

February 20, 2009

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, February 25, 2009**. The meeting will be held in the **Hall of Fame Room, Dennis B. Perryman Athletic Complex**, Garden City Community College Campus.

- 5:15 Penka Addition walk through*
- 5:30 Dinner catered to the Hall of Fame Room*
- 5:45 Regular meeting called to order in the Hall of Fame Room*

CALL TO ORDER

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

CONSENT AGENDA

- A. Approval of minutes of previous meeting (January 14, 2009)
- 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 Deputy Clerk
- E. Approval of tuition, room and board, child care, ABD and GED fees for 2009-2010
- F. Approval of course fees for 2009-2010
- G. Approval of classroom rental fees for 2009-2010
- H. Approval of academic calendar for 2009-2010
- I. Approval of Mini Vans Bid
- J. Approval of Faust Renovation Construction Bid
- K. Approval of Third Party Tuition Payment Plan
- L. Approval of Park College Articulation Agreement
- M. Approval of Annual Agreements re: Nursing program
- N. Approval of Annual Agreements re: Emergency Medical Training-Paramedic Program

OTHER

- A. 90th Anniversary Proclamation for Fort Scott Community College

POLICY REVIEW

- A. Monitoring Reports and ENDS
 - A1 Monitoring Report – Monthly
 - A2 Monitoring Report - Quarterly
- B. Ownership Linkage
 - B1 Letter from Sheila Frahm
 - B2 Email from Ron Schwartz
 - B3 Email from Dallas Crist
- C. Prioritize Ends/Planning Process Discussion
- D. Report from KACCT/COP meeting in Topeka (Feb 11-12)

REPORTS

- A. President Carol Ballantyne
 - A1 Incidental Information
 - A2 Gender and Race Demographic
 - A3 Capital Report
 - A4 Comparison of Department Enrollments 2009
 - A5 Initiation of New Programs and Retention of Existing Programs

Upcoming calendar dates:

<u>February 27, 28, March 1:</u>	Rodeo at GCCC
<u>February 27:</u>	Third annual Six by Six Art Show and Sale (Noon-5:30 Mercer Gallery)
<u>March 16-20:</u>	Spring Break – No classes/offices open
<u>April 3:</u>	Annual Endowment Association Auction
<u>April 8:</u>	Regular meeting of the Board 5:30 p.m.

Executive Session

Adjournment

Sincerely,

Ron Schwartz, 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**

January 14, 2009

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

Others Present: Dee Wigner, Dean of Administrative Services
Judy Crymble, Dean of Technical Education
Cathy McKinley, Dean of Continuing Education and Community Services
Steve Quakenbush, Director of Information Services & Publications
Scott Smythe, Director of Information Technology
Beth Tedrow, Dean of Student Services
Kevin Brungardt, Dean of Academics
Cricket Turley, Director of Human Resources
Lenora Cook, Director of Department of Nursing Education
Deanna Mann, Director of Institutional Effectiveness
Winsom Lamb, Social Science Instructor
Jacob Hughes, President of Student Government Association
Rachel Livermore, Penka Building Secretary/Recorder
Monica Springer, *Garden City Telegram*

5:30 p.m.: Dinner in Cafeteria

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

COMMENTS FROM THE CHAIR. Chair Schwartz called the regular session to order at 5:52 p.m. and made the following comments:

- Welcomed Monica Springer of the Telegram Education Beat
- Thanked Rachel Livermore for taking minutes for the December meeting and today
- Sent thoughts and prayers to Melinda Harrington, whose father-in-law passed away
- Expressed gratitude to the staff for pulling together and assisting Dr. Ballantyne when she fell ill as well as keeping the board informed
- Commended Dr. Ballantyne for putting a great team together

- Noted that Kevin Brungardt and Deanna Mann gave an AQIP update at the employee in-service on Monday, January 12 and conveyed that improvement in education comes from everyone on campus.

OPEN COMMENTS FROM PUBLIC.

There was no one signed to comment.

REPORT FROM STUDENT GOVERNMENT ASSOCIATION.

Jacob Hughes handed out a list (attached) highlighting the events that SGA has been involved in. They had their first meeting with the new staff of eight and said there is more excitement in the group. At the freshmen orientation students were asked to get involved in supporting athletics. Hughes showed everyone his new name plate and said that name tags are also being made for the rest of the staff. SGA wants to show more professionalism.

CONSENT AGENDA

Chair Schwartz asked if Trustees wished to pull any items on the consent Agenda for the purpose of discussion or if there were any questions.

Chair Schwartz asked for a motion approving Consent Agenda items.

MOTION: Clifford moved, seconded by Sterling, that the Consent Agenda items A. thru F. be approved as presented. Motion carried 6-0.

Approved actions follow:

APPROVED MINUTES of previous meeting held on December 10, 2008 as written.

SUBMITTED FINANCIAL INFORMATION TO THE AUDITOR, as presented.

APPROVED PERSONNEL ACTIONS, as presented - see attached lists.

APPROVAL OF PROPERTY AND LIABILITY INSURANCE PREMIUM FOR 2009, as presented - Keller Leopold Insurance \$120,431.00.

APPROVAL OF INTERLOCAL AGREEMENT WITH USD #457, RE: JUMBOTRON, as presented.

APPROVAL OF PURCHASE ORDERS OVER \$20,000.00, as presented - Innovative Laboratory Systems, Inc. \$166,535.00.

POLICY REVIEW

MONITORING REPORTS and ENDS REPORT

Monthly, Quarterly and Annual reports are attached.

Both the monthly and annual reports have been updated. Dee Wigner noted that last year's revised quarterly report was missed. It was rewritten by Dr. Ballantyne in February of 2008. The board agreed that the revised report be submitted next month.

OWNERSHIP LINKAGE

Steve Quakenbush received a letter (attached) from Beverly Glass, Garden City Downtown Vision Executive Director, thanking GCCC for participation in the 2008 Christmas Parade.

Clifford has received concerns regarding the closure to access Tangeman Fields from Spruce Street. Families take children there to play. No one present was aware of the closure and it will be looked into.

BOARD PROCESS AND POLICY GOVERNANCE REVIEW

To be discussed at the board retreat.

REPORTS

- Incidental Information – Additional recent campus happenings are attached as part of these minutes.
 - Dee Wigner stated that enrollment has increased by 8.9%. There are currently 1,492 students enrolled, up from 1,370 last year. The number of full-time students has increased 6.5%. There are now 1,062 as opposed to 983 last year. Worf asked if there was a breakdown of enrollment by program. Deanna Mann is still working on it and will find out which programs have increased enrollment.
 - Wigner pointed out that the final draft of the Quality Program Summary is in the board packet. The Federal Compliance Materials packet has been sent to AQIP reviewers. The board is invited to a dinner meeting with the reviewers on February 19 at 5:30 p.m. in the Endowment Room.
 - Douglass requested an update on construction of the Penka building addition. Wigner replied that it is on schedule. Lenora Cook reported that they have been working around classroom schedules and Stewart Nelson has done a great job of building what they had envisioned. The frames are in place and they are now putting up the sheetrock. Wigner will schedule a tour for the Trustees at the February board meeting.
 - Douglass acknowledged Judy Crymble's retirement announcement and wished

her well.

- Schwartz spoke of a Lou Dobbs report about community colleges being underrated. Many agreed that they are the best bargain for the money and quality of education and they are the key to rebuilding the middle class. In fact, many of the people involved in the report started at a community college.
- Schwartz also mentioned that he received an email from Noah Brown requesting Trustees to ask for support from legislators for a stimulus package, part of which will go to community colleges. The board agreed that they needed more information before proceeding.

- Auxiliary Budget

Wigner reported that the college will need to return to the state at least 3% of state revenues. Final numbers will be available after income revenues are collected. The state anticipates a 4% reduction in state revenues for 2010. The slider for the machine and equipment exemption will be received this year but not next. Interest free loans for deferred maintenance will still be available.

- GCCC Industrial Production Technology Video

Ballantyne had requested the technical department to show the ten minute video to the board which highlights the Industrial Ammonia Refrigeration, Welding and Industrial Maintenance (Automotive Technology) programs. The video will be used to recruit students at trade shows, on the internet and through public access television. The funds for the video came from a Perkins reserve grant written by Judy Crymble last year which targeted GED transition students. Steve Quakenbush was credited for writing the script for the video. They hope to put a link on the website to the video and are currently working on an electronic brochure that can be tailored to a prospective student's specific needs. Quakenbush is also looking into making a traditional student recruitment video.

UPCOMING CALENDAR DATES

- | | |
|--------------------|---|
| <u>Feb. 5:</u> | Legislative Dinner in Topeka (Sponsored by Finney County) |
| <u>Feb. 9-11:</u> | ACCT Legislative Summit in Washington, DC - no one from GCCC will be going this year |
| <u>Feb. 11-12:</u> | KBOR meetings in Topeka and KACCT/PTK/COP Celebration; Schwartz, Clifford, Douglass, others |
| <u>Feb. 18-20:</u> | AQIP Quality Check-up |
| <u>Feb. 19:</u> | Dinner meeting with AQIP reviewers at 5:30 p.m. in the Endowment room |
| <u>Feb. 25:</u> | Combined monthly meeting for February and March – dinner at 5:30 p.m.; call to order at 5:45 p.m. |

ADJOURNMENT

Douglass moved, seconded by Brandenburger, that meeting adjourn. Motion carried 6-0. Meeting adjourned at 6:50 p.m.

Rachel Livermore
Recorder

Dee Wigner

Ron Schwartz
Chair of the Board

Fiscal Year: 2009

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	593,864.50-	1,267,371.50-	1,445,168.00-	177,796.50-	12.30
11-00-0000-00000-4002 AMMONIA REFG COURS	0.00	27,744.00-	233,019.00-	435,000.00-	201,981.00-	46.43
11-00-0000-00000-4003 AUTOMATION ELECT C	0.00	8,368.00-	29,960.00-	25,000.00-	4,960.00	19.83-
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	156,325.00-	365,365.00-	350,000.00-	15,365.00	4.38-
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	53,971.00-	111,048.00-	125,000.00-	13,952.00-	11.16
11-00-0000-00000-4006 OUTREACH CREDIT HO	0.00	18,570.00-	45,330.00-	52,000.00-	6,670.00-	12.83
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	93,909.00-	201,063.00-	220,000.00-	18,937.00-	8.61
11-00-0000-00000-4008 TECHNOLOGY FEE-O :	0.00	7,428.00-	18,132.00-	21,000.00-	2,868.00-	13.66
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	102.27-	4,502.43-	45,000.00	49,502.43	110.01
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	922.50-	3,169.50-	15,000.00-	11,830.50-	78.87
11-00-0000-00000-4512 VENDING MACHINES :	0.00	407.96-	5,623.27-	12,000.00-	6,376.73-	53.14
11-00-0000-00000-4601 STATE OPERATING GR	0.00	1,429,760.00-	2,831,491.00-	2,831,491.00-	0.00	0.00
11-00-0000-00000-4803 AD VALOREM PROPRT	0.00	4,836,725.02-	4,836,725.02-	8,859,467.00-	4,022,741.98-	45.41
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	222,551.97-	426,821.74-	593,728.00-	166,906.26-	28.11
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	2,901.36-	6,312.96-	8,785.00-	2,472.04-	28.14
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	18,121.66-	66,189.69-	129,467.00-	63,277.31-	48.88
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	8,261.94-	8,261.94-	24,691.00-	16,429.06-	66.54
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	14,799.58-	15,030.29-	17,478.00-	2,447.71-	14.00
11-00-0000-00000-4811 TAX IN PROCESS : G	0.00	0.00	145,215.20-	49,018.00-	96,197.20	196.24-
11-00-0000-00000-4902 INTEREST INCOME :	0.00	109.12-	125,273.77-	200,000.00-	74,726.23-	37.36
11-00-0000-00000-4904 REIMBURSED SALARY	0.00	0.00	40.54-	100,000.00-	99,959.46-	99.96
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	1,360.75-	31,712.24-	90,000.00-	58,287.76-	64.76
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	2,656.04-	29,145.53-	80,000.00-	50,854.47-	63.57
11-00-0000-00000-4912 TRANSCRIPTS : GENE	90.00	1,959.00-	9,385.44-	15,000.00-	5,704.56-	38.03
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Totals for FUND: 11 - GENERAL	90.00	7,500,818.67-	10,816,189.06-	15,654,293.00-	4,838,193.94-	30.91

02-09-09

Garden City Community College
Annual Budget Report Ending 01/31/2009
Options - All Statuses

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Fiscal Year: 2009

FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
61-00-0000-00000-4103 TAX CREDIT DONATIO	0.00	2,000.00-	130,208.00-	130,208.00-	0.00	0.00
61-00-0000-00000-4803 AD VALOREM PROPERT	0.00	261,187.36-	261,187.36-	487,711.00-	226,523.64-	46.45
61-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	12,204.49-	23,406.42-	32,778.00-	9,371.58-	28.59
61-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	159.11-	346.18-	482.00-	135.82-	28.18
61-00-0000-00000-4807 DELINQUENT TAX : G	0.00	1,011.12-	3,674.47-	0.00	3,674.47	0.00
61-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	446.24-	446.24-	1,354.00-	907.76-	67.04
61-00-0000-00000-4810 16/20 M TAX : GENE	0.00	811.03-	823.54-	959.00-	135.46-	14.13
61-00-0000-00000-4811 TAX IN PROCESS : G	0.00	0.00	8,252.96-	0.00	8,252.96	0.00
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Totals for FUND: 61 - CAPITAL OUTLAY	0.00	277,819.35-	428,345.17-	653,492.00-	225,146.83-	34.45

EXPENSES

02-06-09

Garden City Community College
 Annual Budget Report Ending 01/31/2009
 Options - All Statuses

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Fiscal Year: 2009

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11005 - INSTRUCTION SALARY	0.00	0.00	0.00	6,040.22	6,040.22	100.00
DEPARTMENT: 11010 - BUSINESS & ECONOMI	30.50	13,710.61	100,223.25	268,402.00	168,148.25	62.65
DEPARTMENT: 11020 - HUMANITIES	99.90	6,681.55	46,656.57	118,816.00	72,059.53	60.65
DEPARTMENT: 11021 - ENGLISH	2,812.50	25,558.73	158,256.83	346,936.00	185,866.67	53.57
DEPARTMENT: 11022 - SPEECH	0.00	8,079.13	56,925.04	120,945.28	64,020.24	52.93
DEPARTMENT: 11023 - PHILOSOPHY	0.00	0.00	1,612.38	0.00	1,612.38	0.00
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	0.00	0.00	4,552.00	4,552.00	100.00
DEPARTMENT: 11025 - JOURNALISM	0.00	5,076.85	31,189.85	58,280.00	27,090.15	46.48
DEPARTMENT: 11026 - BROADCASTING	0.00	9,199.82	30,657.72	68,875.00	38,217.28	55.49
DEPARTMENT: 11030 - ART	0.00	32,976.89	65,520.27	129,761.08	64,240.81	49.51
DEPARTMENT: 11031 - DRAMA	1,585.48	8,382.67	57,431.02	101,658.00	42,641.50	41.95
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	5,698.73	36,426.56	72,649.00	36,222.44	49.86
DEPARTMENT: 11033 - INST MUSIC	409.95	15,428.05	97,499.41	198,340.42	100,431.06	50.64
DEPARTMENT: 11040 - SCIENCE	6,390.00	32,999.35	206,820.49	374,140.38	160,929.89	43.01
DEPARTMENT: 11050 - MATH	3,825.00	23,656.85	147,733.18	313,944.90	162,386.72	51.72
DEPARTMENT: 11060 - SOCIAL SCIENCE	2,363.83	39,291.38	240,610.54	468,682.00	225,707.63	48.16
DEPARTMENT: 11070 - HEALTH & PHYSICAL	304.00	14,261.11	126,055.94	241,650.00	115,290.06	47.71
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	7,016.50	47,342.46	99,351.00	52,008.54	52.35
DEPARTMENT: 11080 - ESSENTIAL SKILLS	0.00	296.04	1,820.64	1,013.00	807.64	79.72
DEPARTMENT: 11081 - READING	343.20	5,314.54	31,547.41	89,445.00	57,554.39	64.35
DEPARTMENT: 11082 - ESL	0.00	4,421.61	28,801.09	58,079.00	29,277.91	50.41
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	520.00	6,529.17	16,245.00	9,715.83	59.81
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	394.90	32.71	2,117.70	4,838.00	2,325.40	48.07
DEPARTMENT: 11095 - FORENSICS COMPETIT	4,300.00	1,100.00	4,777.52	11,745.00	2,667.48	22.71
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	6,906.00	7,624.94	40,272.64	220,000.00	172,821.36	78.56
DEPARTMENT: 12011 - MID-MANAGEMENT	0.00	2,350.08	17,024.60	33,251.00	16,226.40	48.80
DEPARTMENT: 12012 - MCSE/CISCO	0.00	2,480.08	14,564.81	34,028.00	19,463.19	57.20
DEPARTMENT: 12013 - OFFICE EDUCATION	0.00	4,300.05	25,304.79	56,468.00	31,163.21	55.19
DEPARTMENT: 12014 - FINNUP LAB	0.00	4,867.05	29,394.59	67,764.00	38,369.41	56.62
DEPARTMENT: 12200 - ADN PROGRAM	121.45	34,218.28	209,031.30	462,156.00	253,003.25	54.74
DEPARTMENT: 12201 - LPN PROGRAM	121.45	14,201.94	82,838.38	170,574.00	87,614.17	51.36
DEPARTMENT: 12202 - EMT	3,902.42	13,028.96	88,128.13	157,685.00	65,654.45	41.64
DEPARTMENT: 12203 - ALLIED HEALTH	508.80	4,967.56	70,612.88	125,385.00	54,263.32	43.28
DEPARTMENT: 12210 - AGRICULTURE	778.19	3,440.46	27,746.46	49,731.00	21,206.35	42.64
DEPARTMENT: 12211 - MEAT JUDGING	1,725.49	9,923.73	43,459.71	80,087.00	34,901.80	43.58
DEPARTMENT: 12220 - AG EQUIPMENT & MEC	4,217.05	13,418.07	99,629.42	181,829.76	77,983.29	42.89
DEPARTMENT: 12230 - AUTO MECHANICS	2,270.00	9,313.84	59,390.84	119,249.00	57,588.16	48.29
DEPARTMENT: 12240 - CRIMINAL JUSTICE	5,248.17	11,189.99	77,451.96	181,054.22	98,354.09	54.32
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	5,015.30	34,846.60	68,275.00	33,428.40	48.96
DEPARTMENT: 12242 - CHALLENGE COURSE	0.00	538.25	1,076.50	2,867.00	1,790.50	62.45
DEPARTMENT: 12250 - COSMETOLOGY	0.00	9,023.89	66,069.76	123,791.00	57,721.24	46.63
DEPARTMENT: 12260 - DRAFTING	0.00	0.00	4,198.35	9,101.00	4,902.65	53.87
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	1,770.56	27,638.97	222,939.10	397,517.84	172,808.18	43.47
DEPARTMENT: 12271 - AUTOMATION ELECTRI	591.00	3,893.15	23,732.88	53,232.00	28,908.12	54.31
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	234.80	4,726.80	33,396.31	111,245.00	77,613.89	69.77
DEPARTMENT: 12273 - WELDING	948.84	7,391.16	53,354.39	99,135.08	44,831.85	45.22
DEPARTMENT: 12280 - BUILDING TRADES	270.00	0.00	9,148.81	15,094.00	5,675.19	37.60
DEPARTMENT: 12290 - FINNEY COUNTY LEAR	0.00	6,131.86	43,315.61	75,728.00	32,412.39	42.80
DEPARTMENT: 21100 - INSTITUTIONAL RESE	0.00	5,572.86	39,412.93	75,383.00	35,970.07	47.72
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	461.94	3,392.41	8,074.00	4,681.59	57.98
DEPARTMENT: 32000 - BUSINESS & INDUSTR	0.00	6,455.90	43,885.70	79,594.00	35,708.30	44.86

DEPARTMENT: 41000 - LIBRARY	1,734.98	15,212.22	98,565.54	183,047.00	82,746.48	45.21
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	90.00	7,473.49	60,910.91	123,399.00	62,398.09	50.57
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	29,034.56	213,573.24	290,808.00	77,234.76	26.56
DEPARTMENT: 42001 - DEAN OF ACADEMICS	1,067.96	7,599.12	54,405.75	108,970.72	53,497.01	49.09
DEPARTMENT: 42002 - OUTREACH	0.00	0.00	11,002.37	58,858.00	47,855.63	81.31
DEPARTMENT: 42003 - FACULTY SENATE	1,850.00	1,285.23	9,253.48	35,163.00	24,059.52	68.42
DEPARTMENT: 42005 - DEAN OF TECHNICAL	765.79	11,030.45	80,015.37	161,269.32	80,488.16	49.91
DEPARTMENT: 42006 - DEAN OF CONT ED CO	990.50	13,159.82	78,207.19	167,278.00	88,080.31	52.66
DEPARTMENT: 42007 - BRYAN EDUCATION CE	0.00	4,705.46	31,863.09	60,046.00	28,182.91	46.94
DEPARTMENT: 43000 - TRANSITION	0.00	1,341.01	5,955.85	0.00	5,955.85-	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	13,200.12	97,797.63	184,736.00	86,938.37	47.06
DEPARTMENT: 50001 - STUDENT SUPPORT SE	0.00	29,818.00	29,818.00	29,818.00	0.00	0.00
DEPARTMENT: 50002 - EDUCATIONAL TALENT	0.00	11,907.00	11,907.00	11,907.00	0.00	0.00
DEPARTMENT: 50010 - COUNSELING & GUIDA	100.00	9,853.41	83,747.40	149,859.00	66,011.60	44.05
DEPARTMENT: 50011 - ASSESSMENT/TESTING	26.69	100.00	4,976.68	9,450.00	4,446.63	47.05
DEPARTMENT: 50020 - FINANCIAL AID OFFI	85.00	15,821.26	143,125.52	293,953.00	150,742.48	51.28
DEPARTMENT: 50030 - ADMISSIONS	988.74	14,556.63	104,117.76	203,796.00	98,689.50	48.43
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	0.00	10,809.98	77,705.93	145,815.00	68,109.07	46.71
DEPARTMENT: 50050 - STUDENT HEALTH SER	1,137.02	4,059.02	24,663.93	51,320.00	25,519.05	49.73
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	98.00	16,952.86	238,946.43	370,009.00	130,964.57	35.39
DEPARTMENT: 55001 - MEN'S BASKETBALL	900.00	10,953.41	91,141.71	120,715.00	28,673.29	23.75
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	550.00	7,971.73	66,241.83	108,358.00	41,566.17	38.36
DEPARTMENT: 55003 - MEN'S TRACK	1,055.00	2,095.01	22,569.50	40,381.00	16,756.50	41.50
DEPARTMENT: 55004 - WOMEN'S TRACK	1,195.50	2,021.91	22,021.38	39,346.00	16,129.12	40.99
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	995.00	4,330.18	36,888.27	85,476.95	47,593.68	55.68
DEPARTMENT: 55006 - FOOTBALL	2,304.52	19,074.85	184,197.86	286,859.00	100,356.62	34.98
DEPARTMENT: 55007 - BASEBALL	16,345.00	6,210.69	59,030.93	119,214.00	43,838.07	36.77
DEPARTMENT: 55008 - VOLLEYBALL	0.00	2,446.47	38,883.55	58,951.00	20,067.45	34.04
DEPARTMENT: 55009 - WOMEN'S SOCCER	450.00	2,199.19	23,951.59	35,469.00	11,067.41	31.20
DEPARTMENT: 55010 - MEN'S SOCCER	1,235.00	4,876.96	47,728.13	75,514.00	26,550.87	35.16
DEPARTMENT: 55012 - CHEERLEADING	400.00	923.84	22,149.34	35,882.00	13,332.66	37.16
DEPARTMENT: 55013 - DANCE TEAM	1,311.33	2,089.59	10,226.62	23,329.00	11,791.05	50.54
DEPARTMENT: 55014 - RODEO TEAM	45.00	7,267.70	70,393.07	120,060.00	49,621.93	41.33
DEPARTMENT: 55018 - INTRAMURALS & STUD	0.00	580.94	4,113.40	8,312.00	4,198.60	50.51
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	3,920.53	47,221.22	109,362.00	62,140.78	56.82
DEPARTMENT: 61000 - PRESIDENT	16,427.00	13,700.20	219,977.67	381,423.05	145,018.38	38.02
DEPARTMENT: 61001 - BOARD OF TRUSTEES	85.00	350.00	23,041.07	28,600.00	5,473.93	19.14
DEPARTMENT: 61005 - ATTORNEY	0.00	727.50	7,211.51	22,500.00	15,288.49	67.95
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	2,530.90	485,607.15	922,839.29	1,273,969.00	348,598.81	27.36
DEPARTMENT: 62010 - HUMAN RESOURCES	989.51	7,877.84	50,045.52	131,317.00	80,281.97	61.14
DEPARTMENT: 62011 - ADA COMPLIANCE	114.00	6,031.40	45,795.29	61,241.00	15,331.71	25.04
DEPARTMENT: 62050 - ONE-TIME PURCHASES	0.00	13,750.00	494,723.93	313,160.00	181,563.93-	57.97-
DEPARTMENT: 63000 - INFORMATION SERVIC	9,309.94	29,847.68	154,855.50	239,485.00	75,319.56	31.45
DEPARTMENT: 64000 - INFORMATION TECHNO	400.00	43,118.66	445,528.69	748,635.78	302,707.09	40.43
DEPARTMENT: 65000 - CENTRAL SERVICES	124.93	13,438.34	77,829.51	166,096.00	88,141.56	53.07
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	0.00	10,456.83	55,962.57	136,575.00	80,612.43	59.02
DEPARTMENT: 71000 - BUILDINGS	10,301.43	16,719.05	181,168.63	373,166.00	181,695.94	48.69
DEPARTMENT: 71005 - SCOTT CITY BLDG MA	1,003.38	2,559.61	16,969.49	31,111.00	13,138.13	42.23
DEPARTMENT: 71009 - RENTAL PROPERTY MA	0.00	0.00	0.00	4,050.00	4,050.00	100.00
DEPARTMENT: 72000 - CUSTODIAL SERVICES	6,223.60	45,664.74	299,158.12	586,748.00	281,366.28	47.95
DEPARTMENT: 73000 - GROUNDS	5,078.60	10,816.92	83,238.28	205,536.00	117,219.12	57.03
DEPARTMENT: 73001 - ATHLETIC FIELDS	3,723.51	2,535.09	13,288.25	38,635.00	21,623.24	55.97
DEPARTMENT: 74000 - VEHICLES	544.05	12,489.82	82,614.52	385,267.00	302,108.43	78.42
DEPARTMENT: 75000 - CAMPUS SECURITY	69.50	7,555.10	73,110.91	150,194.00	77,013.59	51.28
DEPARTMENT: 76000 - INSURANCE	0.00	129,039.07	232,716.38	285,758.00	53,041.62	18.56
DEPARTMENT: 77000 - UTILITIES	610.11	77,888.60	347,560.33	564,800.00	216,629.56	38.36
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	48,770.53	29,313.71	62,000.00	32,686.29	52.72
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	2,665.00	4,756.00	9,020.00	4,264.00	47.27
DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	0.00	7,790.00	33,087.00	25,297.00	76.46

DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	0.00	2,052.00	3,000.00	948.00	31.60
DEPARTMENT: 81004 - TUIT WAIVER CTZ IN	0.00	0.00	76,855.00	136,575.00	59,720.00	43.73
DEPARTMENT: 81005 - TUIT WAIVER FCHS	0.00	0.00	12,897.00	25,000.00	12,103.00	48.41
DEPARTMENT: 81006 - TUIT WAIVER FINE A	0.00	0.00	24,308.00	49,938.00	25,630.00	51.32
DEPARTMENT: 94000 - STUDENT CENTER	100.00	3,516.34	35,831.10	77,541.00	41,609.90	53.66
DEPARTMENT: 98001 - CHILD CARE	0.00	3,337.42	23,687.19	41,248.00	17,560.81	42.57

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FUND: 11 - GENERAL	145,829.97	1,755,223.76	9,242,617.83	16,705,094.00	7,316,646.20	43.80
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FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	6,439.50	5,457.20	62,691.34	133,946.25	64,815.41	48.39
DEPARTMENT: 55006 - FOOTBALL	0.00	338.00	1,795.85	3,000.00	1,204.15	40.14
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	574.27	8,422.00	7,847.73	93.18
DEPARTMENT: 31000 - COMMUNITY SERVICE	156.00	168.21	8,303.67	13,000.00	4,540.33	34.93
DEPARTMENT: 55012 - CHEERLEADING	0.00	25.00	1,113.53	1,200.00	86.47	7.21
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	409.08	5,000.00	4,590.92	91.82
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	269.10	5,000.00	4,730.90	94.62
DEPARTMENT: 31000 - COMMUNITY SERVICE	78.95	871.49	6,395.75	40,350.00	33,875.30	83.95
DEPARTMENT: 55007 - BASEBALL	576.00	1,252.00	7,241.50	12,000.00	4,182.50	34.85
DEPARTMENT: 11031 - DRAMA	0.00	5,659.42	84,938.18	88,860.00	3,921.82	4.41
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	5,159.99	7,505.00	2,345.01	31.25
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	4,812.30	4,812.30	0.00	4,812.30-	0.00
DEPARTMENT: 55013 - DANCE TEAM	0.00	83.25	83.25	500.00	416.75	83.35
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FUND: 14 - ADULT SUPPLEMENTARY ED	7,250.45	18,666.87	183,787.81	318,783.25	127,744.99	40.07

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FUND: 16 - AUXILIARY ENTITIES

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	864.47	155.00	2,329.25	12,000.00	8,806.28	73.39
DEPARTMENT: 94000 - STUDENT CENTER	217.00	646.10	68,225.74	139,100.00	70,657.26	50.80
DEPARTMENT: 95000 - STUDENT HOUSING	2,711.21	48,453.31	540,109.67	1,097,148.00	554,327.12	50.52
DEPARTMENT: 95001 - DIRECTOR'S APARTME	0.00	0.00	8,069.00	8,069.00	0.00	0.00
DEPARTMENT: 98000 - COSMETOLOGY	6,507.18	4,676.33	48,674.24	113,955.00	58,773.58	51.58
DEPARTMENT: 98001 - CHILD CARE	200.00	2,476.68	15,868.81	30,000.00	13,931.19	46.44
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	2,800.00-	7,200.00	19,200.00	12,000.00	62.50
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FUND: 16 - AUXILIARY ENTITIES	10,499.86	53,607.42	690,476.71	1,419,472.00	718,495.43	50.62

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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	33,792.35	1,628,525.84	103,687.51	1,524,838.33- 470.60-
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FUND: 21 - FEDERAL STUDENT AID	0.00	33,792.35	1,628,525.84	103,687.51	1,524,838.33- 470.60-

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FUND: 22 - RESTRICTED GRANTS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	5,762.00	5,762.00	0.00	5,762.00-	0.00
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	0.00	0.00	2,661.33	19,215.00	16,553.67	86.15
DEPARTMENT: 31000 - COMMUNITY SERVICE	146.00	27,191.72-	15,258.33	88,110.82	72,706.49	82.52
DEPARTMENT: 12200 - ADN PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	94.00	9,406.73	9,312.73	99.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 12200 - ADN PROGRAM	0.00	0.00	65.25-	0.00	65.25	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	21,634.97	23,234.97	1,600.00	6.89
DEPARTMENT: 50000 - DEAN OF STUDENT SE	8,245.77	5,885.82	134,427.23	165,286.17	22,613.17	13.68
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	0.00	0.00	35,670.74	66,352.79	30,682.05	46.24
DEPARTMENT: 45011 - SCIENCE LAB ACTIVI	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	284,299.48	284,299.48	0.00	0.00
DEPARTMENT: 13301 - ABE--INSTRUCTION	4,190.00	0.00	4,190.00-	0.00	0.00	0.00
DEPARTMENT: 00000 - GENERAL	0.00	0.00	5,675.09	0.00	5,675.09-	0.00
DEPARTMENT: 12211 - MEAT JUDGING	0.00	0.00	4,470.69-	0.00	4,470.69	0.00
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	6,676.12	6,676.12	0.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 42000 - DEAN OF LEARNING S	741.10	0.00	88,510.50	178,275.19	89,023.59	49.94
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 12273 - WELDING	1,016.15	442.11	6,860.72	12,896.14	5,019.27	38.92
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	19,608.08	0.00	19,608.08-	0.00
DEPARTMENT: 13301 - ABE--INSTRUCTION	0.00	0.00	0.00	11,800.00	11,800.00	100.00
DEPARTMENT: 00000 - GENERAL	0.00	29,818.00-	29,818.00-	29,818.00-	0.00	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	17,576.58	114,439.06	315,123.00	200,683.94	63.68
DEPARTMENT: 00000 - GENERAL	0.00	11,907.00-	11,907.00-	11,907.00-	0.00	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	200.00	17,133.59	94,539.32	250,041.00	155,301.68	62.11
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	0.00	11,780.64	48,929.56	250,380.00	201,450.44	80.46
DEPARTMENT: 45011 - SCIENCE LAB ACTIVI	0.00	0.00	0.00	77,311.00	77,311.00	100.00
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	0.00	247,300.00	247,300.00	100.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	452.05	17,859.20	123,900.92	203,940.00	79,587.03	39.02
DEPARTMENT: 11040 - SCIENCE	0.00	105.76	528.82	14,957.00	14,428.18	96.46
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	359.72	29,585.04	51,150.00	21,564.96	42.16
DEPARTMENT: 42005 - DEAN OF TECHNICAL	21,535.75	38,978.87	95,285.07	160,296.00	43,475.18	27.12
DEPARTMENT: 42000 - DEAN OF LEARNING S	222.75	9,488.15	39,438.31	119,414.00	79,752.94	66.79
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	7,055.89	50,907.31	107,040.50	56,133.19	52.44
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FUND: 22 - RESTRICTED GRANTS	36,749.57	63,511.61	1,174,241.06	2,620,780.91	1,409,790.28	53.79

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FUND: 23 - OTHER RESTRICTED FUNDS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	46.44	130.00	3,440.87	13,000.00	9,512.69	73.17
DEPARTMENT: 61000 - PRESIDENT	0.00	0.00	0.00	600.00	600.00	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	0.00	20,028.00	20,028.00	100.00
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	0.00	15,355.00	25,352.50	9,997.50	39.43
DEPARTMENT: 63000 - INFORMATION SERVIC	0.00	0.00	1,000.00	1,000.00	0.00	0.00
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	0.00	3,364.00	3,364.00	100.00
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	0.00	7,000.00	7,000.00	0.00	0.00
DEPARTMENT: 63000 - INFORMATION SERVIC	0.00	1,000.00	1,000.00	1,000.00	0.00	0.00
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FUND: 23 - OTHER RESTRICTED FUNDS	46.44	1,130.00	27,795.87	72,344.50	44,502.19	61.51

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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	14,150.00	7,859.04	119,880.42	181,725.79	47,695.37	26.25
DEPARTMENT: 13305 - ABE--STAFF DEVELOP	609.00	295.00	3,952.73	11,342.00	6,780.27	59.78
DEPARTMENT: 13301 - ABE--INSTRUCTION	1,364.64	11,632.95	50,866.57	229,501.00	177,269.79	77.24
DEPARTMENT: 00000 - GENERAL	0.00	27,500.00-	27,500.00-	27,500.00-	0.00	0.00
DEPARTMENT: 13301 - ABE--INSTRUCTION	350.00	9,228.13	72,339.13	147,247.00	74,557.87	50.63
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FUND: 24 - ADULT BASIC EDUCATION	16,473.64	1,515.12	219,538.85	542,315.79	306,303.30	56.48

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FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	219,361.00	19,797.50	183,782.53	653,492.00	250,348.47	38.31
FUND: 61 - CAPITAL OUTLAY	219,361.00	19,797.50	183,782.53	653,492.00	250,348.47	38.31

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FUND: 63 - DEBT RETIREMENT FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	690.33	0.00	690.33-	0.00
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	0.00	331,278.93-	331,994.53-	0.00	331,994.53	0.00
DEPARTMENT: 71000 - BUILDINGS	0.00	15,428.00-	14,785.03-	0.00	14,785.03	0.00
DEPARTMENT: 93000 - ISSUANCE EXPENSE	0.00	0.00	27,296.25	0.00	27,296.25-	0.00
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FUND: 63 - DEBT RETIREMENT FUND	0.00	346,706.93-	318,792.98-	0.00	318,792.98	0.00

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FUND: 64 - DEBT PROJECT FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	306,886.48	0.00	254,975.52	0.00	561,862.00-	0.00
=====	=====	=====	=====	=====	=====	=====
FUND: 64 - DEBT PROJECT FUND	306,886.48	0.00	254,975.52	0.00	561,862.00-	0.00

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FUND: 65 - CAPITAL CAMPAIGN FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	253,197.00	246,803.00	246,803.00	0.00	500,000.00-	0.00
=====	=====	=====	=====	=====	=====	=====
FUND: 65 - CAPITAL CAMPAIGN FUND	253,197.00	246,803.00	246,803.00	0.00	500,000.00-	0.00

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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	18,468.11	13,654.72	93,615.40	302,337.54	190,254.03	62.93
DEPARTMENT: 99001 - STUDENT NEWSPAPER	2,750.00	70.99	6,731.44	52,750.00	43,268.56	82.03
DEPARTMENT: 99002 - STUDENT MAGAZINE	0.00	37.50	207.45	53,000.00	52,792.55	99.61
DEPARTMENT: 50000 - DEAN OF STUDENT SE	2,604.00	3,754.00	10,253.38	34,300.00	21,442.62	62.51
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FUND: 71 - ACTIVITY/ORGANIZATION FD	23,822.11	17,517.21	110,807.67	442,387.54	307,757.76	69.57

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FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	6,843.00	0.00	6,843.00-	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	5,245.00	0.00	5,245.00-	0.00
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	881.00	0.00	881.00-	0.00
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	0.00	1,598.00	0.00	1,598.00-	0.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	7,007.00	0.00	7,007.00-	0.00
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	49,208.00	0.00	49,208.00-	0.00
DEPARTMENT: 55007 - BASEBALL	0.00	0.00	3,483.00	0.00	3,483.00-	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	7,358.00	0.00	7,358.00-	0.00
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	3,483.00	0.00	3,483.00-	0.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	3,401.00	0.00	3,401.00-	0.00
DEPARTMENT: 55013 - DANCE TEAM	0.00	0.00	2,315.00	0.00	2,315.00-	0.00
DEPARTMENT: 55014 - RODEO TEAM	0.00	0.00	9,855.00	0.00	9,855.00-	0.00
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	0.00	15,571.00	0.00	15,571.00-	0.00
DEPARTMENT: 11022 - SPEECH	0.00	0.00	350.00	0.00	350.00-	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	0.00	5,677.00	0.00	5,677.00-	0.00
DEPARTMENT: 11030 - ART	0.00	0.00	2,654.00	0.00	2,654.00-	0.00
DEPARTMENT: 11031 - DRAMA	0.00	0.00	3,442.00	0.00	3,442.00-	0.00
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	0.00	5,506.00	0.00	5,506.00-	0.00
DEPARTMENT: 11033 - INST MUSIC	0.00	0.00	13,283.00	0.00	13,283.00-	0.00
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	0.00	881.00	0.00	881.00-	0.00
DEPARTMENT: 12211 - MEAT JUDGING	0.00	0.00	4,692.00	0.00	4,692.00-	0.00
=====						
FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	0.00	153,573.00	0.00	153,573.00-	0.00

02-06-09

Garden City Community College
Annual Budget Report Ending 01/31/2009
Options - All Statuses

Page: 14

Fiscal Year: 2009

FUND: 73 - EDUKAN CONSORTIUM FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 42000 - DEAN OF LEARNING S	5,250.00	1,211.07	142,569.27	270,000.00	122,180.73	45.25
=====	=====	=====	=====	=====	=====	=====
FUND: 73 - EDUKAN CONSORTIUM FUND	5,250.00	1,211.07	142,569.27	270,000.00	122,180.73	45.25

02-06-09

Garden City Community College
Annual Budget Report Ending 01/31/2009
Options - All Statuses

Page: 15

Fiscal Year: 2009

FUND: 89 - OTHER

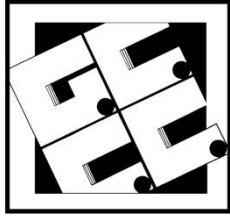
GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	0.00	0.00	6,500.00	6,500.00	100.00
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	18,450.00	76,275.00-	0.00	76,275.00	0.00
DEPARTMENT: 00000 - GENERAL	0.00	9,856.46	63,722.53	0.00	63,722.53-	0.00
=====						
FUND: 89 - OTHER	0.00	28,306.46	12,552.47-	6,500.00	19,052.47	293.11

As of 1/31/2009

		Amount	% Rate
Cash in Bank:	Commerce Bank	\$ 370,739.02	0.0500%
	Security State - Scott City	\$ 24,071.04	0.0000%
	State Municipal Invest. Pool	\$ 602,961.77	0.1000%
	Landmark National Bank	\$ 7,395,779.65	0.1600%

Investments:

Institution	Type	Amount	% Rate	Beg. Date	End Date
Commerce Bank	CD	\$ 4,000,000.00	2.3050%	12/03/08	10/19/09



Garden City COMMUNITY COLLEGE

Feb 10, 2009

To: Board of Trustees
From: Cricket Turley, Director of Human Resources

New Hires

Jennifer Frodin, Counselor/SSS Advisor, effective March 2, 2009

Dr. Alan Payne, English Instructor, effective August 2009

Larry Bitikofer, Asst Director of Physical Plant, effective March 2, 2009

Separations

Jonathan Denney, Network Manager, effective date, January 13, 2009

Jackie Penner, Nursing Instructor, effective February 6, 2009

Retirements

Beth Tedrow, Dean of Student Services, effective date July 1, 2009

Transfers/Promotions

Vacancies

Asst. Volleyball Coach (volunteer, part-time)

Asst. Women's Basketball Coach (volunteer, part-time)

Campus Security Officer

Nursing Instructor

Network Manager

Band Director (temporary for fall)

**GARDEN CITY COMMUNITY COLLEGE
 ADJUNCT FACULTY CONTRACTS
 FALL, 2008**

(Presented to Payroll for Payment 12/25/08)

PROVIDER/INSTRUCTOR	CLASS	AMOUNT	SALARY LEVEL/ SEMESTERS TAUGHT
<u>MAIN</u>			
Evans, Danial P	Health Education 3 cr.hr. x \$470 (9 students) HPER-106-90 (8/13/2008-12/11/2008) 0 x 0 = 0 11-00-0000-11070-5260	\$1,410.00	L3/14
Johnson, Mark L	Evoc II 1 cr.hr. x \$435 (6 students) CRIM-141-02 (11/15/2008-11/16/2008) 0 x 0 = 0 11-00-0000-12240-5260	\$435.00	L2/1
Moquett, Katrina B	Fundamentals Weightlifting I/II 1 cr.hr. x \$470 (7 students) HPER191/HPER192-07/06 (8/13/2008- 0 x 0 = 0 11-00-0000-11070-5260	\$470.00	L3/5
Smith, David E	Evoc I 1 cr.hr. x \$609 (14 students) CRIM-140-03 (11/8/2008-11/9/2008) 0 x 0 = 0 11-00-0000-12240-5260	\$609.00	L2D/18
TOTAL ADJUNCT FACULTY CONTRACTS		\$2,924.00	

**GARDEN CITY COMMUNITY COLLEGE
 ADJUNCT FACULTY CONTRACTS
 FALL, 2008**

(Presented to Payroll for Payment 1/25/09)

LOCATION/INSTRUCTOR	CLASS	AMOUNT	SALARY LEVEL/ SEMESTERS TAUGHT
Heath, Reba Marie	Nursing Home Med. Aide (Certified Medication Aide) Supervision of Clinical Activities: \$100.00/student x 4 students = \$400.00 HELR103-01 (11/8/08 – 12/19/08) 11-00-0000-12203-5260	\$ 400.00	L3/1
Heath, Reba Marie	Nursing Home Med. Aide (Certified Medication Aide) Supervision of Clinical Activities: \$100.00/student x 6 students = \$600.00 HELR103-90 (11/8/08 – 12/19/08) 11-00-0000-12203-5260	\$ 600.00	L3/1
TOTAL OUTREACH FACULTY CONTRACTS		\$ 1,000.00	

11-00-0000-12203-5260 - \$ 1,000.00

**GARDEN CITY COMMUNITY COLLEGE
FACULTY CONTRACTS
FOR ADJUNCT LIAISON SERVICES
FALL, 2008**
(Presented to Payroll for Payment 1/25/09)

INSTRUCTOR	CLASS	AMOUNT
Krehbiel, Vicki L.	Adjunct Liaison Consulting with Ashley M. Shearer Morse English I ENGL101-DI (8/19/08 – 12/19/08) 11-00-0000-11021-5220	\$ 550.00
TOTAL FACULTY ADJUNCT LIAISON CONTRACTS		\$ 550.00

11-00-0000-11021-5220 - \$ 550.00

**GARDEN CITY COMMUNITY COLLEGE
OUTREACH SERVICE CONTRACTS
FALL, 2008**

(Presented for Payment 12/2008)

PROVIDER/INSTRUCTOR	CLASS	AMOUNT	SALARY LEVEL/ SEMESTERS TAUGHT
<u>Garden City - USD 457</u>			
Ackerman, Linda G Linda G. Ackerman - CSCII103-GA and Juan A. Neri - CSCII103-	Intro Computer Concepts & Appl 3 cr.hr. x \$375 (18 students) CSCII103-GA/GD/GR (8/13/2008- 11-00-0000-11010-6610	\$1,125.00	USD rate/12/13
Irvin, Jana L	Intro Computer Concepts & Appl 3 cr.hr. x \$375 (17 students) CSCII103-GC/GN (8/13/2008-12/19/2008) 11-00-0000-11010-6610	\$1,125.00	USD rate/4
<u>Lakin - USD 215</u>			
Thompson, Kevin W	Introduction to Literature I 3 cr.hr. x \$375 (8 students) LITR-210-LA (11/10/2008-2/12/2009) 11-00-0000-11021-6610	\$1,125.00	USD rate/17
Thompson, Kevin W	Introduction to Literature I 3 cr.hr. x \$375 (15 students) LITR-210-LK (11/10/2008-2/12/2009) 11-00-0000-11021-6610	\$1,125.00	USD rate/17
<u>Syracuse - USD 494</u>			
Brown, Richard Kent	College Algebra 3 cr.hr. x \$375 (6 students) MATH-108-SY (8/19/2008-12/23/2008) 11-00-0000-11050-6610	\$1,125.00	USD rate/13
McAllister, Steve P	American Government 3 cr.hr. x \$375 (11 students) POLS-105-SY (8/19/2008-5/22/2009) 11-00-0000-11060-6610	\$1,125.00	USD rate/7
<u>Tribune - USD 200</u>			
McCall, Jeffrey L	College Algebra 3 cr.hr. x \$375 (17 students) MATH-108-TB/TR (8/18/2008-5/13/2009) 11-00-0000-11050-6610	\$1,125.00	USD rate/2
TOTAL OUTREACH SERVICE CONTRACTS		\$7,875.00	

**GARDEN CITY COMMUNITY COLLEGE
OUTREACH SERVICE CONTRACTS
FALL, 2008**

(Presented for Payment 2/2009)

PROVIDER/INSTRUCTOR	CLASS	AMOUNT	SALARY LEVEL/ SEMESTERS TAUGHT
<u>Garden City - USD 457</u>			
Burden, Karen Ann Pro-rate for 1 student/based on 5 students (\$375.00/cr. hr. x 1/5)	Working With Children 1 cr.hr. x \$75 (1 students) EDUC-114-GC (10/13/2008-12/11/2008) 11-00-0000-11060-6610	\$75.00	USD rate/1
TOTAL OUTREACH SERVICE CONTRACTS		\$75.00	

**GARDEN CITY COMMUNITY COLLEGE
OUTREACH FACULTY CONTRACTS
FALL, 2008**

(Presented for Payment 12/2008)

CONTRACT FOR SERVICE

PROVIDER/INSTRUCTOR	CLASS	AMOUNT	SALARY LEVEL/ SEMESTERS
<u>Syracuse – USD 494</u>			
Shepard, Glenda F.	English I 3.75 FLC x \$375.00 (9 students) ENGL-101-SY (8/19/2008 – 12/23/2008) 11-00-0000-11021-6610	\$ 1,406.25	USD rate/1
Walker, Kimberli A. Pro-rate for 3 students/based on 5 students (\$375.00/FLC x 3/5)	Principles of Biology 5.68 FLC x \$225.00 (3 students) BIOL-105-SY (8/19/2008 – 5/22/2009) 11-00-0000-11040-6610	\$ 1,278.00	USD rate/7
Walker, Kimberli A.	College Chemistry I 5.68 FLC x \$375.00 (8 students) CHEM-109-SY (8/19/2008 – 5/22/2009) 11-00-0000-11040-6610	\$ 2,130.00	USD rate/7
TOTAL OUTREACH SERVICE CONTRACTS		\$ 4,814.25	

**GARDEN CITY COMMUNITY COLLEGE
OUTREACH FACULTY CONTRACTS
FALL, 2008**

(Presented for Payment 2/2009)

CONTRACT FOR SERVICE

PROVIDER/INSTRUCTOR	CLASS	AMOUNT	SALARY LEVEL/ SEMESTERS
<u>Scott City – USD 466</u>			
Kucharik, Stephen G.	English I 3.75 FLC x \$375.00 (8 students) ENGL-101-SO (8/19/2008 – 12/19/2008) 11-00-0000-11021-6610	\$ 1,406.25	USD rate/53
Kucharik, Stephen G.	English I 3.75 FLC x \$375.00 (18 students) ENGL-101-DE/ST/Spearville (8/19/2008 – 12/19/2008) 11-00-0000-11021-6610	\$ 1,406.25	USD rate/53
TOTAL OUTREACH SERVICE CONTRACTS		\$ 2,812.50	

**GARDEN CITY COMMUNITY COLLEGE
ADDITIONAL SERVICE CONTRACT PAYMENTS TO OUTREACH COORDINATORS
FALL SEMESTER 2008
Presented for Payment 12/2008**

Location	Coordinator	Total Student Cr. Hr.	Rate of Pay	Salary	Contract Totals
<u>LAKIN</u>					
USD 215	Praveen K. Vadapally	69	\$6.04/cr. hr.	\$ 416.76	\$ 416.76

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

\$ 416.76

**GARDEN CITY COMMUNITY COLLEGE
FACULTY CONTRACTS
FOR NON-CREDIT CLASSES
FALL, 2008**

(Presented to Payroll for Payment 12/25/2008)

INSTRUCTOR	CLASS	AMOUNT
Bolton, Debra J.	Couples Foot Reflexology (SLFM161-04) 2 contact hour(s) @ \$20.00/hour (5 students) 12/3/08, W, 7:00 - 9:00 p.m. 14-00-8006-31000-5270	\$ 40.00
Cole, Christina M.	Pies (HMGD162-04) 3 (2 hr. + 1 hr. prep) contact hour(s) @ \$20.00/hour (7 students) 12/8/08, M, 6:30 - 8:30 p.m. 14-00-8006-31000-5270	\$ 60.00
Greer, James T.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-36) 2 contact hour(s) @ \$30.00/hour (14 students) 11/15/08, S, 3:00 - 5:00 p.m. (Assistant Range Officer) 14-00-8033-31000-5270	\$ 60.00
Ingels, Lora D.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-36) 3 contact hour(s) @ \$30.00/hour (14 students) 11/15/08, S, 9:00 a.m. - 12:00 p.m. (Legal) 14-00-8033-31000-5270	\$ 90.00
Jordan, Shelly D.	Candies, Cookies and Christmas Gifts (HMGD162-05) 4 (3 hr. + 1 hr. prep) contact hour(s) @ \$20.00/hour (12 students) 12/4/08, Th, 6:00 - 9:00 p.m. 14-00-8006-31000-5270	\$ 80.00
Kolbeck, Kent M.	City/County-Performance Mang. (CONT630-01) 2 contact hour(s) @ \$30.00/hour (60 students) 12/4/08, Th, 3:00 - 5:00 p.m. 14-00-8004-31000-5270	\$ 60.00
Kolbeck, Kent M.	City/County-Performance Mang. (CONT630-02) 2 contact hour(s) @ \$30.00/hour (68 students) 12/5/08, F, 8:00 - 10:00 a.m. 14-00-8004-31000-5270	\$ 60.00
TOTAL NON-CREDIT FACULTY CONTRACTS		\$ 450.00
14-00-8004-31000-5270	\$ 120.00 (Business & Industry)	
14-00-8006-31000-5270	\$ 180.00 (Community Services)	
14-00-8033-31000-5270	\$ 150.00 (Public Safety)	

**GARDEN CITY COMMUNITY COLLEGE
FACULTY CONTRACTS
FOR NON-CREDIT CLASSES
FALL, 2008**

(Presented to Payroll for Payment 1/25/09)

INSTRUCTOR	CLASS	AMOUNT
Pander, Lawrence J.	How to Recognize Confined Spaces & Entryways (CONT300-02) 4.5 contact hour(s) @ \$30.00/hour (26 students) 12/17/08, W, 12:30 - 5:00 p.m. 14-00-8004-31000-5270	\$ 135.00
TOTAL NON-CREDIT FACULTY CONTRACTS		\$ 135.00

14-00-8004-31000-5270 \$ 135.00 (Business & Industry)

**GARDEN CITY COMMUNITY COLLEGE
FACULTY CONTRACTS
FOR NON-CREDIT CLASSES
FALL, 2008**

(Presented to Payroll for Payment 2/25/09)

INSTRUCTOR	CLASS	AMOUNT
Donecker, Grace M.	IV Certification for PN (ASAH110-06) 66 (48 hr. classroom + 18 hr. clinical) contact hour(s) @ \$25.00/hour (6 students) 12/6/08 - 1/14/09, M-T-W-Th-F-S, 8:00 a.m. - 5:00 p.m. 14-00-8001-31000-5270	\$ 1,650.00
TOTAL NON-CREDIT FACULTY CONTRACTS		\$ 1,650.00

14-00-8001-31000-5270 \$ 1,650.00 (Allied Health)



GARDEN CITY COMMUNITY COLLEGE

801 Campus Drive • Garden City, Kansas 67846 • (620) 276-7611 • FAX (620) 276-9573 • www.gcccks.edu

February 17, 2009

Carol Ballantyne, Ph.D.
President
Garden City Community College
801 Campus Drive
Garden City, KS 67846

Dear Carol,

This letter is written to let you know of my intent to retire as Dean of Student Service at Garden City Community effective July 1, 2009. It has been an honor and a privilege to have been a part of the college since 1962. When I accepted a temporary position as an adjunct mathematics instructor, I never dreamed that I would be writing this letter forty-six years later.

It has been a great journey and I have been so very fortunate to have been a part of an outstanding administrative team, a dedicated and talented student services staff, and a professional faculty and staff. I have always been so proud to have been a representative of the college for all of these years and to have had such an opportunity has been phenomenal! My time at GCCC has truly been an experience of a lifetime; the college has contributed greatly to my personal and professional development and growth.

Carol, I especially want to thank you for your leadership and friendship these past eight years. I also want to once again thank the Board of Trustees for the great honor they bestowed me in the naming of the Beth G. Tedrow Student Center. To have been a small part of assisting the students and to have helped make a difference in their lives at Garden City Community College has been my greatest accomplishment.

Thank you again for your continued leadership and support. If there is ever anything that I can do for GCCC in future years, please do not hesitate to let me know. It is my college and I am one proud alumnus!

Sincerely,

A handwritten signature in cursive script that reads "Beth Tedrow".

Beth Tedrow
Dean of Student Services

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

TO: **GCCC Board of Trustees**

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

DATE: **February 25, 2009**

RE: **Approval of Appointment**

On this day, February 25, 2009, President of Garden City Community College, Dr. Carol Ballantyne, recommends the appointment of Debra J. Atkinson as Deputy Clerk for Board of Trustees to the GCCC Board of Trustees

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

TO: Board of Trustees
FROM: Carol E. Ballantyne, Ph.D.
DATE: February 16, 2009
RE: Tuition, Fees for 2009-10

Tuition and Fees

I am proposing that tuition and fees remain the same for 2009-10 as they are for 2008-09:

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

The \$21 fee is distributed as follows:

\$12 for student activities (Student Government controlled)
\$ 3 Student Union Fee
\$ 6 Technology Fee

Residential Life

Room rent for 2009-10 would remain the same as for the current year:

West Hall (double occupancy)	\$2,050 + selected food plan
West Hall (single occupancy, if available)	\$2,650 + selected food plan
East Units (double occupancy)	\$2,050 + selected food plan
East Units (single occupancy, if available)	\$2,650 + selected food plan
East Units (four single rooms)	\$3,050 + selected food plan
Apartments (double occupancy)	\$2,800 + selected food plan
Apartments (single occupancy, if available)	\$3,400 + selected food plan

For 2009-10, I am proposing a \$100 increase for food. Food charges for 2009-10 would be as follows (includes \$25 snack bar card each semester):

	<u>Per Year</u>
19 meal plan	\$2,400
15 meal plan	\$2,350
10 meal plan	\$2,300

Child Care

For 2009-10, I am proposing the hourly rate to remain at \$2.50 per hour.

Adult Learning Center Fees

For 2009-10, I am proposing:

\$20 fee for ABE materials
\$35 fee for GED practice tests for individuals not enrolled in ABE and ESL programs
\$68 fee for the official GED tests for everyone
\$45 fee for on-line GED instruction

CLASS FEES FOR 2009-2010

NOTE: These fees are above and beyond the Activity & Technology Fees. All fees will be collected through the Business Office at the time of enrollment. These fees are intended to offset direct expenses (classroom expendable supplies) used by students enrolled in specific courses or program

Business and Economics Division

ACCT

Accounting I & II	\$5.00 per class
Managerial Accounting	\$5.00 per class

BSNT

Managing Microsoft Networks	\$25.00 per class
IT Essentials I and Cisco Courses	\$50.00 per class
Networking 3 Day Class	\$225.00 per day
Networking 5 Day Class	\$225.00 per day

CSCI

All CSCI courses \$5.00 per class

Except

Finnup Lab	\$15.00 per class
Senior Computer Lab Fee	\$25.00 per class

MIDM

Desktop Publishing \$ 5.00 per class

American Management Association	\$125.00 per class
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Courses (include tuition, fee, and textbook)

HPER Division

First Aid (Red Cross Certification)	\$6.00 per class
Jujitsu/Defensive Tactics	\$20.00 per class
Aerobic Super Circuit I & II	\$25.00 per class
Golf	\$55.00 per class
Bowling	\$75.00 per class
Trap Shooting	\$64.00 per class
Recreational Shooting	\$80.00 per class

Humanities and Fine Arts Division

Ceramics Classes	\$40.00 per class
Project Ceramics Fee	\$40.00 per class
Sculpture	\$40.00 per class
Commercial Design	\$10.00 per class
Three-Dimensional Design	\$25.00 per class
Art Appreciation	\$5.00 per class
College Skills	\$10.00 per class
Humanities Fee for Arkansas River Class	\$10.00 per class
Photography I & II	\$20.00 per class
Reading 092 & 093	\$5.00 per class
Developmental Reading \$5.00 per class	
Applied Music	\$10.00 per class
Introduction to Broadcasting	\$5.00 per class
Television Production I	\$5.00 per class
Broadcast News	\$5.00 per class
Television Production II	\$10.00 per class
Magazine I, II, III, IV	\$10.00 per class
Newspaper I, II, III, IV	\$10.00 per class

Social Science Division

Kids of the Great Southwest	\$35.00 per class
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Science Division

Science Lab Courses (on campus classes only)	\$20.00 per class
Microbiology \$25.00 per class	
Gulf Coast Ecology	\$100.00 per class
River Ecology	\$100.00 per class

Technical Division

AUTO

All Automotive Technology Lab Courses	\$35.00 per class
Auto Mechanics I	\$10.00 per class
Small Gas Engines	\$20.00 per class

COSM

Cosmetology

\$1916.00 1st semester

\$ 309.00 2nd semester

Cosmetology Instructor	\$125.00 per enrollee
Cosmetology Orientation	\$100.00 per enrollee
Seminar I	\$8.00
Seminar II	\$16.00
Seminar III	\$24.00
Seminar IV	\$32.00
Seminar V	\$40.00

Manicure Program

616.00 per enrollee

CRIM

The following courses have \$10.00 fees per class:

Agency Administration
Interviewing and Report Writing
Police Motorcycles
Beginning Rappelling
Intermediate Rappelling
Advanced Rappelling
Critical Decision Making
Drug Investigation
Team-T: Dispatch Level I
Team-T: Dispatch Level II
Sex Crimes
Tactical Baton
Handcuffing
Criminal Justice Computer Applications
Forensic Computer Investigation I
High Angle Rescue
Honor Guard

Explorer Challenge Academy

The following courses have \$11.00 fees per class:

Introduction to Criminal Justice

Multimedia for LE: Court

Practical Law Enforcement Databases: Beginning

Practical Law Enforcement Databases: Intermediate

Team-T: Take Action – Instructor Development

Team T: Train the Trainer for LE Officers

CLASS FEES FOR 2009-2010

CRIM cont.

The following courses have \$15.00 fees per class:

Strategic Team Building I
Police Biking Techniques

The following courses have \$16.00 fees per class:

Traffic Accident Investigation
Criminal Law

The following courses have \$20.00 fees per class:

Criminal Investigation I, II
Defensive Tactics/Jujitsu (B)
Defensive Tactics/Jujitsu (A)
Defensive Tactics/Self Defense (B)
Defensive Tactics/Self Defense (A)
Team-T: EVOC Level I

The following courses have \$25.00 fees per class:

Forensic Wound I
Law Enforcement Operations/Procedures
Forensics Criminalistics
Mountain Rescue

Criminal Investigations II	\$50.00 per class
Command Spanish for Law Enforcement	\$72.00 per class
Forensic Wound II	\$35.00 per class
Team T—EVOC Level II, III	\$60.00 per class
Supervised Police Training	\$133.00 per class
Police Firearms I	\$138.00 per class
Police Firearms II	\$160.00 per class
Police Firearms III	\$163.00 per class
SWAT I	\$107.00 per class
SWAT II	\$100.00 per class
Tactical Firearms	\$150.00 per class

FIRE

Fire Investigations I, II	\$10.00 per class
Firefighter I	\$66.00 per class
Firefighter II	\$30.00 per class
Technical Rescue I	\$5.00 per class
Technical Rescue II	\$35.00 per class
Hazardous Materials Technician	\$35.00 per class
Fire Apparatus Driver/Operator	\$25.00 per class
Incident Management	\$5.00 per class

INED/INPR

Electricity I, II, III, IV	\$45 per class
Robotics	\$20.00 per class
Industrial Maintenance I Lab Fee	\$25.00 per class
Digital Logic/Circuits	\$40.00 per class
Electronics I, II	\$45.00 per class
Hydraulic & Pneumatic Lab Fee	\$50.00 per class
Industrial Production Seminar Fee	\$220.00 per class

JDAT

All John Deere Classes	\$25.00 per class
Except	
Tractor Power Trains	\$50.00 per class
John Deer Engine Systems	\$50.00 per class

PRACTICAL NURSING

Foundations of Nursing	\$236.00 per class
Foundations of Nursing Clinical	\$13.00 per class
Medical Surgical Nursing	\$ 47.00 per class
Maternal Child	\$ 97.00 per class

ADN NURSING

Foundations with Lab	\$194.00 per class
Introduction to Nursing Clinical	\$ 13.00 per class
Nursing Clinical	\$ 97.00 per class
Health Alterations Clinical	\$ 13.00 per class
Advanced Clinical Skills	\$210.00 per class
Complex Health Clinical	\$ 97.00 per class

PRACTICAL NURSING BRIDGE

LPN Transition Course	\$ 52.00 per class
Advanced Clinical Skills	\$165.00 per class
Health Alterations Clinical	\$ 13.00 per class

PARAMEDIC TO NURSING BRIDGE

Foundations	\$273.00 per class
Intro to Nursing Clinical	\$ 18.00 per class
Medical Surgical Nursing	\$226.00 per class

ALLIED HEALTH

Paraprofessional Health Team Seminar	\$10.00 per class
Rehabilitative Aide	\$10.00 per class
Nurse Aid Fee	\$39.00 per class
Nurse Aide Orientation	\$20.00 per class
Nurse Med Aid Fee	\$139.00 per class
Home Health Aid	\$10.00 per class
Certified Medication Aide Update	\$10.00 per class

EMST

First Responder	\$66.00 per class
EMTB Bridge	\$55.00 per class
Emergency Medical Technician-Basic	\$95.00 per class
Emergency Medical Technician-Inter	\$177.00 per class
Medical Emergencies	\$700.00 per student
Cardiology	\$177.00 per student

MEAT and AGRO

Applications of Global Positioning Systems	\$5.00 per class
Soils and Soils Lab	\$10.00 per class
Crops and Crops Lab	\$10.00 per class
Comp. Farm and Ranch Records	\$5.00 per class
Meat and Carcass Evaluation	\$25.00 per class
Class. Grading & Selection of Meats	\$25.00 per class
Animal Science and Industry Lab	\$25.00 per class
Intro to Food Science	\$15.00 per class
Principles of Meat Science	\$20.00 per class
Farm Animal Reproduction Lab	\$25.00 per class

CLASS FEES FOR 2009-2010

WELDING

Shielded Metal Arc Welding	\$20.00 per credit hour
Gas Metal Arc Welding	\$20.00 per credit hour
Gas Tungsten Arc Weld	\$20.00 per credit hour
Engineering, Testing, Inspection, and Codes	\$20.00 per class
Special Projects	\$20.00 per credit hour
Special Topics	\$20.00 per credit hour
Cutting and Gouging Processes	\$20.00 per credit hour
Introduction to AWS Welding	\$20.00 per credit hour
Intermediate AWS Welding	\$20.00 per credit hour
Brazing and Soldering	\$20.00 per credit hour
Advanced AWS Welding	\$20.00 per credit hour
Layout and Fabrication	\$20.00 per credit hour

INPR Total Cost of Seminar

Basic Electrical Motor Controls	\$1,000 per seminar
Advanced Electrical Motor Controls	\$1,250 per seminar
AC Variable Frequency Drives	\$1,250 per seminar
Industrial Sensors	\$1,250 per seminar
Basic PLC/SLC Programming	\$1,000 per seminar
Advanced PLC/SLC Programming	\$1,250 per seminar
PLC Loop Controls	\$1,250 per seminar
Operator I	\$1,185 per seminar
Operator II	\$1,285 per seminar
Technician I	\$1,285 per seminar
PSM/RMP	\$1,185 per seminar
Boiler I (2 credit hours)	\$785 per seminar
Boiler I (3 credit hours)	\$1,285 per seminar

OUTREACH CLASS FEE SCHEDULE

Only classes meeting at the Bryan Education Center pay these fees.

BSIS DIVISION

*ACCT

Accounting I & II	\$5.00 per class
Managerial Accounting	\$5.00 per class

*CSCI

All Computer Science Classes	\$5.00 per class
Senior Computer Lab Fee	\$25.00 per class

*MIDM

Desktop Publishing	\$5.00 per class
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HUFA DIVISION

Reading Improvement I	\$5.00 per class
College Reading	\$5.00 per class

OUTREACH CLASS FEE SCHEDULE – all sites

HPER

First Aid (Red Cross Certification)	\$6.00 per class
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ALLIED HEALTH

Nurse Aide Fee	\$39.00 per class
Nurse Aide Orientation	\$20.00 per class
Nurse Med. Aide Fee (CMA)	\$139.00 per class
Home Health Aide	\$10.00 per class
Paraprofessional Health Team Seminar	\$10.00 per class
Certified Med Aide Update	\$10.00 per class

AUTOMOTIVE TECHNOLOGY (Outreach)

Small Gas Engines	\$20.00 per class
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This AGREEMENT, made on _____, 2009 between Nelnet Business Solutions, Inc., the "Company," and Garden City Community College, the "Institution," shall be as follows:

1. **SERVICES AND SCOPE:** This Agreement sets forth general provisions under which the Company will provide services to the Institution and incorporates Terms and Conditions for selected services. These services represent an integrated and unique suite of business solutions that may be implemented individually but were designed to work in combination as a comprehensive business solution. In the event the Institution orders additional services in the future, this Agreement will govern those services as well; additional Terms and Conditions will be provided as needed.
2. **ORDERING SERVICES:** Individual services may be ordered pursuant to an Order Form for that service. A completed Order Form will be sufficient to incorporate a service into this Agreement under the service's most current Terms and Conditions (to be provided along with the Order Form). An Order Form must be accepted by the Institution in writing via a signed Order Form or an e-mail acknowledgement of the Order Form.
3. **MULTIPLE CAMPUSES:** To the extent that the Institution is a public entity whose representatives have authority to sign multi-campus or multi-institution agreements, the terms of this Agreement may apply to any public campuses or institutions that wish to take advantage of the Company's services. Pursuant to the provisions above, a completed Order Form will be sufficient to incorporate services for those additional campuses or institutions into this Agreement.
4. **INSTITUTION BANKING INFORMATION:** The Institution must provide bank account information for the ACH (i.e., Automated Clearing House) deposit of its funds (and ACH withdrawal, if applicable). The Company will accept either 1) a voided check for the account to be used, or 2) a bank reference letter written on bank letterhead that includes the account holder name, the routing number, account number, and type of account (checking or savings). Deposit slips are not accepted.
5. **ACH AUTHORIZATION:** The Institution hereby authorizes the Company to initiate credit or debit entries to the account provided. The Institution acknowledges that the origination of ACH transactions to its account must comply with the provisions of U.S. law. This authorization is to remain in full force and effect until the Company has received a written notice of termination or a change in banking from the Institution in such time and in such manner as to afford the Company a reasonable opportunity to act on it.
6. **ARBITRATION:** Upon the demand of any party, any dispute concerning the parties' duties or liabilities shall be resolved by binding arbitration in accordance with the terms of this Agreement. Arbitration proceedings shall be administered by the American Arbitration Association ("AAA") or such other administrator as the parties shall mutually agree upon in accordance with the AAA Commercial Arbitration Rules. All disputes submitted to arbitration shall be resolved in accordance with the Federal Arbitration Act (Title 9 of the United States Code), notwithstanding any conflicting choice of law provision. The arbitration shall be conducted at a mutually agreeable location selected by the AAA or other administrator. All statutes of limitation applicable to any dispute shall apply to any arbitration proceeding. All discovery activities shall be expressly limited to matters directly relevant to the dispute being arbitrated. Judgment upon any award rendered in arbitration may be entered in any court having jurisdiction.
7. **INDEPENDENT SERVICE CONTRACT:** Service levels, pricing, and packaging of any and all services provided under this Agreement are independent of any student-loan or student-loan-servicing relationship Nelnet, Inc. may have or seek to have with the Institution.
8. **REVENUE-SHARING RELATIONSHIPS:** The Institution is strongly encouraged to disclose to its customers any revenue-sharing relationship it has with the Company, if applicable. If such a relationship exists and the Institution chooses not to disclose it, the Institution shall provide the Company with a written explanation of its policy. As noted above, any such relationship is independent of any student-loan relationship with Nelnet.
9. **CONFIDENTIAL INFORMATION:** During the term of this Agreement and for three (3) years after termination or expiration, each party agrees not to disclose Confidential Information obtained from the other party to any person or entity. As used herein, "Confidential Information" means information that is identified (orally or in writing) as confidential or is of such a nature that a reasonable person would understand such information to be confidential. Confidential Information shall not include information 1) generally known to the public, 2) already known, through legal means, to the party receiving the information, or 3) legally obtained from a third party. In the event that either party is required to disclose confidential information about the other party pursuant to a judicial or government order, such party will promptly notify the other party to allow intervention in response to such order. Company will remain in compliance with security and privacy obligations imposed by the Gramm-Leach-Bliley Act (GLBA), FERPA, and other applicable laws or regulations; however, the Institution's sole remedy for noncompliance following a 15-day cure period is termination of this Agreement.

10. **INDEMNIFICATION:** Except as provided for herein, the Company shall indemnify, defend, and hold the Institution, its designees, and its respective Board of Trustees, officers, directors, employees and agents (collectively, "Institution's Indemnified Parties") harmless from and against any and all claims, demands, losses, costs, expenses, obligations, liabilities, damages, recoveries and deficiencies, including reasonable attorneys' fees and costs incurred or suffered by any of the Institution's Indemnified Parties arising out of, in connection with or resulting from any claim or allegation arising from the negligent or intentional conduct, or claimed negligent or intentional conduct, by the Company in the performance of this Agreement, including claims, loss, liability, damage, and expense caused or claimed to be caused by passive negligence of the Institution, its Board of Trustees, officers, employees, agents, representatives, and recognized student groups, other than to the extent caused by and attributable to the acts or omissions of any of the Institution's Indemnified Parties. This provision does not apply to the Institution's claims, loss, liability, damage, or expense arising from the sole negligence, willful misconduct, or active negligence of the Institution, or to any misrepresentation or breach of by the Institution or any failure to observe or perform any of the Institution's covenants, representations, warranties or obligations under this Agreement.

Likewise, except as provided for herein, the Institution shall indemnify, defend, and hold the Company, its designees, and its respective governing board, officers, directors, employees and agents (collectively, "Company's Indemnified Parties") harmless from and against any and all claims, demands, losses, costs, expenses, obligations, liabilities, damages, recoveries and deficiencies, including reasonable attorneys' fees and costs incurred or suffered by any of the Company's Indemnified Parties arising out of, in connection with or resulting from any claim or allegation arising from the negligent or intentional conduct, or claimed negligent or intentional conduct, by the Institution in the performance of this Agreement, including claims, loss, liability, damage, and expense caused or claimed to be caused by passive negligence of the Company, its governing board, officers, employees, agents, and representatives, other than to the extent caused by and attributable to the acts or omissions of any of the Company's Indemnified Parties. This provision does not apply to the Company's claims, loss, liability, damage, or expense arising from the sole negligence, willful misconduct, or active negligence of the Company, or to any misrepresentation or breach of by the Company or any failure to observe or perform any of the Company's covenants, representations, warranties or obligations under this Agreement.

11. **FORCE MAJEURE:** The performance by either party of any obligations to be performed hereunder will be excused to the extent such performance is prevented by an act of God, war, terrorist attacks, insurrections, riots, labor disputes, including lockouts or boycotts, fire, explosion, flood, or other unforeseeable causes beyond the control and without fault or negligence of the party so affected. The party so affected will give prompt notice to the other party of such cause and take whatever reasonable steps are necessary to relieve the effect of such cause as rapidly as possible.
12. **LIMITATION OF LIABILITY:** TO THE FULLEST EXTENT PERMITTED BY LAW, EXCEPT AS PROVIDED HEREIN, IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER FOR ANY LOSS OF DATA, LOST PROFITS, BUSINESS INTERRUPTION, OR OTHER SPECIAL, INCIDENTAL, CONSEQUENTIAL, PUNITIVE, INDIRECT, OR SPECULATIVE DAMAGES ARISING FROM ANY CLAIM OR ACTION HEREUNDER WHETHER BASED IN CONTRACT, TORT, OR OTHER LEGAL THEORY, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
13. **WARRANTY:** EXCEPT AS EXPRESSLY PROVIDED IN THIS AGREEMENT, ALL SOFTWARE, TOOLS, AND PROFESSIONAL SERVICES RENDERED BY THE COMPANY UNDER THIS AGREEMENT ARE PROVIDED "AS IS" WITH NO WARRANTY WHATSOEVER, EXPRESS, IMPLIED OR OTHERWISE. THE COMPANY HEREBY SPECIFICALLY DISCLAIMS ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
14. **TERM, RENEWAL, AND TERMINATION:** This Agreement shall be effective as of the signing date. The term of this Agreement shall be five (5) years from the date of the first transaction processed by the Company on behalf of the Institution ("Commencement Date"). The Agreement will automatically renew every year thereafter unless either party cancels it in writing one hundred twenty (120) days in advance of the Commencement Date anniversary. While this agreement is in effect, the Institution agrees not to contract with any other provider of services that the Institution has requested from the Company pursuant to an Order Form.
15. **DEFAULT:** If the Institution fails to pay for services within sixty (60) days of an invoice date (if applicable), the Company may provide written notice of that occurrence to the Institution. If not remedied within thirty (30) days of the notice, the Company may, at its option, terminate this Agreement.
16. **RELATIONSHIP:** Nothing contained herein is intended to create the relationship of a partnership, joint venture, or employer-employee. In performing this Agreement, the Company and its subcontractors will act as independent contractors and not as employees or representatives of the Institution. The Company will be solely responsible for and will promptly pay all federal, state, and municipal taxes, chargeable or assessed with respect to its employees and subcontractors, including but not limited to social security, unemployment, federal and state income tax withholding and other taxes and will hold the Institution harmless on account thereof.
17. **SEVERABILITY:** If any provision of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions will nevertheless remain in full force and effect. The parties agree to negotiate in good faith a valid and enforceable substitute provision that most nearly effects the parties' intent in entering into this Agreement.
18. **HEADINGS:** The paragraph headings of this Agreement are for reference only and are not to be construed as terms.
19. **WAIVER:** Neither party's failure to exercise its rights hereunder will constitute or be deemed a waiver or forfeiture of such rights.
20. **ENTIRE AGREEMENT:** This Agreement, together with service-specific Terms and Conditions represents the entire agreement between the parties as to the matters set forth and supersedes all prior discussions or understandings between them. This Agreement may only be modified or amended in writing signed by authorized representatives of each party.

***** PLEASE ATTACH A VOIDED CHECK OR BANK LETTER *****

INSTITUTION INFORMATION

Mailing Address

Federal Tax ID

City, State, Zip

National Associations

Enrollment

AUTHORIZED SIGNATURES

Institution Administrator

Date

Nelnet Business Solutions, Inc. 47-0751402

Date

Print Name

Print Name

Title

Title



Lincoln office:
Nelnet Business Solutions
121 South 13th Street, Third Floor
Lincoln, NE 68508

Chicago office:
Nelnet Business Solutions
300 Knightsbridge Parkway, Suite 310
Lincolnshire, IL 60069

**ACTIVELY MANAGED PAYMENT PLAN
TERMS AND CONDITIONS**

1. **SERVICES:** The Company agrees to provide the Institution with payment-processing services for payment of tuition and/or other fees owed to the Institution by the Institution's clients (hereinafter "Responsible Parties") as set forth in the Professional Services Agreement and these Terms and Conditions. Services provided include information management tools for the Institution and Responsible Parties. The Company will also provide the Institution with a Program Handbook and training opportunities to help the Institution effectively implement the program.
2. **CREDIT CARD OPTION:** If the Institution elects to offer a credit card payment option to Responsible Parties, the credit card transactions will be processed by the Company or a third-party service provider. If processed by a third-party service provider, the Company, by agreement with that provider, shall act as the provider's customer-service agent. Any chargebacks received will be passed through to the Institution. The merchant discount fee, if selected, is subject to change by the Company upon 30 days advance notice if the Company's bank merchant rate increases.
3. **INVOICE OPTION:** If the Institution elects to offer an invoice payment option to Responsible Parties, the Institution may, at its sole discretion, establish a late fee to be collected by the Company and remitted to the Institution. (Late fees apply only to the invoice option.) If the Institution chooses to establish a late fee for invoices, the Institution is solely responsible for determining that the amount of the late fee is consistent with federal, state, and local laws. The Company is not responsible for the payment of late fees it does not collect from Responsible Parties. After the enrollment fee is paid, payments received from Responsible Parties will be applied first to past-due and current tuition, second to returned payment fees, and third to late fees.
4. **PENDING AID:** Pending Aid is an additional payment plan option available to the Institution at no charge. Under this option, selected payment plans have an initial payment date after the date by which financial aid awards are usually made. Pending Aid can be added as an option at any time upon request by the Institution.
5. **CHANGES TO PAYER AGREEMENTS:** Changes made to the budgeted amount are to be made through the Institution, which is responsible for obtaining written or similarly authenticated authorization from Responsible Parties at least two business days prior to the next payment date. In the absence of written authorization, the Institution may change a budgeted amount by notifying Responsible Parties at least ten calendar days prior to the next payment date. For Responsible Parties who select the invoice option, changes to the budgeted amount will be reflected on their next invoice if the Company receives the change prior to the change deadline.
6. **CUSTODIAL ACCOUNTS:** The Institution appoints the Company to collect payments owed to the Institution as set forth herein, to process and hold these funds, and to transfer and disburse collected funds to the Institution. It is understood that the Company is acting only as a custodian for collection and disbursement of these funds, and does not guarantee payments or provide for the collection of payments upon default by Responsible Parties. The Company is responsible for following applicable ACH and credit card association rules in cooperation with the Institution. All successfully collected payments shall be deposited into a custodial account (for ACH) or a settlement account (for credit card). Each successfully collected payment is guaranteed by the U.S. Government, some agency thereof, or the Company's depository bank. These funds are held in custody with the Company for the Responsible Parties and, upon remittance by the Company to the Institution's bank account, shall become the property of the corresponding Institution, less applicable fees. Any interest earned on funds in the custodial account is payable to the Company.
7. **FEES:**
 - a. **ENROLLMENT FEE:** A nonrefundable enrollment fee is charged for each agreement period and is based upon the number of payments selected for the agreement period. If the entire balance due on the agreement is not paid within the agreement period or twelve (12) months, whichever period is shorter, an agreement is in renewal. On the renewal date of such an agreement, the Company may assess a new enrollment fee. It is understood that the Company is not obligated to process payments unless the enrollment fee has been paid by the Responsible Party or the Institution. The enrollment fee is fixed for the initial term of the Agreement.
 - b. **RETURNED PAYMENT FEE:** For all payment options *except* down and full payments through e-Cashier, a \$25 returned payment fee will be assessed to the Responsible Party if a payment attempt fails. Returned payment fees are assessed for each payment attempt that is returned. The Institution has no liability for returned payment fees. Returned payment fees are subject to change in future academic terms.
 - c. **FEE RETURNS:** If any fees are returned, they will be reattempted or reissued, as applicable.
8. **INSTAFACTS:** The Institution agrees not to disclose InstaFACTS User IDs and Passwords to unauthorized personnel, and it will notify the Company immediately if an unauthorized person obtains access to them. The Institution will also notify the Company if an InstaFACTS User ID and Password is no longer needed by a representative of the Institution.

9. **REMITTANCE:** The Company will automatically deposit the Institution's funds into the Institution's bank account according to the schedule set forth below; however, remittance schedules are approximate and subject to rare but occasional settlement delays from our processing banks, especially around banking holidays. In no event shall NBS be liable for remitting funds not yet deposited into NBS accounts by credit card associations or banks. In addition, remittance schedules are subject to change if any processing bank changes its settlement procedures or guidelines.
- a. **ACH:** Funds collected via ACH on the 5th of the month are remitted on the 15th of the same month. Funds collected on the 20th are remitted on the last business day of the month. If the 15th falls on a weekend or banking holiday, the funds will be deposited on the preceding business day.
 - b. **CREDIT CARD:** Funds collected via credit card on the 5th of the month are remitted on the 10th of the same month. Funds collected on the 20th are remitted on the 25th. If either deposit date falls on a weekend or banking holiday, the funds will be deposited on the following business day.
 - c. **INVOICE:** Funds collected via invoice from the 6th through the 19th of the month are remitted on the last business day of the same month. Funds collected from the 20th of the month through the 5th of the next month are remitted on the 15th of that next month. If the 15th falls on a weekend or banking holiday, the funds will be deposited on the preceding business day.
 - d. **E-CASHIER:** Funds collected via e-Cashier (the company's online enrollment Web site) for down and full payments will be deposited three (3) business days after the payment is processed if received by credit card and five (5) business days after the payment is processed if received by ACH.

**ACTIVELY MANAGED PAYMENT PLAN
ORDER FORM**

This Order Form must be completed and signed (or confirmed via e-mail) to purchase AMPP services under a validly executed Professional Services Agreement with Nelnet Business Solutions. Order Forms set forth pricing and other critical options that must be acknowledged by the Institution. Additional information will be collected separately in order to establish an Institutional Profile.

Institution Name: Garden City Community College

Payment Type	Payment Option (Select Yes or No)	Enrollment Fee Info (Read Carefully and Select All That Apply)	Other Applicable Fees (Select One AND Indicate Rate/Amount If Applicable)
Monthly ACH	Required (No option)	The enrollment fee per agreement period is: <input type="checkbox"/> \$45 for 7-12 payments (annual) and <input checked="" type="checkbox"/> \$25 for 2-6 payments (semester). <input type="checkbox"/> Other _____.	None
Monthly Credit Card	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The enrollment fee per agreement period is: <input type="checkbox"/> \$45 for 7-12 payments (annual) and <input checked="" type="checkbox"/> \$25 for 2-6 payments (semester). <input type="checkbox"/> Other _____.	<input checked="" type="checkbox"/> Discount Fee (Rate: 2.25%)** <input type="checkbox"/> Deduct from remittance <input checked="" type="checkbox"/> Send a monthly bill <input type="checkbox"/> Convenience Fee (Rate: 2.75 %)
Monthly Invoice	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	For the invoice option (NOTE: discounts do not apply), the enrollment fee per agreement period is: <input type="checkbox"/> \$55 for 7-12 payments (annual), <input type="checkbox"/> \$30 for 2-6 payments (semester), and <input type="checkbox"/> \$10 for single payment agreements.	<input type="checkbox"/> Late Fee (Amount: \$ _____) (Note: NBS will not process late fees under \$5.00.) <input type="checkbox"/> No Late Fee
Full Payments (e-Cashier)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	The e-Cashier full-payment fee depends on who is responsible for paying it, as indicated below. <input type="checkbox"/> ACH only <input type="checkbox"/> Credit Card only <input type="checkbox"/> Both ACH and Credit Card Fee paid by: <input type="checkbox"/> Institution (\$1) <input type="checkbox"/> Responsible Parties (\$2)	

**The discount fee rate is subject to change by Nelnet Business Solutions upon 30 days advance notice if the Company's bank merchant rate increases.

AUTHORIZED SIGNATURE

Institution Administrator

Date

Print Name and Title

FNBO Merchant Application

MERCHANT's Legal Name: Garden City Community College _____

MERCHANT's d/b/a Name (if different from above): _____

Address for Notices:

MERCHANT: _____

FNBO: First National Bank of Omaha ("FNBO")
One First National Center, PO Box 2196
Omaha, NE 68102
Attn: Merchant Legal Department
(Phone: 402-633-2900)

MERCHANT Information:

Telephone: _____
Fed. Tax ID: _____
Business: Educational institution
Services sold: Educational services
Principals: N/A

Card Acceptance Method: CNP/MOTO

Annual Volume: _____

Highest Ticket: \$ _____

Average Ticket: \$ _____

Processor statements: N/A

Charging policy: Upon authorization.

Third Party Vendors: N/A

Fulfillment house used: N/A

Delivery method: N/A

Refund Policy: Upon request or upon award of financial aid, if deemed appropriate after review under institutional policy.

Funds Transfer Information: In accordance with the terms set forth in the Terms and Conditions, transfer funds will be made to/from the account below. (Please attach a voided check or bank letter.)

Bank Name: _____

Routing No.: _____

Account No.: _____

FNBO will provide ACH services to you via a third-party sender ("NBS"), and NBS shall be considered your agent with full authority to act on your behalf unless FNBO receives written notice from you to the contrary and has had a reasonable opportunity to act thereon. You understand and agree that NBS has full authority to provide FNBO with instructions pertaining to your remittance. FNBO has no obligation or liability whatsoever with respect to: (1) acts, errors, omissions or delays by NBS; (2) representations or warranties made by NBS; (3) losses to you arising out of NBS' insolvency; or (4) misappropriation of your funds by NBS. NBS is not an agent or representative of FNBO and has no power or authority to act or make commitments on behalf of FNBO. FNBO does not intend to and has no obligation to monitor NBS' transactions in respect of your funds.

VISA and MASTERCARD DISCOUNT (MOTO Version: Three Tier with Check Card Pricing):

VISA Rates 1,2,3: _____ 2.25_% Discount + \$ zero per item

MASTERCARD Rates 1,2,3: _____ 2.25_% Discount + \$ zero per item

FEES:

- MERCHANT will use PayFuse@ product services:
- MERCHANT agrees that FNBO is not a party to any agreement for services from American Express, Diners Club, and/or Discover and that any such agreements are strictly between MERCHANT and each individual company.
- Note: Review the Terms and Conditions for an Early Termination Fee, standard fees, and Rate Descriptions containing a Rewards/World Card Fee.

BY THEIR EXECUTION HEREOF, THE UNDERSIGNED PARTIES AGREE TO THE TERMS AND CONDITIONS, AGREEMENTS, AND RULES WHICH ARE INCLUDED HEREIN. THE "AGREEMENT" CONSISTS OF THE MERCHANT APPLICATION AND TERMS AND CONDITIONS AND MERCHANT ACKNOWLEDGES RECEIPT OF THE SAME. MERCHANT WARRANTS THAT THE INFORMATION PROVIDED ON THE APPLICATION IS COMPLETE AND ACCURATE. MERCHANT AUTHORIZES FNBO TO PROVIDE A COPY OF THIS APPLICATION TO ANY THIRD PARTY FOR THE SERVICES REQUESTED. MERCHANT AND ITS SIGNING OFFICER/OWNER/PARTNER AUTHORIZE FNBO OR ITS AGENTS OR ASSIGNS TO MAKE FROM TIME TO TIME ANY BUSINESS AND PERSONAL CREDIT AND OTHER INQUIRIES. THE PARTIES HERETO HAVE CAUSED THIS AGREEMENT TO BE EXECUTED BY THEIR DULY AUTHORIZED REPRESENTATIVES EFFECTIVE ON THE DATE SIGNED AND APPROVED BY FNBO.

MERCHANT Signature: _____ Title: _____

Print Name Above: _____ Date: _____

ACCEPTED: FNBO

Signature Date Name
Title

Ⓔ

Formatted: Bullets and Numbering

February 17, 2009

TO: Carol Ballantyne
FROM: Dee Wigner
RE: 2009-10 Facility Rental Fees

Below are the recommended facility rental rates for 2009-10.

PERSONNEL COST

Custodian \$20 per hour
Technician \$30 per hour
Computer Technician \$30 per hour
Technician is required 1 hour prior and 1 hour after event

FACILITY (For Profit):

Endowment Room \$30/4-hour Segment
Broncbuster Room \$25/4-hour Segment
Bill Kinney Room \$25/4-hour Segment
Cafeteria/ACAD LH/SCMA LH \$25/4-hour Segment
Classroom \$20/4-hour Segment
Computer Lab \$15/per student for 4-hour Segment
Penka Foods Lab 1037 \$30/4-hour Segment
Fine Arts Auditorium \$25 per hour
Gym – Functions (East & West) \$100 per hour
Gym - Games/M-F (East & West) \$50 per hour
Gym - Games/S & Su (East & West) \$70 per hour
Track (non-school sponsored) \$200/Use (Due at signing)

FACILITY (Non-Profit):

Computer lab \$5/per student for 4-hour Segment
All classrooms, meeting rooms & lecture halls \$10/4-hour Segment
PENK Foods Lab 1037 \$15/4-hour Segment
Auditorium \$25 per hour
Gyms \$50 per hour
Track \$100 per hour

Facility Use Charge for classrooms and meeting rooms will be WAIVED if GCCC food service contractor caters event.

GARDEN CITY COMMUNITY COLLEGE

2009-10 ACADEMIC CALENDAR

Aug 2009						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sep 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Oct 2009						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Nov 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Dec 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jan 2010						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August

- 13 Faculty Reports - Division/Department Day
- 14 In-service
- 17 Orientation/Assessment Day
- 18 Registration Day
- 19 Classes Begin

September

- 7 LABOR DAY - No classes
- 8 Classes Resume

October

- 15 FALL BREAK Faculty Work Day - No classes
- 1:00 PM Midterm Grades Due
- 16 FALL BREAK Faculty Holiday - No classes
- 19 Classes Resume

November

- 16 Spring Enrollment begins for currently enrolled students only
- 23 Last day to withdraw from regular Fall semester classes
- 25 THANKSGIVING BREAK begins - No classes
- 30 Classes Resume
- Spring Enrollment begins for ALL students

December

- 14 Final Exams
- 15 Final Exams
- 16 Final Exams
- 17 1:00 PM Final grades due in Registrar's Office - Faculty Work Day
- Semester Ends

January

- 4 Registration Week begins
- 11 Faculty Reports - In-service
- 12 Division/Department/Office Day
- 13 Classes Begin

February

- 15 PRESIDENT'S DAY - No classes
- 16 Classes Resume

March

- 12 1:00 PM Midterm Grades Due
- 15 SPRING BREAK begins - No classes
- 22 Classes Resume

April

- 2 EASTER BREAK begins - No Classes
- 6 Classes Resume
- 8 Enrollment/Advising/Testing Day
- Fall Enrollment begins for currently enrolled students only
- 19 Last day to withdraw from regular Spring semester classes
- 26 Fall Enrollment begins for ALL students

May

- 15 Commencement
- 17 Final Exams
- 18 Final Exams
- 19 Final Exams
- 20 1:00 PM Final grades due in Registrar's Office - Faculty Work Day
- Semester Ends
- 24 Summer Session 1 begins (3 weeks)

June

- 1 Classes Resume
- 11 Summer Session 1 ends
- 14 Summer Session 2 begins (6 weeks)

July

- 5 INDEPENDENCE DAY Holiday - No classes
- 19 Summer Session 3 begins (2 weeks)
- 23 Summer Session 2 ends
- 30 Summer Session 3 ends

Feb 2010						
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Jun 2010						
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Jul 2010						
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February 16, 2009

To: Carol Ballantyne

From: Dee Wigner

RE: Vehicles

The college received \$110,252.51 as a result of hail damage to college vehicles during the May 2008 storms. After reviewing the claims, it was determined to allow the insurance company to take five vehicles that had been totaled. It was also determined that it would not be beneficial to repair many of the maintenance vehicles and some of the older fleet vehicles with high mileage.

After repairs are made to the remaining vehicles, there will be approximately \$60,000 available from hail proceeds to purchase replacement vehicles. In addition, there was money budgeted in the general fund for two new vehicles this year. In light of the state economic forecast, we are requesting to use insurance proceeds to purchase three mini-vans at this time.

We requested bids from the three local new car dealers. Below is the summary of the bids received.

Burtis Motors	2009 Dodge Caravan SE FWD	\$20,950
Western Motor	2009 Honda Odyssey LX Van	\$22,849
	2009 Honda Odyssey EX Van	\$25,750
Lewis Motor	No bid received	

I would like to recommend the Board approve the purchase of the three white Dodge Caravans from Burtis Motor for a price of \$20,950. In the event any of those vehicles are not available, I recommend that we purchase any additional vehicles from Western Motors for \$22,849.

February 16, 2009

To: Carol Ballantyne

From: Dee Wigner

RE: Fouse Science and Math Building – Phase I

Phase I of the Fouse Project includes remodeling three laboratory classrooms; the chemistry lab, the biology lab and the micro-biology lab. Classroom casework will be redesigned and updated to create a modern learning environment. Each lab will be equipped with safety equipment and a station designed for students with special needs.

In addition, several modifications will be made to make the building ADA compliant. Two handicap accessible restrooms will be installed and doorways will be widened to allow wheelchair access to classrooms.

Funding for this project will come from Title V funds, donations raised through the issuance of tax credits and interest free state loans.

The bids for Phase I will be opened Thursday, February 19 at 1:00. These bids along with a recommendation will be presented to the Board at the February 25 Board meeting.

February 19, 2009

To: Carol Ballantyne

From: Dee Wigner

RE: Bid Recommendation – Fouse Building

Bids were received for Fouse Building Remodel – Phase I. Attached is the summary of the bids received. Dick Construction was the low bidder. The mechanical and electrical contractors were identified as Tatro Plumbing and Wallace Electric. The total bid from Dick Construction, including alternate bids, is \$594,605. This bid was \$143,578 less than the architect's estimate of \$737,983.

Casework is not included in the contractor's bid. The Board previously approved the casework bid of \$166,535.00 from Innovative Laboratory Systems, Inc.

My recommendation is for the Board to award the bid to Dick Construction.

BID TABULATION FORM

Fouse Building Remodel-Phase I

GARDEN CITY COMMUNITY COLLEGE

Garden City, Kansas
Architect Project No. 0801

Thursday, February 19, 2009, 1:00 p.m.

CONTRACTOR	ADDENDUMS REC.	BID BOND	BASE BID PROPOSAL	Mech. & Elec. Contractors	ALT. No. 1 Ceramic Floor & Wall Tile & Toilet Part'ns	ALT. No. 2 Decorative Epoxy Mortar Wall System	TOTAL BID
Building Solutions, Inc. Dodge City, Kansas	1.						
	2.						
	3.						
Dick Construction, Inc. Garden City, Kansas	1. ✓	5%	542,300	Tatro Wallace	30,800	1,505	594,605
	2. ✓						
	3. ✓						
Hutton Construction Co. Wichita, Kansas	1. ✓	5%	615,000	Glasman Wallace	38,700	1,500	
	2. ✓						
	3. ✓						
Lee Construction, Inc. Garden City, Kansas	1. ✓	5%	644,600	Tatro Wallace	32,813	1,500	
	2. ✓						
	3. ✓						

February 16, 2009

To: Carol Ballantyne

From: Dee Wigner

RE: Third Party Tuition Payment Plan

We are considering the adoption of a third-party tuition payment plan beginning this fall. A tuition payment plan is a formalized payment plan for those students not able to pay their education costs at the time of enrollment. There is no charge to the institution for the service. Students would be charged \$25.00 per semester by the third party to participate in the payment plan.

Currently, at the time of enrollment, students are asked to pay their fees before classes begin. They are then instructed to make payments each month so that their account is paid in full by the beginning of the 4th month of class; November in the fall and April in the spring. Although there is no formalized schedule of payments, monthly statements are sent to students. Students are not allowed to enroll in future semesters or receive a transcript as long as there is a balance on their account.

A tuition payment plan allows a student two options. Students can either pay their bill at the time of enrollment or they are required to sign up for a payment plan through a third-party vendor. If the student chooses the payment plan option, they may choose either prescheduled monthly payments debited from a checking account or a charge to a credit card. Every month their account would be automatically debited for a portion of their remaining balance based on the number of months left in the payment cycle.

The college would electronically submit updated balances on each student's account each month. The update would reflect any changes in the students' account which could include items such as class changes, fines, or payments that the student may have made directly to the college on their account.

Each month, the third party tuition payment plan would notify students via email of their upcoming automatic payments. The college would save money by not having to print and mail monthly statements to each student.

Before recommending the payment plan, we are researching the compatibility of the service with our administrative database and the impact on students.

In order to have the system in place when fall enrollment begins, the agreement must be signed by April 1. Therefore, the agreement is on the Board agenda for approval. At the February 25 Board meeting, administration will have a recommendation to approve the agreement or a recommendation to pull the agreement from the agenda if it is determined not to proceed with the payment plan.

ARTICULATION AGREEMENT BETWEEN GARDEN CITY COMMUNITY COLLEGE AND PARK UNIVERSITY

OVERVIEW:

This formal program articulation agreement is made and entered into by Park University, hereinafter referred to as Park, and Garden City Community College, hereinafter referred to as GCCC. By this agreement GCCC and Park express a shared commitment to increasing opportunities for student access to and success in higher education. By clarifying transfer policies and procedures, which assure articulation between programs, the institutions seek to assist students in making a seamless transfer from the associate to the baccalaureate degree.

PURPOSE:

This agreement provides students who have earned an **Associate in Arts, Associate in Science, or Associate in Applied Science** the opportunity to complete a Bachelor of Science at Park. Any GCCC student who has earned an Associate in Arts, Associate in Science, or Associate in Applied Science and adheres to the guidelines within this agreement is guaranteed that Park will accept designated freshman and sophomore education credits and all general education credits and will apply such to the Bachelor of Science in a manner consistent with the treatment of native Park students.

CONDITIONS OF TRANSFER:

Section I: Admissions and Matriculation

GCCC students maintaining continuous enrollment under this agreement will be afforded the same treatment and protection as native Park students enrolled under a specific catalog.

Criteria for acceptance into Park will be the same for transfer as for native students.

GCCC, upon request of students, will provide verification of completed courses to Park through its Office of Admissions and Records. The transcript of students transferring from GCCC will be evaluated by the Registrar's Office at Park.

Transfer students from GCCC will have access to financial aid, scholarships, and student services on the same basis as native students.

Minimum grade of "C" in all courses must be maintained to qualify for transfer under this articulation agreement. Completion of the residency requirement: 30 hours of earned and graded college hours at Park. At least 12 of these 30 hours must be in the major core.

Park will apply the same academic progress and graduation standards to GCCC transfer students as those applicable to native students at Park.

Section II: Transfer of Credit

A maximum of 75 credit hours will be accepted by Park from GCCC to be applied to the Bachelor of Science. Transfer students from GCCC, upon acceptance into appropriate program at Park, will have junior standing at Park.

Section III: Program Plan

While a course-by-course equivalence was used in the development of this plan, this agreement presumes that the general education core requirements at GCCC meet all freshman and sophomore level university studies requirements of Park. Students falling under this program articulation agreement will be responsible for successfully completing the following prescribed requirements.

TERMS of AGREEMENT:

This agreement is made and entered into in the academic year 2007-2008 and remains in force unless changed in writing by mutual agreement to both parties. The agreement may be amended at any time with the approval of both parties and is subject to regular review to assure currency with the respective degree requirements. Should either party desire to discontinue this agreement, advance notification of two years will be required.

SIGNATURES:

Garden City Community College and Park University hereby enter into this program articulation agreement leading from the Associate in Arts, Associate in Science, or Associate in Applied Science by the affixing of signatures of the chief executive officers of both institutions.

Carol E. Ballantyne
President
Garden City Community College

Date

Michael Droge, Ph.D.
Provost
Park University

Date

MEMORANDUM
Garden City Community College
Office of the President

TO: GCCC Board of Trustees

FROM: Carol E. Ballantyne, Ph.D.

DATE: February 25, 2009

RE: Affiliation Agreements for Nursing Program

Attached are the annual affiliation agreements for the numerous agencies that provide the clinical training component of the Nursing Program.

Providing agencies for 08-09 are:

Kearny County Hospital	Lakin
High Plains Retirement Village	Lakin
New Chance Inc.	Dodge City
USD 457	Garden City

I recommend that the Board of Trustees approve the Affiliation Agreements at the February 25, 2009 Board Meeting.

Attachment

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

TO: GCCC Board of Trustees

FROM: Carol E. Ballantyne, Ph.D.

DATE: February 25, 2009

RE: Affiliation Agreements for Emergency Medical Training-Paramedic Program

Attached are the annual affiliation agreements for the numerous agencies that provide the clinical training component of the Emergency Medical Training-Paramedic program.

Providing agencies for 08-09 are:

Morton County Hospital	Elkhart
Rawlins County Health Center	Atwood
St. Catherine Hospital	Garden City
Kansas Heart Hospital	Wichita
Finney County EMS	Garden City
Ford County EMS	Dodge City
Seward County EMS	Liberal
Southwest Medical Center	Liberal
Johnson County Med-Act	Olathe
Surgery Center of Dodge City	Dodge City
Midwest Anesthesia	Dodge City
Wichita County Health Care	Leoti
Bob Wilson Memorial	Ulysses
Greeley County Hospital	Tribune
Kearny County Hospital	Lakin

I recommend that the Board of Trustees approve the Affiliation Agreements at the February 25, 2009 Board Meeting.

Attachment

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

TO: GCCC Board of Trustees
FROM: Carol Ballantyne
DATE: February 25, 2009
RE: 90th Anniversary Proclamation

2-12-09

TO: Carol Ballantyne
FROM: Steve Quakenbush
RE: 90th anniversary proclamation

Carol,

Since GCCC and Fort Scott Community College are the state's original two community colleges, and both are celebrating 90th anniversaries in 2009, we have agreed to issue a congratulatory proclamation to them, and they have agreed to reciprocate by issuing one to GCCC.

At each school, the document may be read, displayed or published as part of the 90th anniversary festivities on campus – theirs in April and ours in September.

The text for GCCC's proclamation to FSCC is attached for the board's consideration at the Feb. 25 meeting.

If approved, we can create an enhanced, certificate-style version for signatures after the meeting, then frame and ship it to the FSCC president's office in time for the celebration there. Dr. Clayton Tatro has assured us that we will receive a corresponding proclamation from Fort Scott well in advance of our celebration here.

OUR CELEBRATION:

While we're still determining the best weekend in September for our celebration, based on other calendar items scheduled in the community, it appears that we should be able to carry out a series of events during a Saturday or Sunday afternoon. Plans and details are still very preliminary, but are likely to include:

- A campus-wide open house with performances and demonstrations
- Outdoor music or other entertainment and activities for the community
- Food/refreshments for the community during the entertainment and activities
- Additional activities and games for local and area children and families
- A dedication ceremony for the new wing of the Penka Building
- A display of historical GCCC photographs and artifacts in the Beth Tedrow Student Center
- The debut of a student-produced GCCC anniversary video
- Aerial photographs during the festivities to show the crowd and document the occasion

PROCLAMATION

Whereas, the system of community colleges serving the State of Kansas today can be traced to the successful establishment by voters of pioneering institutions of higher learning in the Fort Scott and Garden City communities in 1919, and

Whereas, that system today includes not only Fort Scott and Garden City Community Colleges, but also a network incorporating 17 additional community colleges, producing well educated Kansans who contribute positively and significantly to society and the economy, and

Whereas, the Kansas community colleges of the 21st Century serve between 150,000 and 200,000 men and women annually, from a wide range of ages, backgrounds and learning needs; and have emerged as the chosen institutions for approximately half of the first-time college students of the state, and

Whereas, the Kansas community colleges of the 21st Century help residents of the state develop essential skills, advance toward degrees, prepare for job and career success, and enrich their lives through participation and learning; as well as serving as powerful engines of workforce and economic development, and

Whereas the quality and value of the education and services provided by FSCC and GCCC have become significant factors in attaining the aforementioned objectives, and

Whereas both FSCC and GCCC are celebrating the 90th anniversaries of their founding during the year of 2009,

We, the Board of Trustees of Garden City Community College, as the governing body of one of the two original community colleges of our state, do hereby:

- Proclaim our congratulations to, and commendation of, our sister institution of Fort Scott Community College for the role it has played in service and education to the people of Kansas over the past nine decades
- Offer a well earned salute to FSCC, as well as sincere best wishes, in conjunction with the institution's anniversary celebration activities in April of 2009.

Approved this 25th day of February, 2009, on the campus of Garden City Community College.

Ron Schwartz
Chairman
GCCC Board of Trustees

Carol E. Ballantyne, Ph.D
President
Garden City Community College

- A commemorative special GCCC Anniversary edition of the Garden City Telegram.

FEBRUARY 2009 MONITORING REPORT

EXECUTIVE LIMITATIONS	MONTHLY
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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
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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
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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 Great Western Dining – 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 #184974 to Evans Ceramic Supplies for \$19,225.80 for art supplies and gas kiln. Bid sheets attached indicating lowest bids were accepted.
- Check #185347 to PC Mall for \$14,157.60 for a polycom system. Bid sheet attached indicating lowest bid accepted.

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

- Check #184970 to City of Garden City for \$37,774.90 for utilities.
- Check #184988 to Great Western Dining for \$22,912.75 for various invoices.
- Check #185017 to Seminole Energy for \$18,212.09 for utilities.
- Check #185026 to Tatro Plumbing for \$13,750.00 for final payment on the new boilers. The Board previously approved this project.
- Check #185080 to Dick Construction for \$100,656.00 for partial payment for work on the Penka addition. The Board previously approved this project.
- Check #185087 to Garden City Telegram for \$17,707.48 for advertising.
- Check #185089 to GMCN Architects for \$12,687.06 for architectural services on the Penka addition and the Fouse project.
- Check #185101 to Lewis, Hooper & Dick LLC for \$26,700.00 for auditing services.
- Check #185339 to Keller-Leopold Insurance for \$120,431.00 for property and liability insurance. The Board approved this expenditure at the January 2009 Board meeting.
- Check #185422 to Broncbuster Bookstore for \$143,393.87 for fall scholarship books.
- Check #185432 to Dick Construction for \$146,147.00 for partial payment on the Penka addition. The Board previously approved this project.
- Check #185461 to Seminole Energy for \$23,586.31 for utilities.

JANUARY 2008 MONITORING REPORT

EXECUTIVE LIMITATIONS QUARTERLY

Information and Advice #2 Page 11

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

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

Data directly addressing the CEO's interpretation: To my knowledge, nothing has occurred that was unexpected by the Board. We are currently working on a major overhaul of the Internal Governance System and will apprise the Board when we have concluded.

EXECUTIVE LIMITATIONS QUARTERLY

Information and Advice #3 Page 11

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

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

Data directly addressing the CEO's interpretation: No individual requests have been made by anyone on the Board and nothing has happened to cause a problem with the communication or relationship of the Board and the President.

EXECUTIVE LIMITATIONS QUARTERLY

Information and Advice #5 Page 11

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

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

Data directly addressing the CEO's interpretation: No instances of failure to deal with the Board have come to my attention.

January 21, 2009

Box 849
Colby, KS 67701

President Carol Ballantyne
Garden City Community College
801 Campus Drive
Garden City, KS 67846-6399

Dear Carol,

When a person begins a new career or even a specific job, the actual developments cannot be totally anticipated. As I think back on my public service career and moving from elected to being hired, I rejoice and want to celebrate all the adventures, challenges and yes, successes of our community college association. I think the new organization for KACCT (as envisioned by the Trustees) and the partnership with the COP, has been an excellent way to grow, mature and support each college and higher education in Kansas.

I'm very grateful for the longtime Trustees and experienced Presidents and each newly elected Trustee and incoming President. It has been most interesting to note each and everyone's expertise and I've often explained to interested outsiders that the community college leaders are very dedicated and ALL are just excellent folks! What a pleasure it has been to work with and for you.

While I'm looking forward to less frantic day-to-day activity, I will miss the routine chances to work with everyone. I do appreciate your efforts and greatly respect your commitment to the students you touch. The KACCT job turned into much more than I could have guessed. Thanks for the opportunity and for your support!

Most Sincerely and Fondly,

Sheila

Sheila Frahm

Carol, I'm glad you're progressing well in the best area. I've greatly enjoyed seeing you change & grow. You are a great person. Thanks for all your help. Best wishes
Sheila

Debbie Atkinson

From: Carol Ballantyne
Sent: Monday, February 02, 2009 10:17 AM
To: Debbie Atkinson
Subject: FW: Thank you

For Board meeting -- ownership linkage

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

From: Robert Larson
Sent: Monday, February 02, 2009 10:15 AM
To: Carol Ballantyne
Subject: FW: Thank you

Just FYI,
Bob

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

From: Ron Schwartz [mailto:rschwartz@burtismotor.com]
Sent: Monday, February 02, 2009 7:45 AM
To: Kristopher Baumann
Subject: Thank you

You're act of kindness prior to the men's game Saturday night shows the compassion and commitment GCCC and our coaches have for this community. I have no clue what you said to Mr. Baker but taking the time to go down and acknowledge his presence at the game was truly an act of kindness.

As we try to gain our community's support for the college, what better way than to go shake the hand and visit with a fan during his time of suffering from the loss of a loved one.

Thank you again and by the way, congratulations on a great win.

Ron Schwartz
Burtis Motor Co.
601 W Kansas Ave
Garden City, Ks 67846
rschwartz@burtismotor.com
620-275-6171
fax - 620-275-5149

Debbie Atkinson

From: Dallas Crist
Sent: Wednesday, February 11, 2009 12:18 PM
To: bustermail
Subject: Violin-Piano Concert

This past Monday night, I was privileged to attend the Faculty Recital performed by Douglas Beyer (violin) and Carolyn Klassen (piano). The selections were magnificent! Several of the numbers held an obviously high level of complexity, but our talented duo played them with expertise and confidence. Thank you, Carolyn and Doug, for treating us to this lovely musical event!

Dallas A. Crist

Payroll Coordinator
Garden City Community College
801 Campus Drive
Garden City KS 67846
Ph: (620) 275-3252
Fax: (620) 276-0464

Official College E-Mail

**Incidental Information
GCCC Board of Trustees
February, 2009**

More than **150 ESL students attend the GCCC campus**. This number includes 80 new students and 24 Level II students. 25 families are attending Buffalo Jones for ESL and MFL activities. 50 students are currently in Next Step transition activities.

Higher level GED students will be registered to take **Kansas Work Ready Assessments** as well as COMPASS and other assessments. A total of 26 new students received Kansas Work Ready Certificates in addition to the 35 from the 2008.

GED program had **46 new students attend orientation**, which brings the current total to 108. One student scored a perfect score of 800 on her official GED Reading test.

The number of children attending the **Migrant Family Literacy on-campus** site has doubled to more than 20. At the EGV site, 12 infants and toddlers and 10 preschoolers attend MFL daily; at the Buffalo Jones MFL site, seven infants and toddlers, six preschoolers and 15 school-agers attend daily.

GCCC representatives presented a **Financial Aid meeting for high school seniors and their parents** at Bryan Education Center. There were 48 in attendance. Spring semester began with 12 classes going in Scott City.

Business & Industry Partnered with **Smart Start and Russell Child Development** to host a conference on daycare business and tax issues with more than 75 participants, hosted a contract training program for City employees who work with electrical tasks, trained 30 participants, participated in the Farm & Ranch Show with a booth and captured names of people interested in training programs through a drawing for a Quickbooks class

- Partnership with Finney County Economic Development
 - Retention director gave report of four business visits
 - No contract trainings have resulted from partnership this month

Fifty-two percent of Garden City High School ETS early graduates currently are attending classes at Garden City Community College. Noe Garcia, Michelle Hernandez, and Bianca Martinez were formally recognized with certificates and medals at the Regional SAEOPP Convention in Memphis, Tenn., (SAEOPP is a Trio organization) for their finish as semifinalist in the University of Washington Thinkquest Competition. Other team member Marco Reyes received a medal and certificate but did not attend the Convention. The name of their website is “Crazy Brains” and is about the involuntary operations of the brain.

The **spring CECS catalog** was inserted in the *Garden City Telegram* and was sent via mail to past participants. As of the end of January, there were more than 50 enrollments in personal enrichment classes.

Ulysses: A new Project **Destiny orientation** drew the attention of area neighbors from Johnson (20 miles). The class of 18 students is comprised of half from Ulysses and half from Johnson. **Lakin:** All but one student from last spring’s first group have successfully graduated with their GED diplomas.

CAMP Grant: Project Destiny is part of a new grant proposal being submitted by KSU College of Education this month. The grant will help students who have graduated from the HEP program or have been migrants in the past to continue their education in college with up to 32-credit hours paid by the grant including housing and monthly stipends. The competitive grant is also federal funding source for migrant families.

Det. Larry Watson, GCPD; Tim McClure, Ford Co. Sheriff's Officer; and Lois Limes, **Southwest Kansas Regional Prevention Center** attended Kansas Alliance for Drug Endangered Children Training of Trainers on Jan. 27. Topics covered included Indicators of Drug Activity; DEC; Substance-Exposed Newborns; Implementing & Expanding DEC Efforts; and Community DEC Training. These three organizations have collaborated on several meth prevention efforts over the past five years. The KS Alliance is now expanding prevention efforts to include all illegal drugs, including prenatally exposed newborns.

The **Finney Co. Community Health Coalition** was awarded a grant through the KS Dept. of SRS to prevent and reduce underage drinking in Finney County. The award amount of \$962,000 will be distributed over a three and one-half year period. Along with other strategies, the coalition will work with existing organizations to expand existing evidence-based programs.

The 2009 **Meats Judging Team made history** this past weekend by remaining undefeated for the 2009 judging season as they won the Southwestern Exposition Meats Contest this past weekend. The margin was close but they still won overall. The team beat Clarendon College by 3 points. The team was 1st overall in Lamb Judging, Beef Judging, Placing Classes and Questions as well as being 2nd in Pork Judging and 3rd in Beef Grading and Total Beef. At the awards breakfast yesterday morning, Beef Grading was the first result to be read and we were 76 points down after that division. We made up a lot of points along the way to get to our 3 point victory. This is the first time a GCCC team has won multiple contests in a judging year and also the first time back-to-back contests have been won by GCCC. We don't have enough room already in our trophy case for all of the team and individual awards, which is a good problem to have.

For the individuals, **Michael Evans** (Satanta) was 3rd high individual overall, placing 2nd in Beef Judging and Placings as well as 3rd in Questions and Total Beef. **Cole Crawford** (Holcomb) was 5th high individual overall placing 1st high individual in Questions, 2nd in Pork Judging and 4th in Lamb Judging. **David Hueftle** (Eustis, NE) was 8th high individual overall placing 1st overall in Placing classes (only dropped 8 points out of 500 points possible for classes), and 3rd in Lamb Judging. **Randy Sheffield** (Farnam, NE) was 12th overall placing 5th in Placings and 10th in Lamb Judging.

Alternates that competed for GCCC did well also. **J.D. Heitschmidt** (Garden City) was 2nd high alternate overall scoring the 6th highest score in the entire contest as well as tied for the highest score in Lamb Judging. **Erin Adkisson** (Farnam, NE) was 5th high alternate overall and had the 2nd highest score in the entire contest in Beef Grading. **Daniel Hill** (Satanta) was 22nd high alternate and **Vanessa Wyatt** (Pierceville) was 25th High Alternate overall.

98 students attended yesterday's **read-in**, 28 of them read, some more than once. Faculty and staff total—6 (not counting myself). Want 198 next year. This event was enthusiastically done by Eugenia Eberhardt

The **Mobile Assessment lab** which allows the Counseling/Advising and Assessment staff to assess students on COMPASS in the outreach sites will be piloted in Deerfield this March. Laptops were purchased last year to allow entrance testing at each of the outreach sites. This will be the first time that the Internet version of COMPASS has been available to all outreach sites with the exception of BEC.

Kellee Munoz has set up the **Accommodations department on the Web** and made available various forms to students to be completed prior to coming to GCCC. It also explains the process for being approved for accommodations at GCCC. She has presented at each of the area educational cooperatives regarding the transition information that she has developed and made available for students.

James Mathews show "Funky Teapots" opened on the 8th and is a wonderful art retrospective. He received a "**Lifetime Achievement Award**" from the GCCC potters guild on the 8th for his ongoing support of the arts at GCCC and in the community

Carolyn Klassen and Douglas Beyer held a successful **Piano/Violin recital** on the 9th of February

Cinderella Confidential Production played to large crowds on the 4th 5th and 6th and exposed a number of area children to the GCCC Drama Department

Jeanie Ferguson has successfully **defended her PHD** and is now Dr. Ferguson

BK McCallum and D Kinder are currently featured in the "**Baker National**" in Liberal Ks. A Nation wide competitive art show.

GC3 Student Media newsroom was **relocated to JCVT1003**. Renovations in radio studio are nearing completion. Renovations of digital editing studio and television studio have been submitted for re-bid.

Cyd Champlin Stein has been elected to **Chair Kansas Association of Broadcast Educators**. Stein will assist with coordinating the state's annual student seminar April 6 in Topeka
Laura York Guy, Vice President of Membership for College Media Advisers, is coordinating CMA's Summer Adviser Workshop in conjunction with the Poynter Institute in St. Petersburg, Fla., June 28-July 1.

Developing New Media recruitment materials. Advisers are also working with area counselors and instructors to coordinate high school visits.

Provided GC3 student publications to Admissions for distribution during High Plains Basketball tournament and area high school visits.

Media hosted **campus viewing of President Obama's Inauguration**, Jan. 20. **Community business partners have submitted video projects** for spring production. Television Production II student Brent Nuzum, Garden City, produced the current EduKan commercial airing on commercial television stations across the state.

The grounds department removed the **dead pine tree at the NE corner of the campus** and removed a large portion of the mulched area to the north and west of the BTSC. Additional sprinkler heads were added to cover the area and sod grass will be added later this spring.

A new irrigation valve was installed at the **Tangeman Softball Complex** pump shed and repairs are being done as needed on the irrigation system. The new scoreboard will soon be installed at the Tangeman Complex.

A **tennis backboard was installed at the tennis courts** which will allow a person to hit the ball against the board and have it come back to them.

Renovations to the new **journalism lab** are complete and the equipment moved into the new space. With the exception of a few minor details, the radio room renovations are finished as well. Renovations to the television room and the addition of the newspaper room will take place this summer.

The **new gas kiln has been received**. It is currently being stored in the scene shop while work continues in the kiln room. The new exterior doors to the gas kiln room have been installed. Ventilation and electrical work has been scheduled. Electrical bids are being received for the upgrades necessary for the electric kiln room.

A **new high definition Polycom system with two 52" plasma televisions has been installed**. The system will allow teaching at seven remote locations at the same time. Although the system was purchased with grant funds to be utilized for EMS courses, it is available for use by other departments as well.

On Wednesday February 4, GCCC hosted the **Southwest District FFA Sales and Speech Contest. Eight area schools with 60 participants** were on campus competing. In the speech contest the divisions were senior, junior and extemporaneous. In the sales division each participant gave a sales presentation of their choice of product as well as created and presented a brochure. Students also took a fifty point test and were put in an actual sales scenario which was either a phone order or a face-to-face customer relation situation. Approximately twenty GCCC staff, student and community volunteers helped with this successful event.

The **2009 GCCC Meats Team started their judging year with a dominating performance at the 2009 National Western Meats Contest**. The team won by 53 points and had several impressive team and individual efforts. The team was 1st in Lamb Judging, Beef Judging,

Questions and Total Beef while also placing 2nd in Beef Grading, 3rd in Pork Judging and 6th in Placing Classes.

This article was published in the Dallas Morning news on Sunday morning. [If you click the video clip on the article](#), it has one of the 2009 Meats Team members interviewed (J.D. Heitschmidt).

<http://www.dallasnews.com/sharedcontent/dws/news/localnews/stories/020809dnmetmeat.3fb3e08.html>

Erik Renick, Marcos Ruvalcaba, and David Hurd have **achieved passing scores on the four core NATEF end-of-year exams** in Brakes, Electrical/Electronic Systems, Engine Performance, and Suspension and Steering. In addition, David and Marcos achieved passing scores in Engine Repair and Manual Drive Train and Axles which are classified as non-core NATEF areas.

The EMST program was **awarded a \$20,000 by the Mary Jo Williams Foundation to purchase a state-of-the-art Polycom system**. This system will allow the program to provide course lectures to six outreach sites simultaneously. The EMT-Intermediate course will be offered to students in Garden City, Atwood, Sublette, Montezuma, Satanta, and Lakin in February. And in March the same course will be offered to students in Tribune, Garden City, Ulysses, Elkhart, and Liberal. The course had to be scheduled for two sections due to an enrollment of 45 students. Students will come to campus for practical lab skills.

February 12-13, 2009 we just completed **the 6th annual Science Olympiad**. It was very successful with the help of campus employees, community patrons and USD 457 faculty.

Math faculty has **started meeting with USD 457 math faculty** to see what needs to be done to coordinate a smooth transition for the high school students to GCCC

Tours for high school students going through **the human dissection lab** have started for the spring semester.

The **Academic Excellence Challenge Team won 2nd** place at the NAQT qualifying tournament held in Concordia January 24, 2009. The team was 1st on a wait list for an invitation to the national tournament to be held in Orlando, Florida February 26 -27, 2009. There was another team that accepted the invitation, so we did not get an official invite, but it is the first time in 10 years that we have been that near the invite.

The Warren Fouse Science/Math building is making plans **for moving lab equipment and preparing for the first phase of the renovation to the building**.

MEMORANDUM
Garden City Community College
Office of the President

TO: GCCC Board of Trustees
FROM: Carol E. Ballantyne, Ph.D.
DATE: February 9, 2009
RE: Gender and Race Demographic

After reading the notes from the January Board retreat, I noticed that there was a discussions regarding whether the staff and faculty demographics mirrored the community or the student body. Below are the demographics of GCCC:

	Men	Women	Other than White
Full time Faculty	36	35	0
Part time faculty	65	62	14
Full time staff	49	82	28
Part time staff	12	8	7

We are aware that our employee population does not mirror the community or our student population but we are trying to grow our own staff through the Leadership program, student interns, and the work-study program. We are working with students who want to be teachers; however, our faculty must positions are required to have Masters Degrees.

We have not made a conscience effort to recruit more non Caucasians but we are aware of the discrepancies. Our staff in ABE, GED, ESL, migrant and resident immigrant grants use more non Caucasians.

Capital Outlay
2-16-09

	08-09	
Beginning fund balance	759,170	
Reserves	-500,000	
Oil & Gas Holdback	<u>-53,700</u>	
	205,470	
Budgeted Revenues		
Grants		
Ad Valorem	487,711	
Motor vehicle	3,278	
Rec vehicle	482	
Delinquent tax	0	
In Lieu Of Tax	1,354	
16/20	959	
Tax in process	0	
Tax Credits	<u>130,208</u>	
Total Anticipated Revenue	623,992	
Available for expenses	829,462	829,462
Projected Expenses:		
Chiller pmt	150,000	
Architect - Fouse	110,000	
Kiln room remodel	10,000	
Broadcasting Center	12,000	
Welding Lab	67,000	
Efficiency Apartments	8,500	
Penka	10,000	
Fouse	20,210	
Fire Alarm System - JCVT	40,000	
Fire Alarm System Repairs	9,000	
Office Furniture - Fine Arts	120,000	
Finnup Lab	100,000	
Total Projected Expenditures	656,710	656,710
Available balance		172,752

MEMORANDUM
Garden City Community College
Office of the President

TO: GCCC Board of Trustees

FROM: Carol E. Ballantyne, Ph.D.

DATE: February 11, 2009

RE: Comparison of department enrollments 2009

Attached you will find a summary of Spring 2008 and Spring 2009 credit hours by department. A quick look tells us that we are 3% up in credit hour generation. All of the general education departments show an increase, as well as EMT, Allied Health, Practical Nursing and Fire Science. We will also look at the enrollment from Fall to Spring to see if we retained the people that were recruited.

We have several grant personnel working on recruitment and retention in Health and Allied Health that appears to be helping our enrollment numbers in those areas. We have also identified students wanting into programs a little better. We have over 500 on the waiting list for CNA and 56 on the list for PN. We are learning how to get students into the correct pipeline to take these classes and programs. Lenora has also worked at identifying what makes students successful and orientation programs.

In the Fire Science program, Larry Pander is working with 3 to 4 other firefighters who are learning how to teach as we need more trained instructors to serve the outlying communities.

We are showing an increase in enrollment, mostly due to recruitment efforts in some areas. General studies course increases may be what we can expect with the state of the economy. As we continue to research and discuss the current enrollments we will let the Board know what we have found.

**Credit Hour Generated by Department
2005-2006 to 2008-2009**

	Sum 2005	Fall 2005	Spr 2006	2005- 2006 Totals	Sum 2006	Fall 2006	Spr 2007	2006- 2007 Totals	Sum 2007	Fall 2007	Spr 2008	2007- 2008 Totals	Sum 2008	Fall 2008	Spr 2009	2008- 2009 Totals
Accounting	12	222	279	513	3	234	222	459	12	237	177	426	9	231		
Addiction Counseling	3	36	69	108	17	45	63	125	12	30	84	126	31	27		
Ag-Business				0		21	3	24		18	3	21		18		
Ag-Economics		75	93	168			30	30			24	24				
Agriculture		65	8	73		39	8	47		39		39		14		
Agronomy		60	83	143		47	21	68		27	14	41		47		
Animal Science		288	216	504	6	222	216	444		235	233	468		208		
Art	89	516	561	1,166	156	483	483	1,122	141	435	477	1,053	42	435		
Automotive		383	281	664		220	193	413		249	215	464		265		
Aviation			28	28				0				0				
Biology	367	1,369	1,290	3,026	454	1,196	1,164	2,814	407	1,039	1,177	2,623	350	1,251		
Business Administration	6	264	339	609	24	279	249	552	15	186	318	519	9	270		
Business Syst, Ntwrking & Tele		180	120	300		123	129	252		69	75	144		78		
Chemistry	80	410	350	840	120	490	410	1,020	65	525	340	930	15	525		
Cosmetology	25	691	545	1,261	24	738	730	1,492	37	661	486	1,184	16	550		
Public Safety - Criminal Justice	50	673	721	1,444	80	711	617	1,408	65	569	412	1,046	32	502		
Computer Science	63	563	537	1,163	55	640	427	1,122	10	545	480	1,035	17	602		
Drama		152	136	288		134	119	253		77	81	158	57	109		
Drafting		69	48	117		78	45	123		42	33	75		30		
Early Childhood		65	57	122		24	53	77		47	42	89		42		
Economics	27	141	189	357	30	162	201	393	21	174	201	396	18	150		
Education	78	510	434	1,022	120	464	402	986	78	356	379	813	93	341		
Emergency Medical Tech Serv	156	300	172	628	108	108	188	404	80	418	72	570	96	351		
English	183	1,983	1,737	3,903	228	1,925	1,572	3,725	153	1,976	1,629	3,758	153	2,007		
English as a Second Language	21	216	138	375	24	231	168	423	27	174	186	387	42	300		
Public Safety - Fire Science		157	200	357	24	96	190	310	20	175	104	299		122		
Finnup Computer Lab	52	161	97	310	35	137	95	267	18	104	84	206	23	130		
Geography	36	216	150	402	54	201	132	387	63	198	210	471	33	165		
Allied Health	252	441	430	1,123	183	365	374	922	246	414	342	1,002	243	543		
History	171	468	496	1,135	144	486	543	1,173	129	552	642	1,323	162	567		

	Sum 2005	Fall 2005	Spr 2006	2005- 2006 Totals	Sum 2006	Fall 2006	Spr 2007	2006- 2007 Totals	Sum 2007	Fall 2007	Spr 2008	2007- 2008 Totals	Sum 2008	Fall 2008	Spr 2009	2008- 2009 Totals
Home Economics		60	123	183		84	111	195		109	81	190		130		
Health, Phys Ed and Rec	293	1,432	1,050	2,775	252	1,299	1,139	2,690	222	1,169	1,224	2,615	327	1,246		
Humanities	58		96	154	62		15	77	56			56	42	9		
Industrial Education	18	144	138	300	9	168	162	339		143	207	350		182		
Industrial Production	207	697	678	1,582	168	657	832	1,657	280	699	909	1,888	264	720		
John Deere Ag-Tech	128	337	272	737	72	333	330	735	136	318	315	769	88	393		
Journalism and Broadcasting	6	132	67	205	6	111	67	184		141	46	187		76		
Foreign Language	10	209	132	351	20	128	66	214	34	158	91	283	7	70		
Literature	66	186	162	414	42	168	135	345	57	177	132	366	6	108		
Mathematics	399	2,277	1,887	4,563	388	2,280	1,759	4,427	258	2,070	1,826	4,154	225	2,333		
Mid-Management	3	10		13			3	3	3	6	3	12		6		
Music	24	436	404	864	54	380	335	769	3	336	311	650	33	307		
Office Technology	12	146	83	241	12	85	45	142	12	66	51	129		45		
Personal and Career Development	14	394	163	571	3	365	130	498	2	357	127	486	12	396		
Philosophy		144	174	318		117	183	300	33	126	174	333	9	87		
Photography		36	24	60		30	33	63				0				
Physical Science	20	350	336	706		261	226	487	11	280	283	574	16	221		
Physics		100	82	182		95	46	141		50	31	81		50		
Practical Nursing	187		109	296	109		154	263	143		179	322	195			
Political Science	138	504	210	852	198	384	192	774	207	381	96	684	273	288		
Psychology	156	1,002	1,080	2,238	135	924	843	1,902	135	946	795	1,876	129	1,052		
Reading		274	108	382		309	108	417		278	99	377		328		
Religion		54	63	117		45	60	105		36	39	75		63		
Registered Nursing		403	431	834		493	549	1,042		465	437	902		454		
Sociology	159	873	969	2,001	108	906	804	1,818	147	855	904	1,906	132	699		
Speech	276	875	834	1,985	219	645	747	1,611	258	757	756	1,771	294	662		
Special Education		75	33	108	30	60	57	147		69	21	90		39		
TOTALS	3,845	21,824	19,512	45,181	3,776	20,226	18,178	42,180	3,596	19,563	17,657	40,816	3,493	19,844		

Department	Credit Hours			
	Spring 2008	Spring 2009	+/- Cr Hr	% Change
Accounting	180	213	33	18%
Addiction Counseling	84	27	-57	-68%
Aq-Business	3		-3	-100%
Aq-Economics	24	72	48	200%
Agriculture		26	26	
Agronomy	14	24	10	71%
Animal Science	230	219	-11	-5%
Art	483	432	-51	-11%
Automotive	220	215	-5	-2%
Biology	1,228	1,078	-150	-12%
Business Administration	321	237	-84	-26%
Business Systems, Networking and Tele	75	39	-36	-48%
Chemistry	340	390	50	15%
Cosmetology	471	518	47	10%
Public Safety - Criminal Justice	419	368	-52	-12%
Computer Science	473	510	37	8%
Drama	81	88	7	9%
Drafting	33	18	-15	-45%
Early Childhood	45	16	-29	-64%
Economics	204	186	-18	-9%
Education	377	370	-7	-2%
Emergency Medical Technology Services	80	348	268	335%
English	1,635	1,671	36	2%
English as a Second Language	186	249	63	34%
Public Safety - Fire Science	76	201	125	164%
Finnup Computer Lab	96	74	-22	-23%
Geography	210	150	-60	-29%
Allied Health	239	488	249	104%
History	645	642	-3	0%
Home Economics	81	69	-12	-15%
Health, Physical Education and Recreation	1,160	1,069	-91	-8%
Humanities		24	24	
Industrial Education	219	114	-105	-48%
Industrial Production	456	377	-79	-17%
John Deere Aq-Tech	315	375	60	19%
Journalism and Broadcasting	46	47	1	2%
Foreign Language	94	64	-30	-32%
Literature	132	105	-27	-20%
Mathematics	1,787	1,988	201	11%
Mid-Management	3		-3	-100%
Music	314	297	-17	-5%
Office Technology	51	43	-8	-16%
Personal and Career Development	135	175	40	30%
Philosophy	180	189	9	5%
Physical Science	289	398	109	38%
Physics	31	25	-6	-19%
Practical Nursing	179	297	118	66%
Political Science	99	105	6	6%
Psychology	783	768	-15	-2%
Reading	99	155	56	57%
Religion	39	87	48	123%
Registered Nursing	437	370	-67	-15%
Sociology	904	855	-49	-5%
Speech	756	742	-14	-2%
Special Education	21	40	19	90%
TOTALS	17,082	17,647	565	3%

MEMORANDUM
Garden City Community College
Office of the President

TO: GCCC Board of Trustees

FROM: Carol E. Ballantyne, Ph.D.

DATE: February 9, 2009

RE: Initiation of New Programs and Retention of Existing Programs

There are many items we research and analyze before a new program is initiated or an existing program is scheduled for change. Each year I have shared with the Board the cost per credit hour report that gives us an overall picture of how we are doing. We know that vocational-technical programs come with greater costs because instructor salaries need to be close to industry market value; and because student-teacher ratios are lower due to the availability of lab equipment, clinical sites and, in some cases, required faculty-to-student ratios.

Many reports and activities go into the program reviews that we conduct annually, and one third of all programs and departments are evaluated each year. In addition, I believe it is important to view each program's cost per credit hour in light of these factors:

- The annual transfer student grade reports from the universities
- The success of our students/graduates, such as the 17 featured in our recent enrollment advertising messages
- The positive public perceptions of GCCC instruction received in our market research study.
- The high state board exam pass rates of our graduates on programs like Nursing and EMST
- The high placement rates in programs like John Deere
- The representation of our graduates among the nurses, teachers and other professionals in the region.

Attached you will find the 2007-08 cost per credit hour report. When we assess these figures we generally look at the past three years, evaluate the changes and determine which programs need a second look. These numbers should give you some idea of the questions we ask and the data we draw from to help us determine relevancy by program. We also look at advisory committee comments and student comments.

Presently, we are looking at Business Management, Office Technology, Agriculture, Motor Controls, Industrial Maintenance, Drama, Finnup Lab, Broadcasting, Journalism, and Music. Over the past three years we have seen a lot of variability in cost per credit hour, and enrollments in some programs have declined, but each one will have an improvement plan in place by Fall 2009.

While we would like to get each program closer to the break-even point, an overall cost/loss of \$10.66 per credit hour for an institution like ours is certainly not out of the norm. We could reduce our cost per credit hour by enrolling more students per section in some of our general education courses, but we lack sufficient classrooms with capacity above 25 to make that work.

This is not a program breaker report. Instead, it is an indicator of where costs are up and enrollment is down, and it is one of many factors that we need to analyze annually.

**Cost per Credit Hour
2007-2008**

Department	Cr. Hrs	Instate Rev. (77.8%* \$126.9*B)	Outstate Rev (22.2%* \$65*B)	Marg of Err EduKan, no- shows etc \$4.20/ cr. hr. (B*\$4.20)	Total Revenue (C+D+E)	Amount Dis- counted (F*7.11%)	Initial Net Revenue Generated (F-G)	Dept Expenses	Cost per Cr. Hr. (I/B)	Net Revenue Generated (H- I)	Net Rev. per Cr. Hr. (K/B)
ACCT/BSAD/EC- ON/CSCI/MIDM	2,388	\$235,763	\$34,459	\$10,025	\$280,247	\$19,926	\$260,321	\$290,135	\$121.50	-\$29,814	-\$12.48
Ag/AgEcon/Ag- Busi, Agro	125	\$12,341	\$1,804	\$525	\$14,670	\$1,043	\$13,627	\$48,000	\$384.00	-\$34,373	-\$274.99
Allied Health	1,002	\$98,926	\$14,459	\$4,206	\$117,591	\$8,361	\$109,230	\$107,458	\$107.24	\$1,772	\$1.77
Ammonia Refrigeration	1431	\$141,280	\$20,649	\$6,007	\$167,937	\$11,940		Calculated on Fiscal Year--See Below			
Animal Science	468	\$46,205	\$6,753	\$1,965	\$54,923	\$3,905	\$51,018	\$87,922	\$187.87	-\$36,904	-\$78.86
Art	1,056	\$104,257	\$15,238	\$4,433	\$123,928	\$8,811	\$115,117	\$146,905	\$139.11	-\$31,788	-\$30.10
Automotive	464	\$57,824	\$6,696	\$1,948	\$66,467	\$4,726	\$61,741	\$117,699	\$253.66	-\$55,958	-\$120.60
Aviation	0	\$0	\$0	\$0	\$0	\$0	\$0		\$0.00	\$0	\$0.00
Bus. Sys. & NT	144	\$14,217	\$2,078	\$605	\$16,899	\$1,202	\$15,698	\$33,077	\$229.70	-\$17,379	-\$120.69
College Skills	486	\$47,982	\$7,013	\$2,040	\$57,035	\$4,055	\$52,980	\$12,722	\$26.18	\$40,257	\$82.83
Cosmetology	1184	\$116,894	\$17,085	\$4,970	\$138,950	\$9,879	\$129,070	\$125,269	\$105.80	\$3,801	\$3.21
Drafting	75	\$7,405	\$1,082	\$315	\$8,802	\$626	\$8,176	\$10,650	\$141.99	-\$2,474	-\$32.98
Drama	158	\$15,599	\$2,280	\$663	\$18,542	\$1,318	\$17,224	\$100,827	\$638.14	-\$83,603	-\$529.13
Emergency Medical Tech	570	\$56,275	\$8,225	\$2,393	\$66,893	\$4,756	\$62,137	\$124,698	\$218.77	-\$62,561	-\$109.76
Engl/Litr/Reli	4199	\$414,560	\$60,592	\$17,627	\$492,779	\$35,037	\$457,742	\$346,921	\$82.62	\$110,821	\$26.39
ESL	387	\$38,208	\$5,584	\$1,625	\$45,417	\$3,229	\$42,188	\$61,758	\$159.58	-\$19,570	-\$50.57
Finnup Lab	205	\$20,239	\$2,958	\$861	\$24,058	\$1,711	\$22,347	\$59,477	\$290.13	-\$37,129	-\$181.12
Foreign Lang	283	\$27,940	\$4,084	\$1,188	\$33,212	\$2,361	\$30,850	\$8,697	\$30.73	\$22,154	\$78.28
HPER	2615	\$258,174	\$37,734	\$10,978	\$306,886	\$21,820	\$285,067	\$271,152	\$103.69	\$13,915	\$5.32
History	1323	\$130,617	\$19,091	\$5,554	\$155,262	\$11,039	\$144,223	\$63,100	\$47.69	\$81,123	\$61.32
Humanities	56	\$5,529	\$808	\$235	\$6,572	\$467	\$6,105	\$8,630	\$154.10	-\$2,525	-\$45.09
Industrial Maintenance	220	\$21,720	\$3,175	\$924	\$25,818	\$1,836	\$23,983	\$64,648	\$293.86	-\$40,666	-\$184.84
John Deere	780	\$77,008	\$11,255	\$3,274	\$91,538	\$6,508	\$85,029	\$171,972	\$220.48	-\$86,943	-\$111.46
Broadcast/ Journ/ Photo	187	\$18,462	\$2,698	\$785	\$21,946	\$1,560	\$20,385	\$123,101	\$658.29	-\$102,716	-\$549.28
Math	4154	\$410,117	\$59,942	\$17,438	\$487,497	\$34,661	\$452,836	\$296,798	\$71.45	\$156,038	\$37.56
Motor Controls	156	\$15,402	\$2,251	\$655	\$18,308	\$1,302		Calculated on Fiscal Year--See Below			
Music	648	\$63,976	\$9,351	\$2,720	\$76,047	\$5,407	\$70,640	\$253,797	\$391.66	-\$183,157	-\$282.65

**Cost per Credit Hour
2007-2008**

Nursing-RN Program	902	\$89,053	\$13,016	\$3,787	\$105,855	\$7,526	\$98,329	\$362,341	\$401.71	-\$264,012	-\$292.70
Nursing-LPN Program	322	\$31,790	\$4,646	\$1,352	\$37,789	\$2,687	\$35,102	\$125,126	\$388.59	-\$90,024	-\$279.58
Office Technology	129	\$12,736	\$1,861	\$542	\$15,139	\$1,076	\$14,063	\$63,049	\$488.75	-\$48,986	-\$379.74
Philosophy	333	\$32,876	\$4,805	\$1,398	\$39,080	\$2,779	\$36,301	\$12,987	\$39.00	\$23,314	\$70.01
Public Safety-Criminal Justice	1046	\$103,270	\$15,094	\$4,391	\$122,755	\$8,728	\$114,027	\$185,184	\$177.04	-\$71,157	-\$68.03
Public Safety-Fire Science	299	\$29,520	\$4,315	\$1,255	\$35,089	\$2,495	\$32,595	\$78,315	\$261.92	-\$45,720	-\$152.91
Reading	377	\$37,221	\$5,440	\$1,583	\$44,243	\$3,146	\$41,098	\$68,068	\$180.55	-\$26,970	-\$71.54
Science	4208	\$415,448	\$60,721	\$17,665	\$493,835	\$35,112	\$458,723	\$411,553	\$97.80	\$47,170	\$11.21
Social Science	6245	\$616,558	\$90,115	\$26,216	\$732,889	\$52,108	\$680,781	\$453,561	\$72.63	\$227,220	\$36.38
Speech	1771	\$174,848	\$25,556	\$7,435	\$207,838	\$14,777	\$193,060	\$112,095	\$63.29	\$80,966	\$45.72
Upholstery	48	\$4,739	\$693	\$202	\$5,633	\$401	\$5,233	\$2,880	\$60.00	\$2,353	\$49.01
Welding	198	\$19,548	\$2,857	\$831	\$23,237	\$1,652	\$21,584	\$69,719	\$352.12	-\$48,135	-\$243.11
Wood Production	174	\$17,179	\$2,511	\$730	\$20,420	\$1,452	\$18,968	\$15,599	\$89.65	\$3,369	\$19.36
TOTALS	40,816	\$4,041,704	\$588,975	\$171,344	\$4,802,023	\$341,424	\$4,460,599	\$4,895,890	\$119.95	-\$435,291	-\$10.66

Programs calculated on Fiscal Year & Varying Fee Scale

Department	Cr. Hrs	In-State Tuition Revenue Generated	Out-State Tuition Revenue Generated	Total Revenue Generated	Dept Expenses	Cost per Cr. Hr.	Net Revenue Generated	Net Rev. per Cr. Hr.
Ammonia Refrigeration	1431	\$47,681	\$574,250	\$621,931	\$385,007	\$269.05	\$236,924	\$165.57
Motor Controls	156	\$33,690	\$17,817	\$51,507	\$63,346	\$406.06	-\$11,839	-\$75.89