

**April 4, 2007**

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 **Wednesday, April 11, 2007**. The meeting will be held in the **Beth Tedrow Student Center**, community college campus.

- 5:30 p.m.** Go through dinner line and eat in Cafeteria
- 5:45 p.m.** Regular meeting in the Endowment Room

### **THE AGENDA**

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#### **CALL TO ORDER**

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

#### **CONSENT AGENDA**

- A. Approval of minutes of previous meeting (March 14)
- B. Submit financial information to the auditor
  - B1 Financial information—Expenses
  - B2 Financial information—Revenues
  - B3 Financial information—Cash in Bank
- C. Approval of personnel actions
- D. Approval of request to dispose of equipment

#### **POLICY REVIEW**

- A. Monitoring Reports and ENDS
  - A1 Monitoring Report—Monthly
  - A2 Monitoring Report—Quarterly
  - A3 Incidental Information

B. Ownership Linkage

- Correspondence 1—email from Southwest Kansas Regional Prevention Center
- Correspondence 2—email from John Deere
- Correspondence 3—letter from KBOR re: One Stop grant
- Correspondence 4—email from former CJ student
- Correspondence 5—letter re: Prevention Center Site Review

C. Board Process and Policy Governance Review

**REPORTS**

A. President Carol Ballantyne

- A1 Parking, Street Report
- A2 External Lighting Report
- A3 Security Phones and Cameras
  
- A5 Instructional Program Review
  - A5a Art
  - A5b Business
  - A5c Animal & Meat Science
  - A5d Automotive
  - A5e Cosmetology
  - A5f Fire Science
  - A5g Industrial Maintenance
  - A5h John Deere Tech
  - A5i Police Science/Criminal Justice
  
- A6 2007-08 College Plan
  - A6a Accomplishments
  - A6b Goals
  - A6c Projections
  - A6d Budget
  
- A7 Proposed yearend expenditures
  - General Fund
  - Capital Outlay Fund
  - Residential Life Fund

B. Report from Finney County Economic Development Corp.

*Agenda for April 11, 2007, Board of Trustees meeting (page 3)*

**Upcoming calendar dates:**

- April 13: Annual Endowment Association Auction
- April 20: BAA Hall of Fame Induction
- April 28: Board Retreat; 8:00 a.m.; Hall of Fame Room
- May 9: Regular meeting of the Board, including retirement reception; 5:30 p.m.
- May 12: Commencement; 10 a.m. (Trustees: please arrive by 9:30 a.m.)
- June 13: Regular monthly meeting; 7:30 p.m. (note time)

**Executive Session**

**Adjournment**

Sincerely,

Terri Worf, Chair

Carol E. Ballantyne, Ph.D., Secretary

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

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

**Faculty Senate Report to the Board of Trustees  
Garden City Community College  
April 11, 2007**

2006-2007 GCCC Faculty Senate Structure

President .....	Doris Meng	x623	doris.meng@gcccks.edu
Secretary .....	Renee Harbin	x586	renee.harbin@gcccks.edu
Junior Senator ..	Kay Davis	x554	kay.davis@gcccks.edu
Junior Senator ..	Barb Larson	x663	barb.larson@gcccks.edu
Junior Senator ..	Leslie Foster	x435	leslie.foster@gcccks.edu
Junior Alt. ....	Lachele Greathouse*	x585	lachele.greathouse@gcccks.edu
.....	Greg Thomas*	x589	greg.thomas@gcccks.edu
Ex-officio members:	Ryan Ruda--SGA Advisor*, Barb Larson--GCCCHEA President*, Laura York--Past President*, Kathy Isaac—TLC Director*		

\*=*non-voting members*

*Bylaws stipulate that Faculty Senate consists of five members and two alternates selected from the full-time teaching faculty. The returning member who receives the highest number of votes shall serve as President. The second highest vote getter shall serve as secretary.*

**Purpose & Role**

Faculty Senate serves the faculty by overseeing the rights, privileges and interests of the teaching faculty. Faculty Senate functions as a consulting body to the College President and the Board of Trustees.

**Faculty Senate's general responsibilities include:**

- Serving as a liaison between faculty, college administration and the Board of Trustees. Senate assigns a representative to attend all open meetings of the Board of Trustees and President's Cabinet, said representative presents a brief report during next Senate meeting
- Distributes copies of Faculty Senate minutes to all faculty
- Provides advisory opinions within the framework of the official grievance procedure outlined in the professional agreement between the Board of Trustees and the GCCCHEA
- Makes faculty appointments to all standing and internal governance committees
- Promotes annual spring honors during graduation in cooperation with SGA, faculty and administration
- Encourages and promotes faculty professional standards and conduct
- Encourages and promotes the professional development of faculty through collaboration with the Teaching and Learning Center, Dean of Learning Services, Staff Development Committee, Business and Industry Institute and other entities on campus promoting professional development
- Reviews recommendations and actions initiated by the Faculty Senate
- Makes all decisions that shall be necessary and proper for executing the foregoing responsibilities conferred by the Senate bylaws for the Faculty Senate or any authorized officer or spokesperson thereof.

**Agendas**

Faculty Senate meetings are open. While anyone is welcome to attend, all faculty are encouraged to attend. Items for discussion should be sent to the Faculty Senate president in advance to be included on the meeting agenda. Meeting notices will be sent to the faculty at-large.

## Current Senate Projects/Goals:

- 1. Teaching and Learning Center (TLC)**—with a grant from the Mary Jo Williams Foundation in the amount of \$18,317.30, Faculty Senate and the TLC Coordinator, Kathleen Isaac, have created a new location for the TLC which we hope will become a hub for faculty learning and collaboration. The new location is the northeast corner of the library. We had our first training in that space on March 28, 2007; four instructors presented work they have been doing to promote higher-level thinking in their classes. When all of our equipment arrives, we'll have an open house. The latest information about the TLC is below.
  - **School Maestro and Blackboard Support:** For the rest of the semester, Judy Stubblefield will be in the TLC, Wednesday afternoons from 2:00 – 4:00 to work with you one-on-one to set up files or provide tutoring in School Maestro and Blackboard.
  - **Kathy's hours for the rest of the school year:** Tuesdays, 8:00 – 4:00; other times by appointment
  - **Faculty** – If you need to check out materials or need a place to work together on technology or other projects, you can access the TLC any time through the library staff.
  - **Classroom Performance System (CPS) training:** sign up with Cathy McKinley for the CPS training offered by Layne Schifflbein of USD 457. See how this system (with remote controls) can engage your students and give you immediate feedback in the classroom. Four CPS units are available for check-out through the TLC.
  - **Watch for our future open house** and for further information on print material and technology check-out.

## 2. Representation

Senate President Doris Meng attends bi-weekly President's Cabinet as well as coordinating efforts with TLC to address Teaching & Learning Center training opportunities. Kathleen Isaac, TLC Coordinator collaborates with Human Resources and the Business and Industry department to coordinate training opportunities. Senators serve as liaisons on various committees.

## 3. Communication & input with Information Technology Department

Senate members provide input regarding technical support issues, School Maestro updates, and computer advising support. Senate members are collecting information from faculty to identify and alleviate IT issues. IT information sessions will be scheduled as part of the spring in-service sessions as well as coordinating training as needed throughout the year

## Teaching and Learning Reports from Faculty

### Choral Music – J. Clayton Wright

The GCCC Concert Choir and College Singers performed the Pergolesi Magnificat with the members of the community chorus and strings at their annual Christmas Vespers on December 10, 2006. They also performed the John Rutter Mass of the Children and choruses from Handel's Messiah on April 1, 2007 with community orchestra and children's choir; about 140 musicians altogether. That performance was at the Nazerene Church in Garden City. The choral groups will present a scholarship show with the drama department in early May entitled "Musical Milestones". Mr. Wright performed and worked with the cast of Sweeney Todd, a fall musical production in 2006 featuring the drama and music departments at GCCC as well as many community members who participated in the cast, crew and orchestra. Mr. Wright was also one of the featured soloists in the Mass of the Children and will be judging several local, regional and state music festivals throughout Kansas in the spring of 2007.

**Department of Public Safety — Linda Morgan / Larry Pander / David Rupp / Brad Sisk**  
**DPS Programs (Criminal Justice/EMST/Fire Science/Team-T)**

- All DPS students are participating in Strategic Team Building (Challenge Course) which has proven to be a tremendous retention tool.
- DPS scenario day scheduled for May 2, 2007.
- Team-T seminars for law enforcement, fire and EMST include: Arab, Muslim, Sikh Cultural Awareness; Case Agent Investigative Review; Introduction to the Incident Command System and the National Incident Management System; EMS Refresher Class; Creating Vigilant Prepared and Resilient Communities for Homeland Security; EMS – Training Officer I and II (June 2007)
- Concealed Carry Classes - Trained 14 instructors, completed 14 classes with 160+ students.
- DPS Facility proposal was written and support letters from public safety agencies across Western Kansas were submitted to Sen. Brownback, Senator Roberts, Rep. Tiahrt and Rep. Moran for 2008 appropriations consideration.
- Fire Training Facility and classroom/storage project to be constructed on the GCCC campus starting April/May 2007. Partnership with the City of Garden.
- 3<sup>rd</sup> Explorer Challenge Academy scheduled for May 2007. Designed for fire and law enforcement Explorer Posts.
- Hosted a variety of career exploration programs this past
- Criminal justice adjuncts taught over 51 credit hours 2006-2007.
- 98% of 2006 CJ graduates are either working in the field or working on their Bachelors degree.
- The GCCC Criminal Justice Competition Team brought home a number of awards from the Region III Conference held at Jefferson City, MO on November 3-5, 2006
- Criminal Justice enrollment increased approximately 22%.
- Local 'grow your own' project: Police Service Aid program with the Garden City Police Department in second year of operation. Both PSA CJ students were hired full-time by the GCPD.
- Kansas 'Grow Your Own' project. GCCC CJ helped the Kansas Highway Patrol develop the first 'Kansas Collegiate Law Enforcement Academy' set for May 2007 at the KHP Academy in Salina, KS.
- Successfully hired new CJ instructor for Jan 2007 after CJ instructor resignation in October 2006. Still searching for a Paramedic Instructor.
- Facilitated and coordinated painting and moving of the '39 Plymouth police car to the Finney County Museum on permanent loan for display. Provided additional room in the rappelling lab.
- 7 /8 Paramedic students passed their National Certification
- EMST Program is now accredited through CoAEMPSA until the year 2016. Way to go!!
- 90% pass rate on all Firefighter Certification tests.
- Initiated first CPAT test with the help of Garden City PD (SWAT Team) Very successful with 27 participants

**Business Professionals Association — Lachele Greathouse**

- One student attended the BPA Fall Delegate Assembly at the Rock Spring 4-H Camp.
- In the Fall BPA sold Value Kards as their fund-raising project.

### **Developmental Education Committee—Barb Larson, chair**

- The Developmental Committee is piloting a 5 credit hour Basic English class for the bottom 1/3 of students scoring into Basic English. This will be a 3 hour Basic English with 2 hours of Grammar. We will track these students to see how well they do in the re-designed Basic English and to identify if they are successful in English 101.
- Also, the Developmental Committee recommended purchasing updated software for Reading, English, and Math and new software for the ESL program. IT purchased the recommended software.

### **Early Childhood Education — Sheila Hendershot**

- Sheila Hendershot sponsored a conference for early childhood educators on Oct 7, 2006, on the GCCC Campus; an annual event called “Kids of the Great Southwest.” It is to help early childhood educators in the southwest Kansas area with new ideas, continuing education hours and is done in cooperation with Smart Start and Care Connection. Over 90 people attended, with 7 students taking it for college credit.
- Shelia is continuing to work with area community colleges and the regent universities to devise the curriculum for early childhood education and state licensure.
- A new course was successfully added to the early childhood curriculum, *Health, Safety and Nutrition*. The current enrollment is 10 students. This course is offered via Interactive Teaching and Learning (ITL)

### **Phi Theta Kappa — Sheila Hendershot**

- PTK helped with the opening of the new Student and Community Service Center by planting over 60 shrubs, bushes, and various plants. Approximately 13 students arrived on a Sunday morning to complete the work of laying down the black tarp, digger holes, and planting the various items.
- Nov. 11, was Founders Day for Phi Theta Kappa and the group will be sending appreciation goodies to all full time faculty.
- A coat drive was help during the months of Dec and January this school year. We delivered over 250 coats to the local Salvation Army.
- December 2006, PTK members helped the community by serving the wine tasting party held by the GC Chamber of Commerce. 20 Members were involved.
- Members helped collect and mail over 200 used textbooks to Better World Books where we receive\$. 50 per book they can use.
- Two USA Academic All Americans have been selected and recognized at the State level. Sarah Cole and Aleana Phillips will also be recognized at the annual awards banquet and at GCCC graduation.
- Fall Induction was held on November 19, 2006 with 24 new members joining
- Currently 124 letters of invitation have been mailed for the spring induction to be held on April 22.
- Project Graduation will pick up speed in April and May, 2007. PTK members will be collecting canned goods and used children’s books to be distributed and used within Garden City. This gives students an opportunity to give back to our community

### **English Department**

- The English department created *Love Poems Express* during February which composed and delivered poems on Valentine’s Day. The money raised was donated to the English Department Scholarship fund. Local television station KUPK televised a news report on the activity.
- Adam Sharpe and Doris Meng created an author display in the Academic building featuring authors Walt Whitman and Dorothy Parker.

**ESL Program — Jean Louise Ferguson**

New developments in the ESL Program include:

- o Added 2 evening ESL Grammar courses: Lang 223.90 and Lang 233.90
- o Developed promotional ESL program brochure
- o Implemented use of technology (software) in all ESL courses
- o ESL enrollment grew slightly despite GCCC’s overall decrease in FTEs

Semester	Fall 2003	Spring 2004	Fall 2004	Spring 2005	Fall 2005	Spring 2006	Fall 2006	Spring 2007
<b>ESL Program Enrollment</b> Total number of ESL class enrollments	34	37	53	50	72	56	83	57
<b>Number of Students</b> Total number of students enrolled in ESL classes *Students enrolled in more than one ESL class are counted only once	27	30	39	34	46	39	54	35

- Presentations (Sharing of knowledge)
  - o CoTESOL conference in Denver, CO on October 28, 2006 entitled, “Student Scrapbooks as Culminating Grammar Projects”
  - o With JoAnn Garrier at the Kansas Academic Advising Network Conference, Washburn University, Topeka, Kansas on September 15, 2006, entitled, “Avoiding Derailment with ESL Students”

**Piano Lab — Carolyn Klassen**

- The piano lab continues to be a place of activity for our students as well as community members. Recently we presented two workshops in Finale, the computer notation software program. One was for area musicians who needed hours for re-certification and the other was a USD 457 inservice for music instructors. These sessions filled up quickly and we have requests for more. I have been in touch with a *Finale* representative from the Make Music Software Company in Minnesota who would like to use our lab for demonstration workshops. It is unusual to have a lab as up-to-date as ours in a rural area to use for this type of workshop.
- The piano department sponsored the 25<sup>th</sup> annual piano festival March 9 & 10. Twenty-five piano instructors from 11 different communities entered approximately 125 students. James and Julie Rivers performed Saint-Saens’ “The Carnival of the Animals” on concerts both nights. Mary Palmer from High Plains Public Radio narrated.
- The next piano event will be “The 3<sup>rd</sup> Annual Sonatina Experience” on April 21. We have modeled this after a similar event in Denver. Students prepare a movement of a sonatina. They send in an audition recording demonstrating their ability to play their piece with a 2<sup>nd</sup> piano accompaniment. Those selected to play will have the unique opportunity of performing their sonatina with a chamber ensemble -- violin, viola, cello, bassoon, oboe and flute. This year we have 17 entrants who will be playing. It’s a lot of fun for them and a great learning experience.



## **TLC accomplishments—Kathleen Isaac**

### Instructional Professional Development:

1. College Skills Souper Session
2. Multi-media in the Classroom
3. Smart Classroom Souper Session
4. Intel Class (offered for graduate credit)
5. Classroom Performance Training Sessions (2 sessions)
6. Web-tools online seminar
7. Higher Level Thinking (Intel) presentations
8. Digital Camera Sessions (3 levels – 6 sessions)
9. Using Blackboard (upcoming inservice)

### Cooperation with Other Professional Development Trainings

1. Snag It (2 sessions)
2. Give 'em the Pickle (4 sessions)
3. Leadership Pickles (2 sessions)
4. Business Office Procedures (6 sessions)
5. Microsoft Outlook training (2 sessions)
6. WebAdvisor training (6 sessions)

### Updated and Organized Instructional Support Materials for instructor accessibility including:

1. Books
2. Journals
3. Distance Learning Materials & videos
4. Technology

### With the opening of the Teaching and Learning Center:

1. Providing scheduled School Maestro & Blackboard support
2. Providing mentoring and collaboration opportunities
3. Pursuing opportunities to collaborate with the library as well as with USD 457 technology training staff
4. Providing scanner and printing capabilities for faculty use in classroom presentations

## **Mass Communication and Student Media -- Laura R. York & Cyd Stein**

### RECOGNITION

- o Breakaway magazine received a 1<sup>st</sup> place award for its Table of Contents and 3<sup>rd</sup> place award for the “Beauty & The B-otch” feature spread from College Media Advisers’ Best of Design. Winning entries are published in an annual that features designers from across the country.
- o Silhouette newspaper received 2<sup>nd</sup> place Best of Show in the 2-year broadsheet category during the 2006 Fall ACP/CMA National College Media Convention in St. Louis, October 2006.
- o Silhouette newspaper received 1<sup>st</sup> place Best of Show Apple Award in the 2-year broadsheet category during the 2007 Spring CMA National College Media Convention in New York City, March 2007. There were more than 100 entries and only 12 awards, a first place in each division.
- o Laura R. York, media adviser, was recognized as the Distinguished 2-year Newspaper Adviser of the year during an awards luncheon during the ACP/CMA Fall 2006 National College Media Convention.
- o Magazine and Newspaper students travel to Wichita April 15-16, 2007 to attend the state awards competition. Results to be announced.

## EXPANSION

- Full-time instructor Cyd Stein taught an Introduction to Broadcasting course this fall and additional courses for Television Production, Radio, and Broadcast News are planned for 2007-2008, along with the launch of a web-based radio station. In addition, Stein is working with media partners: The City of Garden City, Finney County, USD 457, St. Catherine Hospital and KUPK television in writing, and producing requested video productions.
- On April 5<sup>th</sup> Garden City Community College will accept the first of five \$15,000 checks from Cox Media to equip a state of the art digital television and audio production suite formerly named, "Cox Media Center". Over the next five years, the total \$75,000 gift will be used to establish an on campus studio, and automated television system that could be used for cable channel access and/or closed circuit on campus. Students will then have the opportunity to produce daily news, and entertainment for Garden City Community College and the community.
- Currently, Cyd Stein and Laura York are recruiting media students. These students will experience the unique opportunity to shape the format and image of the GCCC radio web cast as well as convergent projects among television, newspaper, magazine and online broadcasting/publishing.

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

**March 14, 2007**

Trustees Present: William S. Clifford, Marilyn Douglass, Ron Schwartz,  
Terri Worf, Steven W. Sterling, Lauren A. Welch

Others Present: Carol E. Ballantyne, President  
Dee A. Wigner, Dean of Administrative Services  
Darla Daniels, Deputy Clerk  
Cathy McKinley, Director of Human Resources  
Kevin Brungardt, Assoc. Dean of General Education  
Martin Sigwing, Director of Physical Plant  
Steve Quakenbush, Director of Information Services & Publications  
Scott Good, IT Department  
Clint Alexander, Faculty  
Della Brandenburger, Citizen running for Board of Trustees  
Emily Behlmann, *Garden City Telegram*

5:30 p.m. The group enjoyed dinner in the cafeteria

5:45 p.m. Regular meeting in the Endowment Room

**COMMENTS FROM THE CHAIR.** Chair Worf called the regular session to order at 5:50 p.m., welcomed guests, and made comments, as follows:

- Congratulated Skip Mancini and the cast and crew for a tremendous performance of “Marty” last month!
- Congratulated Jim Boy Hash and the rodeo team for hosting another successful rodeo!
- Congratulated the basketball teams for a fine season!
- Thanked Kate Covington and helpers for hosting a wonderful luau/steak night for the residence hall students last week.
- Reminded Trustees of the Board Retreat scheduled for Saturday, April 28, at 8 a.m. in the Hall of Fame Room
- Asked the group to bear with the Trustees as they worked through tonight’s lengthy agenda since they skipped the February meeting because of a lack of a quorum. She noted that there was an addition to the Consent Agenda: Item Q. Approval of bids for fire tower.

**OPEN COMMENTS FROM PUBLIC.** Chair Worf stated that no one had registered to make public comments.

**REPORT FROM STUDENT GOVERNMENT ASSOCIATION.**

Natasha Duncan reported on recent SGA events, as follows:

- SGA representatives attended a very educational leadership conference recently where they learned about several ideas for new activities
- Upcoming calendar dates include:
  - March 29 – Casino Night
  - April 19 - Earth Day Celebration to, hopefully, include an appearance by Dennis Haskins from “Saved by the Bell”!

**CONSENT AGENDA**

Chair Worf asked if Trustees wished to pull any items on the Consent Agenda for the purpose of discussion; consensus was to pull Item F. (tuition and fees for 2007-08) and Q. (fire tower bids) for discussion purposes.

***MOTION: Sterling moved, seconded by Schwartz, that the remainder of the Consent Agenda items be approved. Motion carried 6-0.***

Approved actions follow:

**APPROVED MINUTES** of previous meeting, January 10, 2007, as written.

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

**APPROVED PERSONNEL ACTIONS**, as presented - see attached lists.

**APPROVED ARTICULATION AGREEMENTS WITH KSU-SALINA**, as presented.

- Engineering Technology w. an option in Mechanical Engineering Technology
- Engineering Technology w. an option in Computer Systems Technology
- Engineering Technology w. an option in Electronic and Computer Engineering Technology

**APPROVED KBOR APPLICATION FOR NURSING CURRICULUM REVISIONS**, as presented.

**APPROVED ROOM AND BOARD FEES FOR 2007-08**, as presented [see attached memo for details].

Room rent for 2007-08 shall remain the same as for the current year  
Rates range from \$2,050 + selected food plan for West Hall (double occupancy)  
to \$3,400 + selected food plan for Apartments (single occupancy)

Food charges would be increased by \$100 for 2007-08

19 meal plan	\$2,200/year
15 meal plan	\$2,150/year
10 meal plan	\$2,100/year

**APPROVED CHILD CARE CENTER FEES FOR 2007-08, as presented.**

Fees for Child Care Center shall remain the same at \$2.25/hour

**APPROVED ABE AND GED FEES FOR 2007-08, as presented.**

ABE and GED fees shall remain the same:

\$20 material fee  
\$30 material fee for civics class  
\$35 fee for GED practice tests for individuals not enrolled in ABE and ESL programs  
\$68 fee for the official GED tests for everyone

**APPROVED COURSE FEES FOR 2007-08, as presented.**

See attached lists for details

**APPROVED CLASSROOM RENTAL FEES FOR 2007-08, as presented.**

See attached lists for details (essentially remaining the same as the current year)

**APPROVED ACADEMIC CALENDAR FOR 2007-08, as presented** [copy of calendar attached as a part of these minutes].

Faculty reports on August 9, 2007  
Academic year ends on May 15, 2008

**APPROVED XEROX LEASE, as presented** [copy of lease agreement attached as a part of these minutes].

D2500C NAAO OFC DCOL250'C' - \$1,445.16/month for 60 months

**APPROVED 3-I PARKING LOT RENTAL AGREEMENT FOR EVOC TRAINING, as presented** [copy of agreement attached as a part of these minutes].

Between GCCC and the Board of County Commissioners, Finney County, Kansas  
GCCC Dept. of Safety (Criminal Justice, Emergency Medical Services Technologies,  
Fire Science Programs) may use portions of 3-I Parking Lot to provide education  
and training; no payment for this privilege; term is from now until  
June 30, 2007; shall automatically renew and continue from year to year

**APPROVED SIMULATION MANIKIN AGREEMENT WITH ST. CATHERINE HOSPITAL, as presented** [copy of agreement attached as a part of these minutes].

**APPROVED SABBATICAL LEAVE REQUEST, as presented.**

Clint Alexander – Spring Semester of 2008

## APPROVAL OF TUITION AND FEES FOR 2007-08

Ballantyne recommended that tuition for resident students be increased by \$2 (from \$39/cr.hr. to \$41/cr.hr.) for 2007-08, with fees remaining the same as the current year at \$21/cr.hr. She further recommended that tuition for non-resident and international students remain the same as for 2006-07, i.e., \$65/cr.hr.

Brief discussion was held on the possibility of studying the concept of raising tuition a year from now for non-Finney County residents (differential tuition) since out-of-district tuition paid by other Kansas counties had dramatically declined under state mandate. Ballantyne felt that the idea could be analyzed in the future; however, for now, Finney County was fortunate to have a good assessed valuation and she felt that the \$2/cr.hr. increase for resident students would still keep GCCC competitive with area schools without being too expensive for the out-district students.

After discussion, the following motion was made:

*Clifford moved, seconded by Welch, that tuition and fees for 2007-08 be:*

	<u>Tuition/cr.hr.</u>	<u>Fees/cr.hr.</u>
<i>Resident</i>	<i>\$41</i>	<i>\$21</i>
<i>Non-resident</i>	<i>\$65</i>	<i>\$21</i>
<i>International</i>	<i>\$65</i>	<i>\$21</i>

*Motion carried 6-0.*

## APPROVAL OF BIDS FOR FIRE TOWER

Ballantyne distributed a handout that detailed the bids received for the fire tower project (copy attached as a part of these minutes). The City had previously approved the low bid from Dick Construction in the amount of \$497,187 (base bid) and \$3,985 (base bid alternate B1).

Ballantyne recommended that GCCC approve Alternate 1 (classrooms) in the amount of \$262,900. She further recommended that the college continue having discussions with the City to ensure that the Base Bid Alternate B2 (second fire room panels) was really what we wanted to do, and, if so, that the college approve that bid in the amount of \$26,950. Ballantyne stated that the college had previously set aside \$295,000 in capital outlay funds for this cooperative project over the next two years (\$145,000 this year and \$150,000 next year). The Garden City Fire Department and the GCCC Fire Science program would use the facility for live fire training.

After discussion, the following motion was made:

*Clifford moved, seconded by Sterling, that the Board approve administration's recommendation to accept the low bid from Dick Construction, Inc., in the amount of \$262,900 for Alternate 1 (classrooms), with the option of accepting Base Bid Alternate B2 (second fire room panels) in the amount of \$26,950 – if deemed to be in the best interest of the college. Motion carried 6-0.*

## **POLICY REVIEW**

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

Trustees indicated that they had received and reviewed the incidental informational reports and the numerous monitoring reports (monthly, quarterly, semi-annual, and annual; copy attached as a part of these minutes). Chair Worf noted that the monitoring reports were accepted as presented.

Brief discussion was held on the need to continue studying the situation regarding the fact that more students are having skills deficiencies, i.e., the gap between student preparedness and college level coursework appears to be increasing, especially in the math area. On a more positive note, the Academic Advancement monitoring report showed that GCCC students continued to do well when they transferred to the four-year universities.

### **OWNERSHIP LINKAGE**

Trustees received several pieces of correspondence from owners expressing their appreciation for various college activities: (1) newspaper clipping featuring woodworking program at Scott City Bryan Education Center; (2) email praising GCCC website; (3) letter from Gary Jarmer affirming GCCC; (4) email praising nursing department; and (5) thank you note from HALO.

Schwartz reported that he had visited with a lady from Gray County, whose daughter was planning to attend GCCC next year and participate on the meats judging team. In addition, her son planned to enroll in the John Deere program in two years.

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

Chair Worf encouraged Trustees to read the latest Carver newsletter and to be prepared to discuss “governance” at the April 28 Board retreat.

## **REPORTS**

**PRESIDENT CAROL E. BALLANTYNE** noted that Trustees had received numerous informational items, including:

- Vision Statement, which had been written based on the conversations from Inservice
- Student Demographics for Spring 2007 – 1,887 head count – 1,166.7 FTE
- Activity Fee Distribution
- Scholarship Report for Fall 2006 - \$206,717.17 for 648 students
- AQIP Affiliation Status
- Market Survey Preview

- Vehicle Report for July 1-December 31, 2006 – Sigwing and Wigner are in the process of analyzing vehicle usage and will make recommendations regarding purchasing/selling at a later date
- A “listening tour” was held in Leoti recently. It was not very well attended, but the few people who were there thought it was valuable; future “listening tours” will be held at other outreach sites in the months to come with the goal of visiting all nine outreach sites over a three-year period
- GCCC had received an official letter indicating that it was eligible to apply for Title III and Title V grants so we will be submitting those applications in the future
- An ABE audit will be conducted on April 24; an OCR audit will be conducted on May 2
- Over the next few months, administration will begin putting together a list of possible items that could be purchased with yearend, one-time money

### **REPORT FROM KACCT/COP/PTK meeting in Topeka, February 15**

Ballantyne and Welch shared highlights from these meetings; two of our Phi Theta Kappa students were honored as members of the All-Kansas Academic Team--Sarah Cole and Alanea Phillips; technical education, legislative issues, and budgeting were the main discussion items.

### **REPORT FROM ACCT National Legislative Summit in Washington, DC, February 11-14**

Schwartz and Welch shared highlights from this meeting; both were grateful for the opportunity to attend because they felt it was a very worthwhile experience. Workforce development, training, Pell and Perkins grants, Dream Act, and more were topics of discussion.

### **REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORP.**

Schwartz briefly reported the following:

- Work continued regarding the upcoming election and the quarter-cent sales tax campaign
- Several manufacturing companies were in the process of looking at the Garden City area
- Sunflower’s permit issue was a “bump” but they continued to work through the issues

### **UPCOMING CALENDAR DATES**

- April 11: Regular Board meeting
- April 13: Endowment Association Auction
- April 28: Board Retreat; 8 a.m.; Hall of Fame Room
- May 9: Regular meeting of the Board; 5:30 p.m.
- May 12: Commencement; 10 a.m.



**EXECUTIVE SESSION**

*Welch moved, seconded by Douglass, that the Board go into executive session at 7:35 p.m. for the purpose of discussing personnel matters of nonelected personnel and their contractual obligations because if these matters were discussed in open session it might invade the privacy of those discussed, and for the purpose of preliminary discussions relating to real property, and that the Board of Trustees reconvene into open session at 8:05 p.m. Motion carried 6-0.*

Board recessed into executive session at 7:35 p.m.

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Board reconvened into regular session at 8:05 p.m.

No official action was taken, and the meeting adjourned at 8:06 p.m.

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Darla J. Daniels  
Deputy Clerk

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Carol E. Ballantyne, Ph.D.  
Secretary

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Terri Worf  
Chair of the Board

**EXPENSES**

Fiscal Year: 2007

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11005 - INSTRUCTION SALARY	0.00	0.00	2,060.45	9,660.23	7,599.78	78.67
DEPARTMENT: 11010 - BUSINESS & ECONOMI	826.58	19,202.60	154,607.02	249,098.00	93,664.40	37.60
DEPARTMENT: 11020 - HUMANITIES	0.00	9,254.67	70,266.63	132,147.00	61,880.37	46.83
DEPARTMENT: 11021 - ENGLISH	2,744.00	28,326.58	206,407.05	329,510.00	120,358.95	36.53
DEPARTMENT: 11022 - SPEECH	0.00	10,743.05	73,890.75	125,578.00	51,687.25	41.16
DEPARTMENT: 11023 - PHILOSOPHY	0.00	1,412.24	11,280.08	15,041.00	3,760.92	25.00
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	538.25	2,153.00	4,692.00	2,539.00	54.11
DEPARTMENT: 11025 - JOURNALISM	0.00	4,291.76	39,730.27	50,399.00	10,668.73	21.17
DEPARTMENT: 11026 - BROADCASTING	0.00	4,467.52	22,593.60	49,367.00	26,773.40	54.23
DEPARTMENT: 11030 - ART	0.00	10,940.78	84,032.68	137,755.84	53,723.16	39.00
DEPARTMENT: 11031 - DRAMA	852.50	11,132.11	63,272.76	75,076.00	10,950.74	14.59
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	6,008.43	46,493.84	69,938.00	23,444.16	33.52
DEPARTMENT: 11033 - INSTRUMENTAL MUSIC	450.20	16,086.59	135,161.55	211,071.08	75,459.33	35.75
DEPARTMENT: 11040 - SCIENCE	9,301.75	30,441.57	252,822.24	435,459.08	173,335.09	39.81
DEPARTMENT: 11050 - MATH	4,950.00	27,763.03	197,149.26	314,667.00	112,567.74	35.77
DEPARTMENT: 11060 - SOCIAL SCIENCE	2,548.90	35,458.00	268,891.38	454,356.30	182,916.02	40.26
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	19,904.68	159,247.75	215,206.00	55,958.25	26.00
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	6,983.99	53,245.72	97,881.00	44,635.28	45.60
DEPARTMENT: 11080 - ESSENTIAL SKILLS	0.00	108.16	1,058.37	5,784.46	4,726.09	81.70
DEPARTMENT: 11081 - READING	0.00	4,825.46	39,341.60	61,250.95	21,909.35	35.77
DEPARTMENT: 11082 - ESL	0.00	4,797.06	38,484.60	55,425.00	16,940.40	30.56
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	342.20	8,569.06	17,746.00	9,176.94	51.71
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	907.99	4,628.41	4,925.00	296.59	6.02
DEPARTMENT: 11095 - FORENSICS COMPETIT	1,440.00	1,022.98	11,037.53	12,700.00	222.47	1.75
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	5,168.52	51,884.41	128,502.20	214,847.00	81,176.28	37.78
DEPARTMENT: 12011 - MID-MANAGEMENT	67.95	3,794.07	19,717.03	33,123.97	13,338.99	40.27
DEPARTMENT: 12012 - MCSE/CISCO	119.84	2,657.51	27,190.25	35,308.00	7,997.91	22.65
DEPARTMENT: 12013 - OFFICE EDUCATION	0.00	5,336.42	33,814.59	53,129.00	19,314.41	36.35
DEPARTMENT: 12014 - FINNUP LAB	0.00	4,962.88	39,726.25	64,679.00	24,952.75	38.58
DEPARTMENT: 12200 - ADN PROGRAM	2,294.29	29,970.60	257,499.66	416,389.00	156,595.05	37.61
DEPARTMENT: 12201 - LPN PROGRAM	129.39	9,007.61	83,100.93	121,546.00	38,315.68	31.52
DEPARTMENT: 12202 - EMT	620.51	7,617.23	64,286.51	111,812.00	46,904.98	41.95
DEPARTMENT: 12203 - ALLIED HEALTH	723.28	16,490.22	75,572.72	115,263.00	38,967.00	33.81
DEPARTMENT: 12210 - AGRICULTURE	0.00	8,069.68	65,072.29	98,405.00	33,332.71	33.87
DEPARTMENT: 12211 - MEAT JUDGING	0.00	201.18	20,606.74	22,080.00	1,473.26	6.67
DEPARTMENT: 12220 - AG EQUIPMENT & MEC	4,160.17	14,419.02	113,771.24	161,011.00	43,079.59	26.76
DEPARTMENT: 12230 - AUTO MECHANICS	1,189.90	9,922.29	69,052.94	119,253.00	49,010.16	41.10
DEPARTMENT: 12240 - CRIMINAL JUSTICE	3,268.79	12,888.08	108,913.13	177,947.00	65,765.08	36.96
DEPARTMENT: 12241 - FIRE SCIENCE	381.20	5,738.22	39,725.11	64,176.00	24,069.69	37.51
DEPARTMENT: 12242 - ROPES CHALLENGE CO	1,121.92	0.00	21.51	2,077.00	933.57	44.95
DEPARTMENT: 12250 - COSMETOLOGY	0.00	9,239.61	79,182.31	119,038.00	39,855.69	33.48
DEPARTMENT: 12260 - DRAFTING	0.00	1,399.45	9,196.99	9,251.00	54.01	0.58
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	4,215.71	35,093.14	289,390.20	385,420.00	91,814.09	23.82
DEPARTMENT: 12271 - AUTOMATION ELECTRI	2,894.71	3,329.20	26,413.71	51,576.00	22,267.58	43.17
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	1,438.70	6,820.94	53,195.15	84,551.00	29,917.15	35.38
DEPARTMENT: 12273 - WELDING	0.00	2,246.50	8,358.63	19,865.00	11,506.37	57.92
DEPARTMENT: 12280 - BUILDING TRADES	2,479.05	2,016.41	9,455.73	16,104.00	4,169.22	25.89
DEPARTMENT: 12290 - FINNEY COUNTY LEAR	0.00	5,631.79	50,796.99	68,020.00	17,223.01	25.32
DEPARTMENT: 21100 - INSTITUTIONAL RESE	0.00	5,692.25	40,456.11	61,674.00	21,217.89	34.40
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	866.16	5,030.93	536.00	4,494.93	838.60
DEPARTMENT: 32000 - BUSINESS & INDUSTR	0.00	4,418.86	27,485.44	54,355.00	26,869.56	49.43
DEPARTMENT: 41000 - LIBRARY	3,060.74	10,684.83	115,267.82	176,316.00	57,987.44	32.89
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	273.96	9,550.79	72,385.90	97,616.00	24,956.14	25.57

DEPARTMENT: 42000 - DEAN OF LEARNING S	208.50	29,392.01	263,494.07	366,748.00	103,045.43	28.10
DEPARTMENT: 42001 - ASSOC DEAN OF GEN	0.00	6,883.45	59,284.84	92,135.84	32,851.00	35.65
DEPARTMENT: 42002 - OUTREACH	500.00	0.00	4,079.62	27,858.72	23,279.10	83.56
DEPARTMENT: 42003 - FACULTY SENATE	606.50	1,017.29	20,008.18	33,619.25	13,004.57	38.68
DEPARTMENT: 42005 - DEAN OF TECHNICAL	2,301.74	10,636.07	95,518.36	144,059.00	46,238.90	32.10
DEPARTMENT: 42006 - ASSOC DEAN OF CONT	136.20	13,647.96	120,125.34	169,030.00	48,768.46	28.85
DEPARTMENT: 42007 - BRYAN EDUCATION CE	0.00	4,304.05	36,772.39	52,492.28	15,719.89	29.95
DEPARTMENT: 50000 - DEAN OF STUDENT SE	369.88	12,349.34	111,930.16	171,732.00	59,431.96	34.61
DEPARTMENT: 50001 - STUDENT SUPPORT SE	0.00	0.00	29,818.00	29,818.00	0.00	0.00
DEPARTMENT: 50002 - EDUCATIONAL TALENT	0.00	0.00	11,560.00	11,560.00	0.00	0.00
DEPARTMENT: 50003 - UPWARD BOUND	0.00	0.00	11,731.00	11,731.00	0.00	0.00
DEPARTMENT: 50010 - COUNSELING & GUIDA	155.00	10,864.22	96,080.62	129,062.00	32,826.38	25.43
DEPARTMENT: 50011 - ASSESSMENT/TESTING	0.00	61.76	4,022.67	10,500.00	6,477.33	61.69
DEPARTMENT: 50020 - FINANCIAL AID OFFI	521.16	21,372.61	171,613.38	268,989.00	96,854.46	36.01
DEPARTMENT: 50030 - ADMISSIONS	0.00	13,884.59	119,537.03	191,337.00	71,799.97	37.53
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	6,606.00	9,545.81	90,487.49	131,480.00	34,386.51	26.15
DEPARTMENT: 50050 - STUDENT HEALTH SER	769.60	4,461.50	30,279.43	46,154.00	15,104.97	32.73
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	6,045.44	16,862.73	281,093.31	350,580.85	63,442.10	18.10
DEPARTMENT: 55001 - MEN'S BASKETBALL	3,494.35	6,677.83	91,268.09	117,479.00	22,716.56	19.34
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	5,958.59	71,619.71	96,623.00	25,003.29	25.88
DEPARTMENT: 55003 - MEN'S TRACK	1,708.51	2,855.16	29,238.93	37,370.00	6,422.56	17.19
DEPARTMENT: 55004 - WOMEN'S TRACK	1,520.19	2,854.88	26,683.51	36,420.00	8,216.30	22.56
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	2,467.00	10,798.87	55,299.25	77,532.00	19,765.75	25.49
DEPARTMENT: 55006 - FOOTBALL	475.72	12,616.88	209,463.34	262,515.00	52,575.94	20.03
DEPARTMENT: 55007 - BASEBALL	5,602.80	12,670.94	80,565.08	102,531.80	16,363.92	15.96
DEPARTMENT: 55008 - VOLLEYBALL	2,178.44	3,818.97	39,179.89	51,994.35	10,636.02	20.46
DEPARTMENT: 55009 - WOMEN'S SOCCER	151.50	2,914.85	37,921.61	46,548.00	8,474.89	18.21
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	2,909.75	42,029.93	49,098.00	7,068.07	14.40
DEPARTMENT: 55012 - CHEERLEADERS	550.97	1,434.03	22,892.07	28,515.00	5,071.96	17.79
DEPARTMENT: 55013 - DANCE TEAM	590.92	1,799.65	15,703.64	25,810.00	9,515.44	36.87
DEPARTMENT: 55014 - RODEO TEAM	9,920.25	9,383.45	69,253.14	90,936.00	11,762.61	12.94
DEPARTMENT: 55018 - INTRAMURALS & STUD	0.00	1,205.11	5,523.25	11,915.00	6,391.75	53.64
DEPARTMENT: 55019 - ATHLETIC TRAINING	39.95	5,962.95	79,960.17	100,685.00	20,684.88	20.54
DEPARTMENT: 61000 - PRESIDENT	8,850.98	27,251.14	192,234.85	315,221.82	114,135.99	36.21
DEPARTMENT: 61001 - BOARD OF TRUSTEES	0.00	1,839.83	19,178.73	24,000.00	4,821.27	20.09
DEPARTMENT: 61005 - ATTORNEY	0.00	1,410.00	21,520.42	25,000.00	3,479.58	13.92
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	7,179.00	41,785.76	961,299.91	1,238,453.00	269,974.09	21.80
DEPARTMENT: 62010 - HUMAN RESOURCES	75.65	5,924.92	64,336.20	118,440.18	54,028.33	45.62
DEPARTMENT: 62011 - ADA COMPLIANCE	0.00	430.60	4,270.96	15,000.00	10,729.04	71.53
DEPARTMENT: 62050 - ONE-TIME PURCHASES	0.00	0.00	600.00	383,750.00	383,150.00	99.84
DEPARTMENT: 63000 - INFORMATION SERVIC	6,487.82	17,903.33	188,441.02	247,289.00	52,360.16	21.17
DEPARTMENT: 64000 - INFORMATION TECHNO	8,772.77	36,226.78	482,142.37	620,042.00	129,126.86	20.83
DEPARTMENT: 65000 - CENTRAL/PRINTING S	660.69	12,646.06	114,269.70	164,073.00	49,142.61	29.95
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	0.00	9,500.18	66,335.71	119,474.00	53,138.29	44.48
DEPARTMENT: 70050 - PHYS PLANT ONE-TIM	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 71000 - BUILDINGS	15,007.75	26,181.87	248,652.00	374,990.00	111,330.25	29.69
DEPARTMENT: 71005 - SCOTT CITY BLDG MA	100.00	2,643.30	20,363.27	28,344.00	7,880.73	27.80
DEPARTMENT: 71009 - RENTAL PROPERTY MA	0.00	423.49	1,757.28	4,500.00	2,742.72	60.95
DEPARTMENT: 72000 - CUSTODIAL SERVICES	6,863.35	35,481.37	329,661.30	497,480.00	160,955.35	32.35
DEPARTMENT: 73000 - GROUNDS	7,647.68	12,193.18	119,040.18	190,582.17	63,894.31	33.53
DEPARTMENT: 73001 - ATHLETIC FIELDS	25,900.00	10,509.35	32,627.31	71,437.83	12,910.52	18.07
DEPARTMENT: 74000 - VEHICLES	244.97	18,678.99	157,996.19	233,257.82	75,016.66	32.16
DEPARTMENT: 75000 - CAMPUS SECURITY	1,010.00	11,640.91	102,436.24	135,440.18	31,993.94	23.62
DEPARTMENT: 76000 - INSURANCE	0.00	5,123.89	249,344.60	337,967.00	88,622.40	26.22
DEPARTMENT: 77000 - UTILITIES	0.00	64,377.49	378,087.84	572,000.00	193,912.16	33.90
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	0.00	18,474.79	69,000.00	50,525.21	73.22
DEPARTMENT: 81001 - TUITION WAIVER SEN	0.00	0.00	5,070.00	8,550.00	3,480.00	40.70
DEPARTMENT: 81002 - TUITION WAIVER EMP	0.00	39.00	23,595.00	31,500.00	7,905.00	25.10
DEPARTMENT: 81003 - TUITION WAIVER STA	0.00	1,131.00	1,131.00	0.00	1,131.00	0.00
DEPARTMENT: 81004 - TUITION WAIVER CTZ	0.00	44.00	115,788.00	121,500.00	5,712.00	4.70
DEPARTMENT: 81006 - TUITION WAIVER FIN	0.00	0.00	58,050.00	47,500.00	10,550.00	22.20
DEPARTMENT: 94000 - STUDENT CENTER	85.00	3,643.88	47,123.86	75,519.00	28,310.14	37.49

DEPARTMENT: 98001 - CHILD CARE	0.00	2,962.47	26,581.73	36,119.00	9,537.27	26.41
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FUND: 11 - GENERAL	192,528.84	1,121,923.18	10,364,062.57	15,571,391.00	5,014,799.59	32.21
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Garden City Community Colleegal  
Annual Budget Report Ending 03/31/2007  
Options - All Statuses

Fiscal Year: 2007

FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	7,029.64	31,033.84	153,427.33	244,986.00	84,529.03	34.50
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	0.45-	0.00	0.45	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	485.72	586.00	100.28	17.11
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 55007 - BASEBALL	780.00	100.00	181.77	5,000.00	4,038.23	80.76
DEPARTMENT: 55008 - VOLLEYBALL	0.00	819.94	5,581.92	5,500.00	81.92-	1.48-
DEPARTMENT: 55012 - CHEERLEADERS	0.00	214.50	2,356.62	4,000.00	1,643.38	41.08
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FUND: 14 - ADULT SUPPLEMENTARY ED	7,809.64	32,168.28	162,032.91	260,072.00	90,229.45	34.69

Fiscal Year: 2007

FUND: 16 - AUXILIARY ENTITIES

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 12230 - AUTO MECHANICS	0.00	0.00	0.00	3,000.00	3,000.00	100.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	84.46	4,000.95	4,000.00	0.95-	0.01-
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	4,000.00	11,200.00	19,200.00	8,000.00	41.67
DEPARTMENT: 94000 - STUDENT CENTER	530.00	40,157.11	134,841.72	140,000.00	4,628.28	3.31
DEPARTMENT: 95000 - STUDENT HOUSING	2,669.00	310,063.24	800,242.89	996,035.00	193,123.11	19.39
DEPARTMENT: 98000 - COSMETOLOGY	3,565.56	1,847.86	66,371.86	105,195.00	35,257.58	33.52
DEPARTMENT: 98001 - CHILD CARE	275.00	2,711.47	20,064.80	32,194.00	11,854.20	36.82
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FUND: 16 - AUXILIARY ENTITIES	7,039.56	358,864.14	1,036,722.22	1,299,624.00	255,862.22	19.69

Garden City Community Colleegal  
Annual Budget Report Ending 03/31/2007  
Options - All Statuses

Fiscal Year: 2007

FUND: 21 - FEDERAL STUDENT AID

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available % Avail
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	55,286.67	1,565,835.84	102,359.89	1,463,475.95- 429.73-
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FUND: 21 - FEDERAL STUDENT AID	0.00	55,286.67	1,565,835.84	102,359.89	1,463,475.95- 429.73-

Fiscal Year: 2007

FUND: 22 - RESTRICTED GRANTS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11040 - SCIENCE	500.00	4,595.88	4,868.98	14,371.60	9,002.62	62.64
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	17,905.00	0.00	0.00	17,905.00	0.00	0.00
DEPARTMENT: 12200 - ADN PROGRAM	35,100.00	125,670.50	108,698.50	161,751.00	17,952.50	11.10
DEPARTMENT: 12203 - ALLIED HEALTH	0.00	0.00	0.00	25,000.00	25,000.00	100.00
DEPARTMENT: 12230 - AUTO MECHANICS	0.00	0.00	622.00-	0.00	622.00	0.00
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	0.00	27.99-	0.00	27.99	0.00
DEPARTMENT: 12290 - FINNEY COUNTY LEAR	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	3,968.19	33,307.93	326,960.81	530,160.54	199,231.54	37.58
DEPARTMENT: 41000 - LIBRARY	0.00	0.00	0.00	2,475.00	2,475.00	100.00
DEPARTMENT: 42000 - DEAN OF LEARNING S	1,958.39	13,795.41	102,583.18	232,413.50	127,871.93	55.02
DEPARTMENT: 42005 - DEAN OF TECHNICAL	5,260.10	20,189.70	257,986.20	393,428.21	130,181.91	33.09
DEPARTMENT: 50000 - DEAN OF STUDENT SE	1,902.93	49,554.04	538,887.60	1,058,775.71	517,985.18	48.92
DEPARTMENT: 64000 - INFORMATION TECHNO	0.00	11,029.64	11,029.64	30,000.00	18,970.36	63.23
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FUND: 22 - RESTRICTED GRANTS	66,594.61	258,143.10	1,350,364.92	2,466,280.56	1,049,321.03	42.55



Garden City Community Colleegal  
Annual Budget Report Ending 03/31/2007  
Options - All Statuses

Fiscal Year: 2007

FUND: 23 - OTHER RESTRICTED FUNDS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	844.33	9,025.10	13,710.00	4,684.90	34.17
DEPARTMENT: 61000 - PRESIDENT	0.00	0.00	1,005.00	5,842.36	4,837.36	82.80
=====						
FUND: 23 - OTHER RESTRICTED FUNDS	0.00	844.33	10,030.10	19,552.36	9,522.26	48.70

Garden City Community Collegel  
Annual Budget Report Ending 03/31/2007  
Options - All Statuses

Fiscal Year: 2007

FUND: 24 - ADULT BASIC EDUCATION

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 13301 - ABE--INSTRUCTION	1,084.69	28,705.75	232,451.64	375,149.89	141,613.56	37.75
DEPARTMENT: 13305 - ABE--STAFF DEVELOP	1,265.00	2,841.36	8,423.02	14,972.00	5,283.98	35.29
=====						
FUND: 24 - ADULT BASIC EDUCATION	2,349.69	31,547.11	240,874.66	390,121.89	146,897.54	37.65

Garden City Community Colleegal  
Annual Budget Report Ending 03/31/2007  
Options - All Statuses

Fiscal Year: 2007

FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	30,540.69	7,369.70	156,669.51	698,979.86	511,769.66	73.22
DEPARTMENT: 73000 - GROUNDS	0.00	0.00	16,691.14	16,691.14	0.00	0.00
=====						
FUND: 61 - CAPITAL OUTLAY	30,540.69	7,369.70	173,360.65	715,671.00	511,769.66	71.51

Garden City Community Collegel  
 Annual Budget Report Ending 03/31/2007  
 Options - All Statuses

Fiscal Year: 2007

FUND: 63 - DEBT RET--COP

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	270,390.46-	270,247.41-	0.00	270,247.41	0.00
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	0.00	0.00	234.93	0.00	234.93-	0.00
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	675.00	0.00	675.00-	0.00
DEPARTMENT: 93000 - ISSUANCE EXPENSE	0.00	0.00	500.00-	0.00	500.00	0.00
=====						
FUND: 63 - DEBT RET--COP	0.00	270,390.46-	269,837.48-	0.00	269,837.48	0.00

Garden City Community Colleegal  
Annual Budget Report Ending 03/31/2007  
Options - All Statuses

Fiscal Year: 2007

FUND: 64 - COP FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 64000 - INFORMATION TECHNO	21,910.03	39,389.87	111,389.86	157,153.44	23,853.55	15.18
DEPARTMENT: 71000 - BUILDINGS	152,050.00	67,550.00	102,449.93	241,173.70	13,326.23-	5.52-
DEPARTMENT: 93000 - ISSUANCE EXPENSE	0.00	0.00	7,343.75	7,343.75	0.00	0.00
=====						
FUND: 64 - COP FUND	173,960.03	106,939.87	221,183.54	405,670.89	10,527.32	2.60

Garden City Community Colleegal  
 Annual Budget Report Ending 03/31/2007  
 Options - All Statuses

Fiscal Year: 2007

FUND: 71 - ACTIVITY/ORGANIZATION FD

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	12,769.67	49,901.10	214,153.88	409,587.83	182,664.28	44.60
DEPARTMENT: 99001 - STUDENT NEWSPAPER	589.05	5,127.30	20,571.04	38,300.00	17,139.91	44.75
DEPARTMENT: 99002 - STUDENT MAGAZINE	5,798.00	7,274.73	13,957.52	38,800.00	19,044.48	49.08
=====						
FUND: 71 - ACTIVITY/ORGANIZATION FD	19,156.72	62,303.13	248,682.44	486,687.83	218,848.67	44.97

Fiscal Year: 2007

FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11022 - SPEECH	0.00	468.00	7,387.00	0.00	7,387.00-	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	0.00	12,441.00	0.00	12,441.00-	0.00
DEPARTMENT: 11030 - ART	0.00	0.00	3,457.00	0.00	3,457.00-	0.00
DEPARTMENT: 11031 - DRAMA	0.00	0.00	6,242.95	0.00	6,242.95-	0.00
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	0.00	11,014.00	0.00	11,014.00-	0.00
DEPARTMENT: 11033 - INSTRUMENTAL MUSIC	0.00	8,105.00	27,984.00	0.00	27,984.00-	0.00
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	0.00	3,730.00	0.00	3,730.00-	0.00
DEPARTMENT: 12211 - MEAT JUDGING	0.00	0.00	21,824.00	0.00	21,824.00-	0.00
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	12,087.00	0.00	12,087.00-	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	941.00	0.00	941.00-	0.00
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	8,084.00	0.00	8,084.00-	0.00
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	0.00	3,179.00	0.00	3,179.00-	0.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	5,919.00	0.00	5,919.00-	0.00
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	47,786.50	0.00	47,786.50-	0.00
DEPARTMENT: 55007 - BASEBALL	0.00	0.00	6,592.00	0.00	6,592.00-	0.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	3,140.00	0.00	3,140.00-	0.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	13,056.00	0.00	13,056.00-	0.00
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	4,905.00	0.00	4,905.00-	0.00
DEPARTMENT: 55012 - CHEERLEADERS	0.00	0.00	5,495.00	0.00	5,495.00-	0.00
DEPARTMENT: 55013 - DANCE TEAM	0.00	0.00	3,145.00	0.00	3,145.00-	0.00
DEPARTMENT: 55014 - RODEO TEAM	0.00	200.00-	23,584.00	0.00	23,584.00-	0.00
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	0.00	23,316.00	0.00	23,316.00-	0.00
=====						
FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	8,373.00	255,309.45	0.00	255,309.45-	0.00

Garden City Community Collegel  
Annual Budget Report Ending 03/31/2007  
Options - All Statuses

Fiscal Year: 2007

FUND: 73 - EDUKAN CONSORTIUM FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	1,202.15	146,631.25	235,000.00	88,368.75	37.60
=====						
FUND: 73 - EDUKAN CONSORTIUM FUND	0.00	1,202.15	146,631.25	235,000.00	88,368.75	37.60



Garden City Community Colleegal  
Annual Budget Report Ending 03/31/2007  
Options - All Statuses

Fiscal Year: 2007

FUND: 89 - OTHER

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	925.00	925.00	6,500.00	5,575.00	85.77
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	800.00	64,645.95-	0.00	64,645.95	0.00
=====						
FUND: 89 - OTHER	0.00	1,725.00	63,720.95-	6,500.00	70,220.95	080.32

Garden City Community Collegel

04-03-07 **REVENUES**

Annual Budget Report Ending 03/31/2007

Page: 1

Options - All Statuses

Fiscal Year: 2007

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
11-00-0000-00000-4001 TUITION IN STATE :	0.00	8,307.00-	1,275,066.00-	1,435,448.00-	160,382.00-	11.17
11-00-0000-00000-4002 AMMONIA REFG COURS	0.00	38,658.00-	304,558.00-	295,800.00-	8,758.00	2.95-
11-00-0000-00000-4003 AUTOMATION ELECT C	0.00	3,930.00-	17,705.00-	0.00	17,705.00	0.00
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	10,985.00-	314,210.00-	295,042.00-	19,168.00	6.49-
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	790.00-	93,809.00-	94,617.00-	808.00-	0.85
11-00-0000-00000-4006 OUTREACH CREDIT HO	0.00	1,065.00-	45,825.00-	55,091.00-	9,266.00-	16.82
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	1,866.00-	206,838.00-	226,125.00-	19,287.00-	8.53
11-00-0000-00000-4008 TECHNOLOGY FEE-O :	0.00	426.00-	18,330.00-	22,036.00-	3,706.00-	16.82
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	34,317.39	30,347.29	60,000.00	29,652.71	49.42
11-00-0000-00000-4102 PRIVATE GIFTS/GRAN	0.00	0.00	0.00	0.00	0.00	0.00
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	2,270.00-	13,309.18-	10,000.00-	3,309.18	33.08-
11-00-0000-00000-4512 VENDING MACHINES :	0.00	1,179.34-	9,088.48-	12,000.00-	2,911.52-	24.26
11-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	2,827,007.00-	2,698,639.00-	128,368.00	4.75-
11-00-0000-00000-4602 STATE OUT-DISTRICT	0.00	0.00	149,378.00-	149,378.00-	0.00	0.00
11-00-0000-00000-4803 AD VALOREM PROPERT	0.00	94,490.86-	5,275,584.61-	9,242,037.00-	3,966,452.39-	42.92
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	34,146.69-	405,334.27-	536,318.00-	130,983.73-	24.42
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	429.61-	5,795.97-	7,361.00-	1,565.03-	21.26
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	8,300.00-	137,786.39-	106,838.00-	30,948.39	28.96-
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	1,964.77-	13,645.25-	8,670.00-	4,975.25	57.37-
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	937.69-	14,723.48-	16,664.00-	1,940.52-	11.64
11-00-0000-00000-4811 TAX IN PROCESS : G	0.00	0.00	34,503.48	27,327.00-	61,830.48-	226.26
11-00-0000-00000-4812 COUNTY O/D TUITION	0.00	0.00	894.00-	0.00	894.00	0.00
11-00-0000-00000-4902 INTEREST INCOME :	0.00	49,668.56-	195,549.30-	200,000.00-	4,450.70-	2.23
11-00-0000-00000-4904 REIMBURSED SALARY	0.00	0.00	98.00-	75,000.00-	74,902.00-	99.87
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	1,359.60-	72,375.00-	75,000.00-	2,625.00-	3.50
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	189.83-	23,877.45-	30,000.00-	6,122.55-	20.41
11-00-0000-00000-4912 TRANSCRIPTS : GENE	0.00	1,000.00-	11,540.61-	12,000.00-	459.39-	3.83
=====						
Totals for FUND: 11 - GENERAL	0.00	227,646.56-	11,367,477.22-	15,571,391.00-	4,203,913.78-	27.00

Garden City Community Collegel  
 Annual Budget Report Ending 03/31/2007  
 Options - All Statuses

Fiscal Year: 2007

FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
61-00-0000-00000-4102 PRIVATE GIFTS/GRAN	0.00	0.00	5,328.00-	5,328.00-	0.00	0.00
61-00-0000-00000-4803 AD VALOREM PROPERT	0.00	5,184.84-	289,315.69-	491,246.00-	201,930.31-	41.11
61-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	1,851.19-	21,990.99-	29,011.00-	7,020.01-	24.20
61-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	23.29-	314.48-	402.00-	87.52-	21.77
61-00-0000-00000-4807 DELINQUENT TAX : G	0.00	446.25-	7,332.84-	7,092.00-	240.84	3.39-
61-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	107.75-	744.74-	473.00-	271.74	57.44-
61-00-0000-00000-4810 16/20 M TAX : GENE	0.00	50.87-	796.25-	910.00-	113.75-	12.50
61-00-0000-00000-4811 TAX IN PROCESS : G	0.00	0.00	1,704.52	1,391.00-	3,095.52-	222.54
=====						
Totals for FUND: 61 - CAPITAL OUTLAY	0.00	7,664.19-	324,118.47-	535,853.00-	211,734.53-	39.51

**As of 3/31/2007**

		Amount	% Rate
<b>Cash in Bank:</b>	Commerce Bank	\$ 382,300.90	0.2500%
	Security State - Scott City	\$ 17,782.04	0.0000%
	State Municipal Invest. Pool	\$ 690,355.51	5.0610%
	Landmark National Bank	\$ 1,307,892.95	5.2600%

**Investments:**

Institution	Type	Amount	% Rate	Beg. Date	End Date
Commerce Bank	CD	\$ 1,000,000.00	5.5100%	06/14/06	04/24/07
Commerce Bank	CD	\$ 1,000,000.00	5.5100%	06/14/06	05/24/07
Commerce Bank	CD	\$ 750,000.00	5.2700%	09/08/06	07/24/07
Commerce Bank	CD	\$ 750,000.00	5.2700%	09/08/06	10/24/07
Security State Bank	CD	\$ 1,000,000.00	5.2600%	02/05/07	11/19/07
Security State Bank	CD	\$ 1,000,000.00	5.2600%	02/05/07	12/18/07
Commerce Bank	CD	\$ 1,000,000.00	5.2800%	02/02/07	03/19/08
Commerce Bank	CD	\$ 1,000,000.00	5.2700%	02/02/07	04/24/08
Commerce Bank	CD	\$ 1,000,000.00	5.2600%	02/02/07	05/22/08

**GARDEN CITY COMMUNITY COLLEGE  
 ADJUNCT FACULTY CONTRACTS  
 SPRING, 2007**

(For approval at 4/11/07 Board Meeting)

<b>LOCATION/INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>	<b>SALARY LEVEL/ SEMESTERS TAUGHT</b>
<u>MAIN</u>			
Bachman, Crystal M.	Team-T: Dispatch II 1 cr.hr. x \$435.00 (5 students) CRIM-131-01 (3/8/2007-3/9/2007) 0 miles x 0 = 0 11-00-0000-12240-5260	\$435.00	L2/7
Duran, David L.	American Government 3 cr.hr. x \$400.00 (11 students) POLS-105-90 (1/10/2007-5/17/2007) 0 miles x 0 = 0 11-00-0000-11060-5260	\$1,200.00	L1/6
Elam, Dennis C.	Beginning Rappelling 1 cr.hr. x \$600.00 (10 students) CRIM-150-01 (3/10/2007-3/11/2007) 0 miles x 0 = 0 11-00-0000-12240-5260	\$600.00	L4B/97
Elam, Dennis C.	Police Science Seminar: Baton 1 cr.hr. x \$600.00 (13 students) CRIM-2001-07 (2/9/2007-2/11/2007) 0 miles x 0 = 0 11-00-0000-12240-5260	\$600.00	L4B/97
Eves, Donald K.	First-Line Supervision 1 cr.hr. x \$400.00 (3 students) AMAM-102-90 (2/13/2007-3/8/2007) 0 miles x 0 = 0 11-00-0000-11010-5260	\$400.00	L1/2
Hathaway, Melissa Anne	Para Health Team Refr Course 1 cr.hr. x \$470.00 (5 students) HELR-110-91 (2/23/2007-2/24/2007) 0 miles x 0 = 0 11-00-0000-12203-5260	\$470.00	L3/5
Mantzke, Alonna J.	Certified Nurse Aide 5 cr.hr. x \$470.00 (9 students) HELR-102-92 (2/28/2007-4/18/2007) 0 miles x 0 = 0 11-00-0000-12203-5260	\$2,350.00	L3/16

<b>LOCATION/INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>	<b>SALARY LEVEL/ SEMESTERS TAUGHT</b>
<u>MAIN</u> Neri, Jr., Juan A.	Intro Computer Concepts & Appl (Office 2003, 3 cr.hr. x \$435.00 (11 students) CSCI-1103-90 (1/10/2007-5/17/2007) 0 miles x 0 = 0 11-00-0000-11010-5260	\$1,305.00	L2/10
Smith, David E.	Evoc I 1 cr.hr. x \$609.00 (9 students) CRIM-140-02 (3/10/2007-3/11/2007) 0 miles x 0 = 0 11-00-0000-12240-5260	\$609.00	L2D/15
Wagner, Wesley C.	Applied Music: Instrumental I 1 cr.hr. x \$470.00 (5 students) MUSC-102-90 (1/10/2007-5/17/2007) 0 miles x 0 = 0 11-00-0000-11033-5260	\$470.00	L3/1
<b>TOTAL ADJUNCT FACULTY CONTRACTS</b>		<b>\$8,439.00</b>	

**GARDEN CITY COMMUNITY COLLEGE  
OUTREACH FACULTY CONTRACTS  
SPRING, 2007**

(For approval at 4/11/07 Board Meeting)

<b>LOCATION/INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>	<b>SALARY LEVEL/ SEMESTERS TAUGHT</b>
<u><b>BEC</b></u>			
Booth-Varnado, Stephanie S.	Microcomputer Applications I: 1 cr.hr. x \$400.00 (9 students) CSCI-210-SC (2/5/2007-3/5/2007) 0 miles x 0 = 0 11-00-0000-11010-5220	Excel 2002 \$400.00	L1/9
Hill, Kent S.	General Psychology 3 cr.hr. x \$564.00 (7 students) PSYC-101-SC (1/10/2007-5/2/2007) 0 miles x 0 = 0 11-00-0000-11060-5220	\$1,692.00	L3B/31
<u><b>LAKI</b></u>			
Jorgensen, Eric E.	Lifetime Fitness 2 cr.hr. x \$400.00 (8 students) HPER-121-LK (1/15/2007-3/7/2007) 0 miles x 0 = 0 11-00-0000-11070-5220	\$800.00	L1/4
<u><b>SYRA</b></u>			
Lewis, Yvonne M.	Projects:Acrylics/Oil Painting 3 cr.hr. x \$480.00 (6 students) ARTS201-SA/ARTS201-SY (1/22/2007- 0 miles x 0 = 0 11-00-0000-11030-5220	\$1,440.00	L1B/58
<u><b>TRIB</b></u>			
Cardonell, Randy L.	Emergency Medical Technician 12 cr.hr. x \$500.00 (9 students) EMRG-101-TR (1/4/2007-5/25/2007) 0 miles x 0 = 0 11-00-0000-12202-5220	\$6,000.00	L4/1
<b>TOTAL OUTREACH FACULTY CONTRACTS</b>		<b>\$10,332.00</b>	

**GARDEN CITY COMMUNITY COLLEGE  
FACULTY CONTRACTS  
FOR NON-CREDIT CLASSES  
SPRING, 2007**

(For approval at 4/11/07 Board Meeting)

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Baker, Paula S.	Introduction to Excel (COMP118-03) 4 contact hour(s) @ \$20.00/hour (10 students) 3/12/07 - 3/14/07, M-W, 6:00 - 8:00 p.m. 14-00-8006-31000-5270	\$ 80.00
Beckett, Janice Clydia	Beginning Jewelry (SLFM111-91) 2 contact hour(s) @ \$20.00/hour (7 students) 3/8/07, Th, 6:00 - 8:00 p.m. 14-00-8006-31000-5270	\$ 40.00
Eaton, Deena Jean	Selling on eBay (COMP119-01) 3 contact hour(s) @ \$20.00/hour (5 students) 3/27/07, T, 6:30 - 9:30 p.m. 14-00-8003-31000-5270	\$ 60.00
Elam, Dennis C.	Challenge Course Highs: BSIC, CSIC, AHMS Highs (TEAM102F-05) 5.5 contact hour(s) @ \$30.00/hour (32 students) 3/12/07, M, 8:00 a.m. - 2:30 p.m. 14-00-8004-31000-5270	\$ 165.00
Greer, James T.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-16) 6 contact hour(s) @ \$30.00/hour (12 students) 3/3/07, S, 12:00 - 6:00 p.m. (Range Officer) 14-00-8033-31000-5270	\$ 180.00
Pander, Lawrence J.	Forklift - Train the Trainer (OSHA108-04) 3 contact hour(s) @ \$33.33/hour (4 students) 3/30/07, F, 6:00 - 9:00 a.m. 14-00-8004-31000-5270	\$ 99.99
Smith, Lydia L.	Adobe Photoshop Elements - SC (COMP105-07) 3 contact hour(s) @ \$20.00/hour (7 students) 3/6/07, T, 6:30 - 9:30 p.m. 14-00-8003-31000-5270	\$ 60.00
Thomas, Sidney Ray	Carry Concealed Handguns (8 Hour Class) (CRMJ300-16) 3 contact hour(s) @ \$30.00/hour (12 students) 3/3/07, S, 9:00 a.m. - 12:00 p.m. (Legal) 14-00-8033-31000-5270	\$ 90.00
Unruh, Troy R.	QuickBooks Essentials (COMP701-06) 8 contact hour(s) @ \$30.00/hour (6 students) 2/27/07 - 3/1/07, T-Th, 8:00 a.m. - 12:00 p.m. 14-00-8004-31000-5270	\$ 240.00
Unruh, Troy R.	QuickBooks Advanced (COMP703-06) 7 contact hour(s) @ \$30.00/hour (6 students) 3/7/07, W, 8:30 a.m. - 4:30 p.m. 14-00-8004-31000-5270	\$ 210.00
Williams, Douglas B.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-16) 15 contact hour(s) @ \$30.00/hour (12 students) 3/3/07, S, 7:00 a.m. - 10:00 p.m. (Lead Instructor) 14-00-8033-31000-5270	\$ 450.00
<b>TOTAL NON-CREDIT FACULTY CONTRACTS</b>		<b>\$ 1,674.99</b>
14-00-8003-31000-5270	\$ 120.00 (Bryan Education Center)	
14-00-8004-31000-5270	\$ 714.99 (Business & Industry)	
14-00-8006-31000-5270	\$ 120.00 (Community Services)	
14-00-8033-31000-5270	\$ 720.00 (Criminal Justice)	



**GARDEN CITY COMMUNITY COLLEGE  
FACULTY CONTRACTS  
FOR NON-CREDIT CLASSES  
SUMMER, 2006**

(For approval at 4/11/07 Board Meeting)

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Robinson, Rodney Leroy	Upward Bound Challenge Course (TEAM102F-22) 2 contact hour(s) @ \$15.00/hour (36 students) 6/19/06 - 6/22/06, MTWTH, 6:00 - 9:00 p.m. 14-00-8004-31000-5270	\$ 30.00
<b>TOTAL NON-CREDIT FACULTY CONTRACTS</b>		<b>\$ 30.00</b>
14-00-8004-31000-5270	\$ 30.00 (Business & Industry)	

April 4, 2007

**To:** Board of Trustees

**From:** Cathy McKinley, Director of Human Resources

Separations

Abelardo Munoz, Groundskeeper, effective April 4, 2007

Retirements

Conception L. Magana, English and Spanish instructor, effective May 17, 2007

Transfers

New Hires

Amy Heinemann, ETS Education Advisor, effective March 30, 2007

Cynthia Johnson, Allied Health Coordinator, effective April 16, 2007

Vacancies

B&I Secretary

Dean of Learning Services

EMST Instructor

English/Spanish Instructor

Nursing Instructor (1)

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

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**TO:**                  **GCCC Board of Trustees**

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

**DATE:**              **April 3, 2007**

**RE:**                  **Disposal of Multilith 1250 Press**

Attached is a proposal to dispose of the last press we own. We would like to auction this off and use the dollars in the Central Receiving Department. Statute requires the Board to act on this motion.

Later in the year we will put together the list of other equipment that we would like to dispose of and will continue this process twice a year in the future in order to cut down on the amount of storage needed on campus.

## **Request to Dispose of Multilith 1250 Press**

I would like to recommend we dispose of the small press, Multilith 1250. We have not used this press in two years and I do not see us using it in the future. We are using the high speed printer for all black and white printing jobs. Most color printing is printed on the color printer or outsourced to local printers and/or high volume printing companies. We have better quality and faster production times with our equipment now.

The small press is old technology that does not offer the same resolution or fast turn around that we can achieve by outsourcing or printing on our newer equipment. It may have some value to a small print shop. We had maintained the press until the last two years. With very little use the rollers are drying out and flattening. A total service call would be needed if we were to use it.

I would like to be able to offer the press for a selling price of \$1,000 or less. I would include in the sale arrangement that the buyer be responsible for removing the press. I would like to sell it on the PurpleWave Auction as we did the older larger Multilith 1850. This internet auction site is used by the State of Kansas and other school districts for surplus items. We were given a fair price for the other press. The arrangements worked well and we receive payment from the auction company.

The following information is what we can provide the auction company with:

Small Press

Multilith 1250

Serial No. 678920

It runs well and is in good condition.

Last serviced 2003. Serviced every other year prior to that year.

“Big Foot” vacuum feeder system

Crestline water system

Volts 115 Hz60

Press is located at Print Shop, Garden City Community College, John Collins Vocational Building

Inspection and pickup by appointment only

Merchandise must be picked up within 5 working days of sale.

GCCC No. 000881

# Parking Lot and Street Report

To: Carol Ballantyne

From: Marty Sigwing

Cc: Dee Wigner

Date: 04/02/07

## **PARKING LOT OVERVIEW**

Garden City Community College currently maintains 10 parking lots that total 474,962 square feet. An additional off-campus parking lot totaling 2400 square feet is located at the East Garden Village.

**Athletic Complex Parking Lot** - Located on the west side of the Dennis Perryman Athletic Complex, this lot has 365 parking spaces including 7 handicap parking spaces. The total square footage is 129,600. This is an asphalt surface and is the largest lot on campus. The surface is still intact but is deteriorating rapidly due to age and use. It will require resurfacing or replacement within the next 12 months. It is expected that the asphalt will begin breaking apart this summer and will be further damaged by the 2007/2008 winter. This lot should be considered for complete replacement with concrete in the spring of 2008. Due to the size and financial considerations, this lot could be done in two separate projects (one half at a time).

**Beth Tedrow Student Center Parking Lot** - Located on the south and south west side of the BTSC, this lot has 159 parking spaces including 2 handicap-parking spaces, and is an asphalt surface. The total square footage is 107,060. This lot is in need of immediate short term maintenance (sealing and hole patch) and should be considered for complete replacement with concrete.

**Library Parking Lot** – Located on the west side of the Library building, this lot has 163 parking spaces including 4 handicap parking spaces, and is an asphalt surface. The total square footage is 76,800. The lot has been compromised in several places with potholes and cracks that need immediate attention. This lot should also be considered for complete replacement with concrete.

**Penka Parking Lot** – Located to the south of the Penka building, this lot has 175 parking spaces including 9 handicap parking spaces. The total square footage is 61,623. This is a concrete lot and there are no recommendations for repair or renovations at this time.

**Fine Arts Parking Lot** – Located on the north side of the Fine Arts building, this lot has 102 parking spaces including 6 handicap parking spaces. The total square footage is 50,250. This lot has the most damage of any of the lots and needs immediate attention. There are 4 major potholes that exceeded 48” diameter, with an additional 3 smaller holes. It is recommended that this lot be repaired as soon as possible and plans made to resurface with asphalt or replace with concrete.

**Administrative Parking Lot** – Located on the east side of the SCSC building, this lot has 73 parking spaces including 5 handicap parking spaces. The total square footage is 41,184. This lot is a mixture of asphalt and concrete and there are no recommendations for repair or improvement at this time.

**Physical Plant/Bus Parking Lot** – Located south and west of the physical plant building, this lot has 26 parking spaces, and 4 spaces dedicated for bus parking. The total square footage is 30,786. This is an asphalt lot that is still in useable shape, with only two small damaged areas. It is recommended that repairs be made as time and budget permit.

**Vocational Parking Lot South/West** – Located south and west of the John Collins Vocational building, this lot is not designated for parking but is used to store automotives and tractors from their respective programs. The total square footage is 41,042. This is a concrete lot and there are no recommendations for repair or renovations at this time.

**Vocational Parking Lot North** – Located north of the John Collins Vocational building, this lot has 13 parking spaces including 1 handicap space. The total square footage is 6,975. This is a concrete lot and there are no recommendations for repair or renovations at this time.

**Annex Parking Lot** – Located south of the Annex building, this lot has 13 parking spaces and 1 handicap parking space. The total square footage is 1,470. This is a concrete lot and there are no recommendations for repair or renovations at this time.

**East Garden Village Parking Lot** – Located on the west side of the Village buildings, this lot has 9 parking spaces and 1 handicap space. The total square footage is 2,400. This is a concrete lot and there are no recommendations for repair or renovations at this time.

## **PARKING LOT REPAIR SUMMARY**

The following recommendations are made for parking lot repairs:

1. Fine Arts Parking Lot - \$2575.00
2. Library Parking Lot - \$1570.00

## **PARKING LOT REPLACEMENT SUMMARY**

Replacement costs will depend on the surface selected – asphalt or concrete. Asphalt is more economical to apply but is more expensive to maintain and has a shorter life expectancy. Concrete on the other hand is considerably more expensive to install but is far cheaper to maintain and has a longer life (See attached spreadsheet for a breakdown of both costs for each lot). There is no existing condition that will determine which parking is best for replacement. None of the lots on campus are damaged beyond repair this year, but several will need extensive repairs in the spring of 2008, including the Athletic, Library, and Fine Arts lots.

## **STREET OVERVIEW and RECOMMENDATIONS**

There is approximately 4,344 linear feet of street located on-campus that the college maintains. Asphalt is the primary surface, with concrete used as the material for the transitions. Overall the streets are in good shape but need attention in several areas in the forms of minor repair work and crack sealing. The recent water and ice from the 2006/2007 winter season did cause damage to the south drive, exiting to Campus Dr, and the south street in front of the Beth Tedrow Student Center. Both of these areas have holes developing in the asphalt and show deterioration of adjacent areas that will develop into new damage. In addition, several of the concrete transition areas received damage and are in of need repair. The following recommendations are made for the street repairs:

1. South Drive entering Campus Dr (including transitions) - \$1200.00
2. South street in front of BTSC - \$950.00
3. Misc curb and edge repair - \$2500.00

There are 9 speed bumps on campus that are in good shape with two that show damage from snow and ice removal equipment. When the need arises for repair or replacement of these speed bumps, it is recommended that their locations be examined for better placement.





# Exterior Lighting Report

To: Carol Ballantyne

From: Marty Sigwing

Cc: Dee Wigner

Date: 04/02/07

## OVERVIEW

Lighting around the campus is good considering the size and layout of the property. All parking lots have lighting to some degree, as do the sidewalks and entrances. With the exception of the Library parking area, the lots used by students are well lit. There are however, several areas where trees and shrubs cast shadows or block existing lighting during summer months. One of these is the center courtyard just east of the Library.

## RECOMMENDATIONS

The following areas would benefit from additional lighting:

1. Library Parking Lot
2. Dormitory Areas (east side of units, and between buildings "B" and "C")
3. Fine Arts Parking Lot (north side to illuminate parking along street)
4. DPAC Building (north, south, and east sides)
5. Williams Stadium (southwest side of stands, and on west side of ball park along street)
6. Administrative Parking Lot (both north and south ends)
7. Physical Plant Building (west side)

It is also recommended that the lights affected by trees and shrubs be evaluated for placement, and that all trees and shrubs be trimmed back as far as possible without affecting the aesthetics of the landscaping.

# Emergency Phone and Security Camera Report

To: Carol Ballantyne

From: Marty Sigwing

Cc: Dee Wigner

Date: 04/02/07

## **EMERGENCY PHONE OVERVIEW**

In the fall of 1999, the college purchased and installed a proprietary emergency phone system manufactured by the Ramtel company of Johnston, RI. This system consisted of 5 free-standing enclosures that housed a programmable auto-dial electronic system. When activated by a single push button the auto-dial would immediately connect the user to the local 911 operator. Communication occurred through a two-way protected speaker, and the 911 operator could identify the calling location from an identification signal generated by the unit.

Shortly after installation, the system began experiencing problems in the form of “false calls” generated randomly by one or more of the units. Initial troubleshooting efforts revealed no problems and numerous circuit boards were returned to Ramtel for diagnosis. Ramtel replaced several of these boards but could not determine the cause of the malfunction. In-house maintenance staff suspected moisture from condensation was causing the problems and installed resistant heaters in an attempt to dry out the enclosure. This did not solve the problem and the condition worsened to the point that the malfunction units were turned off due to the high number of false calls made to 911 dispatch. To date, only one unit is functioning. Note – Due to a recent expansion of the Administration Building, enclosure number 2 was removed from its location. It was not working at the time of its removal and is currently in storage.

## **EMERGENCY PHONE OPTIONS**

The college’s emergency phone system is now over 7 years old and is out of warranty. Recent attempts to get the malfunctioning units operating have been unsuccessful and those affected units remain turned off. The Ramtel company is still in existence and offers several models of emergency phone units.

The first question to consider is whether the college can afford the liability of an emergency system such as this. Once in place, there is a responsibility to maintain this

equipment in good working order by the owner. An inoperative emergency phone carries with it an incredible amount of danger and risk for a student or staff member attempting to use one. The time wasted by a person trying to call for help with one of these inoperative phones could mean the difference between life and death in extreme cases. There is far less liability and risk not to have an emergency phone system than to have one that does not function properly.

Due to the fact that the electronics in these enclosures are proprietary there is not an option to use another company for replacing them. If the college desires to continue using the phone system, it is recommended that a quote be obtained from the original manufacturer (Ramtel) for replacement of the circuitry.

If the college decides that the emergency phone system will not be used, it is recommended that the system be removed immediately.

## **INTERIOR SECURITY CAMERA OVERVIEW**

The current system consists of 16 CCD color cameras, placed in the various computer labs (2 per lab). The cameras feed their signal to a server located on-campus, where the footage is digitally stored. Due to the large amount of data generated by 16 cameras, the system can only store 3 days worth of video. After the third day the data is destroyed to make room for new data.

The main issue that prevents the cameras from being used to their fullest potential is the size of the network's band-width. In order to provide clear images, video signals require high transfer rates of information. Measure as "bytes per second", this rate is critical to video quality and if low can produce blurry images and un-useable footage. The college's band-width size is adequate for standard data but is too small to handle live video footage.

Out of the 16 cameras, one is inoperative. Failures on the part of the individual cameras are easily remedied by replacement of components or of the camera itself. Because the signals are degraded (by small band-width size) it is difficult to identify and diagnose individual camera problems.

## **INTERIOR SECURITY CAMERA RECOMMENDATIONS**

Because the 16 cameras are not located in the same building, the network was utilized to transmit their signals. If the band-width cannot be increased, the option exists to place a dedicated computer in each of the buildings that houses the computer labs (hidden or restricted) that would record the data for those specific cameras. This would also increase the amount of data (days of footage) recorded by the cameras from 3 days to 7 (or more, depending on the hard drive size).

## **EXTERIOR SECURITY CAMERA OVERVIEW**

Several years ago, a limited number of exterior security cameras were installed around campus. The majority of the cameras are dedicated to campus parking lot surveillance. The data is stored for three days and then destroyed to make room for new data.

## **EXTERIOR SECURITY CAMERA RECOMMENDATIONS**

Due to the poor quality of picture offered by the current cameras, consideration should be given to upgrading the system. Because of the high cost of hardware, installation, and maintenance of an exterior camera system, it is recommended that the college's security incident reports be reviewed for the past three consecutive years for cases where a camera system would be most beneficial.

For the cameras, a low-light, color, CCD unit with a low-light day/night lens would work best. This combination would allow normal daylight viewing along with good nighttime imaging (depending on the quality and quantity of artificial lighting). Placement and quantity of the cameras is wholly dependant on financial considerations, but if done in phases the recommended first installation would be to cover all parking lots (the second phase would add coverage to sidewalks and entrances of buildings). The following minimum quantities are suggested per specified parking lot:

1. DPAC – 4 Cameras
2. Fine Arts – 2 Cameras
3. Library – 3 Cameras
4. Penka – 2 Cameras
5. BTSC – 2 Cameras
6. Administration – 2 Cameras

By far the largest issue facing this project is how to receive the video signals from each of the cameras. The most economical way would be through the existing network, but existing band-width size must be increased. Other options include, 1) wireless cameras, 2) running RG-6 cable from each camera to a central location, 3) installing a computer in each building to receive and record the signals. The first option (wireless cameras) could easily double the cost of the cameras themselves, while the option of running cable for each camera will add a significant labor charge. The third option is the least costly of the three, but would require the person viewing the data to visit and log-in to at least 6 different computers.

There are currently funds available through a state grant to increase band-width. A request is being made through the annual college planning process to increase annual funding by \$6,500 to pay for the annual maintenance on the additional band-width. Cost to run cable and set up the system would be approximately \$15,000.

Instructional Program Review  
Board Report  
Art – April 2007

**Recruiting**

The overall number of students enrolled in art courses for 2005-2006 is considerably higher than for 2004-2005 and slightly less than the 2003-2004 reporting period. It is difficult to predict and specific trend based on the past three years and numbers of students tend to run in cycles.

The on-campus department generated credit hours have increased by 165 between 2004-2005 and 2005-2006, but they are down by 35 from the 2003-2004 reporting period. Once again, there does not seem to be a perceived trend.

Courses in the Art Department are directed toward fulfilling the needs of three distinct groups:

- Majors seeking a broad foundation to transfer to a four year institution
- Students who must take certain studio courses for their major
- Students who enroll in art courses for personal enjoyment and enrichment

The department has the following recruitment strategies set:

- Annual trips to area high schools to visit with graduating seniors
- Faculty serve as judges for regional and state art competitions
- The faculty exhibit their own work locally, regionally, and nationally providing recognition to the GCCC Art Program
- Faculty send letters and contact prospective students by phone

**Curriculum Development**

The scheduling of art courses and the number of sections offered has remained steady during the past three years.

The Art Department has experimented with class scheduling in an attempt to accommodate a variety of student needs.

- Eight week and ten week classes have been offered with mixed results
- The number of evening offerings has been increased to meet the needs of non-traditional students
- Classes not taught every semester are on a rotation cycle determined by instructors and the division director

No new courses have been added to the existing curriculum in the art department, but some classes were eliminated from the college catalog because they have not been taught recently.

The department is working on developing the following art curriculum:

- Studio Project courses beyond what is currently being taught
- Graphic Design

### **Retention Strategies**

Retention rates within the art program have increased during the past three years. One of the reasons is a change in recruiting strategies. Scholarship eligibility has been tightened and as a result, we are recruiting students better prepared for the rigors of our college art courses.

The division is being more selective in awarding art scholarships and in adhering to the conditions of the scholarship contracted with the student. These changes have had positive effects on student attitudes and performance.

Receiving weekly grade checks has helped retention rates because the art faculty can now monitor student progress not only in their major areas, but in the rest of their coursework as well.

Success rates have improved largely due to the reasons stated above. A concerted effort is made to monitor and counsel student progress and if a potential problem is discovered, the art faculty intervene quickly in an effort to get the student on track.

The current retention strategies are working well for the Art Department.

### **Staff Development**

Art faculty have attended the following Staff Development workshops and seminars and are members of the following organizations:

- National Honor Society of Phi Kappa Phi
- Kansas City Artists Coalition
- Kansas Artist and Craftsman Association – Board Member
- Nation Council on Education for the Ceramic Arts

Art faculty have received the following awards, honors, or recognition during the reporting period:

- Solo painting exhibition at Dodge City Community College
- Solo painting exhibition at the Fiber Arts Studio and Gallery in Wichita
- Two person exhibition – Trish Higgins Fine Arts, Wichita
- “Land” Invitation exhibition, Hays
- Region college arts educators exhibit, Garden City
- First Place, Baker National Juried Art Competition, Liberal KS
- Merit Award, International Nude Show, Lexington KY
- Second Place, Sandhills Art Competition, Garden City
- First Biennial Concordia Clay Competition
- Topeka Competition 27, Topeka KS

# Program Review Summary Sheet

2006-2007

Art

## Annual Data--Art

Year	Number of Sections offered			Average Class Size			Overall Enrollment			Dept-Generated Credit Hours		
	On-Campus	Outreach	Total	On-Campus	Outreach	Total	On-Campus	Outreach	Total	On-Campus	Outreach	Total
2003-2004	39	13	52	10	3	8	381	38	419	1127	104	1231
2004-2005	35	9	44	9	3	8	309	27	336	927	81	1008
2005-2006	25	6	31	15	3	12	364	19	383	1092	57	1149

## Semester Data

Attrition Rate			
Semester	On-Campus	Outreach	Total
<b>2003-2004</b>			
Fall	9.32%	5.00%	8.84%
Spring	4.21%	5.56%	4.33%
Summer	0.00%	NA	0.00%
<b>2004-2005</b>			
Fall	4.48%	0.00%	4.14%
Spring	3.68%	0.00%	3.35%
Summer	0.00%	NA	0.00%
<b>2005-2006</b>			
Fall	1.30%	0.00%	1.22%
Spring	8.88%	0.00%	8.38%
Summer	6.90%	NA	6.90%

Success Rate			
Semester	On-Campus	Outreach	Total
<b>2003-2004</b>			
Fall	82.61%	95.00%	83.98%
Spring	90.53%	94.44%	90.87%
Summer	100.00%	NA	100.00%
<b>2004-2005</b>			
Fall	85.07%	100.00%	86.21%
Spring	90.18%	100.00%	91.06%
Summer	100.00%	NA	100.00%
<b>2005-2006</b>			
Fall	90.91%	100.00%	91.46%
Spring	82.84%	100.00%	83.80%
Summer	89.66%	NA	

NA = No courses taught during the semester

\*\*Above data includes on-campus and outreach courses only

## Annual Revenue Generated

Year	Cr. Hrs	Instate Revenue	Outstate Revenue	Error Factor	Total Revenue	Amount Discounted	Initial Net Revenue Generated	Dept Expenses	Cost per Cr. Hr.	Net Revenue Generated	Net Rev. per Cr. Hr.
2003-2004	1,159	\$100,324	\$13,259	\$3,899	\$117,483	\$6,884	\$110,598	\$127,464	\$109.98	-\$16,866	-\$14.55
2004-2005	1,104	\$99,098	\$11,482	\$2,989	\$113,568	\$7,223	\$106,345	\$134,280	\$121.63	-\$27,935	-\$25.30
2005-2006	1,233	\$107,202	\$13,464	\$9,584	\$130,250	\$7,828	\$122,422	\$133,116	\$107.96	-\$10,694	-\$8.67

\*\*Annual Revenue calculated as Summer, Fall, Spring and includes EduKan

Instructional Program Review  
Board Report  
Business Division – April 2007

**Recruiting**

The business division has experienced a decrease in student headcount but an increase in the number of department-generated credit hours during the reporting period.

- The headcount decreased from 1449 students during the 2003-2004 year to 1407 students reported in the 2004-2005 year for a decrease of 42 students.
- In 2003-2004 the department generated 3333 credit hours which increased to 3456 total credit hours in 2004-2005

The department uses the following techniques to recruit students:

- Promotions through media advertising
- Chamber of Commerce Newsletter
- Advertising in the B & I catalog
- Southwest Kansas Business Contest bringing in area high school students to showcase their business skills
- Participated in the Downtown Vision promotion to become a Kansas Main Street City
- Offered on-line courses

**Curriculum Development**

The number of sections offered by the department between 2003 and 2005 has decreased by 8 sections for a 5% reduction

The division attributes this reduction to a loss of one full-time instructor going from 7 to 6 instructors.

The division made the following revisions, additions, or deletions to the program curriculum during the past three years:

- Added eCommerce, Entrepreneurship, Marketing/Management Topics, and AMA topics courses
- Revised the Microsoft classes from using 2000 to XP and 2003 and eliminated prerequisites for these classes
- Revised the CISCO curriculum

During the next three years the department plans to make the following curriculum revisions, additions, or deletions:

- Revise Consumer Finance to a modular format



- Change Computerized Accounting from a two-hour class to a three-hour class
- Add Game Programming and Development, Web Development, Sports Marketing, Sports Management, Culinary Arts, emerging technologies, Economic Development, and Economics courses that are Entrepreneurship-specific.

### **Retention Strategies**

The retention rate in the BSIS division for the 2003-2004 year was 94.8% and during the 2004-2005 year it was 94.1%. This indicates a very small decline in retention rate which can be attributed to larger class sizes. Students taking business courses are probably more focused and committed to their course of study than are most students taking general studies classes.

Because the department does not have required general education courses, the students enrolled in BSIS courses are there because they want to take those classes rather than being there because they have to take the classes to graduate.

The division incorporates the following strategies to retain students:

- Work one-on-one with students in an advisory capacity to give them specifically what they need to be successful in the business world
- Sequencing of the BSIS courses is designed to be flexible enough to meet a variety of student and community needs
- The department sponsors three student organizations to support student involvement in campus activities

Success Rates in the Business Division have not fluctuated much during the reporting period, but the division has seen a small decrease from 82.3% to 78.3% of overall student success rates.

The division has no strategies in place at this time to increase success rates

### **Staff Development**

Business faculty have attended the following Staff Development workshops/seminars, are members of these organizations, or hold office in these organizations:

- National Business Educators Association
- National Association of Community College Entrepreneurship
- WCET
- NACCE Conference

- Kansas Business Education Association
- Delta Pi Epsilon
- Business Professionals of America
- SIFE
- GCCC Leadership Program
- National Institute of Professional Bookkeepers
- Global Association of Teachers of Economics
- ISOC
- American Mathematical Association
- GCCC HEA Treasurer
- Pi Omega Pi – Beta Chapter
- Girl Scouts of America
- Garden City Chamber of Commerce

**Program Review Summary Sheet  
2006-2007  
Business**

**Annual Data--Business**

Year	Number of Sections offered			Average Class Size			Overall Enrollment			Dept-Generated Credit Hours		
	On-Campus	Outreach	Total	On-Campus	Outreach	Total	On-Campus	Outreach	Total	On-Campus	Outreach	Total
2003-2004	129	33	162	10	4	9	1309	140	1449	3031	302	3333
2004-2005	134	20	154	10	6	9	1284	123	1407	3195	261	3456
2005-2006	79	19	98	16	6	14	1259	118	1377	3077	242	3319

**Semester Data**

Attrition Rate			
Semester	On-Campus	Outreach	Total
<b>2003-2004</b>			
Fall	4.43%	1.64%	4.20%
Spring	6.60%	3.03%	6.25%
Summer	4.08%	7.69%	4.84%
<b>2004-2005</b>			
Fall	6.86%	4.84%	6.68%
Spring	5.95%	0.00%	5.41%
Summer	0.00%	0.00%	0.00%
<b>2005-2006</b>			
Fall	5.82%	0.00%	5.35%
Spring	11.08%	1.69%	9.87%
Summer	2.17%	NA	2.17%

Success Rate			
Semester	On-Campus	Outreach	Total
<b>2003-2004</b>			
Fall	77.22%	93.44%	78.60%
Spring	83.17%	90.91%	83.93%
Summer	89.80%	92.31%	90.32%
<b>2004-2005</b>			
Fall	76.45%	95.16%	78.04%
Spring	77.85%	95.08%	79.43%
Summer	90.16%	100.00%	92.41%
<b>2005-2006</b>			
Fall	77.87%	98.15%	79.49%
Spring	70.78%	94.92%	73.90%
Summer	95.65%	NA	95.65%

NA = No courses taught during the semester

\*\*Above data includes on-campus and outreach courses only

**Annual Revenue Generated**

Year	Cr. Hrs	Instate Revenue	Outstate Revenue	Error Factor	Total Revenue	Amount Discounted	Initial Net Revenue Generated	Dept Expenses	Cost per Cr. Hr.	Net Revenue Generated	Net Rev. per Cr. Hr.
2003-2004	3,649	\$315,862	\$41,745	\$12,276	\$369,883	\$21,675	\$348,208	\$481,971	\$132.08	-\$133,763	-\$36.66
2004-2005	3,746	\$336,250	\$38,958	\$10,141	\$385,349	\$22,581	\$362,768	\$481,304	\$128.48	-\$118,536	-\$31.64
2005-2006	3,490	\$303,435	\$38,111	\$27,127	\$368,672	\$22,157	\$346,515	\$441,397	\$126.47	-\$94,882	-\$27.19

\*\*Annual Revenue calculated as Summer, Fall, Spring and includes EduKan

## **2004-2006 Program Review**

### **Animal & Meat Science**

#### **Program Mission**

Garden City Community College's Animal and Meat Science Program mission is to provide educational curriculum and information to enhance a students' ability to be successful in any scientific field relating to Animal Science in the immediate area and beyond.

#### **Describe how this mission supports the overall mission of the college.**

This program is directed to produce the most outstanding individuals in a certain discipline (Animal Science) and aid those students in having an impact on the economic and social well-being of society. This program exists to produce the best qualified individuals for transfer to a four-year university, for a two-year degree, or to enter the workforce.

#### **Recruiting Strategies**

- The most successful strategy has been to recruit for the program's winning competitive Meats Team with an emphasis on:
  - the youthfulness of the program;
  - the use of technology that is vital to the industry;
  - the emphasis on hands-on learning;
  - smaller class sizes;
  - the knowledge that students will gain through completion of their animal science major;
  - relationship with the College of Veterinary Medicine at KSU to help students with the admission process;
  - the activities that students can be involved in on campus as well as in Garden City. These include attending job/career fairs, high school visits, student visits, Exploration Day, State FFA contests and programs, and talking directly with high school instructors.
  - Block & Bridle Club activities that support community service.
- Faculty are working with area high schools to articulate the Agriculture coursework to allow students to matriculate "seamlessly" to GCCC.
- A new or improved current facility would help the GCCC Animal Meat Science program compete with all other community colleges in Kansas. A majority of our "competitors" have scientific learning facilities, school farms or other facilities that are enticing to agriculture students.

#### **Retention Strategies**

- Faculty work to involve students in program activities;
- The more students are involved and recognized for their involvement and achievement in student activities (Meats Judging, Rodeo Team, Block & Bridle Club), the longer they tend to stay at GCCC;
- Classroom teaching techniques and hands-on learning activities aid in retaining students;
- Faculty has a good professional relationship with each student staying aware of their school activities, academic success, and life/family situations;
- The department strives to keep in contact with all of the students once they leave GCCC.

Again, facilities that allow students to practice their learning in a scientific modern lab and classroom learning environment would help to attract and retain students.

## Curriculum Development

- The curriculum content is supplemented with new techniques and hands-on activities to enhance student learning.
- Contact with universities and knowing their program requirements and courses maintain appropriate course content and activities. This relationship also helps us direct our students on an educational path that meets their specific needs.

## Professional Development

- Attendance at the Reciprocal Meat Conference (RMC), sponsored by the American Meat Science Association (AMSA), allowed the instructor to stay up-to-date on the new technology and advances in the meat industry.
- The Intercollegiate Meat Coaches Association (IMCA) also met here to discuss the new items for implementation into the judging season.
- Attendance at the annual conference of the American Society of Animal Scientists (ASAS) allowed the instructor to stay on top of all aspects of the livestock industry from conception to the selling the product to the consumer. Topics include nutrition, health, and management.
- Attendance at the National Livestock Marketing and Grading Association (NLGMA) annual conference allowed the instructor to gain information about the livestock USDA marketing changes. This allowed the instructor to be updated when teaching marketing and evaluation information to students.
- The KACTE (Kansas Association of Career and Technical Educators) conference is attended to gain access to new teaching techniques and for staff development in the profession.

## Active Partnerships with Industry

<b>Industry Partner</b>	<b>Level of Participation</b> (Equipment Donations, Advisory, Scholarships, Instructor Training, etc.)
<u>Tyson Fresh Meats</u>	<u>Usage of facility for learning</u>
<u>Ehresman Packing Company</u>	<u>Processing products for GCCC</u>
<u>Reeve Cattle Company</u>	<u>Tours</u>
<u>Cryovac Sealed Air</u>	<u>Donations of vacuum packaging bags to GCCC</u>
<u>Brookover Ranch Feedyard</u>	<u>Tours and hands-on evaluation of livestock</u>
<u>Cargill Meat Solutions</u>	<u>Usage of facility for learning and evaluation</u>
<u>Beef Products, Inc.</u>	<u>Internships</u>

**Program Review Summary Sheet  
2006-2007  
Animal Science  
Annual Data--Animal & Meat Science**

Year	Number of Sections offered			Average Class Size			Overall Enrollment			Dept-Generated Credit Hours		
	On-Campus	Outreach	Total	On-Campus	Outreach	Total	On-Campus	Outreach	Total	On-Campus	Outreach	Total
2003-2004	20	0	20	11	0	11	224	0	224	498	0	498
2004-2005	22	0	22	11	0	11	240	0	240	530	0	530
2005-2006	22	0	22	10	0	10	210	0	210	501	0	501

**Semester Data**

Attrition Rate			
Semester	On-Campus	Outreach	Total
<b>2003-2004</b>			
Fall	0.83%	NA	0.83%
Spring	2.88%	NA	2.88%
Summer	NA	NA	NA
<b>2004-2005</b>			
Fall	6.06%	NA	6.06%
Spring	2.78%	NA	2.78%
Summer	NA	NA	NA
<b>2005-2006</b>			
Fall	5.60%	NA	5.60%
Spring	0.00%	NA	0.00%
Summer	NA	NA	NA

Success Rate			
Semester	On-Campus	Outreach	Total
<b>2003-2004</b>			
Fall	99.17%	NA	99.17%
Spring	95.19%	NA	95.19%
Summer	NA	NA	NA
<b>2004-2005</b>			
Fall	93.94%	NA	93.94%
Spring	91.67%	NA	91.67%
Summer	NA	NA	NA
<b>2005-2006</b>			
Fall	93.60%	NA	93.60%
Spring	100.00%	NA	100.00%
Summer	NA	NA	NA

NA = No courses taught during the semester

\*\*Above data includes on-campus and outreach courses only

AG COURSES WERE NOT SEPARATED BY AG/AG ECON/AG BUS and MEATS this year or in the past so we are working on the calculations

## 2004-2006 Program Review

### Program Title

#### Program Mission

To establish a state of the art program to prepare students for unlimited advancement in the Automotive Industry.

#### Recruiting Strategies

- Center of Excellence in Automotive Technology
- Exploration Day for secondary students across western Kansas
- GEMS for junior high students.
- Contact with area schools for articulation purposes
- On-site tours of the GCCC lab and classrooms
- Recruiting at secondary schools across the service area

#### Retention Strategies

- Participation in the Great Race by serving food to the participants
- State of the art equipment including system trainers, a 2005 Jaguar and 2006 Fusion donated by Ford Motor Company
- Initiation of a Skills USA competition team
- Strong lab component that allows students to spend additional time in the shop on Fridays for tutoring
- Computer labs have been completed to support learning

#### Curriculum Development

- Added formal Internship contract to define roles and responsibilities of the student, instructors, and industry partner
- NATEF review process led to certification of five program areas
- Small Gas Engine course will be initiated at Holcomb High School Fall 07
- Added Supplemental Restraint System & Anti-skid Brake System trainers to support learning
- Revised entry level course (Auto Mechanics I) to allow for more hands-on learning
- Strong Advisory Committee supports program development and evaluation of curriculum

#### Professional Development

- Both instructors are ASE Master Mechanics
- Both instructors attend industry-based Vision Training annually
- Both instructors have achieved required Ford MLR training

#### Active Partnerships with Industry

<b>Industry Partner</b>	<b>Level of Participation</b> (Equipment Donations, Advisory, Scholarships, Instructor Training, etc.)
Ford Motor Company	Instructor training, teaching aides, vehicles
Burtis Motor Company	Advisory Board, Scholarships, Internships
Lewis Motors	Advisory Board, Scholarships, Internships
Jerry's Repair	Advisory Board
Marv's Garage	Advisory Board
Garden City Auto Parts	Advisory Board
AllPro Auto Repair	Advisory Board
Western Motors	Advisory Board

**Program Review Summary Sheet  
2006-2007  
Automotive**

**Annual Data--Automotive**

Year	Number of Sections offered			Average Class Size			Overall Enrollment			Dept-Generated Credit Hours		
	On-Campus	Outreach	Total	On-Campus	Outreach	Total	On-Campus	Outreach	Total	On-Campus	Outreach	Total
2003-2004	32	NA	32	8	NA	8	268	NA	268	694	NA	694
2004-2005	35	NA	35	9	NA	9	324	NA	324	831	NA	831
2005-2006	30	NA	30	9	NA	9	259	NA	259	664	NA	664

**Semester Data**

Attrition Rate			
Semester	On-Campus	Outreach	Total
<b>2003-2004</b>			
Fall	4.51%	NA	4.51%
Spring	0.00%	NA	0.00%
Summer	0.00%	NA	0.00%
<b>2004-2005</b>			
Fall	4.12%	NA	4.12%
Spring	6.49%	NA	6.49%
Summer	NA	NA	NA
<b>2005-2006</b>			
Fall	8.84%	NA	8.84%
Spring	1.79%	NA	1.79%
Summer	NA	NA	NA

Success Rate			
Semester	On-Campus	Outreach	Total
<b>2003-2004</b>			
Fall	90.23%	NA	90.23%
Spring	91.04%	NA	91.04%
Summer	100.00%	NA	100.00%
<b>2004-2005</b>			
Fall	88.24%	NA	88.24%
Spring	88.31%	NA	88.31%
Summer	NA	NA	NA
<b>2005-2006</b>			
Fall	82.31%	NA	82.31%
Spring	78.57%	NA	78.57%
Summer	NA	NA	NA

NA = No courses taught during the semester

\*\*Above data includes on-campus and outreach courses only

**Annual Revenue Generated**

Year	Cr. Hrs	Instate Revenue	Outstate Revenue	Error Factor	Total Revenue	Amount Discounted	Initial Net Revenue Generated	Dept Expenses	Cost per Cr. Hr.	Net Revenue Generated	Net Rev. per Cr. Hr.
2003-2004	691	\$59,814	\$7,905	\$2,325	\$70,044	\$4,105	\$65,939	\$111,652	\$161.58	-\$45,713	-\$66.15
2004-2005	834	\$74,862	\$8,674	\$2,258	\$85,793	\$5,456	\$80,337	\$120,985	\$145.07	-\$40,648	-\$48.74
2005-2006	691	\$57,731	\$7,251	\$5,161	\$70,143	\$4,216	\$65,927	\$115,367	\$173.75	-\$49,440	-\$74.46

\*\*Annual Revenue calculated as Summer, Fall, Spring and includes EduKan



## **2004-2006 Program Review**

### **Program Title**

#### **Program Mission**

**The mission of the Garden City Community College Department of Cosmetology is to increase student achievement and career opportunities in the technical field of cosmetology. We will add positive contributors to our society.**

#### **Recruiting Strategies**

- Attend career fairs in Holcomb, Scott City, Garden City (Jennie Wilson and High School), Ulysses and Dighton.
- Help with the Lakin 6<sup>th</sup> Grade Tour, 8<sup>th</sup> Grade career fair, Hispanic Day, and Exploration Day
- Provide special services to targeted audiences e.g., Prom Saturdays, Senior Citizen discounts, etc.
- Invite anyone interested in the program to come for a free manicure to look over the program, meet the instructors and see what GCCC is all about.

#### **Retention Strategies**

- Ensure a safe learning environment by meeting the diverse and unique needs of the students.
- Provide a highly directed and supportive learning environment that focuses on learning and personality styles. (Students learn through lecture, they read it, discuss it, see it, practice under supervision, and then, practice their skills independently.
- Provide flexible hours for Cosmetology III/IV students who have developed a plan of action to meet scholarship demands, job or family obligations.
- Provide teambuilding activities to help students learn communication and collaboration skills for the workplace and for life.
- Provide opportunities for students to practice their skills through community service activities e.g., nursing homes, do hair for GCCC drama events and Scott City musical.

#### **Increase GCCC involvement in workforce development**

- Work with Advisory Committee to identify and meet workforce continuing education needs.
- Invite local salon owners and Advisory Committee members to participate in a mock Job Fair that includes interviews, judge salon business plans, and communication and critical thinking skills.

#### **Curriculum Development**

- GCCC is a Pivot Point school. That means that instructors receive annual updates of textbooks, multi-media instructional materials, and assessments that align with the latest hair care trends. The materials provide proven teaching/learning strategies that support long-term retention of both the knowledge and skills needed by a Cosmetologist.

- Collaborate with Redken, Wella and EZ Flow Acrylic Nails to on-site educate students about basics and technique of product.

**Professional Development**

- Participate in Reading and ESL strategy sessions.
- Attend Teaching and Learning Center demonstrations to learn how to create tests on Blackboard.
- Attend hair shows to keep up on the latest trends (products, haircuts and styles) to share with the students
- Attended Crystal Kyukendal’s presentation on successful instructional strategies during faculty in-service
- Instructors attend required Pivot Point training once a year to maintain their curriculum licensure and maintain status as a member school.

**Active Partnerships with Industry**

<b>Industry Partner</b>	<b>Level of Participation</b> (Equipment Donations, Advisory, Scholarships, Instructor Training, etc.)
Main Street Salon	Advisory Committee
SmartStyles Salon	Advisory Committee
Signatures Salon	Advisory Committee
A Wild Hair Salon	Advisory Committee
The Green Bonnet Beauty Salon	Advisory Committee
The Hairport	Advisory Committee
Illusions Salon	Advisory Committee
The Wella Corporation Woodland Hills, CA	On-sight Education
Nail Tech Supply Gladstone, MO	On-sight Education
Redken Industries New York, NY	On-sight Education
Pivot Point, Int. Evanston, IL	Curriculum

**Program Review Summary Sheet  
2006-2007  
Cosmetology**

**Annual Data--Cosmetology**

Year	Number of Sections offered			Average Class Size			Overall Enrollment			Dept-Generated Credit Hours		
	On-Campus	Outreach	Total	On-Campus	Outreach	Total	On-Campus	Outreach	Total	On-Campus	Outreach	Total
2003-2004	20	0	20	7	0	7	137	0	137	1454	0	1454
2004-2005	23	0	23	7	0	7	156	0	156	1565	0	1565
2005-2006	26	0	26	5	0	5	139	0	139	1260	0	1260

**Semester Data**

Attrition Rate			
Semester	On-Campus	Outreach	Total
<b>2003-2004</b>			
Fall	8.33%	NA	8.33%
Spring	7.69%	NA	7.69%
Summer	NA	NA	NA
<b>2004-2005</b>			
Fall	3.95%	NA	3.95%
Spring	1.39%	NA	1.39%
Summer	0.00%	NA	0.00%
<b>2005-2006</b>			
Fall	1.47%	NA	1.47%
Spring	6.35%	NA	6.35%
Summer	0.00%	NA	0.00%

Success Rate			
Semester	On-Campus	Outreach	Total
<b>2003-2004</b>			
Fall	91.67%	NA	91.67%
Spring	92.31%	NA	92.31%
Summer	NA	NA	NA
<b>2004-2005</b>			
Fall	96.05%	NA	96.05%
Spring	97.22%	NA	97.22%
Summer	100.00%	NA	100.00%
<b>2005-2006</b>			
Fall	95.59%	NA	95.59%
Spring	90.48%	NA	90.48%
Summer	100.00%	NA	100.00%

NA = No courses taught during the semester

\*\*Above data includes on-campus and outreach courses only

**Annual Revenue Generated**

Year	Cr. Hrs	Instate Revenue	Outstate Revenue	Error Factor	Total Revenue	Amount Discounted	Initial Net Revenue Generated	Dept Expenses	Cost per Cr. Hr.	Net Revenue Generated	Net Rev. per Cr. Hr.
2003-2004	1454	\$125,860	\$16,634	\$4,892	\$147,385	\$8,637	\$138,749	\$101,496	\$69.80	\$37,253	\$25.62
2004-2005	1540	\$138,234	\$16,016	\$4,169	\$158,419	\$10,075	\$148,344	\$124,540	\$80.87	\$23,804	\$15.46
2005-2006	1,260	\$109,549	\$13,759	\$9,794	\$133,102	\$7,999	\$125,103	\$124,745	\$99.00	\$358	\$0.28

\*\*Annual Revenue calculated as Summer, Fall, Spring and includes EduKan

## 2004-2006 Program Review

### Fire Science

#### Program Mission

*To provide the Fire Protection Industry with quality training programs, and promote professionalism through education and training.*

#### Recruiting Strategies

Participated in Exploration Day for high school juniors and seniors from across western Kansas.

Working with advisory committee to build relationships with area fire departments.

Providing entry-level and continuing education to meet NAFPA continuing education standards for all volunteer and paid firefighters.

Working with area high schools counselors to promote careers in fire protection industry.

Offering Explore Academy during the 2007 summer session to introduce youth into the public safety industry which includes Fire Science, EMST, and Criminal Justice.

Initiating one and two day fire related seminars to introduce Kansas to GCCC's Fire Science Program.

Remaining highly involved with training and advising of Garden City Fire Department. Activities include the CPAT training partnership with the city, collaboration on the establishment of a regional training facility, and continuing to provide entry-level firefighters with continuing education.

Developing an advertising campaign using local and industry media and periodicals.

Upgrading program curriculum and course sequence to insure that the reputation of program is one of high quality.

Collaborating with GCCC B&I to provide fire safety training to industry partners who need industrial fire protection.

#### Retention Strategies

On a one-to-one basis, monitoring student academic progress in all academic coursework.

Developing a Mentoring Program for traditional student that relies on area career professionals.

Initiating planning to make training more available through on-line and interactive distance learning delivery.

Developing relationship with outreach fire departments to increase outreach participation in the certificate and degree program.

Working with advisory committee to develop a certificate program.

Responding to student input provided through course evaluations.

Providing an environment that is conducive to learning and respects student diversity.

### **Curriculum Development**

Successfully initiated Candidate Physical Agility Test (CPAT) to monitor fire fighter wellness of traditional students and professional firefighters.

Initiated new classes: Officer I, Hazmat Awareness, updated all existing course curriculum, initiating Hazwoper, Initial and Refresher training for area industrial partners through a partnership with U.S. Department of Labor.

Working with local firefighters to initiate “live fire training” through the use of the Fire Tower.

Working with the Advisory Committee to insure that the curriculum aligns with career development standards (skills and knowledge needed to perform at the level required of career professionals).

Keeping abreast of changes in the Fire Protection Industry through open communication with Kansas Fire and Rescue Training Institute at KU, Texas Commission on Fire Protection, and Oklahoma State University, etc.

Continuing to up-date and improve quality of classes by keeping up with Industry standards (NFPA, OSHA) through attendance at national industry conventions and industry literature.

### **Professional Development**

Instructor is:

- continuing to advance his personal education through degree completion
- maintaining IFSAC certifications as required by the National Fire Protection Association
- Participating in GCCC Teaching and Learning workshops on instructional delivery strategies
- Encouraging Fire Science adjuncts to participate in continuous improvement of teaching skills

### **Active Partnerships with Industry**

<b>Industry Partner</b>	<b>Level of Participation</b> (Equipment Donations, Advisory, Scholarships, Instructor Training, etc.)
Garden City Fire Department	Volunteer Firefighter, Fire Dept. Employee Advisory Group, Training Manager through Kansas Fire and Rescue Training Institute
Local Volunteer Fire Departments: Tribune, Leoti, Scott City, Lakin, Holcomb, Ulysses	Assist in the grant writing process and in-house training.
Kansas Fire and Rescue Training Institute at KU	Partner with KU to provide outreach training of volunteer, career and entry-level firefighter

U.S. Department of Labor	Provide industrial safety training
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**Data**

Annual Data 2002-05

Number of sections offered

Average class size

Overall Enrollment

Dept-Generated Credit Hours

Semester Data

Attrition Rate

Success Rate

Annual Revenue Generated

## Program Review Summary Sheet - Fire Science 2006-2007

### Annual Data--Fire Science

Year	Number of Sections offered				Average Class Size				Overall Enrollment				Dept-Generated Credit Hours			
	On-Campus	Out-Reach	EduKan	Total	On-Campus	Out-Reach	EduKan	Total	On-Campus	Out-Reach	EduKan	Total	On-Campus	Outreach	EduKan	Total
2003-2004	9	1	0	10	6	11	0	7	55	11	0	66	182	44	0	226
2004-2005	5	0	0	5	5	0	0	5	23	0	0	23	117	0	0	117
2005-2006	7	3	0	10	10	10	0	10	72	31	0	103	234	147	0	381

### Semester Data

Attrition Rate				
Semester	On-Campus	Out-Reach	EduKan	Total
<b>2003-2004</b>				
Fall	0.00%	NA	NA	0.00%
Spring	0.00%	0.00%	NA	0.00%
Summer	NA	NA	NA	NA
<b>2004-2005</b>				
Fall	0.00%	NA	NA	0.00%
Spring	0.00%	NA	NA	0.00%
Summer	NA	NA	NA	NA
<b>2005-2006</b>				
Fall	8.82%	0.00%	NA	6.98%
Spring	19.35%	0.00%	NA	11.32%
Summer	0.00%	NA	NA	0.00%

Success Rate				
Semester	On-Campus	Out-Reach	EduKan	Total
<b>2003-2004</b>				
Fall	96.15%	NA	NA	96.15%
Spring	100.00%	100.00%	NA	100.00%
Summer	NA	NA	NA	NA
<b>2004-2005</b>				
Fall	90.00%	NA	NA	90.00%
Spring	100.00%	NA	NA	100.00%
Summer	NA	NA	NA	NA
<b>2005-2006</b>				
Fall	91.18%	100.00%	NA	93.02%
Spring	80.65%	95.45%	NA	86.79%
Summer	85.71%	NA	NA	85.71%

NA = No courses taught during the semester

### Annual Revenue Generated

Year	Cr. Hrs	Instate Revenue	Outstate Revenue	Margin of Error	Total Revenue	Amount Discounted	Initial Net Revenue Generated	Dept Expenses	Cost per Cr. Hr.	Net Revenue Generated	Net Rev. per Cr. Hr.
2003-2004	226	\$19,563	\$2,585	\$760	\$22,909	\$1,342	\$21,566	\$15,305	\$67.72	\$6,261	\$27.70
2004-2005	117	\$10,502	\$1,217	\$317	\$12,036	\$765	\$11,270	\$29,040	\$248.21	-\$17,770	-\$151.88
2005-2006	381	\$33,126	\$4,161	\$2,961	\$40,248	\$2,419	\$37,829	\$46,507	\$122.07	-\$8,678	-\$22.78

\*\*Annual Revenue calculated as Summer, Fall, Spring and includes EduKan

## **2004-2006 Program Review**

### **Industrial Maintenance**

#### **Program Mission**

*To provide the Industry with quality training programs, and promote professionalism through education and training.*

#### **Recruiting Strategies**

Provided continuing education to meet state continuing education standards for construction trades.

Coordinated with area high schools counselors to promote careers in the industrial industry.

Offer classes to meet industry timelines and needs

Worked with advisory committee to build relationships with Industry.

Participated in Science Olympiad, GCCC Exploration Day, GEMS, and Career Day for junior and senior high school across western Kansas.

Provided Electricity I/II at Holcomb High School to Juniors and Seniors through Center of Excellence

Collaborated with One Stop to provide job specific training.

Collaborated with GCCC B&I to provide short-term training to industry partners.

#### **Retention Strategies**

Advising students and monitoring academic progress in all academic coursework.

Maintaining contact with industry to connect program completers with available employment opportunities.

Supported Internships opportunities with Tyson, BPI, and Young Electric (Wichita).

Developed a certificate program.

Responded to student input provided through course evaluations.

Provided an environment that is conducive to learning and respects student diversity.

#### **Curriculum Development**

Maintained up-to-date materials and labs which meet the changing industry needs.



Developed electrical controls and processing curriculum to meet new industry needs in the area e.g., Ethanol and BioDiesel electrical needs.

Worked with the Advisory Committee and City Inspectors to ensure that the curriculum aligns with industry standards and state laws.

Developing on-line training for Electrical fields.

Continued to improve quality of classes by keeping up with Industry standards (NFPA, OSHA) through attendance at national industry conventions and reading industry literature.

### **Professional Development**

- continuing to advance personal education through degree completion
- maintaining certifications as required by the state, county and cities.
- Participating in GCCC Teaching and Learning workshops on instructional delivery strategies

### **Active Partnerships with Industry**

<b>Industry Partner</b>	<b>Level of Participation</b> (Equipment Donations, Advisory, Scholarships, Instructor Training, etc.)
Tyson Fresh Meats	Internship, Advisory Committee
BPI	Training Partnership
Excel/Cargil	Training Partnership
National Beef	Training Partnership
City Inspectors (Garden City, Dodge City, and Liberal, Kearny County)	Advisory Committee
Davis Electric, Wallace Electric	Advisory Committee, Training Partner
Local Plumbers	Advisory Committee, Training Partner
Stanion Electric	Advisory Committee, Equipment Donations, Access to industry partners
American Electric and Wesco Electric	Advisory Committee, Equipment Donations, Access to industry partners

**Program Review Summary Sheet  
2006-2007  
Industrial Production Maintenance  
Annual Data--Industrial Maintenance**

Year	Number of Sections offered			Average Class Size			Overall Enrollment			Dept-Generated Credit Hours		
	On-Campus	Outreach	Total	On-Campus	Outreach	Total	On-Campus	Outreach	Total	On-Campus	Outreach	Total
2003-2004	10	0	10	9	0	9	89	0	89	267	0	267
2004-2005	14	0	14	7	0	7	103	0	103	309	0	309
2005-2006	11	0	11	6	0	6	69	0	69	207	0	207

**Semester Data**

Attrition Rate			
Semester	On-Campus	Outreach	Total
<b>2003-2004</b>			
Fall	0.00%	NA	90.24%
Spring	2.08%	NA	95.83%
Summer	NA	NA	NA
<b>2004-2005</b>			
Fall	1.75%	NA	1.75%
Spring	4.35%	NA	4.35%
Summer	NA	NA	NA
<b>2005-2006</b>			
Fall	2.44%	NA	2.44%
Spring	3.57%	NA	3.57%
Summer	NA	NA	NA

Success Rate			
Semester	On-Campus	Outreach	Total
<b>2003-2004</b>			
Fall	90.24%	NA	90.24%
Spring	95.83%	NA	95.83%
Summer	NA	NA	NA
<b>2004-2005</b>			
Fall	94.74%	NA	94.74%
Spring	89.13%	NA	89.13%
Summer	NA	NA	NA
<b>2005-2006</b>			
Fall	80.49%	NA	80.49%
Spring	85.71%	NA	85.71%
Summer	NA	NA	NA

NA = No courses taught during the semester

\*\*Above data includes on-campus and outreach courses only

**Annual Revenue Generated**

Year	Cr. Hrs	Instate Revenue	Outstate Revenue	Error Factor	Total Revenue	Amount Discounted	Initial Net Revenue Generated	Dept Expenses	Cost per Cr. Hr.	Net Revenue Generated	Net Rev. per Cr. Hr.
2003-2004	325	\$28,132	\$3,718	\$1,093	\$32,944	\$1,931	\$31,013	\$71,194	\$219.06	-\$40,181	-\$123.63
2004-2005	296	\$26,570	\$3,078	\$801	\$30,449	\$1,937	\$28,513	\$68,398	\$231.07	-\$39,885	-\$134.75
2005-2006	278	\$24,170	\$3,036	\$2,161	\$29,367	\$1,765	\$28	\$74,297	\$267.26	-\$46,695	-\$167.97

\*\*Annual Revenue calculated as Summer, Fall, Spring and includes EduKan

## **2004-2006 Program Review**

### **John Deere Tech**

#### **Program Mission**

John Deere Tech exists to produce technicians for employment in Ag dealerships located in the Midwest region of the United States. In certain cases the program has served to help individuals pursue careers in engineering and product support at the manufacturer's level even though the program is not intended for that purpose.

#### **Recruiting Strategies**

The program has pledged to work with the dealers as much as time allows in communicating with potential students. The dealer organization has been highly encouraged to put together its own recruiting efforts. GCCC John Deere Tech has been a part of those initial meetings and a participant in at least three of the events planned.

Strategies that GCCC instructors are involved in include:

- Exploration Day
- GCCC Science Olympiad with the GCCC Science department
- Attendance at High School Career Fairs and John Deere Dealer Days in dealer communities
- 1<sup>st</sup> Annual John Deere Day on the GCCC campus

#### **Retention Strategies**

The entrance process helps students commit to a goal. Because of that the retention rate of the program remains good. 14 of the 16 graduates of the class of 2006 returned to their dealerships. The remaining 2 are employed in related fields. On a rolling 5-year average 78% of the students that enter the program complete it. The lifetime average for the program is 81%.

The program is working with the dealers to craft financial support packages that help a student enter and complete the program. It is the feeling of the instructors that these packages will attract students to the program but will not keep them there. Previous experience says that students leave because of personal reasons (homesickness, relationships) that are not influenced by the college or dealer.

This attrition rate continues after the student graduates from the program. 55-60% of the John Deere Tech students are still at a dealership after 5 years.

#### **Curriculum Development**

Every year the instructors are required to attend a training session specifically targeted to John Deere Tech instructors. The information and techniques are then brought back to the program to be implemented into the curriculum as the product becomes available. John Deere has implemented a "Learning Path" for John Deere Tech instructors. The instructors are also highly encouraged to attend as many other classes as they can.

The students have two internships during the program. An instructor travels to the dealerships several times during these internships to review the progress and behavior of the student as well as the content and success of the program. This information is used to make decisions concerning the curriculum of the program.

The John Deere program has an active Advisory Council that guides changes in the program's curriculum courses and course content.

### **Professional Development**

In addition to participation in annual training, one instructor also continues with training in GIS software. This software is the engine underlying John Deere's Ag Management Systems software for customers.

### **Active Partnerships with Industry**

<b>Industry Partner</b>	<b>Level of Participation</b> (Equipment Donations, Advisory, Scholarships, Instructor Training, etc.)
John Deere Company	State-of-the-art equipment loan, training aid loan, Advisory council membership, \$5,000 worth of scholarships annually, training at no cost other than travel for instructors, access to technical information through dealer portals, and free use of software

The following table lists the dealers currently sponsoring students into the program (Freshman and Sophomore levels).

<b>Company</b>	<b>Dealer City</b>	<b>Dealer State</b>
Western Equip. LLC	ALTUS	OK
Western Equip. LLC	Amarillo	TX
B. E. Implement Partners LTD	BROWNFIELD	TX
Bucklin Tractor and Impl.	Bucklin	KS
Delaney Impl. Co.	Burdett	KS
Rosenau Equipment Co.	CARRINGTON	ND
Western Equipment	CLINTON	OK
Dodge City Impl., Inc.	Dodge City	KS
P & K Equipment, Inc.	ENID	OK
Kay-Jan, Inc.	Fort Morgan	CO
American Impl.	Garden City	KS
Greensburg Tractor and Imp.	Greensburg	KS
Carrico Implement Co., Inc.	Hays	KS
Romer Mercantile	Holly	CO
Golden Rule Inc.	Johnson	KS
P & K Equipment, Inc.	Kingfisher	OK
Colorado Equipment	Lamar	CO
Western Equip. LLC	MEMPHIS	TX
Unruh-Foster, Inc.	Montezuma	KS
Mid Co. Impl. Inc.	Pratt	KS
Greenway Equip. Inc.	WEINER	AR
Western Equipment	WOODWARD	OK

# Program Review Summary Sheet

2006-2007

John Deere

## Annual Data--John Deere Tech

Year	Number of Sections offered			Average Class Size			Overall Enrollment			Dept-Generated Credit Hours		
	On-Campus	Outreach	Total	On-Campus	Outreach	Total	On-Campus	Outreach	Total	On-Campus	Outreach	Total
2003-2004	18	0	18	8	0	8	152	0	152	431	0	431
2004-2005	20	0	20	14	0	14	283	0	283	794	0	794
2005-2006	19	0	19	12	0	12	231	0	231	680	0	680

## Semester Data

Attrition Rate			
Semester	On-		
	Campus	Outreach	Total
<b>2003-2004</b>			
Fall	17.19%	NA	17.19%
Spring	0.00%	NA	0.00%
Summer	0.00%	NA	0.00%
<b>2004-2005</b>			
Fall	2.54%	NA	2.54%
Spring	0.85%	NA	0.85%
Summer	0.00%	NA	0.00%
<b>2005-2006</b>			
Fall	3.70%	NA	3.70%
Spring	0.00%	NA	0.00%
Summer	0.00%	NA	0.00%

Success Rate			
Semester	On-		
	Campus	Outreach	Total
<b>2003-2004</b>			
Fall	82.81%	NA	82.81%
Spring	100.00%	NA	100.00%
Summer	100.00%	NA	100.00%
<b>2004-2005</b>			
Fall	95.76%	NA	95.76%
Spring	96.58%	NA	96.58%
Summer	100.00%	NA	100.00%
<b>2005-2006</b>			
Fall	93.52%	NA	93.52%
Spring	98.96%	NA	98.96%
Summer	100.00%	NA	100.00%

NA = No courses taught during the semester

\*\*Above data includes on-campus and outreach courses only

## Annual Revenue Generated

Year	Cr. Hrs	Instate Revenue	Outstate Revenue	Error Factor	Total Revenue	Amount Discounted	Initial Net Revenue Generated	Dept Expenses	Cost per Cr. Hr.	Net Revenue Generated	Net Rev. per Cr. Hr.
2003-2004	437	\$37,827	\$4,999	\$1,470	\$44,297	\$2,596	\$41,701	\$146,295	\$334.77	-\$104,594	-\$239.35
2004-2005	743	\$66,693	\$7,727	\$2,011	\$76,432	\$4,861	\$71,571	\$157,651	\$212.18	-\$86,080	-\$115.85
2005-2006	694	\$60,339	\$7,578	\$5,394	\$73,312	\$4,406	\$68,906	\$158,544	\$228.45	-\$89,638	-\$129.16

\*\*Annual Revenue calculated as Summer, Fall, Spring and includes EduKan

## 2004-2006 Program Review

### Police Science / Criminal Justice

**Program Mission** To provide a visionary model for public safety cooperation, education and training with program emphasis on innovative criminal justice education and training programs for pre-service students, in-service professionals and the public to promote professionalism, quality employees and safety for our communities.

#### Recruiting Strategies

- **#1 Recruiting tool is our local, state and national agency partners, advisory council, alumni, former, current and in-service students, and friends of the department.** The program has been building for 37 years and graduates are currently in the federal, state and local law enforcement and criminal justice workforce scattered from the East to the West Coast and several foreign countries.
- “Grow Your Own” Strategies:
  - Criminal Justice 2+2. Redesigned and updated curriculum and agreement with the Garden City High School. Currently have curriculum plan from GCHS Freshmen through Senior to GCCC CJ program.
- Emphasis on the state of the art, uniquely GCCC hands-on education / training and teambuilding. This sets us apart from other criminal justice programs across the state and nation.
  - Updating and maintaining the unique equipment and technology for the program continues to be a challenge and the program is working through the planning process and our partners/advisory council.
- (Annual) Criminal Justice Competition Team consistently places within 1<sup>st</sup> or 2<sup>nd</sup> place categories
- Graduate Success Monitoring. Approximately 98% of 2004-2005 graduates are either employed in the field or are continuing education. Over the past 3 years, we have between a 95-99% ‘placement rate’ of either employed or continuing their education.
- Provide 40-50+ tours annually for potential students and other school and civic groups.
- Maintaining and updating equipment, hardware and software with continual implementations into curriculum to remain current and in the forefront of other KS Criminal Justice Programs.
- Media:
  - DPS Website. The DPS website went on line September of 2004.
  - Brochure flyer has been updated for Criminal Justice (2006).
  - Radio programs at least 2-3 times per year through Steve Quakenbush
- Visibility to the community: CJ majors log hundreds of community service hours per year
  - Projects include BB/BS School Mentors, Tumbleweed Festival, self-defense seminars for community and the Tumbleweed Girl Scouts, participation in various parades, community celebrations, Garfield Santa project,
  - Extreme Challenge has been conducted twice (2003 and 2005) as a benefit for several law enforcement families.
- (Annually) Host Lakin 6<sup>th</sup> graders exploration day (Average 60 students)
- (Annually) Host Career Exploration Day (Average 60 - 125 high school students)

#### Retention Strategies

- Combining state of the art, hands-on education/training, full-time faculty involvement, teambuilding projects and an active advisory council provide the #1 retention tools for Criminal Justice. Again, program equipment/technology updates continues to be a challenge. DPS is a second home to many of our students.
- (2006) Strategic Team Building is now required for all Criminal Justice, Fire and EMST majors and incorporates the use of the challenge course.
  - Classes are held at the beginning of each school year to build student integration quickly.
- (Annual) Team building projects for students/staff include
  - Finney County Firing Range Clean Up and Maintenance day
  - GCCC Criminal Justice phonothan night – both scholarships and teaming.

- (2004) CJ Students and staff worked together to redesign DPS to make room for the EMST and Fire Science programs
- Numerous other projects continually on-going
- 35<sup>th</sup> All-Class Reunion – May 7, 2004. Facilitated the 1<sup>st</sup> ever all criminal justice class reunion. Over 140 attended the banquet and activities with graduates from 1970 to 2004.
- (Annual) Criminal Justice Competition Team. (Recruitment and Retention)
- (Annual) Annual DPS Awards Banquet is held annually to celebrate student successes.
- Advising and Counseling.
  - 2004-07 Student advising and counseling for ranged from 80 – 122 full-time and 30 + part-time CJ Majors.
- (2005) Kansas Law Enforcement Training Center. DPS students and instructor have participated in 5 separate training sessions at KLETC. Our students participate as 'actors' in training exercises for basic training cadets. 1<sup>st</sup> time a community college has been asked to a part of this unique training opportunity. Currently on hold due to our staffing issues.
- DPS Advisory Council meet 5-6 times annually to guide DPS' direction
- "Grow Our Own" (2005) Police Service Aid program, designed and implemented by the Garden City Police Department to 'grow our own'. We work with the GCPD in locating qualifying students for the program. First 2 PSA students are currently hired as full-time police officers.
- Maintaining and staying on the cutting edge with equipment, hardware and software continually incorporating into curriculum
  - Keeps GCCC in the forefront of other KS Criminal Justice Programs.
- Continually updating alumni lists when former students call, email and stop in.
- Integration of Criminal Justice, Fire Science and EMST has increased opportunities for criminal justice students as various classes include interaction between the 3 public safety programs.
- Code of Conduct for Criminal Justice students builds pride in the program and, ultimately, provides quality employees for our criminal justice community.
- Work with Campus Security to provide jobs for Criminal Justice majors.
- Internships in agencies across the state enhance employability for the students upon graduation.
- Faculty members are advisors for student CJ organization (Tau Epsilon Lambda) and work with student to develop and complete numerous projects.
- Evaluating curriculum and monitoring classes for quality instructional delivery.
- 3 memorial scholarships initiated from by the families: Clint Upchurch Memorial; David Beasley Memorial; Jonathon Miller Memorial. Clint, David and Johnathon are all CJ alumni.
- Team-T (Tactical Emergency And Management Training) and Team-TC (Civilian version)
  - Program integrated with CECS.
  - (Annual) Hosting outside seminars for various state and federal law enforcement agencies brings working professionals to the department.
  - Opportunity for students to experience current topics, meet and talk with in-service professionals;
  - Allows the professionals to visit our department and help us recruit new students ('foot traffic' is critical to program success;)
  - Relationship building with our partners across the state and nation.

### **Curriculum Development**

- (2005 – Current) Challenge course was re-opened, 18 challenge instructors were trained in 2005. Current usage since 2005 has averaged 600 persons through the course per year.
- (Annual) Criminal Justice curriculum goes through an annual review to insure classes are current for the criminal justice field. Criminal Justice advisory council assists.
  - All criminal justice syllabi were updated December 2006.
  - (2006) A number of classes were taken through the Learning Services Committee for course number and title changes to remain current with the field.
- (2003-04) Developed and offered 1<sup>st</sup> EVOC I and II classes for students and in-service officers.
  - (2006) Redesigned EVOC I to include Natl. Safety Foundation Defensive Driving Course
  - (2006) Added EVOC I as a requirement for all law enforcement, paramedic and fire science students as a safety measure for operating college DPS vehicles.
- (2005) Offered 1<sup>st</sup> Forensic Criminalistics class. Currently working with Science Dept to provide a degree path for Forensic Criminalistics program.

- (2004) Forensic Computer Investigation courses and degree program have been developed but are currently not actively taught due to staffing issues. This area is in high demand as computer and electronic crime currently accounts for the largest economic and personal loss for victims and the demand for highly trained law enforcement personnel is high.
- Team-T and Team-TC programs
  - (2003-04 - current) Developed and offered 1<sup>st</sup> Dispatch I and II certification seminars for 911 communication dispatchers throughout Kansas.
  - (2006) Designed and implemented Conceal Carry Handgun training by partnering with Sand and Sage Rifle and Pistol Club. Coordination of approximately 15 CCH instructors for the program. Over 150 citizens have successfully completed the program to date.
- Added National Incident Command 1<sup>st</sup> level certifications to curriculum for criminal justice students. (Homeland Security component.)
- (Annual) DPS Scenario Day was expanded to involve Fire Science, EMST and nursing students to provide additional realism and teamwork experiences. Major hands-on training activity designed to demonstrate the knowledge and skills learned in classes.
- Core curriculum and competencies, student portfolios, exit interviews conducted by members of the advisory council for all graduating CJ students have been in place for approximately 5 years.
- Chaired the KBOR Criminal Justice Curriculum Committee in 2004-2005 to coordinate core program and class curriculum for Criminal Justice for all community colleges offering Criminal Justice in Kansas. Completed Spring 2005.
- Kansas Highway Patrol: Kansas 'Grow Your Own' project. Coordinating community college 'academy' with the KHP to provide additional career direction opportunities for CJ majors across the state. First "Kansas Collegiate Law Enforcement Academy" set for May 2007 at the KHP Academy in Salina, KS.

### Professional Development

- Assisting with the City of Garden City as a moderator for employee personnel hearing relating to public safety (fire and law enforcement.) Have moderated 2 hearings the past three years.
- Training Committee Chairman for the Kansas Peace Officer's Association since 2004. Have been on the training committee as a membership for approximately 15 years.
- Chaired the Kansas Attorney General's Training Subcommittee for the Implementation of SB 218 (Concealed Carry Handgun). Assisted with the Trainer Orientation classes.
- Training Committee Chairman for the Joint Law Enforcement Training Conference (since 2004.) Includes the KS Sheriff's Association training committee and the KS Assn. of Chief's of Police.
- Kearny County Reserve Officer since 1983.
- CJ Instructors have successfully completed the following professional development courses. Materials and information integrated in curriculum.
  - National Safety Foundation Motorcycle Safety Instructor Course (1 instructor-now adjunct);
  - National Safety Foundation DDC Instructor course (1 instructor-now adjunct)
  - Emergency Vehicle Operations Instructor Class (1 instructor-now adjunct),
  - SWAT Administrator School and Liabilities (1 instructor-now adjunct)
  - NRA Police Handgun and Shotgun Instructor School (3 instructors -2 now adjunct)
  - NRA Police Handgun and Shotgun Instructor School
  - Glock Armorer School
  - KPOA and Joint Conference seminars, multiple locations and topics.
  - KHP AFRS training (accident and crime reporting software)
  - Terrorism update seminars including State and Local Agency Terrorism Training (at least one per year since
  - Midwest Gang Conference
  - AFIX Print and Palm Print Conference and Training
- Department Awards
  - Faculty member awarded Life membership with the Kansas Peace Officer's Association. 1<sup>st</sup> female to receive the honor. Required vote by membership.
  - Faculty member awarded the national Bill Melnicoe Distinguished Service Award by the American Criminal Justice Association / LAE. Required vote by membership.
  - ACJA National Scholarship committee member



**Active Partnerships with Industry**

Industry Partner	Level of Participation (Equipment Donations, Advisory, Scholarships, Instructor Training, etc.)
Garden City Police Department	Advisory Council, Range 3000, Patrol car equipment, Uniforms for Color Guard, Instructor training, EVOC assistance, use of indoor firing range, dispatch training assistance, seminar notifications, co-hosting a variety of seminars, working with internship program, SWAT Obstacle course repairs and upkeep, usage of police bicycles to supplement Police Biking. Also provides 2 - \$1,000 minority scholarships per year to CJ majors. Instituted Police Service Aid program – hiring our majors prior to 21 to integrate them into the GCPD.
Finney County Sheriff's Office	Advisory Council, Range 3000, Patrol car equipment, Instructor training, EVOC assistance, use of outdoor firing range, working with internship program, co-hosting on a variety of seminars, plus many other forms of direct and indirect assistance.
Holcomb Police Department	Advisory Council
Kansas Bureau of Investigation	Advisory Council, CJ Technology Lab security tokens, instructor training and updates, lab tours, forms and software updates for lab and classes, seminar opportunities for area law enforcement and students.
Kansas Law Enforcement Training Center	Hosting seminars on GCCC campus (assists us with recruiting), technical assistance, information sharing, support of our computer training lab, allowing our students to assist with KLETC training exercises for basic training cadets (1 <sup>st</sup> college to ever have been asked),
Kansas Highway Patrol	Advisory Council, CJ Technology Lab security tokens, host site for DATAMAX (NCIC training and certification for law enforcement personnel), instructor training and updates, lab tours, forms and software updates for lab and classes, seminar opportunities for area law enforcement and students, working with internship program, co-hosting on a variety of seminars, plus many other forms of direct and indirect assistance.
Kansas Peace Officer's Association	Visibility and assistance with seminar hosting.
25 <sup>th</sup> Judicial District Court Services	Advisory Council
Haskell County Sheriff's Office	Advisory Council, instructional assistance
Gray County Sheriff's Office	Advisory Council, instructional assistance.
Finney County Emergency Mgmt and Work Safety	Advisory Council, instructional assistance, scenarios.
24 <sup>th</sup> Judicial District Court	Advisory Council, assistance with legal updates.
Finney County Juvenile Detention Center	Advisory Council, opportunities for internship programs.
KS Department of Corrections – Parole	Advisory Council, opportunities for internship programs.
Western Kansas Child Advocacy	Advisory Council, opportunities for internship programs, instructional assistance
Finney County EMS	Advisory Council, bridging programs, 1 <sup>st</sup> responder for law enforcement, instructional assistance, DPS Scenario Day
KS Wildlife and Parks	Advisory Council, instructional assistance
Finney County Youth Services	Advisory Council, opportunities for internship programs, instructional assistance
Drug Enforcement Agency	Advisory Council, opportunities for internship programs, instructional assistance, hosting seminars on GCCC campus (assists us with recruiting),
Federal Bureau of Investigation	Advisory Council, opportunities for internship programs,

Industry Partner	Level of Participation (Equipment Donations, Advisory, Scholarships, Instructor Training, etc.)
	instructional assistance, hosting seminars on GCCC campus (assists us with recruiting)
St. Catherine Hospital – Chaplain	Advisory Council, police chaplain services, instructional assistance
AFIX Company, Pittsburg, KS (2003-current)	Donation of approximately \$390,000 worth of Fingerprint / palm print software/hardware for investigations classes. (13 machines x \$30,000 each). Our responsibility is \$2,500 annually for software updates and technical assistance. 1 <sup>st</sup> college in Kansas and one of the 1 <sup>st</sup> in the nation to have this technology.
William T. Kemper Foundation, Commerce Bank, Finney County Sheriff's Office, Garden City Police Department, Garden City Rotary, Hamilton County Sheriff's Office, Western State Bank, Wheatland Electric, GCCC-BOT, plus private donors	Contributed to Range 3000 project – approximately \$80,000.
Red Cross – Garden City	Assistance with DPS Scenario Day
Garden City Fire Department	Assistance with DPS Scenario Day and 1 <sup>st</sup> aid classes.
City of Garden City	Assistance with Challenge Course and Obstacle course repairs
Wheatland Electric	Assistance with Challenge Course Repairs Multiple contributions of water, flashlights and other small items for classes.
Local Salvage Yards	Assistance with vehicles for traffic accident investigation and DPS scenario day simulations.
Midwest Body Shop	\$3,000 donation for painting ambulance/patrol vehicles
PDR Specialist, Mark Van Vleet	\$2,200 donation to remove dents from patrol vehicles
Burtis Motor Company, Finney County Historical Society, Tau Epsilon Lambda, SGA	Funding to repair damage and repaint the '39 Plymouth Police Car that is currently on permanent loan to the Finney County Historical Society (estimated at \$400)
Sand and Sage Rifle and Pistol Club	12 portable target holders for CCH, firearms classes. (Approximately \$2,000 if purchased commercially.)

**Department Explanation of data.**

**2003-2004 Data / Generated Credit Hours = 1200 / Net Rev. per Cr. Hr. = -\$110.15**

- 3 full-time instructors reflected in the budget and enrollment data

**2004-2005 Data / Generated Credit Hours – 1156 / Net Rev. per Cr. Hr = - \$53.69**

- 1 full-time instructor retired (Dennis Elam); Full-time instructor position was shifted to Fire Science program which was struggling to survive with adjunct instructors.
- 2<sup>nd</sup> full-time instructor (Dave Smith) resigned in December 2005 to return to the Garden City Police Department; Replacement for position didn't occur until March 2005 – Travis Grasser

**2005-2006 Data / Generated Credit Hours = 1475 / Net Rev. per Cr. Hr = -\$25.09**

- 2 full-time instructors plus numerous adjuncts meet student class loads.
- Enrollment increased 19% more than 03-04 when department was supported by 3 full-time instructors
- 3<sup>rd</sup> CJ instructor request submitted through the planning process to support program instruction, student retention, recruitment and advising.

# Program Review Summary Sheet - Criminal Justice

## 2006-2007

### Annual Data--Criminal Justice

Year	Number of Sections offered				Average Class Size				Overall Enrollment				Dept-Generated Credit Hours			
	On-Campus	Out-Reach	EduKan	Total	On-Campus	Out-Reach	EduKan	Total	On-Campus	Out-Reach	EduKan	Total	On-Campus	Outreach	EduKan	Total
2003-2004	81	0	1	82	8	0	2	8	661	0	2	663	1194	0	6	1200
2004-2005	67	0	3	70	9	0	2	9	593	0	6	599	1138	0	18	1156
2005-2006	83	0	3	86	9	0	3	9	725	0	9	734	1447	0	27	1474

### Semester Data

Attrition Rate				
Semester	On-Campus	Out-Reach	EduKan	Total
<b>2003-2004</b>				
Fall	3.14%	NA	0.00%	3.13%
Spring	3.39%	NA	NA	3.39%
Summer	0.00%	NA	NA	0.00%
<b>2004-2005</b>				
Fall	2.92%	NA	33.33%	3.19%
Spring	3.42%	NA	0.00%	3.40%
Summer	5.88%	NA	0.00%	5.26%
<b>2005-2006</b>				
Fall	3.44%	NA	0.00%	3.43%
Spring	5.99%	NA	0.00%	5.90%
Summer	2.38%	NA	0.00%	2.22%

Success Rate				
Semester	On-Campus	Out-Reach	EduKan	Total
<b>2003-2004</b>				
Fall	94.97%	NA	100.00%	95.00%
Spring	91.19%	NA	NA	91.19%
Summer	77.08%	NA	NA	77.08%
<b>2004-2005</b>				
Fall	90.35%	NA	66.67%	90.14%
Spring	92.74%	NA	100.00%	92.77%
Summer	94.12%	NA	100.00%	94.74%
<b>2005-2006</b>				
Fall	93.41%	NA	100.00%	93.43%
Spring	90.12%	NA	100.00%	90.27%
Summer	90.48%	NA	100.00%	91.11%

NA = No courses taught during the semester

### Annual Revenue Generated

Year	Cr. Hrs	Instate Revenue	Outstate Revenue	Margin of Error	Total Revenue	Amount Discounted	Initial Net Revenue Generated	Dept Expenses	Cost per Cr. Hr.	Net Revenue Generated	Net Rev. per Cr. Hr.
2003-2004	1214	\$105,085	\$13,888	\$4,084	\$123,058	\$7,211	\$115,847	\$249,573	\$205.58	-\$133,726	-\$110.15
2004-2005	1175	\$105,471	\$12,220	\$3,181	\$120,872	\$7,687	\$113,184	\$176,272	\$150.02	-\$63,088	-\$53.69
2005-2006	1474	\$128,155	\$16,096	\$11,457	\$155,708	\$9,358	\$146,350	\$183,335	\$124.38	-\$36,984.63	-\$25.09

\*\*Annual Revenue calculated as Summer, Fall, Spring for 2003-2004 & 2004-2005

\*\*Annual Revenue calculated as Fall, Spring, Summer for 2005-2006

## College Accomplishments for 2005-2006

### Helping Students Learn

- Outreach FTE Spring 2006 was 176.88 (882 students)
- Provided 2,130 hours of tutoring ; proctored 4,298 out-of-class tests, increase of 3% (2005)
- 100% of CLC Peer Tutors and Paraprofessionals achieved CRLA Level II tutoring certification
- Broadcasting curriculum, media convergence and strings were added curriculum
- Pass rate for allied health certificate programs increased from 96% to 99%, 100% for CMA/HHA
- 100% pass rate in the 2006 Associate Degree Nursing class; 100% pass rate in the 2006 PN class.
- 2 Police Service Aid students hired full-time by GCPD as part of new “grow your own” program
- 2006 Meats Judging Team won National Western Meats Contest & Reserve Champions
- American Meat Science Association named 2 members of the 2005 Meats Judging Team as 2<sup>nd</sup> Team All-Americans and 1 member of the 2006 team was named as 1<sup>st</sup> Team All-American.
- Completed the national Paramedic CoAEMSP accreditation visit;
- Fire Science achieved 90% pass rate on all Firefighter Certification tests.
- Cosmetology initiated seminar classes to assist students in finishing program hours; Offered licensure test prep; Developed team building activities; Held first annual SmartStyles competition
- GCCC and KSU-Salina completed articulation agreements for students to matriculate seamlessly to complete B.S. degrees in Electronic and Computer Engineering & Engineering Technology
- 2 Animal Science students were selected by BPI to serve as Quality Assurance interns.
- 2 Meats Team students were selected as interns for USDA-Agricultural Marketing Service’s Grading Program--first community college students in the nation to be selected for this program.;
- ALC exceeded state average for students gaining level completions, improving employment, receiving a GED, and entering post-secondary education from adult education.
- BEC increased # of concurrent credit classes by 42%. Served 70 participants in 10 noncredit classes generating \$1,734 in fees (17% increase in fees generated)
- B&I initiated CEUs for independent and County Appraisers, plumbing and HVAC employees
- Educational Talent Search increased hours of dual credit classes from 154 to 314.
- 84% of the UB participants increase Nelson-Denny reading score by one grade level or better.
- Achieved enrollment goal by increasing student count by 4.8% in fall semester and 3.4% in spring semester
- Fall 2005 enrolled first-time freshman class increased by 29.8% (107 students) over Fall 2004
- Coordinated the CAN DO program including 7 students enrolling in full program for the fall/spring semesters
- Administered 1534 COMPASS exams, 9% from Bryan Ed Center, 29 CLEP exams (up from 16 in 04-05), 44 RETA exams (up from 23 in 04-05), 276 Nelson Denny exams, 824 WorkKeys exams as College Skills Development and Outcome Assessment, and approximately 25 Correspondence exams
- Student Health usage increased 10% Total visits: 2004 – 856; 2005 – 957
- Adapted GCCC Athletic Drug Testing policies & procedures
- Provided 2884 hours of academic, personal, career and financial aid counseling to 200 selected SSS participants; 70% low income/ first generation or with a disability, 66% with a disability and low income
- 82% of the SSS non-graduating, non-transferring students were retained and continued toward completion of their academic programs; 86% SSS students graduated, transferred, or continued at GCCC in good academic standing
- SSS provided 302 hours peer tutoring to 32 participants and 106 hours professional tutoring to 29 participants
- Facilitated 7 Early Enrollment Days; student attendance increased 16% and guests by 15.8% ;Attended 43 College Planning Conferences in KS, CO and OK/ 198 High School Visits /over 1800 students
- Increased usage of BTSC game equipment by 20% and room bookings by 28% over previous year
- Accelerated FAFSA processing via student web access
- Implemented electronic meal plan tracking software to include three separate meal plans
- Filled all Residence Halls rooms to capacity (including private requests) fall semester
- Payroll processed for 896 individuals with an annual payroll of \$10,097,771 (CY 2005), erved approximately 125 work-study students, Processed payroll for 150 adjunct instructors
- Contributed to the chiller plant expansion with the installation and commissioning of the new 3<sup>rd</sup> chiller to improve campus cooling
- Successfully Complete the First Cycle of AQIP Accreditation/Planning Continuous Improvement
- Successful restructuring of HR/Payroll Office into two separate areas, HR and Payroll
- Received unqualified financial audit
- Developed and implemented Upward Evaluations
- Established new and improved fleet documentation records for enhanced tracking and reporting of vehicle mileage, appropriate costs and maintenance
- Transplanted to the football practice field 30-plus Ponderosa Pine trees
- Purchased laptop computer, digital camera and projector for employee training and recognition programs
- Installed electric handicap doors on DPAC entrance and Penka Building west entrance and installed doorbell in Super Circuit Entrance

## **Leading and Communicating**

- A two-year line schedule was developed and implemented
- Super Circuit hours were increased to provide service during holidays and vacations
- GCCC was first community college site to complete KDE chemical disposal program
- A Fine Arts "Wall of Fame" was established to demonstrate student and faculty achievements
- Weekly attendance/grade reports were developed and dispersed for athletic and academic teams
- Calculus III and Differential Equations offered via Polycorn with SCCC and BCCC
- Web Advisor was added to the college web site
- A major revision of the college catalog was successfully completed
- Started Broncbuster senior club, over 70 members. [www.broncbusterseniorclub.net](http://www.broncbusterseniorclub.net)
- KSBDC served 105 clients for 911 hours in 2006, presented 18 trainings with 165 attendees
- B&I created Business Liaison Position which is shared with FCEDC
- Partnered with Chamber of Commerce to create Finney County Young Professionals Club
- KSBDC hosted three Town Hall meetings to support the Kansas Center for Entrepreneurship.
- SWKRPC worked to get Ford County Drug Endangered Children's protocol ratified.
- Completed Frisbee golf course
- Baseball finished 34-22, fourth straight year to win over 30 games; three Academic All-Americans; two 1<sup>st</sup> team all conference
- Football had 17 all conference performers, 3 NJCAA All-Americans, 6-8 Academic All-Americans
- Cross Country Women 12<sup>th</sup> / Men 6<sup>th</sup> place NJCAA; Four All Americans; Three Academic All Americans
- First GCCC rodeo athlete ever as an Academic All American; GCCC represented at the College National Finals Rodeo by 3 Regional Champions; Highest ranking Men's Rodeo Team in Kansas
- Successfully hosted the Hi-Plains basketball tournament; first motorcycle poker run at GCCC
- Produced the annual GCCC Central Plains Regional Rodeo, bringing 800 – 1000 people to Garden City for 3 to 4 days, generating an economic impact of well over \$600,000
- Printed over 500 printing jobs including 68 promotional pieces for Business & Industry and Continuing Education Community Services. Also produced athletic programs with new format and advertising sections.
- Reorganized Central Services room to include a freight receiving space and an office area ; Completed 1,027 office supply requests by use of Track-It and walk-in service
- Successfully moved mailroom/switchboard to Central Services area
- Successfully negotiated a 3-year faculty agreement with the Higher Education Association
- Continued extract of attendance, grades, assessments, and associated comments from SM3, enhanced to include separation of defined cohort groups. Initial test of automated versions of this using Crystal direct from SM3 have been completed and should be fully functional by March 06.
- Recognized student workers with a reception and gifts
- Provided low-income awareness information to all employees
- Processed 7,921 purchase orders and 8,662 accounts payable checks, 13,854 cash receipts and successfully reconciled 295 receipting sessions. Handled over \$5.5 million dollars through the cash receipting process which included \$416,403 in cash, \$4,672,153 in checks and money orders and \$401,288 in credit card payments.
- Completed first year of column publication in Garden City Telegram, adapting to public input
- Completed 270 website updates and seven major web projects, plus posting all administrative policies
- Earned one national and three regional awards for publications, news writing and advertising
- Adopted Lasergrade test provider offering 35 nationally certified exams
- Successfully transferred GED examination from FCCLC to campus, increasing from 8 to 12 per session
- Processed 995 applications for admissions and 25% more EduKan applications
- SGA received recognition for being a charter member of the Kansas Compact
- Established an online Activities Calendar for the 2005–2006 school year
- Acquired funding for security cameras in west entrance of Student Center
- Processed 3,286 official transcripts for a total of \$15,607 and 4,311 unofficial transcripts (AY 0506)
- Submitted loan deferrals and degree verifications electronically to NSC for students (new Datatel process)
- Student loan default rate reduced from 8.4% (2003) to 7.7% (2004) with default management intervention

## **Planning Continuous Improvement**

- Worked with Computer Center for reporting needs to increase efficiency on a variety of Datatel processes
- Established assessment tables within Datatel
- Trained faculty to interpret COMPASS placement guidelines
- Established interactive distance learning classroom to support EMST and Fire Science.
- Partnered with community agencies to offer Youthscape; summer playground program.
- Accomplished successful Datatel entry of health data for 300+ students and employees
- Developed duplicate id process for campus use in Datatel
- Implemented Datatel administrative software system including initial setup and testing
- Revised assessment procedures for non-native speakers which enhanced ESL enrollment/retention

## Goals for 2007-2008

### Helping Students Learn

- Improve and update technology to assist classroom instruction; plagiarism detection software, Smart classrooms, text-messaging for recruitment, pod-casts for instruction, multi-media training; wireless system, streaming video, Blackboard support, Nursing simulation lab
- Improve academic support; anatomical model collection development,
- Maintain AQIP portfolio as an ongoing assessment of progress toward AQIP criteria
- Improve support of disadvantaged students
- Assist other institutions prepare students for post secondary education
- Expand Centers of Excellence; offer courses to Holcomb High School students.
- All technical programs will initiate industry-based assessment for program completers
- Implement new ADN curriculum with an optional practical nurse exit after the first year.
- Provide a clean environment for learning and community functions through proper assignment of housekeeping staff and the utilization of equipment and proper supplies in an efficient manner
- Repair the sport turf on the football and soccer practice fields. Develop new fields to allow a rotational practice scheduling for turf revitalization.
- Provide twice a day central pickup/delivery services for copying, freight, and office supplies across campus, friendly customer phone service, and distribution of mail using the central pickup/delivery system
- Identify students being placed into developmental coursework for advising, instruct a specialized course for students placed on academic probation
- Revise loan entrance/ exit online counseling and adopt Mapping-Your-Future as a new site provider
- Translate counseling/advising and recruiting materials into Spanish
- Successfully promote and advertise repackaged course offerings, i.e., “The Edge”
- Implement new activities for students

### Leading and Communicating

- Develop new strategies for course offerings including repackaging, service learning, partnerships with GC Recreation Commission and YMCA
- Coordinate an on-campus media delivery system using streaming video
- Expand efforts to promote leadership, collaboration, and capacity building at GCCC
- Partner with labor and construction contractors to provide a skilled workforce for the Sunflower Project.
- Bring facilities into compliance with Office of Civil Rights and ADA
- Transform Saffell Library into a vital contemporary facility that attracts students and enhances student learning by redesigning and repurposing various spaces
- Develop staff through cross training and hiring to adequately maintain and promote college appearances and operations due to the campus expansion and aging
- Improve work order turn around time from request to completion by concentrated, diligent efforts with essential tools, equipment, teamwork and resources
- Finalize and use an institutional “Reports and Data” catalog including:
  - ❖ Master calendar of federal, state, local and institutional reports
  - ❖ Copy of data pulled/gathered in either electronic or paper format
  - ❖ Reference of parameters used to pull data
- Develop staff mentoring program; redesign New Employee Orientation to include progressive, required trainings
- Develop management trainings for supervisors

- Communicate total compensation values to employees
- Provide for easy student/parent access; student forms on website, GCCC student email accounts, inform outreach and on-line students of services available, clarify housing cancellation and refund policy
- Develop an online advising training program
- Build GCCC awareness in Hispanic community
- Upgrade and continue GCCC public awareness advertising program
- Increase student awareness of activities and events through new and original advertising

### **Planning Continuous Improvement**

- Increase enrollment of non-traditional and life long learners
- Use information from Datatel for smooth transition from class-to-class and with compass test scores for correct student placement
- Increase recruitment and retention by an overall 3%
- Improve CECS registrations and payment collection with assistance from Registrar and Business Office
- Improve participant evaluation and consequent program improvement
- Develop inventor KSBDC counseling information for consultants host a Patenting workshop.
- Develop an assessment tool to identify needs of the business customer for campus use
- Encourage all Advisory Committee members to provide input into program development and evaluation.
- Increase public service projects and volunteer work
- Complete construction on championship field at Tangeman complex: Batting cages, bullpen area, scorer's booth, PA system, lights, portable fence, benches, helmet racks, storage shelves
- Develop a low cost, on-line, secure way for students/parents to pay by credit card, receive student billing information
- Fully implement purchase and fleet card programs
- Review work flow on trip requests and expense reports, vehicle scheduling
- Develop an evaluation and grading system to continually improve housekeeping standards
- Create and publish Crystal reports for regular and ad-hoc needs for student services and learning services
- Test and begin implementation of Assignment Contracts
- Redesign New Employee Orientation to include progressive, required trainings
- Create disaster recovery plan created and in place
- Develop HR website to better assist job seekers and current employees; implement Online Advices for employees to view
- Develop detailed documentation of departmental internal processes
- Coordinate Federal Work Study interface with the Payroll Department; develop a transcript interface with Admissions
- Refine the advisor assignment process and develop a notification letter to students and advisors
- Complete Phase I and II of renovation in Director's East Lounge Apartment
- Upgrade fire alarm system in West Hall to meet safety codes, replace outside door jams and install steel clad doors on the northeast side of West Hall
- Purchase and install night vision security cameras
- Work with the IT Department to import scores from the ACT website into Datatel
- Finalize implementation of WebAdvisor for Student Services (advising, degree audit, registration, etc.)
- Obtain physician standing orders for 2007-2008

## Projections for 2009 and Beyond

- Create an instructional classroom within the library, or secure access to an on-campus computer lab for use in bibliographic instruction sessions
- Create specialized research database instruction modules for specific disciplines
- Ethernet and/or wireless network access the campus
- Establish the BEC as an area wide information center for educators, students, and business owners by supplying videos, DVD's, books, computer programs
- Add two major conferences/workshops that will attract 100 plus people each
- Increase CECS income and student programming by 10%
- Market B & I as an area-wide destination for all training/educational needs
- Television Edit Bays - \$75,000, Language Lab - \$50,000
- Add on the DPAC and JOYC buildings - \$7,000,000, GCCC Public Safety as 'the place' for criminal justice, Emergency Medical Services Technologies & Fire Science and 'state-of-the-art' training and education., facility to expand the Agriculture program, with new labs, classrooms and a functional Meat Processing Lab and Live Animal Evaluation center
- Completely re-do competition basketball floor, upgrade the Academy with new turf, cage nets, lighting/heating system, concession stand and bathroom facilities outside of William Stadium.,
- Dedicated classroom for ITV distance delivery of DPS Programs
- Increase scholarship availability
- Establish ongoing opportunities for employees to meet with campus leaders
- Improve benefits management and other employee services
- Improve support systems for new employees to further ensure their success at GCCC, design and implement employee trainings for use of electronic time sheet process
- Expand web access for employees
- Re-acquire humidity control system for the Central Services room for paper stock and better functioning of printing equipment.
- Increase Security presence to 24/7
- Purchase new activity bus, new storage building
- Switch work order process over to Datatel
- Increase Physical Plant staff size to industry standard , continue tuck pointing buildings as needed , upgrade campus fire alarm system (begin with the dorm area)
- Provide shaded seating/picnic areas for BTSC outside recreation area, better define approved parking areas, install additional lighting outside East units
- Purchase new stainless steel warmers and refrigerator units for use behind cafeteria line
- Purchase and install security cameras in public areas, cafeteria, outside east units and apartments in Residential Life, purchase and install key card lock system for Residential Life
- Purchase or lease a new dishwasher and update cafeteria dish room area
- Develop a form/policy to officially release test results to other institutions
- Design and implement full annual series of research and marketing plans, based on in-house research capability, develop on-line virtual tour and CD for prospective students/parents
- Plan and host a High School Senior 2008 Day on campus, plan and host a High School Counselors Day on campus to promote GCCC programs and activities, plan events for elementary/ middle school students to help them begin looking toward their educational futures
- Pilot and implement electronic certification rosters, explore possibility of electronic transcript requests via the GCCC website, research electronic transcript interchange (DocuFide), research options to include FERPA compliance for faculty/staff web access, create a web page for Registrar's Office to better serve current/former students, create an electronic checklist by setting up a form with merge fields that can populate information stored in Datatel when federal financial aid applications are being reviewed after ISIR import, When Auto Packaging is implemented in Datatel, send an estimated award letter to students for more timely notification to compare with awards from other schools, implement Web Time Entry for Work Study students



## New Money 2007-08 (Have to Have)

Faculty raises	100,000	(\$7,650 of that is FICA)
Staff raises	150,000	
Faculty level advancements	10,000	
Sabbatical	20,000	
Extension Days	8,200	
Overload Increase	5,000	
Insurance	20,000	
Book Scholarships	12,500	
Title V	28,700	
Scholarships	10,720	
Sunflower	50,000	
AQIP	5,000	
Datatel	15,000	
BCBS increase	45,000	
President's budget	30,000	
Part-time Raises	5,600	
Tangeman Field Irrigation	25,000	
Athletic Officials	5,000	
½ Rodeo Coach	30,000	
On Call Pay	6,000	
TOTAL	<u>581,720</u>	

## New Money Requests by Division

### Learning Services:

½ Drama Instructor	20,000	
Adjunct Faculty Inc.	30,000	
Challenge Course	1,000	
Testing Center Proctor	4,000	
Accommodations Coord	30,000	\$22,000-\$35,000 (overload - \$3,000)
Perkins Supplant	7,000	
Scholarships	48,000	
NEW Promotions (streaming vic	15,000	
Challenge Course Supplies	565	
Fire Science Equipment	3,000	
Day Care Equipment	1,000	
Media Studies	5,000	
DPS Secretary	9,000	

TLC Coordinator	8,000
TLC	2,500
Science Equipment	5,000
Library Materials	5,000
Athletic Promotions	5,000
BSIS Classroom Technology	2,000
Foods Lab Equipment	1,000
EMST Travel	650 Budget increase
CLC Increases	7,000
Athletic Cost Centers	10,000
(Rodeo: \$2,000; Soccer: \$ 1,500; Volleyball: \$1,500; Athletic equipment: \$5,000)	
Art on Campus	2,000
Symposiums	5,000
Math Instructor	
English Instructor	
CJ Instructor	
Science Lab Coordinator to full-time summer	

**Student Services:**

Vaccine Price Increase	2,000
PT Medical Coverage for Student	8,000
Transfer Coordinator	36,700
Notepads (outsourcing)	1,200
Fiesta Sponsorship	2,000
Chamber Events	1,000
Media Change Adaption	3,000
Sunflower	22,620
"Edge" Advertising	7,000
Graphic & Web Design Software	600
Design Training	400
2-drawer file cabinet	355
Market Research Study	2,400
Market Research Presentation	800
Stage Curtain /Backdrop for Conference	3,500
DOE Electronic Access Conference	1,000
Recruitment/Retention Conference	3,000
Regional Financial Aid Conference	2,720
Upgrade PT Information Desk Service	20,000
Telegram Online	1,800
Professional Competitive Analysis	400
Upgrade PT summer Financial Aid	3,000

**Administrative Services:**

Employee Development	5,000	
Photocopying Supplies	5,000	
AQIP Funds	10,000	
Addl. Money for Printer Cartrid	6,000	
Increase in Datatel ESSA (main	15,000	
Rodeo Panels	5,000	Budget increase
Server UPS (uninterruptible pov	60,000	
Disaster Recovery Solution	20,000	
Additional Vehicle Repair Fund	60,000	
Upgrade Phone System	22,000	
Bandwidth Increase	6,500	Budget increase
Physical Plant Position	40,000	
FT Maintenance/Grounds Positi	26,000	
Chiller Plant	5,000	
FT Custodial Position	26,000	
Web Programmer	35,000	
Consult/Contract Services	5,000	
Begin installing Wireless on Car	30,000	
Staff training/travel allotment in	7,000	
Radio and cell phone replaceme	2,500	
Custodial Uniforms	1,250	
Printing Supplies	1,000	
Computers for Datatel DBAs (4	10,000	
PT Transportation position	2,000	
PT Security position (secretarial	4,500	
Addl. Cleaning supplies funds	5,000	
Refurbish gym floor	6,000	
Replacement Vehicles for Fleet	60,000	
Deferred Maintenance	30,250	
Security Overtime Contingency	2,000	
Addl. Building Repair Funds	11,446	
Bunker Rake	10,000	
2 <sup>nd</sup> Box Trailer	2,500	
Addl. Cleaning equipment repai	800	
Auto Scrubber	5,000	
Electric Buffer	2,000	
Remainder Roof Repairs	10,000	
Chiller Plant (install H2) filter)	25,000	
Recycling Trailer	12,500	
Nuvera Inserter	17,000	
New High Speed Black Printer	8,000	
Datatel Training/DUG Conferen	4,700	
Overtime on-call Pay for IT	10,000	

Parts for the Datatel servers	4,000
Emergency Fund	30,000
<b>TOTAL</b>	<b>1,016,156</b>

## GCCC Trustees:

Within the next 2 months we will be finishing some projects and purchasing equipment that was either budgeted or on the list for year end dollars. . Some of the items listed below will be bid and presented to the Board because they are over \$20,000. Others will be in the Monitoing report regarding the bidding proccess. We did hold back spending until now on some items as we assessed our revenues versus our projected revenues

### Projects left to be completed -Year End Money (prioritized)

BTSC Landscaping	10,000
Hallway furniture Vocational, Fine Arts, Math Science	10,000
New Forklift	30,000
New Tools	12,300
Fail-over Pix	15,000
New Riding Mower	8,000
Utility Tractor	20,000
Rodeo Tractor	25,000
Addl. Multi-media rooms in Academic Areas	20,000
Microscopes	10,000
3 PT Overseeder	10,000
Replacement Vehicles for Fleet	60,000
Server UPS (uninterruptible power supply)	10,000
Begin installing Wireless on Campus	30,000
Computers for Datatel DBAs (4)	10,000
Bunker Rake	10,000
Academic Bldg classroom ceilings	21,000
TOTAL	311,300

### Capital Outlay 06-07

HPER Remodel	30,000
Academic Building - Finnup Lab	55,000
Academic Building Faculty Furniture	106,000
Academic Builidng Offices Remodel	12,000
Library Remodel	30,000
Hall of Fame & AD Office carpet	8,000
Student Center Lobby carpet	4,000
TOTAL	<u>245,000</u>

### Capital Outlay 07-08

Security Cameras for parking lots	25,000
Lobby furniture – Fine Arts	11,640
Fine Arts Lobby Furniture & Remodel	15,000
Exterior Door repairs	20,000
Chiller Plant (install H2) filter)	25,000
TOTAL	96,640

### Residential Life 06-07

Director Apartment Remodel- Phase 1	100,000
Deadbolts for apartments	9,000
TOTAL	109,000

## APRIL 2007 MONITORING REPORT

### EXECUTIVE LIMITATIONS

MONTHLY

**General Executive Constraints #9 Page 7**

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

**CEO's Interpretation and its justification:** If any employee or the Board members have interest in, own or have relations that own any company that GCCC does business with, we are to be notified up front.

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

No purchases were made during the month from businesses in which Board members or employees have any interest.

### EXECUTIVE LIMITATIONS

MONTHLY

**General Executive Constraints #10 Page 7**

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

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

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

Purchases over \$2,500 were reviewed. Local businesses were given consideration when their bid price was less than 10% more than vendors outside our area.

### EXECUTIVE LIMITATIONS

MONTHLY

**Asset Protection #5 Page 12**

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

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

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

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

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

- Check # 165559 to SHI for \$17,772.00 for software licenses. A bid sheet was attached indicating the lowest bid was selected.
- Check # 165583 to Medicine River Rodeo for \$10,500 for stock for the GCCC rodeo. A bid sheet was attached indicating the lowest bid was selected.
- Check # 166611 to SKC Communication for \$11,700 for polycom system. A bid sheet was attached indicating this was a single source provider for equipment that matches the system already on campus.

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

- Check # 165997 to Palace Computer for \$13,831.38 for computer hardware. A bid sheet was attached indicating that local business was within 10% guideline and received bid.
- Check # 166597 to Palace Computer for \$21,086.17 for computers. A bid sheet was attached indicating that local business was within 10% guideline and received bid.

### No purchases over \$20,000 required bid sheets. Payments over \$20,000:

- Check #165566 to Tatro Plumbing Co., Inc. for \$69,016.08 for work on the heating project. The Board previously approved this project.
- Check # 165965 to City of Garden City for \$32,143.62 for utilities.
- Check # 166171 to Seminole Energy Service for \$31,297.36 for natural gas.
- Check #166346 to Blue Cross and Blue Shield for \$106,793.30 for group health insurance.

# APRIL 2007 MONITORING REPORT

## EXECUTIVE LIMITATIONS

### Information and Advice

#2

QUARTERLY

Page 11

**The President shall not permit the Board to be unaware of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, significant external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.**

**CEO's Interpretation and its Justification:** The President shall ensure that any organizations, magazines or newspapers or national conferences are accessible by the Board members. The President shall by phone or e-mail let the Board know of any anticipated adverse media coverage as it arises. The Board will be advised of any anticipated legal actions and kept abreast of what is happening if any actual legal actions take place. Internal changes are discussed during the budget review process annually and external changes are reviewed when contracts, agreements or partnership approvals are made at the Board meeting.

**Data directly addressing CEO's interpretation:** The President has disbursed the newsletters and journals to the Board for the past quarter. There have been no items of anticipated media coverage this quarter. No legal actions have been brought nor were anticipated this quarter. The following administrative policies have been approved:

### **ATM Refund policy**

If money loss is reported to workers in the Beth Tedrow Student Center, and the proper form is completed, refunds will be considered. If the money in the machine comes up long, matching and indicating lost change claims, refunds will be issued. No refund will be issued if reported lost change isn't found in machine cash totals.

A list will be kept of people claiming lost funds and no one will receive more than three refunds in a calendar year.

Each refund will be made available for two weeks (14 days) and returned to the Business Office if not claimed.

### **Bustermail Announcements**

In our ongoing efforts to keep the "community" in Garden City Community College, announcements pertaining to community events and organizations will be allowed to be made via bustermail. Fundraisers, festivals and other events would fit into this category.

Since there has been some concern over the number of classified ad-type emails sent through bustermail, GCCC will now follow this procedure for those messages:

- Send "classified" emails to Judy Stewart ([judy.stewart@gcccks.edu](mailto:judy.stewart@gcccks.edu)) by noon on Mondays. Judy will then compile these emails and send out ONE bustermail on Tuesdays.



- Please keep these messages short and include your name so others can contact you regarding your puppies, eggs, sofas, etc. *Please do not contact Judy for additional information regarding these messages.*
- Employees also are encouraged to take advantage of the recent offer from the *Silhouette* to provide GCCC employees free classified ads that are 20 words and under.

Additionally, please keep in mind when you are sending any email messages that graphics need to be kept to a minimum. Excessive graphics (emoticons, stationery, backgrounds, etc.) take up a lot of space in people's mail boxes and can result in other messages being kicked out because of a full mail box.

### **Unapproved\* Wireless access points**

Unapproved\* Wireless access points are not allowed on campus. Wireless access is not any quicker than what our network will allow. Unrestricted wireless allows unauthorized access to the campus network which increases the number of users on campus and drastically slows the network down. Because we have limited bandwidth, we need to limit the usage to campus and campus users only. Use of unapproved\* wireless access is abuse of the college network and any found access points will be confiscated.

Other things clogging the network are Peer to Peer, Internet radio and streaming video. Peer to Peer is blocked at the campus entrance point of the Internet and not allowed. Internet radio and streaming video also makes the internet slower. Please use them only for educational purposes so the system will work better for everyone.

\*Wireless access points must be registered with and configured by the Information Technology Department.

### **Extended Leave Without Pay Guideline:**

In the event where an eligible employee exhausts all available leave due to them under GCCC and federal policies and still has the need for leave, a formal request for extended leave without pay, along with relevant information regarding the need for leave, must be submitted to the President. The request will be reviewed by a committee. If the applicant is a faculty member, the committee will include the College President or designee, the president of the Garden City Community College Higher Education Association or designee, the Director of Human Resources and employee's division chair. If the applicant is a staff member, the committee will include the College President or designee, the appropriate Dean, the Director of Human Resources and the employee's supervisor.

Length of extended leave without pay will be determined by above committee.

*There is a separate policy regarding Extended Sick Leave with Pay.*

## **Personal Relationships Policy (Policy revised: “Social/Romantic Relationships”)**

Garden City Community College prohibits sexual or intimate relationships between employees who can exercise power or control over another employee, students and/or student employees, unless they are legally married. College employees who do not adhere to this policy are subject to discipline ranging from suspension to termination.

## **External Background Check Policy**

**Purpose of Background Checks:** Garden City Community College believes that hiring qualified individuals to fill positions contributes to the overall strategic success of the college. Background checks serve as an important part of the selection process at Garden City Community College. This type of information is collected as a means of promoting a safe work environment for current and future employees. Background checks also help GCCC obtain additional applicant-related information that helps determine the applicant’s overall employability, ensuring the protection of the current people, property and information of the organization.

**Policy:** At Garden City Community College background checks may be conducted on job applicants applying for sensitive positions. These include positions involving security and financial responsibilities as well as child care duties. GCCC will use a third party agency to conduct the background checks. The type of information that can be collected by this agency includes, but is not limited to, that pertaining to an individual’s past employment, education, character, finances, reputation, etc. This process is conducted to verify the accuracy of the information provided by the applicant.

Garden City Community College will ensure that all background checks are held in compliance with all federal and state statutes, such as the Fair Credit Reporting Act. For example, the Americans with Disabilities Act prohibits organizations from collecting non job-related information from previous employers or other sources. Therefore, the only information that can be collected is that pertaining to the quality and quantity of work performed by the applicant, the applicant’s attendance record, education and other issues that can impact the workplace.

Garden City Community College can make inquiries regarding criminal records during the pre-employment stage, however, as part of Title VII of the Civil Rights Act of 1964, this information cannot be used as a basis for denying employment, unless it is determined to be due to job-related issues or business necessity.

Garden City Community College can collect credit information on applicants consistent with the guidelines set forth by the Federal Credit Reporting Act (FCRA). The Fair Credit Reporting Act requires organizations to obtain a candidate’s written authorization before obtaining a credit report. When doing this, the employer must:

- Certify to the consumer-reporting agency that the employer is in compliance with the FCRA and will not misuse the information it receives.
- Disclose to the applicant or employee, on a separate form, its plans to obtain a consumer or investigative consumer report and that the information received will be used solely for employment purposes.
- Obtain written authorization from the applicant or employee.

- Inform the individual of his or her right to request additional information on the nature of the report and the means through which such information may be obtained.
- Inform the applicant that the report will include information about the individual's character, general reputation, personal characteristics, etc.
- Provide the individual with a summary of his or her rights under the FCRA.

If the results of the credit check are negative, the organization must inform the applicant that it plans on taking adverse action, provide the applicant with a Statement of Consumer Rights from the FTC before adverse action, provide the applicant the opportunity to review a copy of their credit report, and advise the applicant of their rights to dispute inaccurate information. Applicants should be granted reasonable time to contest the information (approximately 3-5 days).

**Recordkeeping:** Garden City Community College guarantees that all information attained from the reference and background check process will only be used as part of the employment process and kept strictly confidential. Human Resources will maintain a log that will include the position you are applying for, your name, and the date of the background check. Be aware, only appropriate human resource personnel at GCCC will have access to this information.

### **Policy for Posting Campus Advertising**

As approved by the Student Government Association in April of 2006, the following policy addresses the procedures for posting flyers, posters and any advertising materials on campus.

1. Any party wanting to post advertising material on campus, must receive prior approval along with a designated stamp from the Coordinator of Student Activities office in the Beth Tedrow Student Center.
2. Once approved, materials may only be posted on designated bulletin boards within each of the campus buildings. Materials may not be posted on any windows or doors.
3. Materials must be removed by the date indicated at the time of approval.

<b>EXECUTIVE LIMITATIONS</b>	<b>QUARTERLY</b>
<b>Information and Advice</b>	<b>Page 11</b>
<b>The President shall not fail to advise the Board if, in the President's opinion, the Board is not in compliance with its own policies on GOVERNANCE PROCESS and EXECUTIVE LINKAGE, particularly in the case of Board behavior which is detrimental to the work relationship between the Board and the President.</b>	

#3

**QUARTERLY**

**Page 11**

**The President shall not fail to advise the Board if, in the President's opinion, the Board is not in compliance with its own policies on GOVERNANCE PROCESS and EXECUTIVE LINKAGE, particularly in the case of Board behavior which is detrimental to the work relationship between the Board and the President.**

**CEO's Interpretation and Its justification:** The President shall let the Board know if she does not feel that the Board is in compliance with its own policies. This means monthly reviewing the Board policies regarding Governance Process and Executive Linkage to determine if any policies are being infringed upon. This will include any individual Board requests or demands that have not been sanctioned by the Board as a whole. The President will bring any concerns to the Chairman of the Board unless that is the person that is interfering in the means, then she will discuss with the Vice Chair.

**Data directly addressing CEO's interpretation:** The President does not feel that any policies have been infringed upon in the last quarter.

**EXECUTIVE LIMITATIONS****Information and Advice****#5****QUARTERLY****Page 11**

**The President shall not fail to deal with the Board as a whole except when fulfilling requests for information or responding to individuals or committees duly charged by the Board.**

**CEO's Interpretation and Its Justification:** The President and the College staff are responsible for responding to the requests from the Board as a whole, not to an individual or committee unless the Board has authorized. Any individual Board member that asks for information that the President determines to be cumbersome, directly regarding the means, or would take excessive time on the part of someone at the College, shall be discussed with the Board Chair and determination of completion shall be done by the Board as a whole.

**Data directly addressing CEO's interpretation:** No individual has made any requests of the Board.

**Incidental Information**  
**GCCC Board of Trustees**  
**April 2007**

**Ammonia Program Attendance Status:**

As of 3/9/06 (last year) we had **222** Students: 148 Operator 1, 45 Operator 2, 18 Technician 1, and 11 PSM/RMP.

As of 3/9/07 (this year) we have **300** Students: 186 Operator 1, 57 Operator 2, 31 Technician 1, and 26 PSM/RMP.

**CAAHEP Paramedic accreditation** - we are accredited with a visit through 2016!!! We have two progress reports to submit...documentation of Brad's B.S. degree (which he just completed his last course and will graduate from Friends in May) and the other is to document the active involvement of the Medical Directors ...they have been very involved with the new class. So...we are in great shape!

On March 8<sup>th</sup> @ 9:00am, SAC had a **Donut Social** - 64 visitors in 45 minutes, and all the donuts were gone by then.

Attached please find a list of **Continuing Education and Community Services classes and Events for March and April**. It includes contact information for the various areas of the CECS division. A similar list of classes and events will be generated monthly for the division, campus, and community

**Southwest Kansas Regional Prevention Center:** Reward & Reminder 2007 is well under way. Compliance rates are improved over 2006, but final rates are not yet available. Ten of 15 LifeSkills Training classes with GCCC's Upward Bound students have been completed and are going very well. LifeSkills Training classes for all freshmen at Holcomb High School are also going very well and will be completed April 7<sup>th</sup>.

Penny War donations to date total \$89.98 for **Garden City Relay for Life**. The Student and Community Service Center pulled way out in from (no spring break for them!) with 2568 points and a total of \$38.58 in contributions.

Saturday was a great day for the **AEC Regional tournament**. The Busters placed fourth and will be heading to state at the end of the month.

Breakaway magazine received a 1<sup>st</sup> place award for its Table of Contents and 3<sup>rd</sup> place award for the "Beauty & The B-otch" feature spread from **College Media Advisers' Best of Design**. Winning entries are published in an annual that features designers from across the country.

Silhouette newspaper received 2<sup>nd</sup> place Best of Show in the 2-year broadsheet category during the 2006 Fall ACP/CMA National College Media Convention in St. Louis, October 2006. Silhouette received 1<sup>st</sup> place Best of Show Apple Award in the 2-year

broadsheet category during the 2007 Spring **CMA National College Media Convention** in New York City, March 2007. There were more than 100 entries and only 12 awards, a first place in each division.

Laura R. York, media adviser, was recognized as the **Distinguished 2-year Newspaper Adviser** of the year during an awards luncheon during the ACP/CMA Fall 2006 National College Media Convention.

Magazine and Newspaper students travel to Wichita April 15-16, 2007 to attend the **state awards competition**. Results to be announced.

Full-time instructor Cyd Stein taught an Introduction to Broadcasting course this fall and additional **courses for Television Production, Radio, and Broadcast News** are planned for 2007-2008, along with the launch of a web-based radio station. In addition, Stein is working with media partners: The City of Garden City, Finney County, USD 457, St. Catherine Hospital and KUPK television in writing, and producing requested video productions.

On April 5<sup>th</sup> Garden City Community College will accept the first of five **\$15,000 checks from Cox Media** to equip a state of the art digital television and audio production suite formerly named, "Cox Media Center". Over the next five years, the total \$75,000 gift will be used to establish an on campus studio, and automated television system that could be used for cable channel access and/or closed circuit on campus. Students will then have the opportunity to produce daily news, and entertainment for Garden City Community College and the community.

Currently, Cyd Stein and Laura York are **recruiting media students**. These students will experience the unique opportunity to shape the format and image of the GCCC radio web cast as well as convergent projects among television, newspaper, magazine and online broadcasting/publishing.

On March 31<sup>st</sup>, the GCCC Music Department hosted the **KSHSAA Regional Solo and Ensemble Festival for 1a, 2a, and 3a schools**. There were 18 High Schools and over 300 students participating. Jim McAllister, Carolyn Klassen, and Clay Wright spearheaded the event, with GCCC student volunteers rounding out the workforce necessary to hold such an event.

The **Prevention Center resource library** continues to expand with the addition of fifteen new videos in the month of March. An email was sent to current patrons as well as GCCC faculty and staff regarding the new materials and the SWKRPC received an overwhelming response! Eight new patrons were added, including employees from Russell Child Development that plan to facilitate a methamphetamine prevention and fetal alcohol spectrum disorders program. Seventy-eight videos and books were checked-out during the month of March which is more than twice the monthly average and is the highest total on record.

The KSBDC ended February and began March with a series of **five tax workshops** in Garden City, Dodge City and Liberal, presented by the Kansas Department of Revenue. The turnout was good and the information invaluable to the business people who attended.

Thursday, March 8, was the awards ceremony held at the Capitol building for the Emerging and Existing Business of the Year. This year the **Emerging Business of the Year from Southwest Kansas was Critical Care Transport of Ulysses**. They are a transfer only ambulance service that the KSBDC has worked with for several years. Kevin and Debra Barbo are the owners of this expanding business that meets a very important need in SW Kansas. We're very proud of them!

We had a complication with the award for the **Existing Business of the Year** – our award winner requested to wait a year for his announcement for a very unusual reason. His son was shot in Iraq and is home and undergoing major therapy for paralysis (from the waist down). Our nominee had to be with his son in Denver the week of the award ceremony. We understood and will present his award and make the announcement next year with the 2007 winners.

The KSBDC sponsored a breakout session at the WeKan! Conference in Salina, March 20-21. Pat Veesart assisted with the conference as well and was a presenter with the topic **“Business Beginning and Growth Because WeKan!”** There nearly 200 people registered for the conference from across the state. It was an excellent networking event for clients and resources alike.

The month closes with a **“Steps to Startup”** workshop on Thursday, March 29 in Dodge City. Our client numbers continue to grow and the requests for information packets go out almost daily. We are having a lot of fun while we are **“Growing Kansas Entrepreneurs”**!

The last week of the month we test all students as part of our program requirements; **55% of our participants obtain educational gains. 45 students were able to advance to the next classroom level.**

We offered the **first orientation in the county jail** the last Saturday of March and we registered 40 participants interested in earning their GED. This opportunity will increase the number of participants to close to 600 by the end of the fiscal year. The first class at the jail will be offered Saturday April 7, 2007.

In the past three months **17 students pass the GED** increasing the number to 80 students to pass the GED this year. We are sending invitations to all the **GED graduates to attend the GCCC commencement** and then join us after the ceremony for a light snack at the Adult Learning Center. During this reception the students and their families will have the chance to talk about their goals and GCCC opportunities; teachers and GCCC advisors will be invited to this celebration.

**March B & I** courses included QuickBooks and QuickBooks Advanced which are always popular with 9 and 7 enrollments respectively. Also, in partnership with the Chamber, the “Business Excellence” series has been deemed successful. The most recent held in March being, “Developing Positive Work Relationship.” Typically 6-10 business people have attended each of these. We will be meeting with the Chamber to develop the remaining sessions for the summer and fall months.

The partnership with the Chamber and Economic Development in planning the **Job Fair** has gone smoothly and successfully. We are expecting over 50 employers next week at the Fair. The Job Fair will be held Tuesday, April 10<sup>th</sup> at the Plaza Hotel. B & I will be running seminars throughout the day in the subjects of: resumes, interviews, career development, and ethics at work.

A successful contract training was held at **Inland Container on Forklift Train the Trainer**. We have discovered two instructors right here on campus (Larry Pander and Dan Wimer) for both forklift and an upcoming HAZWOPER training.

Hector Martinez, director of the Adult Learning Center, worked with us to call Spanish speaking customers interested in **Spanish CDL**.

Kids’ College is just around the corner and we are working to get classes set up and offered for the youth in our area. Right now, the **Summer Fun 2007 Catalog** is in the works and many different agencies from around the Garden City area are sending in their advertisements. Participating agencies include GCCC Volleyball, GCCC Women’s Basketball, GCCC Football, Garden City YMCA, Big Brothers/Big Sisters, GC Recreation, Southwest Music Academy, STARBASE, GEARUP and ETS/Upward Bound.

Even though the end of the semester is around the corner, CE Personal Enrichment courses are still going strong. In the month of March, we had **5 classes with 41 participants**. With the popularity of the Jewelry classes, we were able to add 4 more sections of the class to happen in April.

March also saw the kickoff of the **College for Life** classes to be held for the clients of Mosaic. We had 8 participants for our debut class, Basic Pet Care. Dr. Sells from Garden City Vet Clinic came to the campus and talked about basic care and feeding of our furry friends.

Broncbuster Senior Club: The **STEPS program** is up and running with seven participants. STEPS is a strength training program which is provided in partnership with the Western Kansas Community Foundation. The program meets three times a week for 10 weeks.

“**Investigate before you invest**”, a seminar offered by the Office of the Securities Commissioner of Kansas. It was held on March 15<sup>th</sup>.



**Bryan Education Center/Scott City:** One-credit hour Excel class was held with 9 students enrolled, generating \$630 in tuition and fees. Two personal enrichment classes met with a total of 12 participants which generated \$418 in fees. ACT testing was held in February with 2 administrators testing 33 students from the surrounding area. Project Destiny began with 8 students enrolled. A meeting with Kids' College instructors was held to begin plans for the summer 2007 Kids' College program for Scott City. Jump Start meeting was held for incoming juniors and their parents. We had 35 in attendance with four campus personnel present to answer questions.

CONGRATULATIONS to the following **Educational Talent Search and Upward Bound** students who have been notified of scholarship awards:

**Carlos Villanueva:** Presidential Scholarship to Garden City Community College

**Hien Nguyen:** Presidential Scholarship to Garden City Community college

**Marisol Chavarria:** Deans Scholarship to Garden City Community College

**Sydney Thomas:** Books/Tuition Athletic scholarship to Dodge City Community College; Academic Scholarship to Dodge City Community College

**Michael Hensley:** James Hubert Scholarship to Garden City Community college and Finnup Scholarship to Garden City Community Scholarship

Parent-Teacher Conferences provided a perfect opportunity for Educational Talent Search staff to interact with parents and students and information about our program about to staff had tables at **Parent-Teacher Conferences** in our target schools at the beginning of the month. Hopefully, our recruitment efforts will encourage new students to join our program.

During Spring Break, 20 ETS and UB students went on a **two day trip to Topeka** to learn about the legislative process, explore careers, meet some of our elected officials. After meeting Governor Kathleen Sebelius and having our picture taken with her, the group took the historical tour of the capitol. Representative Jeff Whitham spoke to our group about the legislative process, why he ran for public office, and the scope of the job. Representative Whitham said some of our students could page for him next year. One of the highlights of the trip was when Representative Delia Garcia (Wichita) approached our group. She had been an Upward Bound participant in high school and is currently completing her doctoral degree as a McNair Scholar. She offered to let any student who was interested in shadowing in and to let them page for her.

The students sat in on the committee discussion of the bill eliminating public benefits for immigrants. They also had an **opportunity to hear proceedings** on the senate floor and actually sit in the chair of the Speaker of the House.

The new Director of Educational Talent Search, Debbie Berkley, attended training on **Recruitment and Retention as well as Policies in Washington, DC**. She had the opportunity to meet with our grant contact from the Department of Education and ask specific questions about implementing the grant. There are many exciting opportunities

for students through this program including technology skills and contests that she plans to implement in our program.

ETS submitted a **grant proposal to the Department of Transportation** which would provide academic, cultural and technological opportunities to 20 of our students this summer.

Educational Talent Search and Upward Bound students and staff partnered with Student Support Services staff and student at the “**TRiO for Troops**” **Celebration**. Hot dogs and Apple pie were served as the food collected for our Garden City Troops was presented to Bill Herman, commander of the VFW and Pat Bridges, President of the VFW Ladies Auxiliary, who have graciously cover the mailing expenses for the packages being sent to Iraq.

Residential Life hosted **Resident Appreciation Night** on March 6 in the Cafeteria. Ron and Janie Schwartz were the host and hostess, greeting our guests and seating them at their tables for dinner. Faculty, staff and friends of Residential Life did everything from outfitting the residents in "Official Luau Attire", serving "Mock-tails" by a real roasted pig in the Tiki Lounge, serving Hors d'oeuvres , serving dinner in the Tike Cafe' and the Grand Finale was the Chocolate Fountains in the Portico. Our Luau was complete with the "Big Kahuna" walking around greeting guests, gobs of beautiful decorations and lots of excitement in the air.

We are beginning to send out **housing contracts for the 07-08** academic year and have received about 25 or more back. We are also starting the process of choosing the student staff for next year. We will choose 12 students as Resident Assistants in the Residential Life Area.

The IT Department is advertising for a **Programmer** to replace Jeff Southern, who recently resigned. This person will be the database administrator working directly with Student Services on the Datatel system. IT staff are trained in the processes and will be able to keep the software going and assist Student Services when necessary. No new screens or processes will be developed during the vacancy. The department hopes to have the position filled by May 1.

Mary Wilson, IT Director, and Brenda Barrett, database administrator, along with Kathy Blau, Financial Aid Director and Pam Caldwell, Endowment Office Manger, attended the national **Datatel User Groups** conference in Washington, DC. The group attended many breakout sessions and was able to obtain valuable information on Workflow, the Endowment Association conversion to Colleague Advancement and increased security system access. This national conference provides an opportunity for GCCC staff to meet Datatel users' from all over the country.

**Web-intelligence** is currently being loaded onto our system. This software allows end users to easily identify and extract data for reporting purposes.

The Business Office staff and BJ Kemper, switchboard operator, assisted with the **GCCC Rodeo** by collecting and depositing money and processing checks. There were 412 rodeo participants in the three-day rodeo that was held Marc 2, 3, and 4. The participants paid \$28,556 in entry fees and received awards of \$19,290. Gate receipts for the three-day rodeo were \$3,784.

**Student Account write offs** for Summer 03, Fall 03 & Spring 04 totaled \$44,156.91 on 116 students. This year our write off for Summer 04, Fall 04 & Spring 05 totaled \$54,446.79 on 143 students. We are currently reviewing our payment policies and our collections procedures.

Student privacy laws require students to **sign authorization forms** before any information regarding the student can be released. Kim Harrison, Student Accounts Coordinator, set up release forms in the computer system so that the Business Office staff easily sees who the student has authorized to receive their personal information.

Representatives from Landmark National Bank and Promontory Inter-financial Network, LLC presented an **investing proposal that provides multi-million dollar FDIC insurance to college investments**. Cyd Vagher, Fiscal Operations Manager, worked with Deb Parker, One-Stop Coordinator, to prepare for a site visit by Workforce Investment Agency.

The Payroll Office worked in conjunction with Human Resources and the Adjunct/Outreach offices in providing a **Hiring Procedures workshop** for several departments that hire non-credit instructors, including the summer programs. Other Hiring Procedures workshops for departments that hire part-time or temporary hourly workers are scheduled for April.

The total number of employees paid in the **first quarter ranged from 399 to 489**. March is the first month for adjunct instructor multiple payments for spring courses. This is the second monthly payment for faculty that choose six-month installments for their overload (based on faculty load credit) payments. Faculty also have the option of a lump sum payment at the end of each regular session, either November or April.

The Physical Plant continued the **renovation** of the old Administration Building by completing the office for Deanna Mann, Institutional Research. The front lobby of the Academic Building was remodeled during Spring Break. The area was painted, a new ceiling and duct work installed, and carpet was laid. New furniture will be purchased this summer.

Work continued at Williams Stadium with the **final four stadium lights** being set. The netting in front of Williams Stadium has been repaired as well.

The **Grounds Department** has been busy preparing for summer. The athletic fields have been over-seeded. Grass sod was installed in an area in the daycare play area where no grass was established. All irrigation systems on campus and the east campus have been checked and season watering has begun. The first round of fertilizer has been applied to

campus turf. During Spring Break, the Grounds Department re-painted the parking stripes, handicap parking areas and the fire lanes in the BTSC parking lot.

Staff training for employees in the Maintenance Department included Jose Santana attending a **locksmith seminar** and Charlie Barb attending a **software control seminar**. Bus drivers attended a meeting to go over revised Transportation Guidelines. These guidelines will be presented to coaches in April.

Dee Wigner, Marty Sigwing, Director of Physical Plant, and Jennifer Edwards, Physical Plant Office Manager, met with representatives of USD 457 to review **our vehicle maintenance agreement**. In recent years, the school district has increased the number of buses it owns. Due to the shortage of bus drivers; the USD bus mechanic frequently drives a bus route. After reviewing maintenance schedules and workloads, it was mutually agreed that the college would no longer use USD 457 staff to care for college buses. College buses will now be taken to Central States for service and repair. USD 457 will continue to service and repair college cars.

The mailroom posted **7,906 ounces of mail for a total of \$3,508**. Bulk mailings were made for Football, Counseling, Student Newspaper, Business and Industry, and TRiO. Business Reply charges for March were \$282.68.

Postage rates will be increasing May 1, 2007. As a result of the new pricing structure, it will be necessary to not only weigh the envelopes, but measure them as well. Additional equipment and software are needed to properly assess **postage requirements**. Our current Pitney Bowes postage machine can be modified to meet the new postage requirements. An additional investment of \$3,612 will update our machine.

The Print Shop made **305,356 printing impressions** including the fall line schedules, outreach handbooks, Ammonia Refrigeration manuals, Admissions enrollment cards and Financial Aid forms, as well as regular daily copy work.

**Parking violations** on campus have become excessive. Some students have received over twenty violation notices. Letters are being sent or delivered to students with three or more illegal parking violations. These students are being notified that if their vehicles are parked illegally, they will be towed at the student's expense. In addition, college employees have been notified that they are not allowed to park in visitor parking stalls or in loading zones, unless they are loading or unloading their vehicles.

**College purchase cards** were distributed to a pilot group in January. The process is going well and test group will be expanded. Cards are being ordered for another twenty employees and those cards will be distributed next month. Before an employee receives a purchase card, they must attend a training which is led by Craig Wheeler of Commerce Bank.

**Through a competitive grant process, GCCC was awarded \$321,178** by the Local Area 1 Workforce Investment Board **to provide employer and job seeker services as**

**the One Stop Operator.** Although GCCC's service area has covered 21 SW Kansas counties during the past several years, the new grant will serve 31 counties in western Kansas. The College's plan includes a partnership with KDOC to establish full-time case management services in the Colby, Dodge City, Liberal, and Garden City Workforce Centers and will add two full-time case managers (one in Colby and one in Liberal). Each of the satellite offices will serve six to seven counties with the largest area served by the comprehensive One Stop that will be located at the Garden City Workforce Center.

Our sister community colleges (DCCC, SCCC and Colby CC), SW Kansas Technical School and NW Kansas Technical College wrote letters of support to become active partners in this workforce development initiative.

**John Deere Corporation** awarded GCCC a financial contribution of **\$5,000 in support of Ag Technology Scholarships.** This scholarship is part of their commitment to the program and to the college as a valued partner.

This is the first year that the John Deere dealers have partnered with the college to host a **John Deere Day** on campus. Close to ninety students, high school counselors, Ag teachers, dealers, and parents spent the day on campus to participate in a variety of activities to familiarize prospective students with all that GCCC can offer them. Current Ag Tech students set up five learning stations and worked with the students. All who participated indicated that this type of activity was important and would have a very positive impact on recruiting efforts. The instructors appreciated the help that came from all corners of the campus to make this day so successful!

The **Challenge Course passed its annual inspection** on March 15-16, 2007. The required paperwork was in order (thanks to B&I) and our equipment was well maintained (thanks to Terry Lee, David Rupp and our Challenge course instructors.). We do have several items that will need attention but they are all doable. Considering that we have over 600 individuals going through the course annually and are working with about 10 adjunct instructors, this is an awesome accomplishment. USD 457 is getting ready to add the high school to their challenge program schedule which will increase the number of students going through the program.

The **Automotive Technology program underwent a mandatory NATEF mid-point compliance review.** A minimum of five advisory committee members were required to rate the program against all NATEF program standards taking into consideration the original rating of the audit team. The committee met on March 27<sup>th</sup> and spent three hours reviewing all aspects of the program. Their report was very positive and will be submitted to the national organization. The results of the review follow.

**Advisory Committee Evaluation of Automotive Technology Program  
Using NATEF Standards**

**2004 Rating Key**

Exceptional, above average.....5  
 Average, adequate.....4  
 Somewhat, needs improvement...3  
 Very little.....2  
 Not at all.....1

**2007 Rating Key**

Has Improved.....5  
 Is at the Same Level .....4  
 Has Reduced Somewhat .....3  
 Has Been Seriously Reduced...2  
 Cannot be Evaluated.....1

<b>Standard</b>	<b>2004 Rating</b>	<b>2007 Rating</b>
<p><b>#1 Purpose</b>                      The program has clearly stated program goals, related to the needs of the student and employers served.</p> <p>% of students who complete program are employed by automotive industry within 6 months of program completion.</p>	<p>4.9</p> <p>75% (4 completers)</p>	<p>5</p> <p>50% (13 completers: 7 employed in Automotive field; 4 advanced to higher education; 1 welder; 1 maintenance tech)</p>
<p><b>#2 Administration</b>                      Program administration insures that instructional activities support and promote the goals of the program.</p>	4.7	5
<p><b>#3 Learning Resources</b>                      Support material, consistent with both program goals and performance objectives, are available to staff and students.</p>	4.9	5
<p><b>#4 Finances</b>                      Funding is provided to meet the approved program goals and performance objectives.</p>	4.9	5
<p><b>#5 Student Services</b>                      Systematic pre-admission testing, interviews, counseling services, placement, and follow-up procedures are used.</p>	4.9	5
<p><b>#6 Instruction</b>                      Instruction is systematic and reflects program goals. A task list and specific performance objectives with criterion-referenced measures are used.</p>	4.49	4.8
<p><b>#7 Equipment</b>                      Equipment and tools used are of the type and quality found in the repair industry and are the type needed to provide training to meet the program goals and</p>	4.75	5

performance objectives.		
#8 Facilities The physical facilities are adequate to permit achievement of the program goals and performance objectives.	4.70	4.1
# 9 Instructional instructors have the technical competency/meet all state and local requirements for certification/credentialing.	4.62	5
#10 Cooperative Agreements Written policies and procedures are used for cooperative and apprenticeship training programs.	4.9	4.8

## Continuing Education & Community Services

### April 2007 Classes & Events

#### APRIL

- 2 ALC – 4/2-4/3 ESL/CIVICS Orientation 9 am-noon or 5:30-8:30pm
- 3 B&I – Excel Fundamentals, 4/3 & 4/5, 1-5pm, SCSC 2022
- 3 Scott City – Digital Photography, 7-9 pm
- 3 CS – Succulent Seafoods, 6:30-8:30pm, PENK 1037
- 4 ALC – 4/4-4/5 GED Orientation 9am-noon or 5:30-8:30pm
- 4 CS – Beginning Golf, W 4/4-5/9, 5:30-6:30pm
- 5 B&I – Business Excellence: Internet Selling, 7:30-9am, Downtown Vision Office
- 6 Easter Break, 4/6-4/9, Offices Closed
- 10 Finney County Job Fair, noon-7pm, Plaza Hotel
- 10 CS – See KS with New Eyes, 6-9pm, SCSC 2023
- 10 FCYP – Luau, starts at 5:30pm
- 12 CS – What Wines?, 6:30-9pm
- 12 GCHS Forensics Tournament, 4-9pm
- 13 ALC – Staff Training 4:30 – 6:30pm
- 14 B&I – Forklift Safety Certification, 9am-noon, Douglass Roofing, 1215 W. Mary
- 16 Scott City – Microcomp. Appl. I (Word 2002), 6:30-9:30pm, 1 hr credit
- 17 CS – Make it Mosaic, 6-9pm, SCSC 2023
- 17 CS – Adobe PhotoShop Elements I, 4/17 & 4/19, 7- 9:30pm, SCSC 2022
- 19 ALC – Advisory Board 11:30-1pm
- 19 BSC – Digital Camera Part II, 9am-noon, SCSC 2023
- 21 CS – Intro to Disc Golf, 9am-noon
- 21 TS & UB – Student Leadership Conference 9am-3pm
- 21 CS – Winery Tour & Tasting, Ellinwood, KS 11:45am-10pm
- 23 TS & UB – Annual Awards Banquet
- 24 B&I – Quickbooks Fundamentals, 4/24 & 4/26, 8amnoon
- 24 SBDC – Small Bus Tax Workshop, Rock Island Road, Liberal KS, 1-4pm
- 24 SBDC – Small Bus Tax Workshop, Contractors, Rock Island Rd, Liberal 6-8pm
- 25 SBDC – Small Business Tax Workshop, GCCC SCSC 2023, 1-4pm
- 25 SBDC – Small Business Tax Workshop, Contractors, GCCC SCSC 2023, 6-8pm
- 26 SBDC – Small Bus Tax , Dodge City Sheridan Activity Center, 9am-noon
- 26 SBDC – Small Business Tax, Contractors, D C Sheridan Activity Center, 1-3pm
- 26 CS – Blend & Shake, 6:30-9pm
- 28 CS – Beginning Bird Watching, 6:45-9:45pm, SCSC 2023

**SWKRPS** – SW KS Regional Prevention Center Emily Gough, #624

**UB & TS** – Upward Bound & Talent Search Lynette Thomas, #406

**ALC** – Adult Learning Center Maria Elena Stadick, #600

**SBDC** – Small Business Development Center Kathy Nance, #632

**B&I** – Business & Industry Jean Warta, #532

**CS** – Community Services Christine Siebert, #647

**BSC** – Broncbuster Senior Club Christine Siebert, #647

**FCYP** – Finney County Young Professionals Diana Machotka, #232

**Scott City** – Personal Enrichment Outreach Vicki Krehbiel, (620)872-2155



## ***Ownership Linkage***

### ***Correspondence 1 – email from Southwest Kansas Prevention Center***

March 13, 2007

Dr. Ballantyne (Carol):

Thank you for coming to our CECS division (Continuing Education and Community Services) meeting last Friday and giving us an update.

When I got back to my office after the meeting, I had a voice mail from John Siemsen, a friend of mine. John was born and raised in Garden City and moved to Iola, KS a couple of years ago and works as a sales representative for a company called Precision Down Hole Pumps. His company received a request for a quotation from a company in Ecuador. The request contained both English and Spanish and he needed some help translating the Spanish. John faxed the request to me and I recruited Dr. Conce Magana to do the translation. Shortly thereafter, we called John Siemsen with the information. John was very appreciative of the help he received.

Nancy suggested that I share this story with you as it touches on what we talked about in our meeting and how we want the public to “think GCCC” when they need something. (Hmmm, maybe we could do an ad campaign with a “Think GCCC” theme).

This is a really good example of people reaching out to someone at GCCC for assistance because they know that if that person is unable to help them personally, they will find someone who can.

Lois A. Limes  
Community Prevention Consultant  
Southwest Kansas Regional Prevention Center  
801 Campus Drive  
Garden City, KS 67846  
620-276-9624  
620-276-9649 (Direct Line)  
<http://www.ksrpc-southwest.org>  
*Official College E-Mail*

**OWNERSHIP LINKAGE**  
**CORRESPONDENCE 2 – EMAIL FROM JOHN DEERE**

**From:** Buell Ken [mailto:BuellKennethR@JohnDeere.com]  
**Sent:** Monday, March 19, 2007 12:47 PM  
**To:** Crymble Judy; Kent Kolbeck; Roger Schmidt  
**Subject:** FW: Garden City Community College John Deere Day thank you

Congrats on the great Open House Event!

Kind words below!

Ken

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**From:** Buell Ken  
**Sent:** Monday, March 19, 2007 12:46 PM  
**To:** Vardell Stan; Bursiek Christopher E  
**Cc:** Timmons Bob; Jensen Scott; Phillips Wally; Wilson Mike L (AG); Atwood Justin W; Hackley Scott M; Peterson Mark  
**Subject:** RE: Garden City Community College John Deere Day thank you

Thanks for the kind words about the John Deere TECH program at Garden City, KS. They have made some real improvements at the school, facilities and both of the John Deere instructors are tops, always ready to attend John Deere training to stay current with our Deere technology.

Thanks to Chris Bursiek for his continuous support of a program that is in his backyard. He has invited the classes to field days in the area and has been very involved with the John Deere TECH program in Garden City, KS. It is great to see this, because the past couple of years the program has been full, but many of the students are coming from out of state (Texas & Oklahoma). And once the class roster is full, I've been afraid that some local Kansas students might have been kept out.

All of our Open House events have been much more successful this spring. High School Counselors and Dealers are bringing student to an Open House, then many are coming back for a second tour with parents.

The next John Deere TECH Open House will be at Southeast Community College, Sunday, May 6, 11 AM to 4 PM, Milford Campus, Milford, Nebraska. For more information contact Bill August, 800-933-7223 ext. 8281

Ken

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**From:** Vardell Stan  
**Sent:** Monday, March 19, 2007 12:24 PM  
**To:** Timmons Bob; Jensen Scott; Wilson Mike L (AG); Phillips Wally; Buell Ken  
**Cc:** Bursiek Christopher E; Atwood Justin W; Hackley Scott M; Peterson Mark  
**Subject:** FW: Garden City Community College John Deere Day thank you

Gents,

I attended the Garden City Community College John Deere Day and agree with Chris, this was a great success. There were 70+ attendees including high school

counselors, Ag teachers, students, parents, and sponsoring dealer service managers. The school rolled out the red carpet with information on tuition aid, housing, and tour. The current Ag Tech students presented five stations on the Ag Tech program as well.

We are in the economic cycle when other industries look more appealing - oil, gas, ethanol production are taking technicians from dealerships. This event shows the long-term commitment by our dealers and John Deere to the ag industry and to retaining young people in smaller, rural towns.

Chris, Justin, Mark, and Scott all showed the Deere commitment with their attendance.

Regards,

Stan

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**From:** Bursiek Christopher E  
**Sent:** Monday, March 19, 2007 10:37 AM  
**Cc:** Atwood Justin W; Vardell Stan; Bursiek Christopher E  
**Subject:** Garden City Community College John Deere Day thank you  
**Importance:** Low

Dealers,

Thank you for your time and efforts to make the Garden City Community College John Deere Day a great success. Overall we had more than 70 students, parents, high school staff, and dealers attend the event. This was a great chance for you all to build relationships with those people that can be a great asset to your HR departments, the high school staff. They see the students in their classrooms every day and can help lead you to the right people that will make your organizations flourish.

With that being said, the John Deere Day was just the start. Grooming high school staff to help you recruit the right young people is like growing a corn crop, you don't just plant the seed and then harvest the rewards. You all will need to continue to nourish these relationships and convince the high school staff that your dealerships are the correct place for their brightest and best students. Continue to be in contact with those staff that will work for you. Also keep in contact with those students that show an interest and potential. If they are juniors, find them something to do in your organization for the summer. This will give you the chance to see how they will work, and also let them see what you are all about.

Please give me your feedback on the event we held at the college. Was it what you were expecting? Are there things you would like to see changed? Is there a better time to have it? I think it was a good event and was a shot gun approach. My hope is to make it an annual event. Next year I would like to see you all hold an event in the fall at your locations to get high school faculty and students into your stores and show them what you have to offer. This can be the shot gun. Then in the spring we can have another event at the college and focus in on those students that show potential or interest, the raffle approach.

Attached below is a thank you letter for you to send to the high schools, parents, and students that attended the event. This is a great chance to continue to nurture that relationship with your future HR department members!!!

<< File: Thank you.pdf >>

Again thank you for your time and participation in this event. I believe if we continue the course you will reap the benefits of what we have seeded.

Chris

Chris Bursiek  
TCSM 24  
Kansas City Branch  
Cell: 785-443-3583  
BursiekChristophere@JohnDeere.com



# KANSAS BOARD OF REGENTS

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March 14, 2007

To Whom It May Concern:

This letter of reference supports, without qualification, Garden City Community College's grant application to perform the duties of One Stop/Program Operator.

GCCC has demonstrated strong performance in the development and delivery of workforce programming under the Carl Perkins Program Improvement grant guidelines. Program audits have consistently indicated that GCCC faculty, leadership, and support staff hold appropriate credentials and have the ability and capacity to provide workforce development services. Education and training facilities and equipment are adequate and the college has demonstrated its ability to respond to local workforce needs when developing programs and courses. In addition, the college readily collaborates with regional and state institutions and agencies to create a system that responds to workforce and economic development needs.

GCCC has a history of fiscal stability and integrity which includes the use of appropriate checks and balances and data management systems that follow acceptable accounting principles.

Carl Perkins Program Improvement Core Indicator and Follow Up data indicate that students are successfully able to complete programs and gain meaningful employment in their career field of study. The college insures equal opportunity to all persons and encourages enrollment by non-traditional students in programs that are underrepresented by gender e.g. males enrolling in nursing, females enrolling in criminal justice, etc.

Garden City Community College has established a positive record of performance and compliance with federal and state regulations. The College *plays by the rules*. It is for this reason that I endorse the GCCC application to become the Kansas Local Area I Workforce Investment Board One Stop/ Program Operator for the 31 counties in western Kansas.

Sincerely,

Blake Flanders, PhD.  
Director of Career and Technical Education, KBOR

**OWNERSHIP LINKAGE**  
**Correspondence 4 - email from former CJ Student**

Note from the CJ Department: Tate graduated with an Associate Degree (Criminal Justice) in 1996. He is originally from Goodland High School.

-----Original Message-----

From: Tate Haines [<mailto:tatehaines@yahoo.com>]

Sent: Monday, April 02, 2007 4:35 AM

To: Linda Morgan

Subject: Update

How are things going in lovely Garden City? I usually send updates to those in my contact list when something changes in my life so here it is... I have recently graduated from the Federal Law Enforcement Training Center in Glynco, GA (A place far worse than Garden City!!!) and am now a federal agent with DHS/ICE. Just wanted to send you a thank you for the training that GCCC provided me with years ago! I found at FLETC that all of the practical exercises were fairly easy. I feel that a big reason for this is the training I recieved at GCCC. All those weekend hours of being abused and the hours of studying the material really did pay off. Out of the hundreds of college hours I have I can say the most useful stuff all came from GCCC.

*Ownership Linkage  
Correspondence 5  
Western Kansas Regional Prevention Center had a site review in March  
The following is the letter sent by Andy West, the site reviewer.*

Hi John, (Calbeck)

Just wanted to take a moment and tell you how impressed I was with you and your staff. When you consider the size of the area you have to cover I think your organization has met the challenge admirably. The resource library is a wonderful tool for the communities you serve. I can also respect the time and effort it takes to create, and maintain, the databases you have on the various communities.

Please let your staff know how appreciative we are of the work they do and what a privilege it is for me to get to hear first hand everything they are involved in and to be able to share that with others in my organization through this inspection process.

I look forward to the opportunity to visit with you and your staff again when need may arise.

Sincerely,

A R West  
Program Consultant II  
West Region SRS