

January 3, 2008

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 **Saturday, January 12, 2008**, in the Endowment Room, Beth Tedrow Student Center.

Please note the following schedule:

- **7:45 a.m.** ***CONTINENTAL BREAKFAST***
- **8:00-9:00 a.m.** ***DISCUSSION WITH COMMUNITY LEADERS***
- **9:00-9:30 a.m.** ***REGULAR BOARD MEETING***

THE AGENDA

CALL TO ORDER

- A. Comments from the Chair
- B. Open comments from public

CONSENT AGENDA

- A. Approval of minutes of previous meeting (December 12)
- B. Submit financial information to the auditor
 - B1 Financial information—Revenues
 - B2 Financial information—Expenses
 - B3 Financial information—Cash in Bank
- C. Approval of personnel actions
- D. Approval of property and liability insurance premium for 2008
(Keller Leopold Insurance, Inc.; \$113,212)

POLICY REVIEW

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

POLICY REVIEW (continued)

B. Ownership Linkage

- B1 Letter to the editor from Mary Guy
- B2 Poem written by Shancee Howell for Jim Boy Hash, re: rodeo program
- B3 Letter from Joy Schoor, re: her son who is former student

C. Board Process and Policy Governance Review

REPORTS

A. President Carol Ballantyne

- A1 Incidental Information
- A2 IPEDS Data Feedback Report (2007)

B. Report from Finney County Economic Development Corp.

- B1 By-law amendment

Upcoming calendar dates:

- Feb. 7: Annual Finney County Legislative Reception in Topeka
- Feb. 7: Annual Chamber of Commerce Banquet (Clarion Hotel [formerly Plaza Hotel])
- Feb. 11-13: Annual ACCT Legislative Summit; Washington, DC (Schwartz, Worf)
- Feb.14: KACCT/COP/PTK All-Kansas Celebration in Topeka
- Feb. 20: Regular monthly meeting (note new date)
- Feb. 20-21: Technical Education Authority group on campus
- March 12: Regular monthly meeting

● **9:30 a.m.** **BOARD RETREAT** (strategic planning and policy governance)

● **12 noon** **ADJOURN**

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

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

December 12, 2007

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

Others Present: Carol E. Ballantyne, President
Darla Daniels, Deputy Clerk
Beth Tedrow, Dean of Student Services
Dee Wigner, Dean of Administrative Services
Kevin Brungardt, Dean of Academics
Nancy Harness, Assoc. Dean of Continuing Education/ Community Services
Steve Quakenbush, Director of Information Services & Publications
Cathy McKinley, Director of Human Resources
Dev Sammanasu, IT Department
Mary Pendergraft, Faculty Senate Representative
Charles Claar, Jr., Lewis, Hooper & Dick
Emily Behlmann, *Garden City Telegram*

5:30-5:45 p.m. Soup and sandwiches in the Kinney Room

5:45 p.m. Regular meeting in the Endowment Room, Beth Tedrow Student Center

COMMENTS FROM THE CHAIR. Chair Douglass called the regular session to order at 5:45 p.m. and made the following comments:

- If there were no objections, there would be an addition to the agenda, as follows:

Consent Agenda

Add Item G. Approval of revised Firefighter Training Tower Interlocal Agreement
(as per Attorney General)

- Welcomed everyone to tonight's meeting and thanked everyone for a great semester
- Congratulated Ryan Peterson and the cast and crew for a tremendous children's theater production last night of "The Ant and the Grasshopper"
- Congratulated the Music Department for excellent performances the past few weeks: Vespers, Band Concert, Jazz Band Concert, Tuba Christmas
- Expressed appreciation to the Employee Development Committee for organizing the various building open houses and collecting 30+ boxes of food (and money) to be given to Emmaus House
- Thanked Commerce Bank for providing Christmas cookies for tonight's meeting

- Thanked the *Silhouette* for the heartwarming story written in memory of Cheryl Moshier (custodian) who died in an automobile accident on November 26. On behalf of the Board, Douglass expressed her sympathies to Cheryl's family and her co-workers
- Kudos to the PN graduates and the nursing faculty for 100% pass rate on the state test!

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

REPORT FROM CHARLES CLaar, LEWIS, HOOPER & DICK, RE: 2006-07 AUDIT

Trustees had previously received copies of the 2006-07 audit report (copy attached as a part of these minutes). Claar "walked through" the audit report and highlighted the main areas:

- Unqualified Auditors' Report
- No findings or questioned costs on federal funds and programs
- No *material* statutory violations noted
- Total assets of all College funds: \$31,203,411
- Total revenue of all College funds
 - Operating: \$7,059,351
 - Nonoperating: \$13,236,718
- Debt Outstanding June 30, 2007 was about \$1 million less than last year
 - Dorm and Student Union Lease Purchase: \$3,788,830
 - Cooling Loop and Software Lease Purchase: \$2,570,500
 - "Front Door" Project Lease Purchase: \$4,138,457
 - Cooling Loop Lease Purchase: \$721,598
- Reserve funds – 28.5 % of expenditures, with 5.3% tied up in mineral reserves

He then presented overheads comparing revenues and expenditures. Claar commended college staff for having solid financial management and strong internal controls. He assured Trustees that the audit showed that the college was using accurate information in making financial decisions and was doing a good job of managing fiscal operations. Trustees thanked Claar for his in-depth report and praised Ballantyne and her staff for doing good work, which helped the Trustees do their job of being accountable to the owners. To that end, Trustees asked for Lewis, Hooper & Dick's help in getting the audit report posted to the college website so the owners had access to this information. [Note: this has been accomplished]

CONSENT AGENDA

Chair Douglass asked if Trustees wished to pull any items on the Consent Agenda for the purpose of discussion; no one did, so she asked for a motion approving the Consent Agenda.

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

Approved actions follow:

APPROVED MINUTES of previous meeting, November 14, 2007, as written.

SUBMITTED FINANCIAL INFORMATION TO THE AUDITOR, as presented.

APPROVED PERSONNEL ACTIONS, as presented - see attached lists.

ACCEPTED 2006-07 AUDIT, as presented.

APPROVED ADDITIONAL AGREEMENTS WITH COOPERATING AGENCIES, RE: NURSING PROGRAM, as presented. *[copy of agreement in electronic Board packet]*

- o Women's Clinic
- o Mexican-American Ministries

APPROVED REVISED (AS PER ATTORNEY GENERAL) AGREEMENT WITH CITY OF GARDEN CITY, GARDEN CITY RECREATION, AND USD #457, RE: TANGEMAN ATHLETIC COMPLEX, as presented. *[copy of revised agreement in electronic Board packet]*

APPROVED REVISED (AS PER ATTORNEY GENERAL) INTERLOCAL AGREEMENT WITH CITY OF GARDEN CITY, RE: FIREFIGHTER TRAINING TOWER, as presented. *[copy of revised agreement in electronic Board packet]*

POLICY REVIEW

MONITORING REPORTS and ENDS REPORT

Trustees indicated that they had received and reviewed the monitoring reports (monthly, semi-annual). Ballantyne noted that the semi-annual monitoring report showed that cash reserves in the General Fund as of 6-30-07 were \$4,213,663 or 28.5% of the working budget (policy governance document called for a reserve of at least 20 percent). In addition, the cash balance in the Capital Outlay Fund as of 6-30-07 was \$759,592, which included \$500,000 cash reserves and \$53,700 oil and gas holdback (policy governance document called for at least \$500,000 in the Capital Outlay Fund). Ballantyne felt that the college was in "good shape" to look at strategic planning at the January Board Retreat.

Ballantyne mentioned that next week, staff planned to visit with potential folk regarding a rodeo/meats facility. She will keep Trustees informed regarding that project. In addition, Judy Crymble had written (and received) a grant for Technical Education Technology and Equipment for \$60,000 to support the development of an animal/meat science scientific laboratory.

After discussion, Douglass stated that the monitoring reports were accepted as presented.

OWNERSHIP LINKAGE

Trustees received several pieces of correspondence from owners expressing their appreciation for various college activities: (1) email from Julie Christner expressing appreciation for orchestra program; (2) thank you note from Gary Jarmer expressing his sincere appreciation for naming the Annex in his honor (Gary E. Jarmer Annex); (3) thank you note from Elkhart High School for the Exploration Day activities; (4) thank you note from Lydia Gonzales for the Hispanic Day activities; (5) email from Don Allen expressing appreciation for the hospitality shown to the officiating crew at the Thanksgiving Holiday Classic; (6) thank you letter from Maria Luisa Thornton for GCCC's support of the Crystal Apple program

BOARD PROCESS AND POLICY GOVERNANCE REVIEW

Chair Douglass stated that this item would be discussed at the Retreat scheduled for Saturday morning, January 12, 2008.

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 recent campus happenings
- Athletic Report—Fall Sports - All of the fall athletic teams qualified to compete for NJCAA Region VI national competition!
- Finalized Mill Levy (2007 Abstract) – GCCC's finalized mill levy came out slightly lower than projected; actual mill levy was 18.168 (General) and 1.033 (Capital Outlay) for a total of 19.201. [Note: 19.34 was the projected mill levy last August]
- Ballantyne shared several informational comments, including:
 - Still working on lots of little pieces to finalize the heating/cooling loop project
 - Former ETS student Clemente Jaquez-Herrera was nominated for the Rhodes Scholarship and has been selected to interview for the honor!
 - The GED testing dates originally scheduled for December had to be doubled from two to four because of the high number of students processing through the Adult Learning Center!
 - Floor plans are being designed to house the new welding program in the masonry

lab (northwest corner of Collins Building) because administration was unable to find a suitable off-campus site

RECAP OF KACCT/COP meeting held at Labette (December 2-3)

Schwartz shared highlights, as follows:

- KACCT praised the excellent partnerships that Dodge City, Seward County, and Garden City Community Colleges continue to forge, especially in the allied health area; some of the Trustees across the state dubbed the community colleges in Southwest Kansas “the golden triangle.”
- Ron thanked the Johnson County Community College Trustees for their help in supporting Sunflower Electric’s proposed expansion project
- KACCT had hired a new lobbyist
- KACCT would discuss a dues increase at the February meeting
- KACCT is considering hiring another person to help relieve some of Sheila Frahm’s load; Lauren Welch (former GCCC Trustee) would be doing some volunteer work for KACCT
- Trustees were encouraged to attend the KBOR and TEA meetings; the Technical Education Authority meeting will be held in Garden City February 20-21

Trustees then discussed the numerous spreadsheets that had been compiled by the Funding Distribution Committee (copy attached as a part of these minutes).

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORP.

Trustee Schwartz reported the following:

- Everyone continued to keep their fingers crossed regarding Sunflower Electric’s expansion project; hopefully, the Legislature will make a decision by the end of January
- A company planned to make an announcement in January or February regarding a \$700 million expansion project with 30-50 employees
- Three businesses will need to relocate if the proposed highway project goes through
- FCEDC was looking forward to working with GCCC on the next job fair
- FCEDC was in the process of creating a “template/score card” (kind of like United Way’s thermometer) so we can see the number of new jobs that are being created through various recruiting efforts

UPCOMING CALENDAR DATES.

Chair Douglass reviewed the following:

- December 13: Annual Holiday Open House at Carol Ballantyne’s Home (4:30-8:30 p.m.)
- December 14: Paramedic Program Graduation Ceremony (7 p.m.)

--Discussion was held regarding the possibility of combining the regular January Board meeting (scheduled for January 9) with the Retreat (scheduled for Saturday morning, January 12). Consensus was that it made sense to combine the two meetings on January 12. The tentative schedule would involve a continental breakfast and discussion with community

leaders from 8-9 a.m.; then a “brief” regular Board meeting; and then the Board Retreat to discuss strategic planning, vision, and policy governance.

- Feb. 7: Annual Finney County Legislative Reception in Topeka
- Feb. 7: Annual Chamber of Commerce Banquet
- Feb. 11-13: ACCT Legislative Summit; Washington, DC (Schwartz, Worf)
- Feb. 14: KACCT/COP/PTK All-Kansas Celebration in Topeka

--Discussion was held regarding the scheduling conflict with the regular February Board meeting (scheduled for February 13) because of the ACCT Legislative Summit (Feb. 11-13) and the KACCT/COP/PTK Celebration (Feb. 14). Consensus was to hold the regular February Board meeting on February 20.

There being no further business to come before the Board, meeting adjourned at 7:45 p.m.

Darla J. Daniels
Deputy Clerk

Carol E. Ballantyne, Ph.D.
Secretary

Merilyn Douglass
Chair of the Board

REVENUES

01-03-08

Garden City Community College
Annual Budget Report Ending 12/31/2007
Options - All Statuses

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Fiscal Year: 2008

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available % Avail
11-00-0000-00000-4001 TUITION IN STATE :	0.00	984.00	660,345.00-	1,445,168.00-	784,823.00- 54.31
11-00-0000-00000-4002 AMMONIA REFG COURS	0.00	20,539.00-	203,212.00-	399,500.00-	196,288.00- 49.13
11-00-0000-00000-4003 AUTOMATION ELECT C	0.00	0.00	17,010.00-	15,000.00-	2,010.00 13.39-
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	3,055.00-	193,960.00-	322,478.00-	128,518.00- 39.85
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	530.00	46,400.00-	100,000.00-	53,600.00- 53.60
11-00-0000-00000-4006 OUTREACH CREDIT HO	0.00	45.00-	32,790.00-	52,000.00-	19,210.00- 36.94
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	120.00-	101,442.00-	220,000.00-	118,558.00- 53.89
11-00-0000-00000-4008 TECHNOLOGY FEE-O :	0.00	18.00-	13,116.00-	21,000.00-	7,884.00- 37.54
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	59.40-	3,295.11-	45,000.00	48,295.11 107.32
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	350.00-	5,767.50-	15,000.00-	9,232.50- 61.55
11-00-0000-00000-4512 VENDING MACHINES :	0.00	0.00	5,167.72-	12,000.00-	6,832.28- 56.94
11-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	1,333,495.00-	2,695,144.00-	1,361,649.00- 50.52
11-00-0000-00000-4602 STATE OUT-DISTRICT	0.00	0.00	131,116.00-	0.00	131,116.00 0.00
11-00-0000-00000-4803 AD VALOREM PROPRT	0.00	0.00	0.00	8,631,844.00-	8,631,844.00- 100.00
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	276,154.07-	493,105.00-	216,950.93- 44.00
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	4,498.06-	7,172.00-	2,673.94- 37.28
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	112,439.42-	138,619.00-	26,179.58- 18.89
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	0.00	12,500.00-	12,500.00- 100.00
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	565.77-	18,815.00-	18,249.23- 96.99
11-00-0000-00000-4811 TAX IN PROCESS : G	0.00	0.00	104,429.95	5,814.00-	110,243.95- 896.18
11-00-0000-00000-4902 INTEREST INCOME :	0.00	36,360.40-	116,089.28-	200,000.00-	83,910.72- 41.96
11-00-0000-00000-4904 REIMBURSED SALARY	0.00	0.00	0.00	75,000.00-	75,000.00- 100.00
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	1,359.60-	72,031.58-	75,000.00-	2,968.42- 3.96
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	0.00	15,668.31-	30,000.00-	14,331.69- 47.77
11-00-0000-00000-4912 TRANSCRIPTS : GENE	30.00	955.00-	7,582.67-	15,000.00-	7,447.33- 49.65
=====					
Totals for FUND: 11 - GENERAL	30.00	61,347.40-	3,247,715.54-	14,955,159.00-	11,707,473.46- 78.28

01-03-08

Garden City Community College
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Fiscal Year: 2008

FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available % Avail
61-00-0000-00000-4803 AD VALOREM PROPRT	0.00	0.00	0.00	490,363.00-	490,363.00- 100.00
61-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	14,971.14-	27,971.00-	12,999.86- 46.48
61-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	243.84-	393.00-	149.16- 37.95
61-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	6,057.59-	7,602.00-	1,544.41- 20.32
61-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	0.00	686.00-	686.00- 100.00
61-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	30.69-	1,067.00-	1,036.31- 97.12
61-00-0000-00000-4811 TAX IN PROCESS : G	0.00	0.00	5,666.51	5,814.00-	11,480.51- 197.46
=====					
Totals for FUND: 61 - CAPITAL OUTLAY	0.00	0.00	15,636.75-	533,896.00-	518,259.25- 97.07

EXPENSES

Fiscal Year: 2008

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11005 - INSTRUCTION SALARY	0.00	686.81	2,060.43	8,804.37	6,743.94	76.60
DEPARTMENT: 11010 - BUSINESS & ECONOMI	2,250.00	20,268.09	95,334.46	254,377.00	156,792.54	61.64
DEPARTMENT: 11020 - HUMANITIES	1,125.00	11,144.14	44,709.11	111,213.00	65,378.89	58.79
DEPARTMENT: 11021 - ENGLISH	9,000.00	26,896.38	134,788.19	339,907.00	196,118.81	57.70
DEPARTMENT: 11022 - SPEECH	2,250.00	8,426.36	40,524.19	112,263.00	69,488.81	61.90
DEPARTMENT: 11023 - PHILOSOPHY	0.00	135.21	538.33	0.00	538.33-	0.00
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	0.00	80.00	4,552.00	4,472.00	98.24
DEPARTMENT: 11025 - JOURNALISM	0.00	4,000.27	25,304.35	52,655.00	27,350.65	51.94
DEPARTMENT: 11026 - BROADCASTING	0.00	4,061.68	23,259.97	63,104.00	39,844.03	63.14
DEPARTMENT: 11030 - ART	568.77	10,792.20	53,803.01	134,747.00	80,375.22	59.65
DEPARTMENT: 11031 - DRAMA	457.58	7,052.33	44,216.34	97,023.00	52,349.08	53.96
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	5,376.86	28,933.96	70,720.00	41,786.04	59.09
DEPARTMENT: 11033 - INSTRUMENTAL MUSIC	1,662.92	13,869.16	75,269.52	192,635.00	115,702.56	60.06
DEPARTMENT: 11040 - SCIENCE	8,503.50	32,742.93	166,953.36	431,972.23	256,515.37	59.38
DEPARTMENT: 11050 - MATH	4,950.00	25,737.39	126,776.85	323,284.00	191,557.15	59.25
DEPARTMENT: 11060 - SOCIAL SCIENCE	4,500.00	38,469.48	182,219.08	458,128.40	271,409.32	59.24
DEPARTMENT: 11070 - HEALTH & PHYSICAL	394.98	18,676.81	108,461.70	230,871.00	122,014.32	52.85
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	6,619.26	31,432.61	97,890.00	66,457.39	67.89
DEPARTMENT: 11080 - ESSENTIAL SKILLS	0.00	534.87	2,745.07	1,013.00	1,732.07-	170.97-
DEPARTMENT: 11081 - READING	0.00	5,044.86	25,207.17	87,231.00	62,023.83	71.10
DEPARTMENT: 11082 - ESL	0.00	6,121.55	25,193.74	56,612.00	31,418.26	55.50
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	2,101.82	9,053.62	15,045.00	5,991.38	39.82
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	160.00-	2,515.93	4,838.00	2,322.07	48.00
DEPARTMENT: 11095 - FORENSICS COMPETIT	0.00	114.87-	2,432.25	11,745.00	9,312.75	79.29
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	30,378.62	24,725.16	75,048.76	194,439.00	89,011.62	45.78
DEPARTMENT: 12011 - MID-MANAGEMENT	0.00	2,238.88	11,196.15	32,408.00	21,211.85	65.45
DEPARTMENT: 12012 - MCSE/CISCO	0.00	2,725.24	13,630.69	36,395.00	22,764.31	62.55
DEPARTMENT: 12013 - OFFICE EDUCATION	0.00	4,035.83	20,746.24	54,500.00	33,753.76	61.93
DEPARTMENT: 12014 - FINNUP LAB	0.00	4,639.38	23,298.55	66,150.00	42,851.45	64.78
DEPARTMENT: 12200 - ADN PROGRAM	3,778.81	29,480.02	160,937.40	396,230.00	231,513.79	58.43
DEPARTMENT: 12201 - LPN PROGRAM	190.67	9,131.82	56,774.47	130,227.00	73,261.86	56.26
DEPARTMENT: 12202 - EMT	1,854.74	13,125.99	64,273.66	137,742.00	71,613.60	51.99
DEPARTMENT: 12203 - ALLIED HEALTH	0.00	7,197.53	48,590.66	108,789.00	60,198.34	55.33
DEPARTMENT: 12210 - AGRICULTURE	0.00	8,673.85	42,597.85	121,712.00	79,114.15	65.00
DEPARTMENT: 12211 - MEAT JUDGING	1,390.20	2,005.50	11,071.34	20,002.00	7,540.46	37.70
DEPARTMENT: 12220 - AG EQUIPMENT & MEC	0.00	12,601.68	76,992.10	166,695.00	89,702.90	53.81
DEPARTMENT: 12230 - AUTO MECHANICS	3,091.00	9,108.24	46,432.53	116,253.00	66,729.47	57.40
DEPARTMENT: 12240 - CRIMINAL JUSTICE	5,288.94	15,200.84	70,075.90	184,828.00	109,463.16	59.22
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	5,037.15	31,858.20	67,007.00	35,148.80	52.46
DEPARTMENT: 12242 - CHALLENGE COURSE	0.00	0.00	603.25	3,072.00	2,468.75	80.36
DEPARTMENT: 12250 - COSMETOLOGY	0.00	10,160.10	51,465.02	120,919.00	69,453.98	57.44
DEPARTMENT: 12260 - DRAFTING	0.00	2,099.18	6,297.54	9,101.00	2,803.46	30.80
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	2,405.10	27,169.60	187,448.06	387,001.00	197,147.84	50.94
DEPARTMENT: 12271 - AUTOMATION ELECTRI	125.00	3,125.47	22,733.50	47,420.00	24,561.50	51.80
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	828.00	5,114.79	18,412.42	78,282.00	59,041.58	75.42
DEPARTMENT: 12273 - WELDING	4,035.00	6,120.64	13,568.53	15,765.00	1,838.53-	11.65-
DEPARTMENT: 12280 - BUILDING TRADES	0.00	3,107.17	7,190.50	15,794.00	8,603.50	54.47
DEPARTMENT: 12290 - FINNEY COUNTY LEAR	32.63	5,893.01	35,392.86	71,242.00	35,816.51	50.27
DEPARTMENT: 21100 - INSTITUTIONAL RESE	0.00	5,361.67	42,640.20	76,824.00	34,183.80	44.50
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	952.78	3,746.12	8,074.00	4,327.88	53.60
DEPARTMENT: 32000 - BUSINESS & INDUSTR	0.00	4,632.86	36,345.59	75,672.00	39,326.41	51.97
DEPARTMENT: 41000 - LIBRARY	1,727.15	16,674.15	81,884.86	172,755.00	89,142.99	51.60
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	169.45	10,318.68	52,803.01	117,661.00	64,688.54	54.98

DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	27,778.45	158,492.42	281,813.00	123,320.58	43.76
DEPARTMENT: 42001 - DEAN OF ACADEMICS	210.94	6,872.49	42,573.71	98,161.00	55,376.35	56.41
DEPARTMENT: 42002 - OUTREACH	1,192.88	8,433.12	8,433.12	39,821.00	30,195.00	75.83
DEPARTMENT: 42003 - FACULTY SENATE	4,600.00	2,467.49	9,554.34	31,900.00	17,745.66	55.63
DEPARTMENT: 42005 - DEAN OF TECHNICAL	1,368.92	10,440.97	65,414.11	146,656.00	79,872.97	54.46
DEPARTMENT: 42006 - ASSOC DEAN OF CONT	60.00	13,231.23	74,845.53	158,925.00	84,019.47	52.87
DEPARTMENT: 42007 - BRYAN EDUCATION CE	0.00	4,458.62	25,913.14	56,241.00	30,327.86	53.92
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	14,953.99	79,567.72	175,189.00	95,621.28	54.58
DEPARTMENT: 50001 - STUDENT SUPPORT SE	0.00	0.00	0.00	29,818.00	29,818.00	100.00
DEPARTMENT: 50002 - EDUCATIONAL TALENT	0.00	0.00	0.00	11,560.00	11,560.00	100.00
DEPARTMENT: 50003 - UPWARD BOUND	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 50010 - COUNSELING & GUIDA	30.00	11,413.87	60,392.47	139,569.00	79,146.53	56.71
DEPARTMENT: 50011 - ASSESSMENT/TESTING	450.00	0.00	4,487.09	9,450.00	4,512.91	47.76
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	21,774.53	124,408.31	283,798.00	159,389.69	56.16
DEPARTMENT: 50030 - ADMISSIONS	400.00	13,711.65	81,285.96	194,030.00	112,344.04	57.90
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	54.98	9,869.94	63,913.66	135,738.00	71,769.36	52.87
DEPARTMENT: 50050 - STUDENT HEALTH SER	190.36	3,581.35	19,437.06	47,810.00	28,182.58	58.95
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	2,209.68	21,717.54	233,438.85	357,137.14	121,488.61	34.02
DEPARTMENT: 55001 - MEN'S BASKETBALL	1,395.00	7,175.81	70,232.55	116,527.00	44,899.45	38.53
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	1,081.40	8,047.02	56,393.75	98,814.00	41,338.85	41.84
DEPARTMENT: 55003 - MEN'S TRACK	170.53	2,170.33	19,404.16	36,006.00	16,431.31	45.63
DEPARTMENT: 55004 - WOMEN'S TRACK	170.53	2,170.33	18,239.52	34,471.00	16,060.95	46.59
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	1,683.50	4,682.99	34,360.62	76,976.00	40,931.88	53.17
DEPARTMENT: 55006 - FOOTBALL	324.90	16,909.03	156,147.96	267,358.86	110,886.00	41.47
DEPARTMENT: 55007 - BASEBALL	222.00	5,489.67	51,178.32	98,920.00	47,519.68	48.04
DEPARTMENT: 55008 - VOLLEYBALL	0.00	2,980.25	31,218.46	53,205.00	21,986.54	41.32
DEPARTMENT: 55009 - WOMEN'S SOCCER	615.25	3,376.98	30,285.98	51,216.00	20,314.77	39.66
DEPARTMENT: 55010 - MEN'S SOCCER	1,930.65	2,555.72	30,839.87	48,933.00	16,162.48	33.03
DEPARTMENT: 55012 - CHEERLEADERS	2,319.42	3,133.84	17,382.05	28,812.00	9,110.53	31.62
DEPARTMENT: 55013 - DANCE TEAM	2,324.62	901.57	6,203.43	27,584.00	19,055.95	69.08
DEPARTMENT: 55014 - RODEO TEAM	1,150.00	7,090.20	50,891.23	106,282.00	54,240.77	51.03
DEPARTMENT: 55018 - INTRAMURALS & STUD	0.00	505.99	3,614.20	11,247.00	7,632.80	67.87
DEPARTMENT: 55019 - ATHLETIC TRAINING	259.56	6,834.03	57,593.72	99,262.00	41,408.72	41.72
DEPARTMENT: 61000 - PRESIDENT	10,550.25	16,176.61	151,834.44	346,754.00	184,369.31	53.17
DEPARTMENT: 61001 - BOARD OF TRUSTEES	125.00	1,418.88	11,295.59	21,600.00	10,179.41	47.13
DEPARTMENT: 61005 - ATTORNEY	0.00	458.20	6,878.22	22,500.00	15,621.78	69.43
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	29,748.68	34,876.09	419,955.15	1,224,663.00	774,959.17	63.28
DEPARTMENT: 62010 - HUMAN RESOURCES	1,050.90	6,951.78	43,037.96	127,585.00	83,496.14	65.44
DEPARTMENT: 62011 - ADA COMPLIANCE	0.00	6,061.93	15,487.19	55,086.00	39,598.81	71.89
DEPARTMENT: 62050 - ONE-TIME PURCHASES	465.80	30,700.00	44,831.39	422,745.00	377,447.81	89.28
DEPARTMENT: 63000 - INFORMATION SERVIC	29,111.04	11,465.50	123,937.79	241,679.00	88,630.17	36.67
DEPARTMENT: 64000 - INFORMATION TECHNO	28,926.31	57,188.87	371,474.05	670,065.00	269,664.64	40.24
DEPARTMENT: 65000 - CENTRAL/PRINTING S	2,943.24	9,601.69	63,871.49	153,108.00	86,293.27	56.36
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	1,800.00	2,560.12	42,274.31	158,894.00	114,819.69	72.26
DEPARTMENT: 71000 - BUILDINGS	43,628.32	25,967.34	155,768.19	347,878.00	148,481.49	42.68
DEPARTMENT: 71005 - SCOTT CITY BLDG MA	150.00	1,532.78	14,021.28	26,769.00	12,597.72	47.06
DEPARTMENT: 71009 - RENTAL PROPERTY MA	0.00	0.00	0.00	4,050.00	4,050.00	100.00
DEPARTMENT: 72000 - CUSTODIAL SERVICES	2,883.27	35,272.31	220,784.90	519,319.00	295,650.83	56.93
DEPARTMENT: 73000 - GROUNDS	3,675.00	11,445.91	66,550.18	193,057.00	122,831.82	63.62
DEPARTMENT: 73001 - ATHLETIC FIELDS	39,297.60	7,457.05	15,224.35-	41,634.00	17,560.75	42.18
DEPARTMENT: 74000 - VEHICLES	1,713.62	18,866.58	110,319.55	176,517.00	64,483.83	36.53
DEPARTMENT: 75000 - CAMPUS SECURITY	360.33	12,653.53	71,109.91	140,296.00	68,825.76	49.06
DEPARTMENT: 76000 - INSURANCE	0.00	4,158.03	126,892.71	304,172.00	177,279.29	58.28
DEPARTMENT: 77000 - UTILITIES	891.20	42,815.19	226,337.44	514,800.00	287,571.36	55.86
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	461.75-	1,635.83-	62,000.00	63,635.83	102.64
DEPARTMENT: 81001 - TUITION WAIVER SEN	0.00	0.00	2,091.00	9,020.00	6,929.00	76.82
DEPARTMENT: 81002 - TUITION WAIVER EMP	0.00	123.00	15,158.00	33,087.00	17,929.00	54.19
DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	77.00-	2,514.00	0.00	2,514.00-	0.00
DEPARTMENT: 81004 - TUITION WAIVER CTZ	0.00	0.00	72,733.95	127,963.00	55,229.05	43.16
DEPARTMENT: 81006 - TUITION WAIVER FIN	0.00	350.00	27,660.00	49,938.00	22,278.00	44.61
DEPARTMENT: 94000 - STUDENT CENTER	100.00	4,184.63	29,860.09	75,218.00	45,257.91	60.17
DEPARTMENT: 98001 - CHILD CARE	0.00	3,105.17	18,640.84	37,943.00	19,302.16	50.87

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FUND: 11 - GENERAL

312,793.74

1,088,722.24

6,690,471.95

15,655,159.00

8,651,893.31

55.27

Fiscal Year: 2008

FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	46.24	46.24	8,000.00	7,953.76	99.42
DEPARTMENT: 31000 - COMMUNITY SERVICE	5,564.85	4,487.17	54,716.48	157,611.00	97,329.67	61.75
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	0.00	425.00	425.00	100.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	0.00	3,000.00	3,000.00	100.00
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	1,462.50	1,500.00	37.50	2.50
DEPARTMENT: 55007 - BASEBALL	597.16	1,159.75	7,210.21	20,000.00	12,192.63	60.96
DEPARTMENT: 55008 - VOLLEYBALL	0.00	365.72	3,668.50	5,000.00	1,331.50	26.63
DEPARTMENT: 55012 - CHEERLEADERS	2,145.13	0.00	563.00	4,000.00	1,291.87	32.30
=====						
FUND: 14 - ADULT SUPPLEMENTARY ED	8,307.14	6,058.88	67,666.93	199,536.00	123,561.93	61.92

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FUND: 16 - AUXILIARY ENTITIES

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 12230 - AUTO MECHANICS	0.00	0.00	0.00	3,000.00	3,000.00	100.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	60.00	28.64	1,594.81	6,200.00	4,545.19	73.31
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	2,000.00	10,000.00	19,200.00	9,200.00	47.92
DEPARTMENT: 94000 - STUDENT CENTER	140.00	1,639.09	70,405.35	140,000.00	69,454.65	49.61
DEPARTMENT: 95000 - STUDENT HOUSING	3,879.00	77,207.95	389,335.54	1,067,798.00	674,583.46	63.18
DEPARTMENT: 95001 - DIRECTOR'S APARTME	14,720.00	0.00	14,720.00-	0.00	0.00	0.00
DEPARTMENT: 98000 - COSMETOLOGY	1,321.61	1,615.59	39,787.91	113,555.00	72,445.48	63.80
DEPARTMENT: 98001 - CHILD CARE	1,162.48	1,951.55	12,025.24	30,000.00	16,812.28	56.04
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FUND: 16 - AUXILIARY ENTITIES	21,283.09	84,442.82	508,428.85	1,379,753.00	850,041.06	61.61

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FUND: 21 - FEDERAL STUDENT AID

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available % Avail
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	71,163.80	1,315,189.48	105,023.23	1,210,166.25- 152.27-
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FUND: 21 - FEDERAL STUDENT AID	0.00	71,163.80	1,315,189.48	105,023.23	1,210,166.25- 152.27-

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FUND: 22 - RESTRICTED GRANTS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11040 - SCIENCE	0.00	1,709.96	3,401.68	18,120.44	14,718.76	81.23
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	18,621.00	0.00	0.00	18,621.00	0.00	0.00
DEPARTMENT: 12200 - ADN PROGRAM	34,610.00	0.00	440.44-	45,249.60	11,080.04	24.49
DEPARTMENT: 12203 - ALLIED HEALTH	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 12210 - AGRICULTURE	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 12211 - MEAT JUDGING	0.00	0.00	0.00	90,000.00	90,000.00	100.00
DEPARTMENT: 13301 - ABE--INSTRUCTION	8,833.77	4,575.86	4,575.86	82,575.00	69,165.37	83.76
DEPARTMENT: 31000 - COMMUNITY SERVICE	76.00	36,656.55	196,979.01	446,996.55	249,941.54	55.92
DEPARTMENT: 41000 - LIBRARY	0.00	75.15	75.15	75.15	0.00	0.00
DEPARTMENT: 42000 - DEAN OF LEARNING S	10,224.11	10,215.17	78,525.64	335,190.54	246,440.79	73.52
DEPARTMENT: 42005 - DEAN OF TECHNICAL	36,060.29	29,235.56	198,455.17	454,711.89	220,196.43	48.43
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	0.00	2,558.74	7,676.22	253,422.00	245,745.78	96.97
DEPARTMENT: 45011 - SCIENCE LAB ACTIVI	3,739.66	0.00	0.00	33,300.00	29,560.34	88.77
DEPARTMENT: 50000 - DEAN OF STUDENT SE	1,382.95	46,900.39	435,861.57	843,331.92	406,087.40	48.15
DEPARTMENT: 64000 - INFORMATION TECHNO	0.00	0.00	0.00	3,000.00	3,000.00	100.00
DEPARTMENT: 71000 - BUILDINGS	12,600.00	0.00	0.00	288,200.00	275,600.00	95.63
=====						
FUND: 22 - RESTRICTED GRANTS	126,147.78	131,927.38	925,109.86	2,912,794.09	1,861,536.45	63.91

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FUND: 23 - OTHER RESTRICTED FUNDS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11000 - BUDGET SALARIES	0.00	0.00	0.00	83,105.00	83,105.00	100.00
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	4,220.00	800.13	3,434.79	11,605.00	3,950.21	34.04
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	16,895.00	16,895.00	16,895.00	0.00	0.00
DEPARTMENT: 61000 - PRESIDENT	0.00	1,256.24	1,256.24	1,961.96	705.72	35.97
=====						
FUND: 23 - OTHER RESTRICTED FUNDS	4,220.00	18,951.37	21,586.03	113,566.96	87,760.93	77.28

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FUND: 24 - ADULT BASIC EDUCATION

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 13301 - ABE--INSTRUCTION	16,784.28	33,964.55	180,797.33	453,429.22	255,847.61	56.43
DEPARTMENT: 13305 - ABE--STAFF DEVELOP	190.00	1,214.02	6,347.73	13,363.00	6,825.27	51.08
=====						
FUND: 24 - ADULT BASIC EDUCATION	16,974.28	35,178.57	187,145.06	466,792.22	262,672.88	56.27

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FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	57,451.18	170.00	328,444.15	689,788.00	303,892.67	44.06
=====						
FUND: 61 - CAPITAL OUTLAY	57,451.18	170.00	328,444.15	689,788.00	303,892.67	44.06

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FUND: 63 - DEBT RET--COP

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	133.54	0.00	133.54-	0.00
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	0.00	0.00	32.36	0.00	32.36-	0.00
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	15.48	0.00	15.48-	0.00
=====						
FUND: 63 - DEBT RET--COP	0.00	0.00	181.38	0.00	181.38-	0.00

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FUND: 64 - COP FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 64000 - INFORMATION TECHNO	100.00	0.00	2,253.59	47,297.49	44,943.90	95.02
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00
=====						
FUND: 64 - COP FUND	100.00	0.00	2,253.59	47,297.49	44,943.90	95.02

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FUND: 71 - ACTIVITY/ORGANIZATION FD

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	21,972.20	4,911.27	55,730.90	319,037.00	241,333.90	75.64
DEPARTMENT: 99001 - STUDENT NEWSPAPER	1,800.00	836.31	7,387.69	40,000.00	30,812.31	77.03
DEPARTMENT: 99002 - STUDENT MAGAZINE	6,765.00	45.00	481.17-	42,700.00	36,416.17	85.28
=====						
FUND: 71 - ACTIVITY/ORGANIZATION FD	30,537.20	5,792.58	62,637.42	401,737.00	308,562.38	76.81

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FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11022 - SPEECH	0.00	0.00	1,762.00	0.00	1,762.00-	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	0.00	4,815.00	0.00	4,815.00-	0.00
DEPARTMENT: 11030 - ART	0.00	0.00	3,485.00	0.00	3,485.00-	0.00
DEPARTMENT: 11031 - DRAMA	0.00	0.00	3,483.00	0.00	3,483.00-	0.00
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	425.00	7,456.00	0.00	7,456.00-	0.00
DEPARTMENT: 11033 - INSTRUMENTAL MUSIC	0.00	8,710.00	15,716.00	0.00	15,716.00-	0.00
DEPARTMENT: 12211 - MEAT JUDGING	0.00	0.00	4,979.00	0.00	4,979.00-	0.00
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	9,896.00	0.00	9,896.00-	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	4,405.00	0.00	4,405.00-	0.00
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	1,598.00	0.00	1,598.00-	0.00
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	0.00	1,639.00	0.00	1,639.00-	0.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	4,241.00	0.00	4,241.00-	0.00
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	33,764.00	0.00	33,764.00-	0.00
DEPARTMENT: 55007 - BASEBALL	0.00	0.00	3,278.00	0.00	3,278.00-	0.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	840.00	0.00	840.00-	0.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	6,701.00	0.00	6,701.00-	0.00
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	1,762.00	0.00	1,762.00-	0.00
DEPARTMENT: 55012 - CHEERLEADERS	0.00	0.00	4,323.00	0.00	4,323.00-	0.00
DEPARTMENT: 55013 - DANCE TEAM	0.00	0.00	881.00	0.00	881.00-	0.00
DEPARTMENT: 55014 - RODEO TEAM	0.00	82.00-	12,928.00	0.00	12,928.00-	0.00
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	0.00	13,399.00	0.00	13,399.00-	0.00
=====						
FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	9,053.00	141,351.00	0.00	141,351.00-	0.00

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FUND: 73 - EDUKAN CONSORTIUM FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	5,751.44	68,837.49	237,000.00	168,162.51	70.95
=====						
FUND: 73 - EDUKAN CONSORTIUM FUND	0.00	5,751.44	68,837.49	237,000.00	168,162.51	70.95

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FUND: 89 - OTHER

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	0.00	0.00	6,500.00	6,500.00	100.00
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	0.00	89,817.95-	0.00	89,817.95	0.00
=====						
FUND: 89 - OTHER	0.00	0.00	89,817.95-	6,500.00	96,317.95	481.81

As of 12/31/2007

		Amount	% Rate
Cash in Bank:	Commerce Bank	\$ 419,049.65	0.2500%
	Security State - Scott City	\$ 21,142.04	0.0000%
	State Municipal Invest. Pool	\$ 45,381.92	4.2600%
	Landmark National Bank	\$ 1,120,443.53	4.4900%

Investments:

Institution	Type	Amount	% Rate	Beg. Date	End Date
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
American State Bank	CD	\$ 1,000,000.00	4.1900%	12/18/07	10/23/08
American State Bank	CD	\$ 1,000,000.00	4.1900%	12/18/07	11/24/08
American State Bank	CD	\$ 1,000,000.00	4.1900%	12/18/07	12/18/08

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

(For approval at 1/12/08 Board Meeting)

PROVIDER/INSTRUCTOR	CLASS	AMOUNT	SALARY LEVEL/ SEMESTERS TAUGHT
<u>MAIN</u>			
Ashlock, Bernard Lewis	Issues in Psychology 1 cr.hr. x \$470 (3 students) PSYC-203-90 (11/16/2007-11/17/2007) 0 x 0 = 0 11-00-0000-11060-5260	\$470.00	L3/3
Bailey, Roger A	Criminal Investigation II 2 cr.hr. x \$500 (15 students) CRIM-212-01 (10/30/2007-12/11/2007) 0 x 0 = 0 11-00-0000-12240-5260	\$1,000.00	L4/1
Roger A. Bailey (2 cr. hr.) and Terry J. Lee (1 cr. hr.) are team-teaching CRIM-212-01 (3 cr. hr.)			
Elam, Dennis C	Tactical Baton 1 cr.hr. x \$600 (6 students) CRIM-2001-10 (12/1/2007-12/2/2007) 0 x 0 = 0 11-00-0000-12240-5260	\$600.00	L4B/99
Miller, Sharron K	Home Health Aide 2 cr.hr. x \$1223.5 (10 students) HELR-107-01 (11/28/2007-12/19/2007) 0 x 0 = 0 11-00-0000-12203-5260	<u>\$2,447.00</u>	L1/L11/47
TOTAL ADJUNCT FACULTY CONTRACTS		\$4,517.00	

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

(For approval at 1/12/08 Board Meeting)

PROVIDER/INSTRUCTOR	CLASS	AMOUNT	SALARY LEVEL/ SEMESTERS TAUGHT
<hr/>			
<u>BEC</u>			
Tuttle, Debra L	Home Health Aide 2 cr.hr. x \$ 470 (5 students) HELRL-107-SC (11/26/2007-12/7/2007) 0 x 0 = 0 11-00-0000-12203-5220	<u>\$940.00</u>	L3/4
TOTAL OUTREACH FACULTY CONTRACTS		\$940.00	

**GARDEN CITY COMMUNITY COLLEGE
OUTREACH SERVICE CONTRACTS
FALL, 2007**

(For approval at 1/12/08 Board Meeting)

PROVIDER/INSTRUCTOR	CLASS	AMOUNT	SALARY LEVEL/ SEMESTERS TAUGHT
<hr/>			
<u>Lakin - USD 215</u>			
Thompson, Kevin W	Introduction to Literature I 3 cr.hr. x \$375 (14 students) LITR-210-LA (11/12/2007-2/19/2008) 11-00-0000-11021-6610	\$1,125.00	USD rate/14
Thompson, Kevin W	Introduction to Literature I 3 cr.hr. x \$375 (11 students) LITR-210-LK (11/12/2007-2/19/2008) 11-00-0000-11021-6610	<u>\$1,125.00</u>	USD rate/14
TOTAL OUTREACH SERVICE CONTRACTS		\$2,250.00	

GARDEN CITY COMMUNITY COLLEGE
SERVICE CONTRACT PAYMENTS TO OUTREACH COORDINATORS
FALL SEMESTER 2007
Presented to the Board of Trustees
January 12, 2008

Location	Coordinator	Total Student Cr. Hr.	Rate of Pay	Contract Totals
<u>LAKIN</u>				
USD 215	Praveen K. Vadapally	75	\$5.91/cr. hr.	\$ <u>443.25</u>

**TOTAL OUTREACH
COORDINATOR PAYMENTS**
11-00-0000-42002-6610

\$ 443.25

c: BOT
Ballantyne
Payroll
Brungardt

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

(For approval at 1/12/08 Board Meeting)

INSTRUCTOR	CLASS	AMOUNT
Baker, Paula S.	Very Beginners Excel (COMP122-02) 4 contact hour(s) @ \$20.00/hour (11 students) 11/26/07 - 11/28/07, M-W, 6:00 - 8:00 p.m. 14-00-8006-31000-5270	\$ 80.00
Baker, Paula S.	Digital World Fun (COMP135-02) 4 contact hour(s) @ \$20.00/hour (12 students) 12/3/07 - 12/5/07, M-W, 6:00 - 8:00 p.m. 14-00-8006-31000-5270	\$ 80.00
Beckett, Janice Clydia	Sterling Silver (SLFM111-07) 2.5 contact hour(s) @ \$20.00/hour (9 students) 12/6/07, Th, 6:30 - 9:00 p.m. 14-00-8006-31000-5270	\$ 50.00
Johnson, Robert A.	Fuel Gas to Code (TECH800-02) 3 contact hour(s) @ \$30.00/hour (28 students) 12/6/07, Th, 1:00 - 4:00 p.m. 14-00-8004-31000-5270	\$ 90.00
Kruleski, Janet Sue	Gorgeous Gemstones (SLFM111-06) 2.5 contact hour(s) @ \$10.00/hour (8 students) 11/15/07, Th, 6:30 - 9:00 p.m. 14-00-8006-31000-5270	\$ 25.00
Kruleski, Janet Sue	Pretty Pearls (SLFM111-05) 2.5 contact hour(s) @ \$10.00/hour (6 students) 11/8/07, Th, 6:30 - 9:00 p.m. 14-00-8006-31000-5270	\$ 25.00
Kruleski, Janet Sue	Sterling Silver (SLFM111-07) 2.5 contact hour(s) @ \$10.00/hour (9 students) 12/6/07, Th, 6:30 - 9:00 p.m. 14-00-8006-31000-5270	\$ 25.00
Thornton, Maria Luisa	Spanish for Construction (TECH205-01) 6 contact hour(s) @ \$30.00/hour (8 students) 12/8/07, S, 8:30 a.m. - 4:00 p.m. 14-00-8004-31000-5270	<u>\$ 180.00</u>
TOTAL NON-CREDIT FACULTY CONTRACTS		\$ 555.00
14-00-8004-31000-5270	\$ 270.00 (Business & Industry)	
14-00-8006-31000-5270	\$ 285.00 (Community Services)	

**GARDEN CITY COMMUNITY COLLEGE
FACULTY CONTRACTS
FOR ADJUNCT LIAISON SERVICES
FALL 2007**
(For approval at 1/12/08 Board Meeting)

INSTRUCTOR	CLASS	AMOUNT
Foster, Leslie E.	Adjunct Liaison Consulting with Matthew E. Johannes Beginning Algebra MATH006-04 (8/15/07 – 12/13/07) 11-00-0000-11050-5235	<u>\$ 525.00</u>

TOTAL FACULTY ADJUNCT LIAISON CONTRACTS \$ 525.00

11-00-0000-11050-5235 - \$ 525.00

Jan. 3, 2008

To: Board of Trustees

From: Cathy McKinley, Director of Human Resources

New Hires

Sarah Wells, Allied Health Coordinator, effective Jan. 2, 2008

Rachel Wheet, Secretary-Nursing/Penka Building, effective Jan. 8, 2008

Separations

Retirements

Transfers/Promotions

Cynthia Johnson, Allied Health Program Specialist (Title V), effective Jan. 1, 2008

Vacancies

Asst. Volleyball Coach

Bilingual Support Specialist (Title V)

Custodian

Director of Physical Plant

Groundskeeper

Nursing Instructor (1)

One Stop Case Manager (Liberal)

Secretary – Title V

PURCHASE ORDER REQUISITION



Garden City Community College

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

INSTRUCTIONS

VENDOR: Keller Leopold Insurance Inc
P. O. Box 517
Garden City, KS 67846

- (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
		Package Renewal		\$113,212.00
For equipment purchases please indicate equipment location. Building _____ Room _____ All technology requests must be routed through the computer center.				

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

Account Number	Amount
1100000076000-6212	\$65,848.00
1100000076000-6210	\$ 5,322.00
1100000076000-6216	\$ 23,563.00
1100000076000-6224	\$ 6,606.00
1100000076000-6228	\$ 7,778.00
1100000076000-6230	\$ 4,095.00

Requested by	Date	Department	Building
D Wigner	1/32/08	Admin	SCSC
Person	Date	Approved	Not Approved
Div. Dir.			
Dean			
Comp. Ctr.			
Bus. Mgr.			

TOTAL

KELLER LEOPOLD INSURANCE, INC.

ANNUAL PREMIUM COMPARISON

DATE 01/01/08

ACCOUNT NAME Garden City Community College

Service Representative Diane Rose

POLICY TYPE	CURRENT PREMIUM	PREM CHG	RENEWAL PREMIUM	REASON FOR PREMIUM CHANGE
PROPERTY	71509	-5661	65848	Blanket rate from .149 to .131 per \$100 Value Blanket limit from 48,418,420 to 50,016,055(+3.3%) Does not include new fire house and classroom.
GENERAL LIABILITY	6601	-1279	5322	From 58.4% credit to 65.5% credit
COMMERICAL AUTO	26170	-2607	23563	From 28% credit to 31% credit & rates reduced
INLAND MARINE	6646	-40	6606	Equipt rate from .789 to .788 per \$100; Computer rate slightly less; Fine Arts rate same @ .22 per \$100
UMBRELLA	8309	-531	7778	
LINEBACKER	4095	-0-	4095	
TOTAL:	123330	-10118	113212	

-8.2%

MISC. NOTES

JANUARY 2008 MONITORING REPORT

EXECUTIVE LIMITATIONS	MONTHLY
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General Executive Constraints	#9	Page 7
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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
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General Executive Constraints	#10	Page 7
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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
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Asset Protection	#5	Page 12
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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 #175950 to Perceptive Software Inc. for \$19,818.00 for annual maintenance fee for Image Now software. Bid sheet attached indicated single source provider.
- Check #176133 to Gateway for \$19,021.00 for Academic Lab computer replacements. Requisition indicated the machines were purchased under the campus annual bid.

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

- Check # 176111 to Chartwells for \$53,720.38 for various invoices.
- Check #176112 to City of Garden City for \$34,468.68 for utilities.
- Check #176249 to Blue Cross and Blue Shield of \$122,572.79 for January health insurance premiums.

JANUARY 2008 MONITORING REPORT

EXECUTIVE LIMITATIONS

Information and Advice #2

QUARTERLY

Page 11

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

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

EXECUTIVE LIMITATIONS

Information and Advice #3

QUARTERLY

Page 11

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

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

EXECUTIVE LIMITATIONS

Information and Advice #5

QUARTERLY

Page 11

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

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

JANUARY 2008 MONITORING REPORT

ANNUAL REPORT

EXECUTIVE LIMITATIONS

Asset Protection

#1

ANNUAL

Page 12

The President shall not fail to insure against property and casualty losses or against liability losses to board members, staff, or the organization itself in an amount prudent and advisable under Kansas law. .

CEO's Interpretation and its justification: Insurance coverage shall be evaluated annually based on the annual audit, purchase of new equipment and property, and depreciated assets. With this information, the insurance brokers shall be consulted and coverage adjusted to be consistent with prudent and advisable practice under Kansas Law.

Data directly addressing the CEO's interpretation: Our insurance is provided by the Employers Mutual Casualty Company. Our agent is Keller-Leopold Insurance, Inc.

The following are current values (January 1, 2008 – December 31, 2008):

All buildings.....	\$44,951,052
Personal property.....	9,888,972
Personal property located outside.....	<u>733,370</u>
TOTAL.....	\$55,573,394

Current coverage:

Blanket buildings and personal property at
90% of replacement cost;
\$1,000 deductible..... \$50,016,055

General liability:
General aggregate limit \$2,000,000
Each occurrence limit..... \$1,000,000
Medical expense limit..... \$5,000

Inland Marine Insurance
Electronic Data Processing Equipment..... \$1,399,315
Data and media..... \$440,000
Fine Arts..... \$50,000
Miscellaneous property..... \$368,386

Commercial Umbrella "liability"
Aggregate limit..... \$3,000,000
Occurrence limit..... \$3,000,000

School District Linebacker
 Aggregate for each policy term..... \$1,000,000
 Each occurrence..... \$1,000,000
 \$1,500 per claim

Insurance for college vehicle fleet is provided by Employers Mutual Casualty Company.

Liability
 Bodily injury/property damage..... \$1,000,000 single limit
 Medial payments..... \$5,000 each person
 Uninsured motor vehicle bodily injury..... \$1,000,000 each person
 Comprehensive on newer vehicles..... \$250 deductible
 Collision on newer vehicles \$500 deductible

These policies protect the institution adequately against possible property losses and personal liabilities. They meet the legal requirements of the state.

EXECUTIVE LIMITATIONS **ANNUAL**
Asset Protection **#2** **Page 12**
The President shall not allow unbonded personnel access to significant amounts of funds.

CEO’s Interpretation and its justification: The President shall ensure that anyone who has access to significant amounts of funds shall be bonded. She shall further ensure that processes and procedures will be in place so that no one person can access funds without at least a second signature. People that have access to cash shall be limited to petty cash or receipts for services or performances and shall report back through the Business Office on a weekly basis. Cash in the Business Office shall be accounted for daily.

Data directly addressing the CEO’s interpretation: Our employees are bonded by the Employers Mutual Casualty. Our agent is Keller-Leopold Insurance Inc. A Treasurer’s Bond is provided at \$100,000. A blanket bond – Public Employee Dishonesty Coverage – is provided in the amount of \$100,000. All persons are covered (\$1,000 deductible per employee). This policy meets the requirements for bonding personnel who handle money.

Employee Benefit Liability	\$1,000,000 each claim \$2,000,000 aggregate \$1,000 deductible per claim
Worker’s Compensation	July 1, 2007 to June 30, 2008
Kansas Association of School Boards	Workers Compensation Fund, Inc.
Workers Compensation:	Statutory Benefits
Employer’s Liability	\$1,000,000 bodily injury by accident – each employee \$1,000,000 bodily injury by disease – each employee \$1,000,000 bodily injury by disease – each policy limit

The insurance coverage is sufficient to protect college assets.

EXECUTIVE LIMITATIONS**Asset Protection****#3****ANNUAL****Page 12****The President shall not allow improper wear and tear or inadequate maintenance of the plant and equipment.**

CEO's Interpretation and Its Justification: The President shall ensure that the routine maintenance of the facilities and infrastructure of the campus is included in the capital outlay budget. A plan for continuous evaluation and assessment shall also be in place. The plan will be presented with the annual budget to the Board. Equipment used campus-wide will be included in this report. Equipment used for specific programs or projects will be assessed every third year when the program is being evaluated.

Data directly addressing the CEO's interpretation: While maintaining facilities the size of GCC is always a challenge, this past year has shown major improvements, as follows:

- Academic Building faculty offices remodeled--new lighting, carpet, duct work, painting and furniture
- New tables and chairs in Academic Building and Fine Arts Building
- New carpet in the Beth Tedrow Student Center lobby (by cafeteria and meeting rooms)
- Two girls locker rooms remodeled in DPAC
- New carpet installed in Athletic Offices and Hall of Fame Room
- Hot water project completed
- West end of DPAC tied to heating/cooling loop
- Completion of fire tower and classroom building
- Parking lot repairs
- Replaced rodeo arena panels
- Hallway furniture replaced in Vocational Building and Penka Building

In addition, we have continued with the scheduled interior painting program and the furniture replacement program.

EXECUTIVE LIMITATIONS**Asset Protection****#4****ANNUAL****Page 12****The President shall not unnecessarily expose the organization, its board or staff to claims of liability.**

CEO's Interpretation and Its Justification: The President shall have prudent controls and assessments on assets, agreements and contracts, and human resources to ensure the least possible exposure to claims of liability.

Data directly addressing the CEO's interpretation: The College uses our attorney on many occasions, especially regarding contracts and agreements. We also use the Kansas Association of School Board's legal staff in particular situations. We have instigated training programs for staff regarding ergonomics, back safety, and falls. We require everyone who drives a school vehicle to take defensive driving. Our fleet is inspected regularly for vehicle malfunctions or defects.

EXECUTIVE LIMITATIONS**Asset Protection****#6****ANNUAL****Page 12**

The President shall not receive, process, or disburse funds under controls that are insufficient to meet the auditor's standards.

CEO's Interpretation and Its Justification: All processes that involve receiving, processing or disbursing funds are evaluated internally and the auditors assess this during their annual audit.

Data directly addressing the CEO's interpretation: The college continues to have unqualified annual audits. No statutory violations were reported in the most recent audit.

EXECUTIVE LIMITATIONS**Asset Protection****#7****ANNUAL****Page 12**

The President shall not acquire, encumber, or dispose of real property.

CEO's Interpretation and Its Justification: Any action regarding real property shall be at the Board level. The President nor anyone else at the College shall buy, rent, lease or sell real property without Board authorization.

Data directly addressing the CEO's interpretation: We gave the Board a list of equipment that we were disposing of before the sale. We have demolished one of the rentals and the other is scheduled to come down this spring. We were looking for a facility to house welding and construction trades. With the postponement of the Sunflower project, we determined that housing the Welding program on campus was our best option and we will wait to see if we receive the community based grant for construction.

Your Views

GCCC helps make festival special

As we head toward the end of a very busy year that was filled with great events that collectively set Garden City apart from other similar-sized communities in southwest Kansas and beyond, I want to take this opportunity to give my applause to the behind-the-scenes folks who gave of their time and commitment to the Tumbleweed Festival.

This remarkable celebration of spirit, talent, and sense of place came together for the public through the selflessness of volunteers who believe the quality of life in our area is everyone's responsibility. Moreover, in true Kansas style, people responded in heartwarming numbers.

Great events begin with great leadership and commitment. And that was made very apparent by Garden City Community College president Dr. Carol Ballantyne and administrative assistant Darla Daniels. Their combined organizational skills helped get a project of this size off the ground and their unending support and knack for rallying the much-needed volunteers can never receive enough thanks or praise.

A full roster of faculty and staff helped provide programs, information and a true sense of welcome to attendees. They assisted the artists and performers throughout the weekend. Artistic emergencies were handled with a can-do attitude and good humor.

A big hit at the festival was the face painting provided by students from the School of Cosmetology. The GCCC Maintenance Crew set up and tore down the many stages needed for performances throughout the weekend. The athletic department and Super Circuit staff provided the labor to set up and take down the big tents as well as unloaded materials and equipment from trucks. In addition, to top things off, the Criminal Justice department provided security for the entire Tumbleweed Festival area.

All of this is to say that we are indeed a fortunate city to have a community college whose president, faculty, staff, and students understand, support, and believe in special events that embrace our quality of life. I applaud them and all of the Garden City volunteers who repeatedly donate their time, energy, and money to make life in our part of the world more fun, more entertaining, and a great place to call home.

MARY GUY,
Garden City

From: Jim Hash

Sent: Wednesday, December 12, 2007 5:22 PM

To: 'Daylin Hash'; 'dhash@hughes.net'; 'claudia@collegerodeo.com'; Carol Ballantyne; 'denvic50@itlnet.net'; Tim Kolb (tskolb@nwosu.edu)

Subject: FW: special poem

This is a poem that Shancee Howell "one of my kids" wrote and gave to me the other day for a Christmas present I guess. Things like this are what make this job so enjoyable.

Have a Merry Christmas and Happy New Year.

Jim Boy Hash

(Rodeo Coach)

Jim Boy Hash

*Behold the man whom all want to approach.
All want a piece of you, your The Coach.*

*A high-visibility job while the pay is poor,
Considering the hours, the flak and the chore.*

*You want us all to win and you prepare to the hilt.
Success is expected in the program you have built.*

*You encourage us to rope and ride scrappy,
Always worrying 'bout keeping us all happy.*

*All those practices... the season's so long,
Good thing Jessica is understanding and strong.*

*You hopefully love your job, it's truly a passion.
Because the love of us never goes out of fashion.*

*When the season ends, though a struggle it's been,
You can hardly wait to do it all again.*

*You try to mold us to be all we can be,
While actually you are the inspiration that we see.*

*Sometimes you feel lack of appreciation for all you do,
But you suck it up each year, simply because you're true.*

*It's the gift God gave to you, it's what you love to do.
It's a privilege and a joy experienced by only a few.*

*Just when you think you may have failed the test,
You have one of us looking at you and saying we have learned from the best.*

*When it's all said and done; when summation you encroach,
The best title in the world is that of, simply, "Coach".*

*I just want to say THANK YOU Jimmy for all you do
Because it just wouldn't be the same without you*

12-29-07

Dear Dr. Ballantyne,



I just read your article in the newest GCCC "Inside". Being an employee of the Garden City school district I read with enthusiasm the names of the former GCCC students who have gone to greater accomplishments - as I know a number of these people.

If you decide to write another similar article on more former students, may I add our son to your list. Enclosed is a G.C. Telegram writeup from last June on Gregory, who attended GCCC from 1999-2001 and transferred his credits to the



University of Oklahoma - where he graduated in 2005 with a major in Meteorology/Geosciences, and minors in Mathematics and

Journalism -

The Calculus classes he took at CCC provided the doorway he needed to now become a general forecaster for the National Weather Service in Sterling, Virginia. Along with Washington D.C. and Baltimore, he is also forecasting for the White House and the United States Government.

Thank you for your leadership and encouragement you give to our students.

Sincerely,
Joy Schoor



Garden City resident, recently has been promoted to general forecaster with the National Weather Service in Sterling, Va.

Schoor

6-27-07

A 1999

graduate of Garden City High School, Schoor has a degree in meteorology from the University of Oklahoma.

The son of George and Joy

Schoor of Garden City, he was previously stationed in Greenville, SC.

In his current position, Schoor will be issuing weather forecasts and severe weather warnings for the Washington D.C./Baltimore.

Former resident gets promotion

Gregory Schoor, a former

Incidental Information
GCCC Board of Trustees
January 2008

Effective 12/13/07 the Kansas City School Participation Team informed GCCC that, based upon the information included in the Application for Approval to Participate in Federal Student Financial Aid Programs, the Secretary of Education (Secretary) has determined that **Garden City Community College satisfies the definition of an eligible institution under the Higher Education Act of 1965**, as amended (HEA). This approval will be effective through 09/30/2013.

Lenora Cook was reappointed to serve a second two-year term on **KSBN Education Committee**. The purpose of the committee is to monitor programs in order to ensure their quality; review licensure applications; and make decisions that focus on keeping the public safe.

GCCC was awarded a Technical Education Technology and Equipment grant in the amount of \$60,000 to support the development of an **Animal/Meat Science scientific laboratory**. Grant applicants were required to address one of the targeted industry sectors – Aviation & Advanced Manufacturing; Healthcare; Conventional & Renewable Energy; Bioscience; or Communications. GCCC chose to target Bioscience through its Animal Science program.

The scientific laboratory will expand the Animal/Meat Science program's ability to teach the scientific method by integrating scientific research and analysis into courses. Course content will focus on the following topics:

- Animal health and treatment – understanding of factors that affect animal health and treatment interventions as well as safe and effective processing protocols;
- Animal nutrition – understanding how nutrients affect animal growth, carcass composition, and reproductive performance;
- Governmental regulating agencies – understanding of the Center for Disease Control and Prevention (CDC), United States Department of Agriculture (USDA), Food and Drug Administration (FDA), Environmental Protection Agency (EPA), Occupational Safety and Health Administration (OSHA) and National Animal Identification System (NAIS) regulations and requirements;
- Microbiology – study of the anatomy and physiology of specific harmful and beneficial microorganisms utilized in the meat and food industries as well as those studied in the animal pharmaceutical field (including *E. coli*, *Clostridium* species such as Botulism, *Salmonella*, etc.);
- Natural and organic foods – study the differences between modern production and processing and properties of natural and organic foods.

GCCC program graduates will have the basic bioscience laboratory skills for entry into industry in jobs such as food bacteriological technicians and quality assurance technicians; or transfer to institutions of higher education to earn degrees as biological laboratory technologists, microbiology quality control technologists, or other agriculture-related bioscience programs of study. This grant required a \$30,000 match from the General Fund.

GCCC and BPI are implementing a **partnership program to train new hires for positions as industrial maintenance technicians**. The program will be twelve weeks in length and will include a paid internship at the local plant. Students, who will receive an hourly salary throughout the training period, will spend mornings in the classroom and afternoons at the Finney County plant where they will use the skills they are learning. BPI will cover all costs of tuition, fees, books and materials. Participants must meet the BPI selection process and GCCC entrance requirements before they are accepted into the program.

On December 21, 2007 Holcomb Middle School students participated in the **second annual Career Scavenger Hunt** which allowed them to interview local business representatives across Finney County to learn more about their work and the education requirements to prepare for career fields. Students were given a list of questions that they were required to ask. They earned points for the number of interviews they successfully completed, for being respectful during the interview, and for asking additional questions beyond the required list. Those with the most points were given prizes including GCCC memorabilia. Evaluations from business presenters indicated that they were well pleased with the event. Linda Holmquist assisted with the coordination of this career awareness event.

Von Hunn, True Value, donated stains and polyurethane valued at \$2,793.57 to the **GCCC Woodworking program**. These materials will not only support student learning but will help defray some of the program costs related to instructional materials. We appreciate Von for responding to the learning needs of GCCC and our students!

The masonry lab in the vocational building is being converted to a welding lab. Ventilation and electrical loads are being evaluated for possible upgrades. A classroom in the vocational building is being redesigned so that it can be utilized as a computer lab/training room for the welding program.

The installation of **the new heating units in the athletic offices and Hall of Fame** is almost complete. Once the units are installed, the DPAC building will be connected to the heating/cooling loop.

Demolition of the Director of Residential Life's apartment complex has begun. The remodeling and expansion of the director's apartment and the addition of two efficiency apartments is expected to be complete by the end of the spring semester.

The Grounds Department has been busy with **ice control on sidewalks, intersections and parking lots**. Before the winter weather hit, the department trimmed bushes on the east side of the east units, cleaned up trash around the student center and raked up fallen leaves in the center of campus.

A load of crushed cinders was purchased for the **warning track at Williams Stadium**. The baseball coaches spread out the cinders. This is a safety issue for the players and may require one more load of cinder to get the area up to the level it needs to be. Spray adjuvant was applied to Williams Stadium by Turf Tuf. This is a soil additive that helps relieve compaction of the soil and helps the moisture to penetrate.

As time allows, the Grounds Department continues to assist with maintenance work orders. The department is currently **reviewing applications for a groundskeeper** to temporarily replace Ron George while he is on active military duty.

Current projects include working on estimates **for irrigation and a landscaping plan for the fire tower area**. Summer equipment is being checked for any needed repairs necessary before spring mowing begins.

The custodial department is looking forward to the holiday break. There are **several people out on medical leave** which has left the department short handed during the month of December when there were numerous holiday open houses around campus as well as the President's Open House. Prior to the holiday break, the **basketball floors** underwent an annual refurbishing.

Central Services completed **263 copy center orders and made 96,072 impressions** during December. Printing orders included basketball programs, certified and practical nursing manuals, Christmas music programs, spring and summer line schedules and business cards.

The switchboard received a total of **1,206 calls during the 15 days** the college was open in December. Bulk mail was processed for TRiO, Fine Arts, and Admissions. First class postage for 6,221 items was \$3,377.

Computer Services has been working on updating the **IT equipment inventory**. All switches were tested and an upgrade to the college work order tracking system was complete. The conversion of Endowment Association data base to Colleague continues.

With the assistance of the maintenance department, the **Administrative computer training lab was reconfigured** so that it can be more easily used for training. Reports were developed for purchase vouchers and check lists.

The total **number of graduates** submitted during the period of July 1, 2006 to June 30, 2007 is 430. Below is the actual breakdown confirmed with the Clearinghouse:

<u>Transmitted/Received Date</u>	<u>Degree Period</u>	<u>Number of Graduates</u>
July 2006	06SP	187
August 2006	06SU	38
January 2007	06FA	44
June 2007	07SP	161

Bryan Education Center **Spring enrollment** began with 20 credit courses being offered. Enrollment will continue through January 9. The ACT was administered with 20 students and 2 administrators. The director proctored final exams for 7 students taking online credit courses. Both the Compass placement and Nelson-Denny reading test were administered to 3 students. **Precision Ag & Seed Services** held a two-day training with 23 participants, generating \$220 in fees. The Scott Community Foundation held their monthly meeting with 11 participants, generating \$20 in fees. The Scott County Partners for Youth also met for their monthly meeting with 8 participants.

Congratulations to the following **Educational Talent Search students**

- Bailea Ochs who was inducted to the National Honor Roll
- Maria Espinosa, Long Tran who were selected to participate in a leadership conference in Denver for Family, Career and Community Leaders of America (FCCLA)
- Long Tran who has been awarded a Dean's Scholarship to Garden City Community College
- Hein Nguyen a former Upward Bound student received a \$500 scholarship from PEO. She is currently attending GCCC with plans to major in science and business administration.
- Former ETS student Kaleb Jesse who is a sophomore at Western Kentucky University for being an octafinalist in the Lincoln Douglas debated held in Columbus, Ohio.

At ETS tutoring offered Monday, Tuesday and Thursday at the high school and the college, **students are practicing for Kansas Assessments**, learning to make mini movies with movie maker, practicing for ACT, as well as working on college applications, essays and scholarship applications.

Business & Industry had a successful December, in spite of being called away so often to eat delicious holiday food! We started out with a Saturday class in website design with 7 people attending. For a 2-day offering of CEUs for Plumbing, HVAC, and Electric we had **87 enrollments!!!!** In a partnership with SBDC, we planned a downtown design training for Dighton and Lane County business building owners. Other successful meetings were with the City Inspector to provide a needed recertification program later on in the year; volunteering with the Downtown Vision Economic Restructuring Committee to create a form for the purpose of tracking sales in relation to activities, events, weather, etc; and meeting with Smart Start for doing CEUs this winter. Lastly, I attended the Destination Finney County Coalition meeting where we decided to research the process of creating a new "video" and web portal for the purpose of recruiting visitors, shoppers, residents, and investors. Getting the first quarter of 2008 organized, the printing ordered and wrapping up quarterly reports has taken us up to the holiday break.

In December, Community Services wrapped up a very successful fall semester for Broncbuster Senior Club, Personal Enrichment and Finney County Young Professionals. As all the numbers came rolling in, things look great! At the end of the fall, we had a total of **169 enrollments. In fall 2006, we had 79 enrollments. That is an increase of 113% in one year.** We are planning on continuing the trend for the spring. The catalog has been sent to the printer and we will be doing our usual insert of the catalog and sending it out to our mailing list so that people all over southwest Kansas will be able to see what opportunities are available for them at GCCC. We did a final push to increase the ads in the Personal Enrichment Catalog and have added 8 pages to our normally 24 page catalog. Not only will people find information about Personal Enrichment classes, but information about other non-credit and recreational opportunities on the GCCC campus. For the spring we have a class list 37 strong with a few new classes that were requested in the survey we sent to people in and around Garden City. College for Life will be back in swing in the month of January and there is a full slate of classes scheduled, from art to table manners.

Finney County Young Professionals met on December 13 to have our **annual bell ringing** for the Salvation Army. Just a few met up to brave the cold temperatures, and we were able to help the daily total over \$1400.00. A business meeting is schedule January 8 to discuss Budgeting Basics with Linda Walter as well as going over possible by-laws and collecting dues from the membership. It's going to be a big year for FCYP

Three of the Southwest Regional Prevention Center coalitions are in the process of applying for the **Compassion Kansas Grant** from the Center for Community Support and Research at Wichita State University. They are the Community Health Coalition in Garden City, Scott County Partners for Youth in Scott City, and Seeds of Hope Jail Ministry in Garden City. The proposal is due March 1, 2008.

SWKRPC provided **technical assistance to community groups** in Garden City, Dodge City and Liberal that applied for underage drinking prevention grants through the Strategic Prevention Framework State Incentive Grant to be administered by Kansas Social and Rehabilitation Services. Only six to 10 grants will be awarded statewide.

Project Destiny continues to recruit more students for our migrant program while we have had students graduate from both our sites, Scott City and Ulysses. Last month, Sylvia Saenz de Franco, Ulysses, obtained the highest score (800) in Reading. We have received calls from Syracuse regarding our program. There is an interest from the migrant population in the school district to start a class there this spring. We are planning to meet with school officials and potential students to explore our options. Our numbers are good and continue to grow. We have planned orientations for new students who qualify for the program this month in Scott City and Ulysses.

The Adult Learning Center staff **post tested 180+ students**, the staff is working on grading them and has them ready for input into the state database.

The ALC finished the year with the raffle of two computers for students and a holiday celebration. About 150 students attended this **celebration** and brought food for the potluck dinner. As always, the dinner was delicious with a wide range of dishes reflecting the diversity of the students' cultures.

The ALC program requested two additional days for official GED test, this is due to the number of students ready for the test. **(26 students went to the official GED test, completing or starting the testing in December.)**

The Adult Learning Center hired a new **Migrant Family Literacy Program** coordinator. Susan Ratzlaff started on December 3, 2007. Susan's office is located at East Garden Village lot # 466, phone number 276-3899. She had been meeting with all the MFL personnel, including the Buffalo Jones site, and has also met with Janie Perkins who is the Supplemental Programs Coordinator at USD 457, and also met with the Assistant Superintendent for USD 457, Shelly Kiblinger.

The MFL coordinator has been emailing information about the upcoming Orientations for ESL and GED programs as part of the advertisement; this email was sent to Blanca Cano, Migrant Identification and Recruitment, Josandra Mesa, Migrant Identification and Recruitment, who

both work at USD 457 and Jeannie Ryan, Family Support Specialist at Kansas Children's Service League - Headstart.

Linda Miller, the new **Perkins Transition Coordinator**, is working hard to learn all about the procedures and steps that students need to complete in order to transition to credit classes. Several students have completed the processes and will be starting credit classes this semester.

Seven **GED students toured** St. Catherine Hospital on Dec. 6 with the focus being on career choices having a demand in population, plus nursing. Dr. Kandee Klein visited with Linda Miller and is willing to participate in a job shadowing program for students who are interested dentistry as a career.

The Perkins Reserve grant also provided funding to **purchase the career materials** like the Personal Compass, on-line GED software, new laptops, Discover materials and software from Career Consulting Corner. These materials were purchased in December.

Admissions hosted 14 Kenneth Henderson 8th grade Special Needs Students and 5 instructors for a campus tour and academic appointments to show them their educational options. They have also completed the **electronic ACT process** and are now successfully loading ACT scores through this process.

To: Carol Ballantyne, President
From: Beth Tedrow, Dean of Student Services
Date: January 3, 2008
Re: **IPEDS DATA FEEDBACK RETREAT 2007**

The National Center for Educational Statistics recently provided Garden City Community College feedback based on the college's 2006-07 IPEDS (Integrated Postsecondary Educational Data System) Report. The statistics in this report compare GCCC data with 26 similar institutions, i.e., public, rural, 2-year institutions (both technical and community colleges) in the Great Lakes and Plains regions with comparable enrollments. The states, with the number of institutions in parentheses, included: Kansas (7-Cloud, Colby, Dodge City, Labette, Neosho, Pratt, Seward), Illinois (1), Indiana (3), Iowa (2), Michigan (3), Minnesota (1), Missouri (1), Nebraska (1), North Dakota (1), Ohio (3) and Wisconsin (3).

The report compares GCCC's statistics with the median values of the comparison group of colleges. Twelve areas were covered in the report; a brief description of the charted statistics follows.

Enrollment Measure – Because the comparison group institutions were similar to GCCC, there was no significant difference in any area which included unduplicated head count, total FTE enrollment, full-time enrollment and part-time enrollment; however GCCC was slightly higher in each area.

Race/Ethnicity and Gender – GCCC had a higher percentage of total Hispanic enrollment (25% vs. 2%), approximately 1/3 less in white, non-Hispanic students; and slightly less percentage of women enrolled.

Tuition and Required Fees – For the previous three-year period, GCCC's tuition and fees were significantly lower than the comparison groups, i.e, 2004-05 – 21% lower, 2005-06 – 22% lower and in 2006-07 – 28% lower.

Financial Aid Amounts, Types and Percentages – GCCC was similar in the number of students receiving some form of federal grants and loans, but significantly more GCCC students received institutional grants. GCCC students received notably less funds in all categories of aid which illustrates the GCCC philosophy to assist as many students as possible.

Graduation Rates and Number of Degrees Awarded – All GCCC statistics in these areas were very similar to the comparison institutions.

Core Revenues and Core Expenses – Again, GCCC rates were very similar to the comparison groups; however, local appropriations was almost double that of the comparison group.

Full-time equivalent staff and average salaries- In both of these areas, GCCC statistics slightly exceeded all categories; however, GCCC had only about 50% as many executive/administrative/managerial positions (8 vs.15).

The report reaffirms that among similar institutions, GCCC is both comparable and competitive in student body, cost-analysis and personnel. A copy of the entire Feedback Report, which includes twelve bar graph charts, is available for further review.

Finney County Economic Development Corporation

1509 Fulton Terrace
Garden City, Kansas 67846
(620) 271-0388
Fax (620) 271-0588
www.finneycountyeconomicdevelopment.org

December 26, 2007

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

Dear Dr. Ballantyne:

Enclosed you will find the by-law amendment which was adopted by Finney County Economic Development Corporation on December 13, 2007. Please feel free to contact me at my office if you should have any questions after reviewing the enclosed material.

Sincerely,



Eric Depperschmidt
President

*The Finney County Economic Development Corporation was created for
and is committed to the continual improvement of the economic quality of life
in the Finney County Area.*

Article II

BY THE BOARD OF DIRECTORS

Section 13. Removal of Member; Termination of Membership. A member of the Corporation may be removed as a member, and the membership interest of such member in the Corporation thereby terminated, by the Board of Directors, upon the affirmative recorded vote of a majority of the members of the Board. The removal of the member and the termination of the membership in the Corporation of the member so removed shall be effective immediately upon the action having been taken by the members of the Corporation. Any such removal and termination shall be without prejudice to the contract rights, if any, of the member so removed.

BY THE MEMBERS

Section 13. Removal of Member; Termination of Membership. A member of the Corporation may be removed as a member, and the membership interest of such member in the Corporation thereby terminated, upon the affirmative recorded vote of a majority in interest of the members of the Corporation with voting power, at any regular or special meeting of the members conducted in accordance with these Bylaws. The removal of the member and the termination of the membership in the Corporation of the member so removed shall be effective immediately upon the recording of the votes of the members upon any such question or motion submitted, and the presiding officer declaring such question or motion duly passed by the Board of Directors. Any such removal and termination shall be without prejudice to the contract rights, if any, of the member so removed.

EFFECT UPON REMOVED MEMBER'S POSITIONS ON BOARD OF DIRECTORS

The removal and termination of membership of a member shall, in addition, constitute an immediate reduction in the number of directors constituting the Board of Directors, in a number equal to those directors to which any member is entitled and as are attributable to the removed member, in accordance with and as established in Article III, Section 2, of these Bylaws. The removal and termination of membership of a member, and the elimination of such member's directors on the Board of Directors as provided, shall be deemed an immediate disqualification of the director(s) then elected and serving in the positions thus reduced and eliminated.

[If appropriate to considered for adoption, may wish to incorporate the language of the above paragraph, into a new section under Article III.]