
DEPARTMENT: 55001 - MEN'S BASKETBALL	4,453.00	12,107.18	24,105.84	156,047.50	127,488.66 81.70
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	2,842.40	10,222.64	20,873.15	152,500.00	128,784.45 84.45
DEPARTMENT: 55003 - MEN'S TRACK	1,615.20	5,098.46	7,499.87	71,580.00	62,464.93 87.27

DEPARTMENT: 55004 - WOMEN'S TRACK	295.20	5,509.48	7,910.91	70,830.00	62,623.89	88.41
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	4,783.36	10,091.72	130,239.96	120,148.24	92.25
DEPARTMENT: 55006 - FOOTBALL	3,671.25-	44,323.35	76,369.66	486,160.00	413,461.59	85.05
DEPARTMENT: 55007 - BASEBALL	4,982.00	10,265.25	20,695.24	167,760.00	142,082.76	84.69
DEPARTMENT: 55008 - VOLLEYBALL	829.00	14,732.47	23,084.34	112,930.38	89,017.04	78.82
DEPARTMENT: 55009 - WOMEN'S SOCCER	2,059.00	7,899.39	11,648.78	61,789.00	48,081.22	77.82
DEPARTMENT: 55010 - MEN'S SOCCER	3,155.00	7,156.42	10,905.83	61,789.00	47,728.17	77.24
DEPARTMENT: 55012 - CHERLEADING	0.00	2,218.15	10,067.27	60,154.00	50,086.73	83.26
DEPARTMENT: 55014 - RODEO TEAM	736.00	9,427.30	18,189.61	162,972.00	144,046.39	88.39
DEPARTMENT: 55015 - MEN'S GOLF	0.00	856.28	856.28	38,744.00	37,887.72	97.79
DEPARTMENT: 55019 - ATHLETIC TRAINING	16,310.14	15,508.58	30,323.62	216,155.00	169,521.24	78.43
DEPARTMENT: 55020 - PEP BAND	584.00	4,564.62	9,129.23	65,021.00	55,307.77	85.06
DEPARTMENT: 55021 - ESPORTS	0.00	856.95	1,713.90	11,834.40	10,120.50	85.52
DEPARTMENT: 61000 - PRESIDENT	3,531.20	24,107.91	53,400.75	533,366.00	476,434.05	89.33
DEPARTMENT: 61001 - BOARD OF TRUSTEES	143.00	265.00	265.00	9,523.00	9,115.00	95.72
DEPARTMENT: 61005 - ATTORNEY	0.00	4,501.00	4,501.00	135,000.00	130,499.00	96.67
DEPARTMENT: 62000 - VP OF ADMIN SERVIC	99,957.61	56,884.61	128,845.34	1,207,543.00	978,740.05	81.05
DEPARTMENT: 62010 - HUMAN RESOURCES	2,701.00	10,902.64	20,729.60	189,567.00	166,136.40	87.64
DEPARTMENT: 62011 - ADA COMPLIANCE	799.00	4,676.93	8,953.86	60,948.00	51,195.14	84.00
DEPARTMENT: 62050 - ONE-TIME PURCHASES	28,422.96	0.00	0.00	100,000.00	71,577.04	71.58
DEPARTMENT: 63000 - MARKETING/PR	26,795.00	13,591.45	20,906.68	215,629.40	167,927.72	77.88
DEPARTMENT: 64000 - INFORMATION TECHNO	14,173.28	31,930.80	58,091.63	873,940.05	801,675.14	91.73
DEPARTMENT: 65000 - CENTRAL SERVICES	336.30	11,179.49	21,813.43	142,979.14	120,829.41	84.51
DEPARTMENT: 67000 - INSTITUTION EFFECT	0.00	7,750.71	15,501.44	160,425.50	144,924.06	90.34
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	8,045.19	17,503.99	28,184.40	183,976.80	147,747.21	80.31
DEPARTMENT: 71000 - BUILDINGS	5,156.73	35,170.03	53,228.90	472,601.46	414,215.83	87.65
DEPARTMENT: 72000 - CUSTODIAL SERVICES	10,409.33	37,678.62	72,250.45	533,679.56	451,019.78	84.51
DEPARTMENT: 73000 - GROUNDS	6,688.93	21,248.88	38,366.15	274,130.93	229,075.85	83.56
DEPARTMENT: 73001 - ATHLETIC FIELDS	3,232.00	0.00	50.00-	28,450.00	25,268.00	88.82
DEPARTMENT: 74000 - VEHICLES	6,857.06	4,644.46	6,193.45-	301,365.64	300,702.03	99.78
DEPARTMENT: 75000 - CAMPUS SECURITY	0.00	11,649.14	22,526.09	221,240.02	198,713.93	89.82
DEPARTMENT: 76000 - INSURANCE	0.00	110,895.57	362,172.50	469,809.00	107,636.50	22.91
DEPARTMENT: 77000 - UTILITIES	52,305.04-	62,313.13	70,287.57	831,500.00	813,517.47	97.84
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	183.00	183.00	100.00	83.00-	82.99-
DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	366.00	976.00	40,000.00	39,024.00	97.56
DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	0.00	0.00	11,000.00	11,000.00	100.00
DEPARTMENT: 81004 - TUIT WAIVER CTZ IN	0.00	0.00	0.00	151,000.00	151,000.00	100.00
DEPARTMENT: 81006 - TUIT WAIVER FINE A	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 94000 - STUDENT CENTER	0.00	0.00	0.00	43,831.00	43,831.00	100.00

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FUND: 11 - GENERAL 217,930.11 1,108,427.57 2,074,052.93 15,411,664.00 13,119,680.96 85.13

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**EXPENSES**

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Fiscal Year: 2021

FUND: 12 - PTE FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available % Avail
DEPARTMENT: 12010 - ACCOUNTING	0.00	6,997.85	6,997.85	63,186.27	56,188.42 88.93
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	0.00	0.00	217.00	217.00 100.00
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	6,863.69	7,339.05	46,880.52	39,541.47 84.35
DEPARTMENT: 12200 - ADN PROGRAM	7,556.37-	36,530.80	38,241.43	293,480.00	262,794.94 89.54
DEPARTMENT: 12201 - LPN PROGRAM	11,193.59-	33,750.26	27,095.80	283,256.22	267,354.01 94.39
DEPARTMENT: 12202 - EMT	335.23	16,447.45	18,547.45	169,835.27	150,952.59 88.88
DEPARTMENT: 12203 - ALLIED HEALTH	0.00	14,874.85	19,481.93	181,366.00	161,884.07 89.26
DEPARTMENT: 12210 - AGRICULTURE	208.76-	5,927.68	5,718.91	58,728.00	53,217.85 90.62
DEPARTMENT: 12211 - ANIMAL SCIENCE	87.89	9,992.56	9,992.16	105,708.00	95,627.95 90.46
DEPARTMENT: 12220 - JOHN DEERE AG TECH	6,712.73-	11,919.33	11,599.33	153,648.43	148,761.83 96.82
DEPARTMENT: 12230 - AUTO MECHANICS	890.25-	14,443.03	19,310.93	132,605.75	114,185.07 86.11
DEPARTMENT: 12240 - CRIMINAL JUSTICE	1,000.00-	11,176.77	10,176.76	130,055.78	120,879.02 92.94
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	6,297.74	6,297.73	79,652.00	73,354.27 92.09
DEPARTMENT: 12250 - COSMETOLOGY	0.00	10,617.33	11,114.25	127,957.00	116,842.75 91.31
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	199.52	0.00	0.00	62,270.76	62,071.24 99.68
DEPARTMENT: 12273 - WELDING	29,997.33-	36,309.20	14,143.38	234,524.00	250,377.95 106.76
DEPARTMENT: 12280 - BUILDING TRADES	0.00	6,100.91	6,100.91	82,029.00	75,928.09 92.56
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	13,411.43	26,227.91	439,909.00	413,681.09 94.04

FUND: 12 - PTE FUND

56,936.39- 241,660.88 238,385.78 2,645,309.00 2,463,859.61 93.14

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FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available % Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	8,238.84-	8,238.84	27,749.12-	10,500.00	46,487.96 442.74
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	0.00	3,673.00	3,673.00 100.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	2,030.28	2,529.77	24,493.39	21,963.62 89.67
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	0.00	150.39	150.39 100.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	0.00	2,187.51	2,187.51 100.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	1,000.00	1,000.00	25,454.54	24,454.54 96.07
DEPARTMENT: 31000 - COMMUNITY SERVICE	9.00	855.27	855.27	14,500.00	13,635.73 94.04
DEPARTMENT: 55007 - BASEBALL	0.00	61.85	61.85	16,029.68	15,967.83 99.61
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	2,709.34	2,709.34 100.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	0.00	842.53	842.53 100.00
DEPARTMENT: 11021 - ENGLISH	499.94	0.00	0.00	7,273.00	6,773.06 93.13

DEPARTMENT:	11030 - ART	87.09	0.00	0.00	4,711.00	4,623.91	98.15
DEPARTMENT:	11032 - VOCAL MUSIC	0.00	0.00	0.00	1,400.00	1,400.00	100.00
DEPARTMENT:	11033 - INST MUSIC	0.00	0.00	0.00	1,628.00	1,628.00	100.00
DEPARTMENT:	11040 - SCIENCE	428.47	400.00	400.00	13,325.00	12,496.53	93.78
DEPARTMENT:	11070 - HEALTH & PHYSICAL	0.00	0.00	0.00	3,856.00	3,856.00	100.00
DEPARTMENT:	12200 - ADN PROGRAM	12,743.25	5,192.00	5,192.00	15,479.00	2,456.25-	15.86-
DEPARTMENT:	12201 - LPN PROGRAM	13,070.00	5,460.00	5,460.00	24,305.00	5,775.00	23.76
DEPARTMENT:	12202 - EMT	0.00	78.95	78.95	18,073.00	17,994.05	99.56
DEPARTMENT:	12203 - ALLIED HEALTH	353.03	392.90	392.90	12,750.00	11,662.07	91.47
DEPARTMENT:	12210 - AGRICULTURE	0.00	80.30	80.30	2,494.00	2,413.70	96.78
DEPARTMENT:	12211 - ANIMAL SCIENCE	0.00	332.85	332.85	5,433.00	5,100.15	93.87
DEPARTMENT:	12220 - JOHN DEERE AG TECH	2,408.08	1,364.48	1,364.48	34,218.00	30,445.44	88.97
DEPARTMENT:	12230 - AUTO MECHANICS	10,692.33	38,782.82	38,832.82	62,255.00	12,729.85	20.45
DEPARTMENT:	12240 - CRIMINAL JUSTICE	0.00	0.00	0.00	7,255.00	7,255.00	100.00
DEPARTMENT:	12241 - FIRE SCIENCE	0.00	0.00	0.00	1,558.00	1,558.00	100.00
DEPARTMENT:	12273 - WELDING	2,700.00	0.00	0.00	51,967.00	49,267.00	94.80
DEPARTMENT:	12280 - BUILDING TRADES	0.00	0.00	0.00	3,500.00	3,500.00	100.00
DEPARTMENT:	42000 - VP ON INSTRUCTION	0.00	0.00	0.00	13,796.00	13,796.00	100.00
DEPARTMENT:	42005 - DEAN OF TECHNICAL	0.00	0.00	0.00	86,751.00	86,751.00	100.00
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FUND:	14 - ADULT SUPPLEMENTARY ED	34,752.35	64,270.54	29,174.07	472,567.38	408,640.96	86.47

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GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
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DEPARTMENT:	31000 - COMMUNITY SERVICE	0.00	6,515.41	25,342.00	18,826.59	74.29
DEPARTMENT:	94000 - STUDENT CENTER	1,522.87	669.68	282,111.00	279,918.45	99.22
DEPARTMENT:	95000 - STUDENT HOUSING	39,018.85-	207,785.34	2,578,328.00	2,409,561.51	93.45
DEPARTMENT:	98000 - COSMETOLOGY	25,294.69	1,293.15-	143,334.00	119,332.46	83.25
DEPARTMENT:	97000 - BOOKSTORE	29,342.92-	10,135.75-	582,091.00	621,569.67	106.78
=====						
FUND:	16 - AUXILIARY ENTITIES	41,544.21-	203,541.53	3,611,206.00	3,449,208.68	95.51

FUND: 16 - AUXILIARY ENTITIES

**EXPENSES**

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Fiscal Year: 2021 FUND: 18 - UNRESTRICTED CONTRIBUTIONS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available % Avail
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	0.00	0.00	68.31	68.31 100.00
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FUND: 18 - UNRESTRICTED CONTRIBUTIONS	0.00	0.00	0.00	68.31	68.31 100.00

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Fiscal Year: 2021 FUND: 22 - RESTRICTED GRANTS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available % Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	0.00	17,000.00	17,000.00 100.00
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	0.00	0.00	16,824.00-	0.00	16,824.00 0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	0.00	2,993.80	2,993.80 100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	19,789.19	53,283.54	91,690.82	111,643.04	163.03 0.15
DEPARTMENT: 42000 - VP ON INSTRUCTION	0.00	0.00	6,246.81	0.00	6,246.81-
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	0.00	12,410.77	12,410.77 100.00
DEPARTMENT: 42000 - VP ON INSTRUCTION	0.00	5,782.33	5,782.33	0.00	5,782.33-
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	17,404.00-	17,404.00-
DEPARTMENT: 12280 - BUILDING TRADES	33,464.14	0.00	0.00	33,469.00	4.86 0.01
DEPARTMENT: 42005 - DEAN OF TECHNICAL	575.00	12,638.80	13,846.73	100,322.00	85,900.27 85.62
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	0.00	0.00	0.00 0.00
DEPARTMENT: 14010 - AO-K	0.00	0.00	0.00	230.93	230.93 100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	998.99-	0.00	998.99 0.00
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	0.00	29,105.58	29,105.58 100.00
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FUND: 22 - RESTRICTED GRANTS	53,828.33	71,704.67	99,743.70	289,771.12	136,199.09 47.00

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FUND: 23 - OTHER RESTRICTED FUNDS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available % Avail
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	2,000.00	36,000.00	0.00	36,000.00-
DEPARTMENT: 50000 - DEAN OF STUDENT SE	68,600.00-	9.98-	189,524.99-	0.00	258,124.99
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	5,835.20-	3,199.96	41.24-	0.00	5,876.44
DEPARTMENT: 50000 - DEAN OF STUDENT SE	30,404.21	28,604.44	28,604.44	100,000.00	40,991.35
=====					
FUND: 23 - OTHER RESTRICTED FUNDS	44,030.99-	33,794.42	124,961.79-	100,000.00	268,992.78
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Fiscal Year: 2021

Options - All Statuses

FUND: 24 - ADULT EDUCATION

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available % Avail
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	1,428.16-	0.00	1,428.16
DEPARTMENT: 13305 - ADULT ED - STAFF D	600.00-	0.00	0.00	0.00	600.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	309.24	28,164.96	20,405.46	342,874.00	322,159.30
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	50,000.00-	50,000.00-
DEPARTMENT: 13301 - ADULT ED - INSTRUC	186.32	3,618.12	6,582.07	50,000.00	43,231.61
=====					
FUND: 24 - ADULT EDUCATION	104.44-	31,783.08	25,559.37	342,874.00	317,419.07
=====					

Fiscal Year: 2021

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FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available % Avail
DEPARTMENT: 71000 - BUILDINGS	112,924.15-	175,007.75	2,764.00	1,237,500.00	1,347,660.15
=====					
FUND: 61 - CAPITAL OUTLAY	112,924.15-	175,007.75	2,764.00	1,237,500.00	1,347,660.15
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 Fiscal Year: 2021 FUND: 71 - ACTIVITY/ORGANIZATION FD

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available % Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	30,002.19	26,631.44	71,715.35	379,364.80	277,647.26 73.19
DEPARTMENT: 99001 - STUDENT NEWSPAPER	0.00	1,050.00	1,050.00	0.00	1,050.00- 0.00
=====					
FUND: 71 - ACTIVITY/ORGANIZATION FD	30,002.19	27,681.44	72,765.35	379,364.80	276,597.26 72.91

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 Fiscal Year: 2021 FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available % Avail
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	1,530.22	1,530.22	0.00	1,530.22- 0.00
DEPARTMENT: 55006 - FOOTBALL	0.00	744.03	744.03	0.00	744.03- 0.00
DEPARTMENT: 55007 - BASEBALL	0.00	0.00	800.00	0.00	800.00- 0.00
DEPARTMENT: 81005 - TUIT WAIVER FCHS	0.00	0.00	480.00	0.00	480.00- 0.00
=====					
FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	2,274.25	3,554.25	0.00	3,554.25- 0.00

Garden City Community College  
8/31/2020

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 123,542.62	0.0000%
State Municipal Invest. Pool	\$ 584,897.35	0.0030%
Landmark National Bank	<u>\$ 7,227,379.73</u>	0.1000%
	<u>\$ 7,935,819.70</u>	

	<u>Type</u>	<u>Amount</u>	<u>% Rate</u>	<u>Beg. Date</u>	<u>Maturity</u>
Investments:					
Western State Bank	CD	\$ 1,000,000.00	1.1000%	3/12/2020	12/12/2020
		<u>\$ 1,000,000.00</u>			
Total		<u><u>\$ 8,935,819.70</u></u>			



**Agenda No: II D**

**Date: September 8, 2020**

**Topic:** RMA MOU

**Presenter:** Dr. Ryan Ruda

**Background Information:**

Munsell and Associates have previously assisted in the successful writing of federal grants with GCCC. They have a proven and successful track record with grant writing, oversight, and required reporting of federal grants. GCCC intends to collaborate with Munsell and Associates to apply for Title III HSI STEM competitive grant this fiscal year.

**Budget Information:**

\$2500 upfront fee. If grant obtained, the College would pay RMA a fee equal to six percent (6%) of the Title III HSI STEM and/or Title V funds by the College each year during the term of the grant(s).

**Recommended Board Action:**

Accept the proposed MOU from RMA.

**Board Action Taken:**              Approved       Disapproved  
         Ayes       Nays       No Action

**Board Member Notes:**



## MEMORANDUM OF UNDERSTANDING

**RAMONA MUNSELL & ASSOCIATES CONSULTING, INC.** (hereinafter referred to as “RMA”) appreciates the opportunity to be of assistance to **Garden City Community College** (hereinafter referred to as “the College”) in its efforts to develop a successful Title III HSI STEM and/or Title V grant application.

Assuming a grant is obtained, the services of RMA will also include, when requested, grant management assistance in establishing appropriate program and fiscal controls, technical assistance with program implementation, and assistance with revision requests and annual performance reports during the term of the grant(s).

It is understood that during the development phase of the Title III HSI STEM proposal, RMA will charge an upfront fee of \$2,500, due October 15, 2020.

It is also understood that during the development phase of the proposal(s), RMA will fund all other expenses of its own personnel. It is likewise understood that if a grant is not obtained, the College will continue working with RMA for at least three more funding cycles under the conditions cited herein. A funding cycle is a period in which one competition for HSI STEM or Title V grants occurs and in which the College establishes eligibility and submits a complete proposal which is subsequently accepted and reviewed. In the event that the joint efforts of the College and RMA are unsuccessful after four funding cycles, and unless this Memorandum is renewed by joint agreement, the College and RMA are released from further obligations of one to the other.

It is agreed that the College will include in its proposal an External Evaluator recommended by RMA to ensure protection of grant materials.

It is also agreed that should a proposal be successful as a result of the joint efforts of RMA and the College, the College will pay RMA a fee equal to six percent (6%) of the Title III HSI STEM and/or Title V funds received by the College each year during the term of the grant(s). Payment of RMA’s fee will be made in equal, quarter-annual installments, commencing with the date the grant begins (October 1).

It is agreed that RMA material shall be exclusively available to and used by the College, and will not be shared with, or used by another campus or institution. It is further agreed that until the HSI STEM and/or Title V grant application(s) are funded, the College will not submit or participate in another Title V or HSI STEM individual or cooperative grant application unless RMA and the College mutually agree that no conflict exists with the application developed under this agreement. During the term of the MOU, the College will not use any part of the College HSI STEM or Title V grant application for other grant

Memorandum of Understanding  
RMA / Garden City Community College

proposals unless RMA and the College mutually agree that no conflict exists with the application developed under this agreement.

It is agreed that RMA will serve only in a consultant or advisory capacity and that the College retains its decision-making powers in both the preparation of the proposal and grant management.

It is agreed that RMA shall not assert any claim against the College and the College shall not assert any claim against RMA for any act, omission, or error by the other that results in the failure to obtain a grant or a reduction or termination of funding under a grant.

If the College accepts the terms of this agreement, this will be indicated by the signature of the President of the College on this Memorandum of Understanding. The signature of the President of RMA indicates that RMA has also agreed to these terms for working with the College.

**RAMONA MUNSELL & ASSOCIATES  
CONSULTING, INC.**

**GARDEN CITY COMMUNITY  
COLLEGE**

Sign: \_\_\_\_\_  
President, Ramona Munsell

Sign: \_\_\_\_\_  
President

Print: \_\_\_\_\_

Print: \_\_\_\_\_

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

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

**Agenda No: II E-1**

**Date: September 8, 2020**

**Topic:** Canvas Cloud Subscription-Instructure, Inc.

**Presenter:** Dr. Ryan Ruda

**Background Information:**

Canvas Learning Platform is the Learning Management System (LMS) utilized for coursework at GCCC. The Canvas Learning Management Platform allows schools to build the digital learning environment that meets the unique challenges faced by their institution. Canvas simplifies teaching, elevates learning, and eliminates the headaches of supporting and growing traditional learning technologies.

**Budget Information:**

Paid for out of the general fund.

**Recommended Board Action:**

Accept the proposed Canvas Cloud Subscription, 24/7, and Tier 1 support.

**Board Action Taken:** \_\_\_\_\_Approved \_\_\_\_\_Disapproved  
\_\_\_\_\_Ayes \_\_\_\_\_Nays \_\_\_\_\_No Action

**Board Member Notes:**



Instructure, Inc.  
6330 South 3000 East, Suite 700

Salt Lake City, Utah 84121  
United States  
ar@instructure.com

# Invoice

Date	Invoice #
02-Jul-2020	INV352797

Bill To
Garden City Community College Accounts Payable 801 Campus Dr Garden City KS 67846

To ensure proper payment application, please follow  
remit instructions below and include:  
Customer ID: 12135

**Remit Check:**  
Dept CH 16968  
Palatine, IL 60055-6968

**Remit ACH/Wire:**  
Silicon Valley Bank  
ABA: 121140399  
Account: 3300926617  
International Swift: SVBKUS6S

Terms	Due Date	Ordered By	PO #	Sales Rep	Collection Rep
Net 30	01-Aug-2020	Lecia Sims		851 Stowers, Justin	2786 Boyland, London

Description	Start Date	End Date	Qty	Unit Price	Amount
Canvas Cloud Subscription	01-Aug-2020	31-Jul-2021	1,867	\$19.74	\$36,854.58
24x7 Support	01-Aug-2020	31-Jul-2021	1	\$7,370.92	\$7,370.92
Tier 1 Support	01-Aug-2020	31-Jul-2021	1	\$6,532.00	\$6,532.00

Subtotal	\$50,757.50 USD
Tax Total @ rate of 0 %	\$0.00 USD
Total	\$50,757.50 USD
Amount Applied	\$0.00 USD
Amount Due	\$50,757.50 USD

If you have any questions regarding this invoice, please contact your Accounts Receivable Representative:  
London Boyland [lboyland@instructure.com](mailto:lboyland@instructure.com) (801) 428-8847

# Negotiated Agreement

Approved by the  
Board of Trustees of Garden City Community College  
and  
GC3 Educators

For the school year 2020-21

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## **ARTICLE I - DEFINITIONS**

- A. ADMINISTRATION Any employee so designated by the Board of Trustees as employed in an administrative capacity, as defined by K.S.A. 72-2218(d), and amendments thereto.
- B. ASSOCIATION The GC3 Educators, a professional employees' organization as defined by K.S.A. 72-2218(e), and amendments thereto.
- 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 (Kan.)
- F. PROFESSIONAL EMPLOYEE Professional Employee, as defined by K.S.A. 72-2218(c), and amendments thereto.
- G. FULL TIME PROFESSIONAL EMPLOYEE A Professional Employee who teaches 30 credit hours or 42 contact hours during a base contract year.
- H. BARGAINING UNIT The Bargaining Unit is defined as including full-time Professional Employees, and all Professional Employees, on a continuing contract, hired in an instructional capacity.
- I. ADJUNCT INSTRUCTOR An employee not on continuing contract; hired only as needed and paid a flat rate per credit hour taught.
- J. INITIAL PLACEMENT CRITERIA Criteria, consisting of various levels and ranges, used to facilitate initial salary placement of new Professional Employees, as set forth in Appendix B. The values in the initial placement schedule will represent a generic 172-day contract.
- K. BASE CONTRACT YEAR The contract year for full time Professional Employees, is composed of one hundred seventy-two (172) days. At least two (2) days will be set aside for in-service.
- L. 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.
- M. 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 Chair.

- N. PROFESSIONAL EMPLOYEE WORKDAY  
A workday is recognized as part of the Professional Employee's contracted days of work during which no classes are conducted. The work tasks accomplished will be at the discretion of each Professional Employee. Professional Employees will be available to students for advising.
- O. COURSE LOAD  
A base load for Professional Employees consists of 30 credit hours per year or 42 contact hours per year. Course load will be analyzed by first calculating credit hours. If a Professional Employee does not meet minimum credit hour expectations (15 credit hours per semester) contact hours will be calculated. When a Professional Employee meets load utilizing contact hours (21 contact hours per semester), the contact hour method will be used for base contract calculation.  
Contact hours will be calculated based on the number of actual Professional Employee/student contact hours each week.
- P. PROFESSIONAL EMPLOYEE AND DEPARTMENTAL EXPECTATIONS  
While every discipline has its own job expectations that are specific to the discipline, the expectation of every Professional Employee is to work with his/her department to meet the Departmental Teaching, Leadership and Service Expectations. See Appendix A for Job Expectations for Professional Employees.
- Q. FAIR MARKET VALUE  
A percentage value added to normal base salary. Should the Administration/Board decide that 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. The Fair Market Value factor shall be applicable to a department and not to a specific Professional Employee.
- R. COURSE APPROVAL  
The Curriculum and Instruction Committee, made of up of a majority of Professional Employees, along with the appropriate instructional Vice President will meet to discuss any additions, deletions or changes in credit programs and classes by following the Course Approval procedure.
- S. OVERLOAD  
Credit hours in excess of 15 credit hours per semester or 30 credit hours per year or contact hours in excess of 21 contact hours per semester or 42 contact hours per year.
- T. NON-TENURED PROFESSIONAL EMPLOYEE  
A Professional Employee, for whom the provisions of K.S.A. 72-2253 through K.S.A. 72-2258, and amendments thereto, do not apply, as set forth in K.S.A. 72-2260.
- U. TENURED PROFESSIONAL EMPLOYEE  
A Professional Employee, for whom the provisions of K.S.A. 72-2253 through K.S.A. 72-2258, and amendment thereto, apply, as set forth in K.S.A. 72-2260.

## **ARTICLE II - GENERAL PROVISIONS**

### **Section A. Savings Clause**

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 Professional Employees; to discipline, reprimand, suspend or discharge Professional Employees for just cause; to lay off and recall Professional Employees; to determine workload, office hours, qualifications for advancement, assignment of work; to select Professional Employees (including Division Chairs and appropriate Vice President following the review of recommendations, if any, from concerned Professional Employees); to conduct administrative evaluation of Professional Employees; to extend contracts; to determine the number of Professional 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 Professional 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.

### **Section D. Association Rights**

1. The Association and its duly authorized campus representatives may use College equipment and building facilities at reasonable times, when the equipment and building facilities are not otherwise in use. The use or purchase of any equipment or supplies that have a direct cost associated with it shall be paid for by the Association.
2. The Association may post material concerning Association activities consistent with College policies and procedures. No information shall be posted on College property except as described in such policies and procedures. The posted material shall clearly state that it is posted by the Association, and the Association is solely responsible for its contents, as well as all liability regarding such posting and publication thereof.
3. The Association's duly authorized campus representatives shall have the right to reasonable use of the College's internal mail and email distribution system for Association communications, in accordance with College policies and procedures. In addition, Association representatives shall be provided access to all Professional Employees mail boxes and email for distribution of Association communications.

## **ARTICLE III - SALARIES AND WAGES**

### **Section A. Salary Regulations**

- 1) Initial Placement on Schedule - Administration will determine the amount of teaching experience and academic qualifications of new Professional Employees to establish initial salary placement. The criteria used to determine initial placement can be found in Appendix B.
- 2) Credit for Attendance at Approved Workshops/Seminars and College Classes - A Professional Employee may request that attendance/participation at approved workshops/seminars and college classes be considered for credit that will result in an increase in that Professional Employee's salary. The following provisions will govern all requests:
  - a) To receive credit, the proper application form must be completed/submitted and approved by the Vice President of Instruction or designee, in advance of the Professional Employee's attendance at the workshops/seminars and college classes.
  - b) Credit for approved workshop/seminar attendance will be considered on the basis of clock hours, with fifteen (15) clock hours of attendance being considered as the equivalent of one (1) credit hour. College classes will be based on credit hours as determined by the credit-granting institution.
  - c) All workshops/seminars or college classes relating to the Professional Employee's professional development or at the request of the College will be eligible for approval.
  - d) A Professional Employee may submit application for salary increase, in minimum increments of six (6) credit hours or ninety (90) clock hours, pursuant to the policy of the College. The Professional Employee will receive a salary increase of \$630. A maximum of six (6) credit hours may be submitted per year. Verification of attendance must be turned in with the application for salary increase.
- 3) Presentation at Off-Campus Workshops/Seminars/Professional Conferences – Professional Employees who present at approved off-campus workshops/seminars/professional conferences may be paid an amount up to Five Hundred Dollars (\$500), with the amount to be determined by the Professional Employee and the Vice President of Instruction or his designee.
- 4) Should a Fair Market Value Factor be applied to hire a new Professional Employee, the president of GC3 Educators shall be informed. A Fair Market Value factor is specific to a department, not a Professional Employee. Should a Professional Employee receiving a Fair Market Value factor transfer to a department where a Fair Market Value factor is not applied, the Professional Employee will not receive the Fair Market Value factor applicable to the Professional Employee's prior department.
- 5) Special Provision.  
For 2020-21 school year:
  - a) Professional Employees will receive the same compensation for the 2020-21 school year that was paid for the 2019-20 school year.
  - c) If a determination is made by the Board that a favorable change in benefits is to be made to College staff, Professional Employees will be entitled to the same change.
  - d) The term of this Agreement shall be for one (1) year.

**Section B. Reserved**

This Section is reserved for future use.

**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. Supplemental assignments may require work outside the base contract.
3. The Professional Employee assigned to the Writing Center Coordinator supplemental position shall have the option, with the consent of the Vice President for Instructional Services, to either receive the annual pay set forth below, or a reduction in credit load of three (3) credit hours per semester.

Activity	Annual Pay
Division Chair	\$7,500
Gallery Director	\$3,850
Head Coach/Sponsor – Competition Team & Honor Society (Forensics, PTK)	\$3,850
Head Coach – Meats	\$7,500
Head Coach – CJ	\$5,000
Head Coach – Kansas Collegiate Quiz Bowl	\$4,000
Assistant Coach/Sponsor – Competition Team & Honor Society (Kansas Collegiate Quiz Bowl, Forensics, PTK)	\$2,200
Assistant Coach – Meats	\$3,750
Assistant Coach – CJ	\$2,500
Head Sponsor (SIFE/DECA/BPA)	\$1,650
Mentor (per mentorship, per semester)	\$550
Faculty Senate President	\$3,300
Coordinator Personal and Career Development	\$2,200
EMST Accreditation Coordinator	\$4,950
Student Publication/Media Coordinator	\$7,500
Drama Director for Musical Production	\$2,500
Pit Director for Musical Production	\$1,650
Vocal Director for Musical Production	\$1,100
Choreographer for Musical Production	\$550
Jazz Festival	\$550
Theater Technical Director	\$3,850
Writing Center Coordinator	\$3,300
Chair – Student Learning Assessment Team	\$3,300
Member – Student Learning Assessment Team	\$1,200
Wellness Director	\$3,850

**Section D. Overload Pay**

Overload will be paid at the rate of \$600 per credit hour or \$410 per contact hour over the Professional Employee's base contract requirement. Overload pay shall be pro-rated for classes with less than eight (8) students (six (6) in an online class).

### **Section E. Summer School/Winter Session Classes**

The amount paid to a Professional Employee for summer school classes will be \$800 per credit hour. The amount paid to a Professional Employee for winter session classes will be \$600 per credit hour. The amount above will be paid per credit hour unless summer or winter session classes are needed to meet the base contract.

### **Section F. 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.

### **Section G. Tuition Waiver**

Full-time Professional Employees, their dependent children, and their wives/husbands, have the privilege of attending credit courses at the 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 H. On-Campus Non-Credit Instruction**

Professional Employees may choose to teach on-campus non-credit classes, workshops/seminars. The hourly rate per contact hour will be determined on a per class, workshop/seminar basis taking into consideration factors such as need for the class, workshop/seminar, complexity of topic, course preparation and any other relevant factors.

### **Section I. College Activities Pass**

All Professional Employees may receive a pass, if requested, for each, dependent family member, for all College sponsored activities.

### **Section J. 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 Chair or the appropriate Vice President.

### **Section K. Internet Instruction**

1. Development Fee. A Professional Employee who receives approval from the appropriate Vice President for Internet course delivery will receive a one-time, first-time development fee of \$600 per credit hour upon successful implementation of the course.
2. Payment. The development fee will be paid upon completion of course development, and approval of the course according to College policy.
3. Flextime. A Professional Employee who teaches a 100% on-line course, will receive flextime equivalent to one (1) hour per semester credit hour per week, up to a maximum of six (6) hours of flextime per semester.



## **ARTICLE IV - HOURS OF WORK**

### **Section A. Base Contract Year**

The Base Contract Year is defined in Article I. At least two (2) days will be set aside for Professional Employee development. Professional Employee development days shall be included on the calendar, if possible. The calendar shall include between twenty-five (25) and thirty-five (35) days of holidays/breaks, with the actual dates to be determined by the College Calendar Committee. GC3 Educators or designated Professional Employees shall participate in determination of the calendar, along with administrative employees and other College employees.

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 that 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) credit hours or 9 contact hours per semester, or two (2) classes totaling six (6) credit hours or 9 contact hours 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 Professional Employee.

### **Section C. College Classes During College Workday**

Professional Employees may take College classes during the College workday with the permission of the Vice President for Instructional Services or designee.

### **Section D. Work Week/Workday/Flextime**

#### **1. Work Week**

The regular work week for a full-time Professional Employee shall be a minimum average of thirty-five (35) hours (excluding lunch) over a five (5) day period.

#### **2. Workday**

- a. The workday for a full-time Professional Employee will be seven (7) hours, between 7:00 a.m. and 4:30 p.m., Monday through Friday. A Professional Employee whose teaching assignments require the Professional Employee to teach outside of these hours may have their workday altered on an hour-per-hour basis.

- b. The Vice President for Instructional Services, or designee, will have final approval of flextime and door schedules. Door schedules must be posted by the first week of classes for use by students, colleagues, and others. If the course load changes throughout the semester, then door schedules will be altered in consultation with the Division Chair and Dean.

Examples of workday schedule alterations:

	Normal Work Week	Example 1	Example 2
Weekend			
Monday	7 Hours	9 Hours <i>Evening Class</i>	9 Hours <i>between 7-4:30</i>
Tuesday	7 Hours	7 Hours	5 Hours
Wednesday	7 Hours	9 Hours <i>Evening Class</i>	9 Hours <i>between 7-4:30</i>
Thursday	7 Hours	6 Hours	5 Hours
Friday	7 Hours	4 Hours	7 Hours
Total	35 Hours	35 Hours	35 Hours

### 3. Flextime

- a. Flextime is a reduction in the amount of on campus time for a Professional Employee.
- b. A Professional Employee who teaches a 100% online course or a weekend course will receive flextime equivalent to one (1) hour per credit hour per week, up to a maximum of six (6) credit hours of flextime per week.
- c. The Vice President of Instructional Services, or designee, will have final approval of flextime and door schedules. Door schedules must be posted by the first week of classes for use by students, colleagues, and others. If the course load changes throughout the semester, then door schedules will be altered in consultation with the Division Chair and Dean.

### 4. Expectations for Professional Employees

- a. Neither flextime nor the minimum work week requirements will exempt Professional Employees from participating in meetings, holding classes, or completing other professional duties described in Appendix A. The administration will attempt to give adequate notice prior to meetings and other required events.
- b. Professional Employees are exempt employees and are not eligible for compensatory time. A primary expectation of Professional Employees is quality instruction. It is understood that a Professional Employee shall devote whatever time is required to satisfy Professional Employee and Departmental Expectations, as set forth in Appendix A, Job Expectations for Professional Employees.

Sections D.(2) and D.(3) are adopted for the 2020-21 Negotiated Agreement only. Any continuation of Sections D.(2) and D.(3) for future Negotiated Agreements will be subject to negotiation.

## **ARTICLE V - PROFESSIONAL EMPLOYEE LOAD**

### **Section A. Professional Workload**

- 1) Departments will work with their Division Chairs and the Vice President for Instructional Services to determine the line schedule, including what courses are needed, times for course delivery (including evenings and weekends), and what course modalities are the best for students.
- 2) In all departments, the maximum class size shall be decided for each individual course by the Vice President for Instructional Services after conferring with the Division Chair 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.
- 3) Overload - In the event a Professional Employee has a professional workload exceeding 15 credit hours or 21 contact hours during a semester or 30 credit hours or 42 contact hours per base contract 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 Vice President for Instructional Services only after consultation with the Division Chair and the Professional Employee involved. Overload pay shall be determined each semester and paid in four (4) equal monthly installments, or in one (1) lump sum, at the option of the Professional Employee.

Professional Employees may also 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.

- 4) In the event the workload of a Professional Employee does not meet the minimum class size of eight (8) students per class or six (6) students per class for online, then an average number of students per credit hour calculation of twelve (12) or more for a fall or spring semester will be applied. If this calculation does not yield the Professional Employee with minimum professional workload, then the Professional Employee may be assigned other classes and/or other duties. When this becomes necessary, the assignment will be made by the Vice President for Instructional Services after consultation with the Division Chair 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 Chair and Vice President for Instructional Services. The proposed schedule can be adjusted by the Division Chair and Vice President for Instructional Services 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.
- 5) Administrative assignments are calculated at 1 credit hour per 30 contact hours.
- 6) A student assistant may be requested by the Professional Employee should the workload exceed 18 credit hours 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 approval by the Vice President for Instructional Services.
- 7) Any Professional Employee who has more than four (4) different academic preparations (preparations) for a professional workload of fifteen (15) credit hours, shall receive one (1) credit hour of overload for each preparation over four (4). This section shall not be applicable to overload class preparations.

- 8) Any Professional Employee that is assigned as a liaison for an adjunct instructor shall receive one (1) additional personal day each semester the Professional Employee serves as a liaison.

## **ARTICLE VI - PROFESSIONAL EMPLOYEE EVALUATIONS**

### **Section A. Tenured Professional Employees**

All Tenured Professional Employees will be evaluated on a three (3)-year rotation through the use of the following instruments: Classroom Visitation (Classroom Visitation), Self-Evaluation (Self-Evaluation), and Administrative Evaluation (Administrative Evaluation). In addition, each Tenured Professional Employee will have a Student Evaluation conducted for each of their classes. Guidelines for the implementation and administration of these evaluations are as follows:

#### **1) Student Evaluations**

Each semester, at the end of each course, Student Evaluations will be administered for all classes. Responsibility for administration of these surveys lies with the Office of Institutional Effectiveness & Accountability. Professional Employees will announce to all students that survey administration is taking place and is available through Canvas or through their GCCC email using the unique link sent to them. Student Evaluations will be available through Evaluation KIT to Professional Employees no later than three (3) weeks after the final grade submission deadline each semester.

#### **2) Three-year rotation schedule**

- a. Classroom Visitation—The Vice President for Instructional Services or designee will notify the Professional Employee that they will be evaluated during the school year. During the school year, the Professional Employee will have at least one (1) Classroom Visitation by the Vice President for Instructional Services or designee. The Vice President for Instructional Services or designee shall provide the Professional Employee with notice of the Classroom Visitation. After the Classroom Visitation, the Vice President for Instructional Services or designee will meet with the Professional Employee, within ten (10) business days, to discuss the Classroom Visitation. Two (2) copies of the Classroom Visitation form shall be signed by the Vice President for Instructional Services or designee and the Professional Employee with one (1) copy being retained by the Professional Employee and the other being submitted to the Human Resources Office to be placed in the Professional Employee's file. The Professional Employee may attach comments to the Classroom Visitation form and those comments will be included in the Professional Employee's permanent file. The comments must be submitted to the Vice President for Instructional Services or designee within ten (10) business days of the review of the Classroom Visitation.
- 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 evaluation of goals, instructional abilities, professional growth, contributions to the College/Department, and any additional information that is relevant to the Professional Employee's performance. The Self-Evaluation will be submitted to the Vice President for Instructional Services or designee for review. The Self-Evaluation will then be signed by the Vice President for Instructional Services or designee. Once signed, the Self-Evaluation will be submitted along with the Administrative Evaluation to the Human Resources office for inclusion in the Professional Employee's file.
- c. Administrative Evaluation—The Administrative Evaluation will be conducted and written by the Vice President for Instructional Services or designee in conjunction with the appropriate administrators, program leaders and Division Chairs. The Administrative Evaluation will include overview of the Classroom Visitation and Self-Evaluation. The Administrative Evaluation will be reviewed with the Professional Employee by the Vice President for Instructional Services or designee. Two (2) copies

of the Administrative Evaluation form shall be signed by the Vice President for Instructional Services or designee and the Professional Employee with one (1) copy being retained by the Professional Employee and the other being submitted to the Human Resources office to be placed in the Professional Employee's file.

- d. All Professional Employee evaluative forms are subject to review or revision by the Vice President of Institutional Effectiveness and the Faculty Senate upon written request by the President of the GC3 Educators or the appropriate Vice President.

### **Section B. Non-Tenured Professional Employees**

Each semester that a Non-Tenured Professional Employee is employed, the Non-Tenured Professional Employee will be evaluated by the Vice President for Instructional Services or designee. Such evaluation shall be discussed by the Vice President for Instructional Services or designee and the Non-Tenured Professional Employee. The evaluation report will be signed by the Vice President for Instructional Services or designee and the Non-Tenured Professional Employee.

## **ARTICLE VII - LEAVES**

### **Section A. Sick Leave**

Each Professional Employee shall receive twelve (12) days of sick leave, with pay, each year. Sick leave may be used for the illness or injury of the Professional Employee, or the Professional Employee's immediate family. Immediate family member is defined as spouse, parent, spouse's parent, child, grandparent, grandchild, sibling or any individual residing in the Professional Employee's home. For extended leave under the Family Medical Leave Act (FMLA), the FMLA's definition will apply. Sick leave may be accumulated to a total of ninety (90) days. In the event a Professional Employee suffers an extended illness, injury or disability, the President may extend sick leave days.

Retiring Professional Employees, in good standing, with at least fifty (50) days of accumulated sick leave, shall be paid for ten (10) days of accumulated sick leave, at One Hundred Dollars (\$100) per day.

### **Section B. Workers' Compensation**

Workers' compensation coverage and benefits for Professional Employees shall be governed by state statutes, and rules, regulations and policies of the Kansas Department of Labor, Workers' Compensation Division. (Workers compensation laws of the State of Kansas can be found at K.S.A. 44-501, et seq., and the Kansas Department of Labor, Workers Compensation Division, website.)

### **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**

Professional Employees may use five (5) days of annual sick leave for personal leave each contract year, for any reason deemed appropriate by the Professional Employee. A request for personal leave shall be submitted to the Professional Employee's Vice President, at least five (5) days prior to the intended leave, unless impracticable due to an emergency. Personal leave days shall not accumulate or carry over from year to year.

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 Professional Employee at the time the leave was granted. The Professional Employee will sign a contract for the ensuing academic year at the same time as other Professional Employees, 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 years' 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 Professional 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 Professional 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 Professional Employee and the President. Such negotiations shall be subject to the approval of the Board.

#### **Section G. Paid Sabbatical Leave**

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

1. Eligibility for Sabbatical Leave -  
Professional Employees shall be eligible for two (2) semesters of sabbatical leave after six (6) years of full-time continuous service at the College. Those eligible must submit an application for sabbatical leave to the President according to dates established in paragraph 3 - Application Process.

Sabbatical leave is not cumulative. For example, a Professional Employee with twelve (12) years of service is not eligible for two (2) consecutive sabbatical leaves. Any Professional Employee taking sabbatical leave for any duration will not be eligible for consideration for another sabbatical leave for six (6) years following completion of the current sabbatical leave.



2. Considerations in the granting of Sabbatical Leave -

Sabbatical leaves will be considered for a Professional Employee to pursue an approved degree program or other appropriate study, that requires a residency and/or a full time face-to-face load, to do research and/or publication, to pursue appropriate post-doctoral work, to travel in areas related to the Professional Employee's teaching assignments, or to participate in approved work experience.

The President shall be vested with the authority to grant or deny any application for sabbatical leave. The President shall consult with the appropriate Vice President, Dean, and Division Chair when considering a request for sabbatical leave.

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 1<sup>st</sup>, and applications for leave for the spring semester of an academic year shall be submitted by the preceding February 1<sup>st</sup>. Applications shall be in writing and submitted to the President.

The President shall consider and act upon requests for sabbatical leave, and the President shall promptly notify the Professional Employee of approval or disapproval of the request. If an application for sabbatical leave is approved, the Professional Employee shall have thirty (30) days after the President's approval to submit, in writing, to the President, a final decision concerning the sabbatical leave. If the Professional Employee fails to accept the sabbatical leave within such thirty (30) day period, the request for sabbatical leave shall be considered withdrawn.

4. Terms of the Sabbatical Leave -

A sabbatical leave may last one (1) semester or two (2) consecutive semesters, but shall not exceed two (2) consecutive semesters.

The Professional Employee granted a sabbatical leave will be required to sign an agreement that the Professional Employee will return to the College from sabbatical leave and teach for four (4) consecutive semesters thereafter. Breach of the agreement will obligate the Professional Employee for repayment of salary and fringe benefits paid by the College during the sabbatical leave, due on the date the Professional Employee fails to return to the College for the next semester. 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 Professional Employee will be required to make repayment, prorated on a semester basis according to the amount of the four (4) semesters remaining. The Professional Employee will have no obligation to repay any remaining fractional portion of the four (4) semesters if terminated or nonrenewed by the College.

Compensation for a two (2) semester sabbatical leave shall be 0.5 times the annual contract rate and for a single semester sabbatical leave 1.0 times one (1) semester's rate, based on the Professional Employee's salary. The compensation will be paid monthly during the duration of the sabbatical leave.

Life insurance, health insurance, 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 other Professional Employees.

If a Professional Employee is on sabbatical leave during one (1) semester and teaches at the College during the other semester of an academic year, the half (1/2) year taught will count in determining number of years of teaching experience.

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

## **ARTICLE VIII - EARLY RETIREMENT PROGRAM**

### **Section A. Group Health Care Benefits for Retirees**

A Professional Employee of the 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 Professional Employee.

1. Eligibility- A Professional Employee is eligible for early group health care benefits if such Professional Employee:
  - a. Currently works under a full-time contract;
  - b. Is at least 62 years of age and less than 65 years of age at effective date of retirement;
  - c. Has completed 10 years or more of full-time service with the College;
  - d. Currently has 10 years of continuous health coverage through the group health plan sponsored by the College; and
  - e. Is eligible for unreduced KPERs retirement benefits and will participate in KPERs retirement.
  - f. The minimum age requirement of 62 shall not apply to the following persons:
    - i. Early retirees currently receiving the early group health care benefit as of July 1, 2012; and
    - ii. Professional Employees currently employed who have twenty (20) or more years of full-time employment with the College, as of July 1, 2012.

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

2. Application - A Professional Employee may apply for early group health care benefits by giving written notice to the President of the College. Such written notice by the Professional Employee shall be submitted on or before the first day of April 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 the College;
  - f. the number of years the applicant has been continuously covered by the group health insurance plan sponsored by the College.

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 September 1, 2010, an eligible Professional Employee who takes early retirement will be entitled to receive the equivalent of low option single health insurance coverage up to a premium amount not to exceed \$400.00 per month until the retiree reaches age 65. This amount is available exclusively to apply toward the purchase of health insurance through the group plan sponsored by the College.

#### 4. Terms and Conditions –

- a. The Board retains the right to adopt the early group health care incentive program on a year-to-year basis. Should the Board choose to discontinue the program, notification shall be given to the Professional 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 Professional Employees who were on the program prior to the non-adoption will continue on the program until the Professional Employee reaches age 65.
- c. After the early retiree reaches age 65 the early retired Professional 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.
- d. A Professional 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.
- e. Failure of the retired Professional Employee to pay any required monthly health insurance premiums above and beyond the College contribution will terminate the retired Professional Employee's right of continued participation in the College sponsored group health insurance plan.
- f. A Professional Employee who takes early retirement shall have the responsibility to keep the College informed of his/her current mailing address and telephone number.
- g. The group health insurance provided by the early group health care incentive benefit may not be converted to cash or other benefits.
- h. Death of the retiree prior to the date of retirement nullifies the responsibility of the Board.
- i. Early group health care benefits shall cease upon the death of the retired Professional Employee.
- j. 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 the College will be terminated.
- k. 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 Waiver**

All full-time Professional Employees who have retired from the College are eligible to receive a Tuition Waiver for the College courses. Retirees taking online classes will receive a waiver equal to the College in-state per credit hour tuition rate. All classes must be taken for credit (including pass/fail option). The waiver is for tuition only; the retired Professional Employee is required to pay all fees.

## **ARTICLE IX - INSURANCE BENEFITS**

### **Section A. Salary Reduction Plan**

The Board establishes an IRC Section 125 Cafeteria Salary Reduction Plan (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 Professional Employee. Plan benefits and participation regulations are contained in the Plan, and are subject to Federal laws and regulations.

### **Section B. IRC 403(b) Contribution Package**

Professional Employees may at their individual discretion take part in a matching 403(b) Tax Sheltered Plan as generally outlined by the following:

1. A requirement of a \$50 contribution by the Professional Employee.
2. The College will match the \$50 contribution of the Professional Employee.
3. To receive matching funds, a Professional Employee is required to invest in the College 403(b) plan.

Each participating Professional Employee, in addition to the base salary, and if appropriate, from other types of salaries, will receive a \$50 per month contribution to a 403(b) account.

### **Section C. 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 the College. The health insurance benefit will be single, low option. Effective September 2016, Professional Employees will receive a monthly benefit of \$525.00 to be used toward College sponsored health insurance coverage. There is no cash option and the amount can be applied toward other College sponsored health insurance options or enrollment levels.

## **ARTICLE X - GRIEVANCE PROCEDURE**

### **Section A.**

A Professional Employee shall first seek to resolve a concern through discussion of the matter with his/her direct supervisor.

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), not resolved through discussion with a direct supervisor, shall be handled as follows:

- Step 1. The Professional Employee shall request an informal conference with his/her Dean within ten (10) business days after the Professional Employee is aware of possible violations of the Agreement and discuss the matter with his/her Dean.
- Step 2. If the matter is not resolved through the informal procedure set forth in Step 1, the Professional Employee (Grievant) may file a written grievance, using the Grievance Form (See Appendix C, Grievance Form), with the Vice President for Instructional Services stating in detail the facts of which the Grievant 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 ninety (90) calendar days before the grievance is filed with the Vice President for Instructional Services. A grievance shall be deemed filed when delivered to the Vice President for Instructional Services. A copy of all grievances shall be forwarded to the appropriate administrator. The Association shall be notified at the time a grievance is filed with the Vice President for Instructional Services.

The Grievant may discuss the problem with the Vice President for Instructional Services and may present information or arguments in support of the grievance. The Vice President for Instructional Services may also hear other information or arguments. The Vice President for Instructional Services shall make a written decision regarding the grievance within ten (10) business days after delivery of the grievance to the Vice President for Instructional Services.

- Step 3. If a solution satisfactory to the Grievant has not been reached in Step 2, the Grievant may appeal to the President, using the Grievance Form, within ten (10) business days after the decision of the Vice President for Instructional Services have been delivered in writing to the Grievant.

The President will review the grievance, and any record of the above proceedings, together with any additional information or arguments presented by the Grievant. The President may also hear other information or arguments, subject to notice to Grievant of all additional information or arguments. Within ten (10) business days after the grievance is appealed to him/her, the President shall render a written decision.

- Step 4. If a solution satisfactory to the Grievant has not been reached through the above procedures, the Grievant may appeal to the Board, using the Grievance Form, within ten (10) business days after delivery of the President's decision. Grievant shall be entitled to a hearing before the Board. The hearing shall be held within thirty (30)

business days of the filing of the appeal with the Board. The Board will review the grievance and any record of the above proceedings. Any relevant evidence or arguments which the Grievant desires to submit or which the Board deems necessary may be presented at the hearing. The Board will thereafter render its decision and submit a written copy of the decision to the Grievant within twenty (20) business days of the hearing. The decision of the Board shall be final.

## **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 Constitutions and laws of the United States and the State of Kansas.

## **ARTICLE XI – NONRENEWAL AND TERMINATION OF CONTRACTS**

### **Section A. Tenured Professional Employees**

1. Grounds - The grounds for the nonrenewal of a Tenured Professional Employee's contract, and the causes for termination of a Tenured 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 Professional 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 nonrenewal and termination of the contracts of Tenured Professional Employees provided in K.S.A. 72-2251 through K.S.A. 72-2260, et seq., and amendments thereto, shall be incorporated into this Agreement by reference.

### **Section B. Non-Tenured Professional Employees**

The nonrenewal of a Non-Tenured Professional Employee's contract, shall be governed by K.S.A. 72-2251 and K.S.A. 72-2260, and amendments thereto.

### **Section C. Reduction in Force**

1. In the event the Board determines a reduction in force is necessary, the order of nonrenewal or termination, by category of employment, shall be the following:
  - 1<sup>st</sup> – Temporary Instructors;
  - 2<sup>nd</sup> – Non-Tenured Professional Employees; and
  - 3<sup>rd</sup> – Tenured Professional Employees.

In the event the Board is required to reduce the number of Tenured Professional Employees, the appropriate Vice President, Dean and Division Chair shall use the following procedure to determine recommendations for reduction in force.

- a. If certain courses or programs are eliminated, Professional Employees who are not properly qualified to teach the remaining courses shall be released first. Qualifications to be considered shall include education, experience and the administrative evaluations required by Article VI Section A. (2). That Professional Employee's credentials will be reviewed to determine if he/she is qualified to teach in another area. In the event two (2) or more Professional Employees are qualified, then the summation of the following criteria will be used to determine retention:



- i. The length of service with the College, computed from the Professional Employee's last date of hire, excluding any prior reductions in force, not to exceed sixteen (16) months as set forth in subsection Recall, below. This shall be computed at one (1) point per each year of service at the College.
  - ii. The highest earned degree and/or industry certifications within the instructional area from an accredited institution and/or industry certification agency. This shall be computed as follows: one (1) point for an Associate's degree; two (2) points for each industry certification that is specific to the Professional Employee's discipline; four (4) points for Bachelor's degree; six (6) points for Master's degree; eight (8) points for MFA or doctorate degree.
  - iii. The highest number of graduate credit hours, approved workshops, additional certification hours or advancements beyond the degree, or industry certification in subparagraph ii above, in the teaching area of the Professional Employee; one (1) point for each fifteen (15) graduate credit hours or two hundred twenty-five (225) workshop clock hours.
  - iv. Faculty Administrative Evaluation Form point total. Points are assigned in five (5) categories, from five (5) for *strongly exceeds expectations*, to one (1) for *does not meet expectations*. This shall be computed by taking the total number of points assigned, times twenty-five percent (25%), for a maximum of 6.25 points. (See Appendix D, Faculty Administrative Evaluation Form, and as amended)
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 Professional 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.

#### **Section D. Cancellation of Contract/Liquidated Damages**

Any Professional Employee who is under contract with the College will be released from that contract only by formal action of the Board when the resignation is deemed to be in the best interest of the College. The Professional Employee 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 shall not be required to release a Professional Employee 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.

Notwithstanding the statutory date for notice of resignation by a Professional Employee set forth in K.S.A. 72-2251, and amendments thereto, this section shall control assessment of liquidated damages. At the same time the Professional Employee requests a release from the Professional Employee's contract, the Professional Employee 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 Professional Employees 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 Professional Employee 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. A Professional Employee 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 Professional Employee.

A Professional Employee 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. New Professional Employees shall be determined to be under contract once a signed contract has been received by the College.

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

## **ARTICLE XII – NON-TENURED STATUS**

### **Section A. Non-Tenured Professional Employees**

The non-tenured status of Professional Employees shall be governed by K.S.A. 72-2260, and amendments thereto.

### DURATION OF AGREEMENT

The Board of Trustees of Garden City Community College and GC3 Educators, as representative of The Garden City Community College Professional Employees, as defined in K.S.A. 72-2218, enter into this Negotiated Agreement covering the terms and conditions of professional service for the 2020-21 school year.

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### APPROVAL

This Negotiated Agreement was ratified by a majority vote of the Professional Employees of GC3 Educators on the 14th day of August, 2020.

This Negotiated Agreement was ratified by a majority vote of the members of the Board of Trustees of Garden City Community College on the 8th day of September, 2020.

This Negotiated Agreement is approved by the parties on the 8th day of September, 2020.

#### BOARD OF TRUSTEES OF GARDEN CITY COMMUNITY COLLEGE

Approved By:

\_\_\_\_\_  
Randall D. Grisell, Chief Negotiator  
Board of Trustees of Garden City  
Community College

By \_\_\_\_\_  
Dr. Blake Wasinger, Chairperson

#### GC3 EDUCATORS

Approved By:

\_\_\_\_\_  
Renee Harbin, Chief Negotiator  
GC3 Educators

By \_\_\_\_\_  
Renee Harbin, President

## **APPENDIX A – JOB EXPECTATIONS FOR PROFESSIONAL EMPLOYEES**

These descriptions serve as a guide for the types of activities expected of Professional Employees. 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 hours per week for student consultation  
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 (Professional Employees, 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 INITIAL PLACEMENT**

### **Base Salary (BS)**

\$43,676            Base Salary

### **Degree Factor (DG)**

0.91            Bachelor Degree (Academic) / Industry Certification (Technical)  
1.00            Master Degree (Academic) / High Level Industry Certification (Technical)  
1.11            MFA (Academic) / Master Degree (Technical)/ Specialized fields  
1.22            Doctorate Degree  
\* Specialized fields will be at the discretion and approval of administration

### **Years of Experience Factor (YE)**

1.0            per year of post-secondary teaching experience  
0.75           per year of K-12 teaching experience  
0.5            per year of full-time work related experience / graduate assistant teaching  
                  experience / adjunct teaching experience

- \* *Up to 20 years of prior teaching experience will be considered for initial placement*
- \* *Full-time work related experience will be considered for initial placement*
- \* *Years of experience for placement will be determined by the Vice President of Instruction*
- \* ***Years of Experience Factor not to exceed \$12,600.00***

### **Graduate Hours Beyond Degree Factor (DE)**

Number of graduate credit hour beyond any degree

*\*Up to 30 graduate hours beyond current degree will be considered for initial placement*

### **Placement Formula**

$((\$43,676 \times DG) + YE \times 630 + DE \times 105) \times FMV$

**APPENDIX C – GRIEVANCE FORM**

# GRIEVANCE FORM

NEGOTIATED AGREEMENT – ARTICLE X. GRIEVANCE

**Grievant Information**

Grievant Name \_\_\_\_\_

Grievant Department \_\_\_\_\_

Date Grievance Occurred \_\_\_\_\_

STEP 1. Informal conference with Dean No \_\_\_\_\_ Yes \_\_\_\_\_

(if yes, name of Dean and date of conference) \_\_\_\_\_

Request for Grievance STEP 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ (check one)

**Statement of Grievance**

Give a concise statement of the interpretation or application of the Negotiated Agreement being grieved.

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**Resolution**

Specify the resolution being sought through the grievance.

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**Previous Decisions**

State all decisions previously made concerning the grievance, specifying the step, decision, date and who made the decision.

STEP 1. Informal conference with Dean

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

Dean: \_\_\_\_\_

Decision: \_\_\_\_\_

\_\_\_\_\_

STEP 2. Conference with Vice President for Instructional Services

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

Vice President for Instructional Services: \_\_\_\_\_

Decision: \_\_\_\_\_

\_\_\_\_\_

STEP 3. Conference with President

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

President: \_\_\_\_\_

Decision: \_\_\_\_\_

\_\_\_\_\_

**Grievant's Signature**

**Date**

**Received by Vice President,  
President, or Board of Trustees**

**Date**

\*Distribute one copy each: Administrator, GC3 Educator's President, and Grievant



**APPENDIX D – FACULTY ADMINISTRATIVE EVALUATION FORM**

*Garden City Community College  
Faculty Administrative Evaluation*

**Faculty:**  
**Department:**

**Date:**

<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>NA</b>
<b>Strongly Exceeds Expectations</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Nearly Meets Expectations</b>	<b>Does Not Meet Expectations</b>	<b>Not Applicable</b>

5	4	3	2	1	NA	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teaching: The instructor exhibits dedication to work inside the classroom, including but not limited to quality teaching and learning and willingness to seek continuous improvement through professional development.
						<i>Comments:</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Service: The instructor exhibits commitment to the institution outside the classroom, including but not limited to committee work, assessment, program review, curriculum development, and support for academic and non-academic programming throughout the institution.
						<i>Comments:</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Professional Interaction: The instructor exhibits people and situational awareness, including but not limited to showing empathy toward colleagues, demonstrating active listening, and awareness of how words and actions impact others.
						<i>Comments:</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Humility: The instructor is humble in her/his approach to work, including but not limited to willingness to collaborate, share credit, seek help or advice, admit mistakes, and work for the good of the college.
						<i>Comments:</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reporting Duties: The instructor exhibits diligence in completing forms, grading, assessment requirements, and other reporting obligations.
						<i>Comments:</i>

*Summary of comments*

*Recommendations*

*Recommendations by GCCC Administrator*

- I recommend that this instructor continue as full-time faculty.
- I do not recommend that this instructor continue as full-time faculty.

Employee's signature indicates the employee has read the evaluation. It does not necessarily indicate agreement of the contents. The employee is welcome to add written comment or prepare a response to the evaluation which will be filed in the employee's file as part of this evaluation.

\_\_\_\_\_  
**Faculty Signature**

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

\_\_\_\_\_  
**Division Chair Signature**

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

\_\_\_\_\_  
**Dean Signature**

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

\_\_\_\_\_  
**VPI Signature**

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

## SEPTEMBER 2020 MONITORING REPORT

### Workforce Development

Annual  
Page 8

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

### CEO's Interpretation:

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

### Data supporting GCCC involvement:

Technical programs with GCCC's Technical Education and Workforce Development branch work closely with advisory committees populated largely by industry partners. These meetings promote collaboration and cooperation. Above all else, these meetings are a way for College faculty to listen and respond to industry needs. These meetings occur at least once per semester and also allow local stakeholders to give input and feedback on program curricula, policies and procedures, standards of practice, and methods of communication. Finally, these meetings also allow the faculty and students within each program to build a network of industry professionals that is useful for internships, apprenticeships, or future employment opportunities.

The College also works closely with the Finney County Economic Development Corporation (FCEDC) to identify potential alignment between industry needs and College offerings. In the past year, the College and FCEDC have worked together on the following programs:

- **Carpentry:** With the assistance of FCEDC and the Southwest Kansas Builder's Association, the College applied and received approval to offer a short-term certificate in Carpentry. This certificate launched this fall semester with a "daytime" track for community members and a concurrent pathway for high school students. There are approximately 15 students in this program. Students will work toward recognized industry credentials as a part of their training.
- **Certified Machine Mechanic/Industrial Maintenance:** The College worked collaboratively with FCEDC and USD 457 on a technical certificate and two-year degree to support the development of a skilled workforce at Empirical Food's new production site. This opportunity includes a 49-credit Certificate A as well as a two-year degree option and is currently in the final stages of approval with the Kansas Board of Regents. This program will include a concurrent pathway for high school students, potential students in the community, as well as non-credit industry training options. This program specifically will support not just the development of Empirical's initial workforce, but long-term will support the larger production infrastructure of Southwest Kansas. Students will work toward

- recognized industry credentials as a part of their training.
- Early Childhood Education: Working collaboratively with FCEDC and the Finney County Childcare and Early Learning Network (FCCELN), the College developed 18 credits of coursework to support the development of trained childcare specialists in the area. These credits will soon be included in an application to KBOR for a short-term certificate in the field. Courtney Morris, a faculty member at the College, serves on the FCCELN board and maintains active connections to stakeholders within the community.

The College continues to consider and explore additional opportunities for community industry support and workforce development.

As mentioned above, throughout the development of these programs, the College actively considers the role that high school career and technical pathways play in the development of a skilled workforce which meets employer needs. The College regularly meets with representatives from both USD 457 and USD 363 to collaborate on dual-credit opportunities within these and other program areas. These meetings have resulted in new ideas in the area of tiered classes that help prepare students for careers in welding, automotive, allied health, and other disciplines.

## **POLICY TITLE: BOARD JOB DESCRIPTION**

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

1. Linkage with the public regarding ENDS. Input may be obtained in the following ways:
  - A. Meeting with individuals and organized or informal community groups (i.e., civic groups, churches, focus groups).
  - B. Observing and meeting with other public boards.
  - C. Hosting opportunities which afford owners the opportunity to learn about the college.
  - D. During open session of board meetings.
  
2. Written governing policies which, at the broadest levels, address:
  - A. ENDS: Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good for which people at what cost).
  - B. EXECUTIVE LIMITATIONS: Constraints on executive authority which establish the boundaries within which all executive activity and decisions must take place.
  - C. GOVERNANCE PROCESS: Specification of how the board conceives, carries out, and monitors its own task.
  - D. BOARD-MANAGEMENT DELEGATION: The manner in which authority is passed to the president and assessment of the use of that authority.

*(continued on next page)*

**POLICY TITLE: BOARD JOB DESCRIPTION (CONTINUED)**

3. Assure the president's performance through periodic and annual reviews.
4. Select and discipline board officers
  - A. A chairperson shall be selected, by majority vote of the entire board, based on his or her abilities to carry out the responsibilities of that position. (A chairperson, and other officers deemed necessary or required by statute, shall be elected on an annual basis during the official board meeting in January).
  - B. If, for any reason, board members believe the chairperson fails to fulfill his or her role as stated in these policies, they may, by majority vote of the entire board, remove the chairperson from office and select a replacement for the remainder of the unexpired term as chairperson.
5. Impact on legislative affairs through advocacy.
6. The Board shall monitor the outcomes and professional conduct of organizations associated with GCCC - i.e. the GCCC Endowment Association (EA) and the Broncbuster Athletic Association (BAA).

## **Incidental Information September 2020**

### **Karla Armstrong, Vice President for Administrative Services/CFO:**

#### **Business office & Payroll**

- Reviewed several KBOR reports
- Worked with various grant directors and club sponsors to set up FY21 budgets
- Uploaded FY21 working budget
- Purchase card training
- Working with Financial Aid setting up scholarships
- Issued book vouchers for students
- Sending out first statements to students for Fall 2020
- Worked on adjustments in Paycom to work better for GCCC
- Worked with HR on Open Enrollment for Health Insurance
- Sent out BCBS info to retired employees on Health Insurance
- Assisted HR with Hiring of new employees and training Work Study's
- Processed paperwork for new employees

#### **Bookstore**

The bookstore has been busy taking care of students, providing ID's, books if necessary, and answering questions on Canvas and the e-textbooks that are provided to students with their tuition and fees. We have also been selling some merchandise in the store and on the website. We finally have gotten in several types of Buster masks and are selling those.

We have been open on a few days of the weekends of check-ins, to provide parents an opportunity to purchase emblematic merchandise as well.

We will start working on the spring semester book adoption process soon, in-putting all the book information for the spring semester. We will also look at the soft goods inventory and see if or what we need to order for the spring-choosing new items is always fun. As always, we look forward to any new ideas or suggestions that anyone might have for the bookstore.

We continue to practice the protocols for the corona virus every day, to ensure we all stay safe and healthy. It has been really nice to be back to normal and have students on campus, we want to do our part to continue to make this happen.

*Board of Trustees Agenda September 8, 2020*

## **Human Resources Board Report**

### **New Employees:**

- Mackenzie Rowlett, Assistant Softball Coach, effective, September 1, 2020
- Robert Scrivner, Campus Police Officer, effective, September 1, 2020.
- Anita Gray, Research Analyst, effective, September 3, 2020.
- Adam Austin, Assistant Football Coach, effective, September 3, 2020.

### **Transfers:**

- Melody Brooks, Creative Services Coordinator to Director of Media Relations, effective, August 26, 2020

### **Separations:**

- Tiffany Minnick, Head Spirit Squad Coach, effective August 14, 2020
- Tyra Haar, Administrative Assistant Dean of Academics/Outreach Coordinator, effective August 21, 2020

### **Open Positions:**

- Student Services Assistant- **In Process**

### **Online Positions:**

- Music-Online Adjunct Instructor

### **Projects for the Human Resources Department include:**

- Open Enrollment BCBS. Will submit 9/5/2020
- Draft Employee Handbook is under review with College Council
- Department Assessment Review Process (Human Resources Operations Manual)
- New Hire Process/ BCBS Checklist
- Safe Colleges- September Training (Title IX, Ferpa)



## **Marketing/Creative Services/Printshop**

Completed 226 print/design requests

Regular print request & supply request

Printed student athletic handbooks print

Designed football handbook cover

Printed and bound football handbook

Designed and printed

- posters for the new CLC area
- posters for Mercer Gallery exhibition (posted also on social)
- large posters for carpentry and automotive technology program
- business Cards
- diplomas and certificates for registrar
- posters for Kocher classroom
- inservice graphics & postcard agenda
- fall semester success flyers for students
- campus technology flyer

Designed and order large pop-up and tabletop banners for HALO and SSS/TRIO program

Completed continuous edits to 2020-2022 course catalog for registrar

Designed direct mail logo for Endowment 2020-2021 campaign

Designed and ordered face masks for tech ed

Graphic for social media Women on Target Course

Maintain social media presence with picture posting and various social graphics

Finalized viewbook and sent to printer

Converted fillable forms for Admissions

## **Maintenance:**

- Worked on Suites, BBH, Units, West Hall and Apt's. Like remodeling, Carpets, painting, fixtures and sheetrock.
- Replacing floors in Suits front entry way and bathroom
- Water leak underground in West Hall and BTSC
- Guys replace all belts and filter in all buildings
- Student Check-in
- Moved offices
- Installed cubicle offices in PENKA.
- Tore out molded dry wall at Rodeo Stadium
- Work orders
- Replace Doors at BBH and painted them.
- Fixed BBS AC's and add T-stat's on some Apt's
- Implemented and executed disinfecting protocols throughout campus

*Board of Trustees Agenda September 8, 2020*

**Information Technology:**

- Migrated student email accounts over to Office 365 so that students can better take advantage of the whole suite of Microsoft Office apps for free.
- Further worked on implementation for the student app.
- Fully completed moving our phone system to the cloud.
- Office moves

**Grounds:**

- Mowed
- Checked control clocks
- Irrigation repair
- Mower maintenance
- Edged
- Irrigation replacement at main quad and dorm parking lot

**Custodial:**

- Student check in
- Inservice in DPAC bldg.
- Defensive driving class held in endowment room
- Purchased electrostatics backpack sprayers/ handheld sprayers
- Implemented and executed disinfecting protocols throughout campus
- Wipes, mask, hand sanitizer stand with wipes
- Finishing up summer clean up in all bldgs. along with sanitizing all areas
- Sanitizing weight rooms all locker rooms in DPAC bldg.
  
- All building:
  - Floors have been scrubbed and refinished
  - Carpets have been shampooed
  - Auditorium chairs have been disinfected with electrostatic sprayer
  - Beginning to clean and sanitize in DPAC due to construction
  - Installed hand sanitizers.

**Transportation:**

- Continued long term maintenance/storage of busses and fleet vehicles.
- Sanitized vehicles between use and prepared for possible fall trips.
- Set up Mobile Lab and sanitized for Tyson and Student check-in
- Delivered and set up the Mobile Lab at Tyson Fresh Meats plant for GCCCA classes
- Assisted with Covid-19 mitigation and preparation for fall classes.

**Marc Malone, Vice President for Instructional Services:**

**Instructional Services**

**Dual Credit**

Currently we have high school students enrolled in 1,961 hours of college credit. We anticipate approximately 75-100 additional hours.

Due to COVID, we were unable to host enrollment nights last spring. As a result, we hosted them this fall, before students returned to school. Also, because of COVID, area schools changed their start dates. Many are starting well after GCCC began class on August 17<sup>th</sup>. We have worked with each individual school to ensure the change in start times do not negatively impact College students at the high school.

Manicuring, Carpentry, and Automotive classes are being offered as new options or as expanded offerings. GCHS and Holcomb students come to campus each day for Manicuring and Carpentry, and Auto classes are now offered at the Garden City Alternative Education Center.

	20FA	20SP	19FA
Deerfield	57	24	56
Dighton	21	88	66
GCHS	1031	811	1073
GCAEC	45		
Healy	0	10	
Holcomb	222	157	270
Lakin	177	116	180
Leoti	135	107	75
Scott City	180	201	301
Syracuse	84	38	100
Tribune	9	0	0
totals	1961	1552	2121

### **Carpentry**

We are very excited about our new short-term certificate offering in Carpentry. The program was approved by KBOR last year, and we received a USDA Rural Business Development Grant in support of classroom technology. We hired Ross Addison as a full-time instructor, and there are approximately 15 students between the high school students, who attend in the afternoons, and the non-concurrent students who attend in the morning.

### **Paramedic**

Cloud County Community College agreed to allow us to offer Paramedic classes within its service area during the 2021 calendar year. Starting in January, a small cohort of students will join the Paramedic class from Concordia. This is a great example of cooperation between schools to make sure students have opportunities.

### **GC3 Media**

The GC3 Media students have started a podcast called “Busters Unfiltered” hosted by students Dalton and Zaria: <https://anchor.fm/bustersunfilteredgc3media>

The GC3 Media students are also working hard to help develop digital video content to support a new virtual Exploration Day.

### **Sociology/Psychology**

Even during the Covid-19 pandemic, the Sociology and Psychology faculty continue to work with students to perform service in the community as a part of service learning. Because of the pandemic, faculty developed some different service options that require less interaction including donating blood, making cards, picking up trash, volunteering with Miles of Smiles, or performing labor for the Salvation Army.

### **CLC Tutoring**

Despite moving all instruction and services fully remote for the Spring and Summer 2020 semesters, the CLC tutors still found a way to provide tutoring.

CLC Summer Tutoring Hours Comparisons 2014-2020		
	Hours Tutored	Students Served
Summer 2014	310.5	64
Summer 2015	254.7	54
Summer 2016	156	34
Summer 2017	216.4	46
Summer 2018	268.2	65
Summer 2019	329.5	44
Summer 2020	215.8	44

*Board of Trustees Agenda September 8, 2020*

While the Summer 2020 hours are lower than Summer 2019 and 2018, they are stronger than Summer 2016 and even with Summer 2017. And these students were served with *no* student work study tutors. All services were performed using only the paraprofessionals with support from Janice Urie. It was a busy summer!