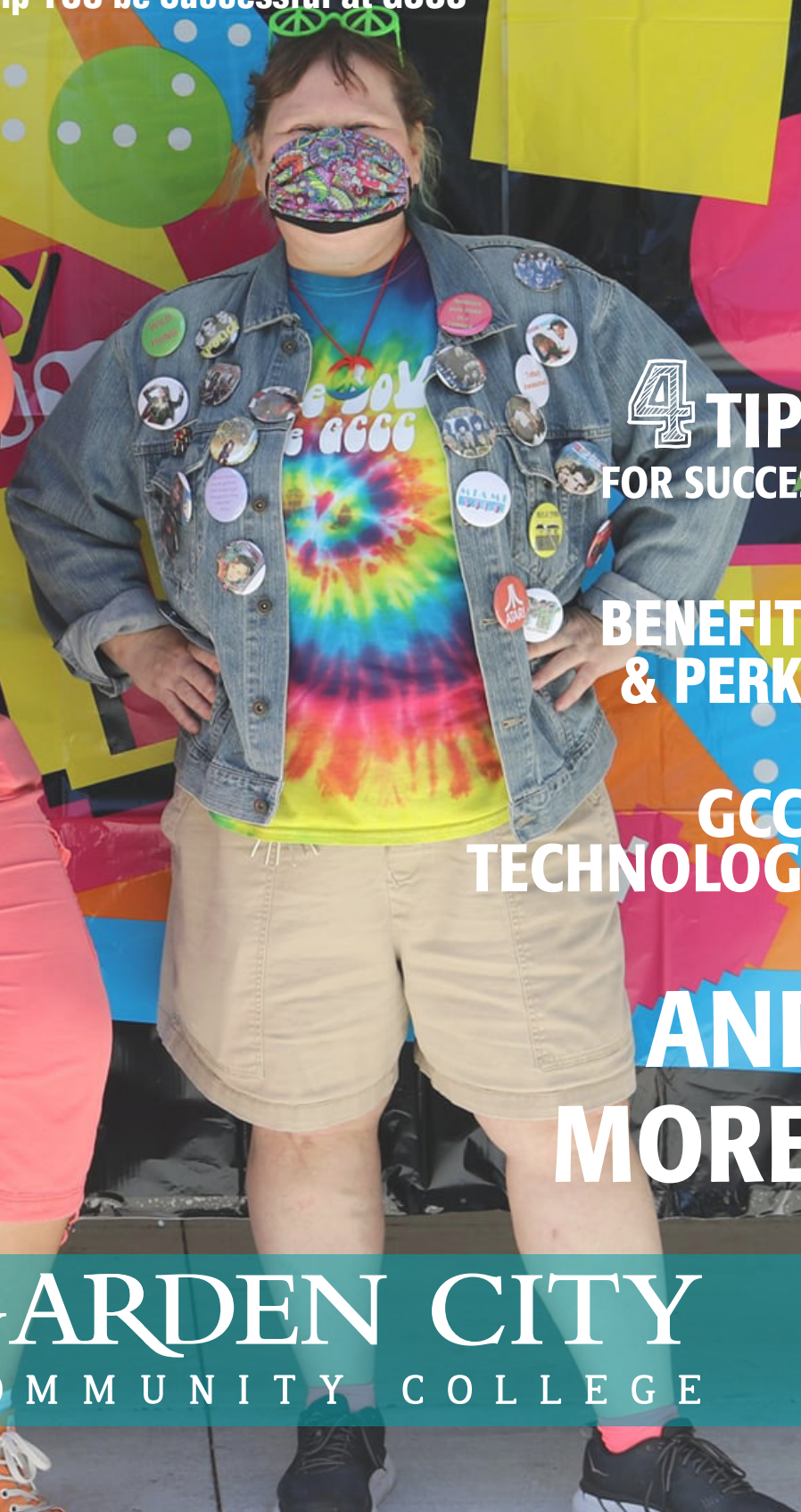


2022-2023

KEY TO CAMPUS

ALL EMPLOYEE GUIDE

to Help YOU be Successful at GCCC



4 TIPS

FOR SUCCESS

BENEFITS
& PERKS

GCCC
TECHNOLOGY

AND
MORE!



GARDEN CITY

COMMUNITY COLLEGE



Welcome to Garden City Community College.

We are excited to have you as an employee and as a fellow Buster. Garden City Community College is committed to creating a great workplace environment and doing so through the hiring of quality and committed employees. GCCC has been recognized as a Promising Places to Work in 2018 and 2019 by the National Institute of Staff and Organizational Development. This accomplishment comes through the committed and dedicated employees that are at GCCC, focused on continuous improvement and service to students, community and our mission.

At GCCC, there are three specific qualities that we have embraced as essential to success as a team in the workplace. These qualities are: Hungry, Humble and Smart. Specifically, Hungry speaks to individuals being willing to look for more, being self-starters, self-motivated and having a vision to look for next steps and focused on continuous improvement. Humble references the lack of excessive ego. Additionally, being humble means acknowledging the contribution of others, sharing credit and placing emphasis on the team over self. Finally, the Smart concept encompasses having common sense and ability to work well with others. It involves asking questions, listening to others, staying engaged and choosing our words and actions carefully.

The “right people” are those who have these three qualities of being Hungry, Humble and Smart. You have been hired at GCCC because we believe that you possess the qualities and exhibit the essence of these qualities. We are a team at GCCC, and with that comes a belief that we are here to serve students and community, respect one another and excel in the job before us. There is more to be accomplished when we work together and individually. Congratulations on being a part of the Buster Team. I hope that this handbook helps in the transition to GCCC and please let me know if there is anything that I can do to assist in helping you.

As always, **IT’S A GREAT DAY TO BE A BUSTER** and **WELCOME** to GCCC.

Our Values

- B**old Innovation
- U**nwavering Integrity
- S**ervice & Collegiality
- T**rust, Transparency & Accountability
- E**mpowered Creativity & Academic Freedom
- R**esponsible Leadership
- S**tudent-Centered Focus

Dr. Ryan J. Ruda
Dr. Ryan J. Ruda
President, GCCC



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Mission

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

Vision

GCCC will be the premier educational nexus of progress, providing world class learning in a dynamic environment.

"From here you can go anywhere"





CAMPUS *Technology*

As an educational institution, GCCC seeks to provide a learning environment that encourages the free exchange of ideas and the sharing of information. Such an environment includes usage of up-to-date computing and information technology resources providing access to local, national and international information sources.

Access to GCCC computing and information technology resources is a privilege and GCCC expects all users to use such resources in a responsible manner. There should be no expectation of privacy by the user of any technology on the college campus, on technology owned by the college or in the course of conducting college business.

SIGN-IN CREDENTIALS

Self Service, Canvas, Network,
Wifi, Outlook & Buster Biz App

YOUR USERNAME
firstname.lastname

YOUR PASSWORD
first initial first name (lowercase)
first initial last name (uppercase)
& birthdate (MMDDYYYY)

For Example,
Jane Smith, born January 22,1988
would have a username
and password of
jane.smith
jS01221988



Password
Reset





Buster Code of Conduct

Although college employees come from different backgrounds, they are brought together to serve our students. Employees should take seriously the special responsibility which public service requires and value participation in the work of education.

As public servants, employees should strive to serve with respect, concern and responsiveness. They should demonstrate the highest standards of personal integrity, truthfulness and honesty in all public and private activities. Because they serve the public, it is especially important for them to conduct themselves in a manner that assures and promotes the public's trust in Garden City Community College.

Compliance with Applicable Laws and Regulations

Garden City Community College is a public institution and operates under the laws of Kansas as a political subdivision of the state as provided in Kansas Statutes Annotated 71-201 et seq. The institution operates in compliance at all times with state laws wherever the institution does business and state law applies. Employees are expected to conduct their activities in full compliance with all applicable laws and regulations, including but not limited to all environmental laws and regulations, and all laws, regulations, and internationally adopted restrictions concerning fair trade practices and compliance with applicable laws pertaining to bribery, fraud, kickbacks, and corruption. This would also include the provisions of the Foreign Corrupt Practices Act.

Health and Safety

Employees must ensure a safe and healthy work environment, operating in full accordance with applicable provisions of the Occupational Health and Safety Practices Act (OSHA).

Harassment or Abuse

Employees must respect the rights and dignity of their fellow employees. Human rights abuses, including physical, sexual, psychological, or verbal harassment or abuse of workers, will not be tolerated.

Discrimination

Individuals must be employed, retained, and compensated based on their ability to perform their jobs. It is a violation of this Policy to discriminate in the provisions of employment opportunities, benefits or privileges, to create discriminatory work or academic conditions, or to use discriminatory evaluative standards in employment or educating settings if the basis of the discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability, sex, sexual orientation, gender identity, gender expression, genetic information, marital status, or veteran status.

Sustainability

Garden City Community College is committed to fiscal, social, and environmental responsibility.

Conflicts of Interest

Conflicts of interest are outlined in the Conflict of Interest and Outside Employment policy.



FERPA

Confidential Information

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, material containing personally identifiable information may NOT be released to a third party without the student's written permission. All student records are considered to be confidential and are open only to the employees of Garden City Community College (GCCC) who need the information to carry out their official responsibilities.

Although GCCC personnel have authorized access to information to perform specific duties and functions, they are not permitted to release information to persons outside GCCC unless authorized in writing by the student. Only the official or designated person responsible for the records (i.e., Registrar's Office) has the authority to release them. Records may then be disclosed to a third party only on condition that the recipient will not permit others to have access to the information without the written consent of the student.

Access to Confidential Information

It is important for GCCC employees to know the responsibilities regarding access to and proper disposal of confidential student information. This information should be handled in a confidential manner and all appropriate measures should be taken to maintain the security of the information. Any access to student information (through Datatel, WebAdvisor, or paper copy) provided to college personnel must not be shared without written consent of the student.

Disposal of Confidential Information

Confidential information is defined as any material containing personally identifiable information that must be handled in a discreet manner. The information should not be left in an open area or left unattended at any time. Once the initial purpose for which the information was produced has been met, the material containing personally identifiable information must be properly disposed of. Electronic copies of data should be deleted. Web-browser software should be closed out and exited. Paper copies of records (rosters, advising records, etc.) should be shredded or disposed of in a similar manner.

Accommodations

The mission of the Accommodation office is to ensure that Garden City Community College is an **accessible and inclusive environment** that not only encompasses academic success in students and success in employees with various types of documented disabilities, but also personal empowerment.

The Accommodations office is designated to work with a wide range of disabilities that include but are not limited to learning disabilities, intellectual disabilities, physical disabilities, temporary disabilities, vision or hearing impairment, and mental health. If you feel that you may qualify for these services, contact Joy Lehmann, Accommodations Coordinator at joy.lehmann@gcccks.edu or **620-276-9638**.

PRIVACY ACT

As a reminder to all GCCC employees:

You are all aware of the existence of the **Family Educational Rights and Privacy Act of 1974**, but it never hurts to have a refresher now and then to remind us of our legal obligation to protect the privacy of our students and employees.

With all of the wonderful technology available at our fingertips today, we all have access to a multitude of information on each of our students. Along with this access also comes the responsibility and legal obligation to share information with others outside of our campus **ONLY** if that information comes under the following categories:

Name
Address
Telephone Listing
Electronic Mail Address (E-mail)
Date and place of birth
Major field of study
Classification
Participation in officially recognized activities
Sports--weight and height of athletic team members
Dates of attendance
Degrees or certificates
Awards received
Most recent previous educational institution attended
Photograph



Notice this list **does NOT include copies of transcripts, social security numbers, or information on class schedules**. When information is released (other than the categories listed above) without specific written permission of the student, we are opening ourselves up to **possible legal action**. This is not being over-protective of our student records or territorial-- **it is Federal law**. **If you pull up the student information on your computer screen and there are items highlighted, that student has invoked the Privacy Act and NO information is to be released to a third party. Absolutely none! If you have any questions whether to release information, please forward requests to the Registrar's office.**

Please take care that you do not personally release any information other than that listed above. Additionally, if you are aware of any abuse of access to this information, please report it to the Registrar. So, in a nutshell:

**PROTECT YOUR PRIVILEGE AND OUR
STUDENTS' AND FELLOW EMPLOYEES' PRIVACY.
IF IT'S NOT ON THE LIST, DON'T GIVE IT OUT!**

TIPS FOR SUCCESS

1

REVIEW POLICIES

GCCC's policies can be found on www.gcccks.edu. You can search by category or by specific policies.



*Complete GCCC
Policy Listing*

2

GET BUSTER GEAR

Bronbuster Bookstore offers special discounts for employees and has many different items in stock including hats, t-shirts, hoodies, mugs, kid's clothing, and so much more!

3

GET INVOLVED

Join a committee, run for faculty senate, or volunteer for various student support activities!



*Faculty Senate
Information*

4

ATTEND CAMPUS EVENTS

Employees can get FREE tickets to Bronbuster athletic events and other on-campus events! It's a great way to support our students!

For Athletic tickets, contact ashley.rutti@gcccks.edu

For Fine Arts, contact jeanette.hernandez@gcccks.edu



2022-2023 Employee Pay Schedule

- JULY 25, 2022
- AUG. 25, 2022
- SEPT. 23, 2022
- OCT. 25, 2022
- NOV. 18, 2022
- DEC. 16, 2022
- JAN. 25, 2023
- FEB. 24, 2023
- MAR. 24, 2023
- APR. 25, 2023
- MAY 25, 2023
- JUNE 23, 2023

ALL ELECTRONIC TIME SHEETS MUST HAVE APPROVALS NO LATER THAN THE 2nd DAY OF THE SUBSEQUENT MONTH WITH ALL LEAVE SUBMITTED AND APPROVED.

2022-2023 Staff Holiday Schedule

- | | |
|-----------------------------|---|
| Independence Day | July 4 |
| Labor Day | Sept. 5 |
| Thanksgiving | Nov. 21, 22, 23, 24, 25 |
| Christmas/New Year's | Dec. 19 - 30
<i>Report back to work on Tues., Jan 3</i> |
| President's Day | Feb. 20 |
| Spring Break | Mar. 16, 17 |
| Easter | April 7, 10 |
| Memorial Day | May 29 |

On-Campus Cafe

Delicious
Comfort food by
GREAT WESTERN DINING

The ALL-YOU-CAN-EAT campus cafeteria is located in the Beth Tedrow Student Center. Several choices are offered each day to suit many tastes. Employees are welcome to dine any day of the week!

Great Western Dining also provides catering for on and off-campus events.

For questions or information on pricing, contact
Great Western Dining
foodservice@gcccks.edu

620-276-9607

CAFE HOURS:
LOCATED IN THE BTSC
MONDAY - THURSDAY

Breakfast: 7:00 am - 9:00 am
Lunch: 11:30 am - 1:00 pm
Dinner: 5:00 pm - 6:45 pm

FRIDAY

Breakfast: 7:00 am - 9:00 am
Lunch: 11:30 am - 1:00 pm
Dinner: 5:00 pm - 6:00 pm

SATURDAY & SUNDAY

Brunch: 12:00 pm - 1:00 pm
Dinner: 5:00 pm - 6:00 pm

Academic Calendar 2022-2023

AUGUST 2022						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 8 Inservice / Faculty Return
- 10-11 Student Services Hours (until 6 PM)
- 11-14 Residential Life Check-In
- 12 New Student Orientation
- 15 Fall 2022 Semester Begins - Classes Begin: Main Session (16 wks) and Session 1 (8 wks)
- 15-18 Student Services Hours (until 6 PM)
- 29 Classes Begin: Session 2 (14 wks)

FEBRUARY 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

- 10 20th Day of Classes
- 20 **PRESIDENT'S DAY** – No Classes (Campus Closed February 18-20)
- 21 Classes Resume
- 27 Financial Aid Disbursement Day

SEPTEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 5 **LABOR DAY** – No Classes (Campus Closed September 3-5)
- 6 Classes Resume
- 12 9/11 Observance
- 20th Day of Classes
- 26 Financial Aid Disbursement Day

MARCH 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 1 Summer Enrollment Begins (ALL Students)
- 10 Classes End (Session 1)
- 13 **SPRING BREAK** Begins (No Classes March 13-17) (Campus Closed March 16-19)
- 20 Classes Resume
- Classes Begin: Session 3 (8 wks)

OCTOBER 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 6 Classes End (Session 1)
- 7 **FALL BREAK** – No Classes
- 10 Classes Resume
- Classes Begin: Session 3 (8 wks)
- Columbus Day

APRIL 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 4 Advising Day – No Classes
- Fall Enrollment Begins (CURRENT Enrolled Students Only)
- 7 **EASTER BREAK** Begins (Campus Closed April 7-10)
- 11 Classes Resume
- 13 Last Day to Withdraw (Spring Main Session)
- 17 Classes Begin: Session 4 (4 wks)
- 18 Fall Enrollment Begins (ALL Students)

NOVEMBER 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 1 Advising Day: No Classes
- Spring Enrollment Begins (CURRENT Enrolled Students Only)
- 3 Last Day to Withdraw (Fall Main Session)
- 9 Exploration Day – No Classes
- 10 Classes Resume
- 11 Veteran's Day
- 15 Spring Enrollment Begins (ALL Students)
- 19 **THANKSGIVING BREAK** Begins (Campus closed November 19-27)
- 28 Classes Resume

MAY 2023						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 5 Commencement @ 7:00 PM
- 8 Final Exams Begin
- 11 Final Exams End
- Classes End (Main Session and Sessions 2, 3 and 4)
- Spring 2023 Semester Ends
- 12 Final Grades Due @ 1:00 PM
- 17 Faculty Last Day
- 22 Summer Session 1 Begins (3 wks)
- Summer Session 2 Begins (6 wks)
- Summer Session 5 Begins (11 wks)
- 29 **MEMORIAL DAY** – No Classes/Campus Closed
- 30 Classes Resume

DECEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 5 Final Exams Begin
- 8 Final Exams End
- Classes End: (Main Session and Sessions 2 and 3)
- 9 Final Grades Due @ 1:00 PM
- 12 Classes Begin: Fall Session 4 (3 wks) and Session 5 (4 wks)
- 15 Faculty Last Day
- 17 **CHRISTMAS BREAK** Begins (Campus Closed December 17 – January 2)
- 30 Classes End (Fall Session 4)

JUNE 2023						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 9 Summer Session 1 Ends
- 19 Juneteenth Independence Day
- 30 Summer Session 2 Ends

JANUARY 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 3 Campus Reopens
- 6 Classes End (Fall Session 5)
- Fall 2022 Semester Ends
- 9 Inservice / Faculty Return
- 11-12 Student Services Hours (until 6 PM)
- 14-15 Residential Life Check-In
- 16 Spring 2023 Semester Begins – Classes Begin: Main Session (16 wks) and Session 1 (8 wks)
- Martin Luther King Observance
- 30 Classes Begin: Session 2 (14 wks)

JULY 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 3-4 **INDEPENDENCE HOLIDAY BREAK** – No Classes (Campus Closed July 1-4)
- 5 Summer Session 3 Begins (5 wks – ends August 4)
- 17 Summer Session 4 Begins (3 wks – ends August 4)

APPROVED 2/1/2022

2022-23 Academic Calendar

Quiet Zone Dates (No Classes)

- Fall Dates: August 15 – December 8, 2022 (Fall Semester Ends: 1/6/2023)
- Spring Dates: January 16 – May 11, 2023
- Summer Dates: May 22 – August 4, 2023

- August 6 - 14, 2022
- January 7 - 15, 2023
- May 12 – 21, 2023

Employee Benefits & Perks



- **Unemployment Insurance** (*non-student employees*)
- **Worker's Compensation Insurance** (*all employees, including students*)
- **KPERS - Kansas Public Employees Retirement System**
(*mandatory for employees in KPERS qualifying positions*)
- **KPERS Long-Term Disability** (*employees in KPERS positions*)
- **TIAA-Cref 403(b) Plan** (*Employer sponsored/pre-tax basis*)
- **Group Health Insurance** (*full-time employees*)
- **Section 125 -Cafeteria Salary Reduction Plan** (*full-time employees*)
- **Tuition Waiver** (*full-time employees, and their spouse/dependants*)
- **Activity Passes to College Activities** (*employee & family*)
- **Super Circuit** (*full-time employees*)
- **EAP - Employee Assistance Program - New Directions**
- **Reduced Membership Rate for Garden City YMCA**

Read full
benefits
policy here!



Use your **EMPLOYEE ID** to receive **DISCOUNTS**

- Broncbuster Bookstore
- Wendy's
- Peerless Tires for Less
- El Conquistador
- El Zarape
- Garden City Travel Plaza
- Golden Corral
- IHOP (Weekdays only)
- La Villa Salon
- Encino's Auto Center
- City Kutz
- Garden Bowl
- Hard Rock Lanes
- McDonald's
- MJ's Barbershop
- Plank's BBQ
- Sam's Club
- Taco Bell
- Ward's Garden Café
- Little Caesars
- Sequoyah 8 Movie Theater

*Contact HR
for full list!*

Health Services

On Campus



College Health Center

Garden City Community College Health Center promotes the health and well-being of students and employees. The Health Center employs three registered nurses, providing high quality, convenient health services and education.

Services Offered:

- Blood pressure checks
- Height/Weight checks
- Strep testing
- Suture removal
- Influenza vaccinations*
- Nutrition counseling
- Health Insurance information

**A small fee is charged for this service*

Hours:

BTSC 201

Monday- Friday

8 a.m. - 4 p.m.

For questions, contact
Trish Miller, R.N, B.S.N
College Nurse
patricia.miller@gcccks.edu

620-276-9601



Behavior Health Services

Monday - 1:30 pm - 5:00 pm

Wednesday - 3:00 pm - 6:00 pm

Friday - 8:30 am - 12:00 pm

Student Health Office
BTSC 201

620-275-1766

www.genesisfamilyhealth.org



Domestic & Sexual Assault Advocate

Services at GCCC

620-482-0706 (Direct Contact)

620-275-5911 (24 hour helpline)

620-640-9050 (Text2Talk non-emergencies)

director@fcsks.org

Send Facebook pm if out
of the office





Unlimited, Zero-Out-of-Pocket, Comprehensive, Primary, and Preventative Healthcare

FREE primary, preventive and wellness medical visits for you and your covered family members. Just show your Blue Cross & Blue Shield card when you go to the clinic for your appointment. It's that simple!

Primary & Urgent Care

Services Offered:

• Minor Acute Conditions:

Infections; Ear Ache; Minor Cuts/ Lacerations/Excisions; Minor Burns; Sore Throat; Sprains; Strains; Back pain; Colds and Flu; Well-Woman Care; Well-Man Care; Dehydration (IV).

• Management of Chronic Conditions and Pre-Conditions such as, but not limited to:

Asthma; Diabetes (Type 2); Hypertension; Hyperlipidemia; Obesity; Metabolic Syndrome; Acne, Depression, Anxiety and Tobacco Addiction.

• Vaccinations:

Seasonal flu; Tetanus; Hepatitis B; Pneumonia; Shingles.

• Lab Services.

• Wellness, Dietary Counseling, and Weight Management

• Annual Health Risk Assessments.

• Stratification and follow up plan determined by Risk Factors.

• Follow-ups with RHS nurse practitioner and dietician to design and execute on a personalized health improvement plan.

• Workers' Compensation Care and Employment Screening

Diagnosis, treatment and rehabilitation for workplace exposures and injuries.

Initial evaluation and follow-up care for injured workers.

Functional exams.

Urine drug screening.

Breath alcohol testing.

Firefighter exams and police physicals.

Pre-employment and DOT physicals.

TB Screening.

A uniquely experienced and inter-disciplinary team centered around you.

Merilyn Douglass, APRN — Merilyn joined Grow Well in 2015. In the last three decades, she has been focused on helping her patients achieve optimal health and reach retirement age in the best possible physical and mental health. She holds a MS and a Doctorate in Nursing (University of Kansas). She is certified in family practice and is a Diplomat of Comprehensive Care. In 2013 she received a state award from American Association of Nurse Practitioners. She currently is the Chairman of the Kansas APRN Taskforce, and serves on the Board of Trustees at Garden City Community College.

Jami Weaver-Warren, APRN — Jami joined Grow Well in 2017. Jami has more than twenty years of experience as both a registered nurse and a nurse practitioner; during those years, she has been delivering quality healthcare in Garden City, the community in which she was born and raised. She holds a MS in Nursing (Family Nurse Practitioner) from Hays State University and a BS with a major in nursing from KU.

Amber Withington, APRN — Amber joined Grow Well in 2021. Amber has over 26 years' experience as a registered nurse in acute care, ER, outpatient, clinic, and long term care nursing. Amber obtained a BS of Nursing from Tabor College and a MS of Nursing from Maryville University.

Julia Tull, RD — Julia joined Grow Well in 2015. She is a registered dietitian with twenty years of clinical experience and a passion for wellness. Her focus is on helping people incorporate healthy eating into their lifestyle and on finding solutions to improve their health. Julia graduated from Kansas State with a degree in dietetics in 1996.

Beth Fox, LMSW — Beth joined Grow Well in 2021 to expand the clinic's services to include telemedicine based emotional wellness. She has 15 years of social work experience in the medical field and is passionate about helping patients process past events and find workable solutions. Beth obtained a Bachelor's degree from Kansas State University in 2006 and a Master's degree in Social Work from the University of Kansas in 2011.

Monday 7:30 am – 5:00 pm

Tuesday 7:30 am – 5:00 pm

Wednesday 7:30 am – 5:00 pm

Thursday 12:30 pm – 7:30 pm

Friday 7:30 am – 5:00 pm

302 N. Fleming Ste. 2 • Garden City, KS

For appointments, call 620-271-1424

www.growwellclinic.com

For more information about the clinics, FAQs and covered services, visit bcbsks.com/myclinic or see Blue Cross & Blue Shield of Kansas flyer at the end of this handbook.

Help us help you!

We serve over 200 EMPLOYEES on campus and we strive to deliver HIGH-QUALITY PRINT, DESIGN, ADVERTISING & MARKETING SERVICES as quickly as possible. Please follow our procedures and note processing times on all requests.



**ALL REQUESTS MUST BE SUBMITTED
THROUGH THE ONLINE WORK ORDER SYSTEM**

Processing times are subject to change during busy times including beginning of semesters, in-service, special event planning, and maintenance on printers, computers, or other print shop equipment.

Always feel free to contact us with any questions
or concerns.

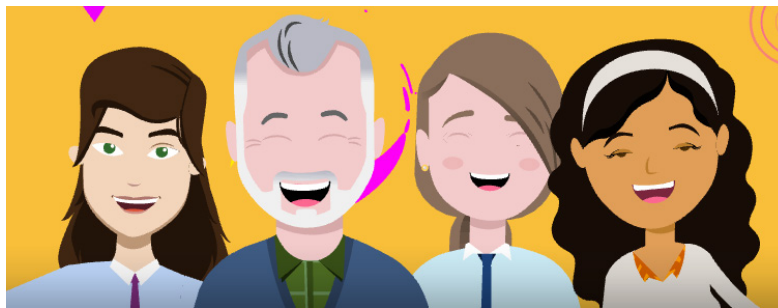
Thank you!

Melody Brooks, **Director of Marketing/PR**
melody.brooks@gcccks.edu • 620-276-0470

Madilyn Limberg, **Asst. Director of Marketing/PR**
madilyn.limberg@gcccks.edu • 620-276-0418

Cecilia Miller, **Social Media & Design Coordinator**
cecilia.miller@gcccks.edu • 620-276-0417

Mark Scheopner, **Print Shop Manager**
mark.scheopner@gcccks.edu • 620-276-9728



Check out our
WEBPAGE
formoredetails



Meet our
TEAM!



Branding
GUIDE



OfficialLogo
FILES



CONCEALED CARRY

on Campus

The Legislation:

Effective July 1, 2017, an individual who legally meets state and federal guidelines may carry a concealed handgun on or about their person in most state and municipal buildings in Kansas, including institutions of higher education.

Our Policy:

GCCC recognizes the right of individuals to carry concealed handguns, in accordance with Federal and State regulations.

Who Can Carry?

Individuals who are at least 21 years of age, and who are in lawful possession of a handgun with no restrictions or prior record, may conceal carry.

**OPEN CARRY IS
PROHIBITED**
IN OPEN SPACES AND
COLLEGE BUILDINGS.

**HANDGUNS MUST NEVER BE
IN VIEW AND MUST
BE CARRIED ON THEIR
PERSON AT ALL TIMES.**

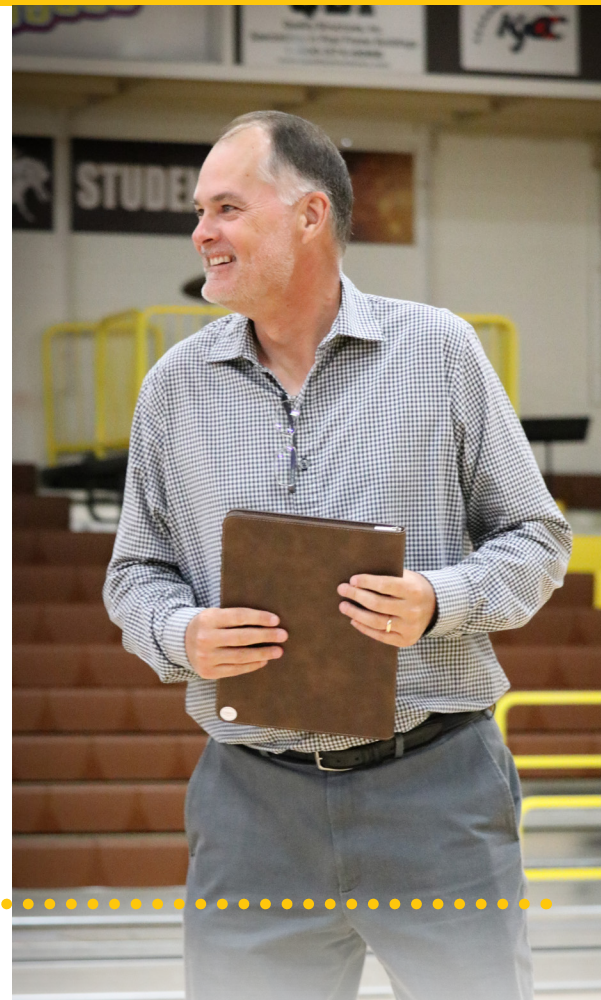
GCCC's Department of Public Safety offers gun safety and conceal carry courses throughout the year. Contact the department for more information.
criminaljustice@gcccks.edu or julie.farr@gcccks.edu

Verbal **Judo**

While at work you may receive phone calls from upset or demanding patrons. Use these tips to help diffuse or deflect a touch situation.

- **ALWAYS** greet callers in a professional manner.
- Acknowledge callers and let them know you are here to help. Understand that callers may have legitimate concerns.
- When dealing with angry callers, allow them to vent their feelings but at the same time, do not raise your voice - maintain a calm and rational manner. If callers use profane language, respond that you will not be able to assist them any further if it continues.
- If you receive a threatening phone call, try to obtain as much information as possible about the caller's intentions.

Remember to maintain your composure and professionalism to help ease the demands of your job when assisting the public by telephone. Refer all threatening and harassing phone calls to Campus Police



For **YOUR** Safety

CAMPUS POLICE

The Garden City Community College Campus Police Department is committed to providing a safe and secure learning environment for students, faculty, staff, and the general public while on campus or in any facility owned or operated by the college. We will achieve this through community partnerships, education, planning, and the enforcement of state and local laws.

Other Campus Police Services

- **Emergency Vehicle Unlocks:** Campus Police can help by unlocking your vehicle for you, free of charge.
- **Safety Escorts:** Campus Police Officers will escort students and employees anywhere on campus. Please call 620-272-6828. There may be a delay due to calls for service, please call in advance, if possible.
- **Vehicle Jump Starts:** In situations where an employee's vehicle needs a jump-start, Campus Police will assist you.
- **Crime Prevention Services**

CRIME PREVENTION TIPS

- Never leave your car unlocked or the keys inside when unattended
- Do not leave your valuables inside your car in plain view (conceal under the seat or in the trunk)
- Use your car alarm (if you have one)
- Avoid parking your vehicle in locations where theft and burglary are likely (dark or concealed locations). Park under a street lamp or in other well-lit areas.
- During cooler seasons never leave your car unlocked while warming it up (Keep within view/use remote start if possible)
- Do not leave valuables in plain view in our work area

Stay safe,
Rodney Dozier
Campus Police Chief
(620) 276-9603

To report an
EMERGENCY
CALL
911

TITLE IX REPORTING

Garden City Community College is committed to providing a safe and secure learning and working environment for students, faculty, staff, and the general public while on campus, or in any facility owned or operated by the College. We will strive this through community partnerships, education, planning, and the enforcement of state and local laws.

Should you experience any type of harassment we encourage you to notify the Garden City Community College Campus Police Department or the Title IX Coordinator, who will help ensure that supportive measures are implemented, that the misconduct is eliminated and that future incidents are prevented.

What to Report

- Sexual Assault
- Dating/Domestic Violence
- Stalking
- Sexual Harassment
- Gender Discrimination

Information to Include

- Name of victim
- All details that were shared regarding the incident
- Name of alleged person (If this was shared with you)

Report Immediately Two Ways to File a Report

1. Email Kellee Munoz,
Director of Human Resources
kellee.munoz@gcccks.edu

OR

2. Online Report



More information
about Title IX



Who knows?

Building Secretaries & Department Administrative/Executive Assistants know their stuff!
They're great resources for information within their building or department.

Have a question? Start there!

Dawn Fuchs

Secretary
GCCCA Adult Education - SCSC
(620) 276-9600 ext 600
dawn.fuchs@gcccks.edu

Gloria Garcia

Secretary
Humanities/ Fine Arts - JOYC
(620) 276-9540 ext 540
gloria.garcia@gcccks.edu

Kathy Winter

Secretary
Library Services - SAFL
(620) 276-9656 ext 656
kathy.winter@gcccks.edu

Judy Irsik

Secretary
Penka/Nursing - PENK
(620) 276-9560 ext 560
judy.irsik@gcccks.edu

Lindsay Clark

Secretary
Math and Science - FOUS
(620) 276-9550 ext 550
lindsay.clark@gcccks.edu

Traci Thummel

Secretary
Social Science - ACAD
(620) 276-9580 ext 580
traci.thummel@gcccks.edu

Consuelo Pena

Student Services Assistant
Student Services - SCSC
(620) 276-0480 480
consuelo.pena@gcccks.edu

Tricia Sayre

Human Resources Assistant
Human Resources - SCSC
(620) 276-0363 ext 363
latricia.sayre@gcccks.edu

Ashley Rutti

Admin. Assistant to Director of Athletics
Athletics Office - DPAC
(620) 276-9606 ext 606
ashley.rutti@gcccks.edu

Dawn Tucker

Admin. Assistant for Dean of Academics
Instructional Services - ACAD
(620) 276-0441 ext 441
dawn.tucker@gcccks.edu

Jodie Tewell

Executive Assistant to the President
President's Office - SCSC
(620) 276-9533 ext 533
jodie.tewell@gcccks.edu

Julie Farr

Admin. Assistant to Dean of Tech. Ed.
Technical Education - JCVT
(620) 276-9684 ext 684
julie.farr@gcccks.edu

Louise Lurtz

Records Assistant
Registrar - SCSC
(620) 276-9530 ext 530
louise.lurtz@gcccks.edu

Ruby Solorzano

Financial Aid/Records Office Assistant
Financial Aid - SCSC
(620) 276-9720 ext 720
ruby.solorzano@gcccks.edu

Joann Sherrell

Secretary
Technical Education - JCVT
(620) 275-3251 ext 251
joann.sherrell@gcccks.edu



For the most
up-to-date
employee contacts
use the
**EMPLOYEE
DIRECTORY**
on www.gcccks.edu!
You can search
by name
or department.





EMPLOYEE RESOURCES/REQUESTS

To report issues or request assistance,
contact the following departments.

Information Tech

lThelpdesk@gcccks.edu

Facilities/Maint.

facilities@gcccks.edu

Custodial

custodial@gcccks.edu

Grounds

grounds@gcccks.edu

Datatel/Colleague

datatel@gcccks.edu

Campus Reporting

campusreporting@gcccks.edu

Printshop/Marketing/Design Requests

[Printshop Fillable Form](#)



GCCC Campus Closet

Some students arrive on campus with only the clothes on their back. It is the goal of the Campus Closet to assist with the needs of our students so that we can help them feel safe, clean, and fed so they can succeed in the classroom. This helps us meet our mission, to produce positive contributors to society. Employees are welcome to donate to the campus closet and to assist with Campus Closet's goal.

Campus Closet Needs:

- Personal Hygiene Products
 - shampoo, conditioner, lotion, soap
 - oral hygiene products
 - laundry soap
 - feminine hygiene products
- Non-Perishable Food (food security)
 - soups, canned meats, vegetables, shelf stable
 - milk products, fruits, cereal, crackers, peanut butter, jelly, etc.
- Blankets and Sheets (XL Tiwn, Full, Queen or King)
- Coats and other warm clothing
- School supplies and other misc. items

Deliver donations to
Traci Thummel, ACAD Building Secretary
during normal campus hours



BENEFITS

at a glance

For KPERS 3 Members
Hired January 2015 & After

Throughout your career, you make contributions to KPERS. We invest the money and pay you interest. You also build retirement credits while you work. When you retire, KPERS pays you a guaranteed monthly benefit. You also have life insurance and disability benefits as part of KPERS while you are still working.

RETIREMENT BENEFITS

Your Contributions

You contribute 6% of your salary from each paycheck. It's automatic and pretax. Your contributions earn a guaranteed 4% annual interest, paid quarterly. There is also a possibility for additional interest, depending on KPERS' investment returns. You can withdraw your account balance if you leave employment.

Vesting

After five years of service you are guaranteed a retirement benefit, even if you leave employment. This is called "vesting" your benefit.

Retirement Benefits

There are two parts to the KPERS 3 cash balance plan—your contribution account and your retirement credits. While you make contributions, you also earn retirement credits quarterly based on how many years of service you have and a percent of your pay.

Retirement credits are only available at retirement.

Your retirement credit value and contribution account balance are used to calculate your benefit. KPERS will pay you a guaranteed monthly benefit for the rest of your life. You can also choose from different payment options if you want to leave a monthly benefit for someone after your death or have a regular cost-of-living increase.

When Can You Retire?

- Age 65 with five years
- Age 60 with 30 years
- Reduced, early retirement beginning at age 55 with 10 years



Questions?

Email: kpers@kpers.org

Toll-free: 1-888-275-5737

In Topeka: 785-296-6166

kpers.org

New Hire To-Do List

- ✓ Learn more about your KPERS 3 cash balance retirement plan and how it works
- ✓ Check out kpers.org for details about your other benefits
- ✓ Set up your online access to keep track of your account at kpers.org
- ✓ Name a beneficiary. Form available at kpers.org or from your employer
- ✓ Save on your own, because KPERS won't be enough

ADDITIONAL BENEFITS

Disability Benefits

If you qualify, disability benefits are based on 60% of your annual salary. There is a 180-day waiting period.

Basic Life Insurance and Death Benefits

Basic life insurance is equal to 150% of your salary. Your employer pays for the cost. KPERS also returns your contributions and interest. Your spouse may be eligible for a monthly benefit, instead of receiving your account balance.

Job-Related Death

If you die from an on-the-job accident, there is an additional death benefit for your spouse.

Optional Life Insurance

Many employers offer optional life insurance, including the State of Kansas. Check with your employer. You can get coverage for yourself, your spouse and children. Premiums are deducted from your pay.

New employees are eligible for guaranteed coverage within 31 days and can apply for regular coverage anytime by answering a few health questions.

Guaranteed coverage (no health questions)

	Member	Spouse	Child
Guaranteed Coverage Max	\$250,000	\$25,000	\$20,000
Annual open enrollment	up to \$50,000 increase	up to \$25,000	\$10,000 or \$20,000
New hire	up to \$250,000	up to \$25,000	\$10,000 or \$20,000
*Family status change	up to \$50,000 increase	up to \$25,000	\$10,000 or \$20,000

*Within 31 days of marriage, divorce, birth, adoption or employment status change (member or spouse).

Anytime coverage (some health questions)

	Member	Spouse	Child
Choice of \$5,000 increments	\$5,000 min \$400,000 max	\$5,000 min \$100,000 max	only available w/new hire, open enrollment or family status change

In the interest of simplicity, certain generalizations have been made in this publication. Kansas law and the rules adopted by the KPERS Board of Trustees will control specific situations.

KPERS won't be enough

KPERS and Social Security won't be enough for a sound retirement. You need to save on your own, too. The easiest way to save is through a tax-sheltered employer plan like a 457(b) deferred compensation or a 403(b) annuity plan. Check with your employer about options where you work.

The State of Kansas and many local public employers offer KPERS 457, a deferred compensation savings plan. Contributions are automatically deducted from your pay, and you can get started with as little as \$12 per pay period. Visit kpers457.org for more info.

However you choose to save, the important thing is to start. The sooner you begin, the more time your money has to grow. Socking away even a sliver of your salary could have a big impact on your retirement.



EMPLOYEE ASSISTANCE PROGRAM - EAP

When life's a little much, reach out and get in touch.

Let's be real: life can be tough. When your responsibilities start to feel overwhelming and showing up each day with a smile on your face seems difficult, it's important to reach out for help. You can lean on your free and confidential Employee Assistance Program (EAP) for support.

We've got your back.

A free benefit from your workplace, the EAP can help you or anyone in your household:

- Be more present and productive at work
- Receive support when you don't feel like yourself
- Get help with responsibilities that are distracting or stressful
- Grow personal and career skills
- Be a caring, loving friend or family member
- Receive care after a traumatic event or diagnosis
- Make healthy lifestyle choices
- Improve and inspire daily life

We're here for you, always.

Life happens, regardless of the day or time. That's why we make ourselves available 24/7, even on holidays. So whenever you need to reach out, we're here for you.



Support Line
Call anytime
800-624-5544



Mobile app
Search for New
Directions EAP



Web
Visit eap.ndbh.com
for resources

SERVICES

- Counseling**
 - In-person
 - Telephone
 - In-the-moment
 - Online messaging
- Consultation on**
 - Finances
 - Legal needs
 - Managing employees
 - Life
- Crisis support**
- Coaching**
- Adult and child care resources**
- Personal and professional training**
- Digital behavioral health tools**

eap.ndbh.com

Code: gccc

800-624-5544

Services are free and your employer will not know you reached out.

Flip this sheet over to see some common reasons people use EAP.

“The EAP has been beneficial in so many ways I don’t know how I would have gotten through without it.”

Check out our app.

Search for **New Directions EAP** in your app store.



Whatever life throws your way, we’re here to help.

Stress, relationships, work and money. These are the most common reasons people reach out to the EAP every year. But no matter what issues you’re facing, the EAP is the perfect first step for you or your family members to:

Reduce stress

Some stress can be a good thing, but too much can be debilitating and unhealthy. Counseling, assessments, coaching, apps, meditation practices, online tools and more can help you improve areas that need work.

Handle a life curve ball

Divorce, adoption, losing a loved one, career changes and moving can all interrupt one’s daily life. Counseling, thousands of online tools, coaching and consultations can help you adjust.

Cope after crisis

Mentally processing and coping after a traumatic event generally takes time and expert care. Counseling, education sheets and communication can help when a crisis occurs.

Support and improve relationships

Raising kids, living with others or improving friendships can take guidance and investment. Counseling, videos, tip sheets and advice make this easier. Referrals to credible daycares, assisted living facilities, dog walkers, physicians, etc. can also help.

Focus at work

We all experience feeling a lack of productivity and engagement at work sometimes. Trainings, advice and custom behavioral strategies can help you become more focused.

Lead others

If you supervise people at work, it’s likely you handle difficult things like performance issues, troubled employees, HR law and hard conversations. Dedicated consultants can provide guidance so you can do your job and have less stress.

Navigate the legal system

Handling a landlord, large purchase, estate or even an infraction can be easier with the help of a legal expert and thousands of online templates to put into action.

Reduce debt

Money worries can be minimized with custom action plans developed with a financial expert to save, reduce debt or afford a life desired.

Live a healthy life

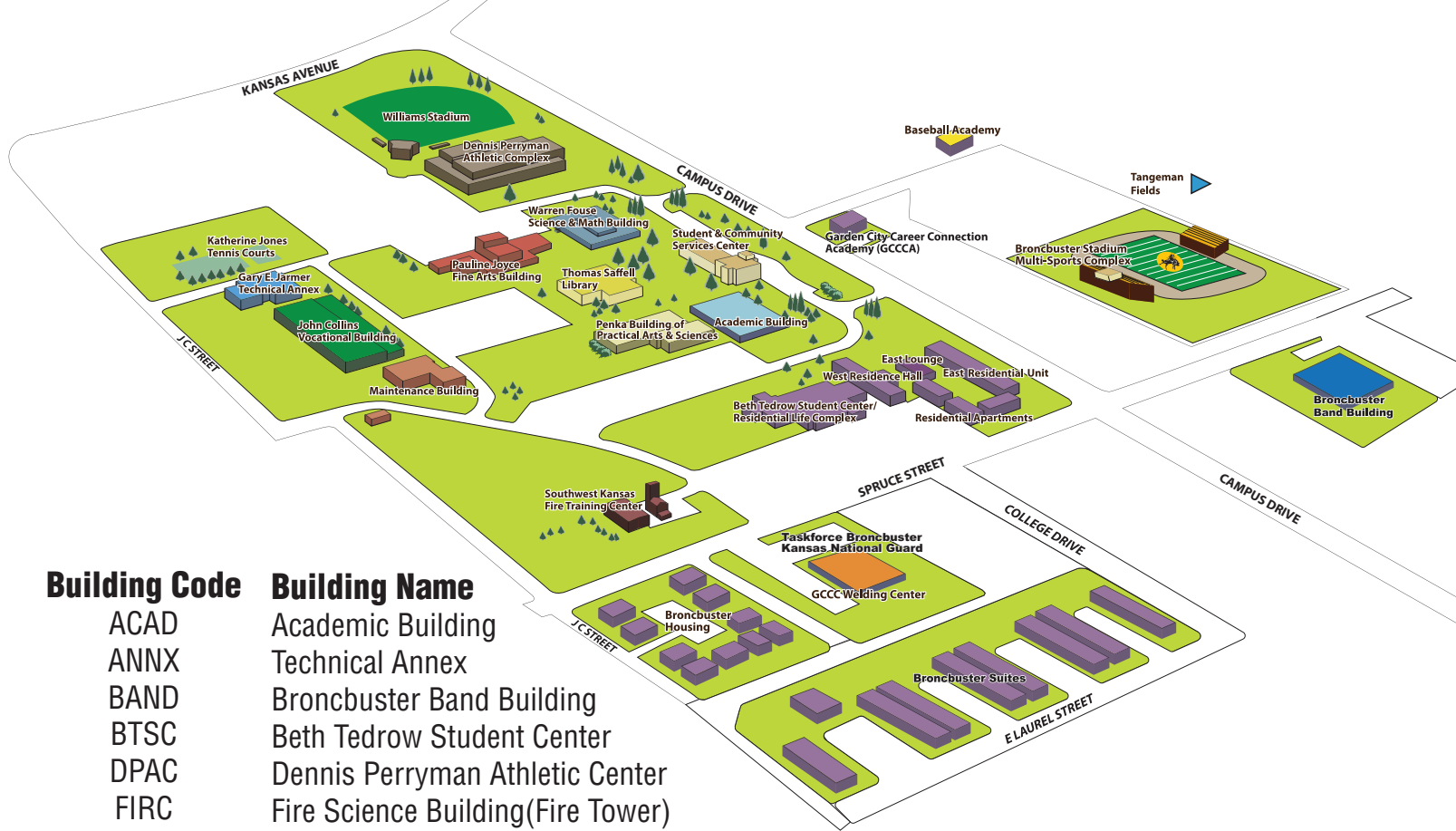
Changing behaviors to quit smoking, lose weight, manage a disease or exercise more can be more manageable when broken into baby steps. Coaching, videos, counseling and digital tools can help you start living healthy.

Take the first step and call today.

eap.ndbh.com

Code: gcccc

800-624-5544



Building Code	Building Name
ACAD	Academic Building
ANNX	Technical Annex
BAND	Broncbuster Band Building
BTSC	Beth Tedrow Student Center
DPAC	Dennis Perryman Athletic Center
FIRC	Fire Science Building(Fire Tower)
FOUS	Warren Fouse Science/Math Building
JCVT	John Collins Vocation Technical Building
JOYC	Pauline Joyce Fine Arts Building
PENK	Penka Building
SAFL	Thomas Saffell Library
SCSC	Student & Community Services Center

GARDEN CITY COMMUNITY COLLEGE

801 Campus Dr. Garden City, KS 67846
620.276.7611 • www.gcccks.edu

FOLLOW US!



ADA/EQUAL ACCESS

Garden City Community College is complying with the Americans with Disabilities Act, and is committed to equal and reasonable access to facilities and programs for all employees, students and visitors. Those with ADA concerns, or those who need special accommodations, should contact Kari Adams, Accommodations Coordinator, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-9638, accommodations@gcccks.edu.

EQUAL OPPORTUNITY/TITLE IX –NON-DISCRIMINATION/ANTI-HARASSMENT

Garden City Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, pregnancy, age (40 or older), disability, height, weight, marital status, sexual orientation, genetic information or other non-merit reasons, or handicap, nor will sexual harassment or retaliation be tolerated, in its employment practices and/or educational programs or activities. Harassment is prohibited based on race, color, age, sex, religion, marital status, national origin, disability, veteran's status, sexual orientation or other factors which cannot be lawfully considered, to the extent specified by applicable federal and state laws. The Title IX Coordinator oversees the college's efforts to comply with Title IX. Students concerned about the above should contact Tammy Tabor, 620-276-0364, Student and Community Services Center, 801 Campus Dr., Garden City, KS 67846, and employees with concerns may contact Kellee Munoz, Director of Human Resources, 620-276-9574, Student and Community Services Center, 801 Campus Dr., Garden City, KS 67846, Kellee.munoz@gcccks.edu.