



# 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)

June 2, 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, June 9, 2010**. The meeting will be held in the **Endowment Room, Beth Tedrow Student Center**, Garden City Community College Campus.

7:00 PM Regular Board Meeting called to order in the **Endowment Room**

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## **AGENDA**

### **CALL TO ORDER:**

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

### **CONSENT AGENDA:**

- A. Approval of minutes of previous meeting May 12, 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
  - C-1 Contracts
- D. Approval of annual agreement Vehicle Maintenance
- E. Approval of annual agreement for Workers' Compensation Insurance
- F. Approval of annual agreement for Athletic Insurance 2010-2011
- G. Approval of continuation of Operational Budget
- H. Petition for Impasse

### **OTHER:**

- A. Planning update (oral)
- B. Automotive disposal from program

### **POLICY REVIEW:**

- A. Monitoring Reports and ENDS
  - A-1 Monitoring Report, Monthly
  - A-2 Monitoring Report, Annual
- B. Ownership Linkage
  - B-1 Phi Theta Kappa

- B-2 E-mail Dr. James R. Hardy
- B-3 E-mail Pam McDaniel
- C. Board Process and Policy Governance Review

**REPORTS:**

- A. President Carol Ballantyne
  - A-1 Incidental Information
  - A-2 2008-2009 Accomplishments
  - A-3 College Plan 2010-2011
  - A-4 Projections 2011 and Beyond
  - A-5 Mark Sarver EduKan (oral)
  - A-6 Continuing Education Reviews
    - A-6a-Project Destiny
    - A-6b-Kansas Small Business Development Center Greensburg Presentation – Mark Buckley (oral)
  - A-7 Spring 2010 Athletic Report
- B. Video surveillance demonstration
- C. Report from Finney County Economic Development Corporation

**Upcoming calendar dates:**

<u>June 9</u>	Regular meeting of the Board <b>7 PM (note time change for summer meetings)</b>
<u>June 18-19</u>	Retreat KACCT/COP –Neosho Community College –President Ballantyne and Ron Schwartz attending
<u>July 5</u>	Campus closed to celebrate Fourth of July
<u>July 14</u>	Regular meeting of the Board 7PM <b>7 PM (summer meeting time)</b>
<u>July 22</u>	Policy Governance Meeting-Las Vegas, NV –Dr. Clifford Attending
<u>Aug 12</u>	Faculty Report-Division/Department Day
<u>Aug 13</u>	Full Time Faculty/Staff In-service
<u>Aug 18</u>	Classes Begin
<u>Oct 20-23</u>	ACCT 41 <sup>st</sup> Annual Community College Leadership Congress – Toronto Ontario, Canada, Della Brandenburger, Ron Schwartz, Terri Worf attending

**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

May 12, 2010

Trustees Present: Della Brandenburger, William S. Clifford, Merylyn Douglass, Ron Schwartz, Terri Worf, Steve Sterling (6:40 p.m. arrival)

Others Present: Paul and Veronica Aguiniga, Parents of Regina Aguiniga  
Regina Aguiniga, SGA President  
Aja Ardery, SGA  
Debra Atkinson, Deputy Clerk  
Carol E. Ballantyne, President  
Kevin Brungardt, Dean of Academics  
Lenora Cook, Dean of Technical Education  
Todd Hughes, Director of Information Technology  
Tammy Hutcheson, Social Science Instructor/Internal Governance Chair  
Micah Kasriel, Student Activities Coordinator/SGA  
Colin Lamb, Director of Counseling Services/SGA  
Deanna Mann, Dean of Institutional Effectiveness and Enrollment Services  
Cathy McKinley, Dean of Continuing Education and Community Services  
Marc Najera, SGA President Elect for 2010-2011  
Ashley Nielsen, SGA Vice President Elect for 2010-2011  
Steve Quakenbush, Director of Information Services and Publications  
Ryan Ruda, Dean of Student Services  
Jon Rutter, Public Speaking Instructor  
Monica Springer, *Garden City Telegram*  
Cyd Stein, Media/Journalism Instructor  
Belen Terrones, Administrative Secretary to the Dean of Technical Education/Internal Governance Vice Chair  
Cricket Turley, Director of Human Resources  
Larry Walker, English Instructor  
Dee Wigner, Executive Dean of Administrative Services  
Randy Williams, Former Instructor/Operator Garden City Ammonia Program  
Marsha Wright, Faculty Senate Secretary 2009-2010

## COMMENTS FROM THE CHAIR:

Chair Brandenburger called the regular session to order at 5:59 P.M. and made the following comments:

- Noted that many congratulations were due, GCCC excels and makes all proud.
- Congratulated Jeston Mead who will be competing in bull riding for GCCC in the National Intercollegiate Rodeo Association College National Finals Rodeo.
- Congratulated Brandi Lovato for pitching a no hitter for GCCC's Women's softball.
- Noted that the Broncbuster Cross Country Team is doing well, and that soccer and basketball camps will begin soon.
- Congratulated former student athletes Maurice Greer for signing as a free agent with the Washington Redskins, and Kevin Dixon for signing with the Seattle Seahawks.
- Extended congratulations to Breakaway Magazine for winning first place All-Kansas honors and Silhouette newspaper for capturing a bronze award from the Kansas Associated Collegiate Press.

- Congratulated Kurt Peterson for being awarded the League of United Latin American Citizens (LULAC) Man of the year Award for the second consecutive year.
- Congratulated GCCC Academic Excellence Challenge team for becoming the Kansas Sunflower AEC State Champion team for the first time in GCCC history.
- Congratulated 11 employees of the 2009-2010 GCCC Leadership Academy for graduating on April 26<sup>th</sup>.
- Noted the Student Support Services (SSS) annual awards recognition, which was attended by Chair Brandenburger, who recalled numerous encouraging words.
- Chair Brandenburger will be attending DPS 41<sup>st</sup> Annual Awards Ceremony on Friday, May 14, 2010 for Criminal Justice, Fire Science and EMST/Paramedic students.
- The GCCC 90<sup>th</sup> consecutive commencement ceremony is scheduled at 10:00 a.m. this Saturday, May 15, 2010, at the Dennis Perryman Athletic Complex.
- Noted the annual faculty appreciation luncheon is planned for Thursday, May 13, 2010, in the Endowment room.

**REPORT FROM STUDENT GOVERNMENT ASSOCIATION:**

Micah Kasriel, student activities coordinator and SGA sponsor, presented a plaque to Regina Aguiniga, outgoing SGA president, and expressed great appreciation for her service as the 2010 student government president. Aguiniga in turn related that the SGA staff motivated her and through her service has become a better person. Aguiniga then introduced the 2010-2011 SGA president, Marc Najera.

President Marc Najera highlighted recent activities:

- SGA elections took place outside Saffell Library on Thursday April 22<sup>nd</sup>.
- New SGA executive staff members for 2010-2011 include Ashley Nielsen, Vice President, Thao Nguyen, Treasurer, Lenna Kiem, Secretary, and David Welch, Public Relations.
- Student activity fee allocations were conducted and determined on April 15<sup>th</sup>; volleyball on April 28<sup>th</sup> and 3 on 3 basketball on April 29<sup>th</sup>.
- Earth Day/Tobacco Free Campus activities took place Thursday April 22<sup>nd</sup>.
- The last full SGA meeting was today, May 12, 2010.

Najera noted that it had been a great year and he was looking forward to next year.

Chair Brandenburger thanked Najera for his report.

**OPEN COMMENTS FROM PUBLIC:**

Chair Brandenburger noted that Randy Williams, former college instructor and operator of Garden City Ammonia Program, Marsha Wright, English Instructor/Faculty Senate Representative, and John Rutter, Speech Instructor had requested time on the agenda to address the Board.

Williams made the suggestion that GCCC bring together a task force or coalition of local business and industry personnel to look for non-tax funding sources that may prevent program reductions. Williams offered his services and thanked the board for their time.

Wright announced the Faculty Senate officers for 2010-2011.

President	Linda Morgan, Criminal Justice Instructor
Vice-president	Renee Harbin, Mid-Management Instructor
Secretary	Shelley Meier, Reading Instructor
Senator	Clay Wright, Vocal Music Instructor
Senator	Pati Pfenninger, Cosmetology Instructor
Senator	Katharyn A. Burgardt, Nursing Instructor
Ex-officio	John Schafer, Science Instructor

Wright also brought a message from Linda Morgan, 2010-2011 Faculty Senate president: “We look forward to 2010-2011. One of Faculty Senate’s many roles is that of being a united voice for faculty. Building our faculty

team in support of our most important commodity, our students, is an essential part of our mission for the coming year. Further goals are in the development stage. Additionally, we are appreciative of the 2009-2010 Faculty Senate for their leadership this past year.

Rutter, a GCCC alumnus and speech instructor, expressed his appreciation to the college for the opportunity of teaching for the last two years and announced that he would resign May 13. Rutter expressed disappointment with health insurance rates, the grading system, classroom technology, and application of the current faculty contract agreement that he helped negotiate.

### **CONSENT AGENDA**

Chair Brandenburger asked if Trustees wished to pull any items from the consent agenda. Trustee Schwartz requested that item D-1 Vehicle Purchase be pulled from the agenda for separate vote. Trustee Schwartz will recuse himself from the vote because of personal involvement. Trustee Clifford asked to discuss D-6 Athletic Complex and Joyce Fine Arts parking lot repair, before approving consent agenda items D-2 through D-7.

### **MOTION:**

*Clifford moved, seconded by Worf, that Consent Agenda item D-1 Vehicle Purchase be pulled from the agenda for a separate vote, pull D-6 Athletic Complex and Joyce Fine Arts parking lot repair for discussion.  
Motion carried 5-0*

There was a short discussion which involved questions regarding longevity of parking lot repairs. President Ballantyne and Administrative Services Executive Dean, Dee Wigner told board members that the work should keep the lots in service until deteriorating asphalt surfaces can eventually be replaced with concrete. Installation of security system was touched on briefly. The project was reported to be on track for completion of installation of outside cameras after graduation. Upon completion of installation, a security system a demonstration will be given for board members.

Chair Brandenburger then asked for a motion approving the consent agenda items with exception of D-1 for separate vote.

### **MOTION:**

*Clifford moved, seconded by Worf, to approve Consent Agenda items A. Minutes of April 14, 2010 meeting, B Financial information (Revenues, Expenses and Cash in Bank), C Personnel Actions, D-2 Datatel Maintenance Agreement, D-3 Purchase of West Hall fire alarm system, D-4 Academic Building asbestos removal, D-5 Joyce Fine Arts faculty office furniture, D-6 Athletic Complex and Joyce Fine Arts parking lot repair, D-7 Purchase of Saffell Library security system.  
Motion carried 5-0*

Approved actions follow:

**(A) APPROVED MINUTES** of previous April 14, 2010  
(Supporting documents filed with official minutes.)

**(B) APPROVED SUBMITTED FINANCIAL INFORMATION TO THE AUDITOR** (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-2) Vendor:	Datatel
For:	Annual Maintenance Agreement
Amount:	\$182,207.00

- (D-3) Vendor: Equipment-Simplex Grinnell  
Amount: \$38,121.00  
Installation-3G Electric  
Amount: \$26,200.00  
For: West Hall fire alarm system
- (D-4) Vendor: ACM Removal  
For: Academic Building asbestos removal  
Amount: \$58,460.00
- (D-5) Vendor: Office Solutions  
For: Joyce Fine Arts faculty office furniture  
Amount: \$35,000.00
- (D-6) Vendor: B & H Paving Inc.  
For: Athletic Complex and Joyce Fine Arts parking lot repair  
Amount: \$22,500.00
- (D-7) Vendor: Sentry Technology Corp.  
For: Saffell Library security system  
Amount: \$25,430.00

**PULLED CONSENT AGENDA ITEM “D-1 Vehicle Purchase of two seven passenger mini-vans”:**

**MOTION:**

*Clifford moved, seconded by Worf, to approve Consent Agenda item D-1 as presented. Motion carried 5-0, with Trustee Schwartz recusing himself due to person involvement.*

**POLICY REVIEW:**

**MONITORING REPORTS and ENDS REPORT:**

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

**OWNERSHIP LINKAGE**

Several pieces of correspondence from owners were received, including e-mail message of encouragement from Marianne Miller; e-mail from Lisa Knoll complementing the behavior of football player selling drawing tickets; thank you from Dayton Moore and Steve Barrett for the honor being inducted to the Athletic Hall of Fame.  
(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, including pictures of the recent child care center remodeling project. Ballantyne stated that the debt schedule has been posted on the web site and will be updated periodically. As of yet no early rate renewal figures have been received from Blue Cross/Blue Shield of Kansas.  
(Supporting documents filed with official minutes.)

- **Public Entity Common Goal Analysis:**  
President Ballantyne and Dean of Continuing Education and Community Services, Cathy McKinley, reported on shared goals of GCCC, the City of Garden City, Finney County, both Finney County public school districts, the Garden City Area Chamber of Commerce and Garden City Downtown Vision.  
(Supporting documents filed with official minutes.)

**KBOR Performance Agreement Report Spring/Fall 2009:**

Kansas Board of Regents has approved GCCC performance agreement spring/fall 2009. Stretch goals have been included, and while not accomplished yet the college is getting closer. Ballantyne told board

members that developmental outcomes will not be included in the next agreement. Developmental needs are ongoing and adjustments will be made to meet current semester needs. The search for best practices is constant and enduring.

(Supporting documents filed with official minutes.)

- **Internal Governance Report:**

Tammy Hutcheson, social science instructor, and Belen Terrones, administrative secretary to the dean of technical education, gave (PowerPoint presentation slides were included in board packet and used) this report to the board on the campus internal governance process. Hutcheson leads the core committee for the governance system this year, and Terrones will move into the chairman's post next year.

Hutcheson explained that four primary committees address ideas, concerns, input and suggestions in the areas of instructional resources, institutional resources and student and stakeholder needs, as well as leadership and the valuing of people. Input from faculty and staff personnel goes through any of the four committees, to a central core committee.

This method allows for a bottom-up empowerment, rather than top-down management. Hutcheson stated that this method "gives a voice to all GCCC employees, and is really a great process when used correctly." Hutcheson added that a good majority of faculty and staff understand the system and believe in it. There are no operational committees included in internal governance. More than 100 GCCC employees currently serve on internal governance committees or subcommittees, with faculty representation on each. "It is about continuous improvement, where AQIP happens" stated Hutcheson.

Trustees expressed appreciation for the report and enthusiasm with which it was given.

#### **REPORT FROM KACCT:**

No report at this time.

#### **REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION**

Trustee Schwartz reported the following:

- Group from Garden City comprised of FCEDC, Chamber Downtown Vision, City and County representatives will leave Thursday, May 13, 2010 to visit with a group from Amarillo, Texas. Mayor Debra McCartt and representatives of Panhandle Regional Planning Commission, the Center City, Downtown Amarillo Inc., Class 4 winds and Convention Visitor Council will join them for dinner Thursday evening. Friday, May 14<sup>th</sup> they will attend meetings on Economic Development, Downtown and the Amarillo Chamber, returning home after lunch at the High Plains Public Radio Station in Amarillo.
- FCEDC April 23<sup>rd</sup> news release stated that City Trade Pull Factor, (CTPF) for Garden City is 1.31. CTPF is computed by dividing the per capita sales tax of a county by the statewide per capita sales tax, with 1.00 being a perfect balance of trade.

Numbers greater than 1.00 indicate local businesses are pulling in trade from beyond their home borders, thus creating a positive balance of trade and being regarded as a regional retail center. Kansas Department of Revenue in November 2009 rated Garden City 7<sup>th</sup> of the 25 cities listed as 1<sup>st</sup> class cities in Kansas.

FCEDC recognizes the importance of retail business to assist with community growth by pulling outside revenues, and as a useful tool for recruitment with primary job employers. In the last 3 years numbers show that Finney County gained 14 new retail business and 13 existing businesses expanded their services.

- Offer has been made to an individual to fill the Director of Business Retention vacancy left by Liz Sosa. Should have more information by next Tuesday. Person has strong background in marketing, which will assist in marketing FCEDC.
- FCEDC has taken the lead to move Kansas into a partnership with the Ports to Plains Alliance. FCEDC is the first Kansas organization to become involved with the Alliance, which is a partnership of 10 states and their local municipalities, economic development organizations, chambers of commerce, state organizations and congressional delegates.
- A Manufacturing/Food Processing business still deciding whether to add a location or to expand an existing facility. Landowners have agreed to sell property and assistance from the Governor on infrastructure improvements is being sought.
- A Manufacturing/Food business is negotiating on real estate with local realtor. If a land price can be agreed upon the firm will make a community visit. This business could bring 300-400 jobs to Garden City.
- An additional real estate agent has contacted FCEDC and five different sites that will work for them have been provided.

**EXECUTIVE SESSION:**

*Douglass moved, seconded by Schwartz, that the Board of Trustees recess at 7:40 p.m. for a break and then into a 30 minute executive session at 7:55 p.m. for the purpose of discussing non-elected personnel.*

*Motion carried 6-0*

*Sterling moved, seconded by Douglas to recess at 7:40 p.m. for short break. (15 minutes) and to reconvene into executive session at 7:55 p.m. for the purpose of discussing non-elected personnel.*

*Motion carried 6-0*

*Board reconvened into executive session at 7:55 p.m. for the purpose of discussing non-elected personnel.*

*Board returned to regular session at 8:25 p. m. Chair Brandenburger announced that no binding action was taken in executive session.*

*Chair Brandenburger adjourned the meeting at 8:25 p.m.*

**UPCOMING CALANDAR EVENTS:**

<u>June 9</u>	Regular meeting of the Board 7PM (note time change for summer meetings)
<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  
06-02-10

Garden City Community College  
Annual Budget Report Ending 05/31/2010  
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	92,321.00-	1,556,750.00-	1,457,641.00-	99,109.00	6.79-
11-00-0000-00000-4002 AMMONIA REFG COURS	0.00	38,547.00-	268,849.67-	288,985.00-	20,135.33-	6.97
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	19,305.00-	378,170.00-	400,000.00-	21,830.00-	5.46
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	9,530.00-	146,103.75-	140,000.00-	6,103.75	4.35-
11-00-0000-00000-4006 OUTREACH CREDIT HO	0.00	2,475.00-	66,330.00-	52,000.00-	14,330.00	27.55-
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	13,674.00-	225,612.00-	220,000.00-	5,612.00	2.54-
11-00-0000-00000-4008 TECHNOLOGY FEE-O :	0.00	990.00-	26,532.00-	21,000.00-	5,532.00	26.33-
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	463.45-	36,464.54	45,000.00	8,535.46	18.97
11-00-0000-00000-4102 PRIVATE GIFTS/GRAN	0.00	0.00	37,773.26-	37,500.00-	273.26	0.72-
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	247.50-	8,002.50-	10,000.00-	1,997.50-	19.98
11-00-0000-00000-4512 VENDING MACHINES :	0.00	710.98-	8,856.19-	12,000.00-	3,143.81-	26.20
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	25,865.54-	66,842.86-	200,000.00-	133,157.14-	66.58
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-	74,935.99-	75,000.00-	64.01-	0.09
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	1,507.10-	23,575.29-	80,000.00-	56,424.71-	70.53
11-00-0000-00000-4912 TRANSCRIPTS : GENE	0.00	1,445.00-	14,797.27-	15,000.00-	202.73-	1.35
=====						
Totals for FUND: 11 - GENERAL	0.00	208,372.23-	11,743,969.73-	15,854,276.00-	4,110,306.27-	25.93

06-02-10

Garden City Community College  
Annual Budget Report Ending 05/31/2010  
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

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	3,323.09	3,323.09	100.00
DEPARTMENT: 11010 - BUSINESS & ECONOMI	3,758.87	0.00	3,375.00	10,155.00	3,021.13	29.75
DEPARTMENT: 11020 - HUMANITIES	1,125.00	2.68	1,732.55	3,250.00	392.45	12.08
DEPARTMENT: 11021 - ENGLISH	12,375.00	375.75	15,785.59	28,208.94	48.35	0.17
DEPARTMENT: 11022 - SPEECH	1,125.00	500.00	2,780.06	3,954.83	49.77	1.26
DEPARTMENT: 11025 - JOURNALISM	0.00	0.00	2,724.99	4,245.00	1,520.01	35.81
DEPARTMENT: 11026 - BROADCASTING	60.07	60.07	3,216.01	12,693.00	9,416.92	74.19
DEPARTMENT: 11030 - ART	0.00	12.64	9,616.62	7,941.06	1,675.56	21.09
DEPARTMENT: 11031 - DRAMA	127.17	450.38	7,701.58	7,241.96	586.79	8.09
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	403.99	3,039.00	3,942.85	903.85	22.92
DEPARTMENT: 11033 - INST MUSIC	3,308.80	293.39	14,210.41	22,063.00	4,543.79	20.59
DEPARTMENT: 11040 - SCIENCE	2,355.91	12,229.90	22,325.21	26,076.50	1,395.38	5.35
DEPARTMENT: 11050 - MATH	6,025.00	3,375.00	6,593.58	12,940.62	322.04	2.49
DEPARTMENT: 11060 - SOCIAL SCIENCE	0.00	4,805.55	9,355.79	10,216.38	860.59	8.42
DEPARTMENT: 11070 - HEALTH & PHYSICAL	389.71	712.00	4,578.94	7,500.00	2,531.35	33.75
DEPARTMENT: 11080 - ESSENTIAL SKILLS	0.00	0.00	336.87	700.00	363.13	51.88
DEPARTMENT: 11081 - READING	0.00	0.00	469.20	1,015.00	545.80	53.77
DEPARTMENT: 11082 - ESL	0.00	0.00	615.06	390.06	225.00	57.67
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	1,105.00	5,500.00	5,500.00	0.00	0.00
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	418.79	4,652.85	4,138.00	514.85	12.43
DEPARTMENT: 11095 - FORENSICS COMPETIT	0.00	0.00	8,811.57	10,745.00	1,933.43	17.99
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	5,552.41	139.95	194,461.44	209,235.00	9,221.15	4.41
DEPARTMENT: 12011 - MID-MANAGEMENT	0.00	0.00	0.00	334.00	334.00	100.00
DEPARTMENT: 12012 - MCSE/CISCO	0.00	0.00	0.00	800.00	800.00	100.00
DEPARTMENT: 12013 - OFFICE EDUCATION	0.00	0.00	0.00	50.00	50.00	100.00
DEPARTMENT: 12014 - FINNUP LAB	0.00	0.00	60.03	3,905.00	3,844.97	98.46
DEPARTMENT: 12090 - BSIS COMPETITION T	0.00	0.00	1,200.00	1,200.00	0.00	0.00
DEPARTMENT: 12200 - ADN PROGRAM	1,892.05	11,014.83	18,230.28	21,651.00	1,528.67	7.06
DEPARTMENT: 12201 - LPN PROGRAM	1,110.25	3,179.00	7,206.85	10,997.00	2,679.90	24.37
DEPARTMENT: 12202 - EMT	2,960.24	2,944.29	17,328.47	20,902.50	613.79	2.94
DEPARTMENT: 12203 - ALLIED HEALTH	931.90	197.24	10,239.54	17,154.20	5,982.76	34.88
DEPARTMENT: 12210 - AGRICULTURE	1,084.10	374.04	710.68	1,942.00	147.22	7.58
DEPARTMENT: 12211 - MEAT JUDGING	1,059.55	1,052.32	22,531.51	24,349.00	757.94	3.11
DEPARTMENT: 12220 - AG EQUIPMENT & MEC	581.30	5,618.43	15,388.64	18,765.00	2,795.06	14.90
DEPARTMENT: 12230 - AUTO MECHANICS	1,050.00	2,575.54	9,020.39	10,357.45	287.06	2.77
DEPARTMENT: 12240 - CRIMINAL JUSTICE	4,857.31	1,875.53	19,253.39	24,177.00	66.30	0.27
DEPARTMENT: 12241 - FIRE SCIENCE	3,109.18	50.00	5,476.35	8,717.00	131.47	1.51
DEPARTMENT: 12242 - CHALLENGE COURSE	810.00	0.00	0.00	810.00	0.00	0.00
DEPARTMENT: 12250 - COSMETOLOGY	0.00	0.00	0.00	900.00	900.00	100.00
DEPARTMENT: 12260 - DRAFTING	0.00	0.00	0.00	1,215.00	1,215.00	100.00
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	9,312.48	4,381.43	53,945.26	68,867.18	5,609.44	8.15
DEPARTMENT: 12271 - AUTOMATION ELECTRI	95.00	39.22	5,208.18	8,850.87	3,547.69	40.08
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	2,682.02	3,450.94	5,423.96	8,598.00	492.02	5.72
DEPARTMENT: 12273 - WELDING	4,995.59	3,918.40	12,308.33	17,330.00	26.08	0.15
DEPARTMENT: 12280 - BUILDING TRADES	0.00	0.00	4.05	5.00	0.95	19.00
DEPARTMENT: 12290 - FINNEY COUNTY LEAR	110.00	0.00	90.00	300.00	100.00	33.33
DEPARTMENT: 21100 - INSTITUTIONAL RESE	0.00	432.14	432.14	910.00	477.86	52.51
DEPARTMENT: 32000 - BUSINESS & INDUSTR	0.00	0.00	14,025.00	20,400.00	6,375.00	31.25
DEPARTMENT: 41000 - LIBRARY	26,596.26	4,616.48	30,351.62	32,868.00	24,079.88	73.25
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	427.28	0.00	1,366.53	1,900.00	106.19	5.59
DEPARTMENT: 42001 - DEAN OF ACADEMICS	104.68	793.75	6,261.10	19,056.04	12,690.26	66.59

DEPARTMENT: 42002 - OUTREACH	355.00	0.00	19,762.00	41,524.00	21,407.00	51.55
DEPARTMENT: 42003 - FACULTY SENATE	344.25	152.48	8,461.59	11,334.61	2,528.77	22.31
DEPARTMENT: 42005 - DEAN OF TECHNICAL	102.31	102.31	3,633.25	10,010.84	6,275.28	62.68
DEPARTMENT: 42006 - DEAN OF CONT ED CO	83.95	83.95	2,420.85	5,345.00	2,840.20	53.14
DEPARTMENT: 42007 - BRYAN EDUCATION CE	424.92	0.00	2,178.82	2,755.00	151.26	5.49
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	424.24	3,791.37	4,143.00	351.63	8.49
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	0.00	11,907.00	11,907.00	0.00	0.00
DEPARTMENT: 50010 - COUNSELING & GUIDA	1,450.00	60.14	5,089.32	7,109.00	569.68	8.01
DEPARTMENT: 50011 - ASSESSMENT/TESTING	0.00	2,565.04	8,497.50	8,505.00	7.50	0.09
DEPARTMENT: 50020 - FINANCIAL AID OFFI	1,594.34	3,127.98	40,791.17	47,495.00	5,109.49	10.76
DEPARTMENT: 50030 - ADMISSIONS	537.62	1,724.35	10,628.94	16,745.00	5,578.44	33.31
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	75.00	4,665.27	10,910.99	13,041.00	2,055.01	15.76
DEPARTMENT: 50050 - STUDENT HEALTH SER	227.92	282.97	3,116.07	3,496.00	152.01	4.35
DEPARTMENT: 50100 - DEAN OF IE/ES	0.00	1,116.94	2,016.82	2,640.00	623.18	23.61
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	1,245.25	1,717.11	150,658.93	160,056.01	8,151.83	5.09
DEPARTMENT: 55001 - MEN'S BASKETBALL	2,432.00	0.00	34,381.10	34,188.64	2,624.46-	7.67-
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	2,768.00	642.43	25,469.26	28,543.18	305.92	1.07
DEPARTMENT: 55003 - MEN'S TRACK	795.50	457.09	10,267.91	10,950.00	113.41-	1.03-
DEPARTMENT: 55004 - WOMEN'S TRACK	638.20	428.35	7,857.45	9,906.00	1,410.35	14.24
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	1,376.04	1,988.58	22,638.36	22,683.36	1,331.04-	5.86-
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	67,372.27	67,372.27	0.00	0.00
DEPARTMENT: 55007 - BASEBALL	200.00	5,882.55	38,997.23	36,327.87	2,869.36-	7.89-
DEPARTMENT: 55008 - VOLLEYBALL	422.67	726.75	14,953.81	16,208.00	831.52	5.13
DEPARTMENT: 55009 - WOMEN'S SOCCER	196.99	1,467.67	17,836.49	16,136.00	1,897.48-	11.75-
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	2,603.36	20,982.85	21,592.00	609.15	2.82
DEPARTMENT: 55012 - CHEERLEADING	107.85	0.00	13,202.76	10,077.00	3,233.61-	32.08-
DEPARTMENT: 55013 - DANCE TEAM	0.00	0.00	4,725.70	9,299.00	4,573.30	49.18
DEPARTMENT: 55014 - RODEO TEAM	0.00	874.52	35,686.00	37,149.00	1,463.00	3.94
DEPARTMENT: 55018 - INTRAMURALS & STUD	250.00	360.00	2,369.76	4,500.00	1,880.24	41.78
DEPARTMENT: 55019 - ATHLETIC TRAINING	1,149.72	2,339.51	22,241.93	20,946.00	2,445.65-	11.67-
DEPARTMENT: 61000 - PRESIDENT	11,504.83	2,085.61	67,713.43	136,914.67	57,696.41	42.14
DEPARTMENT: 61001 - BOARD OF TRUSTEES	213.28	485.41	15,992.57	24,840.00	8,634.15	34.76
DEPARTMENT: 61005 - ATTORNEY	0.00	261.32	10,230.66	20,250.00	10,019.34	49.48
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	5,994.61	16,440.87	874,162.96	921,926.00	41,768.43	4.53
DEPARTMENT: 62010 - HUMAN RESOURCES	1,058.48	3,149.91	19,444.13	27,752.50	7,249.89	26.12
DEPARTMENT: 62011 - ADA COMPLIANCE	3,400.00	0.00	1,559.13	9,730.00	4,770.87	49.03
DEPARTMENT: 62012 - LEADERSHIP DEVELOP	2,689.36	107.88	6,273.20	13,492.50	4,529.94	33.57
DEPARTMENT: 62050 - ONE-TIME PURCHASES	115,769.02	2,916.53-	107,549.87-	900.00	7,319.15-	813.23-
DEPARTMENT: 63000 - INFORMATION SERVIC	12,265.34	2,500.48	108,723.43	139,233.00	18,244.23	13.10
DEPARTMENT: 64000 - INFORMATION TECHNO	13,300.65	10,188.20	199,251.85	261,398.00	48,845.50	18.69
DEPARTMENT: 65000 - CENTRAL SERVICES	2,950.09	3,166.14	52,888.23	73,850.00	18,011.68	24.39
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	3,541.61	3,687.46	20,969.91	26,820.00	2,308.48	8.61
DEPARTMENT: 71000 - BUILDINGS	20,756.69	28,248.93	95,705.11	106,523.16	9,938.64-	9.32-
DEPARTMENT: 71005 - SCOTT CITY BLDG MA	565.22	746.84	13,619.25	19,565.00	5,380.53	27.50
DEPARTMENT: 71009 - RENTAL PROPERTY MA	0.00	0.00	50.00	3,690.00	3,640.00	98.64
DEPARTMENT: 72000 - CUSTODIAL SERVICES	7,568.90	2,734.93	42,497.67	54,526.00	4,459.43	8.18
DEPARTMENT: 73000 - GROUNDS	11,567.15	4,561.15	47,097.82	65,198.50	6,533.53	10.02
DEPARTMENT: 73001 - ATHLETIC FIELDS	6,240.00	659.75	17,896.53	23,367.50	769.03-	3.28-
DEPARTMENT: 74000 - VEHICLES	2,456.90	59,618.09	177,332.68	200,420.00	20,630.42	10.29
DEPARTMENT: 75000 - CAMPUS SECURITY	286.07	714.13	4,601.43	10,179.00	5,291.50	51.98
DEPARTMENT: 76000 - INSURANCE	0.00	949.00-	122,215.00	130,479.00	8,264.00	6.33
DEPARTMENT: 77000 - UTILITIES	457.95	56,300.16	549,656.08	709,041.00	158,926.97	22.41
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	1,591.00	4,898.00	9,020.00	4,122.00	45.70
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	399.00	141,921.00	151,575.00	9,654.00	6.37
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 982.04 1,676.83 22,268.54 28,853.00 5,602.42 19.42

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FUND: 11 - GENERAL 340,317.85 300,625.54 3,868,072.19 4,777,908.14 569,518.10 11.92

06-02-10 Garden City Community College Annual Budget Report Ending 05/31/2010 Options - All Statuses Page: 2

Fiscal Year: 2010 FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
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DEPARTMENT: 31000 - COMMUNITY SERVICE	20,525.64	3,976.48	35,796.36	75,285.00	18,963.00	25.19
DEPARTMENT: 00000 - GENERAL	0.00	0.00	5,000.00-	5,000.00-	0.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	4,075.89	945.25	7,048.08	25,700.00	14,576.03	56.72
DEPARTMENT: 55006 - FOOTBALL	18.50	344.02	6,380.47	19,417.16	13,018.19	67.04
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	800.00	1,482.59	1,645.47	162.88	9.90
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	79.15	1,396.48	6,750.00	5,353.52	79.31
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	7,358.64	10,370.00	3,011.36	29.04
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	898.99	1,200.00	301.01	25.08
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	2,619.95	5,000.00	2,380.05	47.60
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	82.00	500.00	4,131.00	5,000.00	787.00	15.74
DEPARTMENT: 31000 - COMMUNITY SERVICE	2,012.50	140.00	5,156.40	19,666.52	12,497.62	63.55
DEPARTMENT: 55007 - BASEBALL	1,330.02	378.67	9,077.87	20,000.00	9,592.11	47.96
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	1,640.52	2,400.00	759.48	31.65
DEPARTMENT: 11031 - DRAMA	0.00	5,400.00-	27,406.05	44,174.00	16,767.95	37.96
DEPARTMENT: 55010 - MEN'S SOCCER	162.00	753.88	4,447.45	8,047.00	3,437.55	42.72
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	0.00	1,008.00	0.00	1,008.00-	0.00
DEPARTMENT: 55013 - DANCE TEAM	274.12	0.00	485.84	1,700.00	940.04	55.30
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	1,872.26	16,885.50	15,013.24	88.91

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FUND: 14 - ADULT SUPPLEMENTARY ED 28,480.67 2,517.45 113,206.95 261,240.65 119,553.03 45.76

06-02-10 Garden City Community College Annual Budget Report Ending 05/31/2010 Options - All Statuses Page: 3

Fiscal Year: 2010 FUND: 16 - AUXILIARY ENTITIES

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
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DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	5,467.73	12,157.50	14,000.00	1,842.50	13.16
DEPARTMENT: 94000 - STUDENT CENTER	446.92	13,689.68	138,489.13	153,100.00	14,163.95	9.25
DEPARTMENT: 95000 - STUDENT HOUSING	85,954.39	47,580.13	912,017.98	1,085,325.00	87,352.63	8.05
DEPARTMENT: 95001 - DIRECTOR'S APARTME	299.35	0.00	218.00	20,000.00	19,482.65	97.41
DEPARTMENT: 98000 - COSMETOLOGY	245.96	11,199.53	83,510.91	112,855.00	29,098.13	25.78
DEPARTMENT: 98001 - CHILD CARE	869.43	3,756.48	13,300.11	18,380.00	4,210.46	22.91
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	9,600.00	19,200.00	9,600.00	50.00

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FUND: 16 - AUXILIARY ENTITIES 87,816.05 81,693.55 1,169,293.63 1,422,860.00 165,750.32 11.65



DEPARTMENT: 12270 - AMMONIA REFRIGERAT	0.00	0.00	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	181,348.19	53,989.55	791,817.88	1,579,870.22	606,704.15	38.40
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06-02-10 Garden City Community College Annual Budget Report Ending 05/31/2010 Options - All Statuses Page: 6

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	330.00	4,250.45	6,194.00	1,943.55	31.38
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	1,000.00	0.00	0.00	1,000.00	0.00	0.00
DEPARTMENT: 61000 - PRESIDENT	0.00	0.00	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	3,719.00	330.00	24,898.04	111,957.50	83,340.46	74.44
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06-02-10 Garden City Community College Annual Budget Report Ending 05/31/2010 Options - All Statuses Page: 7

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	2,315.26	0.00	5,672.13	10,862.00	2,874.61	26.46
DEPARTMENT: 13305 - ADULT ED - STAFF D	4,010.85	96.58	3,523.98	7,572.00	37.17	0.49
DEPARTMENT: 13301 - ADULT ED - INSTRUC	1,878.12	1,354.25	2,997.73	5,543.00	667.15	12.04
DEPARTMENT: 00000 - GENERAL	0.00	0.00	25,000.00-	26,752.48-	1,752.48-	6.55
DEPARTMENT: 13301 - ADULT ED - INSTRUC	7,768.71	2,443.25	11,616.54	21,493.00	2,107.75	9.81
DEPARTMENT: 13302 - ADULT ED - TECHNIC	0.00	1,160.25	1,160.25	1,200.00	39.75	3.31
DEPARTMENT: 13303 - ADULT ED - SUPPORT	0.00	160.00	7,673.00	18,270.00	10,597.00	58.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	377.19	393.00	15.81	4.02
DEPARTMENT: 00000 - GENERAL	0.00	0.00	32,500.00-	33,010.00-	510.00-	1.54
DEPARTMENT: 13301 - ADULT ED - INSTRUC	15,334.87	5,083.80	1,476.52	43,139.00	26,327.61	61.03
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	390.00	35,476.81	37,841.83	2,365.02	6.25

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FUND: 24 - ADULT EDUCATION	31,307.81	10,688.13	12,302.74	86,551.35	42,940.80	49.61
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06-02-10

Garden City Community College  
Annual Budget Report Ending 05/31/2010  
Options - All Statuses

Page: 8

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	62,823.17	0.00	169,174.70	908,442.10	676,444.23	74.46
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FUND: 61 - CAPITAL OUTLAY	62,823.17	0.00	192,166.70	930,097.00	675,107.13	72.58

06-02-10

Garden City Community College  
Annual Budget Report Ending 05/31/2010  
Options - All Statuses

Page: 9

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	2,121.62	0.00	2,121.62-	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	0.00	52,556.24	0.00	52,556.24-	0.00
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FUND: 63 - DEBT RETIREMENT FUND	0.00	0.00	54,677.86	0.00	54,677.86-	0.00

06-02-10

Garden City Community College  
Annual Budget Report Ending 05/31/2010  
Options - All Statuses

Page: 10

Fiscal Year: 2010

FUND: 64 - DEBT PROJECT FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	918,986.00	144,345.46	113,724.74	1,359,136.25	326,425.51	24.02
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FUND: 64 - DEBT PROJECT FUND	918,986.00	144,345.46	113,724.74	1,359,136.25	326,425.51	24.02

06-02-10

Garden City Community College  
Annual Budget Report Ending 05/31/2010  
Options - All Statuses

Page: 11

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



Garden City Community College  
 Annual Budget Report Ending 05/31/2010  
 Options - All Statuses

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	17,596.75	19,805.45	231,819.04	307,755.14	58,339.35	18.96
DEPARTMENT: 99001 - STUDENT NEWSPAPER	750.00	846.16	7,576.22	32,300.00	23,973.78	74.22
DEPARTMENT: 99002 - STUDENT MAGAZINE	2,000.00	412.45	8,290.79	38,500.00	28,209.21	73.27
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	2,955.63	23,124.15	39,778.22	16,654.07	41.87
=====						
FUND: 71 - ACTIVITY/ORGANIZATION FD	20,346.75	24,019.69	270,810.20	418,333.36	127,176.41	30.40

Garden City Community College  
 Annual Budget Report Ending 05/31/2010  
 Options - All Statuses

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	172.00-	73,922.75	0.00	73,922.75-	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	0.00	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	172.00-	289,584.75	0.00	289,584.75-	0.00

06-02-10

Garden City Community College  
Annual Budget Report Ending 05/31/2010  
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
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	10,875.00	256,125.00	287,875.00	31,750.00	11.03
=====						
FUND: 73 - EDUKAN CONSORTIUM FUND	0.00	10,875.00	256,125.00	287,875.00	31,750.00	11.03

06-02-10

Garden City Community College  
Annual Budget Report Ending 05/31/2010  
Options - All Statuses

Page: 15

Fiscal Year: 2010

FUND: 89 - OTHER

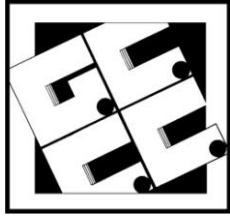
GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	0.00	74,700.00-	0.00	74,700.00	0.00
=====						
FUND: 89 - OTHER	0.00	0.00	74,700.00-	0.00	74,700.00	0.00

As of 5/31/2010

		Amount	% Rate
Cash in Bank:	Commerce Bank	\$ 1,771,952.57	0.0000%
	Security State - Scott City	\$ 25,840.44	0.0000%
	State Municipal Invest. Pool	\$ 166,073.35	0.1000%
	Landmark National Bank	\$ 550,159.72	0.2000%

Investments:

Institution	Type	Amount	% Rate	Beg. Date	End Date
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	\$ 1,000,153.42	0.8000%	5/6/2010	11/4/2010
Commerce Bank	CD	\$ 2,000,000.00	0.8560%	4/29/2010	4/29/2011
First National Bank	CD	\$ 1,000,182.19	0.9500%	5/6/2010	5/5/2011



# Garden City COMMUNITY COLLEGE

June 2, 2010

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

## New Hire

Kambiz Jamshidi, Speech Instructor, effective August 10, 2010

## Separations

Ryan Peterson, Drama Instructor, effective May 20, 2010  
Ada Craig, SSS Educational Support Advisor, effective June 17, 2010  
Jon Rutter, Public Speaking Instructor, effective May 20, 2010  
Dena Harrison, Cashier, effective May 12, 2010  
Cyd Stein, Broadcasting Instructor, effective June 2010  
Rob Schreiber, Automotive Tech Instructor, effective May 20, 2010  
Doug Beyer, Instrumental Music Instructor, effective May 20, 2010  
Diana Machotka, Marketing Coordinator, effective June 30, 2010  
Vicki Krehbiel, Bryan Education Center Director, effective July 30, 2010  
Bill Young, EMST/Paramedic Instructor, effective June 24, 2010  
Hodan Abdi, Refugee Caseworker, effective May 21, 2010  
Tyrone Kerby, Sports Info Marketing Coord & Super Circuit, effective June 11, 2010  
Audra Peitz, Secretary of Fine Arts Bldg, effective May 28, 2010  
David Anderson, Head GED Instructor, effective 6/4/2010

## Retirement

## Transfers/Promotions

## Vacancies

Adjunct Fire Instructor  
Director, Physical Therapist Assistant Program  
Drama/Theatre Instructor  
EMS Instructor  
Cashier  
Admin Asst for Outreach/HR  
Secretary, Fine Arts Bldg

## 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.

Report Date: 6/2/2010

**GARDEN CITY COMMUNITY COLLEGE  
ADJUNCT FACULTY CONTRACTS**

**09FAR**

**From: 12/1/09 - 12/1/09**

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
<b>MAIN</b>		
0009093    Bernal, Gayleen	Bridge: Maternal Child Nursing	\$1,050.00
	2.10 FLC X \$500.00 (8 Students)	
Gayleen Bernal (2.10 FLC), Bonnie Peters (.45 FLC) and Margaret Prewitt (.45 FLC) are team-teaching NURS-221-50.	NURS-221-50                    (11/11/2009 - 12/23/2009)	
	11-00-0000-12200-5260	
0101014    Peters, Bonnie	Bridge: Maternal Child Nursing	\$225.00
	0.45 FLC X \$500.00 (8 Students)	
Gayleen Bernal (2.10 FLC), Bonnie Peters (.45 FLC) and Margaret Prewitt (.45 FLC) are team-teaching NURS-221-50.	NURS-221-50                    (11/11/2009 - 12/23/2009)	
	11-00-0000-12200-5260	
0020920    Prewitt, Margaret	Bridge: Maternal Child Nursing	\$225.00
	0.45 FLC X \$500.00 (8 Students)	
Gayleen Bernal (2.10 FLC), Bonnie Peters (.45 FLC) and Margaret Prewitt (.45 FLC) are team-teaching NURS-221-50.	NURS-221-50                    (11/11/2009 - 12/23/2009)	
	11-00-0000-12200-5260	
<b>TOTAL ADJUNCT FACULTY CONTRACTS</b>		<b>\$1,500.00</b>

Report Date: 6/2/2010

Report Date: 6/2/2010

**GARDEN CITY COMMUNITY COLLEGE**  
**10SPR**  
**From: 1/26/10 - 5/18/10**

INSTRUCTOR	CLASS	AMOUNT
<b>MAIN</b>		
0093276	Alexander, Paige Principles of Biology 5.68 FLC X \$500.00 (25 Students)  BIOL-105-90 (1/13/2010 - 5/20/2010) 11-00-0000-11040-5260	\$2,840.00
0071720	Ashlock, Bernard Counseling Skills and Ethics 3.00 FLC X \$470.00 (5 Students)  ADDC-211-90 (1/13/2010 - 5/20/2010) 11-00-0000-11060-5260	\$1,410.00
0071720	Ashlock, Bernard Family Counseling 3.00 FLC X \$470.00 (4 Students)  ADDC-210-90 (1/13/2010 - 5/20/2010) 11-00-0000-11060-5260	\$1,410.00
0134521	Baxter, Jennifer Intermediate Algebra Review 5.00 FLC X \$470.00 (24 Students)  MATH-107R-06 (1/13/2010 - 5/20/2010) 11-00-0000-11050-5260	\$2,350.00
0134521	Baxter, Jennifer Intermediate Algebra Review 5.00 FLC X \$470.00 (24 Students)  MATH-107R-07 (1/13/2010 - 5/20/2010) 11-00-0000-11050-5260	\$2,350.00
0013283	Becker, Misti Interpersonal Communication I 3.00 FLC X \$400.00 (12 Students)  SPCH-113-91 (1/13/2010 - 5/20/2010) 11-00-0000-11022-5260	\$1,200.00
0119563	Berkley, Deborah Elementary Ethics 3.00 FLC X \$500.00 (13 Students)  PHIL-102-90 (1/13/2010 - 5/20/2010) 11-00-0000-11020-5260	\$1,500.00

Report Date: 6/2/2010

0009093	Bernal, Gayleen	Bridge: Mental Health 3.00 FLC X \$500.00 (7 Students)	\$1,500.00
	Gayleen Bernal (3 FLC) and Grace Donecker (3.80 FLC) are team- teaching NURS-223- 50 (6.80 FLC).	NURS-223-50 (1/13/2010 - 5/20/2010) 11-00-0000-12200-5260	
0113852	Bitikofer, Lyle	Electricity II 2.85 FLC X \$435.00 (7 Students)	\$1,239.75
		INED-112-90 (1/13/2010 - 5/20/2010) 11-00-0000-12272-5260	
0031964	Erskin, Nadine	Basic Manual Communication II 3.00 FLC X \$400.00 (7 Students)	\$1,200.00
		SPED-125-90 (1/13/2010 - 5/20/2010) 11-00-0000-11060-5260	
0084418	Evans, Danial	Health Education 3.00 FLC X \$470.00 (24 Students)	\$1,410.00
		HPER-106-01 (1/13/2010 - 5/20/2010) 11-00-0000-11070-5260	
0084418	Evans, Danial	Prev & Care Ath. Injuries 3.00 FLC X \$470.00 (10 Students)	\$1,410.00
		HPER-211-01 (1/13/2010 - 5/20/2010) 11-00-0000-11070-5260	
0078471	Fisher, Brandon	Proc in Client-Record Mgmt 3.00 FLC X \$500.00 (6 Students)	\$1,500.00
		ADDC-201-90 (1/9/2010 - 1/24/2010) 11-00-0000-11060-5260	
0031398	Fleming, Diane	Survey: Yg Children Spec Need 3.00 FLC X \$500.00 (9 Students)	\$1,500.00
		SPED-205-90 (1/13/2010 - 5/20/2010) 11-00-0000-11060-5260	
0111380	Gorton, Stephen	Outdoor Recreation 3.00 FLC X \$400.00 (13 Students)	\$1,200.00
		HPER-202-90 (1/13/2010 - 5/20/2010) 11-00-0000-11070-5260	
0111380	Gorton, Stephen	Fund. Coaching of Soccer 2.00 FLC X \$400.00 (6 Students)	\$800.00
		HPER-190-01 (1/13/2010 - 5/20/2010) 11-00-0000-11070-5260	

Report Date: 6/2/2010

0131672	Harding, Daniel	Comp Aided Drafting I (Engr) 3.00 FLC X \$470.00 (6 Students)	\$1,410.00
		DRFT-104E-90 (1/13/2010 - 5/20/2010) 11-00-0000-12260-5260	
0013548	Heaton, Stephen	College Algebra 3.00 FLC X \$480.00 (25 Students)	\$1,440.00
		MATH-108-90 (1/13/2010 - 5/20/2010) 11-00-0000-11050-5260	
0131998	Higgins, Lewis	Understanding New Testament 3.00 FLC X \$470.00 (25 Students)	\$1,410.00
		LITR-231-90 (1/13/2010 - 5/20/2010) 11-00-0000-11020-5260	
0035753	Johnson, Mark	EVOC II 1.00 FLC X \$435.00 (6 Students)	\$435.00
		CRIM-141-01 (4/10/2010 - 4/11/2010) 11-00-0000-12240-5260	
0125502	Kasriel, Matthew	Technical Rescue I 0.96 FLC X \$500.00 (11 Students)	\$480.00
	Matthew Kasriel (.96 FLC) and Joshua Rees (.95 FLC) are team-teaching FIRE-103-90.	FIRE-103-90 (4/6/2010 - 4/15/2010) 11-00-0000-12241-5260	
0125502	Kasriel, Matthew	Firefighter I 1.50 FLC X \$500.00 (9 Students)	\$750.00
	Larry Pander (6.84 FLC), Matthew Kasriel (1.50 FLC) and Joshua Rees (1.50 FLC) are team-teaching FIRE-101-	FIRE-101-90 (1/13/2010 - 4/15/2010) 11-00-0000-12241-5260	
0134671	Kelly, Cindy	Basic English *** 3.75 FLC X \$500.00 (16 Students)	\$1,875.00
		ENGL-091-90 (1/13/2010 - 5/20/2010) 11-00-0000-11021-5260	
0134671	Kelly, Cindy	English II 3.75 FLC X \$500.00 (18 Students)	\$1,875.00
		ENGL-102-90 (1/13/2010 - 5/20/2010) 11-00-0000-11021-5260	
0006759	Kemper, Mary	Public Speaking 3.00 FLC X \$480.00 (25 Students)	\$1,440.00
		SPCH-111-90 (1/13/2010 - 5/20/2010) 11-00-0000-11022-5260	



Report Date: 6/2/2010

0006759	Kemper, Mary	Interpersonal Communication I 3.00 FLC X \$480.00 (18 Students)	\$1,440.00
		SPCH-113-90 (1/13/2010 - 5/20/2010) 11-00-0000-11022-5260	
0134176	Kruger, Carter	College Math 3.00 FLC X \$400.00 (18 Students)	\$1,200.00
		MATH-105-02 (1/13/2010 - 5/20/2010) 11-00-0000-11050-5260	
0017434	Lamb, Colin	Teamleading and Collaborative 3.00 FLC X \$470.00 (8 Students)	\$1,410.00
		PSYC-206-01 (1/13/2010 - 5/20/2010) 11-00-0000-11060-5260	
0000879	Landgraf, Jeffrey	Medical Terminology 3.00 FLC X \$470.00 (18 Students)	\$1,410.00
		EMIC-104-01 (1/13/2010 - 5/20/2010) 11-00-0000-12203-5260	
0000879	Landgraf, Jeffrey	First Responder 6.23 FLC X \$470.00 (8 Students)	\$2,928.10
		EMIC-107-01 (1/13/2010 - 5/20/2010) 11-00-0000-12202-5260	
0002556	Long, Karan	College Reading *** 3.00 FLC X \$400.00 (13 Students)	\$1,200.00
		READ-093-90 (1/13/2010 - 5/20/2010) 11-00-0000-11081-5260	
0076588	Martinez, Hector	Intro Computer Concepts & Appl 3.00 FLC X \$400.00 (10 Students)	\$1,200.00
		CSCI-1103-91 (2/3/2010 - 5/20/2010) 11-00-0000-11010-5260	
0059473	McClure, Timmey	Gangs 3.00 FLC X \$470.00 (9 Students)	\$1,410.00
		CRIM-210-90 (1/13/2010 - 5/20/2010) 11-00-0000-12240-5260	
0012093	McFee, Dan	Karate/Self Defense (Adv) 2.00 FLC X \$435.00 (5 Students)	\$870.00
	Combined with CRIM100A-90 (9 students total) 11-00-0000- 11070-5260 - \$483.35 11-00- 0000-12240-5260 - \$386.65	HPER-161A-90 (1/13/2010 - 5/20/2010) 11-00-0000-11070-5260	

Report Date: 6/2/2010

0116679	Moquett, Katrina	Substance Abuse 3.00 FLC X \$470.00 (19 Students)	\$1,410.00
		HPER-107-01 (1/13/2010 - 5/20/2010) 11-00-0000-11070-5260	
0116679	Moquett, Katrina	Lifetime Fitness 2.00 FLC X \$470.00 (23 Students)	\$940.00
		HPER-121-90 (1/13/2010 - 5/20/2010) 11-00-0000-11070-5260	
0116679	Moquett, Katrina	Fundamentals Weightlifting II 1.00 FLC X \$470.00 (6 Students)	\$470.00
		HPER-192-06 (1/13/2010 - 5/20/2010) 11-00-0000-11070-5260	
0052117	Munoz, Kellee	Academic Recovery & Success 1.00 FLC X \$400.00 (11 Students)	\$400.00
		PCDE-110-04 (3/22/2010 - 5/20/2010) 11-00-0000-11080-5260	
0052117	Munoz, Kellee	Academic Recovery & Success 1.00 FLC X \$400.00 (20 Students)	\$400.00
		PCDE-110-01 (1/13/2010 - 3/12/2010) 11-00-0000-11080-5260	
0014256	Neri, Juan	Intro Computer Concepts & Appl 3.00 FLC X \$435.00 (14 Students)	\$1,305.00
		CSCI-1103-90 (1/13/2010 - 5/20/2010) 11-00-0000-11010-5260	
0066430	Neuman, Jeri	Anatomy & Physiology I 4.34 FLC X \$500.00 (25 Students)	\$2,170.00
		BIOL-211-02 (1/13/2010 - 5/20/2010) 11-00-0000-11040-5260	
0022181	Niblock, Debra	Certified Nurse Aide 3.00 FLC X \$500.00 (17 Students)	\$1,500.00
		HELR-1023-91 (1/26/2010 - 3/18/2010) 11-00-0000-12203-5260	
0022181	Niblock, Debra	Certified Nurse Aide Lab 2.01 FLC X \$500.00 (10 Students)	\$1,005.00
		HELR-102L-91 (1/26/2010 - 3/18/2010) 11-00-0000-12203-5260	

Report Date: 6/2/2010

0022181	Niblock, Debra	Certified Nurse Aide Lab 2.01 FLC X \$500.00 (7 Students)	\$1,005.00
		HELR-102L-91A (1/26/2010 - 3/18/2010) 11-00-0000-12203-5260	
0022181	Niblock, Debra	Certified Nurse Aide 3.00 FLC X \$500.00 (10 Students)	\$1,500.00
		HELR-1023-92 (3/23/2010 - 5/13/2010) 11-00-0000-12203-5260	
0022181	Niblock, Debra	Certified Nurse Aide Lab 2.01 FLC X \$500.00 (10 Students)	\$1,005.00
		HELR-102L-92 (3/23/2010 - 5/13/2010) 11-00-0000-12203-5260	
0068157	Nichols, Kip	Bowling 1.00 FLC X \$400.00 (21 Students)	\$400.00
		HPER-118-90 (1/13/2010 - 5/20/2010) 11-00-0000-11070-5260	
0101014	Peters, Bonnie	Professional Practice 1.00 FLC X \$500.00 (7 Students)	\$500.00
		NURS-213-50 (1/13/2010 - 5/20/2010) 11-00-0000-12200-5260	
0101014	Peters, Bonnie	Bridge: Complex Health Alterat 2.00 FLC X \$500.00 (7 Students)	\$1,000.00
	Bonnie Peters (2 FLC) and Grace Donecker (3.80 FLC) are team- teaching NURS-234- 50 (5.8 FLC).	NURS-234-50 (1/13/2010 - 5/20/2010) 11-00-0000-12200-5260	
0020920	Prewitt, Margaret	Bridge: Medical Surg Nrsg II 2.00 FLC X \$500.00 (7 Students)	\$1,000.00
	Margaret Prewitt (2 FLC) and Grace Donecker (6.92 FLC) are team- teaching NURS-134- 50 (8.92 FLC).	NURS-134-50 (1/13/2010 - 5/20/2010) 11-00-0000-12200-5260	
0001515	Rainman, Valerie	Intro to Conv. Spanish II 2.00 FLC X \$480.00 (6 Students)	\$960.00
		LANG-131-90 (2/8/2010 - 5/17/2010) 11-00-0000-11020-5260	
0001515	Rainman, Valerie	Elementary Spanish I 5.00 FLC X \$480.00 (6 Students)	\$2,400.00
		LANG-1322-90 (1/13/2010 - 5/20/2010) 11-00-0000-11020-5260	

Report Date: 6/2/2010

0061059	Rees, Joshua	Technical Rescue I 0.95 FLC X \$435.00 (11 Students)	\$413.25
	Matthew Kasriel (.96 FLC) and Joshua Rees (.95 FLC) are team-teaching FIRE-103-90.	FIRE-103-90 (4/6/2010 - 4/15/2010) 11-00-0000-12241-5260	
0061059	Rees, Joshua	Firefighter I 1.50 FLC X \$435.00 (9 Students)	\$652.50
	Larry Pander (6.84 FLC), Matthew Kasriel (1.50 FLC) and Joshua Rees (1.50 FLC) are team-teaching FIRE-101-	FIRE-101-90 (1/13/2010 - 4/15/2010) 11-00-0000-12241-5260	
0018283	Routon, Timothy	Applied Music: Instrumental I 4.02 FLC X \$400.00 (3 Students)	\$1,608.00
	Combined with MUSC-102-90 & MUSC-103-90	MUSC-102-16 (1/13/2010 - 5/20/2010) 11-00-0000-11033-5260	
0002915	Rufenacht, Ross	Gymnastics 1.00 FLC X \$400.00 (10 Students)	\$400.00
		HPER-152-01 (1/13/2010 - 5/20/2010) 11-00-0000-11070-5260	
0038766	Schneider, Jane	PE for Elementary Teachers 3.00 FLC X \$500.00 (7 Students)	\$1,500.00
		EDUC-203-90 (1/13/2010 - 5/20/2010) 11-00-0000-11060-5260	
0012665	Sisk, Bradley	Emergency Medical Tech-Interm 4.12 FLC X \$650.00 (10 Students)	\$2,678.00
		EMIC-110-90 (2/15/2010 - 4/8/2010) 11-00-0000-12202-5260	
0012665	Sisk, Bradley	Emergency Medical Technician 10.58 FLC X \$650.00 (18 Students)	\$6,877.00
	Bradley Sisk and Natasha Oglesby are team teaching EMRG-101-90.	EMRG-101-90 (1/13/2010 - 6/10/2010) 11-00-0000-12202-5260	
0012665	Sisk, Bradley	Forensic Wounds I 0.34 FLC X \$650.00 (8 Students)	\$221.00
	Linda Morgan (.33 FLC), Bradley Sisk (.34 FLC) and Billy Young (.33 FLC) are team-teaching CRIM-250-01.	CRIM-250-01 (3/6/2010 - 3/7/2010) 11-00-0000-12240-5260	
0078914	Strawder, Freddie	EVOC II 1.00 FLC X \$435.00 (7 Students)	\$435.00
		CRIM-141-02 (4/29/2010 - 4/30/2010) 11-00-0000-12240-5260	

Report Date: 6/2/2010

0081235	Thomas, Chevelle	Pattern Study & Garment Const 3.00 FLC X \$400.00 (2 Students)	\$1,200.00
	Combined with HMEC-104-90 & HMEC-202-90 (5 students total)	HMEC-103-90 (1/13/2010 - 5/20/2010) 11-00-0000-11060-5260	
0008202	Thompson, Kevin	English I 3.75 FLC X \$470.00 (24 Students)	\$1,762.50
		ENGL-101-90 (1/13/2010 - 5/20/2010) 11-00-0000-11021-5260	
0132002	Unger, Jennifer	Academic Recovery & Success 1.00 FLC X \$470.00 (15 Students)	\$470.00
		PCDE-110-90 (1/13/2010 - 5/20/2010) 11-00-0000-11080-5260	
0132002	Unger, Jennifer	Academic Recovery & Success 1.00 FLC X \$470.00 (23 Students)	\$470.00
		PCDE-110-02 (1/13/2010 - 5/20/2010) 11-00-0000-11080-5260	
0002551	Unruh, Robin	Coun Spec Population-Addiction 3.00 FLC X \$470.00 (4 Students)	\$1,410.00
		ADDC-203-90 (1/13/2010 - 5/20/2010) 11-00-0000-11060-5260	
0002551	Unruh, Robin	Addic Coun-Pharm & Med Hi Risk 2.00 FLC X \$470.00 (9 Students)	\$940.00
		ADDC-205-90 (2/6/2010 - 3/20/2010) 11-00-0000-11060-5260	
0000278	Wilson, Mary	Accounting II 3.00 FLC X \$564.00 (10 Students)	\$1,692.00
		ACCT-103-01 (1/13/2010 - 5/20/2010) 11-00-0000-11010-5260	
0000275	Wilson, Robert	Anatomy & Physiology II 4.34 FLC X \$564.00 (22 Students)	\$2,447.76
		BIOL-212-90 (1/13/2010 - 5/20/2010) 11-00-0000-11040-5260	
0034799	Zimmerman, Deborah	Jazz Dance 1.00 FLC X \$400.00 (7 Students)	\$400.00
		HPER-145-90 (1/13/2010 - 5/20/2010) 11-00-0000-11070-5260	

Report Date: 6/2/2010

**TOTAL ADJUNCT FACULTY CONTRACTS**

**\$93,949.86**

Report Date: 6/2/2010

Report Date: 6/2/2010

**GARDEN CITY COMMUNITY COLLEGE**  
**10SPR**  
**From: 2/2/10 - 5/14/10**

INSTRUCTOR	CLASS	AMOUNT
<b>BEC</b>		
0029478	Booth-Varnado, Stephanie Intro Computer Concepts & Appl 3.00 FLC X \$400.00 (5 Students)	\$1,200.00
	CSCI-1103-SC (1/13/2010 - 5/5/2010) 11-00-0000-11010-5220	
0084086	Brooks, Kevin Beginning Algebra *** 3.00 FLC X \$400.00 (7 Students)	\$1,200.00
	MATH-006-SC (1/25/2010 - 5/17/2010) 11-00-0000-11050-5220	
0135256	Chidester, Dale Survey of Civilization I 3.00 FLC X \$400.00 (6 Students)	\$1,200.00
	HIST-101-SC (1/19/2010 - 5/11/2010) 11-00-0000-11020-5220	
0015879	Emahizer, Shellie Certified Nurse Aide 3.00 FLC X \$470.00 (8 Students)	\$1,410.00
	HELR-1023-SO (4/13/2010 - 5/27/2010) 11-00-0000-12203-5220	
0015879	Emahizer, Shellie Certified Nurse Aide Lab 2.01 FLC X \$470.00 (8 Students)	\$944.70
	HELR-102L-SO (4/13/2010 - 5/27/2010) 11-00-0000-12203-5220	
0137229	Evans, Charles Public Speaking 3.00 FLC X \$470.00 (13 Students)	\$1,410.00
	SPCH-111-SC (1/18/2010 - 5/17/2010) 11-00-0000-11022-5220	
0134481	Harkness, Trisha Intro to Mgmt Info Systems 1.00 FLC X \$400.00 (5 Students)	\$400.00
	CSCI-101A-SC (2/8/2010 - 3/8/2010) 11-00-0000-11010-5220	

Report Date: 6/2/2010

0000148 Hill, Kent General Psychology \$1,692.00  
3.00 FLC X \$564.00 (6 Students)  
PSYC-101-SC (1/20/2010 - 5/12/2010)  
11-00-0000-11060-5220

0000199 Krehbiel, Vicki English I \$1,800.00  
3.75 FLC X \$480.00 (5 Students)  
ENGL-101-SC (1/14/2010 - 5/6/2010)  
11-00-0000-11021-5220

**LAKI**

0000033 Bowser, Michael Public Speaking \$1,440.00  
3.00 FLC X \$480.00 (8 Students)  
(Combined with SPCH-111-  
DE) SPCH-111-LK (1/13/2010 - 5/20/2010)  
11-00-0000-11022-5220

0010121 Hoover, Kevin Certified Nurse Aide \$1,410.00  
3.00 FLC X \$470.00 (7 Students)  
HELR-1023-LA (3/16/2010 - 5/4/2010)  
11-00-0000-12203-5220

0010121 Hoover, Kevin Certified Nurse Aide \$1,410.00  
3.00 FLC X \$470.00 (8 Students)  
HELR-1023-LK (1/11/2010 - 3/2/2010)  
11-00-0000-12203-5220

0010121 Hoover, Kevin Certified Nurse Aide Lab \$944.70  
2.01 FLC X \$470.00 (8 Students)  
HELR-102L-LK (1/11/2010 - 3/2/2010)  
11-00-0000-12203-5220

0010121 Hoover, Kevin Certified Nurse Aide Lab \$944.70  
2.01 FLC X \$470.00 (7 Students)  
HELR-102L-LA (3/16/2010 - 5/4/2010)  
11-00-0000-12203-5220

0099508 Jorgensen, Eric Lifetime Fitness \$800.00  
2.00 FLC X \$400.00 (7 Students)  
HPER-121-LK (3/22/2010 - 5/17/2010)  
11-00-0000-11070-5220

**LEOT**

0125502 Kasriel, Matthew Firefighter I \$2,000.00  
4.00 FLC X \$500.00 (8 Students)



Report Date: 6/2/2010

Larry Pander (5.84 FLC) and  
Matthew Kasriel (4.00 FLC)  
are team-teaching FIRE-101-  
LE.

FIRE-101-LE (1/13/2010 - 4/15/2010)  
11-00-0000-12241-5220

**SCOT**

0087141 Kasselmann, Lalani Nursing Home Med. Aide \$1,565.10  
3.33 FLC X \$470.00 (5 Students)

HELR-1033-SC (1/4/2010 - 5/12/2010)  
11-00-0000-12203-5220

0087141 Kasselmann, Lalani Nursing Home Med. Aide Lab \$1,574.50  
3.35 FLC X \$470.00 (5 Students)

HELR-103L-SC (1/4/2010 - 5/12/2010)  
11-00-0000-12203-5220

**SYRA**

0035736 Hugo, Bernard Accounting II \$1,440.00  
3.00 FLC X \$480.00 (6 Students)

ACCT-103-SY (1/7/2010 - 5/15/2010)  
11-00-0000-11010-5220

**TRIB**

0111774 Lindsay, Rusty Firefighter I \$1,740.00  
4.00 FLC X \$435.00 (9 Students)

Larry Pander (1.84 FLC), Rusty  
Lindsay (4.00 FLC) and  
Timothy Miller (4.00 FLC) are  
team-teaching FIRE-101-TR.

FIRE-101-TR (1/13/2010 - 4/15/2010)  
11-00-0000-12241-5220

0111774 Lindsay, Rusty Hazardous Materials Awareness \$435.00  
1.00 FLC X \$435.00 (9 Students)

Rusty Lindsay (1 FLC) and  
Timothy Miller (1 FLC) are  
team-teaching FIRE-110-TR  
(2 FLC).

FIRE-110-TR (4/19/2010 - 5/17/2010)  
11-00-0000-12241-5220

0016832 Miller, Timothy Firefighter I \$1,740.00  
4.00 FLC X \$435.00 (9 Students)

Larry Pander (1.84 FLC), Rusty  
Lindsay (4.00 FLC) and  
Timothy Miller (4.00 FLC) are  
team-teaching FIRE-101-TR.

FIRE-101-TR (1/13/2010 - 4/15/2010)  
11-00-0000-12241-5220

0016832 Miller, Timothy Hazardous Materials Awareness \$435.00  
1.00 FLC X \$435.00 (9 Students)

Rusty Lindsay (1 FLC) and  
Timothy Miller (1 FLC) are  
team-teaching FIRE-110-TR  
(2 FLC).

FIRE-110-TR (4/19/2010 - 5/17/2010)  
11-00-0000-12241-5220

Report Date: 6/2/2010

**TOTAL ADJUNCT FACULTY CONTRACTS**

**\$29,135.70**

Report Date: 6/2/2010

Report Date: 6/2/2010

**GARDEN CITY COMMUNITY COLLEGE**  
**10SPR**  
**From: 3/10/10 - 3/26/10**

INSTRUCTOR	CLASS	AMOUNT
<b><u>Garden City -</u></b>		
0008570 Ackerman, Linda	Intro Computer Concepts & Appl 3.00 FLC X \$375.00 (7 Students)	\$1,125.00
Contract combined with CSCI-1103-GH & CSCI-1103-GN (17 students total)	CSCI-1103-GA (1/5/2010 - 5/20/2010) 11-00-0000-11010-6610	
0086193 Irvin, Jana	Intro Computer Concepts & Appl 3.00 FLC X \$375.00 (9 Students)	\$1,125.00
Contract combined with CSCI-1103-GD & CSCI-1103-GR (25 students total)	CSCI-1103-GC (1/5/2010 - 5/20/2010) 11-00-0000-11010-6610	
0014256 Neri, Juan	Intro Computer Concepts & Appl 3.00 FLC X \$375.00 (2 Students)	\$1,125.00
Contract combined with CSCI-1103-GT (14 students total)	CSCI-1103-GE (1/5/2010 - 5/20/2010) 11-00-0000-11010-6610	
<b><u>Tribune - USD</u></b>		
0137051 Osburn, Robert	College Algebra 3.00 FLC X \$375.00 (6 Students)	\$1,125.00
	MATH-108-TR (1/5/2010 - 5/12/2010) 11-00-0000-11050-6610	
0073079 Ridder, Garrett	English I 3.75 FLC X \$375.00 (10 Students)	\$1,406.25
	ENGL-101-TR (1/5/2010 - 5/12/2010) 11-00-0000-11021-6610	
0134936 Sill, Phillip	American History Since 1865 3.00 FLC X \$375.00 (13 Students)	\$1,125.00
	HIST-104-TR (1/4/2010 - 5/14/2010) 11-00-0000-11020-6610	
<b><u>Leoti - USD</u></b>		
0040119 Brown, H	English II 3.75 FLC X \$375.00 (9 Students)	\$1,406.25

Report Date: 6/2/2010

ENGL-102-LE (1/5/2010 - 5/19/2010)  
11-00-0000-11021-6610

**Healy - USD**

0122363 Ostmeyer, Annette English II \$1,125.00  
3.75 FLC X \$300.00 (4 Students)  
Pro-rate for 4 students/based  
on 5 students (\$375 x 4/5 =  
\$300) ENGL-102-HE (1/4/2010 - 5/6/2010)  
11-00-0000-11021-6610

**Syracuse -**

0134511 Stucky, Tina English II \$1,406.25  
3.75 FLC X \$375.00 (17 Students)  
ENGL-102-SY (1/6/2010 - 5/15/2010)  
11-00-0000-11021-6610

**Dighton - USD**

0129071 Shearer Morse, Ashley English II \$1,406.25  
3.75 FLC X \$375.00 (7 Students)  
ENGL-102-DI (1/4/2010 - 5/6/2010)  
11-00-0000-11021-6610

**Holcomb -**

0006759 Kemper, Mary English II \$1,406.25  
3.75 FLC X \$375.00 (20 Students)  
ENGL-102-HO (1/5/2010 - 5/10/2010)  
11-00-0000-11021-6610

0006759 Kemper, Mary Public Speaking \$1,125.00  
3.00 FLC X \$375.00 (12 Students)  
SPCH-111-HO (1/5/2010 - 5/10/2010)  
11-00-0000-11022-6610

**USD 215**

0008202 Thompson, Kevin English II \$1,406.25  
3.75 FLC X \$375.00 (12 Students)  
Contract combined with ENGL-  
102-LK (19 students total) ENGL-102-LA (2/22/2010 - 5/20/2010)  
11-00-0000-11021-6610

**Scott City -**

0009450 Kucharik, Stephen English II \$1,406.25  
3.75 FLC X \$375.00 (15 Students)

Report Date: 6/2/2010

	Contract combine with ENGL-102-DE and Spearville (19 students total)	ENGL-102-SO (1/4/2010 - 5/13/2010) 11-00-0000-11021-6610	
0009450	Kucharik, Stephen	English II 3.75 FLC X \$375.00 (11 Students)	\$1,406.25
	Contract combined with ENGL-102-ST (21 students total)	ENGL-102-SI (1/4/2010 - 5/13/2010) 11-00-0000-11021-6610	
0003713	Paget, William	College Algebra 3.00 FLC X \$375.00 (13 Students)	\$1,125.00
		MATH-108-SO (1/4/2010 - 5/13/2010) 11-00-0000-11050-6610	
0003713	Paget, William	College Algebra 3.00 FLC X \$375.00 (12 Students)	\$1,125.00
		MATH-108-ST (1/4/2010 - 5/13/2010) 11-00-0000-11050-6610	

**TOTAL ADJUNCT FACULTY CONTRACTS**

**\$21,375.00**

**GARDEN CITY COMMUNITY COLLEGE  
 ADJUNCT FACULTY CONTRACTS  
 SPRING, 2010**

(Presented to Board for Approval 6/10)

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>	<b>SALARY LEVEL/ SEMESTERS TAUGHT</b>
Miller, Sharron K.	Certified Nurse Aide 3.00 FLC x \$1,223.50 (12 students) HELR-1023-01 (1/4/2010 - 5/14/2010) 11-00-0000-12203-5260	\$ 3,670.50	L1,L11/52
Miller, Sharron K.	Certified Nurse Aide Lab 2.01 FLC x \$1,223.50 (9 students) HELR-102L-01 (1/4/2010 - 5/14/2010) 11-00-0000-12203-5260	\$ 2,459.24	L1,L11/52
Miller, Sharron K.	Certified Nurse Aide Lab 2.01 FLC x \$1,223.50 (3 students) HELR-102L-01A (1/4/2010 - 5/14/2010) 11-00-0000-12203-5260	\$ 2,459.24	L1,L11/52
<b>TOTAL ADJUNCT FACULTY CONTRACTS</b>		<b>\$ 8,588.98</b>	

11-00-0000-12203-5260 - \$8,588.98

**GARDEN CITY COMMUNITY COLLEGE  
 ADJUNCT FACULTY CONTRACTS  
 SPRING, 2010**

(For approval at 6/10 Board Meeting)

**CONTRACT FOR SERVICE**

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>SALARY LEVEL &amp; SEMESTERS</b>	
		<b>AMOUNT</b>	<b>TAUGHT</b>
We Care Online LLC (Cline, Cora L.)	Home Health Aide 1.69 FLC x \$470.00 (5 students) HEL107-50 (4/12/10 – 4/19/10) 11-00-0000-12203-6605 Extra Amt: .136 x 2 cr. hr. = .27 x \$470.00 (On-line class) = \$126.90	\$ 921.20	L3/1
<b>TOTAL ADJUNCT SERVICE CONTRACTS</b>		<b>\$ 921.20</b>	
11-00-12203-6605 - \$921.90			

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

(Presented to Board for Approval 6/10)

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Baker, Paula S.	Computers: A Gentle Introduction (COMP109-14) 4 contact hour(s) @ \$30.00/hour (4 students) 1/25/10 - 1/27/10, M-W, 6:15 - 8:15 p.m. 14-00-8004-31000-5270	\$ 120.00
Baker, Paula S.	Word Basics (COMP201-02) 4 contact hour(s) @ \$30.00/hour (3 students) 2/1/10 - 2/3/10, M-W, 6:15 - 8:15 p.m. 14-00-8004-31000-5270	\$ 120.00
Baker, Paula S.	Excel 2007: Basics (COMP122-09) 4 contact hour(s) @ \$30.00/hour (2 students) 2/8/10 - 2/10/10, M-W, 6:15 - 8:15 p.m. 14-00-8004-31000-5270	\$ 120.00
Baker, Paula S.	Excel 2007: Basics (COMP122-10) 4 contact hour(s) @ \$30.00/hour (9 students) 4/19/10 - 4/21/10, M-W, 6:00 - 8:00 p.m. 14-00-8004-31000-5270	\$ 120.00
Bitikofer, Lyle K.	City - Basic Electricity 101 (CONT920-03) 4 contact hour(s) @ \$30.00/hour (7 students) 4/16/10, F, 1:00 - 5:00 p.m. 14-00-8004-31000-5270	\$ 120.00
Brennaman, Lisa V.M.	Cake Decorating (HMGD107-14) 6 contact hour(s) @ \$20.00/hour (11 students) 4/8/10 - 4/15/10, Th, 6:30 - 9:30 p.m. 14-00-8006-31000-5270	\$ 120.00
Donecker, Grace M.	IV Certification for PN (ASAH110-08) 68 (44 hr. classroom + 24 hr. clinical) contact hour(s) @ \$25.00/hour (14 students) 3/5/10 - 4/5/10, M-F, 8:00 a.m. - 5:00 p.m. 14-00-8001-31000-5270	\$ 1,700.00
Eaton, Deena Jean	Selling on eBay (COMP125-14) 4 contact hour(s) @ \$20.00/hour (16 students) 3/8/10 - 3/10/10, M-W, 6:30 - 8:30 p.m. 14-00-8006-31000-5270	\$ 80.00
Eaton, Deena Jean	Selling on eBay (COMP133-08) 4 contact hour(s) @ \$20.00/hour (9 students) 3/22/10, M, 6:00 - 10:00 p.m. 14-00-8003-31000-5270	\$ 80.00
Greathouse, Lachele M.	Workplace Effectiveness & Employer Expectations (PROF110-15) 2 contact hour(s) @ \$30.00/hour (4 students) 3/22/10, M, 6:00 - 8:00 p.m. 14-00-8004-31000-5270	\$ 60.00
Homm, Michael J.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-55) 4 contact hour(s) @ \$30.00/hour (15 students) 4/17/10, S, 1:00 - 5:00 p.m. (Range Officer) 14-00-8033-31000-5270	\$ 120.00
Homm, Michael J.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-53) 10 contact hour(s) @ \$30.00/hour (16 students) 2/20/10, S, 7:00 a.m. - 6:00 p.m. (Lead Instructor) 14-00-8033-31000-5270	\$ 300.00



Ingels, Lora D.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-55) 3 contact hour(s) @ \$30.00/hour (15 students) 4/17/10, S, 9:00 a.m. - 12:00 p.m. (Legal) 14-00-8033-31000-5270	\$ 90.00
Ingels, Lora D.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-53) 3 contact hour(s) @ \$30.00/hour (16 students) 2/20/10, S, 9:00 a.m. - 12:00 p.m. (Legal) 14-00-8033-31000-5270	\$ 90.00
Jordan, Shelly D.	All About Herbs: Grow Them, Dry Them, Cook With Them (HMGD135-04) 3 contact hour(s) @ \$20.00/hour (6 students) 3/25/10, Th, 6:00 - 9:00 p.m. 14-00-8006-31000-5270	\$ 60.00
Jordan, Shelly D.	Party Planner's Delight (SLFM123-01) 2 contact hour(s) @ \$20.00/hour (2 students) 3/30/10, T, 6:30 - 8:30 p.m. 14-00-8006-31000-5270	\$ 40.00
Kasriel, Matthew E.	H2S, Confined Spaces, Air Monitoring & Respiratory Protection (OSHA111-04) 3 contact hour(s) @ \$30.00/hour (16 students) 3/5/10, F, 8:00 - 11:00 a.m. 14-00-8004-31000-5270	\$ 90.00
Lappin, Jerry B.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-55) 2 contact hour(s) @ \$30.00/hour (15 students) 4/17/10, S, 3:00 - 5:00 p.m. (Assistant Range Officer) 14-00-8033-31000-5270	\$ 60.00
Lucas, Jill A.	Drivers License Exam Preparation - Spanish (TECH100-15) 5 contact hour(s) @ \$25.00/hour (4 students) 5/1/10, S, 10:00 a.m. - 3:00 p.m. 14-00-8004-31000-5270	\$ 125.00
Lucas, Jill A.	Drivers License Exam Preparation - Somali (TECH100-14) 5 contact hour(s) @ \$25.00/hour (5 students) 4/10/10, S, 10:00 a.m. - 3:00 p.m. 14-00-8004-31000-5270	\$ 125.00
Lucas, Jill A.	Drivers License Exam Preparation - Burmese (TECH100-13) 8 contact hour(s) @ \$25.00/hour (5 students) 3/6/10 - 3/13/10, S, 8:30 a.m. - 12:30 p.m. 14-00-8004-31000-5270	\$ 200.00
Lucas, Tanner S.	Put Your Face on Facebook (COMP139-01) 2 contact hour(s) @ \$20.00/hour (8 students) 2/23/10, T, 6:00 - 8:00 p.m. 14-00-8006-31000-5270	\$ 40.00
Miller, Linda S.	Dance Like A Star (SLFM122-01) 6 contact hour(s) @ \$20.00/hour (14 students) 3/25/10 - 4/15/10, Th, 6:30 - 8:00 p.m. 14-00-8006-31000-5270	\$ 120.00
Ortega, Susan L.	Excel 2007 Intermediate (COMP302-10) 4 contact hour(s) @ \$30.00/hour (9 students) 4/26/10, M, 1:00 - 5:00 p.m. 14-00-8004-31000-5270	\$ 120.00
Ortega, Susan L.	Quickbook Pro 2009 Fundamental (COMP701-16) 8.25 contact hour(s) @ \$30.00/hour (4 students) 2/16/10 - 2/18/10, T-W-Th, 6:00 - 8:45 p.m. 14-00-8004-31000-5270	\$ 247.50
Pardo, Carlos F.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-52) 4 contact hour(s) @ \$30.00/hour (12 students) 1/16/10, S, 1:00 - 5:00 p.m. (Range Officer) 14-00-8033-31000-5270	\$ 120.00

Pardo, Carlos F.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-54) 4 contact hour(s) @ \$30.00/hour (11 students) 3/27/10, S, 1:00 - 5:00 p.m. (Range Officer) 14-00-8033-31000-5270	\$ 120.00
Pardo, Carlos F.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-53) 4 contact hour(s) @ \$30.00/hour (16 students) 2/20/10, S, 1:00 - 5:00 p.m. (Range Officer) 14-00-8033-31000-5270	\$ 120.00
Prewitt, Robert D.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-54) 10 contact hour(s) @ \$30.00/hour (11 students) 3/27/10, S, 7:00 a.m. - 6:00 p.m. (Lead Instructor) 14-00-8033-31000-5270	\$ 300.00
Prewitt, Robert D.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-52) 10 contact hour(s) @ \$30.00/hour (12 students) 1/16/10, S, 7:00 a.m. - 6:00 p.m. (Lead Instructor) 14-00-8033-31000-5270	\$ 300.00
Routon, Timothy D.	Woodworking - PM (HMGD175-04/HMGD175-04D) 45 contact hour(s) @ \$30.00/hour (11 students) 1/19/10 - 5/4/10, T, 7:00 - 10:00 p.m. 14-00-8006-31000-5270	\$ 1,350.00
Shaw, David W.	DIY Sprinkler System Installation (HMGD122-03) 6 contact hour(s) @ \$20.00/hour (5 students) 3/31/10 - 4/7/10, W, 6:00 - 9:00 p.m. 14-00-8006-31000-5270	\$ 120.00
Siebert, Christine N.	Get to Know Your Digital Camera (COMP128-05) 3 contact hour(s) @ \$20.00/hour (5 students) 2/11/10, Th, 6:00 - 9:00 p.m. 14-00-8006-31000-5270	\$ 60.00
Siebert, Christine N.	Soccer Mom Photography (COMP138-02) 3 contact hour(s) @ \$20.00/hour (4 students) 2/25/10, Th, 6:00 - 9:00 p.m. 14-00-8006-31000-5270	\$ 60.00
Siebert, Christine N.	Introduction to Digital Art Photography (COMP129-02) 3 contact hour(s) @ \$20.00/hour (5 students) 3/9/10, T, 6:00 - 9:00 p.m. 14-00-8006-31000-5270	\$ 60.00
Siebert, Christine N.	Adobe Photoshop Elements (COMP105-09) 6 contact hour(s) @ \$20.00/hour (3 students) 3/23/10 - 3/24/10, T-W, 6:00 - 9:00 p.m. 14-00-8006-31000-5270	\$ 120.00
Soldner, Jerry L.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-52) 3 contact hour(s) @ \$30.00/hour (12 students) 1/16/10, S, 9:00 a.m. - 12:00 p.m. (Legal) 14-00-8033-31000-5270	\$ 90.00
Soldner, Jerry L.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-54) 3 contact hour(s) @ \$30.00/hour (11 students) 3/27/10, S, 9:00 a.m. - 12:00 p.m. (Legal) 14-00-8033-31000-5270	\$ 90.00
Sosa, Elizabeth	Security State Bank - Communication Skills (CONT115-01) 3 contact hour(s) @ \$30.00/hour (38 students) 5/5/10, W, 6:00 - 9:00 p.m. Mileage: 74 mi. @ \$.50/mi. = \$37.00 14-00-8004-31000-5270	\$ 127.00
Sosa, Elizabeth	Basics of Communication in the Workplace (PROF114-11) 2 contact hour(s) @ \$30.00/hour (4 students) 3/11/10, Th, 6:00 - 8:00 p.m. 14-00-8004-31000-5270	\$ 60.00

Stubblefield, Robert E.	Woodworking - AM (HMGD175-03/HMGD175-03D) 45 contact hour(s) @ \$30.00/hour (5 students) 1/18/10 - 5/12/10, M-W, 9:00 - 10:30 a.m. 14-00-8006-31000-5270	\$ 1,350.00
Trybom, Jean I.	Upholstery (HMGD177-02/HMGD177-02D) 45 contact hour(s) @ \$30.00/hour (10 students) 1/14/10 - 5/6/10, Th, 7:00 - 10:00 p.m. 14-00-8006-31000-5270	\$ 1,350.00
Unruh, Troy R.	QuickBooks Pro 2009 Advanced (COMP703-16) 8 contact hour(s) @ \$30.00/hour (5 students) 3/16/10 - 3/18/10, T-Th, 8:00 a.m. - 12:00 p.m. 14-00-8004-31000-5270	\$ 240.00
Williams, Douglas B.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-55) 10 contact hour(s) @ \$30.00/hour (15 students) 4/17/10, S, 7:00 a.m. - 6:00 p.m. (Lead Instructor) 14-00-8033-31000-5270	\$ 300.00
Wilson, Mary A.	Excel 2007 Advanced (COMP303-10) 8 contact hour(s) @ \$30.00/hour (6 students) 5/10/10 - 5/12/10, M-W, 1:00 - 5:00 p.m. 14-00-8004-31000-5270	\$ 240.00
Wilson, Mary A.	Excel 2007 Intermediate (COMP302-10) 4 contact hour(s) @ \$30.00/hour (9 students) 4/28/10, W, 1:00 - 5:00 p.m. 14-00-8004-31000-5270	\$ 120.00
Wilson, Mary A.	Commerce Bank - Excel 2003 (CONT800-02) 6 contact hour(s) @ \$30.00/hour (10 students) 5/3/10 - 5/5/10, M - W, 6:00 - 9:00 p.m. 14-00-8004-31000-5270	\$ 180.00
Wilson, Mary A.	ABC's of Accounting (COMP908-01) 6 contact hour(s) @ \$30.00/hour (6 students) 1/25/10 - 1/28/10, M-W-Th, 6:00 - 8:45 p.m. 14-00-8004-31000-5270	\$ 180.00
Young, Billy Ray	Interviewing & Hiring (PROF111-05) 4 contact hour(s) @ \$30.00/hour (6 students) 4/7/10, W, 1:00 - 5:00 p.m. 14-00-8004-31000-5270	\$ 120.00
Young, Billy Ray	Team Building & Delegation (PROF114-13) 4 contact hour(s) @ \$30.00/hour (6 students) 3/31/10, W, 1:00 - 5:00 p.m. 14-00-8004-31000-5270	\$ 120.00

**TOTAL NON-CREDIT FACULTY CONTRACTS**

**\$ 11,764.50**

14-00-8001-31000-5270	\$ 1,700.00	(Allied Health)
14-00-8003-31000-5270	\$ 80.00	(Bryan Education Center)
14-00-8004-31000-5270	\$ 2,954.50	(Business & Industry)
14-00-8006-31000-5270	\$ 4,930.00	(Personal Enrichment)
14-00-8033-31000-5270	\$ 2,100.00	(Public Safety)

**GARDEN CITY COMMUNITY COLLEGE  
PAYMENTS TO OUTREACH COORDINATORS  
SPRING SEMESTER 2010  
Presented to Board for Approval 6/2010**

<b>Location</b>	<b>Coordinator</b>	<b>Total Student Cr. Hr.</b>	<b>Rate of Pay</b>	<b>Salary</b>	<b>Contract Totals</b>
Deerfield	Amy R. DeLaRosa	21	\$6.62/cr. hr.	\$ 139.02 <u>200.00</u> Base	\$ 339.02
Dighton/ Healy	Debra D. Dowell	36	\$6.97/cr. hr.	\$ 250.92 <u>200.00</u> Base	\$ 450.92
Holcomb	Jennifer L. LaSalle	93	\$6.04/cr. hr.	\$ 561.72 <u>200.00</u> Base	\$ 761.72
Lakin	Penny E. Hilbig	89	\$5.91/cr. hr.	\$525.99 <u>200.00</u> Base	\$ 725.99
Leoti	Janis M. Kreutzer	151	\$6.87/cr. hr.	\$1,037.37 <u>200.00</u> Base	\$1,237.37
Syracuse	Ron Ewy	69	\$6.15/cr. hr.	\$ 424.35 <u>200.00</u> Base	\$ 624.35
Tribune	William H. Wilson	87	\$6.27/cr. hr.	\$ 545.49 <u>200.00</u> Base	\$ <u>745.49</u>
<b>TOTAL OUTREACH COORDINATOR PAYMENTS</b>					<b>\$ 4,884.86</b>
11-00-0000-42002-5160					

c: BOT  
Ballantyne  
Payroll  
Brungardt

**GARDEN CITY COMMUNITY COLLEGE  
 PAYMENTS TO OUTREACH CENTERS  
 FOR FACILITY USAGE \*  
 SPRING SEMESTER 2010  
 Presented to Board for Approval 6/2010**

<b>Location</b>	<b>Total Student Cr. Hr.</b>	<b>Rate of Pay</b>	<b>Total</b>
<b><u>LAKIN</u></b>			
USD 215	32	\$5.00	\$ 160.00
<b><u>SCOTT CITY</u></b>			
USD 466	21	\$5.00	\$ 105.00
<b><u>SYRACUSE</u></b>			
First National Bank	18	\$5.00	\$ 90.00
<b>TOTALS</b>	<b>106</b>		<b>\$ 355.00</b>

11-00-0000-42002-6620

\* Based on Total Non-Concurrent Student Credit Hours

c: Brungardt  
 Ballantyne  
 Wigner  
 Vagher (P.O.'s)

MEMO

June 2, 2010

To: Carol Ballantyne

From: Larry Johnston  
Dee Wigner

Re: Vehicle Maintenance Repair

The annual vehicle maintenance repair arrangement with Burtis Motor Company expires on June 30, 2010. The college recently released a Request for Proposals for vehicle maintenance for the fiscal year beginning July 1, 2010. The RFP was sent to approximately 15 local businesses. Three proposals were received.

	<u>Burtis Motor</u>	<u>Jimmie's Repair</u>	<u>Lewis Motor</u>
Per Hour Labor Rate	\$77.00	\$65.00	\$65.00
Basic Oil Change	\$25.95	\$35.00	\$24.95
Parts Cost	Cost plus 20%	Cost plus 30%	Cost plus 30%
Vehicle Wash & Vacuum	\$ 9.95	No quote	Complimentary
Tire Rotation	\$15.40	\$30.00	\$15.00
State inspection	\$77.00	No quote	\$39.00

Larry Johnston went to visit Jordan Johnston, the Service Manager at Lewis Motors this afternoon regarding what they had to offer in the way of service for the college's fleet and tour their facilities.

Lewis Motor's is very progressive and is in the process of growing their business from past lackluster management thru a combined team effort. Jordan is very service oriented with satisfying their customers from the point of vehicle sales, the service department and having the necessary parts needed for repairs. With their recent service department expansion, it is very modern, clean and well organized. Most of their mechanics are young but are qualified with nearly all of their service bays filled.

Notable differences between Burtis and Lewis comes down to experience and service costs. Burtis has more senior mechanics, and their labor rates are higher, but offer a 10% better price break on parts. Where as, Lewis's mechanics are on a whole younger, but qualified and have a lower labor rate charge but their parts cost more.

I would be comfortable with Lewis as the college's next year's fleet service provider because they are eager to earn our business and from a cost difference of approximately 2% difference lower when labor and parts are factored together. However, our fleet has a predominately larger Dodge and Ford quantity than GM which gives the edge back to Burtis, and I think they did a good job last year maintaining our fleet vehicles.

I recommend retaining Burtis Motors as our servicing agency for the next FY.



June 1, 2010

Burtis Motor Co., Inc. is submitting a bid for the service work on Garden City Community College's fleet of vehicles, excluding larger buses. This will be for the school year 2010/2011 and terminate on June 30, 2011.

We are a complete new car franchised dealership with sales, parts department, service department, and body shop all together in one facility. The entire dealership is integrated into a computer system and all sales and service records are stored and archived.

Burtis Motor Company's service department is also equipped with a front end alignment machine to be able to accommodate alignments if needed during a service appointment. We carry diagnostic equipment that can fully diagnose Ford and Chrysler products and we have the basic diagnostic equipment to retrieve diagnostic codes from competitive make vehicles.

If a problem exists with a vehicle that requires diagnosis from the specific franchised dealer, Burtis Motor Company would notify the College and arrangements would have to be made to have the service work done at that facility. Burtis Motor Company will carry a 12 month or 12,000 mile warranty on all parts and labor installed in our shop excluding oils and filters.

Burtis Motor Company would also like to recommend for the college to consider having the cooling system on their vehicles flushed every 30,000 miles also or at least every other year. Cost of cooling system flush \$109.00.

Thank you for the opportunity to submit this bid and we look forward to continuing our working with you in the future.

*Mike Homm* R.S.

Mike Homm  
Service Manager  
Burtis Motor Co., Inc.  
[mhomm@burtismotor.com](mailto:mhomm@burtismotor.com)  
620-275-6171



Burtis Motor Company will agree to the terms of picking up and delivering vehicles from the college and delivering them back on the scheduled service visits.

Our basic scheduled service visit will include the following at a cost of \$25.95.

- Oil and filter change
- Vehicle inspection with check list
- Filling of all under hood fluid levels

Burtis Motor Company will also make available for a vehicle exterior wash and an interior vacuum for \$9.95.

Tire rotation including brake pad measurements on all 4 wheels will be \$15.40

Standard labor rate for electronic diagnosis and repairs: \$77.00 per hour based on Motor's All Data time standards.

Burtis Motor Company will set Garden City Community College as a Wholesale Fleet account which will allow purchasing of parts through our parts department or service department for the same price as independent repair shops. This will be figured on a cost plus 20%.

Burtis Motor Company would also like to offer Garden City Community College a discounted State inspection rate on their fleet that we service. We will inspect all front and rear suspension components for wear, inspect all steering components for wear and leakage along with checking wheel bearing for looseness or wear. This inspection could be done during the summer months between June 1 and July 31 when vehicles are not as busy. Cost for this inspection \$77.00.

Burtis Motor Company would also like to recommend for the transmissions to be serviced each summer or 30,000 miles. We can do a complete chemical flush on the transmission for \$194.88.



We appreciate the opportunity for the proposal on maintaining your vehicles. Our number 1 goal is customer satisfaction and we truly value our customers. Within the last 3 years, we have increased our service customer base by 33%! We are able to achieve this by putting our customers 1<sup>st</sup>. Everybody in our service and parts department has been here for over 2 years and we have achieved our increase in customer base by working as a team!

We have quite a few characteristics that set our company apart from others. We provide new vehicles to the GCCC Athletic department for transportation for sports and recruiting and have contributed in a wide amount of donations to GCCC. If you have seen our shop, you would know that we have the nicest and cleanest shop in western Kansas and we take pride in taking our customers back into the shop and showing them where there vehicles are being worked on! We will pick up and deliver all vehicles for your convenience if needed. We have 3 Master Certified Technicians and all of our technicians go through continuous extensive training from the manufacturers. We will treat GCCC walk-ins as appointments (meaning we will get your vehicles right in as soon as they arrive). We also provide a complimentary multi-point vehicle inspection for every vehicle every time it is in for service to give our customers a peace of mind knowing that there vehicle is ready for the road.

If you want a professional staff that performs quality work in a timely matter, Lewis Automotive Group is the way to go! Again, I appreciate you giving us the opportunity and I guarantee you will be surprised of how exceptional you will be treated and taken care of here at Lewis Automotive.

Sincerely

Two handwritten signatures in black ink. The first signature is for Mike Shook and the second is for Jordan Johnston.

Mike Shook (General Manager)

Jordan Johnston (Service Manager)

## Lewis Chevrolet - Cadillac - Nissan of Garden City

1903 East Hwy 50 • Garden City, KS 67846 • Telephone 620-275-7171 • Fax 620-275-2664 • [www.buyLEWIS.com](http://www.buyLEWIS.com)





Per hour labor rate: \$65.00 (normal labor rate is \$80.00)

Labor Rate for routine safety checks: we have 2 options. We can perform a very thorough DOT inspection for only \$39.00 or a general complimentary multi-point safety inspection at no charge!! (see attached examples of both inspection checklists)

Cost of basic oil change: \$24.95 (includes up to 5 qts of oil)

Cost of basic tire rotation: \$15.00

Parts cost: 20% off list price *cost + 30%.*

Exterior wash: complimentary

Interior vacuum: complimentary

### Lewis Chevrolet - Cadillac - Nissan of Garden City

1903 East Hwy 50 • Garden City, KS 67846 • Telephone 620-275-7171 • Fax 620-275-2664 • [www.buyLEWIS.com](http://www.buyLEWIS.com)



**Jimmy Repair**  
1804 E. Fulton Plaza  
Garden City, KS 67846  
Phone: 620-272-9700

May 27, 2010  
To: Dee Wigner  
Executive Dean of Administrative Services

Jimmy Repair is return your requested for servicing and repair of college vehicles.

We will do every things as you request but we don't vacuum and wash vehicle.  
(we also don't work on **vehicle have diesel engine, and overhaul transmission** but  
will diagnostic for transmission problem such as solenoids and switches.

Our labor rate for CCCC is \$65.00 an hour.  
Shop supplied will be 4% of labor over \$200.00 and 7% of labor under \$200.00  
minimum will be \$1.50 and not over \$30.00 per invoice  
Parts cost plus 30% (new parts have oneyear warranty but not labor.  
Used parts have three months warranty but not labor.  
Our labor warranty only cover for three months.  
Basic oil change is \$35.00 (included oil filter and 5 quart of oil), brand oil cost extra  
Tire rotation is \$30.00.  
Will provided safety checklist for each vehicle when come for service.

Jimmy Repair have over 10 years work for New car dealership at Stu Emmert in liberal  
And Western Motor in Garden City befor open repair shop for 14 years in Garden City.

If you have any questions call jimmy Mai at 620-272-9700, thanks

# MEMO

Date: June 1, 2010  
To: Carol Ballantyne  
From: Dee Wigner  
Subject: Worker's Compensation Insurance Renewal

On July 1, 2009, the college switched the worker's compensation insurance to Accident Fund Insurance Company with Keller Leopold Agency. The renewal premium for 2010-2011 will be \$83,910, which is \$5,606 less than last year's premium. The rate decrease is the result of a rate reduction of two of the employee class codes and the experience mod factor for the college went from 1.11 to 1.06.

It is preferable to stay with one company for several years unless there is a substantial increase in one year or some catastrophic change occurs. The recommendation is that the coverage with Accident Fund Insurance Company be renewed effective July 1, 2010.

# PURCHASE ORDER REQUISITION



## Garden City Community College

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

### INSTRUCTIONS

**VENDOR:** Accident Fund Ins. Co.  
PO Box 40790  
Lansing, MI 48901-7990

- (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
		Workers compensation insurance July 1, 2010 to June 30, 2011		\$83,910.00
		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>\$83,910.00</b>
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Account Number	Amount
11-00-0000-76000-5920	\$83,910.00

Requested by	Date	Department	Building
D Wigner	7/1/10	Bus Off	Adm
Person	Date	Approved	Not Approved
Div. Dir.			
Dean			
Comp. Ctr.			
Bus. Mgr.			

June 1, 2010

To: Carol Ballantyne  
From: Dee Wigner  
Re: Athletic Insurance Renewal

In 2008 the college requested bids on athletic insurance. Based on proposed rates, the college selected United State Fire Insurance Company, Dissinger Reed broker, effective July 1, 2008 and continued in 2009. That policy will expire June 30, 2010. We believe it is in the best interest of the college to remain with a company for a few years in order to establish experience. Routinely, we plan to go out for bid at least every five years.

Dan Evans, Head Athletic Trainer, handles the athletic claims and works very closely with the Dissinger Reed team. Dan is extremely pleased customer service and efficiency of claims processing. He is still fighting claims not paid from 3 years ago from our last company.

Dissinger has proposed an annual renewal rate of \$ 113,595 which is a 18% increase over last year's rate of \$93,500. Annual premium for catastrophic coverage remains at \$20,294.

The rate increase was based on the following facts:

- Current 09-10 losses include 4 claims totaling \$60,733 (after discounts and repricing) from uninsured student athletes. This includes one claim reaching the \$25,000 catastrophic level.
- Current 09 -10 paid claims are \$73,718 and three year average(excluding current year) with completion and trend average \$81,589
- They are currently working with St. Catherine's to lower amounts paid through direct discounts.
- It is understood, because of the large claims, the current year is running 45% higher than last year (with another full year of the benefits period to pay claims) and could reach \$118,000 in paid claims. Current year is already at a 79% loss rate.
- This year we had 4 individuals that did not have insurance so we were the primary insurer, The Jayhawk conference is looking at a policy that everyone must be insured. In order to do this we need to show our students how to buy policies that cover them and find a way to put it on their bill. We may lose little from those who go home and never pay their bill; but in the end it will be cheaper than the insurance claim.

The majority of the Jayhawk conference schools purchase athletic insurance from Dissinger Reed because of the speedy and accurate processing of claims and the customer service along with lower or competitive rates.

Our recommendation is the Board approve the athletic insurance renewal presented by Dissinger Reed.



June 2, 2010

Ms. Dee Wigner  
Executive Dean of Administrative Services  
Garden City Community College  
801 Campus Drive  
Garden City, KS 67846

Dear Dee:

Thank you for the email last week. I hope you had an enjoyable Memorial Day Weekend.

Per our correspondence, I wanted to forward the 2010-11 Garden City Community College athletic insurance renewal.

As we discussed, it has been a challenging year for claims. This is due to several large claims where our GCCC student athletes did not have primary insurance to relieve our secondary policy. For your review (along with Dan, Crystal and Bob), I have included several primary athletic insurance plans that have worked for other KJCCC institutions. A few things to look at regarding the Garden City premium history and loss experience:

- Current 09-10 losses include 4 claims totaling \$60,733 (after discounts and repricing) from uninsured student athletes. This includes one claim reaching the \$25,000 catastrophic level
- Current 09-10 paid claims are \$73,718 and three year average (excluding current year) with completion and trend average \$81,589
- We are currently working with St. Catherine's to lower amounts paid through direct discounts
- It is understood, because of the large claims, the current year is running 45% higher than last year (with another full year of the benefit period to pay claims) and could reach \$118,000 in paid claims. Current year is already at a 79% loss ratio.

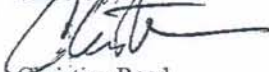
This loss information is outlined on page 6 of the renewal. There is a need for an increase for the 2010-11 policy year. I feel the renewal position from AG administrators is very fair. Based on a 65% loss ratio, premium could very well be \$124,000, however after our conversations they are not asking for this in an effort to continue the solid partnership. As you saw from the KJCCC Consortium experience (without current claims) our premiums could be much higher. The NJCCC Catastrophic insurance through Mutual of Omaha will remain flat for the 2010-11 policy year.

If Garden City would like to look at different deductible levels, I have included those options for your review. Should you feel the need to obtain additional firm quotes, I can certainly market the current premium and loss information to alternate companies although I do believe the renewal pricing is accurate.

Based on consistent correspondence with Dan and Crystal, the payment of claims and overall services from AG Administrators and our office is still operating very smoothly. In speaking with Dan and Bob, I know the customer service, communication and claim information is superior to what has been in place over the last several years.

Please give me a call if you have any questions regarding the renewal and I will follow up to make sure you have received this information. We appreciate your business very much, Dee, and enjoy working with you, Dan, Crystal, Bob, Greg and everyone at Garden City Community College.

Sincerely,



Christian Reed  
Dissinger Reed

Insurance • Consulting • Risk Management

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55 Corporate Woods • 9300 W. 110th Street, Ste. 145 • Overland Park, KS 66210 • p: 913.491.6385 • f: 913.491.0527

dissingerreed.com



**Garden City Community College**  
**Athletic Injury Insurance**  
**Basic Coverage**  
**2010-11**

**CURRENT - United States Fire Insurance Company**  
**AG Administrators**

<u>Plan Type</u>	<u>Deductible</u>	<u>Benefit Period</u>	<u>AD&amp;D</u>	<u>Premium</u>
Excess	\$1,000*	2 years	\$10,000	\$93,500

\$25,000 Medical Maximum

\$500,000 AD&D Aggregate

Includes Expanded Medical, Heart & Circulatory, HMO/PPO Benefits and Pre-existing Conditions

Dental and Physical Therapy covered up to policy max of \$25,000

\*Deductible is a Reducing/Disappearing Deductible

**RENEWAL - United States Fire Insurance Company**  
**AG Administrators**

<u>Plan Type</u>	<u>Deductible</u>	<u>Benefit Period</u>	<u>AD&amp;D</u>	<u>Premium</u>
Excess	\$1,000*	2 years	\$10,000	\$113,595
Excess	\$1,500*	2 years	\$10,000	\$109,566
Excess	\$2,500*	2 years	\$10,000	\$100,304

\$25,000 Medical Maximum

\$500,000 AD&D Aggregate

Includes Expanded Medical, Heart & Circulatory, HMO/PPO Benefits and Pre-existing Conditions

Dental and Physical Therapy covered up to policy max of \$25,000

\*Deductible is a Reducing/Disappearing Deductible

**Covered Sports**

Men: Baseball, Basketball, Cheerleading, Cross Country, Football, Rodeo, and Soccer

Women: Basketball, Cheerleading, Cross Country, Dance, Rodeo, Soccer, Softball and Volleyball

# Garden City Community College

## Athletic Injury Insurance Catastrophic Coverage 2010-11

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### Current

#### Mutual of Omaha 2009-10

<u>Plan Type</u>	<u>Deductible</u>	<u>Premium</u>
Catastrophic*	\$25,000	\$20,294

Based on Fall & Spring Football and one other Hazardous Sport (Rodeo)

\*\$5,000,000 Lifetime Maximum

### Renewal

#### Mutual of Omaha 2010-11

<u>Plan Type</u>	<u>Deductible</u>	<u>Premium</u>
Catastrophic*	\$25,000	\$20,294

Based on Fall & Spring Football and one other Hazardous Sport (Rodeo)

\*\$5,000,000 Lifetime Maximum

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

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

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

**DATE:**              **June 2, 2010**

**RE:**                  **Continuation of Operational budget until final approval**

I am recommending that the Board of Trustees of Garden City Community College approve a bare bones operating budget to be accessed to carry on normal business until the final budget is adopted. This budget will be for July and will only include paying monthly bills and personnel.

The personnel listed as Rified or position eliminated in the preliminary budget cuts have been given their notice. Several we were able to work with to get them to retirement.

Kansas Department of Labor  
**OFFICE OF LABOR RELATIONS – PROFESSIONAL NEGOTIATIONS**  
401 SW Topeka Boulevard, Topeka, KS 66603-3182  
(785) 368-6224

# Petition for Impasse Declaration

FILING FOR:            Joint Request  
  
                              X     Single Request

<p><b>Do Not Write In This Space</b></p> <p>CASE NO: _____</p> <p>DATE FILED: _____</p>
---

**INSTRUCTIONS:** File an **original and two copies** with the Office of Labor Relations, 401 SW Topeka Boulevard, Topeka, Kansas 66603-3182 by Certified Mail. Questions regarding this form may be directed to **(785) 368-6224**. If more space is required for any item, attach additional sheets, numbering items accordingly.

1. Name of Employer: Garden City Community College
2. Name of Employer Representative for Negotiations: Dee A. Wigner
3. Address of Representative: 801 Campus Dr., Garden City, KS 67846
4. Telephone Number: 620-276-9577
5. Name of Recognized Employee Organization: Garden City Community College Higher Education Association
6. Name of Employee Organization Representative: Laura Guy
7. Address of Representative: 801 Campus Dr., Garden City, KS 67846
8. Telephone Number: 620-276-9500
9. Date of **First** Negotiation Session: January 29, 2010
10. Date of **Last** Negotiation Session: May 13, 2010
11. Number of Negotiation Sessions: 11

## 12. LIST:

- (1) Each specific subject upon which the parties have failed to reach agreement
- (2) Whether the employer submitted a proposal, counter-proposal or explanation for rejection of a proposal on that subject
- (3) Whether the employee organization submitted a proposal on that subject
- (4) The total number of negotiation sessions at which substantial discussions on that subject took place, and
- (5) Does the party/parties believe impasse has been reached on that subject?

(1) Subject	(2) Has the Employer Presented Proposals/Counter?	(3) Has the Employee Organization Presented Proposals/Counter?	(4) Total Number of Negotiation Sessions	(5) Has Impasse Been Reached?
Article III. Special Provisions – Language regarding allocation of \$10,000	Yes	No	1	Yes
Article III. & Appendix B – Criteria for Placement and Advancement	Yes	No	4	Yes
Article VIII – Early Retirement Program - Health Insurance	Yes	No	4	Yes
Appendix A – Job Expectations	Yes	Yes	3	Yes
Article XI – Non-Renewal and Termination of Contracts	Yes	Yes	4	Yes
Article V – Amounts of Work/Work Week	Yes	Yes	6	Yes
Definition W. – Curriculum Process	No	No	0	No
Article III. – FLC Calculation	Yes	Yes	10	Yes

13. Have the parties discussed the possibility of being at impasse? Yes

When? At the May 13, 2010 meeting.

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### DECLARATION

I declare that I have read the above petition; that the statements contained herein are true and correct to the best of my knowledge and belief; that I am of the belief on each subject listed above the parties have become deadlocked after negotiating exhaustively to that point where the positions of the parties are set and beyond which neither is presently prepared to go; that the assistance of a neutral third party may be useful in finding a means to end the impasse; and that the parties have satisfied their statutory duty to bargain in good faith in reaching this impasse.

_____ Signature of Employee Organization Representative	_____ Title	_____ Date
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_____ Signature of Employer Representative	_____ Title	_____ Date
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# MEMO

Date: June 1, 2010  
To: Carol Ballantyne  
From: Dee Wigner  
Subject: Disposal of Vehicles

The automotive program has several vehicles which are no longer of value I would like permission to dispose of the vehicles. The vehicles will not be sold as drivable vehicles, but will be disposed of as salvage. The vehicle information is as follows:

1986	Mercury	VIN # 1MFBM5OU2HG622081
1995	Dodge	VIN # 1B3HD56FXSF578138
1999	Pontiac	VIN # 1G2NE52E7XM83822
1981	Chevrolet	VIN # TKR149S32999
1980	Chevrolet	VIN # 189F144311

## **JUNE 2010 MONITORING REPORT**

### **EXECUTIVE LIMITATIONS**

**MONTHLY**

**General Executive Constraints #9 Page 7**

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

**CEO's Interpretation and its justification:** If any employee or 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:** Two minivans were purchased from Burtis Motor in which Trustee Schwartz has an interest. Trustee Schwartz recused himself from the voting process. DV Douglass Roofing replaced the roof on the north end of the Vocational Building. Trustee Douglass has an interest in the roofing company and recused herself from the voting process.

### **EXECUTIVE LIMITATIONS**

**MONTHLY**

**General Executive Constraints #10 Page 7**

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

**CEO's Interpretation and its justification:** For all purchases \$2,500 and over, a bid sheet is 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.

### **EXECUTIVE LIMITATIONS**

**MONTHLY**

**Asset Protection #5 Page 12**

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

**CEO's Interpretation and its justification:** The interpretation of this is exactly as stated: a) no purchases are made over \$2,500 without comparative bids with consideration of quality; b) 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 #198104 to Assessment Technologies for \$12,339.00 for assessment and review computer programs for nursing students. Attached bid sheet indicated single source provider.
- Check #198252 to DV Douglass Roofing for \$18,000.00 for replacement of the roof on the north end of the vocational building. Attached bid sheet indicated lowest bid accepted.
- Check #198515 to US Foodservice for \$13,281.56 for a meat slicer and a steamer. Attached bid sheet indicated lowest bid accepted.

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

- Check #197838 to Dick Construction for \$63,472.00 for work on Fouse Phase II. The Board previously approved this project.
- Check #197839 to EduKan for \$10,875.00 for Spring 2010 session 3 tuition.
- Check #197848 to GMCN Architects for \$17,627.67 for professional services on the Fouse and Academic Building projects.
- Check #197875 to Seminole Energy Services for \$18,793.18 for utilities.
- Check #197963 to City of Garden City for \$45,492.33 for utilities.
- Check #198034 to Commerce Bank for \$22,849.16 for purchase card charges.
- Check #198200 to Blue Cross and Blue Shield of Kansas for \$103,803.97 for June health insurance premiums.
- Check #198246 to Broncbuster Bookstore for \$10,913.67 for various invoices.
- Check #198254 to Dick Construction for \$67,230.00 for work on Fouse Phase II. The Board previously approved this project.
- Check #198265 to Great Western Dining for \$98,517.14 for various invoices.
- Check #198330 to Burtis Motor for \$44,760.00 for 2 Dodge Caravans. The Board approved this purchase at the May 12, 2010 Board Meeting.

## JUNE 2010 MONITORING REPORT ANNUAL REPORT

### EXECUTIVE LIMITATIONS

Compensation/Benefits #1

**The President shall not change his *or* her own compensation or benefits.**

ANNUAL:

Page 13

**CEO's Interpretation and its justification:** The President shall not determine or change her own compensation. She shall discuss contract terms with the Board annually and the Board Chair will direct Human Resources to make the changes.

**Data directly addressing the CEO's interpretation:** The Human Resources Office provides the chairman of the Board with information regarding range of pay for other Kansas Presidents, national presidential salary information, and mid-point and range information provided by KG Associates, our compensation advisors. The Chair then Authorizes the HR Office to implement the changes. The President does not change her compensation or direct anyone else to do so. This year the President did not ask the H.R. Office because she is not asking for a raise.

### EXECUTIVE LIMITATIONS

Compensation/Benefits #2

**The President shall not promise or imply permanent or guaranteed employment.**

ANNUAL:

Page 13

**CEO's Interpretation and its justification:** The President does not guarantee or promise employment to anyone. All contracted groups are approved by the Board.

**Data directly addressing the CEO's interpretation:** The Faculty agreement and the President are the only groups that are contracted at the institution. All others are at will employees. This is the first year of a two year contract for faculty. The President holds a two (2) year rolling contract with the Board. Each year the Board has extended the President's contract by another year keeping the rolling contract in place. The President recommends a salary raise appropriate to economic conditions, and information regarding local, regional, and national trends for remaining college employees. No one is promised employment or continued employment. Faculty negotiations are not complete for 2010-11, health insurance rates have not been received, we continue to get negative reports regarding gas and oil so the President is not recommending any raise. The professional development bonuses for staff and faculty will be upheld.

**The President shall not establish compensation and benefits which:**

- A. Deviate significantly from the geographic area or market for the skills employed;**
- B. Create obligations over a longer term than revenues can be safely projected, in no event longer than one year, and in all events subject to losses of revenue.**

**CEO's Interpretation and its justification:** The President shall make annual raise decisions that are in line with what is happening locally, regionally, and nationally in relation to the skills employed. Recommended raises for a one year period will be justified in regards to safely projected revenues.

**Data directly addressing the CEO's interpretation:** The process initiated by the President to evaluate positions and their pay ranges continues to be in use. KG Associates provide us with information regarding the current year, local, regional, and national salary comparisons. Positions are reviewed annually by Human Resources and the President to determine if we are in alignment with others and which positions need to be reviewed for classification. New job positions are reviewed before the position is posted to decide classification and range. Some positions are found to have a market value added, based on the skills needed.

The President keeps abreast of CSI in addition to what others in the area are offering with regard to raises and then determines what raises to give staff. Preliminary discussion with the Board concerning raises will begin at the June Board meeting, continuing at the July Board retreat. Final decisions on salaries and benefits will be made when projected revenues have been verified.

*Bd Report*



Center for Excellence  
1625 Eastover Drive  
Jackson, MS 39211  
www.ptk.org

PHI THETA KAPPA  
HONOR SOCIETY

Headquarters  
p 601.984.3504  
f 601.984.3550

May 11, 2010

Dr. Carol Ballantyne, President  
Garden City Community College  
801 Campus Drive  
Garden City, KS 67846-6333

Dear Dr. Ballantyne,

We are pleased to announce that the **Alpha Xi Upsilon Chapter** of Phi Theta Kappa Honor Society at Garden City Community College received special commendation during the Kansas Region Regional Convention for fulfilling all requirements to be named a "**4 Star Chapter**". The chapter was also recognized at the Society's recent Annual Convention and will be cited on the Society website at [www.ptk.org](http://www.ptk.org).

The Five Star Chapter Development Plan serves as a blueprint for developing a strong chapter, improves student engagement on your campus, and recognizes progress in the attainment of goals set by the chapter. Using the Five Star Plan as a guide, chapters enhance their strategies to recognize eligible students, provide significant personal and professional development opportunities for members through Honors in Action, and build a working relationship with the college administration by becoming active on campus and in the community. As chapters reach these milestones they progress through each level of the Five Star Plan, ultimately reaching the pinnacle Five Star Level.

Your support, and the support of your administration, is key to unleashing the potential success of your Phi Theta Kappa members. On behalf of the outstanding chapter members and advisors of the Alpha Xi Upsilon Chapter, we express appreciation for your efforts toward providing rewarding educational experiences inside and outside the classroom.

Sincerely,

Rod A. Risley  
Executive Director of Phi Theta Kappa

cc: Ms. Shelia Hendershot



## Debbie Atkinson

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**From:** Carol Ballantyne  
**Sent:** Friday, May 21, 2010 7:23 AM  
**To:** Debbie Atkinson  
**Subject:** FW: Thanks from Wichita County

Ownership linkage

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**From:** Robert Larson  
**Sent:** Thursday, May 20, 2010 8:10 PM  
**To:** Carol Ballantyne; Dan Evans; Katrina Moquett  
**Subject:** FW: Thanks from Wichita County

Thank you two for representing us the way that I knew you would! Well done.  
Bob

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**From:** jhardy [mailto:jhardy@leoti.org]  
**Sent:** Thursday, May 20, 2010 8:05 PM  
**To:** Robert Larson  
**Subject:** Thanks from Wichita County

Mr. Larson,  
Thanks for sending Dan Evans and Trina Moquett our way-they did an excellent job by covering all the angles of the purpose of exercise and were every inclusive. You were right-they were just what we needed.  
Next time you are in Leoti please stop by.  
Respectfully,  
Dr. J  
Dr. James R. Hardy  
Superintendent  
USD 467 Wichita County Schools  
(620) 375-4677

Carpe Diem!

## Debbie Atkinson

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**From:** Carol Ballantyne  
**Sent:** Thursday, May 27, 2010 4:02 PM  
**To:** Debbie Atkinson  
**Subject:** FW: Training Follow-up- ownership linkage

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**From:** Pam McDaniel [mailto:pmcdaniel@ssbscott.com]  
**Sent:** Thursday, May 27, 2010 2:29 PM  
**To:** Jean M. Warta  
**Subject:** RE: Training Follow-up

Jean,

On the summary follow-up, you ask 3 questions of me. In answering these questions, it was a great seminar and the employees seemed to soaking up every word that Lisa Sosa said. You made the whole process easy. Thank you very much for your help in this training!

Thanks,  
Pam McDaniel

Pamela D. McDaniel  
Human Resource Manager & Assistant Cashier  
Phone: 620-872-7224 Ext. 206  
Fax: 620-872-2253  
Email: [pmcdaniel@ssbscott.com](mailto:pmcdaniel@ssbscott.com)

**Security** *State Bank*

PO Box 170  
Scott City, KS 67871

## **Incidental Information**

### **Board of Trustees**

**June, 2010**

Refugee Program News for the Month of May - Achievements and concerns -The Refugee Program continues to grow in numbers of refugees coming to Southwest Kansas. The number of new citizens registered in April was 49. This included 14 living in Garden City, KS and 35 living in Dodge City, KS.

**Job Placements: Total of 28;** 22 at Tyson, Meat Packing Plant, 5 at Cargill in Dodge City, KS, 1 at National Beef in Liberal, KS

**Weekly visits to the meat packing plants:** Tyson in Holcomb KS, on Wednesdays, Cargill in Dodge City KS, on Tuesdays (Thursdays to Dodge City Community College), National Beef in Liberal KS hasn't started.

**ESL enrollments at Garden City Community College Adult Learning Center;** 11—Burmese, 15—Somalia  
**ESL enrollments at Dodge City Community College Adult Learning Center;** 16 Somalia

**Becoming Independent** -There were 8 students in the driving education program in April. All 8 successfully completed the program.

**One of the Burmese students** faithfully attended the driving program and ESL classes each day after working the late shift at Tyson. He made the effort because it was very special to him to become independent. The gentleman had been relying on others for transportation and he now can legally drive himself. After completing the program he explained how he was so excited that he did not have to miss any ESL classes or be late for his job or any other event because he has his own transportation. In May the **driver's education program** will add an additional 8 students with 15 still on a waiting list. The May session will run from now until September, 2010.

We received a **final distribution of \$42,000 from the Oliver & Hazel Shriver Charitable Trust** (documentation on Dee's desk). This brings the total amount that will be distributed to GCCC to **\$299,530.30** (Pam will confirm this figure next week).

Specific language in the trust reads "*to be used for improvements and replacements of existing equipment, or purchases of new equipment by any of the Academic Departments of GCCC, as the Board of Trustees desires to use the funds generated from this distribution for the benefit of the college in a manner other than stated above, such may be used only upon a unanimous vote of the Board of Trustees upon the unanimous approval of the trustees of this Trust.*"

Once determined, please let me know what the college plans (projects and time frame) are for this trust distribution, I'd like to communicate with the family regarding the projects and impact the trust will have on GCCC!

The **current dorm count** for the fall 2010 semester is 205. - 62 women, 143 men

Two SGA students have been selected to serve on the **Kansas Department of Health and Environment (KDHE) Young Adult Statewide Advisory Board**. The two students are Marc Najera, executive President and Ashley Nielsen, executive VP. KDHE is working on a college-age tobacco prevention initiative to develop a toolkit for colleges throughout the state of Kansas. This toolkit will be produced using feedback, comments, and direction given by student representatives. The students were selected to be the voice of Southwest Kansas because of a nomination from Donna Gerstner, Garden City Recreation Department. SGA has been working with her on Tobacco Free Campus events that happen each semester and overall tobacco prevention.

GCCC has been awarded \$206,960.92 for FY11 to provide **adult education opportunities**. The ALC also was awarded \$35,546.50 for a new ELCE grant resulting in a total award of \$242,507.42, which is a 2% increase over FY10 funding. Refugee Program-The refugee program successfully placed 20 refugees at Cargill in Dodge City and six at Tyson in Garden City. English as a Second Language-Two students who transitioned from the ESL program to GCCC graduated with associate's degrees at the GCCC commencement ceremony May 15.

Jose Figueroa	Associate Degree in Science (GED)
Angel Padilla	Associate Degree in Applied Science (ESL)
Megan Dawson	Cosmetology Certificate (GED)
Veronica Veloz	Cosmetology Certificate with High Honors (GED)
Megan Brugardt	Practical Nursing with PHI THETA KAPPA (GED)
Raymundo Moya-Gudino	Associate Degree in General Studies (ESL)
Analicia DeAnda	Associate Degree in Science with PHI THETA KAPPA (GED)
Veronica I. Acosta de Medina	Associate Degree in Arts (ESL)

General Education Development-GED students participated in Garden City Community College's graduation May 15. President Ballantyne has sent a letter to all Spanish and English GED graduates congratulating them on their accomplishment and inviting them to continue their education at GCCC. The President informed the students of a Garden City Community College scholarship given to each GED graduate.

Bryan Education Center director Vicki Krehbiel **administered the following tests**: 35 Compass placements, eight online finals, and four Nelson-Denny reading placements. The GCCC Business & Industry Institute conducted a **workshop for employees of Security State Bank with 39 attending. NRCS and Kansas Association of Counties held trainings with a total of 43 participants**, generating \$135 in fees.

Remodeling projects have begun on the Fouse and Academic Buildings. Fixed seating, tables and floor tiles have been removed in both lecture halls and the science classrooms. Asbestos removal in the Academic Building is underway.

B & H Paving has completed the **crack sealing and patching on the DPAC and Fine Arts parking lots**.



## **Business & Industry Institute/ Community Services**

<b>MAY 2010</b>	<b>Course</b>	<b>Enrollments</b>	<b>CEUs</b>
<b>Open Enrollment</b>	Excel 2007 Advanced	6	4.8
	Kicked Up Customer Service	8	3.2
	Drivers' Exam Prep – Spanish	4	2
<b>Contracts</b>	Excel 2003 Fundamentals	11	26.4
	Challenge Course, high	140	98
	Workplace Communications	8	3.2
<b>Online</b>	360 Insurance CEUs	2	na
	Ed2Go - Misc. programs	1	na
	<b>TOTALS</b>	<b>180 students</b>	<b>137.6 CEUs</b>

## **Community Involvement**

Senior Center of Finney Co.	Osher annual partnership
FCEDC	Board meeting
Coalition of Ethnic Leaders	Monthly meeting
Lee Richardson Zoo	Advisory Board Meeting
City of Garden City	Commission meetings
Harvest America Local Council	Council and Board Meeting
Finney Co. Young Professionals	Mingle & executive board meeting
Community Services Council	Monthly meeting

Twenty-eight **Project Destiny** graduates participated in GCCC Commencement Ceremony on May 15. They also were recognized during a graduate reception on campus Saturday, May 8 where Fabiola Hutto, a GED graduate and KANCO participant, was named the “Student of the Year 2010” for her academic and personal accomplishments. Hutto, a mother of four, returned to school after several years and graduated with a GED in November 2009 with an average score of 618. She then enrolled as full-time freshman student at GCCC earning a 3.45 GPA. Other students recognized for their accomplishments were Aldo Rendon, Scott City; Blanca Correa, Johnson; and Guadalupe Martinez, Syracuse.

Nineteen students have been recruited to participate in **Project KANCO** for academic year 2010-11. These students will be receiving a scholarship under the CAMP (College Assistant Migrant Program) grant. They also will participate in a leadership academy and exposure to transferring information according to their majors.

The GCCC KSBDC is providing **in-depth counseling** to a wide variety of clients ranging from start-ups to struggling and expanding businesses. The workload is high enough that the average client will wait 2-4 weeks for an appointment.

To help alleviate the long wait, two “**Steps to Start-up**” workshops were presented in Garden City on May 11 in afternoon and evening sessions. The Start-up workshops are a good way for potential entrepreneurs to get an overview of what it takes to start a business and keys to get the paperwork underway. Attendees came from across the region and many became clients. Two attendees brought interpreters along to be sure they understood the message.

Director Pat Veesart participated in an Advisory Board meeting for the Dodge City Community College Business and Technology Center on May 4. She also traveled to Great Bend to participate in the Kansas

Cavalry booth at the 3i Show. On May 26, she presented a session on business planning at the Small Farm Workshop hosted by the Kansas Department of Commerce in Dodge City

Now that most of the students have checked out of the dorms, the Physical Plant has begun the summer task of preparing the dorms for the fall. The custodial department has been busy cleaning while the maintenance department has been making repairs.

2008-2009 Accomplishments						
GCCC Strategic Priority		Goal/Outcome (Not Operational)		Measurable Objective	Antic. Compl. Date	Accomp-lishment Date
<b>Helping Students Learn</b>						
	1	Successful grant application for SSS opportunities	1.1	Attend SSS grant writing conference	Jul-08	Aug-08
	2		2.1	Maintain DISCOVER license	Sum 08	Jun-09
			2.2	Include salary ranges on flyers	Sum 08	Sum 2009
			2.3	Annual update of job outlook/salary	Sum 08	Sum 2009
	3	Host Student Universal Leadership Conference	3.1	On campus recruitment of high school and middle school students	Spr 09	Apr-09
	4	Enhance enrollment process	4.1	2 faculty/day - 9 days @ \$272/day/person	Sum 08	not viable
	5	Wireless internet service for residence halls	5.1	Purchase equipment and service	Aug-08	spring 2010
		Separated residence hall internet from campus	5.2		Spr 09	Spr 2009
	6	Increase campus safety	6.1	Install working security cameras	Spr 09	
	7	Provide student access to teaching aides	7.1	Purchase Kurzweil Reader 3000	Sum 08	Fall 2008
	8	KIOSK in BTSC and SCSC main floor	8.1	Purchase/install KIOSK system	Spr 09	moved to 09/10
	9	Develop enrollment management plan	9.1	Learn procedures at conference	Nov-08	moved to 09/10
			9.2	Educate campus at in-service	Spr 09	moved to 09/10
	10	Promote GC3 for campus communications	10.1	Coordinate all student communication through GC3	Sum 08	Fall 2008
	11	Pilot Degree Audit in WebAdvisor	11.1	Test functionality and develop training	Aug-08	Fall 2008
	12	Post student activities on college website	12.1	Work Webdesign to add a link for Student Activities	Spr 09	Spring 2009
	13	Build public awareness of all testing services	13.1	Provide publication for Lasergrade, Pearson Vue, GRE/TOEFL	Apr-08	Fall 2008
	14	Develop on-line advising training	14.1	Develop on-line modules for training	Aug-08	moved to 09/10
	15	Implement effective food service committee	15.1	Hold meetings three times/semester	May-09	moved to 09/10
	16	Opportunity for employee development	16.1	Host KACRAO annual conference	Sep-08	Fall 2008

2008-2009 Accomplishments						
GCCC Strategic Priority		Goal/Outcome (Not Operational)		Measurable Objective	Antic. Compl. Date	Accomp-lishment Date
	17	Purchased RFB&D membership	17.1	Accessibility to books for students with disabilities	Sum 09	Sum 09
<b>Helping Students Learn</b>	18	Increase Garden City Community College Enrollment by 6%	18.1	Increase number of ALC students who successfully transition to credit classes	June, 2009	AY 08-09: Increased from 3 to 38
			18.2	Hire/maintain ABE/GED transition advisor	July, 2008	8-Jul
	19		19.1	Review unused scholarships and communicate opportunities to campus	Spring, 2008	
			19.2	Communicate faculty and staff wide expectation for recruitment	August, 2008	
			19.3	Expand number of Garden City Community College faculty and staff available to recruit and promote opportunities through out service area	January, 2009	On going
			19.4	Provide recruitment training for faculty and staff	Fall, 2008	
	20		20.1	All scholarship programs will have assigned recruitment and accountability expectations	January, 2009	
			20.2	Complete review enrollment processes for students on campus	Spring, 2008	
			20.3	Increase faculty and staff involvement for enrollment days	August, 2008	FA2008
			20.4	Use new accommodations position and .5 counselor plus two instructors for early enrollment days increases	August, 2008	8-Aug
	21		21.1	Utilize web registration	January, 2009	
			21.2	Promote GCCC opportunities to the service area	January, 2009	SP2009
			21.3	Assign teams to "outreach areas"	January, 2009	
	22		22.1	Complete Second phase of listening sessions	Fall, 2008	FA2008
			22.2	Develop credit and noncredit programs/certificates as dictated by workforce needs	Fall, 2008	SP2009

2008-2009 Accomplishments						
GCCC Strategic Priority		Goal/Outcome (Not Operational)		Measurable Objective	Antic. Compl. Date	Accomp-lishment Date
			22.3	Expand ITV/Polycom/online offerings	January, 2009	FA2008
			22.4	Quality Assurance short term certificates with area packing plants (Example: On-line, weekend long, Industrial maintenance - Tyson and BPI, Welding)	June, 2009	SP 2009
			22.5	Develop cost effective/minimal start up costs new programs based on the needs of the service area (Example: Paramedic to nurse bridge, Golf, Bowling)	January, 2009	Sp 2009 Para-RN
	23		23.1	Expand industry based learning opportunities (Example: Mentoring, apprenticeships, internships, clinicals, simulation scenarios)	Fall, 2008	FA 2008
			23.2	Increase student retention by 6% (As measured from 20th day through the end of the semester or by program specifics)	Fall, 2008	
			23.3	Increase support for new students	Fall, 2008	
			23.4	Attach students to advisors, instructors, College Skills instructor, clubs, volunteer mentors	Fall, 2008	
	24		24.1	Increase the role of College Skills instructor to mentor students	Fall, 2008	
			24.2	Research and implement best practices for student retention	Spring, 2008	SP 2008
			24.3	Evaluate orientation and impact on student retention	Spring, 2008	FA 2008
	25		25.1	Offer Student Success program to achieve higher retention rate (in nursing). (Example: Critical thinking, how to study)	August, 2008	FA 2008
			25.2	Expand support available through CLC for student success strategies	Fall, 2008	On going
				Faculty encourage students to attend CLC workshops	Fall, 2008	On going

2008-2009 Accomplishments						
GCCC Strategic Priority		Goal/Outcome (Not Operational)		Measurable Objective	Antic. Compl. Date	Accomp-lishment Date
Helping Students Learn	26	Provide educational opportunities for the children	26.1	Bring in an outside source to talk with the children. (Aoo, fire department, police, etc.	Spring 2009	Spring 2009
			26.2	Held parties for children to celebrate holidays		Spring 2009
	27	Provide additional pieces to childcare curriculum	27.1	Budget in the expense to buy these items		
	28	Help student employees better understand employment to paycheck	28.1	Created detailed Buster Web instructions to view online advice	Spring 2009	Spring 2009
	29	Install a wireless solution on campus	29.1	Determine plan of deployment	Spring 2009	Spring 2009
			29.2	Wireless installed in center of campus		Spring 2009
			29.3	Wireless installed at Fire Tower classroom		Summer 2009
Leading & Communicating	1	Develop Crisis Response notification and procedures	1.1	Research notification and communications systems. Identify funding	Fall 08	Fall 08
			1.2	Implement Event Link	Fall 08	Fall 08
	2	Develop Crisis Response procedures	2.1	Install lock boxes on building exteriors	Sum 08	Spr 09
	3	Provide more communication with parents	3.1	Continue monthly newsletters with events and announcements at the day care	Fall 08	Fall 08
			3.2	survey parents would like to see changed or what they would like to see more of	Spr 09	Spr 09
	4	Keep daycare available to classes and community	4.1	Continue to open classroom up for college classes to observe, as well as letting other daycare employees observe for training hours	Fall 08	Fall 08
	5	Ensure that new hires are successfully oriented into the GCCC culture and procedures & policies	5.1	Redesign New Employee Orientation to include the introduction of Board Chair, President & Deans	Fall 08	Fall 08

2008-2009 Accomplishments						
GCCC Strategic Priority		Goal/Outcome (Not Operational)		Measurable Objective	Antic. Compl. Date	Accomp-lishment Date
			5.2	Survey most recent new hires to find out what is "missing" from current orientation procedures	Fall 08	Fall 08
	6	Build relationships among employees	6.1	Establish ongoing opportunities for employees to meet with campus leaders	Spr 09	Spr 09
	7	Help Student employees better understand employment to paycheck process	7.1	Created detailed BusterWeb instructions to view online advice	Fall 09	Spr 09
	8	Improve customer service	8.1	Investigate possibilities/costs of accepting American Express credit cards	Sum 08	Sum 08
<b>Leading and Communicating</b>						
	9	Strengthen electronic recruiting	9.1	Create e-brochure system	Fall 08	9-Jun
	10	Provide enhanced SCSC1 customer service	10.1	Coordinate Spanish course with HR	Jun-09	moved to 09/10
			10.2	Increase PT secretary to full-time	Jul-09	moved to 09/10
			10.3	Secure and employ qualified person for Transfer Coordinator	Jul-09	moved to 09/10
	11	Improve Assessment procedures	11.1	Create Datatel flag for test expirations	Fall 09	moved to 09/10
			11.2	Develop Assessment process manual	Sum 08	Fall 2008
			11.3	Employ part time paraprofessional	Fall 08	8-Aug
	12	Increase campus web services	12.1	Use WebAdvisor for Financial Aid	Mar-09	moved to 09/10
			12.2	User friendly links	Sum 08	moved to 09/10
			12.3	Access to all applications	Sum 08	moved to 09/10
			12.4	Make Portico wireless	Sum 08	Fall 2008
	13	Communicate new long range plan	13.1	Publish and distribute plan	Dec-09	8-Dec
	14	Mobile Outreach Assessment Lab	14.1	Purchase 3 laptops	Fall 08	9-Mar
	15	Pilot Web Registration	15.1	Test functionality and develop training	Spr 09	moved to 09/10
	16	Implement WorkFlow for Image Now users	16.1	Upgrade to version 6.0	ASAP	9-May

2008-2009 Accomplishments						
GCCC Strategic Priority		Goal/Outcome (Not Operational)		Measurable Objective	Antic. Compl. Date	Accomp-lishment Date
			16.2	Implement WorkFlow		moved to 09/10
	17	Identify effective communication methods	17.1	Complete survey sampling	Oct-09	Moved to June-10
	18	Form committee to evaluate SSS program	18.1	Review APR and program	Sum 08	8-Aug
	19	Improve timeliness of mailed recruiting information	19.1	Attend Datatel Rules Writing class	Spr 09	moved to 9/10
	20	Provide GCCC information for GED completers	20.1	Set up booths at career fair	Apr-09	9-Apr
	21	Added Pearson Vue test provider	21.1	increase certification options	Dec-09	8-Dec
	22	GC Fire Dept.hr screening aptitude	22.1	community partnership	Nov-09	8-Nov
	23	Added Kriterion test provider	23.1	Replace LASERGRADE	Dec-09	8-Dec
<b>Leading &amp; Communicating</b>	24		24.1	Create a 21st century learning environment for GCCC students	August, 2008	
			24.2	Make Garden City Community College a wireless campus	August, 2008	
			24.3	Connect Bryan Education Center to Datatel	August, 2008	FY09
	25		25.1	Increase band width	Fall, 2008	Sp 2008
			25.2	Make every classroom a Smart Classroom	June, 2009	
			25.3	Inventory of Smart Classrooms	August, 2008	FA 2008
			25.4	Rotation of maintaining Smart Classrooms	August, 2008	
			25.5	Revisit Tech fees to make sure covering the cost of the course	January, 2009	Sp 2009
			25.6	State of the art learning technologies	Fall, 2008	Sp 2009
			25.7	Examples: Welding equipment, Science labs	Summer, 2009	SU 2009
			25.8	Market the value of high education in service area	Summer, 2008	SU2008
			25.9	Promote Scholarships	Summer, 2008	Summer 2008
			25.10	Design and maintain WebPages for individual programs and services	Fall, 2008	FA 2008 continuing



2008-2009 Accomplishments						
GCCC Strategic Priority		Goal/Outcome (Not Operational)		Measurable Objective	Antic. Compl. Date	Accomp-lishment Date
			25.11	Offer classes to develop WebPages	Fall, 2008	
			25.12	Train staff to develop WebPages (Use credit courses to train staff)	Fall, 2008	
			25.13	Use internships to create and maintain	Fall, 2008	
			25.14	Assist with promotion	Fall 08	Spring 2009
			25.15	Develop fall/spring schedules	Sum 08	Spring 2009
	26	Financial Literacy Awareness	26.1	Promote USA Funds' Life Skills web-based delivery with faculty	Sum 08	moved to 09/10
	27	Publish new GCCC course catalog	27.1	2008-10 paper/disk editions delivered	Aug-09	8-Aug
	28	Effectively direct students to services	28.1	Obtain signage for SCSC1	Fall 08	moved to 09/10
	29	Master Datatel Loan Module	29.1	Subscribe to Same Time session	Jul-09	9-Jun
	30	Provide banking services on campus	30.1	Install monitored ATM	Sum 08	8-Jul
	31	Online information for student health insurance	31.1	Increased availability through web site	Fall 08	Fall 2008
	32	Update classroom teaching aids	32.1	Replace chalkboards with whiteboards	Fall 08	Sum 2008
	33	Improve campus communication	33.1	Install closed circuit TV	Spr 09	moved to 09/10
	34	Eliminate trash on campus	34.1	Secure waste/trash bins for SCSC	Sum 08	Sum 2008
	35	Utilize Communications Management through Datatel	35.1	Records, Residential Life, Student Health, Admissions	Sum 08	Sum 2008
	36	WorkKeys online	36.1	to decrease cost and increase response time	Nov-09	8-Nov
	37	Pilot mobile assessment lab	37.1	better serve outreach	Mar-09	9-Mar
	38	Research Pre-Reg/Reg Functionality and implement if determined to be beneficial	38.1	Research functionality along with current policies to determine if Pre-Reg/Reg is beneficial	Spring/ Summer 2008	Fall 2008
	39	Establish a GCCC AQIP Website Link	39.1	Develop materials and information to be posted on the website	Spring 2008	Sum 2008
<b>Planning Continuous Improvement</b>	1		1.1	Funding existing Programs adequately	August, 2008	FY09
	2		2.1	Improve safe learning environment (OSHA, EPA, ADA)		ongoing
			2.2	Large, public restrooms in DPAC and Fine Arts		

2008-2009 Accomplishments						
GCCC Strategic Priority		Goal/Outcome (Not Operational)		Measurable Objective	Antic. Compl. Date	Accomp-lishment Date
	3		3.1	Increase the number of hours that students, staff, and faculty are involved with community projects and activities	Spring, 2009	
			3.2	Increase use of the Teaching and Learning Center by 30% as measured by faculty access	Spring, 2009	ongoing
			3.3	Hire and train adjunct instructors to support new enrollments	Spring, 2009	ongoing
			3.4	Train instructors about scholarship processes and opportunities	Spring, 2009	
			3.5	Expand staff development opportunities	Spring, 2009	
			3.6	Develop training for instructors on how to teach adults	Spring, 2009	FY09 (ALC)
			3.7	Train staff how to recruit	Spring, 2008	
			3.8	Staff development for successful student retention strategies	Spring, 2009	
<b>Planning Continuous Improvement</b>	4	Continue improvements to HVAC	4.1	Add 3rd boiler	Fall 08	Fall 08
	5	Ability to expand duties to maintain Tangeman Fields and surrounding area	5.1	Hire additional groundskeeper (part-time)	Spr 09	Spr 09
			5.2	Prepare field for spring softball season	Spr 09	Spr 09
			5.3	Re-level infield and move grass sod to meet field playing requirements	Sum 09	Sum 09
	6	Provide safe reliable transportation to GCCC students	6.1	Purchase used 35-passenger bus	Sum 08	Sum 08
	7	Ability to provide custodial services to campus	7.1	Hire PT custodian	Sum 08	Sum 08
	8	Increase efficiency of the custodial department	8.1	Purchase 4 vacuums	Sum 08	Fall 09
	9	Maintain a safe environment	9.1	Replace radios for security	Jul-09	Sum 09
	10	Work with Staff Development for software training of employees on campus	10.1	Create training materials		

2008-2009 Accomplishments						
GCCC Strategic Priority		Goal/Outcome (Not Operational)		Measurable Objective	Antic. Compl. Date	Accomp-lishment Date
			10.2	Schedule training for Office 07		Fall 08
			10.3	Schedule training for GCCC Help Desk		Spr 09
	11	IT Training	11.1	Determine what training is necessary	Fall 08	Spr 09
			11.2	Determine which staff is to attend training	Fall 08	Spr 09
	12	Replace Hazardous Kiln	12.1	Install larger doors to accommodate Kiln	Sum 09	Sum 09
			12.2	Install NG line; Venting and Electrical	Sum 09	Sum 09
	13	Replaced Vehicle Repair Vendor	13.1	Bid and Awarded Contract to Burtis Motors		Spr 09
	14	Ticket Booth Inadequate; not worth remodeling	14.1	Installed new Ticket Booth		Fall 08
	15	Per Student Requests	15.1	Install ATM in BTSC		Sum 08
	16	No outside building signage at ANNX	16.1	Install Jarmer Signage		Spr 09
	17	No ADA restroom in JCVT	17.1	Convert existing RR to ADA standards		Spr 09
	18	Meet future industry job needs	18.1	Put in new Welding Lab at JCVT		Sum 08
	19	Facilitate future Fire Science Training	19.1	Establish Burn Pit		Spr 09
	20	Provide new softball score board protection	20.1	Install protective net in front of scoreboard		Spr 09
	21	Enhance Press Box at Tangeman	20.1	Paint and landscape around press box		Sum 09
	22	Investigate cost savings trends in the use of first class and bulk postage expenses	22.1	Research first class postage and bulk mail expenses for the past 3 fiscal years	Fall 08	Sum 09
			22.2	Research business reply envelope expenses for the last 3 fiscal years	Fall 08	Fall 08
	23	Investigate potential cost savings by use of first class pre-sort permit	23.1	Research cost of permit and requirements for use. Compare pre-sort costs to prior mail costs	Fall 08	Sum 09
			23.2	Work with departments to determine possible cost savings		Sum 09
	24	Establish baseline for department printing work	24.1	Provide departments with baseline printing data	Sum 08	Sum 08

2008-2009 Accomplishments						
GCCC Strategic Priority		Goal/Outcome (Not Operational)		Measurable Objective	Antic. Compl. Date	Accomp-lishment Date
	25	Investigate need for an additional high speed printer/copier in the print shop	25.1	Research number of impressions in the print shop, number of impressions from all campus copiers and number of times current machine was out of service	Fall 08	Sum 09
	26	Investigate the possibility of offering the office supply forms in an electronic version	26.1	Review forms currently offered through Central Services and the annual quantity printed of each form	Fall 08	Spr 09
			26.2	Work with departments to determine if forms could be offered electronically	Spr 09	Sum 09
	27	Buy new T.V. for the daycare classroom	27.1	Student Center donated TV	Spr 09	Spr 09
	28	Fix sides of shed	28.1	Replaced shed	Sum 09	Sum 09
	29	Streamline employment notification process	29.1	Prepare adjunct and full-time contracts through Datatel	Fall 08	Fall 08
	30	Recruit talented workforce	30.1	Establish online application - HRE partners	Fall 08	Fall 08
	31		31.1	Establish applicant database to be accessible by hiring committees now and in the future - HRE partners	Fall 2008	Fall 08
	32	Assign room numbers to campus buildings and provide room signs	32.1	Room numbering for PENK, FOUS, ACAD, JCVT, JOYC	Fall 08	Sum 09
	33	Reduce Paper Files	33.1	Scan and store on hard drive all ammonia refrigeration and motor controls paper files	Fall 08	Fall 08
			33.2	Scan and store on hard drive all refund appeal paper files	Fall 08	Fall 08
			33.3	Discuss with refund appeal committee and see if they would be willing to receive all refund appeals via scanned copies	Fall 08	Fall 08
			33.4	Scan and store on hard drive all vendor information forms		Spr 09
	34	Collect data in an effort to analyze/reduce bad debt	34.1	Start a spreadsheet that reflects balances for each semester	Sum 08	Sum 08

2008-2009 Accomplishments						
GCCC Strategic Priority		Goal/Outcome (Not Operational)		Measurable Objective	Antic. Compl. Date	Accomp-lishment Date
			34.2	Enter monthly balances from each AGBL report that is run in order to send statements and enter onto spreadsheet		Sum 08
			34.3	Track manually on an Excel spreadsheet until bad debt is written off		Sum 08
	35	Computerized work flow for trip requests	35.1	Work with maintenance and IT creating a form and workflow	Fall 08	Fall 08
	36	Collect information to review Business operations	36.1	Survey campus and students		Fall 08
			36.2	Complete Business Office Program review		Fall 08
<b>Planning Continuous Improvement</b>						
	37	Meet new minimum wage for work study	37.1	Increase minimum wage for work study positions	Jul-09	8-Jul
	38	Improve Residential Life Area safety	38.1	Replace brick walkways with concrete	May-09	
			38.2	Install deadbolt locks in apartments	Aug-09	Fall 2008
			38.3	Install 8 steel-clad doors and frames	Aug-09	Sum 2009
			38.4	Obtain room number signs	Aug-09	moved to 09/10
			38.5	Obtain parking lot signage	Aug-09	8-Aug
	39	Advertise vacancies more effectively	39.1	Adequately fund position advertising	Jun-09	9-Jun
	40	Expand dining options	40.1	Install fire supression system	Aug-09	8-Aug
	41	Provide high volume Registrar printing	41.1	Purchase and install LaserJet	Jul-09	8-Jul
	42	Update online catalog access to streamline process	42.1	Purchase annual subscription	Fall 08	Fall 2008
	43	Organize Admission storage area for safety	43.1	Install shelves	Fall 08	Fall 2008
	44	Increase intramural participation	44.1	Assist with expansion of events	Jul-09	Spring 2009
			44.2	Assist with promotion	Fall 08	Spring 2009
			44.3	Develop fall/spring schedules	Sum 08	Spring 2009

2008-2009 Accomplishments						
GCCC Strategic Priority		Goal/Outcome (Not Operational)		Measurable Objective	Antic. Compl. Date	Accomp-lishment Date
	45	Financial Literacy Awareness	45.1	Promote USA Funds' Life Skills web-based delivery with faculty	Sum 08	moved to 09/10
	46	Publish new GCCC course catalog	46.1	2008-10 paper/disk editions delivered	Aug-09	8-Aug
	47	Effectively direct students to services	47.1	Obtain signage for SCSC1	Fall 08	moved to 09/10
	48	Master Datatel Loan Module	48.1	Subscribe to Same Time session	Jul-09	9-Jun
	49	Provide banking services on campus	49.1	Install monitored ATM	Sum 08	8-Jul
	50	Online information for student health insurance	50.1	Increased availibility through web site	Fall 08	Fall 2008
	51	Update classroom teaching aids	51.1	Replace chalkboards with whiteboards	Fall 08	Sum 2008
	52	Improve campus communication	52.1	Install closed circuit TV	Spr 09	moved to 09/10
	53	Eliminate trash on campus	53.1	Secure waste/trash bins for SCSC	Sum 08	Sum 2008
	54	Utilize Communications Management through Datatel	54.1	Records, Residential Life, Student Health, Admissions	Sum 08	Sum 2008
	55	WorkKeys online	55.1	to decrease cost and increase response time	Nov-09	8-Nov
	56	Pilot mobile assessment lab	56.1	better serve outreach	Mar-09	9-Mar
	57	Research Pre-Reg/Reg Functionality and implement if determined to be beneficial	57.1	Research functionality along with current policies to determine if Pre-Reg/Reg is beneficial	Spring/ Summer 2008	Fall 2008
	58	Establish a GCCC AQIP Website Link	58.1	Develop materials and information to be posted on the website	Spring 2008	Sum 2008

Service Area:

Division:

Department:

Category	Goal/Outcome (Not Operational)	Measurable Objective	Resource Needs (brief associated cost description/justification)	Antic. Compl. Date	Accomp-lishment Date
<b>STRATEGIC PRIORITY 1: Helping Students Learn</b>					
<b>Student Recruitment</b>	1	Developing plans for marketing, advertising and recruiting that incorporate social networking	1.1 Survey traditional students for input		Fall 2010
			1.2 Increase electronic recruiting methods		
			1.3 Provide Eventlink networking through social networking sites		
	2	Train program faculty to effectively recruit students	2.1 Hold trainings and support groups to increase recruitment- use admissions and coaches to lead discussions.		Fall 2010
<b>Student Retention</b>	1	Decreasing developmental needs of entering students	1.1 Meet with High School Faculty to establish seamless transition in English, Math, and Reading.		Fall 2010
			1.2 Develop on line orientation		Spring 2010
			1.3 Identify tools to measure reason for attrition		Spring 2010
	2	Maintaining safety and security for students and employees	2.1 Upgrade fire alarm systems, hold fire alarms , guides for tornado and storm shelters within buildings, location of emergency equipment in buildings)		Fall 2010
			2.2 100% advisor training, program faculty training		Spring 2010
			2.3 develop password system, internet usage, and student data to protect student information		Spring 2010
	3	Develop methods to work with advisees to get them enrolled in program classes	3.1 Enhance clubs to recruit interested students because of the value added by participation, develop advisee meetings for like students to mingle and get to know each other		Fall 2010
<b>Student Success</b>	1	Increase number of completers in programs	1.1 Increase awareness of needs of first generation college students		Fall 2010
			2.1 Determine exit testing to test ENDS		
	3	Transition CECS program students to the College - KANCO, KANGO, ABE, ESL etc.	3.1 Work with faculty to find the gaps in these trainings, develop curriculum to eliminate gaps, train teachers and recruit students		Fall 2010
<b>STRATEGIC PRIORITY 2: Leading and Communicating</b>					
<b>Partnerships</b>	1	Develop partnerships with Business and Industry to increase enrollment and local employment.	1.1 Work with faculty and advisory committees to find a means to enroll more currently employed students		Spring 2010







## Projections 2011 and Beyond

Service Area: Administrative Services    Division:	Department:
	Anticipated Completion Date
Remodel Penka - Expand cosmetology department	2012
Make accurate financial information available to students on line	2012
Upgrade Fire Alarm System - JOYC	2012
Replace 2 Oldest Fleet Vehicles	2012
Purchase 1 Ton Dump Truck to Facilitate Moving Materials, Trailer & Sand Spreader	2012
Repair roads & parking lots	2012
Computerize monthly daycare statements	2012
Place HR forms on HR link on GCCC website	2012
Place new hire benefit packet on website	2012
Install T-5 fluorescent light fixtures in woodshop	2012
Replace SAFL parking lot	2012
Replace (2) Original Primary HW Circulating Pumps - Maintenance Building	2012
Install Concrete Parking Slab for Buses	2013
Hire FT Painter to meet annual painting needs	2012
Hire FT Grounds person at Tangeman	2013
Replace Fire Alarm System - DPAC	2013
Asbestos removal in ACAD	2013
Network Various Buildings Fire Alarm Panels to central panel	2014
Hire 4th security officer	2014
JCVT office remodel	2014
Asbestos removal in JOYC	2014
Replace JOYC parking lot	2014
Replace DPAC parking lot	2014
Replace dorm parking lot	2014
Construct storage on main campus for portable stage, tables and chairs	2014

**PROJECT DESTINY**  
**Program Review • June 2010**

**MISSION OF SERVICE AREA**

Project Destiny is a High school Equivalency Program – better known as HEP – for migrant and/or seasonal workers. The program is federally funded through the U.S. Department of Education and is available at Garden City Community College under Kansas State University and the Collaborative Intercultural Multilingual Advocacy Center. GCCC is one of the three sites in this grant. The other two locations are in Emporia and Pueblo, Colo.

HEP participants can take GED prep classes in English or Spanish. However, in southwest Kansas most of the participants in this program are Spanish speakers. This is the main reason HEP has been expanded during the last four years to include students in Scott City, Ulysses, Syracuse and Lakin.

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

1) Essential Skills

- Earn a high school diploma or equivalent
- Prepare for college, technical school or other post-secondary education
- Enter a chosen career or enlist in the U.S. military
- Provides Spanish writing and math workshops to better prepare students to take the GED Official Exams.

2) Work Preparedness

- Graduate with a GED Diploma
- Become proficient in English
- Explore employment opportunities
- Get access to computers and other learning technology
- Receive personal and academic counseling and advising

3) Academic Advancement

- Obtain tutoring and mentoring to ensure completion of GED diploma
- Participate in workshops on available educational scholarships
- Participate in cultural and community events
- Offer GCCC campus tour to all students to provide information on programs and careers
- Offer transportation when necessary to area students
- Offer assistance with college admission applications, FAFSA, scholarship applications

4) Workforce Development

- GED Diploma
- Writing and Math skills

5) Personal Enrichment

- Each student develops a Personal Career Plan which identifies personal and academic goals.
- Opportunities to attend campus cultural events and activities.
- Participate in Financial Aid workshops

6) Provide information on community resources and opportunities.

### **PROJECT DESTINY FUNCTIONS**

**Principle functions or types of services performed by this service area:**

- GED Preparation
- Tutoring
- GCCC Admissions Applications
- Financial Aid/Scholarship Applications
- Academic and Personal Advice/Assistance
- Cultural Events
- GCCC Campus Visits
- Mentoring
- Skill Improvement Workshops: Math and Writing
- Referrals to campus programs and other Community Agencies
- Books and materials for the GED Program

### **CLIENTELE**

**Principal clientele served:** Migrant and seasonal farm workers and their families

- Each student participating in the program in is interviewed individually to determine what kinds of personal and academic support he/she needs to be successful and graduate from the program.
- Tutoring is available in all five GED subjects
- GCCC campus tours are organized every semester
- Assistance with Admission Forms and Financial aid
- Scholarship applications
- Referrals to different programs on campus according to the student's area of interests
- Community Service information and activities are available to all students
- Advising to students who need to enroll in ESL classes
- School supplies are available to HEP students

### **PERSONNEL**

a. Professional/Technical

<b>Position</b>	<b>Status (FT/PT)</b>	<b>Degrees obtained</b>	<b>Date of employment</b>
Site Coordinator	FT	Master Degree	January 2002
Spanish GED Inst.	FT	BA – Nicaragua	August 2004

b. Support

Position	Status (FT/PT)	Highest degree obtained	Date of Employment
Spanish GED Tutor	PT	GED	August 2004
Spanish GED Tutor -SC	PT	GED	March 2007

**Is the number of staff adequate to support the service area? If no, explain.**

Yes. Project Destiny focuses on providing instructional/tutoring services to students who qualify as migrant under the federal guidelines. Generally, class sizes are between 10 and 15 students per classroom. These small classes allow students to meet their educational goals while they progress satisfactorily toward completing the GED.

**Does the available staff possess all specialized skills required to support the service area? If no, explain.**

The three staff members working with students in the classroom are qualified individuals whose native language is Spanish, providing a good support and understanding to the students served by the grant. The staff also is constantly looking at ways to improve and implement new learning activities that help students better prepare for the GED Official Exams.

**COMMUNITY SERVICE/PARTICIPATION**

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

  X   yes, please answer the remaining questions  
       No

2. List the pertinent community services and/or activities.

- United Methodist Mexican-American Ministries
- League of Latin American Citizens (LULAC)
- Voter Registration
- Garden City High School Site Council
- Bernadine Sitts Intermediate Site Council
- YMCA
- Endowment Auction
- Endowment Phonathon
- Parent Teacher Conferences
- Parades – riding on floats
- Debate tournaments – serving as judges/assistance
- MPAC – Migrant Parent Advisory Council – Garden City & Syracuse

**CAMPUS COMMUNITY INVOLVEMENT**

1. What campus committees or activities do staff in this service area serve on or assist with?
  - GCCC Leadership Development Academy
  - GCCC Endowment Phonathon

- College Goal Sunday for Financial Aid
- Friends of the Broncbuster Baseball

### PROFESSIONAL ACTIVITIES

1. In what professional organizations does staff in this service area participate? Indicate any offices held.
2. What honors, awards, or recognition have service area personnel received in the last five years?
  - GCCC Leadership Development Academy graduate
3. What projects, presentations or publications has staff completed in the last five years?
  - MPAC – Migrant Parent Advisory Council – Garden City & Syracuse
  - Speaker for the Hispanic Day on campus
  - Project Destiny – Brochures – English & Spanish
  - Website through KSU – College of Education – CIMA Center - <http://coe.ksu.edu/esl/Project%20DESTINY/region1.html> - Also illustrating the kinds of agricultural jobs students in the region perform.

### PROFESSIONAL DEVELOPMENT

1. **Do staff members in this service area routinely participate in professional development activities? YES**

Explain.

- Attendance at national, regional and state conferences
  - Local involvement in professional organizations
  - Leadership development workshops
  - Visited other HEP and CAMP professionals and sites
  - Continuing education with Families Together
  - Attendance at Migrant Education Programs established by the State and Federal Department of Education
  - FAFSA training
  - Inservices on campus
2. In what in-service opportunities have staff in this service area participated? (List such things as conferences, courses, workshops, etc.)
    - Migrant Education Conferences
    - Courses
    - Leadership training

### FACILITIES AND EQUIPMENT

1. Are available general use facilities, such as office and work spaces, adequate support the service area?  
Yes.
2. Is available dedicated space adequate to support the service area?  
Yes.
3. Is available equipment adequate to support service area objectives?  
Yes.

4. Is available equipment up-to-date?  
Yes. However, the copy machine in the basement needs to be replaced as it is constantly broken and out of order.
5. Are additional facilities or equipment required to support the service area?  
Yes. The program needs to have additional storage place for student materials and graduation items.

### **METHODS AND TECHNOLOGY**

1. Are the present methods of operation/delivery appropriate for meeting the service area mission? Yes  
Classes are offered in consistent classrooms where our materials and bulletin boards offering program information are kept.
2. Do these methods utilize the best-suited, available technologies? Explain.  
Yes. When not in the regular classrooms, students are encouraged to use the computer lab located in the same area for class activities/research and GED Registration.
3. Indicate recently implemented innovations in service and/or use of technology?

<u>Innovation</u>	<u>Date</u>
Computerized GED Registration	2007 implemented
Computerized GED Science and Social Studies Activities	2007 implemented

### **ACCREDITATION**

1. Is the service area subject to accreditation by state regional or national accrediting agencies?  
  
 yes, please answer the remaining questions  
 no HEP/Project Destiny is a federal-funded grant for Migrant/Seasonal Workers and their Families granted through U.S. Department of Education

### **STRENGTHS**

1. List and comment on the major strengths of the service area.
  - Participants receive all the instruction necessary to successfully graduate with a Kansas High School Diploma. GCCC's Project Destiny has graduated the students with the highest scores in the Spanish GED Official Exams in the State of Kansas during the last three years.
  - Provide math workshops on Saturdays
  - Collaborate well with other migrant agencies in the state and areas of serving
  - Collaboration with campus and off campus student services and academic programs
  - Communicate information appropriately through a variety or channels

- Responsive to student needs
- Seek continuing education opportunities for students

### **WEAKNESSES**

1. List and comment on the major weaknesses or needs for improvement of the service area.

Lack of funding and personnel restricts the services that could be offered to students in other areas of service as well as resources, such as computer-based activities.

2. List recommendations for improving service area and correcting identified weaknesses.

Conduct an assessment of the existing services and the number of graduates in each site to consider changes in the new grant proposal.

Renovate the delivery of services such as the hours of instruction and locations.

### **EVALUATIONS**

- 1. Have service area personnel received favorable evaluations?**

Yes, all our evaluations have been favorable.

- 2. Has overall delivery of services from this area been evaluated by users?**

Yes. Project Destiny is currently running evaluations of the services provided in all sites.

- 3. From the evaluation(s) described in Questions #1-3 and other sources (if appropriate), summarize how successful the area has been in carrying out its mission (e.g. providing its stated functions and serving its various clientele.)**

Graduates who have returned surveys expressed satisfaction in the program services and staff.

- 4. How has your area used these evaluations? What changes have been made as a result?**

Project Destiny is constantly evaluating these surveys and making changes on the information students receive on the grant objectives, GED requirements. These changes are also in preparation to submit a new proposal for the renewal of this grant by the end of this year.



**Kansas Small Business Development Center Program Evaluation**  
**MISSION OF SERVICE AREA**

1. State the mission of this service area.

The mission of the KSBDC is to increase economic prosperity in Kansas by helping entrepreneurs and small business owners start and grow their businesses through professional consulting, training, and resources.

*"Growing Kansas Entrepreneurs"* is the goal of the KSBDC. We accomplish this goal by assisting established firms, growth companies, and start-up enterprises to meet the challenges in today's evolving global marketplace through free and confidential business counseling services. The KSBDC at Garden City Community College is a regional resource and support center for the small business person.

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

A. Essential Skills

- Successful clients put tax dollars back into the economy of southwest Kansas and those funds help to support Garden City Community College. The KSBDC is one of the few programs funded by State and Federal tax dollars that provide a positive return on investment.
- Work with clients as they put together business plans, marketing plans and other business documents. The consultants educate clients in business writing and documentation skills.
  - Work with clients to prepare components of financing packages and business plans. Great Plains Development, Inc., the region's Certified Development Corporation (CDC), area banks, the district office of USDA's Rural Development Division, and other lending agencies were all utilized to assist small companies and individuals in acquiring start-up and expansion capital. The staff works with bankers and clients to inform them about SBA Community Express loans and has offered information on the new ARC loan program and has attended training on E-Communities and investment funding.
- Work with clients to understand the basics of financial projections and record keeping as well as the analysis skills of their financial documents. This is often the first time they have had exposure to the application of math skills required to run a business.
- Work with clients so they better understand their computers and programs needed to run their business. We offer training in QuickBooks and educate them on websites, Excel and Word programs, and other basic computer skills and knowledge.

B. Work Preparedness

- Work with clients at every level of business, both existing and emerging, to give them a broader knowledge of the skills necessary to open and/or expand a business including, but not limited to:
  - Startup assistance
  - Buying or selling a business/transition planning
  - Business plan assistance
  - Financial projection development
  - Cash flow analysis
  - Marketing plan & market research development
  - Capital & financing resources
  - Inventory control procedures
  - Product cost analysis and pricing
  - Advertising & sales strategies
  - Selling to the government/procurement
  - Store layout & design
  - Human resources issues & regulations
  - Shoplifting/shrinkage avoidance

C. Academic Advancement

- Workshops are offered to our clients on a non-credit basis
- College line schedules are available to our clients who wish to pursue further education in a specific area.
- Maintain contacts at colleges/universities for further education possibilities.

D. Workforce Development

- Work with clients to educate them in their responsibilities and opportunities with employees.
- The staff serves on local workforce development committees and refers clients to the workforce center.

E. Personal Enrichment

- Five clients were recognized by the Kansas Department of Commerce 2009 Business Appreciation Month awards: Boot Hill Bed & Breakfast of Dodge City, Pumpkin Paradise of Sublette, Wilmore Gardens of Wilmore, Mikey's Auto Repair of Copeland, and Sunflower Creations of rural Copeland.
- An Emerging Business and an Existing Business of the Year are selected annually with a celebration in Topeka for the recipients. Area legislators attend and present the awards. Copies of the 2009 E&E success stories are attached.
- A new Outreach Center was established on May 1, 2009, in partnership with Seward County Community College/Area Technical School. This center primarily serves the seven counties in the SCCC/ATS coverage area. (Grant, Haskell, Meade, Morton, Stanton, Stevens and Seward)
- The Outreach Center at Greensburg continued to serve clients in Kiowa County to reestablish the community destroyed by tornado 5/4/07.

- Work continues within the Hispanic community to build relationships and to build a KSBDC bilingual library of resources. Work also is done with translators to ensure clients and seminar attendees understand the issues and can ask questions as needed. GCCC KSBDC assisted 26 minority clients including Hispanic, Black, Asian, Native Hawaiian, and Native American clients with either start-up information or expansion of their small business concerns. Because of the high concentration of Hispanics in southwest Kansas, this office provides a variety of literature and website information printed in Spanish. Interpreters are obtained to assist clients if needed. The staff has worked with several resources to get additional Spanish materials for the office. In addition, the KSBDC state website has 24 virtual training programs in Spanish that can be accessed at no charge.
- Served as an advocate for small business through presentations to various civic groups across region, participation in public meetings and participation in business-related committees. The staff established and/or maintained relationships with state and federal legislators through letters, phone calls, and face-to-face contacts. The staff met one-on-one with most of state representatives and senators for this region in Topeka. Legislative coffees with state officials were attended in Garden City in the spring. The staff works with wKREDA and the Kansas Cavalry to promote economic development in Kansas.
- Youth Entrepreneurship is a focus. Pat Veasart is on the Advisory Council for Dodge City and Garden City High Schools Business, Life and Domestic Sciences programs and attended the DCHS Career breakfast in February. She has served as mentor to GCHS seniors on Buff Projects involving business startups and met with a Dodge City High School student on a startup project at the request of the instructor. She also presented a program to the Cosmetology students at GCCC on the services of the KSBDC. Mark Buckley was a speaker at the Kansas DECA convention in March. Mike O’Kane is a member of the SCCC/ATS Marketing and Management program Advisory Board.
- The center has developed and/or maintained relationships with area financial institutions and funding agencies. They continued good working relationships with State of Kansas Agencies, SCORE and other Federal agencies were also utilized as needed for client assistance. Veasart represented the KSBDC and the Kansas Cavalry at the Kansas Cavalry Encampment in Overland Park. Veasart and Cheryl Schmale, assistant director, meet with the Workforce Development agencies in the area. They also have working relationships with the three Enterprise Facilitation groups with counties in the region, including the Prairie Enterprise Partnership, Sunflower Enterprise Facilitation, and the Western Kansas Business Consulting Group. The director represents the KSBDC on the advisory board of the Dodge City Community College Institute of Business and Technology. Buckley serves Greensburg on the Public Square Committee, KCRB committee, is a member of the local Rotary club and attends Greensburg City Council meetings. O’Kane participated in Franchise Night programs with the Liberal Chamber of Commerce and Economic Development Council.

- The staff visited county economic development centers and financial institutions to promote the center's services and support business development. In addition, they were active in Chamber of Commerce and downtown Main Street economic development activities in their service areas.
- GCCC KSBDC researched information for clients and resources through the KSBDC in-house library, college library, local public libraries, via the Internet, and the SBDC Research Network. They also maintain a membership in the online James J. Hill Library.
- Veasant and Schmale toured the El Cuartelejo museum in Scott City and discussed business plan and not-for-profit resources with the curator. Schmale represented the KSBDC at the Santa Fe Plaza Open House in Dodge City as a resource for new businesses.
- The GCCC KSBDC presents radio programs for the KSBDC on the radio stations of the Western Kansas Broadcast Center in Garden City. This has proven to be an effective way to reach the community with information on small business.
- The entire staff hosted the KSBDC Q4 state team meeting in Greensburg and Pratt for more than 45 attendees from centers across Kansas.

## **GCCC PROGRAM EVALUATION SERVICE AREA FUNCTIONS**

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

Free & confidential business counseling services that include but are not limited to:

- Startup assistance
- Buying or selling a business/transition planning
- Business plan assistance
- Financial projection development
- Cash flow analysis
- Marketing plan & market research development
- Capital & financing resources
- Inventory control procedures
- Product cost analysis and pricing
- Advertising & sales strategies
- Selling to the government/procurement
- Store layout & design
- Human resources issues & regulations
- Shoplifting/shrinkage avoidance

Training & Workshops that include but are not limited to:

- Steps to Start Up
- Start Up Issues & Planning
- Serving Customers from the Inside Out
- Record Keeping & Financial Analysis
- QuickBooks & Smart Start
- Motivating a Team
- Merchant Services
- Marketing Your Business
- Marketing Beyond the Basics
- Market Based Management
- Loss Prevention
- Keeping the Books
- Human Resources: Dealing with Employee Issues
- Customer Service
- Customer Relations
- Communication Skills for Women
- Communication Skills for Leaders
- Ag Tourism
- Media & Public Relations
- Aftermath: Responding to Change

2. Provide indications of the service area's activity in relation to these functions over the past three years (e.g. user trends, service area output, clients served, material collected and/or distributed etc.)

## GCCC Kansas Small Business Development Center REGIONAL IMPACT REPORT 2006-2009

ITEM	CY 2006**	CY 2007	CY 2008	CY 2009**
New Businesses	15	13	15	19
New Jobs	53	57	77	88
Save Jobs	53	57	126	42
Change in Sales (m = million)	2.05 m	5.3 m	3.8 m	1.8 m
Clients assisted with financing	15	20	48	47
Financing (m = million)	1.2 m	1.8 m	4.6 m	2.5 m
Equity Injection (m = million)	352,500	1.0 m	1.5 m	1.1 m
	33.85%	49.28%	30.45%	13.18%
Client Sales Growth %	vs. 5.2%	vs. 3.8%	vs. 4.9%	vs. -2.0%
<i>compared to % average change of all businesses in KS (KSBDC vs. State)</i>				
Clients	105	135	167	125
Hours	911	1126	1664	1128
Workshops	18	30	58	20
Attendees	165	258	356	167
Information Requests	648	687	525	770

\*\*staffing was only 50% for six months of the year due to open positions

<p><b>Over the last 8 years, the GCCC KSBDC services to clients generated an average of \$14.60 in new tax revenues for every \$1.00 invested in the GCCC KSBDC program.</b></p>
--

## GCCC PROGRAM EVALUATION SERVICE AREA CLIENTELE

1. Identify the principal clientele served.

- Emerging and existing business owners in the 22 county area of southwest Kansas.
- Counties include Clark, Comanche, Edwards, Finney, Ford, Grant, Grey, Greeley, Hamilton, Haskell, Hodgeman, Kearny, Kiowa, Lane, Meade, Morton, Ness, Scott, Seward, Stanton, Stevens, and Wichita.

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

- Each client is met on a one-to-one basis and the time ranges from 1 to 50 hours per year with exceptions made for work past 50 hours. The average time spent with a client in 2009 was 8.3 hours.

### GCCC PROGRAM EVALUATION PERSONNEL

1. Supply the information requested below for all full-time and part-time personnel. Attach additional pages if necessary.

a. Professional/Technical

Position	Status (FT/PT)	Highest degree obtained	Date of employment
Regional Director	FT	M.S.	August 1982
Assistant Director	FT	B.S.	September 2009
Consultant (Greensburg)	FT	M.S.	November 2007
Consultant (SCCC/ATS)	FT	B.S.	May 2009

b. Support

Position	Status (FT/PT)	Highest degree obtained	Date of Employment
Business Specialist	FT	High School diploma	March 2006

2. Are the number of staff adequate to support the service area? If no, explain.

No. A fulltime consultant is needed in the Dodge City area to better cover the clients in the eastern portion of the region. Currently clients may wait 3-4 weeks for an appointment or longer if we must travel to meet them in their area. One additional consultant would greatly increase the impact and the effectiveness of the GCCC KSBDC. **No additional funds would be requested of GCCC**; this is a project with money at the state level, working to leverage those dollars with local dollars in the Eastern portion of our region including Ford County.

3. Does the available staff possess all specialized skills required to support the service area? If no, explain. **Yes.**

## **GCCC PROGRAM EVALUATION COMMUNITY SERVICE/PARTICIPATION**

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

  X   yes, please answer the remaining questions  
       no

2. List the pertinent community services and/or activities, including extent of involvement

Pat Veearst

- Broncbuster Athletic Association Member
- Friends of the Lee Richardson Zoo Member
- Friends of the Finney County Public Library Member, Past Board Member
- Committee Member, Boy Scout Troop #109; Past Executive Board Member, Santa Fe Trail Council Boy Scouts of America (12 years)

Cheryl Schmale

- Trinity Lutheran Church Preschool – Chairperson and Treasurer
- Actively involved in GCHS 6<sup>th</sup> Man Club (booster club for GCHS basketball) 2006-2010 and will continue active involvement
- Setters Club –booster club for GCHS Volleyball (was actively involved in 2006-2008, not in 2009-2010, but will be active again in 2010-2011
- Beta Sigma Phi – actively involved – holding various offices since 1985

Kathy Nance

Broncbuster Athletic Association

## **GCCC PROGRAM EVALUATION CAMPUS/COMMUNITY INVOLVEMENT**

1. What campus committees or activities do staff in this service area serve on or assist with?

Pat Veearst served on the Community Relations Committee for eight years until it was dissolved and dispersed to other committees. During her employment, Cristina Aslin served on an Internal Governance committee, participated in the GCCC Leadership Program, and initiated the recycling program at GCCC. Cheryl Schmale only began her employment last September. Mark Buckley and Mike O’Kane serve the college in outreach locations and are not actively involved on the GCCC campus.

Activity representing the campus has included the entire staff volunteering time at GCCC, Greensburg and SCCC/ATS activities, the Garden City Home Show, and the 3i Show.



## GCCC PROGRAM EVALUATION PROFESSIONAL ACTIVITIES

1. In what professional organizations do staff in this service area participate? Indicate any offices held.

ORGANIZATION	# OF PERSONNEL PARTICIPATING	OFFICES HELD
Kansas Cavalry	1	Deputy Regional Commander, Region V – Pat Veesart
Garden City Downtown Vision Economic Restructuring Comm.	2	
Western KS Rural Economic Development Alliance	3	
Education Comm.	1	
GC Area Chamber of Commerce Business Visitation Committee	2	
Rotary Club, Liberal	1	
Rotary Club, Greensburg	1	
KSBDC People Committee	2	Co-Chair – Pat Veesart
KSBDC Image Committee	3	Co-Chair – Kathy Nance
Leadership Garden City class 1996	1	
Adjunct Faculty Friends University	1	
Association of KS Community College Office Professionals	1	Former State President, Honorary Lifetime Member – Pat Veesart

2. What honors, awards, or recognition have service area personnel received in the last five years?

Pat Veesart

Kansas State Star Award 2008

ASBDC (National) State Star Award 2008

Champion for Many – WeKAN Award 2009

3. What projects, presentations or publications have staff members completed in the last year?

Veesart was interviewed and quoted in business articles in Inc. Magazine in December 2008 and again in May 2010. She was also quoted in a CNN Money Magazine online article in January 2009.

Veesart and Buckley collaborated with KDOC to do presentations at the AgriTourism workshop in Great Bend in March. Veesart represented the KSBDC at Inman participating in a workshop for Kansas Dept. of Agriculture and temporary food vendors in January. Buckley and Veesart presented at the Kansas MarketPlace Conference in Hays.

Veesart staffed a KSBDC booth at the Stanton County Expo in Johnson City in February. Buckley and Veesart attended the WeKAN conference in Salina in March. Veesart participated in the City Comprehensive Planning sessions for Garden City through the summer.

Veesart participated in the WKMA Workforce Conference in Topeka, worked with the Garden City Visioning group to increase awareness of business in Garden City, participated in the Kansas Transitional Leadership Conference at GCCC, and met with the Greensburg City Council to finalize the contract for the Outreach Center in Greensburg. She works with the Garden City Downtown Vision Economic Restructuring Committee. She taught a course in Strategic Management for the MBA program at Friends University through its outreach program in the fall.

Buckley participated in the National Business Incubator Association conference and serves as a resource for the Sun Chips Business Incubator in Greensburg, where his office is located. He is also working with the Kauffman Foundation to set up a FastTrac program in Greensburg. He is highly involved in many aspects of this rebuilding community serving on many boards and speaking at public meetings and for civic organizations.

O’Kane staffed the KSBDC booth at the Dodge City/Ford County Economic Development “Thank Business” fair in June. He serves on the Rotary Club board and was the co-director of the Rotary Christmas party for mentally challenged elementary school students.

### **GCCC PROGRAM EVALUATION PROFESSIONAL DEVELOPMENT**

1. Do staff members in this service area routinely participate in professional development activities? **Yes**  
Explain.

The staff was active in pursuing training and staff development as outlined in their Professional Development Plans. They attended all KSBDC meetings as requested and increased their professional knowledge by attending seminars on marketing, finance, customer service, and a variety of technology-based trainings.

Attendance at national, regional and state conferences

2. In what in-service opportunities have staff in this service area participated? (List such things as conferences, courses, workshops, etc.)

MS Excel training  
Leadership training and conferences  
7 Habits of Highly Effective People Facilitator training  
Profit Mastery Certification  
Profit Cents training  
WebCATS training  
WeKAN! Conference  
Franklin Covey training  
Kansas MarketPlace Conference  
Kansas Workforce Summit  
ASBDC National Conference  
KSBDC Team Meetings  
Campus In-Service meetings

3. Are there areas of unmet professional development needs among staff in this area? If so, list those areas of need and the individual staff members concerned.

No

### **GCCC PROGRAM DEVELOPMENT FACILITIES AND EQUIPMENT**

Answer and provide explanations for each of the following:

1. Are available general use facilities, such as office and work spaces, adequate support the service area?

Yes

2. Is available dedicated space adequate to support the service area?

Yes

3. Is available equipment adequate to support service area objectives?

Yes

4. Is available equipment up-to-date?

Yes

5. Are additional facilities or equipment required to support the service area?

No

## GCCC PROGRAM EVALUATION METHODS AND TECHNOLOGY

1. Are the present methods of operation/delivery appropriate for meeting the service area mission? Explain.

Yes. Ideal communication with our clients is face-to-face. We also use telephone and email as needed. We have established a Facebook page that has more than 120 fans and averages 160 visits per week.

2. Do these methods utilize the best-suited, available technologies? Explain.

Yes, we are using the available technology while recognizing that not all of our clients are technologically savvy. We adapt to each client as best as we can to provide the best quality service possible.

3. Indicate recently implemented innovations in service and/or use of technology?

<u>Innovation</u>	<u>Date</u>
Facebook	Continual updating
Website	Continual updating
Profit Mastery Certification	Spring 2010
Profit Cents program	Spring 2009
WebCATS training/upgrades	Continual updating
Upgraded laptop computer equipment	Fall 2009
Upgraded presentation projector	Fall 2009
Upgraded office computers	Fall 2006

## GCCC PROGRAM EVALUATION ACCREDITATION

1. Is the service area subject to accreditation by state regional or national accrediting agencies?

  X   yes, please answer the remaining questions  
     no

2. What is the service area's accreditation status?

Accrediting agency/agencies: Association of Small Business Development Centers

Type of accreditation:

Length: 4 years

Action: Accredited in September 2009  
with no conditions

## **GCCC PROGRAM EVALUATION SERVICE AREA STRENGTHS**

1. List and comment on the major strengths of the service area.
  - Clients find us approachable, informative and beneficial
  - Our areas are cross-trained to provide all services
  - Perform well as a team
  - Collaborate well with other KSBDC offices and on-campus academic departments
  - Ensure clients are informed and aware of services and other campus resources
  - Communicate information appropriately through a variety of channels
  - Responsive to campus and client needs
  - Seek continuing education opportunities
  -

## **GCCC PROGRAM EVALUATION SERVICE AREA WEAKNESSES**

1. List and comment on the major weaknesses or needs for improvement of the service area.
  - Lack of personnel restricts the services and lengthens the time clients must wait for appointments and increases travel expenses.
2. List recommendations for improving service area and correcting identified weaknesses.
  - Work to establish outreach center in the Dodge City area. Focus may remain in Kiowa County for another year before this can be accomplished.

## **GCCC PROGRAM EVALUATION**

Answer and provide explanations for each of the following:

1. Have service area personnel received favorable evaluations?

Yes, the KSBDC uses multiple surveys to gauge performance. The two evaluations conducted by the Docking Institute (see samples attached) on Quality & Service and Economic Impact are attached. The center director completes semi-annual and annual reports that are used to monitor progress at the state level.

The regional center is also evaluated annually by both the US Small Business Administration and by the KSBDC State Director. The Associate State Director also conducts an annual financial review.

2. Has overall delivery of services from this area been evaluated by users?

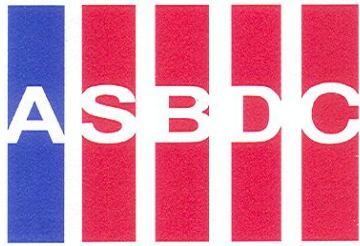
Yes, the Quality & Service surveys are conducted annually with clients.

3. From the evaluation(s) described in Questions #1-2 and other sources (if appropriate), summarize how successful the area has been in carrying out its mission (e.g. providing its stated functions and serving its various clientele.)

The GCCC KSBDC has achieved over a 90% approval from the evaluations returned by our clients. We strive daily to meet the business needs of Southwest Kansas and have a proven track record of success. We meet with a wide variety of clients from every ethnic and socio-economic strata across our counties. "Growing Kansas Entrepreneurs" is not just our tag line, it is our passion and our goal.

4. How has your area used these evaluations? What changes have been made as a result?

We review client responses and seriously consider any suggestions or comments. We consistently strive to build a strong, quality program. We recognize that there will be the potential of dissatisfaction from clients who don't receive a loan or other problems that may be out of our control. We discuss any issues that arise and try to be sure they are handled in a timely manner. This leads to our very high client satisfaction rate.



# Association of Small Business Development Centers®

8990 Burke Lake Road, 2nd Floor, Burke, VA 22015 ■ Tel: 703-764-9850 ■ Fax: 703-764-1234 ■ E-mail: info@asbdc-us.org

## 2009 ASBDC Accreditation Committee

**Chair:**  
Mike Young  
TX-Houston SBDC

**Vice Chair:**  
Marc King  
NC SBTDC

**Secretary:**  
Carmen Marti  
PR SBTDC

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MD SBDC  
  
Christian Conroy  
PA SBTDC

Duane Fladland  
NM SBDC

Jody Keenan  
VA SBDC

James King  
NY SBDC

Elizabeth Klimback  
TX-Dallas SBDC

Carol Lopucki  
MI SBTDC

Kelly Manning  
CO SBDC

Marjorie Miskec  
NE SBDC

Beth Melnik  
GA SBDC

Michael Myhre  
MN SBDC

Barbara Necarsulmer  
DE SBDC

Greg Panichello  
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Mark Petrilli  
IL SBDC

Brett Rogers  
WA SBDC

Al Salgado  
TX-San Antonio SBDC

Katie Sewell  
ID - SBDC

Max Summers  
MO SBTDC

Henry Turner  
DC SBDC

Mary Lynn Wilkerson  
LA SBDC

November 23, 2009

Mr. Wally Kearns, State Director  
Kansas SBDC Network  
214 SW 6<sup>th</sup> Street, Suite 301  
Topeka, Kansas 66614-3719

Dear Wally:

The Kansas SBDC Network was reviewed by the ASBDC accreditation team during the week of August 3, 2009. Attached to this letter is a final report representing the complete and final observations of the accreditation team including recommendations. The team found many examples of a high performing network focused on customers and stakeholders.

Based on the accreditation review and respective report by the accreditation team, the Accreditation Committee voted at its September 11, 2009 meeting to accept the recommendation of the team to accredit the Kansas SBDC Network. Accreditation qualifies you to apply for SBA funds administered by the Office of Small Business Development Centers. Your next scheduled review will be in the year 2013, and your accreditation will expire on December 31, 2013.

Accreditation is important for each SBDC and is essential for the national SBDC program to be recognized as a high quality economic development organization.

Congratulations to you and your staff, hosts, and supporters.

Best regards,

Mike Young  
Chair, ASBDC Accreditation Committee

cc: Dr. Edward Hammond, President, Fort Hays State University w/attachment  
Dr. Larry Gould, Provost, Fort Hays State University w/attachment  
Fred Willich, Advisory Board Chair w/attachment  
Carole Jordan, Senior Director of Rural Development Division, Kansas Dept. of Commerce w/attachment  
Antonio Doss, Associate Administrator, U.S. Small Business Administration  
Jean Smith, Deputy Associate Administrator, U.S. Small Business Administration  
Jerry Cartwright, Chair, ASBDC Board of Directors  
C. E. Rowe, President, ASBDC  
Lisa Kim, ASBDC w/attachments  
Christian Conroy, ASBDC Accreditation Team Leader  
Greg Panichello, ASBDC Accreditation Team Member

# 2009 Emerging Business of the Year

## Ewe Specialties, LLC & Special Occasions



<b>Owners</b>	Louaine Knoll & Sondra Baird
<b>Nature of Business</b>	Bulk nuts, candies, party supplies & wedding rentals
<b>City</b>	Garden City
<b>County</b>	Finney
<b>Phone</b>	620 -272 -0062
<b>Email</b>	<a href="mailto:ewespecialites@sbcglobal.net">ewespecialites@sbcglobal.net</a>
<b>Website</b>	<a href="http://www.ewespecialties.com">www.ewespecialties.com</a>
<b>Business Structure</b>	LLC
<b>Business Began</b>	2006
<b>Employees</b>	2
<b>KSBDC Consultant</b>	Cristina Aslin

**“We didn’t even know where to begin so we went to the KSBDC. Our consultant helped us work through all the details with us. The staff there is great, if they don’t know it, they’ll find it! We appreciate having the resource to continue to call upon as needed.”**

**Sonnie Baird & Louaine Knoll  
Owners**

A store where the primary purpose is to make people smile was the ultimate goal of Sondra “Sonnie” Baird and Louaine Knoll. Sonnie had served in public positions for 35 years and felt it was time for a change. Louaine was running Perfect Occasions, a party/wedding business out of her home and wanted a retail facility. Working together they formed a business that incorporated both new items and the party supplies & wedding rental business. It has been both fun and profitable for them. The nut and candy stores in larger cities appealed to them and they thought it would work in Garden City. They came to GCCC KSBDC for information on getting started. “We knew what we wanted but had no clue what to do. Our consultant really got us centered so we felt comfortable getting started,” said Sonnie.

The name, Ewe Specialties, has two meanings. When Sonnie, in her first year of teaching, was reading to her students and came across the word “ewe” in a sentence she didn’t know the word so she called it “ee-we” and now the story is still told by other teachers and her former students. They also made the acronym “**E**late yourself **W**ith **E**xquisite nuts and candies” for the business.

### Secret to Success

**“We found a niche that no one was filling and utilized Louaine’s creativity and Sonnie’s dynamic spirit to build the business.”**

Establishing a business meant finding distributors and products and establishing the market. The GCCC KSBDC assisted with resources and provided research to find great products for their customers. The store was quickly a success and their gift boxes go all over the country. They have over 150 different types of candies, nuts and snacks. “I just love it,” said a customer, “I can get just a little bit of something that is tempting or I can buy a bunch for a party. This is such a great store!”

Sonnie & Louaine love their ability to make decisions for the business quickly and be flexible as entrepreneurs. Their favorite thing is watching new customers come through the door and seeing their eyes widen in amazement at the colorful bins of candy. “We just love to see them smile!”



*Louaine, left, and Sonnie greet customers with a smile*

**Garden City Community College  
Kansas Small Business  
Development Center**

801 Campus Dr.  
Garden City, Kansas 67846-6333  
(620) 276-9632  
[www.swksbdc.com](http://www.swksbdc.com)



# 2009 Existing Business of the Year



## Nature's Way Health Food

<b>Owner</b>	Velma Diehl and Janice Olson
<b>Nature of Business</b>	Nutritional foods, supplements, herbs and spices
<b>City</b>	Garden City
<b>County</b>	Finney County
<b>Phone</b>	620 - 276- 2428
<b>Business Structure</b>	Sole Proprietorship
<b>Business Began</b>	1983
<b>Employees</b>	4
<b>KSBDC Consultant</b>	Patricia Veearst



**“Be willing to seek help and advice with your business. Process the advice and stay focused on your goal.”**

**Velma Diehl, Co-owner**



*Janice, at left, and Velma reviewing shelf stock.*

Velma Diehl has always been interested in nutrition. She had managed a health food store before, so when an existing business came up for sale in Garden City in 1983, she purchased it and ran it in several small storefront locations over the next 12 years. In 1995, she decided to purchase a freestanding building and greatly enlarge the footprint of her store. This is when she decided to seek assistance from the GCCC KSBDC. Patricia Veearst, regional director and business consultant for the GCCC KSBDC worked with her to write a business plan and to put together financial projections to take to the bank for financing the new venture. Velma's solid background in the health food industry and in local retail made her a good candidate for the bank's investment.

The business continued to thrive and her daughter, Janice Olson, joined her in the business in 1998. Janice brought additional business experience that has helped to further grow the enterprise. They listen closely to their loyal customer base and strive to fulfill their expectations.

Now, in 2009, they are again seeking to expand the company and have returned to the GCCC KSBDC for advice and guidance in updating their business plan.

“The KSBDC staff is always a great source of information for us,” said Janice. “We know we can count on them for solid advice and we really appreciate their support.”

This mother and daughter business team considers their business to be both challenging and exciting and a great opportunity to serve their community. This family-owned business is involved in the community through donations to local organizations and they recently sponsored the GCHS National Write Your Congressman Student Governmental Affairs Program.

### Secret to Success

**“Customer service is first along with our desire to educate and communicate with them to meet their needs.”**

**Garden City Community College  
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Development Center**

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_____	_____
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# QUALITY AND SERVICE EVALUATION

Please take a moment to complete this questionnaire. The KSBDC values your feedback and we look forward to your reply.

**Your KSBDC Counselor**

Please indicate if you strongly agree, agree, disagree, or strongly disagree with the following statements concerning the services provided by the KSBDC (please circle the number below your answer).

	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know
Q1. The KSBDC counselor(s) had the skills needed to advise me.	1	2	3	4	5
Q2. The KSBDC counselor(s) responded to my needs.	1	2	3	4	5
Q3. The KSBDC counselor(s) gave me specific recommendations.	1	2	3	4	5

Q4. How would you rate the knowledge and expertise of your KSBDC counselor?

Excellent	Above Average	Average	Below Average	Poor	Don't Know or No Answer
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**KSBDC Service in General**

Please indicate if you strongly agree, agree, disagree, or strongly disagree with the following statements concerning the services provided by the KSBDC.

	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know
Q5. I received prompt attention from the KSBDC.	1	2	3	4	5
Q6. The assistance provided by the KSBDC helped me decide whether to go into business (or stay in business) or not.	1	2	3	4	5
Q7. As a result of KSBDC counseling, I have made or will make changes in my business plans or operation.	1	2	3	4	5
Q8. I would recommend the KSBDC to others.	1	2	3	4	5

Q9. How would you rate the counseling services you received from the KSBDC.

Excellent	Above Average	Average	Below Average	Poor	Don't Know or No Answer
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Q10. If you would like to add anything about your experience with KSBDC, please provide your comments in the space below and/or on additional paper:

Q11. Would you be willing to provide a testimonial to the KSBDC regarding the services provided by KSBDC? (Checking "Yes" is very helpful to us, and we will contact you.)

Yes  
 No

Q12. If "Yes" to Q11, please provide your name and telephone number so we can contact you.

Name: \_\_\_\_\_ Telephone number: \_\_\_\_\_

**Thank you for taking the time to complete this survey.**  
**All information will be kept confidential.**

**Please place this questionnaire in the envelope provided and drop it in a US Post Office mailbox.**



# ECONOMIC IMPACT EVALUATION

**Business Status**

Q1. Thinking of the business for which you contacted the KSBDC for assistance, did you already own this business or was this a new business that you were trying to get started? **Please write "Yes" in the appropriate response.**

\_\_\_\_\_ I was already in business and contacted the KSBDC for assistance with that business.

\_\_\_\_\_ I contacted the KSBDC to help me start a new business.

Q2. Did you start your business in 2009? \_\_\_\_\_ Yes \_\_\_\_\_ No

Q3. Are you currently in business? \_\_\_\_\_ Yes \_\_\_\_\_ No

Q4. Including yourself, how many full-time employees (35 hours or more per week) and part-time employees (less than 35 hours per week) did you have at the **end** of each of the following years that you were in business? *If you were not in business, just write N/A in the appropriate blank(s).*

2008 _____ full-time employees	2008 _____ part-time employees
2009 _____ full-time employees	2009 _____ part-time employees

Q5. Please estimate the number of jobs saved in 2009.

Existing full-time jobs saved \_\_\_\_\_  
 Existing part-time jobs saved \_\_\_\_\_

Q6. Please estimate the amount of debt and equity capital raised by your business in 2009. (Equity: Your money or other money you don't have to pay back.)

SBA loans \$ _____	Other loans \$ _____
Equity raised \$ _____	Credit Card \$ _____

Q7. What were your total/gross sales/revenues for each of the following (calendar) years that you were in business? *If you were not in business during one of the years listed below, write N/A in the appropriate blank.*

2008 \$ \_\_\_\_\_      2009 \$ \_\_\_\_\_ (Estimate if not finalized)

**Thank you for taking the time to complete this survey. All information will be kept confidential.**

## Spring 2010 Athletic Program Review

### **Men's Basketball**

The men's basketball program had another solid season under Coach Kris Baumann. The team finished with an overall record of 17 and 15. They placed 6<sup>th</sup> in the Jayhawk West and once again advanced to the quarterfinals of the Region VI Tournament. Chris McHenry was named 2<sup>nd</sup> team All-Jayhawk West as well as 1<sup>st</sup> team All-Region 6 and Vincent Banks was named honorable mention All-Jayhawk West. Coach Baumann expects to have six returning players for next year. This includes two in-state players and four out-of-state players. In addition to the returning players, the Busters have signed a number of new players to the team, including eight Kansas high school seniors.

### **Women's Basketball**

The women's basketball program had a breakout season. After struggling through the non-conference play of first semester, the Broncbusters broke out for a third place finish in the Jayhawk West. The only two teams that finished ahead of GCCC in the conference were nationally ranked Seward County and Hutchinson. Coach Alaura Sharp was named the Jayhawk West Coach of the Year for her efforts. Marisela Rodriguez was named Jayhawk West Freshman of the Year, first team all-conference and 2<sup>nd</sup> team All-Region 6. Victoria Naylor was named honorable mention All-Jayhawk West. LaMesia Abbott was named honorable mention All-Region VI. Coach Sharp has five players returning for next year and has already signed six Kansas high school seniors to be a part of the program in 2010-2011.

## **Baseball**

The baseball team spent most of the season ranked in the NJCAA National Polls. They finished third place in the Jayhawk West. The final record was 40 wins and 17 losses. That gives the 2010 Sophomore class 85 wins in their careers. Sophomore Erik Mattingly (Outfield/Pitcher) was named player of the year for the Jayhawk West as a unanimous selection. In addition to Mattingly, CJ Gillman (Utility) and Reese McGraw (Pitcher) were named first team All-Jayhawk West. Axel Rivera was named 2<sup>nd</sup> team designated hitter, and Andrew Phelan was named honorable mention all-conference as an outfielder. Coach Finnegan will have 11 returning student-athletes and 20-24 incoming student-athletes.

## **Softball**

The Broncbuster Softball team had another very successful season as they finished with a record of 39 wins and 17 losses. They finished as the Region VI Tournament Runner-up to Seward County. Jennifer Buchwalter was named first team All-Jayhawk West as a shortstop. They also had five second team All-Jayhawk West performers: Tanna Daley-Catcher, Alexa Harvey-Utility, Blair Stalder-2<sup>nd</sup> Base, Alex Wall-Outfield, and Brandi Lovato-Pitcher. They are planning on having six returners next year. In addition to these six returners, they have signed 10 new players for 2010-2011. Five are out-of-state athletes and five are in-state athletes.

## **Rodeo**

The GCCC rodeo team had one member qualify for the NIRA Finals Rodeo in Casper, WY. Jeston Mead won the Central Plains Region in Bull Riding and will be traveling to the College National Finals in June. Coach Hash is currently planning on having 11 returning student-athletes and 16 incoming student-athletes. This would put his numbers slightly higher than they were in the fall of 2009.

## **Track and Field**

Outdoor track and field competed in four meets this spring and will be sending two runners to the NJCAA National Track Meet. Palo Ponce and Zach Bainter will both be competing in the 10,000M and the 5,000M. They will have six returning men's runners and eight newcomers on the men's side. On the women's side they will have two returning student-athletes and six incoming student-athletes.