

# GARDEN CITY COMMUNITY COLLEGE

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

May 5, 2010

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, May 12, 2010**. The meeting will be held in the **Endowment Room, Beth Tedrow Student Center**, Garden City Community College Campus.

5:15 PM Reception in **Portico** honoring retirees John Sanders, Judy Stubblefield and Mary Olson  
6:00 PM Regular Board Meeting called to order in the **Endowment Room**

## **AGENDA**

### **CALL TO ORDER:**

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

### **CONSENT AGENDA:**

- A. Approval of minutes of previous meeting April 14, 2010
- B. Submit financial information to the auditor
  - B-1 Financial information – Revenues
  - B-2 Financial information – Expenses
  - B-3 Financial information – Cash in Bank
- C. Approval of Personnel Actions
- D. Approval of Purchases over \$20,000
  - D-1 Vehicle Purchase two (2), seven (7) passenger mini-vans
    - Burtis Motor \$22,880 each
  - D-2 Annual Datatel Maintenance Agreement \$182,207.00
  - D-3 Purchase of West Hall fire alarm system
    - Equipment-Simplex Grinnell \$38,121.00
    - Installation-3G Electric \$26,200.00
  - D-4 Academic Building asbestos removal
    - ACM Removal \$58,460.00
  - D-5 Joyce Fine Arts faculty office furniture
    - Office Solutions \$35,000.00
  - D-6 Athletic Complex and Joyce Fine Arts parking lot repair
    - B & H Paving Inc. \$22,500.00
  - D-7 Purchase of Saffell Library security system
    - Sentry Technology Corp. \$25,430.00

## **POLICY REVIEW:**

- A. Monitoring Reports and ENDS
  - A-1 Monitoring Report – Monthly
- B. Ownership Linkage
  - B-1 Communication from Marianne Miller
  - B-2 Thank you from Dayton Moore
  - B-3 E-mail from Lisa Knoll
  - B-4 Thank you from Steve Barrett
- C. Board Process and Policy Governance Review

## **REPORTS:**

- A. President Carol Ballantyne
  - A-1 Incidental Information
  - A-2 Public Entity Common Goal Analysis
  - A-3 KBOR Performance Agreement Report Spring/Fall 2009
  - A-4 Internal Governance Report
- B. Report from Finney County Economic Development Corporation

### **Upcoming calendar dates:**

<u>May 12</u>	5:15 PM Reception honoring retirees John Sanders, Judy Stubblefield, Mary Olson, Portico of Beth Tedrow Student Center 6:00 PM Regular Board Meeting, Beth Tedrow Student Center, Endowment Room
<u>May 13</u>	Fifth Annual Faculty Appreciation Luncheon, 11:30 PM – 1:00 PM, Beth Tedrow Student Center, Endowment Room
<u>May 14</u>	DPS, CJC, EMST & Fire Science 41 <sup>st</sup> Annual Awards Ceremony – 6:00 PM Seventh Day Adventist Church
<u>May 15</u>	Commencement 10 AM (Trustees gather to line up in Hall of Fame room at 9:00 AM) 1:30 John Deere Graduation – Clarion Inn
<u>May 17-19</u>	Final Exams
<u>May 17</u>	Student Breakfast 9:00 AM-10:15 AM – meet at 8:45 AM in cafeteria for job assignment
<u>May 20</u>	Year End Employee Bash – Cafeteria, Beth Tedrow Student Center, Noon-1:30 PM – Official end of semester
<u>May 22</u>	2:00 PM pinning ceremony for RN Nursing program graduates – Nazarene Church
<u>May 24</u>	Summer hours begin
<u>May 31</u>	Campus offices and facilities closed in observance of Memorial Day
<u>June 9</u>	Regular meeting of the Board <b>7PM (note time change for summer meetings)</b>
<u>June 18-19</u>	Retreat KACCT/COP –Neosho Community College
<u>July 22</u>	Policy Governance Meeting-Las Vegas, NV
<u>Oct 20-23</u>	ACCT 41 <sup>st</sup> Annual Community College Leadership Congress – Toronto Ontario, Canada

## **Executive Session**

## **Adjournment**

Sincerely,

Della Brandenburger, 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**

**April 14, 2010**

Trustees Present: Della Brandenburger, William S. Clifford, Merilyn Douglass, Ron Schwartz,  
Terri Worf

Trustee Absent: Steve Sterling

Others Present: Regina Aguiniga, SGA Vice President  
Debra Atkinson, Deputy Clerk  
Carol E. Ballantyne, President  
Doug Beyer, Strings Instructor  
Kevin Brungardt, Dean of Academics  
Tom Brungardt, Welding Instructor  
Lenora Cook, Dean of Technical Education  
Eugenia Eberhart, English Instructor  
Jeannie Ferguson, ESL Instructor  
Erin Fulton, Student-General Studies  
Joann Gonzalez, Student-Forensics  
Lachele Greathouse, Business and Information Systems Instructor  
Dora Herrera, Student-Forensics  
Noemi Herrera, Student-Forensics  
Todd Hughes, Director of Information Technology  
Janet Huerta, Student-Forensics  
Tammy Hutcheson, Social Science Instructor  
Pam Kells, Student-String Music  
David Kinder, Art Instructor  
Rachel Klaus, *Silhouette*  
Barbara Larson, Reading Instructor  
Marianne Lawrence, Student-String Music  
Terry Lee, Anatomy & Physiology Instructor  
Deanna Mann, Dean of Institutional Effectiveness and Enrollment Services  
Shelly Meier, Social Science Instructor  
Doris Meng, English Instructor  
Ryen Meng  
Linda Morgan, Criminal Justice and Corrections Instructor/Director Public Safety  
Kirk Olomon, Commerce Bank  
Larry Pander, Fire Science Instructor  
Bob Prewitt, Finney County EMS Director  
Steve Quakenbush, Director of Information Services and Publications  
Robert Ring, Student-Theater  
Ryan Ruda, Dean of Student Services  
David Rupp, Criminal Justice and Corrections Instructor  
John Schafer, Faculty Senate President  
Rob Schreiber, Automotive Technology Instructor  
Denise Schreiber  
Samantha Scott, Student-Forensics  
Bob Sperling, Office Solutions

Monica Springer, *Garden City Telegram*  
Cyd Stein, Media/Journalism Instructor  
Nate Steinle, Automotive Technology Instructor  
Gabby Stout, Student-Forensics  
Bernard J. Strasser, Student-String Music  
Steve Thompson, Business/Computer Instructor  
Cricket Turley, Director of Human Resources  
Cindy VenJohn, Agriculture Instructor  
Larry Walker, English Instructor  
Carla Wells, Student-String-Music  
Leslie Wenzel, Math Instructor  
Judy Whitehill, Social Science Instructor  
Dee Wigner, Executive Dean of Administrative Services  
Haley Wilcoxson, Student-General Education

### **COMMENTS FROM THE CHAIR:**

Chair Brandenburger called the regular session to order at 5:50 P.M. and made the following comments:

- Noted that GCCC graduation was coming up May 15<sup>th</sup>.
- Congratulated Alaura Sharp, head coach for GCCC women's basketball, for becoming KJCCC Western Division Coach of the Year.
- GCCC was host to approximately 200 middle school and high school students April 7 at the 2010 Southwest Kansas Student Leadership Academy, conducted by the Southwest Plains Regional Service Center.
- Congratulated Jennifer Bushwalter, GCCCC freshman softball player, for being named the NJCAA National Player of the week.
- GCCC Endowment auction held on April 9 was a huge success, raising a preliminary \$166,910.00. Chair Brandenburger extended a big thank you to Endowment Association Board, Melinda Harrington, Pam Caldwell, Barb Wells and everyone that helped.
- Congratulated GCCC Meats team on a winning season.
- Congratulated Jean Warta, Business and Industry Institute director, on receiving her master's degree in leadership.
- Expressed appreciation for the Adult Learning Center GED computer lab now open at the Finney County Jail.

### **REPORT FROM STUDENT GOVERNMENT ASSOCIATION:**

President Regina Aguiniga highlighted recent activities:

- Student Appreciation Dinner is, Thursday, April 15<sup>th</sup>.
- SGA elections will take place outside the Saffell Library on Thursday April 22<sup>nd</sup>.
- Earth Day/Tobacco Free Campus, outside the library on Thursday April 22<sup>nd</sup>.
- Sunday, April 18<sup>th</sup> SGA and other volunteers will be working on campus Child Care Center renovations.
- There was a good turnout for Breakfast Bingo, held March 25<sup>th</sup>, great prizes were given out.

Chair Brandenburger thanked Aguiniga for her report.

### **FORENSICS TEAM:**

- Members of the GCCC Forensics team delivered invitations to the Board of Trustees asking them and others to attend the April 20<sup>th</sup> Forensics Performance Night, set for 6:30 p. m. in the Pauline Joyce Fire Arts Building.

### **REPORT FROM FACULTY SENATE TO THE BOARD OF TRUSTEES:**

Trustees had previously received an extensive report in their electronic Board packets. Barb Larson, Reading

Instructor and representative from Faculty Senate, was in attendance and highlighted some of the areas reported on. Trustee Clifford expressed appreciation of the board for a well written report that dove-tailed nicely with the program reviews on the agenda.

After presenting the regular GCCC Faculty Senate report, Larson read a statement from the senate regarding the upcoming reduction in force. Faculty Senate asked that the non-renewal vote on five faculty contracts, scheduled for later in the meeting, be tabled, and suggested a meeting between faculty members and the board. (Supporting documents filed with official minutes.)

#### **OPEN COMMENTS FROM PUBLIC:**

Chair Brandenburger noted that Cyd Stein, Broadcasting Instructor, Doug Beyer, String Music Instructor, and Marianne Lawrence, student and piano major had requested time on the agenda to address the Board.

Stein, Broadcasting Instructor and one of the five faculty members affected by the non-renewal decision scheduled to be presented to the board at the meeting, told board members that she appreciated the opportunity given to her to grow both professionally and personally. She also related that her three and a half years at GCCC as Broadcasting Instructor had confirmed her desire to be an educator. Stein asked the board for guidance on investing the balance of grant funds given to GCCC by Cox Media to develop a recently completed student media lab on the campus. Stein additionally told the board that students seeking careers in the communications media today will need the skills covered in broadcast-related courses. Stein expressed her thanks for the opportunity of addressing the board. Trustee Clifford thanked Stein for bringing her concerns forward and related that the Board delegates “means” decisions to the President and suggested she should discuss her question with Ballantyne.

Beyer, String Music Instructor, is also one of the five faculty members affected by the non-renewal decision that will be presented to the board, expressed his disagreement with the accuracy of information used in reaching the decision to end string music instruction. He stated that he has served 18 students in credit courses this year and 14 more in non-credit lessons. Beyer added that his program is known statewide, that 15 Garden City High School string music students would enroll if the program was continued and that the Garden City Civic Choral Union’s symphony depends on the college string music program. Beyer also asked the board for community consultation on the college’s reduction in force, stated that he wasn’t consulted on ways to reduce costs, and encouraged instruction in higher-level aural skills and music theory courses. Trustee Clifford reminded Beyer that there is an established grievance process that can be used if a person feels it necessary. Beyer expressed thanks for the opportunity of addressing the board.

Lawrence, student-piano major, said that she selected GCCC because of music opportunities and because she wanted to broaden her horizons by learning to play string instruments. Lawrence showed some of her course books and music to the board and asked trustees to visit the music area of the Pauline Joyce Fine Arts Building and attend the GCCC Pops Concert May 12 and Choral and Strings Concert May 13. Lawrence thanked the Board for their time.

#### **CONSENT AGENDA**

Chair Brandenburger asked if Trustees wished to pull any items from the consent agenda for the purpose of discussion. Trustee Clifford requested that item D-Resolution for Non-Renewal of Employment Contracts, be pulled from the agenda for the purpose of discussion. Chair Brandenburger then asked for a motion approving the consent agenda items A through C,

#### **MOTION:**

*Clifford moved, seconded by Worf, that Consent Agenda items A through C be approved as presented.  
Motion carried 5-0*

Approved actions follow:

(A) **APPROVED MINUTES** of previous meetings, special meeting March 3, 2010 and regular meeting March 10, 2010.

(Supporting documents filed with official minutes.)

(B) **APPROVED SUBMITTED FINANCIAL INFORMATION TO THE AUDITOR** Noted that revenue payments will be received in June, and that work on tax credits will begin earlier this year.

(Supporting documents filed with official minutes.)

(C) **APPROVED PERSONNEL ACTIONS**, as presented

(Supporting documents filed with official minutes.)

(D) **APPROVED PURCHASE ORDERS OVER \$20,000**, as presented.

(D-1) Vendor:	Office Solutions-Garden City
Manufacturer:	American Seating
For:	Classrooms & Lecture Hall Furnishings Fouse Building Remodel – Phase II
Amount:	\$226,950.82

### **PULLED CONSENT AGENDA ITEM “D”:**

#### **MOTION:**

*Clifford moved, seconded by Worf, that Consent Agenda item D be approved as presented.*

Discussion followed regarding a plan recommended by Dr. Carol Ballantyne, president, to address a projected decline of approximately \$30 million in Finney County property tax valuation for the year that will begin July 1. GCCC tax revenues are expected to be reduced by at least \$600,000 because of the drop in valuation. Simultaneously the president is planning to reduce GCCC’s authorized use of reserve funds for the fiscal year. Total combined cuts will range, approximately, from \$800,712 to \$1,218,979.

Pursuant to the provision of K. S. A. 72-5436 et seq., faculty members must be notified by May 1 of the Board’s intent to non-renew employment contracts. Staff members are at-will employees and there is no requirement that they receive official notification by May 1. Should all proposed reductions occur, six full-time positions as well as the full-time equivalent of 16 staff positions, including part-time positions, would be eliminated. All personnel who may be affected have been advised.

Ballantyne stated that reduction in force isn’t something that she or GCCC wants to do. Work is being done with business to provide needed courses in computer science; some broadcast classes would end, but other classes in journalism would continue. Automotive Technology’s status is uncertain and the position being eliminated is one of two. The other may continue, but there has been no final determination. String music courses would be suspended due to the non-renewal of contract, but courses would continue in band, vocal music and piano. Ballantyne explained that she has been able to keep Davis until he is eligible for retirement in November, and is still in the process of trying to find the means to keep some other employees as well.

Trustee Worf commented that the board has known this was coming for some time. Schwartz asked if the resolutions, if passed, could be rescinded at a later date if necessary. Ballantyne said they could be.

Trustee Douglass asked for figures at a future meeting to validate the reduction plan.

Trustee Clifford encouraged the continuation of evaluation of programs, and analysis of recent trends. He also asked that options remain open for keeping some of the designated personnel.

Ballantyne confirmed that the situation would be looked at over the coming months to see if it can be eased. Ballantyne said, “I believe this is something that will have to be done.”

Chair Brandenburger acknowledged reduction in force “is emotional as a board to do, but all of us are facing budget cuts.” Brandenburger went on to say that the board would leave it in the President’s hands to make the right decisions.

Chair Brandenburger stated that it has been moved and seconded to approve item “D” Resolution of Non-Renewal of Employment Contracts. Brandenburger called for the vote.

***Motion carried 3-2***

Brandenburger, Clifford, Worf voting for non-renewal

Douglass, Schwartz voting against the measure.

GCCC Attorney Randy Grisell was consulted to insure that the number of votes needed for passage is sufficient. Grisell confirmed that three voting for non-renewal is a majority.

**POLICY REVIEW:**

**MONITORING REPORTS and ENDS REPORT:**

Trustees indicated they had received and reviewed the monitoring reports (Monthly, Quarterly, and Annual) (Supporting documents filed with official minutes.)

**OWNERSHIP LINKAGE**

Thank you from Donita Claar Family was received.

(Supporting documents filed with official minutes.)

**BOARD PROCESS AND POLICY GOVERNANCE REVIEW:**

Nothing at this time.

**REPORTS:**

Trustees have received numerous information reports as part of the electronic board packet. A complete report is filed in the electronic Board packet.

- **Incidental Information:** Recent campus happenings are attached as part of these minutes. (Supporting documents filed with official minutes.)
- **Instructional Program Reviews:**

Art:

The on campus average class size has increased. More recruiting is being done at the high school level, with the objective of getting more students interested in the program. Art has expanded the number of evening offerings, and is looking at the addition of a graphic design course. Trustee Clifford expressed his appreciation to David Kinder and his support of the Endowment Association auction, noting he will display a donated painting by Kinder proudly. President Ballantyne commented that art classes are in good shape from the stand point of enrollment and thanked Kinder.

English:

English Department is no longer using an essay as an outcome measurement. The department is meeting with Adult Learning Center/GED faculty to align curriculum toward transitioning students into college-level classes. Success rates of students, who receive a C or better, are tracked and analyzed to determine what placement is needed. Larry Walker, English instructor, communicated that students that do poorly in class usually have problems with reading, attendance and in completing homework.

Math:

Beginning Algebra and Intermediate Algebra classes were combined to form Intermediate Algebra, with review during the spring semester. Math classes are being taught in a five-day-per week format, resulting

in higher success and retention rates. Leslie Wenzel, Math instructor, told the board that as in English, attendance and completion of work are apparent causes of any poor student performance. Work continues in aligning curriculum with USD 457. High level calculus classes are being taught on campus if enrollment is sufficient and if not, then in partnership with Seward County and Dodge City Community Colleges, via poly com. The Math Department continues to work on the alignment of GED/ABE curriculum through the Kan Go grant.

Trustees were pleased to learn that curriculum alignment work is an ongoing process.

- **Technical Program Reviews:**

- Instructional Maintenance and Motor Controls:

- Overall numbers of students enrolled in industrial maintenance and automation courses have increased from five students a few years ago to a projected 189. Greater demand is anticipated when Sunflower Electric eventually begins construction of a new generating plant near Holcomb. Work on aligning the program with state requirement continues. A partnership with Seward County and Dodge City Community Colleges has resulted in the opportunity to train students on a water jet table. Welding instructor Tom Brungardt was available to answer questions.

- Agriculture:

- Overall numbers of students enrolled in Agriculture courses has increased in the last three years, in addition to the average size of the on-campus classes. Cindy VenJohn, Agriculture instructor, shared efforts made by the department to be visible at county fairs and farm shows. Additional space is needed in order to expand plant studies. At present, meats class is sharing the same space as a soils class. VenJohn continues to work to get internships with local farmers for Agriculture students.

- Criminal Justice:

- Linda Morgan, Criminal Justice Program director, told Board members that law enforcement, fire science and paramedic programs succeed in part because of close links they create and maintain in the community and area. Students are required to complete 100 hours of community service each. Many students go right to the workforce upon graduation. The following dates and activities were listed as upcoming.

- April 24, 2010 Ride for the Future, beginning at the Bible Christian Church at 9:00 AM

- May 6, 2010 EMS scenario day – all-day event

- May 14, 2010 Department of Public Safety Annual Awards Celebration – 6:00 PM – Seventh-Day Adventist Church

- Career Learning System Centers of Excellence:

- Overall numbers of high school students enrolled in Career Learning System has increased. Ballantyne expressed her hope of keeping the Centers of Excellence without the Director.

Ballantyne expressed appreciation for well written reports and time it took to write them. Ballantyne said GCCC can use the report to look at what is done and what improvements may be made.

(Supporting documents filed with official minutes.)

- Home Show Report 2010:

- A new booth was constructed this year to give us a new updated look. Attendance numbers increased.

- Vehicle Report:

- The report covers the time period of January 1, 2009 through December 31, 2009. Included in this report is a list of college vehicles, miles driven by department and repair costs.

**REPORT FROM KACCT:**

No report at this time.



## REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION

Trustee Schwartz reported the following:

- May 13, 14, approximately 20-25 persons will travel to Amarillo, Texas to visit the chamber, city and county and economic development personnel for the purpose of getting ideas for improvement of the Finney County Economic Development Corporation.
- FCEDC continues to recruit bio-science and renewable energy businesses.
- There are two strong prospects for food processing business, and available ground is needed.

### **EXECUTIVE SESSION:**

*Clifford moved, seconded by Schwartz, that the Board of Trustees recess at 8:15 p.m. for a break and then into executive session at 8:30 p.m. for the purpose of discussing non-elected personnel.*

*Motion carried 5-0*

*Board recessed at 8:15 p.m. for short break. (15 minutes)*

*Board reconvened into executive session at 8:30 p.m. for the purpose of discussing non-elected personnel.*

*Board returned to regular session at 8:45 p. m. Chair Brandenburger announced that no binding action was taken in executive session.*

*Chair Brandenburger adjourned the meeting at 8:45 p.m.*

### **UPCOMING CALANDAR EVENTS:**

<u>May 12</u>	5:15 PM Reception honoring retirees John Sanders, Judy Stubblefield, Mary Olson 6:00 PM Regular Board Meeting, Beth Tedrow Student Center, Endowment Room
<u>May 14</u>	DPS, CJC, EMST & Fire Science 41 <sup>st</sup> Annual Awards Ceremony – 6:00 PM Seventh Day Adventist Church
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<u>June 17 &amp; 18</u>	Retreat KACCT/COP – Colby Community College
<u>July 22</u>	Policy Governance Meeting-Las Vegas – Dr. Clifford attending
<u>Oct 20-23</u>	ACCT 41 <sup>st</sup> Annual Community College Leadership Congress – Toronto Ontario, Canada

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Debra J. Atkinson  
Deputy Clerk

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Carol E. Ballantyne, Ph.D.  
Secretary

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Della Brandenburger  
Chair of the Board

REVENUES

05-04-10

Garden City Community College  
 Annual Budget Report Ending 04/30/2010  
 Options - All Statuses

Page: 1

Fiscal Year: 2010

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	774.00-	1,464,429.00-	1,457,641.00-	6,788.00	0.46-
11-00-0000-00000-4002 AMMONIA REFG COURS	0.00	47,887.00-	231,199.56-	288,985.00-	57,785.44-	20.00
11-00-0000-00000-4003 AUTOMATION ELECT C	0.00	0.00	13,960.01-	36,000.00-	22,039.99-	61.22
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	8,385.00-	358,865.00-	400,000.00-	41,135.00-	10.28
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	35.00-	136,581.91-	140,000.00-	3,418.09-	2.44
11-00-0000-00000-4006 OUTREACH CREDIT HO	0.00	540.00-	63,855.00-	52,000.00-	11,855.00	22.79-
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	666.00-	211,938.00-	220,000.00-	8,062.00-	3.66
11-00-0000-00000-4008 TECHNOLOGY FEE-O :	0.00	216.00-	25,542.00-	21,000.00-	4,542.00	21.62-
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	251.75-	36,927.99	45,000.00	8,072.01	17.94
11-00-0000-00000-4102 PRIVATE GIFTS/GRAN	0.00	37,773.26-	37,773.26-	37,500.00-	273.26	0.72-
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	1,470.00-	7,755.00-	10,000.00-	2,245.00-	22.45
11-00-0000-00000-4512 VENDING MACHINES :	0.00	900.88-	8,145.21-	12,000.00-	3,854.79-	32.12
11-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	2,621,285.00-	2,629,138.00-	7,853.00-	0.30
11-00-0000-00000-4803 AD VALOREM PROPERT	0.00	0.00	5,415,989.28-	8,927,044.00-	3,511,054.72-	39.33
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	471,399.79-	658,488.00-	187,088.21-	28.41
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	6,556.47-	9,769.00-	3,212.53-	32.88
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	154,481.93-	135,785.00-	18,696.93	13.76-
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	43,647.70-	124,055.00-	80,407.30-	64.82
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	17,174.99-	19,871.00-	2,696.01-	13.57
11-00-0000-00000-4811 TAX IN PROCESS : G	0.00	0.00	132,638.32-	350,000.00-	217,361.68-	62.10
11-00-0000-00000-4902 INTEREST INCOME :	0.00	5,727.27-	40,977.32-	200,000.00-	159,022.68-	79.51
11-00-0000-00000-4904 REIMBURSED SALARY	0.00	0.00	170.00-	0.00	170.00	0.00
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	1,290.66-	71,744.57-	75,000.00-	3,255.43-	4.34
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	2,710.05	22,068.19-	80,000.00-	57,931.81-	72.41
11-00-0000-00000-4912 TRANSCRIPTS : GENE	0.00	1,070.00-	13,352.27-	15,000.00-	1,647.73-	10.98
=====						
Totals for FUND: 11 - GENERAL	0.00	104,276.77-	11,534,601.79-	15,854,276.00-	4,319,674.21-	27.25

05-04-10

Garden City Community College  
 Annual Budget Report Ending 04/30/2010  
 Options - All Statuses

Page: 2

Fiscal Year: 2010

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	0.00	45,000.00-	350,000.00-	305,000.00-	87.14
61-00-0000-00000-4803 AD VALOREM PROPERT	0.00	0.00	300,698.92-	500,654.00-	199,955.08-	39.94
61-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	26,680.38-	35,566.00-	8,885.62-	24.98
61-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	371.57-	528.00-	156.43-	29.63
61-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	8,394.56-	7,334.00-	1,060.56	14.45-
61-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	2,424.24-	6,701.00-	4,276.76-	63.82
61-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	974.31-	1,074.00-	99.69-	9.28
61-00-0000-00000-4811 TAX IN PROCESS : G	0.00	0.00	7,164.55-	28,240.00-	21,075.45-	74.63
61-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	0.00	27,995.90-	0.00	27,995.90	0.00
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Totals for FUND: 61 - CAPITAL OUTLAY	0.00	0.00	419,704.43-	930,097.00-	510,392.57-	54.88

**EXPENSES**

05-04-10

Garden City Community College  
 Annual Budget Report Ending 04/30/2010  
 Options - All Statuses

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Fiscal Year: 2010

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	6,376.09	6,376.09	100.00
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	12,837.00	98,112.04	150,462.00	52,349.96	34.79
DEPARTMENT: 11020 - HUMANITIES	0.00	9,042.53	89,973.16	108,924.00	18,950.84	17.40
DEPARTMENT: 11021 - ENGLISH	379.34	33,247.96	296,223.00	385,499.00	88,896.66	23.06
DEPARTMENT: 11022 - SPEECH	0.00	7,769.27	52,825.19	122,686.83	69,861.64	56.94
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	0.00	0.00	2,692.00	2,692.00	100.00
DEPARTMENT: 11025 - JOURNALISM	0.00	4,667.03	48,222.43	62,270.00	14,047.57	22.56
DEPARTMENT: 11026 - BROADCASTING	0.00	4,651.59	43,125.53	70,945.00	27,819.47	39.21
DEPARTMENT: 11030 - ART	0.00	11,524.35	105,666.56	140,146.06	34,479.50	24.60
DEPARTMENT: 11031 - DRAMA	229.48	6,579.00	68,967.01	102,506.96	33,310.47	32.50
DEPARTMENT: 11032 - VOCAL MUSIC	337.49	9,875.32	61,325.32	76,822.85	15,160.04	19.73
DEPARTMENT: 11033 - INST MUSIC	98.40	20,683.96	174,792.40	225,522.00	50,631.20	22.45
DEPARTMENT: 11040 - SCIENCE	12,969.16	46,188.33	345,830.28	483,896.05	125,096.61	25.85
DEPARTMENT: 11050 - MATH	5,625.00	26,381.20	219,438.53	301,010.62	75,947.09	25.23
DEPARTMENT: 11060 - SOCIAL SCIENCE	4,725.00	50,593.22	412,139.00	580,096.38	163,232.38	28.14
DEPARTMENT: 11070 - HEALTH & PHYSICAL	323.71	18,984.90	141,544.35	165,158.00	23,289.94	14.10
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	8,536.65	76,642.66	101,336.00	24,693.34	24.37
DEPARTMENT: 11080 - ESSENTIAL SKILLS	0.00	633.36	6,991.58	700.00	6,291.58	898.79-
DEPARTMENT: 11081 - READING	0.00	5,071.78	43,106.40	58,743.00	15,636.60	26.62
DEPARTMENT: 11082 - ESL	0.00	4,673.15	42,682.43	62,304.06	19,621.63	31.49
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	4,055.98	15,374.36	16,265.00	890.64	5.48
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	0.00	4,234.06	4,138.00	96.06-	2.31-
DEPARTMENT: 11095 - FORENSICS COMPETIT	0.00	0.00	8,811.57	10,745.00	1,933.43	17.99
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	487.18	19,745.62	199,187.29	220,000.00	20,325.53	9.24
DEPARTMENT: 12011 - MID-MANAGEMENT	0.00	3,608.68	22,931.41	33,147.00	10,215.59	30.82
DEPARTMENT: 12012 - MCSE/CISCO	0.00	3,416.20	30,785.60	44,041.00	13,255.40	30.10
DEPARTMENT: 12013 - OFFICE EDUCATION	0.00	4,370.87	39,345.77	55,910.00	16,564.23	29.63
DEPARTMENT: 12014 - FINNUP LAB	0.00	4,956.00	45,370.18	69,315.00	23,944.82	34.54
DEPARTMENT: 12090 - BSIS COMPETITION T	0.00	578.96	1,200.00	1,200.00	0.00	0.00
DEPARTMENT: 12200 - ADN PROGRAM	321.55	33,913.92	274,467.55	396,748.00	121,958.90	30.74
DEPARTMENT: 12201 - LPN PROGRAM	267.55	16,499.82	127,921.64	184,664.00	56,474.81	30.58
DEPARTMENT: 12202 - EMT	75.00	15,109.64	133,224.80	152,523.50	19,223.70	12.60
DEPARTMENT: 12203 - ALLIED HEALTH	0.00	27,649.36	152,596.48	182,396.00	29,799.52	16.34
DEPARTMENT: 12210 - AGRICULTURE	0.00	5,789.79	36,062.83	52,736.00	16,673.17	31.62
DEPARTMENT: 12211 - MEAT JUDGING	0.00	8,499.18	82,696.19	93,224.00	10,527.81	11.29
DEPARTMENT: 12220 - AG EQUIPMENT & MEC	3,140.00	18,562.96	150,084.04	187,045.00	33,820.96	18.08
DEPARTMENT: 12230 - AUTO MECHANICS	717.78	10,424.05	96,622.98	126,757.45	29,416.69	23.21
DEPARTMENT: 12240 - CRIMINAL JUSTICE	2,761.93	17,659.37	128,445.15	190,241.00	59,033.92	31.03
DEPARTMENT: 12241 - FIRE SCIENCE	1,291.92	9,243.11	66,703.24	73,453.00	5,457.84	7.43
DEPARTMENT: 12242 - CHALLENGE COURSE	810.00	538.25	1,076.50	1,887.00	0.50	0.03
DEPARTMENT: 12250 - COSMETOLOGY	0.00	10,234.27	92,328.16	121,879.00	29,550.84	24.25
DEPARTMENT: 12260 - DRAFTING	0.00	505.96	4,047.65	8,966.00	4,918.35	54.86
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	4,515.60	27,058.53	218,457.18	288,223.25	65,250.47	22.64
DEPARTMENT: 12271 - AUTOMATION ELECTRI	0.00	5,597.88	55,597.11	78,572.37	22,975.26	29.24
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	2,800.09	5,501.84	53,400.07	90,446.00	34,245.84	37.86
DEPARTMENT: 12273 - WELDING	1,899.28	12,081.66	112,807.30	165,368.00	50,661.42	30.64
DEPARTMENT: 12280 - BUILDING TRADES	0.00	0.00	4.05	5.00	0.95	19.00
DEPARTMENT: 12290 - FINNEY COUNTY LEAR	0.00	6,236.28	62,472.68	78,724.00	16,251.32	20.64
DEPARTMENT: 21100 - INSTITUTIONAL RESE	0.00	6,559.79	65,616.64	80,337.00	14,720.36	18.32
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	851.71	5,117.52	8,235.00	3,117.48	37.86
DEPARTMENT: 32000 - BUSINESS & INDUSTR	0.00	5,340.67	63,058.06	79,399.00	16,340.94	20.58

DEPARTMENT: 41000 - LIBRARY	3,733.88	17,872.60	141,301.64	177,582.00	32,546.48	18.33
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	0.00	7,333.26	57,576.08	94,363.00	36,786.92	38.98
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	17,203.64	58,607.91	0.00	58,607.91	0.00
DEPARTMENT: 42001 - DEAN OF ACADEMICS	0.00	26,522.96	211,905.36	360,671.04	148,765.68	41.25
DEPARTMENT: 42002 - OUTREACH	0.00	3,221.16	61,773.57	97,642.00	35,868.43	36.73
DEPARTMENT: 42003 - FACULTY SENATE	0.00	1,000.47	11,138.25	26,054.06	14,915.81	57.25
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	22,660.36	145,440.63	194,140.27	48,699.64	25.08
DEPARTMENT: 42006 - DEAN OF CONT ED CO	0.00	12,902.05	130,166.40	164,625.00	34,458.60	20.93
DEPARTMENT: 42007 - BRYAN EDUCATION CE	0.00	4,894.96	46,110.81	59,159.00	13,048.19	22.06
DEPARTMENT: 43000 - TRANSITION	0.00	2,169.71	21,709.06	26,070.00	4,360.94	16.73
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	11,664.17	110,823.81	137,376.00	26,552.19	19.33
DEPARTMENT: 50001 - STUDENT SUPPORT SE	0.00	0.00	33,655.00	33,655.00	0.00	0.00
DEPARTMENT: 50002 - EDUCATIONAL TALENT	0.00	2,697.75	38,898.07	44,376.00	5,477.93	12.34
DEPARTMENT: 50010 - COUNSELING & GUIDA	1,450.00	13,199.62	115,685.00	170,673.00	53,538.00	31.37
DEPARTMENT: 50011 - ASSESSMENT/TESTING	55.00	5,257.22	36,717.47	52,203.00	15,430.53	29.56
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	21,820.86	212,711.93	279,501.00	66,789.07	23.90
DEPARTMENT: 50030 - ADMISSIONS	164.49	16,234.32	153,538.07	199,520.00	45,817.44	22.96
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	404.00	12,696.76	113,396.82	141,601.00	27,800.18	19.63
DEPARTMENT: 50050 - STUDENT HEALTH SER	273.92	4,839.58	37,622.35	50,092.00	12,195.73	24.35
DEPARTMENT: 50100 - DEAN OF IE/ES	0.00	6,635.44	63,690.50	76,842.00	13,151.50	17.11
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	935.00	21,670.58	326,991.59	384,305.77	56,379.18	14.67
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	6,936.17	105,183.87	117,853.64	12,669.77	10.75
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	7,173.63	84,375.15	100,498.18	16,123.03	16.04
DEPARTMENT: 55003 - MEN'S TRACK	574.84	2,600.88	32,755.87	39,360.00	6,029.29	15.32
DEPARTMENT: 55004 - WOMEN'S TRACK	405.35	2,404.00	30,374.13	38,316.00	7,536.52	19.67
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	1,254.61	8,715.26	66,650.83	80,377.36	12,471.92	15.52
DEPARTMENT: 55006 - FOOTBALL	0.00	16,556.13	235,575.68	289,217.27	53,641.59	18.55
DEPARTMENT: 55007 - BASEBALL	4,495.84	14,052.15	99,905.80	110,476.11	6,074.47	5.50
DEPARTMENT: 55008 - VOLLEYBALL	126.75	3,290.10	43,335.45	58,326.00	14,863.80	25.48
DEPARTMENT: 55009 - WOMEN'S SOCCER	1,455.00	2,943.57	45,308.57	55,411.00	8,647.43	15.61
DEPARTMENT: 55010 - MEN'S SOCCER	2,098.25	3,554.51	47,888.69	57,538.00	7,551.06	13.12
DEPARTMENT: 55012 - CHEERLEADING	0.00	1,945.53	30,827.12	32,201.00	1,373.88	4.27
DEPARTMENT: 55013 - DANCE TEAM	0.00	692.99	15,046.65	19,816.00	4,769.35	24.07
DEPARTMENT: 55014 - RODEO TEAM	0.00	11,079.05	99,452.87	118,143.00	18,690.13	15.82
DEPARTMENT: 55018 - INTRAMURALS & STUD	0.00	196.63	3,977.00	6,897.00	2,920.00	42.34
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	8,585.47	104,931.36	130,504.00	25,572.64	19.60
DEPARTMENT: 61000 - PRESIDENT	1,961.20	27,149.24	216,511.81	337,055.67	118,582.66	35.18
DEPARTMENT: 61001 - BOARD OF TRUSTEES	450.40	877.71	15,507.16	24,840.00	8,882.44	35.76
DEPARTMENT: 61005 - ATTORNEY	0.00	1,443.88	9,969.34	20,250.00	10,280.66	50.77
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	0.00	139,370.41	1,134,987.58	1,262,669.00	127,681.42	10.11
DEPARTMENT: 62010 - HUMAN RESOURCES	0.00	7,296.81	81,674.29	134,533.50	52,859.21	39.29
DEPARTMENT: 62011 - ADA COMPLIANCE	0.00	3,604.40	36,502.63	59,329.00	22,826.37	38.47
DEPARTMENT: 62012 - LEADERSHIP DEVELOP	2,659.36	709.60	6,165.32	13,492.50	4,667.82	34.60
DEPARTMENT: 62050 - ONE-TIME PURCHASES	93,269.02	51,889.26	104,633.34	900.00	12,264.32	362.70
DEPARTMENT: 63000 - INFORMATION SERVIC	14,773.48	11,156.10	193,614.86	249,563.00	41,174.66	16.50
DEPARTMENT: 64000 - INFORMATION TECHNO	9,634.11	56,047.68	472,480.56	636,829.00	154,714.33	24.29
DEPARTMENT: 65000 - CENTRAL SERVICES	0.00	13,397.78	128,852.74	179,648.00	50,795.26	28.27
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	1,499.65	7,703.28	87,869.59	111,916.00	22,546.76	20.15
DEPARTMENT: 71000 - BUILDINGS	14,654.76	24,393.80	259,250.70	354,335.16	80,429.70	22.70
DEPARTMENT: 71005 - SCOTT CITY BLDG MA	150.00	2,032.22	20,437.10	30,127.00	9,539.90	31.67
DEPARTMENT: 71009 - RENTAL PROPERTY MA	0.00	0.00	50.00	3,690.00	3,640.00	98.64
DEPARTMENT: 72000 - CUSTODIAL SERVICES	4,687.10	39,008.75	435,901.54	546,579.00	105,990.36	19.39
DEPARTMENT: 73000 - GROUNDS	5,054.09	7,680.35	145,716.97	209,080.50	58,309.44	27.89
DEPARTMENT: 73001 - ATHLETIC FIELDS	3,440.00	1,305.49	25,396.24	37,028.50	8,192.26	22.12
DEPARTMENT: 74000 - VEHICLES	4,328.43	29,180.46	160,986.06	253,527.00	88,212.51	34.79
DEPARTMENT: 75000 - CAMPUS SECURITY	281.86	13,395.54	117,844.55	151,964.00	33,837.59	22.27
DEPARTMENT: 76000 - INSURANCE	0.00	5,271.09	263,612.47	313,534.00	49,921.53	15.92
DEPARTMENT: 77000 - UTILITIES	0.00	55,916.48	493,403.80	709,041.00	215,637.20	30.41
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	0.00	36,063.33	62,000.00	25,936.67	41.83

DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	0.00	3,307.00	9,020.00	5,713.00	63.34
DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	215.00	18,778.50	33,087.00	14,308.50	43.25
DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	0.00	3,809.00	3,000.00	809.00-	26.96-
DEPARTMENT: 81004 - TUIT WAIVER CTZ IN	0.00	0.00	141,522.00	151,575.00	10,053.00	6.63
DEPARTMENT: 81005 - TUIT WAIVER FCHS	0.00	0.00	24,902.00	25,000.00	98.00	0.39
DEPARTMENT: 81006 - TUIT WAIVER FINE A	0.00	0.00	59,432.00	49,938.00	9,494.00-	19.00-
DEPARTMENT: 94000 - STUDENT CENTER	108.90	4,710.15	48,975.35	67,932.00	18,847.75	27.75
DEPARTMENT: 98001 - CHILD CARE	0.00	3,516.01	35,235.46	43,001.00	7,765.54	18.06

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FUND: 11 - GENERAL	218,154.75	1,293,247.46	12,426,831.90	16,414,558.00	3,769,571.35	22.96
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Fiscal Year: 2010

FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	1,392.20	17,633.52	63,900.54	101,135.00	35,842.26	35.44
DEPARTMENT: 00000 - GENERAL	0.00	0.00	5,000.00-	5,000.00-	0.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	463.21	5,482.09	23,694.61	45,109.73	20,951.91	46.45
DEPARTMENT: 55006 - FOOTBALL	213.59	780.06	6,619.29	20,000.00	13,167.12	65.84
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	682.59	1,900.00	1,217.41	64.07
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	108.60	1,930.91	7,500.00	5,569.09	74.25
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	134.56	8,059.57	14,451.00	6,391.43	44.23
DEPARTMENT: 55012 - CHEERLEADING	0.00	177.00	898.99	1,200.00	301.01	25.08
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	3,445.26	5,000.00	1,554.74	31.09
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	7,000.00-	7,000.00-	100.00
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	0.00	0.00	10,000.00	10,000.00	100.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	500.00	1,000.00	3,631.00	5,000.00	869.00	17.38
DEPARTMENT: 31000 - COMMUNITY SERVICE	480.00	1,579.42	18,309.81	30,260.00	11,470.19	37.91
DEPARTMENT: 55007 - BASEBALL	192.37	98.00	8,699.20	20,000.00	11,108.43	55.54
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	1,640.52	1,640.52	2,400.00	759.48	31.65
DEPARTMENT: 11031 - DRAMA	0.00	0.00	33,268.87	44,788.00	11,519.13	25.72
DEPARTMENT: 55010 - MEN'S SOCCER	288.88	166.57	3,693.57	10,200.00	6,217.55	60.96
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	0.00	1,008.00	0.00	1,008.00-	0.00
DEPARTMENT: 55013 - DANCE TEAM	0.00	0.00	485.84	1,700.00	1,214.16	71.42
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	276.67	4,117.92	35,960.00	31,842.08	88.55

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FUND: 14 - ADULT SUPPLEMENTARY ED	3,530.25	29,077.01	179,086.49	344,603.73	161,986.99	47.01
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Fiscal Year: 2010

FUND: 16 - AUXILIARY ENTITIES

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	363.98	784.07	6,689.77	14,000.00	6,946.25	49.62
DEPARTMENT: 94000 - STUDENT CENTER	13,497.56	3,190.97	124,799.45	153,100.00	14,802.99	9.67
DEPARTMENT: 95000 - STUDENT HOUSING	6,187.37	73,543.11	1,050,129.57	1,270,311.00	213,994.06	16.85
DEPARTMENT: 95001 - DIRECTOR'S APARTME	299.35	0.00	218.00	20,000.00	19,482.65	97.41
DEPARTMENT: 98000 - COSMETOLOGY	2,297.60	6,594.38	72,311.38	113,955.00	39,346.02	34.53

DEPARTMENT: 98001 - CHILD CARE	2,548.59	2,492.57	27,708.28	42,791.00	12,534.13	29.29
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	2,000.00	9,600.00	19,200.00	9,600.00	50.00

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FUND: 16 - AUXILIARY ENTITIES	25,194.45	88,605.10	1,291,456.45	1,633,357.00	316,706.10	19.39
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Fiscal Year: 2010 FUND: 21 - FEDERAL STUDENT AID

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	146,021.56	4,305,374.75	102,413.16	4,202,961.59-	103.92-
FUND: 21 - FEDERAL STUDENT AID	0.00	146,021.56	4,305,374.75	102,413.16	4,202,961.59-	103.92-

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Fiscal Year: 2010 FUND: 22 - RESTRICTED GRANTS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	5,992.00	0.00	5,992.00-	0.00
DEPARTMENT: 71000 - BUILDINGS	89,324.25	0.00	86,482.75	175,807.00	0.00	0.00
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	0.00	0.00	0.00	17,377.00	17,377.00	100.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	13,223.88	53,195.52	152,800.00	99,604.48	65.19
DEPARTMENT: 00000 - GENERAL	0.00	0.00	33,655.00-	33,655.00-	0.00	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	354.50	19,279.21	171,403.68	342,332.00	170,573.82	49.83
DEPARTMENT: 00000 - GENERAL	0.00	0.00	11,907.00-	11,907.00-	0.00	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	17,075.39	131,450.48	250,041.00	118,590.52	47.43
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	362.78	12,476.27	96,985.29	305,842.00	208,493.93	68.17
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	0.00	269,100.00	269,100.00	100.00
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	3,490.46	24,361.49	47,368.00	23,006.51	48.57
DEPARTMENT: 31000 - COMMUNITY SERVICE	382.60	13,822.92	146,256.41	181,360.00	34,720.99	19.14
DEPARTMENT: 11040 - SCIENCE	0.00	4,746.65	4,746.65	35,204.00	30,457.35	86.52
DEPARTMENT: 31000 - COMMUNITY SERVICE	211.90	1,254.93	15,237.44	51,150.00	35,700.66	69.80
DEPARTMENT: 42005 - DEAN OF TECHNICAL	3,323.20	4,363.69	84,132.82	114,061.00	26,604.98	23.33
DEPARTMENT: 42000 - DEAN OF LEARNING S	730.00	12,341.31	103,738.01	180,920.00	76,451.99	42.26
DEPARTMENT: 31000 - COMMUNITY SERVICE	211.90	11,319.68	138,124.96	172,000.00	33,663.14	19.57
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	0.00	5,000.00	5,000.00	100.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	453.12	15,964.55	15,511.43	97.16
DEPARTMENT: 12200 - ADN PROGRAM	0.00	0.00	452.61	0.00	452.61-	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	1,600.00	1,600.00	100.00
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	0.00	0.00	682.05	30,682.05	30,000.00	97.78
DEPARTMENT: 12211 - MEAT JUDGING	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	5,517.73	10,316.00	4,798.27	46.51
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	27,899.53	33,587.53	5,688.00	16.93
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	139,296.88	139,846.62	549.74	0.39
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	0.00	958.11	141,092.31	148,911.10	7,818.79	5.25
DEPARTMENT: 45011 - SCIENCE LAB ACTIVI	0.00	0.00	5,514.32	5,514.32	0.00	0.00
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	239,000.00	239,000.00	0.00	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	21,350.85	21,350.85	0.00	0.00

DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	4,957.14	4,957.14	0.00	0.00	
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	0.00	150.00-	0.00	150.00	0.00	
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	13,227.43	22,857.77	9,630.34	42.13	
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	0.00	1,971.71	12,540.37	14,970.18	2,429.81	16.23	
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	29,721.80	0.00	29,721.80-	0.00	

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FUND: 22 - RESTRICTED GRANTS	94,901.13	116,324.21	1,658,101.64	2,944,358.11	1,191,355.34	40.46
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Fiscal Year: 2010 FUND: 23 - OTHER RESTRICTED FUNDS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	54,967.00	54,967.00	100.00
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	10,032.09	10,033.00	0.91	0.01
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	354.66	5,333.15	10,500.00	5,166.85	49.21
DEPARTMENT: 50000 - DEAN OF STUDENT SE	1,952.50	0.00	1,199.00	3,199.00	47.50	1.48
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	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 61000 - PRESIDENT	0.00	52.50	52.50	600.00	547.50	91.25
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	0.00	4,572.50	4,572.50	100.00
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	766.50	0.00	2,364.00	3,364.00	233.50	6.94

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FUND: 23 - OTHER RESTRICTED FUNDS	2,719.00	407.16	25,980.74	116,263.50	87,563.76	75.31
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Fiscal Year: 2010 FUND: 24 - ADULT EDUCATION

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	31.77	0.00	31.77-	0.00
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	203.18-	0.00	203.18	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	14,291.75	117,965.58	143,875.00	25,909.42	18.01
DEPARTMENT: 13305 - ADULT ED - STAFF D	3,917.85	0.00	3,427.40	7,572.00	226.75	2.99
DEPARTMENT: 13301 - ADULT ED - INSTRUC	1,878.12	1,619.41	6,526.23	37,172.00	28,767.65	77.39
DEPARTMENT: 00000 - GENERAL	0.00	0.00	25,000.00-	26,752.48-	1,752.48-	6.55
DEPARTMENT: 13301 - ADULT ED - INSTRUC	2,649.71	3,756.34	42,038.71	66,967.00	22,278.58	33.27
DEPARTMENT: 13302 - ADULT ED - TECHNIC	0.00	0.00	1,084.20	2,594.00	1,509.80	58.20
DEPARTMENT: 13303 - ADULT ED - SUPPORT	0.00	1,949.00	7,513.00	18,270.00	10,757.00	58.88
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	3,585.98	36,260.01	48,517.00	12,256.99	25.26
DEPARTMENT: 00000 - GENERAL	0.00	0.00	32,500.00-	33,010.00-	510.00-	1.54
DEPARTMENT: 13301 - ADULT ED - INSTRUC	14,250.00	15,046.53	102,478.14	217,422.00	100,693.86	46.31
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	108.00	8,133.94	122,330.08	163,261.75	40,823.67	25.01

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FUND: 24 - ADULT EDUCATION	22,803.68	48,382.95	381,951.94	645,888.27	241,132.65	37.33
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Options - All Statuses

Fiscal Year: 2010 FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 64000 - INFORMATION TECHNO	0.00	0.00	22,992.00	21,654.90	1,337.10-	6.16-
DEPARTMENT: 71000 - BUILDINGS	4,363.17	138,659.50	169,174.70	908,442.10	734,904.23	80.90

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FUND: 61 - CAPITAL OUTLAY	4,363.17	138,659.50	192,166.70	930,097.00	733,567.13	78.87
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Options - All Statuses

Fiscal Year: 2010 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	282,018.38-	0.00	282,018.38	0.00
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 71000 - BUILDINGS	0.00	230,691.00-	51,931.24	0.00	51,931.24-	0.00

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FUND: 63 - DEBT RETIREMENT FUND	0.00	230,691.00-	230,087.14-	0.00	230,087.14	0.00
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Options - All Statuses

Fiscal Year: 2010 FUND: 64 - DEBT PROJECT FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	904,171.49	52,903.76	30,620.72-	1,359,136.25	485,585.48	35.73

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FUND: 64 - DEBT PROJECT FUND	904,171.49	52,903.76	30,620.72-	1,359,136.25	485,585.48	35.73
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Garden City Community College  
Annual Budget Report Ending 04/30/2010  
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Fiscal Year: 2010

FUND: 65 - CAPITAL CAMPAIGN FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	5,014.00	0.00	5,014.00-	0.00
=====						
FUND: 65 - CAPITAL CAMPAIGN FUND	0.00	0.00	5,014.00	0.00	5,014.00-	0.00

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Garden City Community College  
Annual Budget Report Ending 04/30/2010  
Options - All Statuses

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Fiscal Year: 2010

FUND: 71 - ACTIVITY/ORGANIZATION FD

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	23,519.10	17,743.06	212,013.59	304,655.14	69,122.45	22.69
DEPARTMENT: 99001 - STUDENT NEWSPAPER	1,446.00	1,317.03	12,011.10	39,402.00	25,944.90	65.85
DEPARTMENT: 99002 - STUDENT MAGAZINE	2,192.00	202.50	7,878.34	38,500.00	28,429.66	73.84
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	2,211.30	20,168.52	39,778.22	19,609.70	49.30
=====						
FUND: 71 - ACTIVITY/ORGANIZATION FD	27,157.10	21,473.89	252,071.55	422,335.36	143,106.71	33.88

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Garden City Community College  
Annual Budget Report Ending 04/30/2010  
Options - All Statuses

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Fiscal Year: 2010

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	9,259.00	0.00	9,259.00-	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	5,875.00	0.00	5,875.00-	0.00
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	7,830.00	0.00	7,830.00-	0.00
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	0.00	4,307.00	0.00	4,307.00-	0.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	6,917.00	0.00	6,917.00-	0.00
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	74,094.75	0.00	74,094.75-	0.00
DEPARTMENT: 55007 - BASEBALL	0.00	0.00	8,958.00	0.00	8,958.00-	0.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	913.00	0.00	913.00-	0.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	14,468.00	0.00	14,468.00-	0.00
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	8,174.00	0.00	8,174.00-	0.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	8,002.00	0.00	8,002.00-	0.00
DEPARTMENT: 55013 - DANCE TEAM	0.00	0.00	2,524.00	0.00	2,524.00-	0.00
DEPARTMENT: 55014 - RODEO TEAM	0.00	0.00	15,875.00	0.00	15,875.00-	0.00
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	0.00	30,205.00	0.00	30,205.00-	0.00
DEPARTMENT: 11022 - SPEECH	0.00	0.00	841.00	0.00	841.00-	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	0.00	15,478.00	0.00	15,478.00-	0.00
DEPARTMENT: 11030 - ART	0.00	0.00	1,783.00	0.00	1,783.00-	0.00
DEPARTMENT: 11031 - DRAMA	0.00	0.00	6,745.00	0.00	6,745.00-	0.00
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	0.00	15,126.00	0.00	15,126.00-	0.00
DEPARTMENT: 11033 - INST MUSIC	0.00	425.00	36,550.00	0.00	36,550.00-	0.00

DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	0.00	5,961.00	0.00	5,961.00-	0.00
DEPARTMENT: 12211 - MEAT JUDGING	0.00	0.00	9,871.00	0.00	9,871.00-	0.00

=====						
FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	425.00	289,756.75	0.00	289,756.75-	0.00

05-04-10 Garden City Community College Annual Budget Report Ending 04/30/2010 Options - All Statuses Page: 14

Fiscal Year: 2010

FUND: 73 - EDUKAN CONSORTIUM FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
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DEPARTMENT: 42000 - DEAN OF LEARNING S	10,875.00	38,350.95	283,457.88	332,875.00	38,542.12	11.58
=====	=====	=====	=====	=====	=====	=====
FUND: 73 - EDUKAN CONSORTIUM FUND	10,875.00	38,350.95	283,457.88	332,875.00	38,542.12	11.58

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Fiscal Year: 2010

FUND: 89 - OTHER

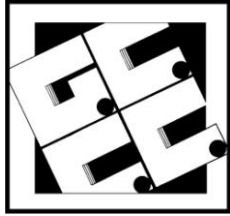
GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
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DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	0.00	74,700.00-	0.00	74,700.00	0.00
DEPARTMENT: 00000 - GENERAL	0.00	12,409.01	117,264.31	0.00	117,264.31-	0.00
=====	=====	=====	=====	=====	=====	=====
FUND: 89 - OTHER	0.00	12,409.01	42,564.31	0.00	42,564.31-	0.00

As of 4/30/2010

		Amount	% Rate
Cash in Bank:	Commerce Bank	\$ 751,556.00	0.0000%
	Security State - Scott City	\$ 25,840.44	0.0000%
	State Municipal Invest. Pool	\$ 31,586.33	0.0830%
	Landmark National Bank	\$ 850,045.91	0.1600%

Investments:

Institution	Type	Amount	% Rate	Beg. Date	End Date
Commerce Bank	CD	\$ 2,000,000.00	1.2600%	5/27/2009	5/27/2010
Western State Bank	CD	\$ 1,000,000.00	1.9000%	10/20/2009	10/19/2010
Commerce Bank	CD	\$ 2,000,000.00	0.3990%	4/29/2010	10/29/2010
First National Bank	CD	\$ 1,000,000.00	0.8000%	4/29/2010	11/6/2010
Commerce Bank	CD	\$ 2,000,000.00	0.8560%	4/29/2010	4/29/2011
First National Bank	CD	\$ 1,000,000.00	0.9500%	4/29/2010	5/6/2011



# Garden City COMMUNITY COLLEGE

May 5, 2010

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

## New Hire

Sergio Fagundez, Math Instructor, effective August 10, 2010  
Jan Bitikofer, Reading/Education Instructor, effective August 10, 2010

## Separations

### Retirement

Jeff Davis, Finnup Lab Instructor, effective October 1, 2010  
Leo Servantez, Custodian in Fouse, effective August 1, 2010  
Silvester Collazo, Custodian in BTSC and SCSC, effective August 1, 2010

## Transfers/Promotions

### Vacancies

Adjunct Fire Instructor  
Central Services Coordinator  
Forensics Instructor  
Director, Physical Therapist Assistant Program

## **Diversity Recruitment Opportunity**

In researching effective ways of advertising GCCC faculty and other professional position vacancies, a more affordable alternative emerged recently. We place our national position advertising with a leading website called HigherEdJobs.com, and now the HEJ site has added an additional service. When we place a 60-day vacancy posting we are now having the same advertisement e-mailed to approximately 142,000 professionals who have identified themselves as minority educators seeking employment. The e-mail message allows interested professionals to contact us directly, and it also includes a link to the HEJ site, which allows an interested applicant to navigate to the GCCC website and apply online.

*MEMO*

May 4, 2010

To: Carol Ballantyne

From: Dee Wigner

RE: Vehicles

As part of the annual rotation of college fleet, a RFP was released requesting bids on two 7-passenger mini-vans. Burtis Motor and Western Motor submitted bids. Both bids met or exceeded required options.

Based on information in the attached Bid Comparison, I would like to recommend the Board approve the purchase of two Dodge Caravans from Burtis Motor for a price of \$22,880 each.

*Recommend to Board  
CWC Ballantyne*

**GCCC**

**BID COMPARISON**

Two (2) 7 passenger minivans  
Tuesday, May 4, 2010 1:00 pm

**VENDOR**

**BID PER VEHIC**

**MAKE & MODEL**

**COMMENTS**

Western Motor  
409 E Fulton, Garden City, KS 67846

\$22,998 + title fee

2010 Honda Odyssey LX

Burtis Motor Company Inc.  
12th & Kansas, Garden City, KS 67846

\$22,880.00

2010 Dodge Caravan SE

Lowest bid

# PURCHASE ORDER REQUISITION



## Garden City Community College

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

### INSTRUCTIONS

**VENDOR:** Burtis Motor  
PO Box 797  
Garden City, KS 67846

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

Quan.	Part No.	Description	Unit Cost	Extended
		2010 Dodge Grand Caravan	22,880.00	\$45,760.00
For equipment purchases please indicate equipment location.				
Building _____ Room _____				
All technology requests must be routed through the computer center.				

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

**TOTAL**      \$45,760.00

Account Number	Amount
11-00-0000-74000-7210	\$45,760.00

Requested by	Date	Department	Building
D Wigner	5/4/10	Bus Off	SCSC
Person	Date	Approved	Not Approved
Div. Dir.			
Dean			
Comp. Ctr.			
Bus. Mgr.			

*MEMO*

May 4, 2010

To: Carol Ballantyne

From: Dee Wigner

RE: Datatel Maintenance Agreement

The annual Datatel maintenance and license fees are up for renewal July 1, 2010. I am requesting Board approve the expenditure of funds at the May 2010 Board Meeting. The expense is out of next year's budget, therefore payment will not be processed until July 1, 2010.

*Recommend to  
Board  
Dee Wigner*



# PURCHASE ORDER REQUISITION



## Garden City Community College

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

### INSTRUCTIONS

**VENDOR:** Datatel  
4375 Fair Lakes Court  
Fairfax, Virginia 22033

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

Quan.	Part No.	Description	Unit Cost	Extended
		Datatel software maintenance renewal July 1, 2010 - June 30, 2011		\$178,762.00
		Partner Renewals		\$3,445.00
		RDBMS AE users Security Smith license & maintenance		
For equipment purchases please indicate equipment location.				
Building _____ Room _____				
All technology requests must be routed through the computer center.				
			<b>TOTAL</b>	<b>\$182,207.00</b>

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

Account Number	Amount

Requested by	Date	Department	Building
D Wigner	5/4/10	Bus Office	SCSC
Person	Date	Approved	Not Approved
Div. Dir.			
Dean			
Comp. Ctr.			
Bus. Mgr.			

*MEMO*

May 4, 2010

To: Carol Ballantyne

From: Dee Wigner

RE: Fire Alarm System – West Hall Dormitory

Most college buildings built prior to the Annex (1995) have fire alarm systems that do not meet current codes and standards and contain parts that are no longer available. All of the newer buildings, Gary Jarmer Technical Annex, Beth Tedrow Student Center, and Student and the Community Services Center, have Simplex Grinnell Fire Alarm Systems. Fire alarm systems in the Vocational, Penka and Fouse Buildings were recently replaced with Simplex Grinnell systems.

The Simplex Grinnell systems are addressable, scalable and can be linked together for alarm notification, trouble reporting and monitoring purposes. As fire alarm systems across campus are replaced, it makes sense to remain with the same brand for the reasons mentioned above. The college is able to purchase the equipment through the state contract at a 20% discount.

We are requesting Board approval to replace the existing fire alarm system in the West Hall Dormitory. There are two purchase orders for this project, one is for the purchase of fire alarm equipment and the second is for 3G Electric to provide installation. Simplex Grinnell is considered a single source provider and 3G Electric was the lowest bid for the installation.

The cost of the fire alarm system and installation will be paid from the Residential Life Auxiliary Fund.

*Recommend  
to Board  
C. Ballantyne*

# BID TABULATION FORM

**GCCC**

## *Dormitory & Student Center Fire Alarm Upgrade (2010)*

Garden City Community College 801 Campus Drive Garden City, Kansas 67846	Bid Letting - Thursday, April 22, 2010 at 1:30 PM								
<b>CONTRACTOR</b>	<b>BASE BID PROPOSAL</b>								
3G Electric	\$ 26,200.00								
905 W. Mary									
Garden City, KS 67846									
Building Controls & Services, Inc.	\$ <33,967.00>								
618 East Douglas									
Wichita, KS 67202									
SimplexGinnell	\$ 38,121.00								
625 N. Carriage Pkwy									
Suite 140									
Wichita, KS 67208									
(SINGLE SOURCE VENDOR)									
Total (Labor & Materials):	\$ 64,321.00								



# PURCHASE ORDER REQUISITION



## Garden City Community College

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

### INSTRUCTIONS

**VENDOR:** Simplex Grinnell  
625 N Carriage Pkwy, Suite 140  
Wichita, KS 67208

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

Quan.	Part No.	Description	Unit Cost	Extended
		Fire alarm equipment for West Hall Dormitory		\$38,121.00
		For equipment purchases please indicate equipment location. Building _____ Room _____		
		All technology requests must be routed through the computer center.		

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

**TOTAL**    \$182,207.00

Account Number	Amount
16-00-5011-95000-8220	\$38,121.00

Requested by	Date	Department	Building
D Wigner	5/4/10	Bus Office	SCSC
Person	Date	Approved	Not Approved
Div. Dir.			
Dean			
Comp. Ctr.			
Bus. Mgr.			

# PURCHASE ORDER REQUISITION



## Garden City Community College

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

### INSTRUCTIONS

**VENDOR:** 3G Electric  
 \_\_\_\_\_  
 P. O. Box 40  
 \_\_\_\_\_  
 Garden City, KS 67846  
 \_\_\_\_\_

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

Quan.	Part No.	Description	Unit Cost	Extended
		Installation of Fire Alarm System West Hall Dormitory		\$26,200.00
For equipment purchases please indicate equipment location.				
Building _____ Room _____				
All technology requests must be routed through the computer center.				

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

**TOTAL**    \$26,200.00

Account Number	Amount
16-00-5011-95000-8220	\$26,200.00

Requested by	Date	Department	Building
D Wigner	5/4/10	Bus Office	SCSC
Person	Date	Approved	Not Approved
Div. Dir.			
Dean			
Comp. Ctr.			
Bus. Mgr.			

*MEMO*

May 4, 2010

To: Carol Ballantyne

From: Dee Wigner

RE: Academic Building

We are in the process of removing asbestos ceilings as we remodel campus buildings. Recently, the asbestos was removed from the Fouse Building. Currently, asbestos ceilings remain in classrooms in the Academic and Fine Arts Buildings.

The Academic Building received a new ADA restroom and air lock entryways over the Christmas Break. This summer, the lecture hall will be remodeled. As part of the plan to remove asbestos across campus, we requested bids for the Academic building.

I am requesting the Board approve the bid from ACM Removal for \$58,460 to remove the asbestos. The project could begin at the end of the spring semester and be completed at the end of six weeks. The company would first remove the asbestos from the west side of the building and then move to the east side of the building. The removal process would not interfere with the regular summer session classes.

The cost of the asbestos removal would be paid from capital outlay.

*Recommend to  
Board  
C. Ballantyne*





# PURCHASE ORDER REQUISITION



## Garden City Community College

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

### INSTRUCTIONS

**VENDOR:** ACM Removal  
260 N Rock Road, Suite 204  
Garden City, KS 67846

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

Quan.	Part No.	Description	Unit Cost	Extended
		Asbestos Removal for Academic Building		\$58,460.00
		For equipment purchases please indicate equipment location. Building _____ Room _____ All technology requests must be routed through the computer center.		

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

**TOTAL**      \$58,460.00

Account Number	Amount
61-00-0000-71000-8220	\$58,460.00

Requested by	Date	Department	Building
D Wigner	5/4/10	Bus Office	SCSC
Person	Date	Approved	Not Approved
Div. Dir.			
Dean			
Comp. Ctr.			
Bus. Mgr.			



# MEMO

May 4, 2010

To: Carol Ballantyne

From: Dee Wigner

RE: Fine Arts Faculty Offices

Last summer we were able to remodel the faculty office complex in the Fine Arts Building. This summer we would like to complete the remaining faculty offices that are situated through the building.

The offices will receive new paint, carpet, ceilings, and lighting where needed. We would also like to install new Steelcase Furniture like we have done in offices across campus.

This phase of remodeling also includes new furniture for Jill Lucas, Campus Day Care Director. Jill's office was recently painted by the Leadership Development participants. A KHEA grant was able to purchase a new chair for her office.

I would like to request Board approval to purchase office furniture for six offices from Office Solutions. Office Solutions is our single source provider for Steelcase furniture. The purchase price of the furniture will not exceed \$35,000.

*Recommended  
to  
Board  
Carol E. Ballantyne*

*MEMO*

May 4, 2010

To: Carol Ballantyne

From: Dee Wigner

RE: Parking Lot Repair

The asphalt parking lots on campus are in need of repair. The parking lot in front of the Athletic Complex and the lot north of the Fine Arts Building are in especially bad shape. The parking lot behind the Library, which is also in dire need of repair, is being reviewed by Matthews Land Surveys to determine how best to bring the lot into ADA compliance by reducing the slope on the north edge of the lot.

B & H Paving recently examined the campus parking lots and provided a maintenance estimate. After reviewing the proposal, we would like to request permission to contract with B & H Paving to crack seal and patch both the Athletic Complex and the Fine Arts parking lots. This process will extend the life of the surface a few more years.

Klotz Sand is the only other company in this area that does asphalt work. However, they do not perform any crack seal work.

*Recommend to  
Board  
Joe Ballantyne*

# PURCHASE ORDER REQUISITION



## Garden City Community College

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

### INSTRUCTIONS

**VENDOR:** B & H Paving Inc  
P. O. Box 524  
Scott City, KS 67871

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

Quan.	Part No.	Description	Unit Cost	Extended
		Crack Seal and Patch parking lots - DPAC & JOYC Fine Arts		\$22,500.00
For equipment purchases please indicate equipment location. Building _____ Room _____ All technology requests must be routed through the computer center.				

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

Account Number	Amount
11.00.0000.62050.6470	\$22,500.00

Requested by	Date	Department	Building
D Wigner	5/4/10	Bus Office	SCSC
Person	Date	Approved	Not Approved
Div. Dir.			
Dean			
Comp. Ctr.			
Bus. Mgr.			

<b>TOTAL</b>	<b>\$22,500.00</b>
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# Estimate

B & H Paving, Inc.  
P.O. Box 524  
Scott City, KS 67871  
620-872-3580

Submitted to:

- Garden City Community College
- Garden City, KS 67846
- Fax 620.275.3241
- Attn: Mike

March 26, 2010

Proposal to Patch, Crack Seal, Poly Patch and Chip Seal College  
Driveways and Parking Areas:

1. Blow cracks with air compressor to clean.
2. Fill cracks with Crafcro Asphalt Rubber Type II.
3. Patch holes with Hot Mix Asphalt.
4. Poly patch larger cracks with Mastic One.

Chip Sealing:

5. Broom and clean areas to be sealed as outlined by owner.
6. Seal with MC-3000 @ .25 gallons per square yard.
7. Cover with CMA cover material.
8. Roll with self-propelled pneumatic roller.

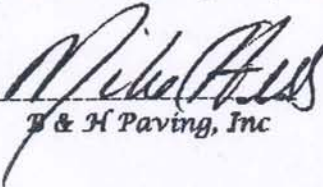
Please see attached spreadsheet for breakdown of costs by building.

We propose hereby to furnish material, labor and equipment in accordance with above specifications. Total dollars to be based on actual amounts applied at rates indicated on attached spreadsheet.

Payment to be as follows:

On completion and acceptance of project plus 20 days.

Authorized Signature

  
B & H Paving, Inc

Date

3/26/10

# Estimate

*B&H Paving, Inc.*  
*PO Box 524*  
*Scott City, KS 67871*

## Garden City Community College 2010 Asphalt Maintenance Estimate

<b>Building</b>	<b>Application</b>	<b>Square Yards</b>	<b>Cost</b>
Library	Crack Seal and Patch		\$10,500.00
	Chip Seal	7,970	<u>12,450.00</u>
			22,950.00
Fine Arts	Crack Seal and Patch		9,500.00
	Chip Seal	5,566	<u>9,182.00</u>
			18,682.00
Physical Ed	Crack Seal and Patch		13,000.00
	Chip Seal	14,346	<u>19,359.00</u>
			32,359.00
Student Union	Crack Seal and Patch		12,500.00
	Chip Seal	12,133	<u>17,286.00</u>
			29,786.00
Maintenance	Crack Seal and Patch		2,500.00
	Chip Seal	1,225	<u>3,172.00</u>
			5,672.00
Roads Around College	Crack Seal and Patch		12,500.00
	Chip Seal	15,005	<u>19,191.00</u>
			31,691.00
Total Estimate			<u>\$141,140.00</u>

The materials security system in Saffell Library is outdated, non-functioning and does not meet current ADA guidelines. Bids for replacement security systems were obtained from Sentry Technology Corporation and 3M.

Trent Smith, Library Director, contacted the Kansas City Public Library who currently has several Sentry Technology security systems in place. He spoke with Linda Wolford, Main Branch Manager, of the Kansas City Public Library. They have been very happy with Sentry. Their current Sentry systems at the Main Branch have been in place for about three years.

Because the Sentry Technology Corporation is the lowest bid, and, after lengthy discussion with Ms. Wolford, it is recommended that the Board accept the Sentry Technology Corporation bid.

*Recommend to  
Board  
C. B. Baulantyne*



# PURCHASE ORDER REQUISITION



## Garden City Community College

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

### INSTRUCTIONS

**VENDOR:** Sentry Technology Corp  
1881 Lakeland Ave  
Renkonoma, NY 11779

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

Quan.	Part No.	Description	Unit Cost	Extended
		Security/detection system for Saffell Library		\$25,430.00
For equipment purchases please indicate equipment location.				
Building _____ Room _____				
All technology requests must be routed through the computer center.				

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

<b>TOTAL</b>	<b>\$25,430.00</b>
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Account Number	Amount
11-00-0000-41000-8510	\$25,430.00

Requested by	Date	Department	Building
D Wigner	5/4/10	Bus Office	SCSC
Person	Date	Approved	Not Approved
Div. Dir.			
Dean			
Comp. Ctr.			
Bus. Mgr.			

# GCCC BID RECORD

Please type or print clearly and neatly

Item(s) to be purchased:

Library security/detection system for  
Saffell Library

### Bidders and amounts:

(1) Company 3M AMOUNT \$ 28,502.93

Address 3M Center 235-26-81  
St. Paul, MN 55144-1000

(2) Company Sentry Technology Corp. AMOUNT \$ 25,430

Address 1881 Lakeland Ave, Ronkonkoma, NY 11779

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

Address \_\_\_\_\_

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

Address \_\_\_\_\_

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

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

Recommendation of bid to accept: 2

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

Reason for selection if not lowest bid: \_\_\_\_\_

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

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

### BRIEF BID AMOUNT GUIDE

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

Trent Smith  
Purchaser's Name (please type or print clearly)

Saffell Library  
Department/Division/Office

Trent Smith  
Purchaser's Signature



## **MAY 2010 MONITORING REPORT**

<b>EXECUTIVE LIMITATIONS</b>	<b>MONTHLY</b>
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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 Board member has interest in, owns or has family members that have an interest in any business that does business with GCCC, the Board is to be notified.

**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.

<b>EXECUTIVE LIMITATIONS</b>	<b>MONTHLY</b>
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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 required 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.

<b>EXECUTIVE LIMITATIONS</b>	<b>MONTHLY</b>
------------------------------	----------------

**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) no purchases are made over \$10,000 without competitive bids regarding quality, cost and service and c) no purchases 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 purchases made under contract with Great Western Dining.

## **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 #197217 to Zones Inc for \$26,569.30 for the campus Microsoft software agreement. The Board approved this purchase at the March 10, 2010 Board Meeting.

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

- Check #196955 to GMCN Architects for \$52,903.76 for professional services on the Fouse and Academic Building projects.
- Check #196974 to Seminole Energy Services for \$22,677.80 for utilities.
- Check #197175 to City of Garden City for \$37,761.10 for utilities.
- Check #197246 to Commerce Bank for \$37,314.62 for purchase card charges.
- Check #197315 to EduKan for \$31,750.00 for Spring 2010 session 2 tuition.
- Check #197325 to Great Western Dining for \$44,068.5 for various invoices.
- Check #197458 to BlueCross and Blue Shield of Kansas for \$104,621.31 for May health insurance premiums.

**Debbie Atkinson**

---

**From:** Carol Ballantyne  
**Sent:** Tuesday, April 20, 2010 7:05 AM  
**To:** Debbie Atkinson  
**Subject:** FW: Marianne Miller wrote on your Wall...

Next Board meeting

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

From: Facebook [mailto:notification+m~\_w5vki@facebookmail.com]  
Sent: Monday, April 19, 2010 8:22 PM  
To: Carol Ballantyne  
Subject: Marianne Miller wrote on your Wall...

Marianne posted something on your Wall and wrote:

"It moving along fast, these next few weeks, end of school year and start of Summer school, know you and your staff are extra busy. You all do so well, proud of you and GCCC"

Reply to this email to comment on this post.



**Kansas City Royals Baseball Club**

P.O. Box 419969  
Kansas City, Missouri 64141-6969

*Bd ownership  
linkage  
copy to Bob + BAO*

PRESORTED  
FIRST CLASS



UNITED STATES POSTAGE  
FIRST CLASS  
02 1M  
0004215675 APR 23 2010  
\$ 00.38<sup>2</sup>  
MAILED FROM ZIP CODE 64129

*Carol Ballantyne  
1612 Fleming St  
Garden City, KS  
67846*

04#PPM1 67846



DAYTON MOORE

*Carol,  
Marianne and I want to thank you  
and the wonderful people at Garden City-  
Community College. Being inducted into the  
Hall of fame was/is very special - Blessings  
Dayton*

Kansas City Royals • One Royal Way • Kansas City, MO 64129 • 816-504-4721 • [dayton.moore@royals.com](mailto:dayton.moore@royals.com)

## Debbie Atkinson

---

**From:** Carol Ballantyne  
**Sent:** Monday, May 03, 2010 10:41 AM  
**To:** Debbie Atkinson  
**Subject:** FW: Football Player & Raffle Tickets

Ownership linkage

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**From:** Lisa Knoll [mailto:lknoll@kcsf.org]  
**Sent:** Monday, May 03, 2010 10:34 AM  
**To:** Carol Ballantyne  
**Subject:** Football Player & Raffle Tickets

Just had a nice young man here from Newark New Jersey selling raffle tickets! He represented the program very well, was very polite and was able to answer all of my questions. Would you let the coach know that I was very impressed.

Lisa Knoll  
KCSL  
1517 Fulton Terrace  
Garden City, KS 67846  
(620) 805-6454, ext. 1131  
(620) 521-1242 (Cell)  
(620) 805-6925 (Fax)

May 5, 2010

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

Dear Dr. Ballantyne

I would like to thank the college, Broncbuster Athletic Association, Bob Larson, Greg Greathouse, and the Board of Trustees for my induction into the BAA Hall of Fame. It was a memorable ceremony and I appreciate all the work which went into making this a special event for my family, friends, and me. I am honored that the college felt my time at the college was worthy of such an award. Garden City Community College is a jewel for Garden City and Southwest Kansas. Both of my children benefited from the excellent education they received at GCCC and it prepared them well for the completion of their bachelor's degrees at Kansas State University and Wichita State University. Once again, thank you.

Sincerely,

A handwritten signature in cursive script that reads "Steve Barrett". The signature is written in dark ink and is positioned above the printed name.

Steve Barrett

## **Incidental Information**

### **GCCC Board of Trustees**

**May 2010**

#### **Kansas Associated Collegiate Press announces annual award recipients**

- Breakaway magazine wins first; Silhouette captures bronze
- Melissa Conway captures 2-year magazine Collegiate Journalist of the Year distinction

**Breakaway magazine's copy editor, writer & designer, Melissa Conway, earned the association's top individual honor.** Conway, a freshman from Holcomb, Kan., was named the Collegiate Journalist of the Year in the magazine division during Kansas Associated Collegiate Press' award luncheon Monday in Hutchinson. Conway received a plaque and a \$250 check.

**GCCC's Breakaway magazine was named KACP's All-Kansas award winner.** The All-Kansas designation awarded to the publication that is regarded by judges as the "Best of Show". Only one magazine receives the All-Kansas distinction.

Judging is based on last year's set of magazines, which included the Fall 2008 Competition issue; Spring 2009 Money issue; and the Summer 2009 Health issue. The 2008-2009 magazine staff included Jacque Weber, editor, Deerfield; LeeAnn Haskell, photographer & writer, Dighton; Ashley Avalos, writer, Garden City; Alyssa Davis, writer & designer, Garden City; Mitch Watson, photographer, writer & designer, Garden City; and Juan Gutierrez, photographer & designer, Garden City.

Butler Community College, Washburn University and Hutchinson Community College's magazines earn bronze medals. No silver or gold medals were awarded in the overall magazine category.

Breakaway staff members captured 28 individual awards in the magazine category. Individual medals are awarded to student work produced between February 2009 and February 2010, making this year's staff eligible to enter their work as well.

Kurt Peterson was awarded the **League of United Latin American Citizens (LULAC) Man of the Year Award for 2010** on Saturday night. Kurt served as the Local LULAC council president this year. This is the second time Kurt has been awarded the local LULAC Man of the Year. Previously, Kurt has also been named the State LULAC Man of the Year. Congratulations, Kurt!

The **paramedic students (aka "parapups, a term of endearment)** were part of the Bible Christian Church's annual Day of Service. Over 3000 people passed through the doors in the hours of 9a-2p. You would have been proud of your medic students as they performed 125 twelve lead ECGs. If completed in the clinical setting the cost would have been almost \$16,000.

All this was provided at no charge to those who attended. This was made possible with our partnerships with Finney County EMS, Seward County EMS.

The GCCC Academic Challenge team are the the **Kansas Sunflower AEC State Champions**. This is the first time in GCCC history to win the State Championship. Stats of the tournament and individual details to follow. The students on the team are Tim Herrman, Bryan Lunzmann, Tim Cobb, John Fairbanks, Kayelani Irvin and Alyssa Davis.

1. In the semifinal, Allen Co. defeated Cowley Co. 240-140, setting up the championship match with Garden City. In that game, Garden City answered 14 out of 24 tossups, including 6 in a row starting at tossup 18, to win 360-150 and claim their first state championship.
2. The team finished the year with a 35-1-1 record against in-state competition.
3. The scores and stats from all the games are available at the NAQT website at [http://www.naqt.com/stats/tournament-teams.jsp?tournament\\_id=3144](http://www.naqt.com/stats/tournament-teams.jsp?tournament_id=3144).
4. Our average score per round at the tournament was 350 points. Our total team points were 900 points greater than the team that finished in second place.
5. Our team was so well balanced that we had 4 team members finish in the top 13 high individual stats. Tim Herrman finished 7<sup>th</sup>, John Fairbanks 9<sup>th</sup>, Tim Cobb 12<sup>th</sup>, and Bryan Lunzmann 13<sup>th</sup>.
6. This team finished first in all events this year in Kansas competition and 18<sup>th</sup> at the national tournament.

The GCCC Leadership Academy graduated 11 employees from the 2009-10 class on April 26. Alumni from the Leadership Academy joined the graduates for a celebration in the Endowment Room. This year's class gave a short presentation on its group project which was to partner with KNEA to renovate the GCCC Daycare.

The 2009-10 **GCCC Leadership Academy graduates** are: Debbie Atkinson, Administrative Asst. to the President; Lyle Bitikofer, Asst. Director – Physical Plant; Kathy Blau, Director – Financial Aid; Mary Cervantes, Instructor – History; Micah Kasriel, Student Activities Coordinator; Jody Ledford, CECS Operations Specialist; Linda Miller, ESL Head Instructor; Larry Pander, Instructor – Fire Science; Itzel Rodriguez, Director – Project Destiny/Kanco; David Rupp, Instructor – Criminal Justice; Sarah Wells, Allied Health Coordinator

A **Certified Nurse Aide** class began with eight students enrolled at **Bryan Education Center**. NRCS conducted an all-day training with 23 participants, generating \$85 in fees. Wheatland Electric held CPR training with six participants, generating \$55 in fees. Compass placement testing has begun for high school students taking concurrent classes in the fall. Proctoring



services for students taking online courses, either through Edukan or four-year institutions, has begun with six students participating. ACT testing was given with 29 students and two administrators attending.

The **Business & Industry Institute Advisory Board** met April 23 with 10 community businesspeople attending. Kids College information was distributed to all Finney County elementary, intermediate and middle schools.

<b>APRIL 2010</b>	<b>Course</b>	<b>Enrollments</b>	<b>CEUs</b>
<b>Open Enrollment</b>	Interviewing & Hiring	6	2.4
	Drivers' Exam Prep – Somali	5	2.5
	Drivers' Exam Prep – Burmese	5	2.5
	Cake Decorating	11	6.6
	Performance Management	5	2
	Excel Basics	9	3.6
	Excel Intermediate	9	7.2
	Admin. Professionals Customer Service	37	5.55
<b>Contracts</b>	Geo Thermal Installer	11	26.4
	Challenge Course, low	82	49.2
	Challenge Course, high	64	38.4
	Basic Electricity	8	3.2
<b>Online</b>	360 Insurance CEUs	1	2.4
	Ed2Go - Misc. programs	2	na
	<b>TOTALS</b>	<b>250 students</b>	<b>151.9 CEUs</b>

### Community Involvement

Finney County Humane Society	Action plan training
Rotary Club	Presented “reading people” program
Mosaic	Groundbreaking & 2 business visits
Tyson	Business visit
Cox Communications	Business visit
FCEDC	Board meeting
Lee Richardson Zoo	Advisory Board Meeting
City of Garden City	Commission meetings
Harvest America Local Council	Council and Board Meeting
Kansas Young Pro. Summit	Represented Finney County
Community Services Council	Monthly meeting

Caps and gowns have been delivered to HEP graduates who will be participating in commencement on May 15 at GCCC. **Twenty-one graduates will participate in commencement.** The graduates come from the following areas: Ulysses – 3; Johnson – 5; Garden City – 6; Scott City – 1; Syracuse – 3; and Lakin – 3.

Ten students from the **KANCO scholarship program** and staff attended the Kansas LULAC Conference in Topeka, April 9-11. Students participated in a round table conversation with guest speaker Juan Sepulveda, Executive Director for the White House Initiative on Education Excellence for Hispanics. Among the activities involved in the conference, students had the opportunity to tour the city, the State Capitol, and Washburn University. Many of the students had never been to the state capitol previously.

The **GCCC KSBDC underwent both state and federal site reviews in March** and received excellent comments on its work in the past year. The center was at half staff for six months, opened a new outreach center, and trained two new employees after May 1, 2009. With those staffing issues, the center still exceeded goals for new business starts (19) and investments (over \$3.5 million) even though client numbers were down.

Director Pat Veasart presented a workshop, “Steps to Startup,” in Kinsley on April 13 to a packed classroom. Client activity in Kinsley has increased greatly over the past year, and two clients are submitting loan packages to the Edwards County Economic Development board.

The entire GCCC KSBDC consultant team attended a two-day training in Wichita on “Profit Mastery,” a financial system that connects every area of the client’s business.

On April 29, the GCCC KSBDC hosted the US Small Business Administration, US Department of Agriculture, Heartland PTAC, and a SCORE representative as they presented an 8a Certification workshop focusing on helping businesses obtain government contracts.

## Look what was done!



Before 1



Before 2



Before 3



Before 4



Before 5



Before 6



Before 7



Before 8



Before 9



Final 1



Final 2



Final 3





Final 4



Final 5



Final 6



Kids 1



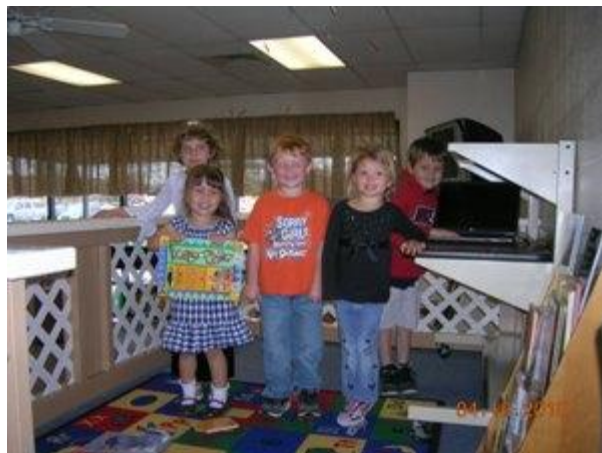
Kids 10



Kids 2



Kids 3



Kids 4



Kids 5



Kids 6



Kids 7



Kids 8



Kids 9

Progress 1





Progress 10



Progress 11



Progress 12



Progress 13





Progress 14



Progress 15



Progress 16



Progress 17



Progress 18



Progress 19



Progress 2



Progress 20



Progress 21



Progress 22



Progress 23



Progress 24



Progress 25



Progress 26



Progress 27



Progress 28





Progress 29



Progress 3



Progress 30



Progress 31



Progress 32



Progress 33



Progress 4



Progress 5



Progress 6

Progress 7



Progress 8

Progress 9



TV Interview 1

This project was made possible by the CLASS Grant (secured by KNEA-SP), funds raised/items donated to KNEA-SP, funds raised by GCCC Leadership Academy (private donation, SGA/Pepsi Fund for Campus Improvement) and the many volunteers who showed up to do the labor. Volunteers represented a wide spectrum of people: KNEA-SP, The GCCC Leadership Academy, GCCCHEA, SGA, PTK, Forensics, Parents of GCCC Daycare Children and many other GCCC Students who just wanted to help!



## **PUBLIC ENTITY COMMON GOAL ANALYSIS: Retain and Recruit and Develop Talent**

**Scope of the Issue:** Determine means for the whole community to recruit workforce to Finney County. Consider people who have grown up here and new recruits. Individual businesses and the public entities have difficulty with finding a trained workforce without shifting the current workers from position to positions. Each entity also needs to retain the qualified staff we have.

A. Establish a committee to review possible strategies for drawing qualified employees to Garden City, Holcomb and Finney County.

- 1) Sell Garden City as a whole,- Just Plains Success
- 2) Send out questionnaire about internships etc, Find out what opportunities GC has to offer, use Universities to find students, invite them for a community visit, have people house them for a night, have a job fair here that they participate in, show them the sights, Bison Reserve, Zoo, schools have YP talk to them about opportunities
- 3) New employees not only attend reception where they meet other new employees, but invite them to participate in a series of informative sessions on how city/county run, what opportunities are here for arts and humanities, what the college and school district has to offer, meet the merchants, leadership opportunities etc.
- 4) Get employers to give them a day to meet people and learn about Garden City
- 5) Focus groups on what can we do to keep people in Garden City and Finney County
- 6) Set up a method for finding jobs for spouses for applicants for positions at the Entities.
- 7) Set up a committee to look at career exploration from K-12 including businesses

B. Establish a committee to look at positions salary and benefits, staff development activities and leadership programs in order to retain the qualified employees we already have.

- 1) Explore grow your own programs for advancement within the entity.
- 2) Explore internships for training

### **Stakeholders:**

City of Garden City

City of Holcomb

Finney County

Garden City Community College

USD #457

USD #363

Chamber of Commerce and other local businesses

Downtown Vision

Specific objectives and timelines will be developed by the committee designated to lead this effort.

## **PUBLIC ENTITY COMMON GOAL ANALYSIS: Youth Development**

**Scope of the Issue:** Statistics show that if students complete high school they average more income over their lifetime than students who drop out. This is also true of students who attend college. In order to grow our own qualified employees from within Finney County we need to connect students with employment opportunities and practice.

A. Support activities that deal with drug and alcohol prevention, graffiti, after school and summer programs and develop youth leaders to assist with programming. Develop a team to work on setting some goals, setting timelines and implementation schedules.

1. Keep children busy when out of school
2. Let parents know what opportunities there are for kids
3. Continue C-Tag
4. Drug and Alcohol prevention
5. Work with organizations to provide programs
6. Resource book on all the activities, who to contact and transportation directions
7. Get into the neighborhoods and try to find ways to entice parents and kids to participate

### **Stakeholders**

City of Garden City

City of Holcomb

Finney County

Garden City Community College

USD #457

USD #363

Chamber of Commerce and other local businesses

Downtown Vision

Specific objectives and timelines will be developed by the committee designated to lead this effort.

**Garden City Community College Performance Report (3<sup>rd</sup> Year) – 01/01/2009-12/31/2009**

<b>Institution: Garden City Community College</b>	Contact Person: Kevin Brungardt	Contact phone & e-mail: (620) 276-9539; kevin.brungardt@gcccks.edu	Date: 2/14/10	
<b>Regents System Goal A: Efficiency/Effectiveness/Seamlessness</b>				
<b>Institutional Goal 1: Create a seamless articulation with Kansas State University for education majors.</b>				
<b>Key Performance Indicator (Data)</b>	<b>Baseline</b>	<b>Targets</b>	<b>Performance Outcome</b>	<b>Evaluation</b>
Prepare Students to Enroll in KSU's Education Outreach in Southwest Kansas (10 per year.)	Baseline is 0 students for the 2005-2006 year.	Target Year 1 -- Enroll at least 10 students in KSU's Education Outreach in Southwest Kansas.  Target Year 2 -- Enroll at least 10 students in KSU's Education Outreach in Southwest Kansas.  Target Year 3 -- Enroll at least 10 students in KSU's Education Outreach in Southwest Kansas.	A total of 13 students enrolled in year 1  A total of 12 students enrolled in year 2  A total of 15 students enrolled in year 3	Target met  Target met  Target met
Articulate pre-professional education courses between KSU and GCCC to facilitate GCCC students' transfer to KSU (1 course per year.)	Baseline is 0 courses articulated for the 2005-2006 year.	Target Year 1 – Articulate at least one pre-professional education course between KSU and GCCC  Target Year 2 – Articulate at least one pre-professional education course between KSU and GCCC  Target Year 3 – Articulate at least one pre-professional education course between KSU and GCCC	No courses were articulated in year 1  One pre-professional course was developed and articulated with KSU  No courses were articulated in year 3	Target not met  Target met  Target not met
Articulate professional education courses between KSU and GCCC to facilitate GCCC students' transfer to KSU (1 course per year.)	Baseline is 0 courses articulated for the 2005-2006 year	Target Year 1 – Articulate at least one professional education course between KSU and GCCC  Target Year 2 – Articulate at least one professional education course	No course were articulated in year 1  No course were articulated in year 2	Target not met  Target not met

		between KSU and GCCC  Target Year 3 – Articulate at least one professional education course between KSU and GCCC	No courses were articulated in year 3	Target not met
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**NARRATIVE — INSTITUTIONAL GOAL 1:** Create a seamless articulation with Kansas State University for education majors.

**Key Performance Indicator 1: Prepare Students to Enroll in KSU’s Education Outreach in Southwest Kansas**

**Data Collection:** Data collection will involve reporting the number of GCCC students enrolled in KSU’s Education Outreach in Southwest Kansas

**Targets:** Even though funding for Access Us has ended and K-State has pulled the education program from Southwest Kansas, a strong culture of urging more and more education students toward transfer to four year colleges, and in particular Kansas State University, was developed through the program. While for all intents and purposes the outreach program has ended in its prior form, the indication that we will be able to forge future partnerships with other four year institutions to meet the needs of education in Southwest Kansas is positive. The numbers for this program never were spectacular, but they were encouraging. In a continuing effort to ensure quality instruction and seamless transition of education majors from Garden City Community College to Kansas State, on-campus office space has been provided for a KSU representative as an extension of the Equity and Access Grant through Kansas State University.

**Key Performance Indicator 2: Articulate pre-professional education courses between KSU and GCCC to facilitate GCCC students’ transfer to KSU**

**Data Collection:** Data collection will involve reporting the number of classes articulated during the target year. Pre-professional courses are defined as those pre-requisite courses required for or considered for admission into the KSU School of Education.

**Targets:** One new pre-professional class, P.E. for Elementary Teachers, was developed during the spring 2009 semester and sent to KSU for articulation. We received word from KSU on September 4 that some changes needed to be made to the syllabus before it would be granted articulation approval. Those changes were made and the syllabus was sent back to KSU on September 11. Apparently, the syllabus was then forwarded on to the elementary education department chair who found more problems with the syllabus. We received a letter from the department chair dated October 21, 2009 via email on December 22. By that time no faculty were on campus to evaluate the revisions and make the appropriate changes before the performance agreement deadline expired. Since then, however, the appropriate changes have been made and the syllabus has been sent to our Curriculum Sub Committee for approval. At this point, we plan to offer the course on our fall 2010 line schedule.

**Key Performance Indicator 3: Articulate professional education courses between KSU and GCCC to facilitate GCCC students’ transfer to KSU**

**Data Collection:** Data collection will involve reporting the number of classes articulated during the target year. Professional courses are defined as teacher education courses required for graduation from the KSU School of Education.

**Targets:** Classes deemed “professional” are upper level courses that cannot be taught on the community college level. This indicator was poorly conceived because it is impossible to attain. We did look into the possibility of revising this indicator to something that could be achieved, but by the time we realized we could make a change like this, it was too late to do any good as the college was already in the third year of the agreement.

<b>Regents System Goal B: Improve Learner Outcomes</b>				
<b>Institutional Goal 2: Increase the success of developmental and students in reading, writing and mathematics.</b>				
<b>Key Performance Indicator (Data)</b>	<b>Baseline</b>	<b>Targets</b>	<b>Performance Outcome</b>	<b>Evaluation</b>
Increase Success Rate of Students in Developmental Courses	The average of the 2003-2005 calendar years will be used to establish a baseline. This baseline number is 56.4% (2181/3866.)	Target Year 1 – 1.0% increase over three year average described.	52.1% success rate (599/1150)	Target not met
		Target Year 2 – 2.0% increase over three year average described.	49.6% success rate (556/1120)	Target not met
		Target Year 3 – 3.0% increase over three year average described.	49.2% success rate (598/1216)	Target not met
Increase Retention Rates of Students in Developmental Courses	The average of the 2003-2004 through 2004-2005 years will establish the baseline. This number is 39.8% (236/593.)	Target Year 1 – 1.0% increase over two year average described.	43.5% retention rate (103/237)	Target met
		Target Year 2 – 2.0% increase over two year average described.	49.8% retention rate (143/287)	Target met
		Target Year 3 – 3.0% increase over two year average described.	44.5% retention rate (123/276)	Target met
Increase developmental student success in first subsequent college-level courses	The average of the 2003-2005 calendar years establish the baseline. This number is 66.28% (515/777.)	Target Year 1 – 1.0% increase over three year average described.	70.05% success rate (131/187)	Target met
		Target Year 2 – 2.0% increase over three year average described.	66.1% success rate (166/251)	Target not met
		Target Year 3 – 3.0% increase over three year average described.	59.6 success rate (142/238)	Target not met

**NARRATIVE — INSTITUTIONAL GOAL 2:** Increase the success of developmental and students in reading, writing and mathematics.

**Key Performance Indicator 1: Increase Success Rate of Students in Developmental Courses**

**Data Collection:** Developmental courses will be identified as those courses in reading, writing, and mathematics that prepare students to take university transfer courses. Calculations of success rates will be made by dividing the total number of students who successfully completed the respective course (grade of "C" or better) by the total number of students enrolled on certification day. The average of the 2003-2005 calendar years will be used to judge future progress.

**Targets:** While success rates in developmental course have held steady during the three-year data collection period, the anticipated increase in numbers did not materialize despite initiatives on the part of the math and English departments. Both departments are currently preparing program reviews this spring which will include a study of the effectiveness of the initiatives the departments have incorporated into their respective curricula. As a result, the English department has developed a second level developmental class specifically designed to meet the needs of students enrolling in the college with very low composition skills. The math department is also looking at the possibility of reinstating Beginning Algebra and returning Intermediate Algebra to a three credit hour class. Cut off scores for mandatory placement from the Compass test are being reviewed in all developmental areas to determine proper placement.

### **Key Performance Indicator 2: Increase Retention Rates of Students in Developmental Courses**

**Data Collection:** Developmental courses will be identified as those courses in writing and mathematics that prepare students to take university transfer courses. Calculations will be made by dividing the total number of students from the Fall cohort that enrolled in the next developmental course or college-level course in subject area during the academic year by the total number of students enrolled in developmental courses during the Fall. The average of the 2003-2004 through 2004-2005 years will be used to judge future progress.

**Targets:** While retention rates did meet target goals for year three, they declined significantly from the previous year's numbers. This is admittedly an ongoing problem for the college which we will continue to address long after this agreement expires. As explained in the Key Performance Indicator 1 Targets section, developmental English and math are meeting this semester to evaluate previous efforts in an attempt to determine what new initiatives need to be developed.

### **Key Performance Indicator 3: Increase developmental student success in first subsequent college-level courses**

**Data Collection:** Developmental courses will be identified as those courses in writing and mathematics that prepare students to take university transfer courses. Calculations of success rates will be made by dividing the total number of students who successfully completed the respective course (grade of "C" or better) by the total number of students enrolled on certification day. This specific calculation will report the success rate of students who were formerly enrolled in developmental courses and then enroll for the first time in the respective college level course. The average of the 2003-2005 calendar years will be used to judge future progress.

**Targets:** The developmental English student success rate in subsequent college-level courses for year 3 dropped from 81.1% in year two to 74.5% this past year. The math numbers dropped from 55.2% to 50% for the same periods. Part of our problem may be due to the fact that even though enrollment has increased significantly over the past two years, the number of full-time math and English instructors has remained the same. Current budget restraints have not allowed the college to hire needed additional full time instructors in these areas and finding qualified adjuncts who can teach during the daytime hours when students want to take these classes has proven difficult. Consequently, classes were being overloaded which is a situation not conducive to teaching developmental classes. This past fall semester, developmental math classes were held to strict enrollment caps. Over time, we can determine if this strategy is working.

Both the math department and the English department are working with our Adult Basic Education instructors who teach non-credit developmental English and math classes in a collaborative effort to discover and close gaps within the two curriculums. The anticipated outcome is that students who transition from Adult Basic Education classes into college level classes will be more successful due to a better foundation in the subject area. Faculty from math, reading, and English have been meeting with faculty in their respective subject areas from Garden City High School in an attempt



to discover preparation gaps on that level as well. As a result, high school English and reading curriculum and requirements have changed substantially in the last year and our math department will be meeting with the high school math faculty this semester to discuss proposed changes to their curriculum.

<b>Regents System Goal D: Increase Targeted Participation/Access</b>				
<b>Institutional Goal 3: Increase enrollment of Hispanic students at the college.</b>				
<b>Key Performance Indicator (Data)</b>	<b>Baseline</b>	<b>Targets</b>	<b>Performance Outcome</b>	<b>Evaluation</b>
Increase Enrollment of Hispanic Students	The average of the 2003-2005 calendar years will be used to judge future progress. This baseline number is 19.2% (2699/14026.)	Target Year 1 – 1.0% increase over three year average described.	20.4% enrollment increase (722/3779)	Target met
		Target Year 2 – 2.0% increase over three year average described.	22.7% enrollment increase (824/3628)	Target met
		Target Year 3 – 3.0% increase over three year average described.	25.4% enrollment increase (928/3656)	Target met
Increase Transition of Hispanic Students from the Finney County Community Learning Center (Adult Learning Center)	A baseline will be established from the average of the 2004-2006 academic years. This number is 3.65% (50/1368.)	Target Year 1 – 1.0% increase over two-year baseline described.	6.0% transition increase (19/314)	Target met
		Target Year 2 – 2.0% increase over wo-year baseline described.	5.9% transition increase (17/286)	Target met
		Target Year 3 – 3.0% increase over two-year baseline described.		
Increase Retention of Hispanic Students	The average of the 2003-2005 years will be used to judge future progress. This baseline number is 58.3% (1006/1727.)	Target Year 1: 1.0% increase over two-year baseline described.	53.5% retention increase (538/1006)	Target not met
		Target Year 2: 2.0% increase over two-year baseline described.	54.2% retention increase (529/976)	Target not met
		Target Year 3: 3.0% increase over two-year baseline described.	57.2% retention increase (639/1116)	Target not met

**NARRATIVE — INSTITUTIONAL GOAL 3:**

**Key Performance Indicator 1:** Increase enrollment of Hispanic students at the college.

**Data Collection:** Hispanic students will be identified from demographic information taken from the students' application for admission. Goal attainment will be calculated by measuring the headcount of Hispanic students enrolled at the college as a percentage of all students enrolled. The average of the 2003-2005 calendar years will be used to judge future progress.

**Targets:** Strategies for retention and matriculation of underserved or at-risk populations take some time to effectively impact enrollment. The College is recruiting Hispanic students to more closely mirror the demographics of our community. We have seen gains from the previous three-year average (2000-2003) of 17.1%.

**Key Performance Indicator 2: Increase Transition of Hispanic Students from the Finney County Community Learning Center (Adult Learning Center)**

**Data Collection:** Hispanic students will be identified from demographic information taken from the students' application for admission. Goal attainment will be calculated by measuring the headcount of Hispanic students who enrolled in English-as-a-Second Language (ESL) courses at the Finney County Community Learning Center (FCCLC) and then enrolled at the college in credit courses. This transition rate will be calculated by as a percentage of all students enrolled in ESL courses at the FCCLC. A baseline will be established from the average of the 2004-2006 academic years.

**Targets:** Strategies for retention and matriculation of underserved or at-risk populations take some time to effectively impact enrollment. The College is intent on encouraging more students to make the transition from Adult Basic Education to college-level coursework. We have seen gains from the previous three-year average (2000-2003) of 1.96%.

**Key Performance Indicator 3: Increase Retention of Hispanic Students**

**Data Collection:** Hispanic students will be identified from demographic information taken from the students' application for admission. Goal attainment will be calculated by measuring the headcount of Hispanic students who re-enrolled in college classes from one semester to the next, including fall-to-spring retention and spring-to-fall retention. The average of the 2003-2005 years will be used to judge future progress.

**Targets:** Strategies for retention and matriculation of underserved or at-risk populations take some time to effectively impact enrollment. The College has put strategies in place to retain Hispanic students. We have seen gains from the previous three-year average of 52.70%.

<b>Regents System Goal C: Improve Workforce Development</b>				
<b>Institutional Goal 4: Identify and respond to workforce and economic development needs in the GCCC service area</b>				
<b>Key Performance Indicator (Data)</b>	<b>Baseline</b>	<b>Targets</b>	<b>Performance Outcome</b>	<b>Evaluation</b>
Conduct a series of listening sessions in outreach communities throughout the GCCC service area	No baseline exists as such listening sessions are not currently being conducted.	Target Year 1: Conduct listening sessions in three outreach communities.	Sessions conducted in Leoti, Holcomb, and Dighton	Target met
		Target Year 2: Conduct listening sessions in an additional three outreach communities.	Sessions conducted in Scott City, Tribune, and Deerfield	Target met

		Target Year 3: Conduct listening sessions in an additional three outreach communities described.	Sessions conducted in Garden City, Lakin, and Syracuse	Target met
Develop new initiatives and related partnerships in response to the information gathered at the community listening sessions	No baseline exists as outreach activities are presently limited to transfer credit classes.	Target Year 1: Develop one new initiative or related partnership.	3 initiatives and partnerships developed	Target met
		Target Year 2: Develop an additional new initiative or related partnership.	6 initiatives and partnerships developed	Target met
		Target Year 3: Develop an additional new initiative or related partnership.	Multiple initiatives and partnerships developed	Target met

**NARRATIVE — INSTITUTIONAL GOAL 4 :**

**Key Performance Indicator 1: Conduct a services of listening sessions in out reach communities throughout the GCCC service area**

**Data Collection:** Community listening sessions responses will be recorded and will be shared with stakeholders.

**Targets:** Listening sessions were conducted in Syracuse (May 11) and Lakin (November 16). Because the college is involved in a wide variety of partnerships with the city of Garden City, listening sessions are conducted in multiple areas weekly.

**Key Performance Indicator 2: Develop new initiatives and related partnerships in response to the information gathered at the community listening sessions**

**Data Collection:** Initiatives and/or partnerships that develop will be appropriately documented and reported.

**Targets:** The development of atleast one initiative or partnership per year is a realistic plan in response to the information gathered in the community listening sessions.

**Comments:** As a result of the listening sessions in Syracuse and Lakin, we have seen increased enrollments in EduKan classes of which Garden City Community College is a consortium member. Students from both areas participated in a program called Explorer Challenge sponsored by the college’s department of public safety. OSHAA training was provided in Syracuse through the Business and Industry department and members of the Department of Public Safety department conducted the evaluation of the county wide disaster drill in Kerney County.

Strong partnerships with the city of Garden City, Finney County, the local hospital, Tyson Meat Packing, various other local industries, the Garden City Chamber of Commerce, and local agencies have either developed or continued to develop. As a result, the college offers training and initiatives that range from videography to welding to business courses. The Continuing Education Division, Small Business Development Division, and the Business and Industry Division are quick to respond to needs of the community.

**KBOR use only: Garden City Community College**

**Board comments on the approved performance agreement**

As noted in the narrative, goal 4 is process-oriented rather than outcomes-oriented.

Recommend approval for a three-year performance agreement.

**Recommendation and Comments**

# Internal Governance

FY2010 (July 1, 2009 – June 30, 2010)

PRESIDENT

PRESIDENT'S  
CABINET

INTERNAL GOVERNANCE  
CORE

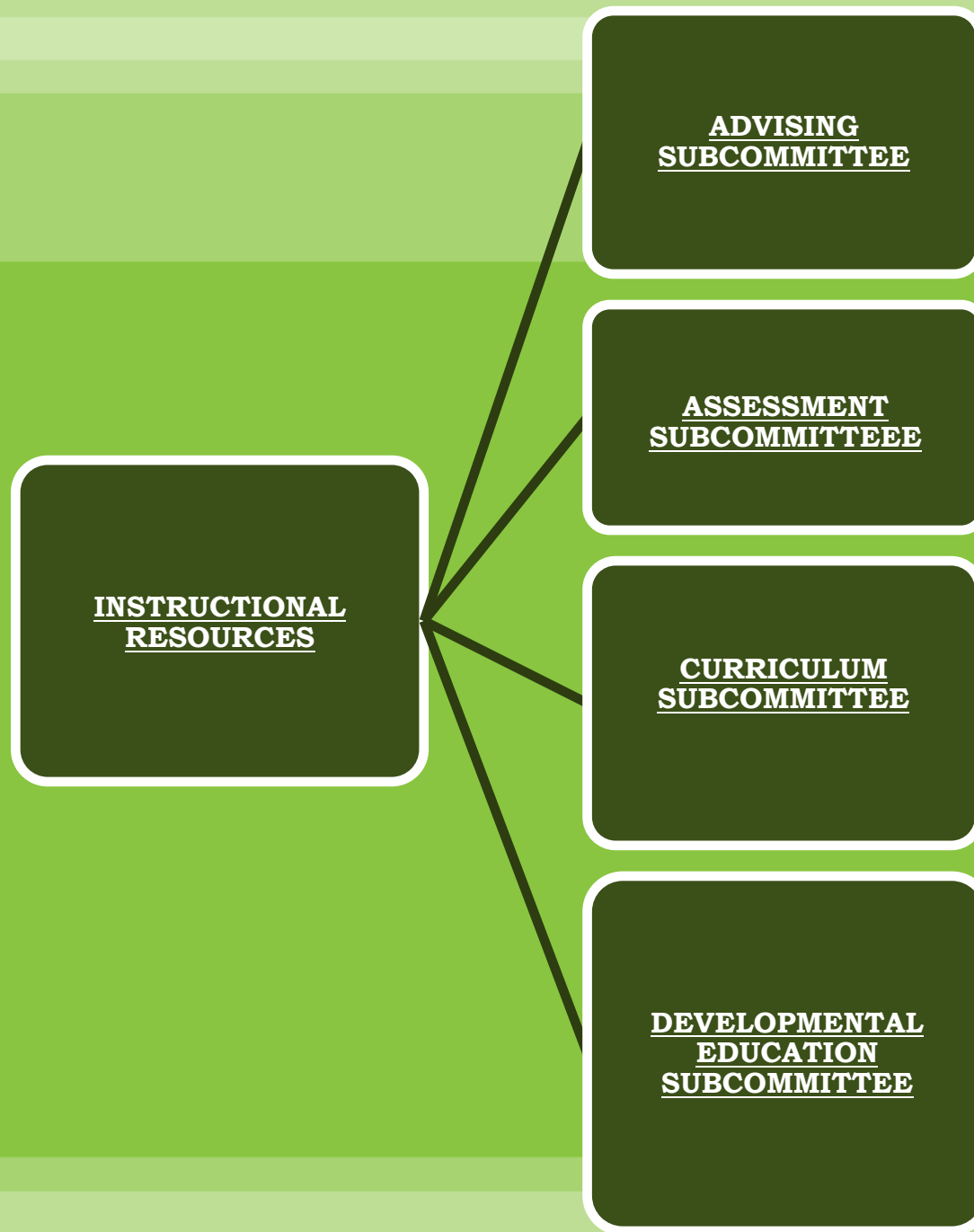
INSTRUCTIONAL  
RESOURCES

STUDENT &  
STAKEHOLDER NEEDS

LEADERSHIP &  
VALUING PEOPLE

INSTITUTIONAL  
RESOURCES





STUDENT & STAKEHOLDER NEEDS

```
graph LR; A[STUDENT & STAKEHOLDER NEEDS] --> B[RETENTION AND RECRUITMENT SUBCOMMITTEE]; A --> C[TECHNOLOGY-BASED PROMOTION SUBCOMMITTEE];
```

RETENTION AND RECRUITMENT  
SUBCOMMITTEE

TECHNOLOGY-BASED PROMOTION  
SUBCOMMITTEE

**LEADERSHIP & VALUING PEOPLE**

```
graph LR; A[LEADERSHIP & VALUING PEOPLE] --- B[EMPLOYEE SOCIAL STANDING COMMITTEE]; A --- C[EMPLOYEE PROFESSIONAL DEVELOPMENT SUBCOMMITTEE]
```

**EMPLOYEE SOCIAL STANDING  
COMMITTEE**

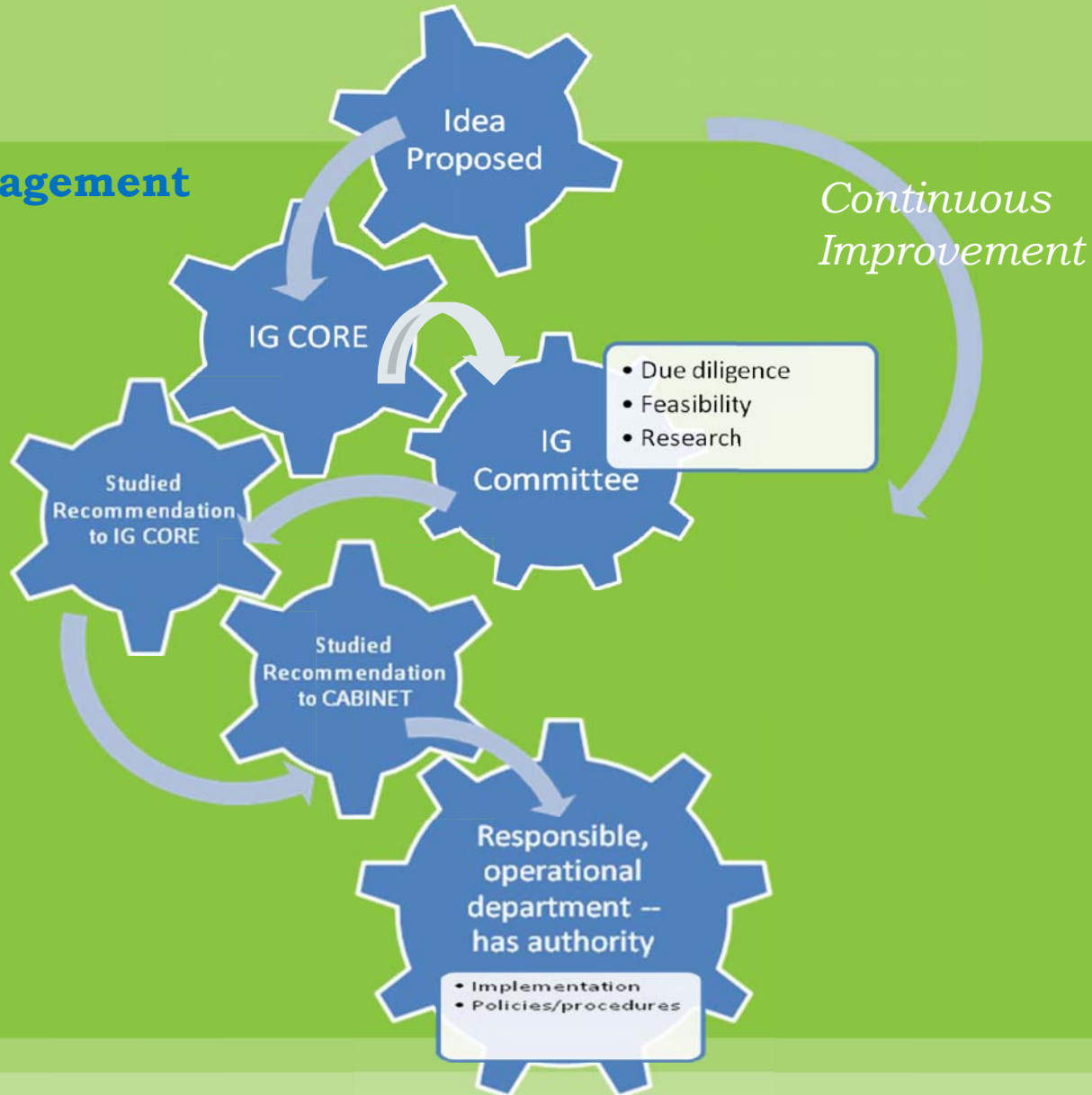
**EMPLOYEE PROFESSIONAL  
DEVELOPMENT SUBCOMMITTEE**

INSTITUTIONAL RESOURCES

COMPUTER USERS SUBCOMMITTEE

## SUCCESSFUL Flow of Communication:

**Bottom Up  
Empowerment  
Vs.  
Top Down Management**



# FY 2010 Accomplishments:

Professionalism/  
Absenteeism

Sick Leave Pool

BlackBoard/SMIII Back-up

Making the college more  
visible

Faculty Leadership  
Development Facilitator  
FLC

Health Care  
Reimbursement

Upward Evaluations for  
Faculty

Student Email Address  
Help

Operational/Standing  
Committee Guidelines

International Student  
Policy

Communication Regarding  
Employee Separations and  
Hires

Tobacco Abuse on Campus

SGA: Student  
Membership

Mail Pick-Up and Delivery

Faculty Office Hour Policy

Building Directories

Retention Committee:  
Need someone from  
Developmental?

Definition for Salary  
Advancement

Telephone Coverage  
During In-Service

Office Signage

Closed Campus: Spring  
Break



# FY 2010 In-Progress:

**Saving Money on  
Utilities**

**GCCC Employee  
Newsletter**

**Student Id's,  
Passwords & Logins**

**4 day work weeks:  
Summer**

**Weight Watchers  
on GCCC Campus**

**Parking Decals**

**Simplification for  
"Search for Classes  
Page."**

**Campus Wide  
Attendance Policy**

# Internal Governance

## Web Site:

[www.gcccks.edu](http://www.gcccks.edu)

- ☼ → Employee Connection
- ☼ → Internal Governance

- ☼ IG Handbook
- ☼ Planning Process
  - ☼ Planning Templates
- ☼ Agenda Template
- ☼ Minutes Template
- ☼ Issue/Proposal Form
- ☼ Action Projects
- ☼ Minutes to ALL Meetings

# Planning Processes

[www.gcccks.edu](http://www.gcccks.edu)

→ Employee Connection

→ Internal Governance

- ⚙ Planning Processes
- ⚙ Planning Templates
  - ⚙ .doc
  - ⚙ .xls

Accomplishments:

**DUE: October 1**

Measurable Goals and Projections:

Department Level: January 25

Division Level: February 8

Unit Level: February 22

Service Level: March 8

College Planning: April 2010