

**August 1, 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 on **Wednesday, August 8, 2007**. **The meeting will be held in the Endowment Room, Beth Tedrow Student Center**, community college campus.

**6:30 p.m:** *Budget Hearing for 2007-08 budget*

*Budget approval*

**Immediately following:** *Regular meeting of the Board of Trustees*

### **THE AGENDA**

#### **CALL TO ORDER**

- A. Comments from the Chair
- B. Open comments from public
- C. Report from international trip to Germany—Mark Jarmer and Trent Smith

#### **CONSENT AGENDA**

- A. Approval of minutes of previous meeting (July 11)
- B. Submit financial information to the auditor
  - o Financial information—Cash in Bank
- C. Approval of personnel actions
- D. Approval of contract with the Local Area I Workforce Investment Board (LWIB),  
re: Rapid Response Operator agreement
- E. Approval of phone system service
- F. Approval of soft drink agreement
- G. Approval of purchase order over \$20,000, re: pediatric simulator and mobile monitor  
for nursing simulation lab
- H. Approval of computer projector bids

#### **POLICY REVIEW**

- A. Monitoring Reports and ENDS
  - o A1 Monitoring Report—Monthly
  - o A2 Monitoring Report—Annual
- B. Ownership Linkage
  - o B1 Thank you note from Peterson family
  - o B2 Thank you note from Educational Talent Search students
  - o B3 Note about an Upward Bound student
- C. Board Process and Policy Governance Review

## REPORTS

- A. President Carol Ballantyne
  - A1 Incidental Information
  - A2 Deferred Maintenance and Tax Credits
  - A3 NationJob Tracking Report
  - A4 Ford Motor Company Maintenance and Light Repair Program
  - A5 Program Review—Residential Life
  - A6 Program Review—Student Health Services
  - A7 Lt. Gov. Mark Parkinson Update
  - A8 State General Fund Receipts
  - A9 Inservice Schedule for Friday, August 10
  
- B. Report from Finney County Economic Development Corp.

## Upcoming calendar dates:

- August 10: Fall Inservice; Cafeteria; 8 a.m.
- Sept. 7-8: KACCT Board/COP meeting; Wichita Airport Hilton  
(Ballantyne, Worf?? Schwartz??)
- Sept. 12: Regular monthly meeting at 5:30 p.m.
- Sept. 25-30: ACCT Leadership Congress in San Diego (Worf, Welch, Douglass, Schwartz,  
Ballantyne, Daniels)
- Oct. 2-5: AQIP Strategy Forum; Chicago; need one Trustee; who will go??
- Oct. 10: Regular monthly meeting at 5:30 p.m.

## Executive Session

## Adjournment

Sincerely,

Merilyn Douglass, Chair  
Carol E. Ballantyne, Ph.D., Secretary

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

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

**DRAFT OF A MOTION TO APPROVE THE BUDGET  
AUGUST 8, 2007**

I move that the Board of Trustees certify that the budget hearing was held, that the budget was duly approved and adopted as the maximum expenditure for the various funds for the year 2007-08, and that the amount of 2007 tax to be levied is within statutory limitations (General Fund-- \$\* \_\_\_\_\_ with an estimated mill levy of \*\* \_\_\_\_\_ mills, and Capital Outlay Fund \$\*\*\* \_\_\_\_\_ with a mill levy of 1.04 mill)

Further, that the General Fund Operating Budget be set at \$\*\*\*\* \_\_\_\_\_.

**ADMINISTRATION RECOMMENDS:**

General Fund

\* \$8,631,844

\*\* 18.30 mills

Capital Outlay Fund

\*\*\* \$490,363

1.04 mills

General Operating Budget

\*\*\*\* \$15,691,533

**NOTICE OF PUBLIC HEARING  
2007-2008 BUDGET**

The governing body of Garden City Community College, Finney County, will meet on  
August 8, 2007 at 6:30 pm, at Endowment Room - Student Center  
for the purpose of answering objections of taxpayers relating to the proposed use of all funds, and the amount of  
tax to be levied, and to consider amendments. Detailed budget information is available at College Library  
and will be available at this hearing.

**BUDGET SUMMARY**

The Expenditures and the Amount of 2007 Tax to be Levied (as shown below) establish the maximum limits  
of the 2007-2008 budget. The "Est. Tax Rate" in the far right column, shown for comparative purposes,  
is subject to slight change depending on final assessed valuation.

	2005-2006		2006-2007		PROPOSED BUDGET 2007-2008		
	Actual Expend. & Transfers	Actual Tax Rate*	Actual Expend. & Transfers	Actual Tax Rate*	Budgeted Expend. & Transfers	Amount of 2007 Tax to be Levied	Est. Tax Rate*
Current Fds Unrestricted							
General Fund	14,416,209	18.54	14,591,642	18.22	18,550,000	8,631,844	18.30
Vocational Education	0		0		0	XXXXXXXXXX	xxx
Adult Education	269,305		301,739		647,500	124	0.00
Adult Supp Education	194,705	xxx	231,517	xxx	1,800,000	XXXXXXXXXX	xxx
Employee Benefits	0		0		0	XXXXXXXXXX	xxx
Motorcycle Driver	0	xxx	0	xxx	75,000	XXXXXXXXXX	xxx
Truck Driver Training	0	xxx	0	xxx	0	XXXXXXXXXX	xxx
Auxiliary Enterprise	1,256,150	xxx	1,267,240	xxx	2,000,000	XXXXXXXXXX	xxx
Current Funds Restricted	4,399,201	xxx	3,608,409	xxx	XXXXXXXXXX	XXXXXXXXXX	xxx
Plant Funds		xxx		xxx		XXXXXXXXXX	xxx
Capital Outlay	236,263	1.01	372,698	1.00	1,000,000	490,363	1.04
Bond and Interest	0		0		0	0	0.00
Special Assessment	0		0		0	0	0.00
No Fund Warrants	0		0		0	0	0.00
Revenue Bonds	0	xxx	0	xxx	0	XXXXXXXXXX	xxx
Total All Funds	20,771,833	19.54	20,373,245	19.22	24,072,500	XXXXXXXXXX	19.34
Total Tax Levied	9,195,220		9,748,992		XXXXXXXXXX	9,122,331	
Assessed Valuation	470,512,179		507,337,233		471,731,546		

**Outstanding Indebtedness, July 1**

	2005	2006	2007
G.O. Bonds			
Capital Outlay Bonds			
Revenue Bonds			
No-Fund Warrants			
Temporary Notes			
Lease Purchase Principal	9,130,000	9,390,000	8,760,000
Total	9,130,000	9,390,000	8,760,000

\*Tax Rates are expressed in mills.

\_\_\_\_\_  
Signature and Title

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

**July 11, 2007**

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

Others Present: Carol E. Ballantyne, President  
Darla Daniels, Deputy Clerk  
Beth Tedrow, Dean of Student Services  
Judy Crymble, Dean of Technical Education  
Nancy Harness, Dean of Continuing Education  
Cathy McKinley, Director of Human Resources  
Steve Quakenbush, Director of Information Services & Publications  
Scott Good, IT Department  
Bob Sperling, Local Citizen  
Emily Behlmann, *Garden City Telegram*

5:30 p.m. Budget Retreat to discuss 2007-08 budget

Chair Worf called the budget retreat to order and stated that the budget retreat was expected to last about one hour and 15 minutes, with an executive session to be held for about 15 minutes immediately following the budget retreat, and then the regular Board meeting would be held. She then turned the meeting over to Carol Ballantyne to lead a discussion on the 2007-08 budget.

Ballantyne stated that the electronic Board packet contained much budget information including year-end purchases, cash carryover balances for both General and Capital Outlay Funds, revenue projections, salary information for staff and faculty, working budget information, recommendations for the published budget, and more. She “walked through” the various documents and discussed the steps administration had taken to arrive at the proposed budget for 2007-08. Listed below is a summary; complete reports are included in the electronic Board packet.

Year-end Purchases: \$316,276.96

Cash Carryover (Reserves), General Fund: \$283,187

Cash Carryover (Reserves), Capital Outlay Fund: \$10,050 (includes oil and gas holdback of three years)

Revenue Projections: Enrollment is down slightly and demographics of the area high schools indicate smaller numbers, but we are repackaging classes for adults and short-term certificate type classes to boost these numbers. In addition, Ballantyne learned today that about \$7,500 per mill needed to be set aside to cover the tax appeal filed by Conestoga Energy.

Raises for Staff: 4.5% pay increase for staff, plus an increase of \$27.88 per month for health insurance. In addition, those employees (primarily maintenance and security) who are required to work 40 hours per week (vs 37.5) would be placed at 95% of the midrange. The premium for Blue Cross/Blue Shield was scheduled to increase 16% in October. Ballantyne stated that the Employee Benefit Committee would be researching health insurance options for next year. Worf suggested that the college look at a wellness program in an effort to encourage health and wellness.

Raises for Faculty: We are in the second year of a three-year negotiated agreement. With all the variables (overload at \$235/cr.hr.; FLC for labs and clinicals calculated at .60%; extra days at a maximum of \$235/day; level advancements; etc.), an overall 5.23% increase

Published budget: Ballantyne stated that administration was recommending a published budget of 18.30 mills (up slightly from 18.22 last year) for the General Fund and 1.04 mills for the Capital Outlay Fund (up slightly from 1.0 last year). These figures were based on an assessed valuation of \$471,731,546 (down from \$507,337,233 last year).

Working budget: Ballantyne reported that assessed valuation was down about \$35 million for 2007-08, plus we would lose about \$330,000 in state funds. Administration had cut about \$1,000,000 from the budget and we were starting to “bleed.” She emphasized that the gas and oil holdback and 25% of cash carryover were still in place.

She proposed that administration be allowed to spend about \$730,000 above revenues (reserves) for FY 2007-08. This would include about \$330,000 in the operating budget, plus \$400,000 for anticipated property expenses, and sidewalk and tunnel system work necessary to complete the cooling loop project. Ballantyne noted that this would reduce the reserve fund balance to about 23 percent of expenditures (rather than the “traditional” 25 percent); however, it wouldn’t drop as low as the Board’s minimum requirement of 20 percent.

Discussion was held and Trustees asked appropriate questions. Trustees felt that they (as a Board) were charged with making sure the college had enough dollars to meet the ENDS and, at the same time, be responsible to the owners to keep taxes down. They also voiced confidence in Ballantyne’s efforts to stay within the guidelines of her executive limitations while leading the college through the next year. After discussion, the following motion was made:

***Sterling moved, seconded by Schwartz, that the Board of Trustees authorize for publication a budget for the Fiscal Year 2007-08 with a General Fund tax in the amount of \$8,631,844 with an anticipated General Fund mill levy of 18.30 mills. Further, that the Board authorize the publication of a Capital Outlay tax equal to 1.04 mills (\$490,363). Motion carried 6-0.***

Ballantyne noted that the budget would be published in the Garden City *Telegram* on July 23, 2007, with the Budget Hearing scheduled for August 8, 2007, at 6:30 p.m.

## EXECUTIVE SESSION

*Schwartz moved, seconded by Clifford, that the Board go into executive session at 6:55 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 acquisition of real property, and that the Board of Trustees reconvene into open session at 7:15 p.m. Motion carried 6-0.*

Board recessed into executive session at 6:55 p.m.

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Board reconvened into regular session at 7:15 p.m.

7:20 p.m. Regular meeting in the Endowment Room

**COMMENTS FROM THE CHAIR.** Chair Worf called the regular session to order at 7:20 p.m. and made the following comments:

- Welcomed Della Brandenburger to her first official Board meeting! Brandenburger said she had attended the KACCT retreat a few weeks ago and was already trying to learn more about the numerous legislative issues.

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

## **REORGANIZATION OF BOARD OF TRUSTEES FOR 2007-2008**

### **ELECTION OF OFFICERS**

Chair Worf stated that she was ready to step down from this position, and she opened the floor for nominations for Chair of the Board of Trustees for the 2007-08 year.

Clifford nominated Douglass; Schwartz seconded that nomination; and the following motion was made:

*Clifford moved, seconded by Schwartz, that nominations cease and Douglass be elected as Chair of the Board for the 2007-08 year. Motion carried 6-0.*

Worf then asked for nominations for Vice Chair.

Worf nominated Schwartz; Sterling seconded that nomination; and the following motion was made:

*Worf moved, seconded by Sterling, that nominations cease and Schwartz be elected as Vice Chair of the Board for the 2007-08 year. Motion carried 6-0.*

Worf then asked for nominations for Clerk.

Clifford nominated Brandenburger; Schwartz seconded that nomination; and the following motion was made:

*Clifford moved, seconded by Schwartz, that nominations cease and Douglass be elected as Clerk of the Board for the 2007-08 year. Motion carried 6-0.*

Worf then asked for nominations for KACCT Representative.

Discussion was held about the possibility of sharing these responsibilities among Board members and rotating attendance at the statewide meetings. *Consensus was that Worf and Schwartz would serve as KACCT co-representatives and would probably take turns attending the various meetings.*

Worf then asked if Schwartz was still willing to serve as the Board’s Finney County Economic Development Corporation Representative; he said that he was unless someone else wished to have this position. No one did, so the following motion was made:

*Sterling moved, seconded by Douglass, that Schwartz be elected as the college’s representative to the Finney County Economic Development Corporation. Motion carried 6-0.*

At this point, Worf turned the meeting over to Douglass, and Douglass chaired the remainder of the meeting. Douglass expressed appreciation for Worf’s excellent leadership during the past year.

**APPOINTMENTS**

Douglass referred Trustees to the slate of appointments and asked for a motion approving same.

*Worf moved, seconded by Clifford, that appointments for 2007-08 be:*

- Secretary to the Board .....Carol E. Ballantyne*
- Deputy Clerk .....Darla Daniels*
- College Attorney .....Ward Loyd and Randy Grisell*
- College Engineer .....Professional Engineering Consultants, P.A.*
- College Treasurer .....Dee Wigner*
- Designated Agent for KPERS .....Dallas Crist*
- Alternate Designated Agent for KPERS .....Dee Wigner and Cathy McKinley*

*Motion carried 6-0.*

**DEPOSITORIES**



*Clifford moved, seconded by Sterling, that the depositories for 2007-08 be:*

*Primary Depository: Commerce Bank*

*Other Depositories: Western State Bank, First National Bank of Holcomb, Security Savings Bank, Landmark National Bank, American State Bank, Citizens State Bank, Garden City State Bank, Peoples State Bank, State of Kansas Municipal Investment Fund, Security State Bank (Scott City)*

*Motion carried 6-0.*

## **CONSENT AGENDA**

Chair Douglass asked if Trustees wished to pull any items on the Consent Agenda for the purpose of discussion. Consensus was to pull Items H (vehicle bids) and K (right-of-way-easement for Aquila) from the agenda for discussion purposes.

***MOTION:*** *Clifford moved, seconded by Worf, that the remainder of the Consent Agenda items be approved as presented. Motion carried 6-0.*

Approved actions follow:

**APPROVED MINUTES** of previous meeting, June 13, 2007, as corrected.

Clifford had previously talked to Daniels about adding the word “picture” to the paragraph on page 1 about the gift the Board had given to Dr. Welch [... this year’s Commencement *picture* as a token of their appreciation....]

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

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

**APPROVED 2007-08 STAFF SALARIES**, as presented.

Increase pay for staff by 4.5 percent, plus an increase of \$27.88 per month toward health insurance benefits. In addition, those people who are required to work 40 hours per week (vs. 37.5) would be moved to 95% of the midpoint.

**APPROVED REQUEST TO DEMOLISH TWO RENTAL PROPERTIES ON MIKE’S DR.**, as presented.

1. 1718 Mike’s Dr. – currently vacant, so this property will be demolished and then graded, seeded, and maintained as an empty lot
2. 1720 Mike’s Dr. – the current tenant would be notified that this property must be vacated by April 1, 2008, so said property can be demolished

**APPROVED 2007-08 MOU WITH COLBY, SEWARD COUNTY, DODGE**

**DODGE CITY, AND GARDEN CITY COMMUNITY COLLEGES, RE: PARAMEDIC PROGRAM**, as presented.

- o Emergency Medical Technology--Paramedic  
[copy of MOU filed in the electronic Board packet]

**APPROVED INTERLOCAL AGREEMENT WITH FCEDC, RE: DIRECTOR OF BUSINESS RETENTION SHARED POSITION**, as presented. [copy of agreement filed in the electronic Board packet]

- o Costs of position would be shared (50 percent for each entity)
- o FCEDC would provide office space

**APPROVED COMPUTER BIDS**, as presented. [copy of bid sheet filed in the electronic Board packet]

Desktop	Gateway	\$827.00
Notebook	Gateway	\$1,264
Tablets	Gateway	\$1,379
Monitors	Nex-Tech	\$167.37 - \$251.07
Cartridges	Modern Imaging Solutions	\$17,598.59

**APPROVED OFFICE SUPPLY BIDS**, as presented. [copy of bid sheet filed in the electronic Board packet]

Office Solutions

**APPROVAL OF VEHICLE BIDS**

Background: This item was tabled from last month's meeting because Trustees had asked for clarification on the service contract.

Trustees had received additional information discussing the extended warranty offered by Western Motor Company. Schwartz expressed concern as to why one dealer made this offer as a part of his bid and the other dealers didn't. Ballantyne stated that Marty Sigwing, Director of Physical Plant, had asked the other dealers if they had any additional warranties to offer; they indicated they didn't.

Discussion was held regarding the preventive maintenance work offered with Western Motor's bid. The belief was that there was a proven tradeoff between replacing parts before they break and replacing them after a tow. The difference would be that we should be able to drive the fleet vehicles even longer and with fewer breakdowns if preventive maintenance was done. Discussion continued about the cost of replacing transmissions and engines vs buying extended warranties. Schwartz emphasized that he had no problem with the bids themselves, but he believed this issue should be rebid, asking the dealers to bid (1) without lifetime warranty and (2) with lifetime warranty. One comment was made about perhaps the Board was getting into the means on this issue, and then the following motion was made:

*Worf moved, seconded by Clifford, that the Board accept the bid from Western Motor Company for two 2007 Honda Odyssey LX minivans in the amount of \$47,996 (\$23,998 each). Motion carried 4-1 with Sterling voting "nay" and Schwartz abstaining.* [copy of bid

bid sheet filed in the electronic Board packet]

Bids received: Burtis: \$24,915  
Lewis: \$21,917  
Western: \$23,998

### **APPROVAL OF RIGHT-OF-WAY EASEMENT FOR AQUILA**

Ballantyne stated that Aquila had requested a right-of-way easement which consisted of a 40 foot wide strip for construction, reverting to a 10 foot wide strip parallel and adjacent to the west right-of-way line of Highway 83 in the NW/4 of Section 16, Township 24 South, Range 32 West Finney County Kansas (near Tangeman fields). Brief discussion was held, with Sterling suggesting that Aquila be asked to water pack the easement site.

*Clifford moved, seconded by Brandenburger, that the Board approve the right-of-way easement for Aquila. Motion carried 6-0.* [copy filed in the electronic Board packet]

### **OTHER**

#### **APPROVAL OF PRESIDENT'S CONTRACT**

Chair Douglass stated that Trustees wished to extend Ballantyne's contract through June 30, 2009 (two-year contract, current one ran through June 30, 2008), as well as increase her salary 4.5 percent for the 2007-08 year, which would be \$118,919.48. In addition, Trustees wished to increase her monthly car expense to \$200 (up from \$100 per month) and pay her Rotary Club membership dues.

*Worf moved, seconded by Clifford, that Trustees approve President Ballantyne's contract as presented by Douglass: extend two-year contract through June 30, 2009; salary for 2007-08 set at \$118,919.48; \$200 per month car expense; and college pay Rotary Club membership dues. Motion carried 6-0.*

#### **APPROVAL OF REQUEST TO PURCHASE PROPERTY**

Douglass indicated that this was an addition to the agenda.

Ballantyne reported that the Out West property across the street from the main campus was for sale (three lots). Based on an appraisal from an independent real estate assessor, Ballantyne proposed that the college "shoot them a price of \$295,000" and ask for first right of refusal. Ballantyne believed that this would be a good investment for the college since it was close to other college property.

*Schwartz moved, seconded by Sterling, that the Board authorize Ballantyne as the college CEO to make an offer of \$295,000 for the Out West property. Motion carried 6-0.*

### **POLICY REVIEW**

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

Trustees indicated that they had received and reviewed the monitoring reports (monthly, quarterly, semi-annual, and annual). Douglass noted that the monitoring reports were accepted as presented.

Ballantyne asked for feedback on the reports, especially on the CEO's interpretation section. Trustees indicated that they liked reading her interpretation because it gave them a good frame of reference. Worf suggested that a list of capital improvement projects be added to Ballantyne's comments regarding capital improvement projects in the future.

## **OWNERSHIP LINKAGE**

Trustees received several pieces of correspondence from owners expressing their appreciation for various college activities: (1) letter from drama student Rebecca Payne expressing appreciation for New York trip and her time at GCCC; (2) email from gentleman expressing appreciation for help with lightning sensor; (3) thank you note from Dr. Welch expressing his appreciation for the retirement reception and the gift Trustees had given him last month.

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

No discussion this evening.

## **REPORTS**

**PRESIDENT CAROL E. BALLANTYNE** noted that Trustees had received numerous informational reports. A complete report is filed in the electronic Board packet.

- Incidental Information – highlighted summer activities.
- 2006-07 Scholarship Report – \$376,694.17 was given to 763 students for scholarships.
- One Stop Monitoring Report – college fiscal controls were in place to reduce risk for the LAI, LWIB (Local Workforce Investment Board), and CEO.
- Reorganization/Responsibility Changes – Ballantyne stated that she didn't fill the Dean of Learning Services position vacated by Clayton Tatro when he became the President of Fort Scott Community College a few months ago. Responsibility changes were distributed among several people, including Director of Human Resources/Employee Development, Director of Institutional Effectiveness, Counseling/Advising, Continuing Education, Information Technology, Dean of Administrative Services, Dean of Academics, and Dean of Technical Education.
- Annual Enrollment Report – For 2006-07, headcount was down about 400 students and FTE was down about 200 from last year. Retention had been low, but we are studying the situation and plan to turn these numbers around.

2006-07      2005-06

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Headcount	4,851	5,265
FTE	2,730.8	2,942.9

- Kids' College—Bryan Education Center – Trustees had received a newspaper clipping highlighting Kids' College at the BEC—“horses to pizza and more” filled the summer curriculum.
- Continuing Education and Community Services July Calendar – [see electronic packet for daily events]

### **REPORT FROM KACCT/COP MEETING IN GREAT BEND ON JUNE 15-16**

Ballantyne and Brandenburger gave highlights from the KACCT/COP meeting, which centered around preliminary legislative and funding issues. Trustees received an interesting handout entitled “Remain Legal and Govern Within the Box,” which discussed things that boards are responsible for through state statutes. Brandenburger shared that she felt the meeting was educational and she was looking forward to learning more about community colleges and governance.

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

Schwartz reported that there were two strong candidates for the shared position of Director of Business Retention. Several potential businesses were interested in locating in Southwest Kansas, including Tanks “R” Us.

### **UPCOMING CALENDAR DATES.** Chair Douglass reviewed the following:

- August 8: Budget Hearing at 6:30 p.m.; regular meeting immediately following
- August 10: Fall Inservice; Cafeteria; 8 a.m.
- Sept. 12: Regular monthly meeting at 5:30 p.m.
- Sept. 25-30: ACCT Leadership Congress; San Diego (Ballantyne, Worf, Schwartz, Douglass, Welch, Daniels)
- Oct. 2-5: AQIP Strategy Forum; Chicago; need one Trustee – Clifford will check his calendar

Douglass asked if a joint Board meeting would be held with Dodge City and Seward County Community Colleges. Ballantyne indicated that it was Dodge City's turn to host this event and she would check to see if they had set a date for the fall.

There being no further business, meeting adjourned at 8:20 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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Merilyn Douglass  
Chair of the Board

As of 7/31/2007

		Amount	% Rate
<b>Cash in Bank:</b>	Commerce Bank	\$ 321,896.25	0.2500%
	Security State - Scott City	\$ 20,093.04	0.0000%
	State Municipal Invest. Pool	\$ 105,800.18	5.0410%
	Landmark National Bank	\$ 4,665,913.50	5.2500%

Investments:

Institution	Type	Amount	% Rate	Beg. Date	End Date
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

**CONTRACTS FOR APPROVAL  
AUGUST 8, 2007**

**Full-time Instructors**

Douglas A. Beyer, Jr.	Strings Instructor August 9, 2007 – May 15, 2008	\$37,807.60
Eugenia Eberhart	English Instructor August 9, 2007 – May 5, 2008	\$37,807.60

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

(For approval at 8/8/07 Board Meeting)

<b>LOCATION/INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>	<b>SALARY LEVEL/ SEMESTERS TAUGHT</b>
Hoover, Kevin R.	Geriatric Aide Assistant:      Certified Nurse Aide 5 cr.hr. x                                      (10 students) \$470.00 HELRL-102-94 (4/24/2007-6/19/2007) 0 miles x 0 = 0 11-00-0000-12203-5260	\$2,350.00	L3/2
<b>TOTAL ADJUNCT FACULTY CONTRACTS</b>		<b>\$2,350.00</b>	

*Wednesday, August 01, 2007*

*Page 1 of 1*



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

(For approval at 8/8/07 Board Meeting)

<b>LOCATION/INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>	<b>SALARY LEVEL/ SEMESTERS TAUGHT</b>
<u>MAIN</u>			
Baumann, Kristopher E.	Fundamentals of Weightlifting 1 cr.hr. x (6 students) \$400.00 HPER-191-01 (7/23/2007-8/3/2007) 0 miles x 0 = 0 11-00-0000-11070-5230	\$400.00	L1/6
Bergmann, Crystal R.	Athletic Training Practicum 0.5 cr.hr. x (9 students) \$400.00 HPER-212-01 (7/9/2007-7/12/2007) 0 miles x 0 = 0 11-00-0000-11070-5230 Crystal R. Bergmann and Danial P. Evans are team-teaching Athletic Training Practicum (HPER-212-01), 1 cr. hr.	\$200.00	L1/4
Bergmann, Crystal R.	First Aid 1 cr.hr. x (12 students) \$400.00 HPER-109-01 (7/9/2007-7/12/2007) 0 miles x 0 = 0 11-00-0000-11070-5230 Crystal R. Bergmann and Danial P. Evans are team-teaching First Aid (HPER-109-01), 2 cr. hr.	\$400.00	L1/4
Cole, Jerre S.	Fund of Coaching Basketball 2 cr.hr. x (10 students) \$470.00 HPER-182-90 (7/23/2007-8/3/2007) 0 miles x 0 = 0 11-00-0000-11070-5230	\$940.00	L3/4
Evans, Danial P.	Athletic Training Practicum 0.5 cr.hr. x (9 students) \$470.00 HPER-212-01 (7/9/2007-7/12/2007) 0 miles x 0 = 0 11-00-0000-11070-5230 Crystal R. Bergmann and Danial P. Evans are team-teaching Athletic Training Practicum (HPER-212-01), 1 cr. hr.	\$235.00	L3/11
Evans, Danial P.	First Aid 1 cr.hr. x (12 students) \$470.00 HPER-109-01 (7/9/2007-7/12/2007) 0 miles x 0 = 0 11-00-0000-11070-5230 Crystal R. Bergmann and Danial P. Evans are team-teaching First Aid (HPER-109-01), 2 cr. hr.	\$470.00	L3/11
Hopkins, Joseph D.	Cardiology 4 cr.hr. x (5 students) \$435.00 EMIC-105-90 (6/24/2007-7/22/2007) 0 miles x 0 = 0 11-00-0000-12202-5230	\$1,740.00	L2/4

<b>LOCATION/INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>	<b>SALARY LEVEL/ SEMESTERS TAUGHT</b>
<u>MAIN</u> Hutcheson, Tammy M.	General Psychology 3 cr.hr. x (13 students) \$675.00 PSYC-101-02 (6/29/2007-7/1/2007) 0 miles x 0 = 0 11-00-0000-11060-5230	\$2,025.00	L2/15
Mantzke, Alonna J.	Certified Nurse Aide 5 cr.hr. x (9 students) \$470.00 HELR102-92 (7/9/2007-8/13/2007) 0 miles x 0 = 0 11-00-0000-12203-5230	\$2,350.00	L3/17
Whetstone, Teresea F.	Certified Nurse Aide 5 cr.hr. x (9 students) \$520.00 HELR-102-91 (6/25/2007-8/6/2007) 0 miles x 0 = 0 11-00-0000-12203-5230	\$2,600.00	L1/1
<b>TOTAL ADJUNCT FACULTY CONTRACTS</b>		<b>\$11,360.00</b>	

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

(For approval at 8/8/07 Board Meeting)

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Espinoza, Pedro S.	Feedyard Spanish (COMM103-05) 21 contact hour(s) @ \$33.33/hour (15 students) 7/17/07 - 7/26/07, T-W-Th, 5:00 - 8:30 p.m. 14-00-8004-31000-5270	\$ 699.93
Hays, Lori Jane	Highs & Lows (TEAM300-01) 14 contact hour(s) @ \$30.00/hour (30 students) 6/11/07 - 6/14/07, M-T-W-Th, 6:30 - 9:00 p.m. 14-00-8004-31000-5270	\$ 420.00
Horn, Mia	GED Low Ropes (TEAM400-02) 4 contact hour(s) @ \$30.00/hour (12 students) 7/3/07, T, 4:30 p.m. - 8:30 p.m. 24-00-2022-13301-5270	\$ 120.00
Horn, Mia	GED Ropes Course (TEAM400-01) 4 contact hour(s) @ \$30.00/hour (8 students) 7/3/07, T, 8:30 a.m. - 12:30 p.m. 24-00-2022-13301-5240	\$ 120.00
Pander, Lawrence J.	Forklift - Train the Trainer (OSHA108-03) 3 contact hour(s) @ \$33.33/hour (1 students) 7/9/07, M, 9:00 a.m. - 12:00 p.m. 14-00-8004-31000-5270	\$ 99.99
Wethington, Gerald C.	Word Fundamentals (COMP201-91) 8 contact hour(s) @ \$30.00/hour (8 students) 7/24/07 - 7/26/07, T-Th, 1:00 - 5:00 p.m. 14-00-8004-31000-5270	\$ 240.00
<b>TOTAL NON-CREDIT FACULTY CONTRACTS</b>		<b>\$ 1,699.92</b>
14-00-8004-31000-5270	\$ 1,459.92 (Business & Industry)	
24-98-2022-13301-5270	\$ 240.00 (ABE/GED)	

*Wednesday, August 01, 2007*

*Page 1 of 1*

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

(For approval at 8/8/07 Board Meeting)

<b>LOCATION/INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>	<b>SALARY LEVEL/ SEMESTERS TAUGHT</b>
<u><i>BEC</i></u>			
Emahizer, Shellie S.	Certified Nurse Aide 5 cr.hr. x (5 students) \$470.00 HELRL-102-SC (6/28/2007-8/10/2007) 0 miles x 0 = 0 11-00-0000-12203-5220	\$2,350.00	L3/1
Henderson, Marie E.	Intermediate Algebra 3 cr.hr. x (5 students) \$400.00 MATH-107-SC (6/4/2007-7/26/2007) 0 miles x 0 = 0 11-00-0000-11050-5220	\$1,200.00	L1/7
Henderson, Marie E.	College Algebra 3 cr.hr. x (7 students) \$400.00 MATH-108-SC (6/5/2007-7/26/2007) 0 miles x 0 = 0 11-00-0000-11050-5220	\$1,200.00	L1/7
<u><i>DIGH</i></u>			
Laudick, David J.	Public Speaking 3 cr.hr. x (7 students) \$470.00 SPCH-111-DI (6/5/2007-7/11/2007) 0 miles x 0 = 0 11-00-0000-11022-5220	\$1,410.00	L3/20
<u><i>LAKI</i></u>			
Hoover, Kevin R.	Certified Nurse Aide 5 cr.hr. x (8 students) \$470.00 HELRL-102-LK (6/26/2007-8/14/2007) 0 miles x 0 = 0 11-00-0000-12203-5220	\$2,350.00	L3/3
McAtee, Travis A.	Principles of Biology 5 cr.hr. x (4 students) \$400.00 BIOL-105-LK (6/11/2007-7/26/2007) 0 miles x 0 = 0 11-00-0000-11040-5220	\$2,000.00	L1/5
White, Katherine L.	Nursing Home Med. Aide 5 cr.hr. x (4 students) \$500.00 HELRL-103-LK (6/19/2007-8/21/2007) 0 miles x 0 = 0 11-00-0000-12203-5220	\$2,500.00	L4/15

<b>LOCATION/INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>	<b>SALARY LEVEL/ SEMESTERS TAUGHT</b>
<u>ULYS</u> Pander, Lawrence J.	Hazardous Materials Awareness 2 cr.hr. x (10 students) FIRE-110-UL (7/2/2007-7/23/2007) 0 miles x 0 = 0 11-00-0000-12241-5220	\$750.00	\$1,500.00 L3/29
<b>TOTAL OUTREACH FACULTY CONTRACTS</b>		<b>\$14,510.00</b>	

**GARDEN CITY COMMUNITY COLLEGE  
 PAYMENTS TO OUTREACH COORDINATORS  
 SUMMER SEMESTER 2007  
 Presented to the Board of Trustees  
 August 8, 2007**

<b>Location</b>	<b>Coordinator</b>	<b>Total Student Cr. Hr.</b>	<b>Rate of Pay</b>	<b>Salary</b>	<b>Contract Totals</b>
Dighton/ Healy	Debra D. Dowell	21	\$6.62/cr. hr.	\$ 139.02 <u>200.00</u> Base	\$ 339.02
Lakin	Kellie A. Vandervort	80	\$6.75/cr. hr.	\$ 540.00 <u>200.00</u> Base	\$ 740.00
Leoti	Janis M. Kreutzer	21	\$6.52/cr. hr.	\$ 136.92 <u>200.00</u> Base	\$ 336.92
<b>TOTAL OUTREACH COORDINATOR PAYMENTS</b>					<b>\$ 1,415.94</b>
11-00-0000-42006-5220					

c: BOT  
 Ballantyne  
 Payroll  
 Brungardt

Aug. 1, 2007

**To:** Board of Trustees

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

Separations

Laura Banda, second assistant women's basketball coach, effective July 16, 2007  
Matt Mattox, assistant football coach (part-time), effective July 13, 2007  
David Obermeyer, assistant track coach, effective July 1, 2007  
Maria Elena Stadick, ALC data manager, effective July 13, 2007  
Karen Stange, ALC instructor, effective July 31, 2007  
Rosanne Ramirez, SSS Data Manager, separation effective July 31, 2007  
Buffi Brimm, ALC Instructor, separation effective July 31, 2007  
Janet Coulter, ALC Instructor, separation effective July 26, 2007  
Clete Scheer, Asst. Rodeo Coach, separation effective July 24, 2007  
Dan Linton, Industrial Maintenance Technology Instructor, effective July 26, 2007  
Chanthavy Ratanabouapha, Custodian, effective July 16, 2007  
Sammy Ortiz, Printer Operator, effective July 31, 2007  
Tim Routon, Carpenter, effective Aug. 1, 2007  
Emily Fisher Gough, SWKRPC Office Manager, effective Aug. 10, 2007

Retirements

None to report

Transfers/Promotions

Jayree Lee, Asst. Director – Admissions, effective July 23, 2007

New Hires

Doug Beyer, String instructor, effective Aug. 7, 2007  
Cliff Dunlap, Asst Track Coach, effective July 19, 2007  
Debbie Dunlap, Accounts Payable Coordinator, effective Aug. 1, 2007  
Marjory Hall, English instructor, effective Aug. 7, 2007  
Eugenia Eberhart, English instructor, effective Aug. 7, 2007  
Liz Sosa, Director of Business Retention (with FCEDC), effective July 18, 2007

Vacancies

Admin Sec – CECS  
Admissions Representative  
Asst. Football Coach, part-time  
Asst. Rodeo Coach  
Carpenter  
Counselor-SSS Advisor  
Custodian  
DBA Programmer  
Groundskeeper  
Industrial Maintenance Technology Instructor  
Network Manager  
Nursing Instructor (1)  
Printer Operator  
Second asst women's basketball coach  
SSS Data Manager  
SWKRPC Office Manager

## PARTIES

This contract is entered into by and between the Local Area I Workforce Investment Board (LWIB) and Local Area I Chief Elected Officials (CEO), 1922 Main, Great Bend, KS 67530 and Garden City Community College (GCCC), 107 Spruce, Garden City, KS 67846.

### A. AGREEMENT

WHEREAS, Garden City Community College is the designated provider of Workforce Investment Act Title IB Dislocated Worker services in the Southwest area of Local Area I; and

WHEREAS, Local Area I Workforce Investment Board and Chief Elected Officials desires to provide additional Rapid Response funds to service eligible dislocated workers in LAI,

NOW THEREFORE, LWIB and CEO and Garden City Community College agree as follows:

1. Covenants of Garden City Community College – GCCC will:
  - a. Provide Rapid Response services to employers who are experiencing lay-offs of less than 30 employees within the Garden City region;
  - b. Report all expenditures as Rapid Response to the Administrative Entity of the LWIB and CEO as required;
2. Covenants of the LWIB and CEO – In consideration for the covenants of GCCC stated above, the LWIB and CEO will provide LAI Rapid Response funds in the total amount not to exceed \$5,000 to provide Rapid Response services in the Garden City One-Stop region.

B. Contract Period. The term of this contract will be from August 1, 2007 June 30, 2008.

C. Record Keeping Requirements. Garden City Community College agree to maintain all records pertaining to this Contract for a period of three (3) years from the latter of: (a) the last day of the contract period or (b) resolution of any audit, litigation or claim.

Garden City Community College shall maintain records which adequately identify the sources and application of funds for activities funded by this contract. Garden City Community College shall ensure that the records systematically assemble information concerning authorizations,



obligations, unobligated balances, assets, liabilities, outlays and income into a balance sheet for internal control purposes.

- D. Assurances. Garden City Community College agree to comply with all assurances under the WIA and pursuant to this contract proposal will be subject to all applicable laws, regulations, policies and procedures.
- E. Consideration/Expenditure of Funds. Garden City Community College will follow all applicable federal and State requirements in the receipt and disbursement of WIA funds necessary to carryout the provisions of this contract. Any expenditure incurred in the delivery of services pursuant to this contract will be necessary and reasonable for the proper and efficient performance and administration of the program and in accordance with OMB Circular A-87. Garden City Community College shall ensure expenditures are allowable and documented and that all funds drawn down from the U.S. Department of Labor and expended under the scope of this contract shall be in accordance with Federal and State policy and procedures. Expenditures shall be reported to the Administrative Entity of the LWIB and CEO on a monthly basis in such a format as prescribed by the Department of Commerce State Fiscal reporting policies.
- F. Assignment. Garden City Community College agrees not to assign this contract or any programmatic substantive work, without the written consent of the LWIB and CEO. In no case will such consent relieve Garden City Community College from any obligation under or change the terms of, this contract.
- G. Independent Contractor. Both parties hereto, in the performance of this contact, will be acting in an individual capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agents of one party will not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever.
- H. Contract Modifications. Modifications to this contract shall be made only in writing and as agreed to by both parties.
- I. Compliance with WIA. Both parties will comply with the WIA, its implementing regulations, and Kansas WIA policies, including those pertaining to reporting.
- J. Termination. This contract may be terminated by either party for default or convenience upon 90 days written notice to the other party. This contract may also be terminated where conditions beyond the control of either party make or render the party or parties unable to perform hereunder.
- K. Nondiscrimination/Equal Opportunity. Both parties will comply with the

following:

- Section 188 of the WIA of 1998, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any program or activity financially assisted by WIA Title I;
- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination in educational programs on the basis of gender; and
- 29 CFR part 37 and all other regulations implementing the laws listed above.

This assurance applies to operation of WIA Title I programs or activities, and to all agreements made by either party to carry out WIA Title I programs or activities. Both parties understand that the United States Department of Labor has the right to seek judicial enforcement of this assurance.

- L. Damages. Appropriate legal remedies, sanctions and penalties may be recovered in the event of violation or breach of the terms of this contract.
- M. Acknowledgement Regarding Fiscal and Administrative Requirements. Garden City Community College acknowledges that it is bound by, and agrees to follow, the uniform fiscal and administrative requirements, the audit requirements, and the applicable allowable cost/cost principles found at 20 CFR 667.200(a) (b) (c).
- N. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions.

Garden City Community College certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency, according to applicable principles found at 20 CFR 667.200(d).

Garden City Community College shall not knowingly enter into any lower tier covered transaction with a person or entity that is debarred, suspended, declared ineligible, or Voluntarily excluded from participation in this

transaction, unless authorized by the United States Department of Labor.

Garden City Community College further agrees that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

- O. Certification Regarding Drug-Free Workplace. Garden City Community College will provide a drug-free workplace by taking the following steps, according to applicable principles found at 20 CFR 667.200(d);
- Publish and give a policy statement to all covered employees informing them that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace and specifying the actions that will be taken against any employee who violates the policy
  - Establish a drug-free awareness program to make employees aware of the following: (a) the dangers of drug abuse in the workplace; (b) the policy of maintaining a drug-free workplace; (c) any available drug counseling, rehabilitation, and employee assistance programs; and (d) the penalties that may be imposed upon any employee for a drug abuse violation;
  - Notify employees that as a condition of employment on a Federal contract or grant, the employee must abide by the terms of the drug-free workplace policy statement; and notify the employer within five calendar days, if he or she is convicted of a criminal drug violation in the workplace;
  - Notify Commerce within 10 days after receiving notice that a covered employee has been convicted of a criminal drug violation in the workplace;
  - Impose a penalty on – or require satisfactory participation in a drug abuse assistance or rehabilitation program – any employee convicted of a drug violation in the workplace; and
  - Make an ongoing, good faith effort to maintain a drug-free workplace by meeting the requirements of the WIA.
- P. Certification Regarding Lobbying. Garden City Community College certifies that no federal funds received pursuant to this contract will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress in connection with the awarding of any federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement, according to applicable principles at 20 CFR 667.200(e).

If any funds other than federal funds have been paid or will be paid to any

person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, a officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance.

The undersigned shall require that the language of this certification be included in the award documents for sub awards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Q. Nepotism. Garden City Community College acknowledges that it understands and agrees that no individual may be placed in a WIA employment activity if a member of that person’s immediate family is directly supervised by or directly supervises that individual, according to applicable principles found at 20 CFR 667.200(g). To the extent that an applicable state or local legal requirement regarding nepotism is more restrictive than this provision, such State or local requirement must be followed.

Signatures.

Garden City Community College

Local Workforce Investment Board

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

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

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

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

## **Local Area I LWIB Agrees to:**

Designate a Regional LWIB Rapid Response coordinator. This person will interact with the State Rapid Response coordinator as the official operational link between KDOC and the LAI WIB for the purpose of this agreement.

Maintain LAI WIB's portion of the state rapid response database.

Develop materials, both printed and electronic, to supplement the state standard rapid response packets, identifying services of the individual One-Stops. The LAI WIB shall develop the materials and submit for reimbursement costs associated with that development. The content of the materials shall be consistent with this agreement and supplemental agreements. Agreement on content by both parties is required. Materials will include translated documents.

Facilitate all rapid response events affecting 30 or more employees. Notify affected One-Stop Operators and partners of a layoff incident. Notification will take place no later than 48 hours of receipt of notice of layoff from the State Rapid Response Coordinator, employer, or other source. The LAI WIB shall coordinate with State and local economic development agencies to determine potential for averting plant closing or layoff. The results of such meetings shall be made available to the State Rapid Response Coordinator. Meeting attendees will be contacted within 30 days of the event to establish need for additional services; referrals to One-Stop partners will be made as needed.

Provide required reports to the State Rapid Response Coordinator within 2 days following on-site visit, including the number of individuals who attended the on-site meeting and customer satisfaction results.

Compile quarterly and annual reports on the effectiveness of the Rapid Response effort in Local Area I based on information collected. The report shall be submitted within 14 days after the end of each quarter and/or year.

Customer satisfaction surveys are to be completed for each layoff incident in which on-site meetings are conducted. The surveys will reflect customer satisfaction with regard to overall effectiveness of the on-site visit. The content of the surveys will be consistent with this agreement and supplement agreements. Employer customer satisfaction surveys will also be completed after each on-site event.

Conduct Rapid Response outreach within each One-Stop area. Design of pamphlets and presentations will be completed and utilized when conducting outreach. The LAI WIB website will include information regarding Rapid Response activity.

Organize and facilitate one job fair in each One-Stop area affected by mass or multiple layoffs.

Enter into agreement with each Adult, Dislocated Worker, and One-Stop Operator providers that illustrates the operational capability to conduct local Rapid Response activities. The content of the agreements will be consistent with this agreement and supplemental agreements. The agreement will be based upon a cost reimbursement structure agreed upon by the LAI WIB and the local providers. The agreement will establish the composition of local response teams, local operational procedures, monitoring procedures and local outcomes and objectives. The Local providers will conduct RR events which affect fewer than 30 employees.

The success of the LAI Rapid Response program relies on the ability to maintain a system to ensure response to employer needs is immediate. LAI will ensure performance through backup and monitoring processes. The LAI Specialist will act as the backup to the LAI Regional RR Coordinator who will act as the backup to the Local RR Coordinators. A systematic monitoring process will also be implemented. The LAI Specialist will monitor at least one RR event each quarter that is coordinated by the LAI Regional RR Coordinator. The Local One-Stop RR coordinated events will also be monitored on a quarter basis by the Regional RR Coordinator.

Specific LAI Rapid Response Regional and Local responsibilities are found in attachment A.

## Local Area I Rapid Response Regional Staff Responsibilities

### Executive Director

- Program Management portion of Rapid Response Contract
- Supervision of Rapid Response Coordinator
- Partner with Kansas Department of Commerce economic development staff on business development projects.
- Negotiate Rapid Response Contract with State and One-Stop Operators
- Attend required meeting

### Specialist

- Fiscal Management portion of Rapid Response Contract
- Monitor Local Area I Rapid Response Coordinator and program for compliance with contract and applicable laws and policies.
- Train Local Area I Rapid Response Coordinator and One-Stop Operators
- Partner with Kansas Department of Commerce economic development staff on business development projects.
- Back-up Regional RR Coordinator
- Attend required meetings

### Regional LWIB Rapid Response Coordinator

- Coordinate all RR activities including:
  - Packet ordering, assembly and distribution
  - Follow-up calls
  - Advertising and Outreach
  - Compiling and distributing additional information for meetings including:
    - Community College
    - One-Stop Partner
    - Community resources
  - Press releases
  - One-Stop Operator activity including:
    - Events and packet distribution
    - Reporting
    - Follow-up
- Facilitate all meetings over 30 employees and other applicable:
  - Pre-meeting duties
    - Contacting employers
    - Arranging presenters
    - Packet assembly
    - Press release placement
  - Post-meeting duties:
    - Compile RR survey totals
    - Send thank you letters and follow-up packets to the employer, all presenters and State RR coordinator
    - Conduct follow-up calls

- Compile employer satisfaction surveys
  - Enter RR activity into Kansas Service Link
  - Complete all RR reports
    - State WARN database entry
    - LAI LWIB and State activity report
    - Participant and employer satisfaction results
- Facilitate all lay-off aversion activities.
- Program outreach
  - Assist in the design and maintenance LAI LWIB Rapid Response website.
  - Assist in the design and creation of Regional RR pamphlets and packet materials.
  - Assist in the design presentation for outreach activities.
  - Contact five employers or employer organizations each month.
- Act as backup to Local One-Stop RR Response coordinators.
- Monitor each One-Stop RR events each quarter.
- Organize annual Job Fair in each One-Stop region.
- Attend Regional RR Conference and all required state meetings.

### **Local Rapid Response Responsibilities**

#### Local Coordinator

- Facilitate all meetings up to 30 employees and other applicable:
  - Pre-meeting duties
    - Contacting employers
    - Arranging presenters
    - Packet assembly
    - Press release placement
  - Post-meeting duties:
    - Compile RR survey totals
    - Send thank you letters and follow-up packets to the employer, all presenters, Regional LWIB Coordinator and State RR coordinator
    - Conduct follow-up calls and report to Regional LWIB coordinator.
    - Compile employer satisfaction surveys
    - Enter RR activity into Kansas Service Link
    - Complete RR report and send to Regional LWIB coordinator.



**LAI LWIB Rapid Response Operating Budget PY2007**

LOCAL WORKFORCE CENTER EXPENSE (\$5,000 per Provider)\*

Salaries	2500
Benefits	460
Supplies and Materials	540
Printing	300
Communication	200
Travel	1000
TOTAL LAI Rapid Response Provider Budget	<hr/> 5000

# Memo

**To:** Carol Ballantyne, PhD  
**From:** Lenora Cook, RN, MSN  
**CC:** Darla Daniels, Judy Crymble  
**Date:** August 1, 2007  
**Re:** KBOR Nursing Equipment Grant

---

The simulation lab orders are nearing completions. I am seeking approval to purchase a pediatric simulator and mobile monitor from Gaumard as outlined in the attached purchase order. The METI bid for a pediatric simulators was significantly higher.

The Gaumard simulator is a new product complete with the latest technology and will be manufactured later this year. The simulator will have basic emergent scenarios such as drowning and electrocution in addition to meningitis and seizures. This new prototype will be wireless and does not require an external compressor to operate, similar to the Noelle birthing simulator.

Noelle and baby Hall are expected to arrive in September. I am still pricing a means of observation and video recording lab sessions for evaluation and feedback to participants. The observation will be the last major purchase from the grant fund.

A meeting will be set with the St. Catherine members of the simulation committee to evaluate progress on the simulation lab and arrange an open house soon. I will contact you after the meeting to keep you apprised of our progress and plans for the open house.

Lenora Cook, RN, MSN

Director of Nursing Education



# PURCHASE ORDER REQUISITION

## GARDEN CITY COMMUNITY COLLEGE

801 Campus Drive Garden City, Kansas 67846 (316) 276-7611

Vendor: Gaumard Scientific Company

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14700 SW 136 Street

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Miami, Florida 33196-5691

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**INSTRUCTIONS:**

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

QUAN.	PART NO.	DESCRIPTION	UNIT COST	EXTENDED
1	S3005	Pediatric Hal, includes a wireless Table PC	\$19,995.00	\$19,995.00
1	S3005EXW	2 year Extended Warranty Covers years 2 and 3	\$ 2,000.00	\$ 2,000.00
1	INS	In-service Training and Installation	\$ 1,500.00	\$ 1,500.00
1	S3005.02	Monitor	\$ 2,995.00	\$ 2,995.00
		Notes: Shipment Via: UPS Ground	\$ 210.00	\$ 210.00
For equipment purchases please indicate equipment location:				
KANSAS SALES TAX EXEMPTION NO. 71-0021 FEDERAL TAX ID NO. 48-0698107			<b>TOTAL →</b>	<b>\$ 26,700.00</b>

Account Number	Amount
22-97-3027-12200-8510	\$ 20,205.00
22-97-3027-12200-6640	\$ 2,000.00
22-97-3027-12200-6020	\$ 1,500.00
22-97-3027-12200-8530	\$ 2,995.00

REQUESTED BY	DATE	DEPARTMENT	BUILDING
Lenora Cook	1 August 2007	Nursing Student Assn.	Penka
Person	Date	Approved	Not Approved
Div. Director			
Dean			
Bus. Mgr.			

# GCCC BID RECORD

Please type or print clearly and neatly

Item(s) to be purchased:

1 EA -# S3005 - Pediatric HAL, includes a wireless Table PC  
1 EA -# S3005 - EXW - 2 YEAR EXTENDED WARRANTY - COVERS YEARS 2 + 3  
1 EA -# INS - IN-SERVICE TRAINING AND INSTALLATION  
1 EA -# S3005 - MOUNTOR / SHIPPING - VIA - GROUND.

## Bidders and amounts:

(1) Company GAUMARD AMOUNT \$ 26,700.00

Address 14700 S.W. 136 St, Miami, Florida 33196-5691

(2) Company NETI AMOUNT \$ 44,194.00

Address 6000 Fruitville Rd, Sarasota, Florida 34232

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

Address \_\_\_\_\_

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

Address \_\_\_\_\_

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

Single source vendor. Please indicate why this is a single source vendor.

## Recommendation of bid to accept:

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

## Reason for selection if not lowest bid:

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

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

## BRIEF BID AMOUNT GUIDE

- \$2,499 and under Bid not required
- \$2,500-\$9,999 Written listing of comparative prices
- \$10,000-\$19,999 Written bids
- Over \$20,000 Contact Business Office

\_\_\_\_\_  
Purchaser's Name (please type or print clearly)

\_\_\_\_\_  
Department/Division/Office

\_\_\_\_\_  
Purchaser's Signature

**Vendor Recommendation for Projectors**—Troxell Communications—We have used Troxell in the past and are well pleased, they are also offer more models in their bid.

**Troxell Communications  
Mountable**

Brand	Model#	Weight	ANSI Lumens	Price	Mount Price	Projector Warranty	Lamp Cost	Lamp Hrs. Rated	
Hitachi	CPX260	6.6	2500	840*	120	3	285	2000	3000 in whisper mode
Hitachi	CPX265	7.2	2500	960	120	3	285	2000	3000 in whisper mode
Hitachi	CPX268	7.2	2500	1190*	120	3	285	2000	3000 in whisper mode
Hitachi	CPX445	8.6	3200	1800*	120	3	375	2000	
Hitachi	CPX505	15.6	3500	2036+	120	3	440	2000	3000 in whisper mode
Hitachi	CPX605	15.6	4000	2545+	120	3	440	2000	3000 in whisper mode

**Portable**

Brand	Model#	Weight	ANSI Lumens	Price	Mount Price	Projector Warranty	Lamp Cost	Lamp Hrs. Rated	
Hitachi	CPX2	3.9	2000	980*	120	3	285	2000	3000 in whisper mode
Hitachi	CPX5	3.9	2500	940*	120	3	285	2000	

\*Case included  
+Case is \$185.

**AOS**

Brand	Model#	Weight	ANSI Lumens	Price	Mount Price	Projector Warranty	Lamp Cost	Lamp Hrs. Rated
NEC	NP40-DLP	??	2200	850	Ceiling 107			

case 149

**Nex-Tech****Mountable Projectors:**

Brand	Model#	Weight	ANSI Lumens	Price	Mount Price	Projector Warranty	Lamp Cost	Lamp Hrs. Rated
Epson	PowerLite 83C	6.4	2200	877.11	Solid 114.75 Suspend 129.52	2 yrs	245.56	3000

## AUGUST 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 # 169782 to Lee Construction for \$10,010.25 for repairs to the athletic training tables and lockers for the women's basketball locker room. A bid sheet was completed for the lockers; no bid sheet was required for the training table repair.
- Check # 170028 to Klotz Sand Co. Inc. for \$11,380.00 for parking lot repairs. A bid sheet was attached indicating single source provider.

#### Payments over \$20,000 not requiring bid sheets

- Check # 169750 to City of Garden City for \$40,942.02 for utilities.
- Check # 170001 to Blue Cross and Blue Shield of Kansas for \$102,873.11 for employee health insurance.
- Check # 170022 to KASB for \$101,918.00 workers compensation insurance premium which was approved by the Board at the June Board meeting.
- Check # 170026 to Keller-Leopold Insurance Agency for \$113,229.00 for athletic insurance which was approved by the Board at the June Board meeting.
- Check # 170038 to Southwest Plains Regional Service Center for \$34,728.00 for annual maintenance on the interactive television (ITV) system.
- Check # 170039 to Tatro Plumbing Co. Inc. for \$26,258.00 for work on the heating project which was previously approved by the Board.



# AUGUST 2007 MONITORING REPORT

## ANNUAL REPORT

### EXECUTIVE LIMITATIONS

#### Treatment of People

#1

ANNUAL

Page 8

**The President shall not operate without procedures which clarify student and staff rules, provide for effective handling of grievances and complaints, and protect against wrongful conditions.**

**CEO's Interpretation and its justification:** The President needs to ensure that policies and procedures are established to handle staff and student grievances and protect both from wrongful conditions.

**Data directly addressing CEO's interpretation:** Administrative policies and procedures have been developed to ensure that staff is aware of rules, how grievances are handled and what to do when encountering wrongful conditions on campus. The Board sees revisions in a monitoring report semi-annually and will approve then annually. State statute requires that they be rescinded and re-approved with revisions, thus taking care of any legal issues regarding policies.

Policies and procedures are examined by College personnel. If changes are needed, the internal governance system studies it and makes recommendations to Cabinet. If the Cabinet agrees at the first reading, it is sent to all staff for questions and concerns and then a 2<sup>nd</sup> reading two weeks later. If it is all approved, it is finalized and sent to all staff and put on the web. If it is not approved, it is sent back to the committee for further revisions.

The staff manual, the student handbook, athletic handbook and catalog are all taken from this document.

The Business Office is in the process of revising their procedures and will be approved this year. Forms for the procedures will also be put on the web.

### EXECUTIVE LIMITATIONS

#### Treatment of People

#2

ANNUAL

Page 8

**The President shall not discriminate against anyone for expressing an ethical dissent.**

**CEO's Interpretation and its justification:** The President shall set up a system to ensure that no one is discriminated against for expressing an ethical dissent.

**Data directly addressing CEO's interpretation:** The Human Resources Office works with all questions of discrimination and has not received any complaints. The Internal Governance system was set up to allow everyone to be able to express opinions and views on the workings of the College.

**EXECUTIVE LIMITATIONS****Treatment of People****#3****ANNUAL****Page 8****The president shall not withhold a due process procedure from faculty.**

**CEO's Interpretation and its justification:** Due process shall be established for the faculty by the negotiated agreement and the president will ensure that personnel adhere to the procedure.

**Data directly addressing CEO's interpretation:** The President has established the Human Resources Office as the office that works with the appropriate Dean and the faculty member to ensure that the due process is followed.

**EXECUTIVE LIMITATIONS****Treatment of People****#4****ANNUAL****Page 8****The president shall not withhold an appeal process from staff and students.**

**CEO's Interpretation and its justification:** The President shall ensure that the appeal process is available to everyone.

**Data directly addressing CEO's interpretation:** No student or staff member has been denied due process this past year. The expanded job description of the Human Resources Officer includes keeping our procedures consistent and allowing everyone due process.

**EXECUTIVE LIMITATIONS****Treatment of People****#5****ANNUAL****Page 8****The President shall not prevent faculty from grieving to the Board when internal grievance procedures have been exhausted.**

**CEO's Interpretation and its justification:** The President shall allow faculty access to the Board of Trustees if the grievance procedure has been exhausted.

**Data directly addressing CEO's interpretation:** No faculty member has asked for access to the Board when the internal procedures have been exhausted.

**EXECUTIVE LIMITATIONS****Treatment of People****#6****ANNUAL****Page 8****The President shall not fail to acquaint students and staff with their rights and responsibilities.**

**CEO's Interpretation and its justification:** The President shall ensure that staff and students are acquainted with their rights and responsibilities.

**Data directly addressing CEO's interpretation:** The rights and responsibilities of students, staff, student athletes and student activities are covered in the GCCC catalog, student handbook, on the web, staff handbook, activity handbook and athletic handbook. All offices that deal with student complaints remind students of the process if they have concerns. Staff has access to the employee manual, faculty manual, adjunct faculty manuals and the negotiated agreement.

**EXECUTIVE LIMITATIONS**

**ANNUAL**

**Treatment of People**

**#Preamble**

**Page 8**

**With respect to treatment of students, staff, volunteers, and the community, dealings shall not be inhumane, unfair, or undignified.**

**CEO's Interpretation and its justification:** The President shall ensure that people are treated in a humane, fair and dignified way.

**Data directly addressing CEO's interpretation:** I have no concerns about the treatment of people. We are trying to find methods to recognize people more and let them know they are appreciated and doing a good job. We will continue to work to try to make people feel valued.



Dear Carol & Board of  
Trustees,

Thanks so much for  
the memorial. Your kind-  
ness & thoughtfulness are  
truly appreciated,  
especially at this time.

Sincerely,  
Wend Peterson

SCCC Student Support  
Services

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

Marilyn Peterson

# THANK YOU

Dear Dr. Ballantyne, Mrs Crist, and Ms. Mckinley,

Thank you for having us and telling us about the college. We really enjoyed having you speak with us. We hope that you like our brochure that we made for the college. Thank you for answering all our questions. They really helped us in making the Brochures.

Sincerely,  
~~Deon~~ Elizabeth V.  
Veronica S.

*Elizabeth V.*

Grant B

Joe A

Aector Marking

Dylan Pittib

Mania Martinez

Emilio T

GCCC Educational Talent Search

Dale Bolton

**From:** Andrea Smith [asmith@garden-city.org]  
**Sent:** Tuesday, July 03, 2007 11:02 AM  
**To:** Dale Bolton  
**Subject:** intern  
**Attachments:** image002.jpg

Dr. B -  
 FYI - A note  
 about one of  
 our Upward Bound  
 students - Johanna  
 Baer - her Dad  
 has been in ESC  
 also. Debbie

Dale,

I wanted to drop you a line and let you know how impressed I have been with Johanna's work here at the zoo. She has kept herself busy and has been willing to try/do anything we have asked of her. She is easily the best intern I have worked with since starting here.

-Andrea



Andrea C. Smith  
 Curator of Education  
 Lee Richardson Zoo  
 312 E. Finnup Drive  
 Garden City, KS 67846  
 (620) 276-1250  
[www.garden-city.org/zoo](http://www.garden-city.org/zoo)

ACCREDITED BY THE  
 ASSOCIATION  
 OF ZOOS

## **Incidental Information**

### **August, 2007**

One of the responsibilities of being the One Stop Operator for a thirty-two county service area is to provide **Rapid Response services to employers** who are experiencing lay-offs of less than thirty employees. Rapid Response funds provide services such as providing job search workshops, coordinating on-the-job training, providing relocation funds, and enrolling employees in training. Those who enroll in training are eligible to receive funds to cover transportation, tools, uniforms, or other instructional materials. During the 2006-07 grant year, Rapid Response services were provided for employees of NACO in Garden City, Yellow Book in Spearville, and Purina Foods in Leoti. In addition, our case managers continue to travel to Greensburg twice each week to provide Rapid Response services to approximately 800 dislocated workers and their employers.

**A 2003 Ford Escape was donated by Ford Motor Company** to the Automotive Technology instructional fleet. This vehicle will be used to support learning across the program's curriculum. Rob Schreiber is pleased since this vehicle represents the vintage that students will find out in the workplace. There is some flood damage to the electronic systems so advanced automotive students will be troubleshooting repairs during the fall semester.

While they search for a new EMST instructor/coordinator, **Dodge City Community College has requested that we provide our EMT-Basic and EMT-Intermediate** fall semester courses to students within their service area. The didactic portion of both courses will be offered via Polycom distance learning technology with hands-on labs offered on the GCCC campus.

The 2007 GCCC **Paramedic class** was privileged to attend a **week long clinical at Kansas Heart Hospital (KHH)** during the week of July 23-27. Bill Young, the new Paramedic instructor, spent the week with the students in Wichita. What made this week even more special was the fact that this was the first group of paramedics that have ever been invited to take part in clinicals there. In Bill's 30 plus years as a paramedic, he has never seen students given the kind of access to a clinical facility as he observed while at KHH. The areas that each student spent time in were: **Intensive Care Unit, Intermediate Care Unit, Cardiac Catheterization, Surgery and Lab/Electrophysiology Studies Lab**. Each student spent one day in each of the above departments with the fifth day in a department of their choice. While there they observed coronary artery bypass surgery, angioplasties, stent (coronary and femoral artery) placements, plaque removal from the femoral artery, intubations, and intensive care of post operative bypass patients. At one point during an open heart surgery, the surgeon asked the anesthetist to step to one side so the student could see the procedure from a more advantageous position. Another cardiologist called a student over during a plaque removal procedure from the femoral artery and handed him that plaque. He asked the student what it felt like and his reply was, "It feels like a rock. I am going on a diet!"

The students were told prior to going, that for all means and purposes, they were on observation as well to see if future classes from GCCC and other programs would be allowed to attend clinicals at KHH in the future. They did not let us down. In all aspects of their attitude and behavior they were more than professional. A nurse working in the Intermediate Care Unit, made this statement about the students, "We have had medical students, nursing students and physician assistant students rotate through here over the last eight years. In all that time I have never enjoyed a group of students more than your paramedic students. They were enthused, engaged and eager to learn. If I needed something done, I only had to ask them and they completed the job with enthusiasm."

## **We can be proud of this class!**

A special thank you to Brad Sisk for all of the work that he did to set up this new partnership and then to work out the details to make it happen. A big **thank you to Dr. Lauren Welch for providing scholarship funds** to offset expenses for the Paramedic students while they participated in this *first ever* opportunity!

The **SCCC Respiratory Therapy partnership program will be launched during the fall semester** with one student enrolled and receiving the didactic portion of the program using Polycom distance learning technology on the GCCC campus. This program uses the GCCC Paramedic program delivery model that was initiated in 2004.

On July 12<sup>th</sup> Financial Aid gave a **tour of GCCC to 24 Big Brother & Big Sister** children and 2 counselors. Heather Carver and Darrin Hammond, the Big Brother & Big Sister counselors asked us to do a presentation for them on Tuesday, July 17<sup>th</sup>. Financial Aid also gave a presentation to 27 children at their East Garden Village location.

**Andrew Chavez, Justine Elad** and **Kimberly Rutherford** have each received a \$1500 USA Funds Access to Education scholarship for 2007-08. All three students are from Garden City; Andrew is a computer science major, Justine is a pre-nursing major and Kimberly is a nursing major starting her first year in the ADN program. **Marelle Lepmets**, GCCC sophomore student from Tallinn, Estonia, has received a \$1,000 Datatel Scholars Foundation scholarship for 2007-08. Marelle, a pre-physical therapy major, is a member of the GCCC Volleyball team.

**Kayla Hurley**, GCCC sophomore student from Garden City, is the recipient of a \$1,000 Coca-Cola Scholarship. She is one of 350 two-year college students who have demonstrated academic success and participated in community service within the past 12 months. The award is made possible through the Coca-Cola Scholars Foundation Awards. Kayla is a member of the GCCC meats judging team and is a GCCC Presidential Scholar for the second year.

**Hector Moncada**, 2007 GCCC graduate student for Garden City, has been awarded a DeVry University's Community College scholarship. This scholarship is valued at up to \$6,000 (\$1,000 per semester tuition) for any full-time bachelor's degree program offered at DeVry. Hector will be attending DeVry University at Kansas City, MO and will be majoring in Computer Science. Hector was enrolled at GCCC from fall, 2001 through fall, 2003. He later attended Highland Community College during spring, 2005. He returned to GCCC for the spring, 2007 semester and completed graduation requirements. He graduated, with honors, in May, 2007 with an Associate in General Studies degree with a major emphasis in Computer Science.

The **Comprehensive Learning Center** has officially received confirmation from the College Reading and Learning Association that our **Tutor Training program is re-certified for the next five years**. Previously, we have been certified at Level I Regular Tutor and Level II Advanced Tutor status. In April of 2007, Janice Urie applied for recertification of Levels I and II and also applied for the highest level of certification, Level III Master Tutor. A student who spends three semesters as a CLC tutor will likely complete the rigorous requirements to be a Master Tutor. GCCC will soon be awarding the first of what Janice expects to be many prestigious **Master Tutor Certifications!**



Business and Industry Institute trained 31 employees at the Brookover Feedlots in Language Training, 8 people in MicroSoft Word, largely attended by the GC Police Department staff., developed with Sunflower Energy Corporation to train a new safety director in forklift Train the Trainer, partnered with the Chamber of Commerce and SBDC to present a Customer Service program to 12 business people. We are currently working with Finney County Economic Development to introduce Key Train – Career Skills series in September.

**Project Destiny** has received funding for next year through KSU. Our first year will end Sept. 30<sup>th</sup>. The first group of HEP students from the area (Ulysses, Scott City and Lakin) will graduate this month. Our site in Scott City has grown and we are expecting to have more students enrolled in our program next semester. Itzel Rodriguez and former student Miguel Rodriguez have recorded an ad for the Spanish Radio Station, La Nueva, promoting classes and programs at GCCC. This ad will run throughout the semester.

**Bryan Education Center** finished the third session of Kids' College with three classes and 19 participants, generating \$492 in fees. On the final day of the fishing class, students were driven to Scott State Lake. Most everyone caught a fish which made the event quite successful. Overall, 2007 summer Kids' College program registered 46 students, an increase of 16 participants from 2006 along with 11 classes in comparison to 7 in 2006. The **BEC's Advisory Committee** held their annual luncheon meeting with Mary Olson and Kevin Brungardt attending from campus.

Larry Watson, Det. II Garden City Police Dept, and Lois Limes, **Southwest Kansas Regional Prevention Center**, did a presentation on methamphetamine and the effects on children living in a drug-endangered environment. The event took place at the Senior Center before a small group of people who have experienced, first-hand, the devastating effects of meth on their families. The prevalence of "grandparents raising grandchildren" is becoming more common across Kansas and the United States as they are reluctant to see their grandchildren end up in the foster care system because of their parent's meth addiction.<sup>(1)</sup> Even though "meth lab" statistics have dropped significantly due to the pseudoephedrine laws that have been passed that require purchases to be made through a pharmacist with identification and signatures, there are still many people who are addicted and continue to purchase meth that is trafficked in. As a result, children continue to suffer neglect and abuse.

(1) More Grandparents Filling in for Meth-Addicted Parents, November 10, 2005

<http://www.jointogether.org/news/headlines/inthenews/2005/more-grandparents-filling-in.html>

Becky Thomas has trained a total of 29 **LifeSkills Training presenters** representing organizations from Dodge City, Garden City, Hays, Holcomb, Larned, Liberal, Pratt, Sublette, and Tribune. Ten more are registered for training in August.

**Kids' College** wrapped up and we had a total of 200 enrollments and 38 classes. All of the evaluation forms came back positive. We will send out an evaluation form to the parents to get feedback from this year as well as get ideas for next year.

College for Life, with **Mosaic** clients, is still happening and this month we had a class called Gettin' Muddy. This is a clay and sculpture class that is being taught by Hallie Harness and we have a total of 10 participants. We have one more class scheduled before we roll out the schedule for the fall. Dress for Less will happen at the end of September.

Along with the College for Life schedule, we are working on rolling out the Fall CECS schedule. Right now we have scheduled 30 classes for the fall. We will be offering courses from “Across the Border” to “What Wines?” This fall will also bring a push for new recruits in both Finney County Young Professionals and the Broncbuster Senior Club.

Nine of the 10 Upward Bound high school graduates enrolled in the **Upward Bound Summer Bridge Program**. They completed a total of 49 credit hours. For eight of the students the classes were their very first college course. Nine have enrolled in college for the fall semester. Seven will attend Garden City Community College, one will attend Dodge City Community College (volleyball scholarship), and one is enrolled at Fort Hays State University.

24 Upward Bound students participated in a very successful **six-week program study** the theme of water. Twenty of the students as well as 4 bridge students went on the seven-day trip to the Texas Gulf coast which was the culminating activities for our “Water Research”. Some of the highlights of the trip included taking water samples and investigating animals found in the gulf on the University of Texas Research Vessel the “Katy; completing the Living Aboard program on the U.S.S Lexington; studying population on the shores of Padre Island; and participating in programs at the Texas Aquarium.

Another **Upward Bound alumnus** has completed a Bachelor’s degree. Douglas Baier, a 2003 graduate of Holcomb High School, graduated Summa Cum Laude from Kansas State University with a degree in Human Resources Management.

Three Talent Search Students participated in a 2 week course taught by staff member, Tessy Thykkuttathil on **Increasing your reading speed and comprehension** for students 6<sup>th</sup> through 8<sup>th</sup> grade. Eleven participated in the **Think Quest Web Design** contest for High School Students. It is a program in which the students work as a team using Dreamweaver, Flash, Photoshop and other technology to develop an original web design based on a topic of their own choosing. The topics include Against Animal Abuse, Virtual Surgery, Modern Fashion, and The Holocaust. The seminar was taught by staff member, Amy Heinmann with assistance from Upward Bound student, Long Tran.

Of the **fifty-four Educational Talent Search Graduates** (including GED and alternative school graduates) from Garden City, twenty nine will attend Garden City Community College, 2 will attend Kansas State University, one will attend Wichita State University, one will attend Johnson County Community College and one will attend Washburn. The scholarship totals for these students are \$52,014 and still counting.

Kansas Small Business Development Center activity has included **four large federal reports** as well as six seminars and our usual client activity. We sponsored the KS Dept. of Revenue seminars in Liberal, Garden City and Dodge City and Pat presented a Customer Service seminar for a Chamber of Commerce and B&I program. Cristina participated in a Train the Trainer workshop on QuickBooks in Wichita.

Our ongoing work in **Greensburg continues** with a consultant from the WSU KSBDC handling the bulk of the consulting for now on an emergency funding grant. Our state office has applied for an SBA portability grant that would give us 2-3 years of funding for a fulltime position there. At that

point, the consultant would become an employee of the GCCC KSBDC and the grant funding would flow through our office.

Following the KS Cavalry encampment in June, Pat Veasart was named as the **new Deputy Regional Commander for Region V**, serving under Barbara Orringderff. She will represent GCCC and the KSBDC in this group of economic development professionals.

The Adult Learning Center offered **intensive ESL and GED classes** for the month of July. This is the first time that we were able to offer classes in July. These classes allowed students an opportunity to continue with their goal to learn English and to obtain the GED and incorporate to the college in the fall session.

The ALC received the application for the CIVICS grant due September 4<sup>th</sup>, 2007.

ESL program is serving 90+ students in summer session.

GED program serve 40+ students in the summer session.

Thanks to the collaboration from the Migrant Family Literacy Program, we were able to provide transportation to the students who needed it and educational activities for their school age children.

The Adult Learning Center partners with USD #457 for the program on the **Migrant Family Literacy Program. Community** Computer Center in East Garden Village is up and running. We have a volunteer who will be available to monitor our computer center for those in the community who wish to use the computers. The computers are all networked, which makes it easy to get going again should one go down, and they all have Internet capabilities.

We have completed a **successful summer program** at both our Buffalo Jones (which has been housed at the Penka building for the summer session), and our East Garden Village sites.

At our East Garden Village site we provided accommodations for the new Migrant Student Summer School Project, which was very successful. The program ended on July 20, 2007 with a wonderful PowerPoint presentation for the parents, which was prepared by a high school student volunteer who has helped us out this summer. We have had a good turnout for both sites this summer for both adult ESL students and those from birth through school aged students.

Capitol Office

State Capitol, Room 392-E  
Topeka, Kansas 66612-1504  
(785) 296-2497

15th District Office

304 North Sixth Street  
P.O. Box 747  
Independence, Kansas 67301-0747  
(620) 331-1800



**Senator Derek Schmidt**  
**Majority Leader**

Committee Assignments

Chair: Confirmation Oversight  
Vice Chair: Assessment & Taxation  
Organization Calendar & Rules  
Member: Judiciary  
Agriculture  
Legislative Post Audit

Message Only (800) 432-3924  
Fax: (785) 296-6718  
Email: schmidt@senate.state.ks.us

**TO:** Sheila Frahm  
**FROM:** Senator Derek Schmidt *DS*  
**DATE:** July 6, 2007  
**RE:** Responses to Community College Deferred Maintenance Questions

\*\*\*\*\*

I have attached a document which contains questions raised at the Arkansas City meeting of community college finance directors regarding the recently passed deferred maintenance plan. Answers were received from the Kansas Department of Revenue as well as the Office of the Revisor of Statutes. Each answer cites the source of the information. I hope that this information is helpful to you and the community colleges which you represent. Thank you for your work on this issue.

**1. Are "capitol improvements" for community colleges defined in statute? Are items such as furniture or computers/technical equipment able to be purchased with revenue raised from the tax credits?**

Kansas Department of Revenue (KDOR) Response:

Upon receipt of contribution to a community college, the treasurer of the community college shall deposit such contributions to the capital outlay fund of such community college established as provided by K.S.A. 71-501a. Expenditures from such fund shall be made for the purposes described in subsection (a) of K.S.A. 71-501, except that expenditures shall not be made from such fund for new construction or the acquisition of real property for use as building sites or for educational programs.

K.S.A. 71-501(a) provides, "the board of trustees of any community college is authorized to make an annual tax levy for a period of not to exceed five years of not to exceed two mills upon all taxable tangible property in the community college district for the purpose of construction, reconstruction, repair, remodeling, additions to, furnishing and equipping of community college buildings, architectural expenses incidental thereto, and the acquisition of real property for use as building sites or for educational programs. No levy shall be made under this section until a resolution authorizing the levy is passed by the board of trustees and published once each week for three consecutive weeks in a newspaper having general circulation in the community college district. The resolution shall specify the mill rate of the tax levy and the period of time for which the tax levy shall be made under authority thereof. After adoption of the resolution, the levy may be made unless, within 60 days following the last publication of the resolution, a petition in opposition to the levy, signed by not less than 5% of the qualified electors of the community college district, is filed with the county election officer of the county in which the main campus of the community college is located. If a petition is filed, the levy shall not be made without the question of levying the same having been submitted to and approved by a majority of the qualified electors of the district voting at an election called for that purpose or at the next general election. If a petition is filed and no election is held, a new resolution authorizing a levy for the purposes specified in this section may not be adopted for a period of one year after the filing of the petition."

KDOR can only assume that the reference to K.S.A. 71-501(a) in HB 2237 was to allow expenditures from the capital outlay fund for the purpose of construction, reconstruction, repair, remodeling, additions to, furnishing and equipping of community college buildings and architectural expenses incidental thereto, but not for the new construction or the acquisition of real property for use as building sites or for educational programs.

To answer your question, yes, things like furniture, or computers/technical equipment, property that is furnishing and equipping your community college facilities may be purchased from the capital outlay fund of the community college.

1

**2. Can the bonding be used for new buildings or purchase of land? How does this fit with the tax credits since the credits cannot be used for new buildings and purchase of land?**

Revisor of Statutes Response:

The moneys may be expended on infrastructure improvement projects. See the definition below from HB 2237:

Sec. 9. (e) (1) "Project" or "infrastructure improvement project" means the maintenance, repair, reconstruction, remodeling or rehabilitation of a building located at a postsecondary educational institution, any additions to a building, any utility system and other infrastructure relating to such building, any life-safety upgrades to such building, any improvements necessary to be made to such building in order to comply with the requirements of the Americans with disabilities act or other federal or state law.

(2) "Infrastructure improvement project" shall not mean:

(A) The new construction of buildings;

(B) the maintenance, repair, reconstruction or rehabilitation of any building used as an athletic facility that does not directly support the delivery of academic pursuits; or

(C) the maintenance, repair, reconstruction or rehabilitation of the residence of the president or chief executive officer of a postsecondary educational institution.

In most instances, I think the money could not be expended to acquire land. The only situation that I can think of under which it might be possible is if the institution had to acquire land for the purpose of the addition to a building or related infrastructure and utilities and that land is not located on the campus of an institution. Even in that case, I would be hesitant to use this money to acquire land. I think the legislative intent was to provide funding for buildings not land acquisition.

**3. Are there any restrictions on community colleges regarding athletic facilities or Presidents' residences?**

Revisor of Statutes Response:

Community colleges are subject to the same restrictions relating to the prohibition on the expenditure of bond moneys on athletic facilities and the residence of a president of a facility. See the definition above.

**4. Bonding limit -- how will the bonds be allocated between schools? Is Washburn included in our bonding funds?**

Revisor of Statutes Response:

Washburn is included in the bonding program along with technical colleges and community colleges. There is a \$20,000,000 annual limit and an overall limit of \$100,000,000 for the program. No institution may receive more than \$15,000,000 under the program.

**5. Some financial officers didn't know about a July 25 meeting at KDOR. Is there any information we can pass along to them?**

2

KDOR Response:

We have sent a letter to each community college president, postsecondary educational institution president and technical college president as well as questions and answers that have been developed to date.

**6. A good question came regarding accountability - what type of records will need to be kept on the use of bonding authority or tax credits? Will KDOR be working with community colleges or universities to determine the necessary procedures for accountability?**

KDOR Response:

KDOR can address the records that will need to be kept regarding the tax credits. At this time, KDOR is suggesting that all paperwork for the tax credits come through the educational institution to the Department of Revenue. The Department will review the check to ensure that the contribution is made out to the correct fund and will issue a tax credit certificate upon approval back to the educational institution to give to the contributor.

Revisor of Statutes Response:

The provisions of HB 2237 relating to bonding (Sections 8-12) provide that the program will be administered by the state board of regents, but the bonds are issued by the Kansas Development Finance Authority (KDFFA). Applications for loans (which are funded by the bonds proceeds) are submitted to the board in the manner and form required by the board. There is not the same degree of oversight by the joint committee state building construction under the bond program as there is under the other program established in the bill, but the board is required to submit a report to the joint committee and the governor.

The board is going to meet with the joint committee some time in July to determine what information the joint committee wants to be provided under both programs. I imagine that the board and KDFFA also will meet to determine what information the Authority needs so that the loan applications will contain the correct information.

**7. What effect do the new bonding funds have on current bonding limits for each college?**

Revisor of Statutes Response:

The bonded indebtedness limitation in KSA 71-201 applies to general obligation bonds issued by community colleges. The section is not applicable to these bonds and these bonds are not included in the calculation of bonded debt of a community college. The bonded indebtedness limitation in KSA 13-13a23 applies to general obligation bonds issued by Washburn University. It is not applicable to these bonds and these bonds are not included in the calculation of bonded debt of Washburn University. Technical colleges have no authority to issue bonds so there is not debt limit issue.

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POSTSECONDARY EDUCATIONAL INSTITUTION FINANCE PROGRAM

As Authorized pursuant to Substitute for Senate Substitute for  
House Bill No. 2237  
Sections (8) through (12)  
of the  
2007 Kansas Legislative Session (the "Act")

SUMMARY OF KEY PROVISIONS OF THE ACT:

- "Postsecondary Educational Institution" or "Institution" ("PEI") is defined to mean Washburn University and any Community or Technical College as those entities are defined and designated by statute. [New Sec. 9(b)]
- "State Board" is defined to mean the State Board of Regents. [New Sec. 9(a)]
- "Project" or "Infrastructure Improvement Project" are defined to mean the maintenance, repair, reconstruction, remodeling or rehabilitation of a building located at a postsecondary educational institution, any additions to a building, any utility system and other infrastructure relating to such building, any life-safety upgrades to such building, any improvements necessary to be made to such building in order to comply with the requirements of the Americans with disabilities act or other federal or state law. [New Sec. 9(e)(1)].
- Postsecondary Educational Infrastructure Finance Program (the "Program") means that program as authorized pursuant to the Act. [New Sec. 8 and Program defined in New Section 9(g)]
- "Infrastructure Improvement Project" shall not mean:
  - (A) The new construction of buildings;
  - (B) The maintenance, repair, reconstruction or rehabilitation of any building used as an athletic facility that does not directly support the delivery of academic pursuits; or
  - (C) The maintenance, repair, reconstruction or rehabilitation of the residence of the president or chief executive officer of a postsecondary educational institution. [New Sec. 9(2)]
- The Postsecondary Educational Institution Infrastructure Finance Program shall be administered by the State Board, and applications for financing shall be submitted as provided by the State Board. [New Section 10(a)]



- 
- Any PEI may apply for a loan under the Program. [New Sec. 12(e)]
  - When approving applications for financing under the Program the State Board shall take into consideration the need for the project and the financial ability of the institution to meet its obligation if the application is approved. [New Sec. 10(a)]
  - Kansas Development Finance Authority ("K DFA" or the Authority) is authorized to issue bonds to finance the costs of the Program projects [New Sec. 12(a)(1)]

(Note: the bonds will not be characterized as bonds of a particular PEI, but as bonds of the Authority; obligations will be treated as loans to the PEIS).

- The aggregate amount of bonds issued pursuant to the Act shall not exceed \$100,000,000 [New Sec.12(a)(1)]
- The aggregate amount of bonds issued in a single fiscal year shall not exceed \$20,000,000 [New Sec. 12(a)(1)]
- The aggregate principal amount of bonds issued to finance projects at a single PEI shall not exceed \$15,000,000 [New Sec. 12(b)]
- Debt service for any bonds issued shall be paid by appropriations of moneys from the State General Fund, and payments of principal and interest on the bonds shall be further supported from any other moneys as may be made available by law or from the PEIs in amounts sufficient to pay the principal and interest on the bonds until the bonds are fully paid. [New Sec. 12(a)(1)]
- The State Board is authorized to enter into loan agreements with a PEI to provide for *payment of principal* on the bonds. [New Sec. 12(a)(1)]
- The date of maturity on the bonds may not exceed eight years from the date of issuance. [New Sec. 12(c)]
- The first payment of principal and interest on any bonds issued during fiscal year 2008, shall not be made prior to July 1, 2008. [New Sec. 12(f)]
- The Secretary of Administration may enter into pledge agreements with the State Board and K DFA to pledge moneys for the payment of any bonds issued. [New Sec. 12(d)]
- Sunset: No bonds shall be issued pursuant to the Act after June 30, 2012 [New Sec. 12(a)(2)]

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## POSSIBLE PEI INFRASTRUCTURE FINANCE PROGRAM STRUCTURES IN ACCORDANCE WITH THE ACT

(These are hypothetical Program structures intended just to illustrate basic borrowing program models; as we further understand PEI borrowing needs, and have a chance to discuss with various Finance Professionals, these may be refined or supplanted entirely by another structure or structures which K DFA & BOR may ultimately determine are best suited for the Program.)

### Option 1: PMIB Private Placement Program

- K DFA will work with the State Board and the Pooled Money Investment Board ("PMIB") to develop a Postsecondary Educational Finance Program whereby PMIB serves as the primary (or sole) Lender.
- The State Board will develop the loan application documentation and process (K DFA will assist as requested).
- K DFA and its Bond Counsel, Gilmore & Bell, ("Bond Counsel") and the State Board, (collectively, the "Parties") will develop the loan documentation necessary to facilitate the loans.
- The PEIs will submit loan applications to the State Board.
- The State Board will submit the applications to K DFA for financing.
- K DFA will work with the Parties to finalize the loan or pledge agreements securing debt service revenues and other documentation for a particular loan or series of loans.
- A Bond to finance the loans will be placed with PMIB either at a rate negotiated in advance as a Program Rate, or at a rate to be determined in accordance with prevailing market conditions at the time of the Bond issuance.

### ADVANTAGES OF OPTION 1:

- Streamlined documentation and process
- Flexible borrowing schedules (e.g., if one PEI is ready to borrow and no others are, we can place one loan at a time)
- Low costs of issuance
- Avoids need for credit enhancement or bond insurance

- 
- Avoids need to structure a market transaction or to obtain bond ratings from one or more of the rating agencies
  - Short non-traditional amortization constraint lends itself to a private placement format (may be limited market for such short term securities)

#### DISADVANTAGES OF OPTION 1:

- Limits market competition for bonds; rates may be higher than market transactions
- Ties up State funds in some amount of PEI loans

#### OPTION 2: Composite Bond Market Transaction

- Same or similar application and loan documentation process as set forth in first six bullets of Option 1
- K DFA, Bond Counsel, Underwriter and the State Board would work with the PEIs to structure a Program whereby one or more bond issues which would be comprised of multiple PEI projects, could be brought to the market as a composite (pooled) transaction in one or more sales over the life of the Program as bond issues of at least \$5 to \$20 million per transaction.

#### ADVANTAGES OF OPTION 2:

- Larger bond issues allow for public sale, generate more market interest and therefore, more rate competition (lower cost of borrowing)
- Pooling projects allows the costs of issuance to be spread across the transaction resulting in lower costs
- Requires fewer resources from an administrative standpoint to work on a larger composite transaction than 10 or 12 individual deals

#### DISADVANTAGES OF OPTION 2:

- Causes PEIs who are ready to move forward with projects to wait a bit for other PEIs to catch up so that their projects may be included in the same financing.
- It is possible that Bond Anticipation Notes ("BANs") could be placed for those PEIs who are ready to move forward with projects and funding; the BANs could then be rolled into the larger bond issue when the transaction is

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ready. The short amortization clock would start ticking though at the time the BAN was placed—which might create additional marketing challenges for the Bond transaction.

### OPTION 3: Primary Lender Private Placement Program

- Again, same or similar application and loan documentation process as set forth in first six bullets of Option 1
- K DFA, Bond Counsel and an Underwriter or Financial Advisor work to identify a bond purchaser who would be willing to serve as the Primary (or sole) Program Lender (“Lender”)
- Essentially, a private placement structure, whereby K DFA and the State Board could place one or more loans at a time with the Lender at either a pre-set rate, market index tied rate, or negotiated rate from transaction to transaction.

### ADVANTAGES OF OPTION 3:

(Essentially similar structure as outlined in option 1—just translated to a private 3<sup>rd</sup> party lender)

- Streamlined documentation and process
- Flexible borrowing schedules (e.g., if one PEI is ready to borrow and no others are, we can place one loan at a time)
- Low costs of issuance
- Avoids need for credit enhancement or bond insurance
- Avoids need to structure a market transaction or to obtain bond ratings from one or more of the rating agencies
- Short non-traditional amortization constraint lends itself to a private placement format (may be limited market for such short term securities)

### DISADVANTAGES OF OPTION 3:

- Limits market competition; rate may be higher than if, especially, larger transactions might be structured and sold at public sale.
- Lender may require certain covenants that are onerous

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#### OPTION 4: Hybrid BAN/Bond Program

- Same or similar application and loan documentation process as set forth in first six bullets of Option 1.
- Some combination of the above Options, whereby a Program is developed which utilizes both BANs and Bonds. Some entities may wish to borrow smaller amounts payable over relatively short periods of time, and may be best served through a short term privately placed debt instrument; others with larger borrowing needs may be best served by a more traditional bond structure (especially if the bond maturity could be extended beyond the current 8 year limitation).

Advantages and Disadvantages as outlined in prior Options.

## Garden City Community College NationJob Tracking Report June 2007

Run date & time: 7/2/2007 8:39:49 AM					
Garden City Community College - Time Period: 6/1/2007 to 6/30/2007					
Job ID	Title	Started	Ended	Views	URL
GCCC53	Nursing Instructor	2/28/2007		293	9
GCCC55	EMST Coordinator/Instructor	2/28/2007	6/5/2007	45	0
GCCC61	Programmer/Analyst / Information Technology	3/27/2007		114	0
GCCC65	Strings Instructor	5/1/2007	6/15/2007	43	2
GCCC66	One-Stop Case Manager	5/15/2007	6/22/2007	186	7
GCCC67	Counselor/Student Support Services Advisor	5/22/2007		397	4
GCCC68	English Instructor / Humanities Division	5/22/2007	6/15/2007	177	5
GCCC69	Foreign Language Instructor / Humanities Division	5/22/2007		296	6
GCCC70	Accommodations Coordinator-Counselor	5/25/2007	6/22/2007	363	9
GCCC71	Volunteer - Assistant Women's Volleyball Coach	6/5/2007		115	1
GCCC72	Accounts Payable Coordinator - Business Office	6/8/2007		280	8
GCCC73	Groundskeeper	6/8/2007		210	5
GCCC74	Director of Business Retention	6/22/2007		110	4
GCCC75	Information Technology Intern	6/22/2007		90	1
GCCC76	Network Manager	6/26/2007		48	1
GCCC	Garden City Community College (Profile)	4/7/1997	2/28/2008	63	
<b>Job Count = 15 / Totals:</b>				<b>2830</b>	<b>62</b>

August 1, 2007

Mr. Jeff Baltz  
Technical Service Manager  
Ford Customer Service Division  
8000 Centerview Parkway  
Cordova, TN 38018

Dear Mr. Baltz:

Garden City Community College is proud of its partnership with Ford Motor Company and is pleased of its history as a Ford MLR school.

Located in rural western Kansas, GCCC has a well established NATEF certified program that is part of the Career Learning System of Finney County, a local community college/public school grades 11-14 tech prep consortium. The program provides seamless programming for area high school and postsecondary students who are interested in developing and/or advancing their Automotive Technology skills. An active and advisory committee provides positive input and support to the program.

The availability of the Ford web-site, web-based testing, state-of-the art training aids, and professional development for instructors have provided resources that are essential to the preparation of well-qualified technicians.

The GCCC Automotive Technology program strives to produce graduates who have the diagnostic and troubleshooting skills to achieve successful entry into the Automotive industry.

- Enrollment numbers for Fall 2007 are as follows:
  - 20 students are enrolled in Auto Mechanics I (This course is an automotive technology career exploration class that is available to high school students.)
  - 12 students are enrolled in Electricity & Electronics
  - 10 students are enrolled in Brakes
  - 12 students are enrolled in Suspension & Steering
  - 5 students are enrolled in Engine Performance II
- 5 students are currently on track to complete all MLR courses by spring 2008.
- After completing Auto Mechanics I students, who choose Automotive Technology as their major, are enrolled in the MLR program.
- Successful achievement on all MLR tests is a graduation requirement whether a student's goal is achievement of a Certificate or an Associate of Applied Science degree.

The program has a number of strategies in place to support attracting the best students from across the region. These strategies include:

- The program has achieved NATEF certification.
- A fully-qualified College Admissions staff who actively recruit high school students across the region
- A web-site at [www.4careerlearning.com](http://www.4careerlearning.com).
- An application process that includes assessment of academic skills, mechanical reasoning skills plus an interview with the instructor(s).
- A reputation for well-qualified and knowledgeable instructors:
  - 1 ASE Master Certified instructor who has achieved full MLR certification
  - 1 ASE Master Certified instructor who has achieved MLR certification in Brakes, Electricity & Electronics, and Heating & Air Conditioning.
- The program has several well developed recruiting activities:
  - *Guys (Girls) in Engineering Math and Science* – a hands-on day of activities that allow 7<sup>th</sup> grade students to experience opportunities in Automotive Technology.
  - *Exploration Day* -- high school juniors and seniors from across western Kansas spend a day with the Automotive instructors doing hands-on activities in the lab.
  - *Holcomb High School Small Gas Engine class* – This local high school doesn't have a program so one of the GCCC instructors will teach a dual credit class to introduce students to the Automotive industry.
  - *Developing Articulation Agreements with service area schools* – During the spring of 2007 GCCC instructors worked with high school industrial arts teachers across the region to write articulation agreements that transition students into the program.
  - *Skills USA* – GCCC initiated a Skills USA program during the 2006-07 academic year. Students competed in the spring 2007 Kansas Skills USA competition.
  - *Inviting campus learning/living environment* -- Campus facilities including student housing and a new Student Center, scholarships, a well-equipped Automotive Technology program, an active Student Government Association support student success.
  - Future recruiting activities include:
    - Researching implementation of the Ford Triple A Event
    - Development of a fund raiser for Automotive Club

Garden City Community College is striving to achieve the status of the “best program in western Kansas”! We appreciate the on-going support from Ford Motor Company and will continue to do all that we can to ensure that our students are worth Ford Motor Company’s investment!

Thank you for your efforts on our behalf.

Sincerely,

Judy Crymble, Dean  
Technical Education

Rob Schreiber  
Department Leader

Nate Schreiber  
Instructor



Residential Life  
Program Evaluation

Service Area: Residential Life Area  
Director: Kate Covington  
Division: Student Services

### INTRODUCTION

Student housing began at GCCC in 1968. At that time, the west hall was the only building here. Later the East Units and the East Lounge were built and for the fall of 2002, the apartments were built. Total housing capacity if all rooms are at double occupancy is 306. The West Hall and East Units bathrooms and bedrooms were remodeled. In the remodel, we added kitchen areas (sink, garbage disposal, kitchen cabinets and a counter area to the TV lounges and the living room areas in the East Units

### MISSION

The Residential Life Areas mission is to provide a safe, secure and clean environment where all residents are treated as equals. To promote diversity and understanding, and to serve as role models and mentors to the residents. We also strive to promote a positive outlook of the campus community, have fun, make friends, and help the residents enjoy their home away from home.

“Garden City Community College exists to produce positive contributors to the economic and social well being of society” is supported by Residential Life to help teach our residents about the responsibilities of living away from home and on their own. Many have never been away from home and learning how to function without the direct support of family and friends can be devastating. With the help of the professional staff and the student staff, students are guided and advised through their time in the residence halls. They are expected to be responsible for their actions and to make their own decisions, be they right or wrong, and to deal with the consequences if they make a mistake. The staff is available to answer any questions they may have and make the living areas safe and enjoyable.

Residents are encouraged to act as good citizens both on and off campus and be productive in their activities, class work, and eventually move on to another institution or to a place in the work force.

The following is a summary of the program review completed for the 2002-2003 and 2003-2004 years,

### PRINCIPLE FUNCTIONS OF THE SERVICE AREA

The **Director of Residential Life** is delegated the responsibilities and duties necessary for directing and managing the Residence Halls and Student Center Area.

- Supervising residents while they are in the area including all halls, cafeteria, computer labs, etc.
- Holding disciplinary proceedings and doing the appropriate paperwork and follow-up
- Secure buildings and walk through to maintain the facilities and report damage/custodial issues
- Supervise office staff and student resident assistants
- Work in conjunction with other departments to benefit the residents and be available for the residents to provide information or direct them to the appropriate place if they have a concern
- Deal with parental concerns, financial aid application, room assignments, and early enrollment
- Research prices and order supplies and equipment needed for the housing area

The **Residence Hall Supervisor** is responsible to the Director of Residential Life. This supervisor is responsible for administration of the Residence Halls. He is delegated the responsibilities and duties necessary to enforce all hall rules and regulations, organize student governing bodies, and to develop programs for the residents with the help of the Resident Assistants.

- Supervise the residents in the evening yours and overnight and monitor the hall cameras
- Oversee the supervision of activities in the evening hours/ and cafeteria when needed
- Communicate with the coaching staff about residents to solve problems early
- Assist with disciplinary proceedings and supervision of the Resident Assistants
- Secure the buildings at night and act as overnight security

The **Residential Life Office Manager** is responsible to the Director of Residential Life for various secretarial duties and record keeping related to all aspects of the Student Center and Residence Halls. She is familiar with the overall operations and policies of the Residence Halls and College. She also serves as an information source for the Student Center and Residential Life Area, and directs questions of the resident students to the proper place.

- Responsible for resident files and keeping them current.
- Works with prospective students to find housing and assisting with recruiting and retention
- Distributes the mail and does scheduling for the personnel in the student center
- Turns in food service count and works with the business office to keep charges current on student

Accounts, makes purchase requisitions for the department and turns in work orders  
Keeps office equipment and student computer labs in functional order and reports problems to  
Computer Services  
Schedules meeting rooms and events for staff and students in the BTSC through EMS  
Prints room setup instructions for custodial and maintenance weekly as needed  
Supervise RA's that work in the office daily or as needed.

The **Resident Assistants** are responsible to the Director of Residential Life and the Residence Hall Supervisor. They are students who have been selected to assist with the administration of the halls, their policies and standards and develop programs for the residents.

Responsible for evening and weekend duty and monitor their areas in the residence halls  
Minor maintenance and custodial duties and distribute supplies to residents  
Sort and deliver the mail for residents and get packages  
Cover for lunch and meetings when director or office manager needs to be gone  
Mentors residents and do peer counseling when needed  
Plan and assist with hall programming and support campus wide programming  
Attend regular weekly staff meetings and training sessions

The **Staff Assistants** are assistant athletic coaches who are employed part-time in the Athletic Department and part-time in Residential Life. They assist the Resident Assistants and the professional staff in exchange for board.

Responsible for duty at least one night per week and weekends as needed.  
Assist with the team they represent primarily and are available to assist the staff with situations that arise with them or other residents.  
Report to the head coach any situation that may need his or her attention.  
Oversee breakfast in the cafeteria since the professional staff is not present daily.

### **RESIDENTIAL LIFE ACTIVITIES AND INVOLVEMENT/CAMPUS INTERACTION**

Various activities including tournaments, sports nights, birthday parties, information programs, fun nights, feeds, game nights, dances, contests, food service committee, late night breakfasts, study break nights, steak nights, resident appreciation night, theme nights in the cafeteria and more. Attendance ranges from 25 to 200 depending on the event and its popularity. We have very good attendance when we serve food because the residents are always hungry.

The residence halls and the meeting rooms are used year round. They serve not only college personnel but also local business groups, civic organizations, local and state government agencies, alumni, sports camps, area colleges, universities, and local churches that host a nondenominational student bible study. The residence halls have housed Upward Bound, Bronbuster Football Camp, Athletic Training Camp, Kansas Gear-Up, Explorer Challenge Academy, National Cheerleaders Association Cheer and Dance Camp, Eustis Farnum FFA Judging Team (coach is alumni), Jim Clanton Baseball Tournament Officials and some teams, family reunions as well as the students year round for the fall, spring and summer terms. This benefits the students as well as the institution and provides support for the Garden City community and surrounding areas.

Resident Assistants go through an intensive training to become prepared for the upcoming year. They arrive early and prepare the halls for the arrival of the first group of students, football. During this time they get acquainted with each other, learn to work as a team, meet college personnel that will be a key part of their success, learn about the college and who and what areas can be beneficial to them as resident assistants and students. They get to meet almost each student that arrives and we encourage him or her to be present as much as possible to get involved and get the most out of their RA experience.

The residents and staff participate on campus in various organizations and clubs. The professional staff and students sit on various campus committees and participate in all aspects of activities held on campus including sports, fine arts, and academics.

### **COMMUNITY SERVICE AND COMMUNITY INTERACTION**

Residential Life students and staff participate in community activities including, Endowment Association Auction & Phone-a-thon, Garden City Recreation, local parades, local churches, volunteer for local charities and service organizations as well as participate in reading programs and mentoring in local school and churches.

Local residents call the Residential Life Office to have students help them do anything from babysitting, yard work, moving, house sitting, and other odd jobs. We find students to fit the need and have many return calls or word of mouth referrals.

## **STRENGTHS**

There have been continual upgrades and improvements to the residence halls in the past 6 years. Additions and upgrades to the residence halls include:

<b><u>Additions/Upgrades</u></b>	<b><u>Date</u></b>
Individual heat and air units in West Hall	1999
Remodeled office space	2000
Student Ice Machines in West Hall and East Laundry	2000
Installed security cameras; in West Hall hallways	2000
Installed Internet in each room	2001
Remodeled West Hall and East Units	2002
Built new apartments	2002
Internet in rooms (installed fire wall)	2003
Updated student computer lab/added 6 more computers	2003
Rearranged office space to include RA's	2004
Installed Security cameras in parking lot	2004
Housed Residential Life Office Manager in new BTSC	2004
Residential Life Staff (RA's) operated new BTSC for the first semester it was in operation	2004
Implemented Pizza program in the Cafeteria	2004
Implemented Datatel in Residential Life (summer)	2005
Implemented Food Service Solutions (foodservice tracking)	2005
Added 2 more meal plan choices in the cafeteria	2005
Finished upgrade of smoke alarms in East Units	2006
Purchased new chairs for most of West Hall	2006
Implemented the use of "Buster Bucks" at the Snack Bar	2006
Started carpet replacement program in the East Units	2006

Availability of the Residential Life Staff is a major strength. There are 2 full time live-in professional staff people and 12 resident assistants that live in. The office manager is here daily Monday through Friday to assist in the morning hours and as needed. We have 24-hour day coverage.

The director and supervisor have been at GCCC for 14 years now. That is a very long time for housing people, but it has brought consistency to housing at GCCC. That was one of the big things administration insisted upon when we came, and we have successfully done that. The residents have few questions because they know how it is because we are consistent. We have return residents, brothers, and sisters of former residents because of that.

The Director and Supervisor both like the work they are doing and like to work diligently with each other. We have made it a team effort and feel rewarded that we have been able to work together in a job we both like. The assistance of the Office Manager makes it possible to stay with things and helps us to have the 24 hour a day coverage we feel is necessary to have a successful residential life area.

The admissions department surveys prospective students at the end of there campus tours. These are the results from the last five years about their impressions of the residence halls.

### **Admission Survey Results**

<b>YEAR</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>
<b>RETURNED</b>	26	18	20	7	9
<b>POOR</b>	0	0	0	0	0
<b>BELOW AVG.</b>	1	1	0	0	0
<b>AVERAGE</b>	7	3	4	2	1
<b>GOOD</b>	12	8	6	2	6
<b>EXCELLENT</b>	7	6	10	3	2

**CONCERNS****Residential Life Survey of Number of Residents Each Year**

<i>MONTH</i>	1998-1999	1999-2000	2000-2001	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007
August	224	234	235	250	228	230	2001	267	239
October	228	235	215	238	217	224	203	260	237
December	226	229	214	226	214	221	193	253	234
January	205	206	210	196	206	213	171	213	197
March	203	207	184	193	209	210	155	198	194
May	200	218	196	201	214	200	156	195	193
Total at close	200	218	196	199	214	200	156	195	193

The residence halls have been fairly consistent in numbers over the last years. The remodel and addition did not add to the numbers but it did give residents the opportunity to pay for private rooms if they wanted that option. The new apartments were full both years when we started and private rooms were not an option there, only in the west hall and east units.

**Residential Life Student Bill Adjustment**

1998-1999	\$ 5,993
1999-2000	\$ 2,082
2000-2001	\$ 3,417
2001-2002	\$12,260
2002-2003	\$10,028
2003-2004	\$11,895
2004-2005	\$13,700
2005-2006	\$10,690

All payment received from students go towards tuition and fees first. Any funds received after those are put towards the room and board expenses. The board bill is paid to the outside company, Chartwells, hired by the college. If there is any unpaid balance it is a loss towards the room charges and written off as Student Bill Adjustment. Any monies collected by a collection agency are put in this account; however, the college must pay the collection agency a percentage of the money collected.

Due to student staff involvement in other activities and classes, programming is still an issue that needs some work. The last few years it has gotten better but with the addition of their own space, we are expecting more from them. RA's are busy people; that is why they are good at what they do but they put programming on the back burner because of the time it takes and the lack of participation by the residents to get involved because they are busy too.

We need to have some sort of printed procedures so everyone knows what is to be expected of Campus Safety and Security and when it is available. The presence of security is a deterrent for crime and stupid behavior that can sometimes get students in trouble.

The office manager position located in the Beth Tedrow Student Center was not a good fit so after the Activity Director got things going the Residential Life Office Manager was moved back to the Residential Life Area. It was hard to get things done in a timely manner and the contact with the students was not there. The residential life files are in the residential life office area and so is the rest of the staff but the office manager was not. Things are running smooth now.

With the addition of the Beth Tedrow Student Center the east lounge area has now all been turned into space for the director's apartment. There is a need to do some renovation in that area, but no funds. Both apartments, the directors and the supervisors need to be renovated. The kitchens are out of date and small, the carpet and flooring need replaces as well as some of the appliances. The supervisor's apartment got new windows but the kitchen needs to be updated soon.. Renovation of the director's apartment is being considered in the near future.

**COMMENTS**

The Residential Life Area is a safe place to live and learn. The student learn life lessons, some good and some not so good. It is a place that we want them to feel comfortable in and to feel at home in. We try to provide the best service we can by working with all areas of campus to do this, including maintenance, custodial, cafeteria personnel and other support staff throughout the campus. We truly want this to be a home away form home for the students who live in the residence halls.

PROGRAM REVIEW  
GCCC STUDENT HEALTH SERVICES  
MISSION OF SERVICE AREA

1. State the mission of this service area.

GCCC Student Health Services assists students and employees in maintaining optimum physical and emotional health which will empower their pursuit of academic goals and personal development consistent with the mission of Garden City Community College. This is accomplished through the provision of quality, accessible, comprehensive and cost-effective health care and the promotion of healthy behaviors and lifestyle choices through ongoing education and prevention.

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

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

To be a positive contributor to the economic and social well-being of society, a student must maintain optimal physical and emotional health. Good health empowers a student's pursuit of academic goals and personal development which is consistent with the goals stated in the mission of Garden City Community College.

Specifically, Student Health Services provides quality, accessible, comprehensive and cost-effective health care, health promotion, and disease prevention.

### SERVICE AREA FUNCTIONS

1. Indicate the principle functions or types of services performed by this service area.

1. To provide health care to students and employees.

- provide first aid and dispensary services
- interact with instructors regarding a student's health as necessary and with confidentiality
  - ⇒ notes of illness to instructors, coaches, employees
  - ⇒ communication regarding specific health conditions, chronic or acute, of students
- act as a checkpoint for students who are ill, hospitalized or disabled.
  - ⇒ assist ADA coordinator
  - ⇒ communicate with instructors regarding student absence
- maintain files/records of students and employees served in health office
- establish and maintain yearly budget
- maintain stock necessary to operate health office
- network with community health care providers and act as referral agent with nursing assessment indicates
- establish, maintain, and update health services policies and procedures

2. To provide health care to students and employees through education/prevention

- disseminate health education/prevention information
  - ⇒ classroom presentations as requested by instructors
  - ⇒ presentations as requested by community entities
  - ⇒ communicating through interviews by Silhouette staff for columns in the campus newspaper regarding health issues
  - ⇒ grant student interviews on various health topics to assist with student presentations
  - ⇒ vaccination campaigns through Student Health Services

- administer immunization policies
    - ⇒ conduct immunization clinics when appropriate
    - ⇒ maintain health & immunization forms & files
  - coordinate campus bloodmobile visits
  - monitor OSHA Bloodborne Pathogen Plan requirements
    - ⇒ conduct yearly custodial/maintenance/security safety training
    - ⇒ participate in New Employee Orientation as BBP presenter
    - ⇒ monitor accessibility of BBP to employees and availability of first aid supplies
  - act as source for student health insurance information
3. To represent student health interests and needs as a member of student services division
- to maintain confidentiality in the health office
  - to maintain membership in American College Health Association
  - to maintain membership in Central College Health Association
  - to attend weekly staff meetings
  - to serve on committees as appointed by the Dean of Student Services and the College President
  - work toward achievement of Datatel objectives
  - collaborate with other division members to complete yearly planning documents
  - maintain policies and procedures for Student Health Services
    - ⇒ yearly revision and review of Bloodborne Pathogens Plan
    - ⇒ obtain yearly standing orders
    - ⇒ ongoing revision of policy and procedure manual
2. Provide indications of the service area's activity in relation to these functions over the past three years.

Refer to attached semester reports that provide statistical data on operation of Student Health Services

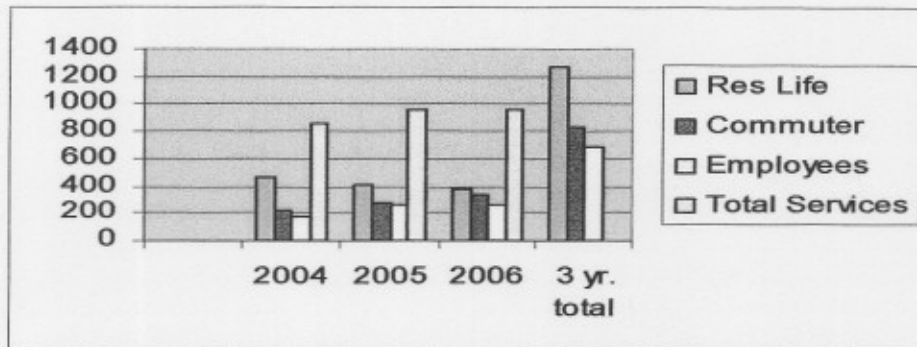
## SERVICE AREA CLIENTELE

1. Identify the principal clientele served

Residential Life students  
 Commuter students  
 Employees

2. Approximate the number and/or percentage of services provided to each clientele.

Residential Life students    45% of total services  
 Commuter student            30% of total services  
 Employees                      25% of total services



## PERSONNEL

1. Personnel positions

a. Professional

Position Title	Status	Highest Degree	Initial semester employed
Student Health Nurse	Full time	BSN	Fall, 1992

2. Is the # of staff adequate to support the service area?

The full time registered nurse is adequate to staff the health office and operate within the scope of her profession. However, part-time medical coverage would increase the effectiveness and availability of health care that is beyond the scope of a registered nurse.

3. Does available staff possess all specialized skills required to support the service area:

Yes

BSN in nursing; AIDS Counselor/Educator; Certified Bloodborne Pathogen Instructor; CPR/First Aid Instructor Certification

## COMMUNITY SERVICES/PARTICIPATION

1. Do service area staff provide services to the community or participate in community affairs/activities to a degree greater than that required by responsibilities at the College?

Yes

PROGRAM REVIEW  
**GCCC STUDENT HEALTH SERVICES**  
**Overview of Activity**

**ACTIVITIES: January – December, 2004**

- Presented STD/HIV in classrooms (23)
- Participated in New Employee Orientation (BBP training) (4)
- Conducted BBP training for Fort Hays Student Teachers (2)
- Instructed GCCC Cosmetology "Infection Control" for 5 continuing contact hours (Instructors & Students – 42 present)
- Conducted yearly BBP training for GCCC Custodial/Maintenance/Security staff
- Successfully completed move of Student Health Services to Beth Tedrow Student Center
- Attended monthly SANE/SART Committee meetings
- Participated in origination of college plan
- Met with Silhouette staff for health information interviews (8)
- Conducted meetings with SGA to promote blood drive (16)
- Attended AQUIP In-service, January, 2004
- Obtained yearly Physician Standing Orders
- Coordinated successful American Red Cross/GCCC Bloodmobile, February 24, 2004
- Assisted Finney County Health with STD disease tracking while Disease Intervention Specialist serves in Iraq.
- Member of Finney County Health Family Planning Advisory Board
- Achieved compliance of Immunization Policy in Residential Life
- Monitor Bloodborne Pathogen Compliance of GCCC campus, which includes administering Hepatitis B vaccinations, employee training, revision of forms, and compliance with Level I requirements, i.e., proper usage and disposal of contaminated articles per OSHA requirements
- Revision of Health & Immunization forms & record keeping, Fall, 2004
- 602 immunizations entered in CARS
- Attended Datatel training sessions (2)
- Continued to monitor and update Student Health Services Web page
- Participated in Employee Development offerings (4)
- Became Power Point proficient with instruction by Karen Gustavson
- Conducted yearly Influenza Vaccination, offered to students and employees of GCCC
- Attended "OSHA UPDATE" at SWAHEC, Garden City, Kansas, March 23, 2004
- Attended meetings on HIPAA compliance (2) with Dee Wigner, HR
- Collaborated with GCCC Counselors and brought "Sex Signals" to GCCC, April 29, 2004
- Coordinated "Yellow Dress Production" in cooperation with Finney County Victim's Advocate of Finney County Attorney's Office, October 21, 2004 (301 attendees)
- Attended SWAHEC/KUMC offering "Bioterrorism/Crises Update and Training to Schools" October 28, 2004
- Coordinated meeting with Larry Johnson, Maintenance, Dee Wigner, HR and Rudy Leutzinger, Industrial Hygienist Supervisor, Department of Human Resources, State of Kansas, regarding clarification of issues of compliance with Bloodborne Pathogen Standard, May 21, 2004
- Updated and revised Bloodborne Pathogen Exposure Control Standard with submission and approval by State of Kansas, Department of Labor staff. Plan accepted by Jack Rutherford, GCCC Safety Officer and effective Spring, 2004



## **GOALS & OBJECTIVES MET, 2004**

### Learner Success

STD/HIV Presentations continued  
Immunization requirements for Residential Life Students met

### Communication

Continued with immunization objectives in CARS  
Monitor Student Health Web page for downloadable forms and current information  
Revised Health & Immunization forms  
Revised and updated health pamphlets used for distribution of health information

### Responsive to Community & Students

Continued as member of SANE/SART Committee  
Cooperated with Finney County Health Department with tracking of STD disease patients  
Coordinated Bloodmobile, February, 2004  
Met with Silhouette staff for health education columns in school newspaper  
Participated in Services for Success  
Accomplished move of Student Health to Beth Tedrow Student Center  
Installation of OTC medication Dispensing Machine in Student Health Office  
Continued to communicate with community health care providers to provide and access health care for students and employees  
Served on Finney County Family Planning Advisory Board.  
Influenza Vaccination Campaign offered to employees and students  
Coordinated "Yellow Dress Production" in collaboration with Finney County Attorney's Office

### Faculty & Staff Development

Monitor GCCC compliance with Bloodborne Pathogen Standard  
Tetanus vaccine offered to employees (no charge) April, 2004  
Power Point instruction by Karen Gustavson  
Attended KUMC/SWKAHEC training for crises intervention  
Attended Datatel Training  
Attended Staff Development offerings

## **ACTIVITIES: January – December, 2005**

- Presented STD/HIV in classrooms (14)
- BBP training to Fort Hays State University Student Teachers (1)
- BBP training at New Employee Orientation (2)
- Attended Spring & Fall In-service
- Participated in each level of origination of College Plan, 2005-2006
- Provided 3 Continuing Education Credits for Cosmetology Instructors/students on "Infectious Diseases in the Workplace." (50 attendees)
- March 21-24, 2005, attended Central College Health Association Conference in Manhattan, Kansas, "Taking the Lead in College Health."
- Continued SANE/SART Committee meetings
- Monitored Residential Life Immunization compliance
- 8 interviews with Silhouette staff for health education columns
- Continued monitoring of GCCC campus for compliance with Bloodborne Pathogen Exposure Control Standard (Hepatitis B Vaccination, usage and disposal of contaminated waste, training of employees, and review of Standard)
- Coordinated GCCC/American Red Cross Bloodmobile, April 21, 2005
- Continued to assist Finney County Health Department in STD tracking/notification
- Continued monitoring and updating Student Health Services Web information

- Instituted distribution of meningococcal information to parents and students regarding the recommendation for meningococcal vaccination
- 300 immunization entered in CARS spring, 2005
- Conversion to Datatel beginning, Fall, 2005
- Conducted Influenza Vaccination program, Fall, 2005
- Participated and presented at Early Enrollment Days
- Committee member of process to develop and institute policy for drug testing of athletes with implementation Fall, 2005
- Implemented the distribution of pamphlets and holders across campus to increase knowledge of Student Health Services
- Yearly standing orders obtained from Michael Baughman, MD
- Participated in Freshman Orientation, August 15, 2005
- Coordinated RAINN "Get Carded", August 22, 2005
- Represented GCCC at Tumbleweed Festival, August 27, 2005
- Participated in "Senior Day" taking blood pressures of senior citizens, November 17, 2005
- Attended Kansas Department of Health & Environment "Avian Flu Forum" November 28, 2005
- Attended audio conference "Student Suicide Prevention" November 30, 2005

## **GOALS & OBJECTIVES MET, 2005**

### Increase Enrollment & Retention

STD presentation continued  
 Continued to network with community health care providers  
 Ongoing monitoring of Residential Life immunization policy continued  
 Participated in Freshman Orientation  
 Obtained yearly standing orders for 2005  
 Organized RAINN "Get Carded" Day  
 Served on committee to develop athletic drug testing policy  
 Attended audio conference "Student Suicide Prevention."  
 Offered meningococcal vaccine to students

### Improve Internal & External Communication

Monitor web page of Student Health Services for updates  
 Tumbleweed Festival Volunteer  
 Participated in "Senior Day" for CECS  
 Conducted interviews with Silhouette Staff for health information  
 Implemented updated BBP Standard  
 Coordinated American Red Cross Bloodmobile  
 Attended CCHA Conference in Manhattan, Kansas  
 Continue on SANE/SART committee

### Successfully Complete the First Cycle of AQUIP Accreditation

Completed Datatel training and began transfer of information to Datatel from CARS

## **ACTIVITIES: January – December, 2006**

- STD/HIV classroom presentation for GCCC Instructors (16)
- Presented BBP training at New Employee Orientation (3)
- Met with SGA clubs regarding bloodmobile (7)
- Presented Bloodborne Pathogen Training for University of Kansas/KDOT Rural Transit Drivers Workshop, November 2, 2006 (30 participants)
- Attended In-service, Spring & Fall
- Participated in New Student Orientation, August 14, 2006
- Attended Employee Development, "Pickles Training" September 8, 2006
- Organized RAINN "Get Carded" September 28, 2006

- Continued as member of SANE/SART Committee
- Continued to serve on Finney County Family Planning Advisory Board
- Attended Martin Luther King presentation, January 18, 2006
- Obtained yearly Standing Orders from Michael Baughman, MD
- Conducted interviews with Silhouette staff for health information (7)
- Served as March of Dimes Walkathon co-chair, spring, 2006
- Coordinated GCCC/American Red Cross Bloodmobile, April, 2006
- Continued to monitor Residential Life Immunization Policy compliance
- Instituted required meningococcal vaccine policy
- Participated in grand opening of new Student & Community Service Center
- Conducted yearly Influenza Vaccination campaign, Fall, 2006
- Converted to Datatel entry of immunizations
- Continued to monitor and update Student Health Services web page
- Continued to monitor GCCC compliance with Bloodborne Pathogen Standard (Hepatitis B vaccination, training of employees, disposal of waste products, usage of approved medical products)
- Originated procedures & protocols for whooping cough, mumps, and meningococcal requirements
- Utilized display case in Residential Life for monthly health education displays
- Attended Central College Health Association Conference in Lincoln, Nebraska, March 14-16, 2006
- Participated in Early Enrollment Days, Spring, 2006
- Participated in Commencement, 2006

#### **GOALS & OBJECTIVES MET, 2006**

##### Helping Students Learn

STD/HIV presentations continued in classrooms  
 Continued to network with community health care providers  
 Continued to surveillance of Residential Life Immunization policies  
 Implementation of Meningitis Vaccination requirements  
 Utilized Residential Life bulletin board for health education

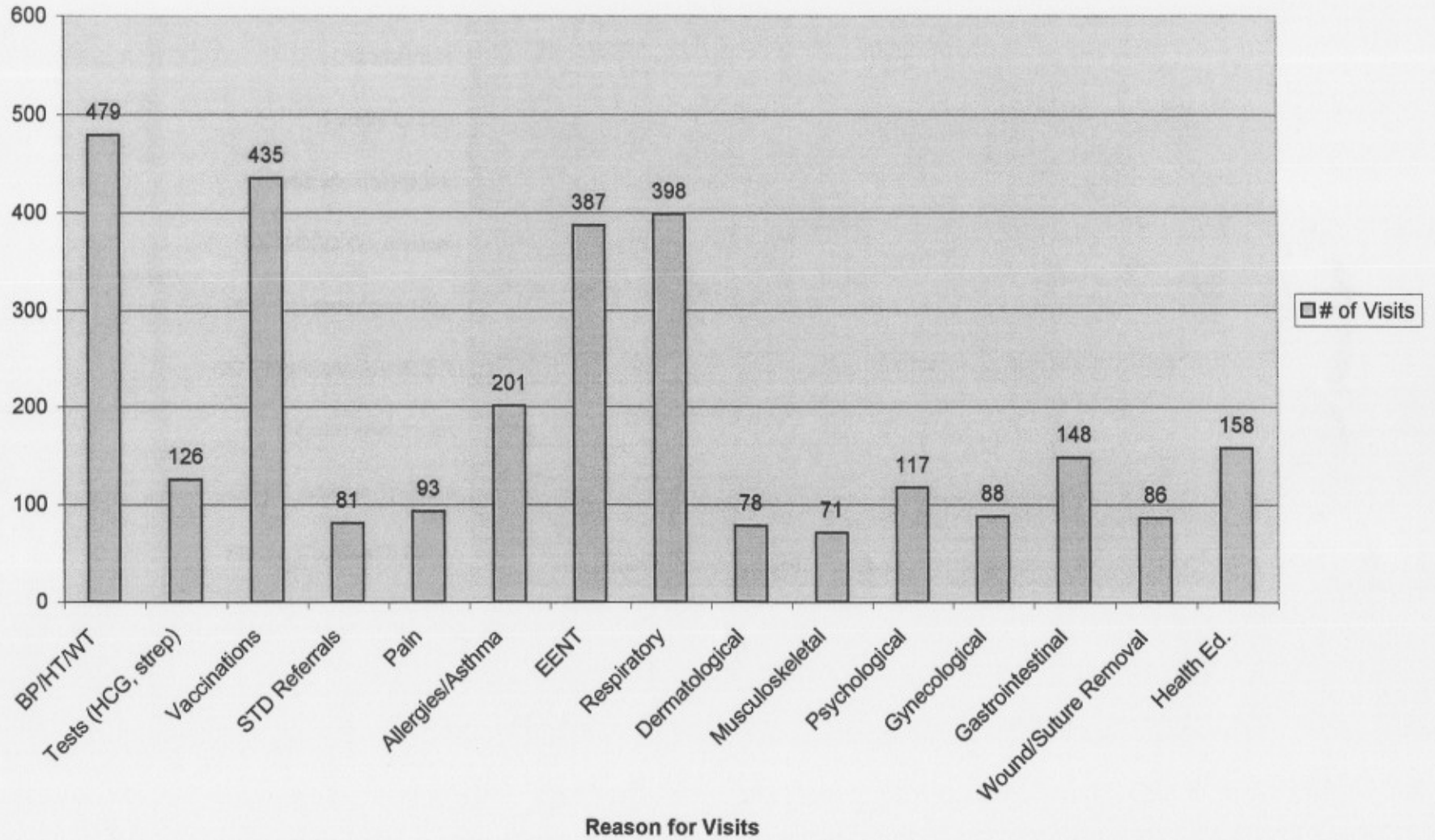
##### Leading and Communicating

Continued to update Student Health web page for changes  
 Conducted interviews with Silhouette staff for health information  
 Continued surveillance of BBP Exposure Control Standard compliance  
 Conducted workshop for Rural Transit Workers per KU/KDOT request  
 Coordinated American Red Cross Bloodmobile, April, 2006  
 Attended CCHA Conference in Lincoln, Nebraska, March, 2006  
 Continued as SANE/SART committee member

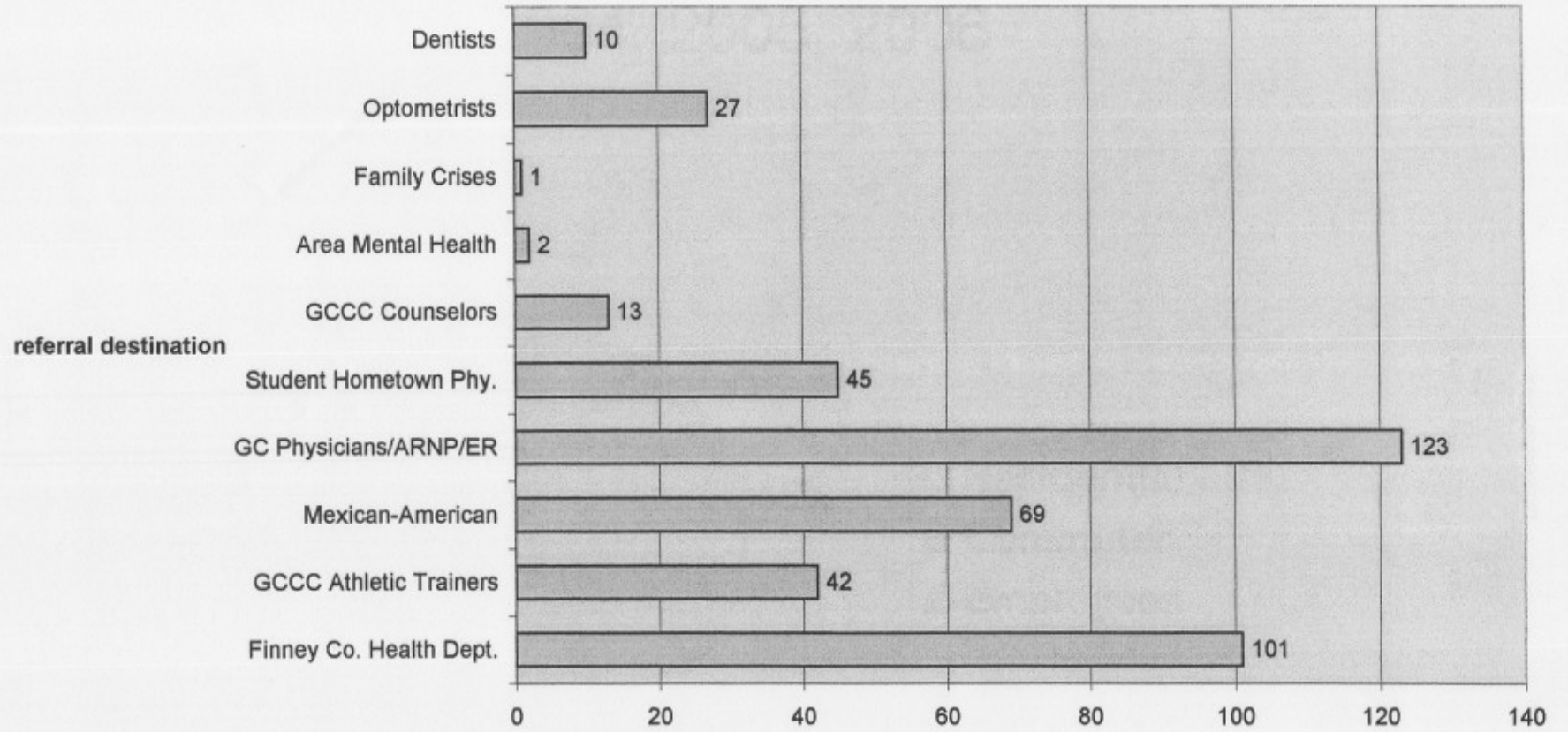
##### Successfully complete the First Cycle of AQUIP Accreditation

Datatel entry of all immunizations/vaccinations in Student Health Services

## Student Health Service Pt. Visits 2004, 2005, 2006

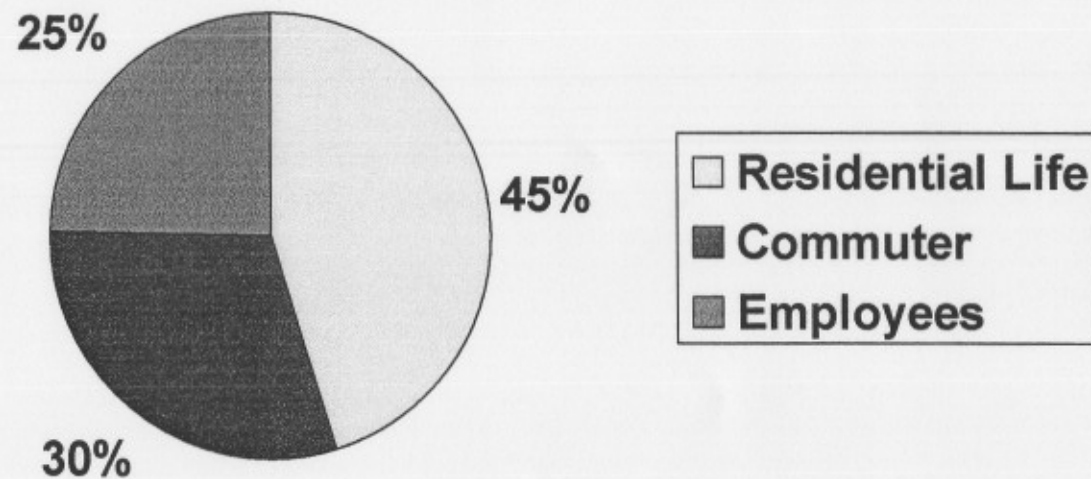


### 3 Year SHS Referrals



# 3 YR Patient Demographics

2004, 2005, 2006



**From:** Lt. Governor [LtGO] [mailto:Lt.Governor@ks.gov]  
**Sent:** Tuesday, July 31, 2007 3:52 PM  
**To:** Carol Ballantyne  
**Subject:** "Updated" Update from Lt. Governor Mark Parkinson

\*\*\*\*\*

Dear Carol,

Below you will find an updated version of the letter I e-mailed to you yesterday, which included several missing figures for education funding following this year's legislative session. I apologize for the mistake – I sent you an earlier (and unfinished) version. Please take a look at the following letter, which does include the missing information from yesterday.

We continue to benefit from a strong educational system in Kansas, and I know the future is even brighter. By working together, we can make sure Kansas remains a great place to educate our children.

Best,



\*\*\*\*\*

July 31, 2007

Dr. Carol Ballantyne  
Garden City Community College  
801 Campus Drive  
Garden City, KS 67846

Dear Carol,

Since my last update, I have been quite busy with the successful completion of the legislative session, the downselect of the Manhattan site for the National Bio and Agro-Defense Facility (NBAF), consistent expansion of alternative energy production in the state, and an economy that continues to grow.

I have also had the chance to travel throughout the state, visiting with Kansans from all walks of life about the opportunities living here has afforded them and the ways we can help them take advantage of those possibilities. Having earned a bachelor's degree in education, as well as understanding the need for a highly trained and educated workforce, I have paid particularly close attention to Kansas' educational and training programs.

During this year's legislative session, we made sure that last year's promises of funding for K-12 education were met. This allowed us to focus on providing for the maintenance problems occurring on the campuses of our universities and colleges. To address this issue, we allocated \$90 million from the general fund, in addition to directing the regents to use the \$44 million in interest derived from tuition payments on maintenance costs, over the next five years. This is only the beginning of the solution. All of this is in addition to the \$44.3 million in block grant funds that are available to the post secondary system.

We also need to begin to focus more on the development of our vocational and technical schools. Our economy has grown so strongly that we have created literally thousands of jobs. Now, we need to train the workers to fill those positions. During my travels business and community leaders have told me that they need workers now. To meet this demand adequately, we need to reevaluate the increasingly



important role of those training programs and the institutions that house them.

We also need to focus more on our vocational and technical training schools and institutions. During this year's legislative session, we extended the Kansas Technical College and Technical School Commission, which will continue to examine the role these institutions will continue to play in our state. We also helped to create the Postsecondary Technical Education Authority, which will function with authority delegated by the Kansas Board of Regents. The authority will make policy and other recommendations to KBOR regarding this important sector of the Kansas educational system.

Now is an exciting time for education in the state of Kansas. We, as a state, have always made higher education a priority. Our commitment to post secondary education was demonstrated by our dedication of 13.6 percent of the state's general fund budget to our fine system of colleges and vocational training schools. Coupled with K-12 expenditures, our state invests 45.5 percent of its general funds budget in education in Kansas. Our economic outlook is bright, and our universities, colleges and schools continue to produce young, talented and intelligent students that have helped to drive our growth. We need to continue – and possibly refocus – our system to better fit our current needs. I look forward to ensuring that our state continues to enjoy such quality programs.

The past six months have been busy, but they have also been rewarding and exciting. Kansas continues to do well, and we are making progress toward achieving our goals of creating a bio-science corridor in northeast Kansas, producing more alternative energy, and growing an already strong economy.

I remain honored to be serving you in this position and am optimistic about the direction in which we are traveling. If you are interested in receiving updates via email, please send your address to [lt.governor@ks.gov](mailto:lt.governor@ks.gov). Be on the lookout for more updates!

Sincerely,

A handwritten signature in blue ink, appearing to read "Mark".

Mark Parkinson  
Lieutenant Governor, Kansas  
State Capitol, Room 222-South  
300 SW 10<sup>th</sup> Avenue  
Topeka, KS 66612  
785-296-2213  
[www.LtGovernor.ks.gov](http://www.LtGovernor.ks.gov)  
[Lt.Governor@ks.gov](mailto:Lt.Governor@ks.gov)

# KANSAS LEGISLATIVE RESEARCH DEPARTMENT

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June 6, 2007

To: Legislative Budget Committee

## STATE GENERAL FUND RECEIPTS July through May, FY 2007

This is the second monthly report of State General Fund (SGF) receipts for FY 2007, based upon the revised estimates made by the Consensus Revenue Estimating Group on April 16, 2007 and subsequently adjusted for certain legislation enacted after that date.

**Total receipts through May of FY 2007 were \$39.8 million, or 0.8 percent, above the estimate. The component of total SGF receipts from taxes only was \$48.6 million, or 0.9 percent, above the estimate.**

The figures in the "Estimate" and "Actual" columns under FY 2007 in the following table include actual receipts through March, so this report focuses on a comparison of the estimated and actual receipts for April and May. The estimated receipts for these two months were \$1.370 billion. Actual receipts were \$1.410 billion.

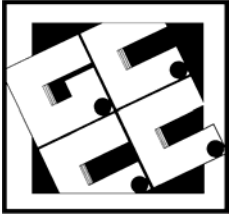
Tax sources that exceeded the estimate by more than \$1.0 million were individual income (\$39.8 million, or 1.7 percent), corporation income (\$12.9 million, or 3.6 percent), severance (\$2.1 million, or 2.0 percent), and cigarette (\$2.0 million, or 2.0 percent). Of note is the amount that actual individual income tax receipts exceeded the estimate. Individual income tax payments that were processed in May included approximately 40,000 more balance due checks when compared to the same period a year ago. However, processing of individual income tax payments was somewhat slower than had been anticipated. Average balance due payments for individual income tax filings processed in May were \$1,475 (estimated), compared to \$1,230 in 2006, \$991 in 2005, and \$681 in 2004. Personal income tax withholding this May was approximately \$10 million above the May 2006 amount.

Taxes falling below the estimate by more than \$1.0 million were insurance premiums (\$3.6 million, or 4.6 percent), retail sales (\$3.1 million, or 0.2 percent), and financial institutions (\$1.3 million, or 5.1 percent).

Interest earnings and agency earnings were both above the estimate: \$139,000, or 0.2 percent, and \$493,000, or 0.8 percent, respectively. Net transfers were below the estimate by \$9.4 million. An \$8.4 million transfer out of the State General Fund for disaster relief, which had been anticipated to be made in June, was actually made in May.

Total SGF receipts through May of FY 2007 were \$380.9 million, or 7.9 percent, above FY 2006 for the same period. **Tax receipts only, for the same period, exceeded FY 2006 by \$415.8 million, or 8.7 percent.**

This report excludes the deposit to the SGF of \$200 million, due to the issuance of a certificate of indebtedness that was issued December 2006. This certificate will be discharged prior to the end of the fiscal year.



# Garden City COMMUNITY COLLEGE

## Fall 2007 In-Service\* Friday, Aug. 10

Beth Tedrow Student Center Cafeteria

8 a.m. - 8:30 a.m.	<i>Hot Breakfast</i>
8:30 a.m. - 8:55 a.m.	Did You Know...? ( <i>Video</i> ) New Employee Introductions Greensburg Collection – we will collect for the two GCCC students who are from Greensburg <i>Cathy McKinley</i>
8:55 – 9:05 a.m.	President's Welcome <i>Carol Ballantyne</i>
9:05 – 9:20 a.m.	2007-2008 <i>Mark Jarmer</i>
9:20 a.m. – 9:30 a.m.	United Way
9:30 a.m. – 9:45 a.m.	New Policies & Procedures <i>Dee Wigner</i>
9:45 a.m. – 9:55 a.m.	BREAK
9:55 a.m. – 10:10a.m.	Managing Work Study <i>Barb Edwards</i>
10:10 a.m. – 10:40 a.m.	Crisis Response Plan <i>Marty Sigwing &amp; Ryan Ruda</i>
10:40 a.m. – 11:05	GCCC Market Research <i>Steve Quakenbush</i>
11:05 a.m. – 11:15	Professional Development Program <i>Barb Larson</i>
11:15 a.m. – 11:30 a.m.	Years of Service Recognition <i>Carol Ballantyne</i>
<b>11:30 a.m. – 1 p.m.</b>	<b><i>Working Together is Success</i></b> <b><i>Lunch with GCHS</i></b> <i>Barb Larson</i>
1 p.m. – 4 p.m.	<u>Break Out Sessions: see attached schedule</u>

# Break Out Sessions - Aug. 10, 2007

1 p.m. - 2:30 p.m.

**CPS - Engage, Assess, Achieve**

ACAD Lab 1056

Basic - Classroom Performance System

**Identity Theft**

Craig Wheeler, Commerce Bank

Endowment Room

**GCCC Scavenger Hunt (Geocaching)**

Terry Lee & Bob Larson

BTSC Cafeteria

**Outlook Calendar & Scheduling**

Mary Wilson

Teaching & Learning Center (Library)

**Blackboard - Why Should I?**

Steve Thompson

ACAD computer lab 1021

Make Blackboard a useful, practical tool

2:35 p.m. - 4 p.m.

**CPS - Looking Under the Hood**

ACAD Lab 1056

Advanced - Classroom Performance System

**Identity Theft**

Craig Wheeler, Commerce Bank

Endowment Room

**GCCC Scavenger Hunt (Geocaching)**

Terry Lee & Bob Larson

BTSC Cafeteria

**Datatel Tips & Shortcuts**

Deanna Mann

Teaching & Learning Center (Library)

**Punching Up Your PowerPoint**

Steve Thompson

ACAD computer lab 1021

Use PowerPoint to its fullest potential

*Sign me up!*

**Name:** \_\_\_\_\_

**Session One:** \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

**Session Two:** \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

**Return your In Service preferences no later than July 31 to Human Resources ([hr@gcccks.edu](mailto:hr@gcccks.edu)) or the Teaching & Learning Center ([kathleen.isaac@gcccks.edu](mailto:kathleen.isaac@gcccks.edu)). Space is limited, first come first served. Thanks!**