

# 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)

December 1, 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, December 8, 2010**. The meeting will be held in **the Endowment Room of the Beth Tedrow Student Center**, Garden City Community College Campus.

5:15 PM                                      Go through regular cafeteria line for dinner  
5:45 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. Report from Student Government Association
- C. Report from Faculty Senate (1 document)
- D. Open comments from the public

### **CONSENT AGENDA:**

- A. Approval of minutes of previous meetings (November 10, 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. Checks processed in excess of \$10,000
- D. Approval of purchase orders over \$20,000
  - D-1 Shriver Purchases
    - D-1a Instructional Technology
    - D-1b Network Infrastructure and Wireless Connectivity
  - D-2 Property Insurance (memo & requisition)
  - D-3 Disaster Recovery/Backup Software and off site storage
- E. Approval of personnel actions-Human Resources
  - E-1 Adjunct/Outreach Contracts

### **POLICY REVIEW:**

- A. Monitoring Reports and ENDS
  - A-1 Monitoring Report – Semi-Annual, Financial Condition
- B. Ownership Linkage
  - B-1 Endowment Association Thank You – Cecil Davis
  - B-2 Western Kansas Community Foundation Thank You
- C. Board Process and Policy Governance Review (Quarterly # 5, # 9, #10)

**OTHER:**

- A. Presidential Search Discussion
  - A-1 Presidential Applicant Evaluation Form (memo & evaluation form)
  - A-2 Selection of Reference Services

**REPORTS:**

- A. President's Report
  - A-1 Incidental Information
  - A-2 Program Review
    - A-2a Book Store
    - A-2a Follett Report
  - A-3 IPEDS Feedback (2 documents)
  - A-4 GCCC Endowment Financial Statement (memo and statement, information only)
- B. Recap of KACCT/COP quarterly meeting held at Labette Community College December 6 (oral)
- C. Report from Finney County Economic Development Corporation (oral)

**Upcoming calendar dates:**

<u>Dec 13-15</u>	Final Exams
<u>Dec. 20-31</u>	Christmas Holiday – NO CLASSES – OFFICES CLOSED
<u>Jan. 10, 2011</u>	Faculty Report – In-Service
<u>Jan. 12</u>	Regular monthly meeting at 5:30 PM in the Endowment room of the Beth Tedrow Student Center
<u>Jan. 12</u>	Classes begin
<u>Feb. 9</u>	Regular monthly meeting at 5:30 PM in the Endowment room of the Beth Tedrow Student Center
<u>Feb 21</u>	President's Day – NO CLASSES – OFFICES CLOSED
<u>Mar. 14-18</u>	Spring break – NO CLASSES – OFFICES OPEN

**Executive Session**

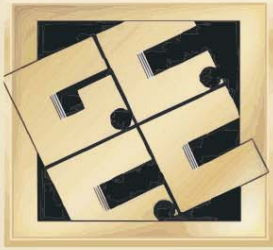
**Adjournment**

Sincerely,

William S. Clifford MD, Chair

Joseph W. Emmons Ed.D. Interim 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.*



## **Garden City Community College Faculty Senate**

**801 Campus Drive  
Garden City, KS 67846**

**2010-2011**

Linda Morgan, President  
Renee Harbin, Vice-President  
Shelley Meier, Secretary  
Katharyn Burgardt, Senator  
Pati Pfenninger, Senator  
Clay Wright, Senator  
John Schafer, Ex-Officio  
Samantha Scott, Alternate  
Alan Payne, Alternate

### **Faculty Senate Report December 8, 2010**

#### **Faculty Senate Program Spotlight: Visual Communications**

Presented by Renee Harbin

The Visual Communications program at GCCC is being developed as a two-year Associate of Arts degree with specific areas of concentration in Art, Journalism, and Digital Media. The program is designed to expose students to a variety of graphic design, video, multimedia, and web design skills. GCCC's primary goal is to provide students with the knowledge to creatively communicate to a larger audience.

The goals of the Visual Communication program are to:

- Equip students with the necessary skills to be successful in the media and the background and motivation to enable them to compete for leadership roles in the field;
- Provide assistance and professional guidance in visual communication to working professionals and students interested in photography, editing, fashion design, interior design, web development, the arts, etc;
- Set high standards for visual integrity and communication ethics;
- Enable students to transfer successfully into a 4-year college or university graphic arts program.

#### **Faculty Senate Current Projects**

- Finalizing faculty in-service activities for Monday, Jan 10, 2011
- Reviewed and recommended that the campus license for Turnitin, a software package for detecting plagiarism, not be renewed. After researching the actual usage history of this software package over the past 3 years, members determined that the expense outweighed the benefits given the economic conditions and various other instructor alternatives for checking research paper validity. Faculty Senate has been funding this software using budgeted funds originally allocated to faculty professional development. Cost to renew the package was \$4,836.25.
- Reviewed and discussed the SGA's Tobacco Ban Proposal. Suggestions have been forwarded to SGA. No formal action taken at this time.

**MEETING OF TRUSTEES  
OF  
THE GARDEN CITY COMMUNITY COLLEGE  
November 10, 2010**

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

Others Present:

Debra Atkinson, Deputy Clerk  
Kevin Brungardt, Dean of Academics  
Joseph Emmons, Interim President  
Brittany Garcia, SGA Observer  
Deanna Mann, Dean of Institutional Effectiveness & Enrollment Services  
Linda Morgan, Department of Public Safety Instructor/Director, Faculty Senate President  
Ashley Nielsen, Vice President, Student Government Association  
Larry Pander, Fire Science Instructor  
Jeff Southern, Interim Director of IT/Senior Programmer  
Steve Quakenbush, Director of Information Services and Publications  
Ryan Ruda, Dean of Student Services  
Cricket Turley, Director of Human Resources  
Jerome Curry, *Garden City Telegram*  
Larry Walker, Division Director/English Instructor  
Dee Wigner, Executive Dean of Administrative Services

**CALL TO ORDER:**

Chair Clifford called the meeting to order at 5:45 PM.

**COMMENTS FROM THE CHAIR:**

- Chair Clifford inquired about Navajo Code Talker, Samuel Tom Holiday's Veteran's Day presentation, noting that the audience filled the fine arts auditorium. The 86-year-old speaker received a standing ovation.
- Trustee Schwartz and Chair Clifford attended an annual Legislative dinner hosted by the three Southwest Kansas Chambers of Commerce on Monday night, drawing approximately 50 state legislators from Kansas and one from Colorado.
- Chair Clifford congratulated the GCCC Meat Judging Team. The team finished the season with the highest team score of the year.
- Congratulations also went to Brooke Giles, member from GCCC Meat Judging Team, Gustine California, who was named First Team All-American by the American Meat Science Association.
- Christine Downey-Schmidt of the Kansas Board of Regents, met with Dr Emmons, Trustee Brandenburger, Trustee Schwartz and various deans on November 9, offering a good exchange of information.
- Congratulations went to Noe Garcia-Mendoza, Educational Talent Search student, who received a gold medal from the University of Washington Trio ThinkQuest Competition for his website entry entitled "Spider Goats"; and to Ivan Moya, who received a bronze medal for his photo-essay entitled "I'm Hooked".

**REPORT FROM STUDENT GOVERNMENT ASSOCIATION:**

SGA Vice President Ashley Nielsen reported the following:

- October 28 Casino Night, attracted approximately 94 students play games of Black Jack, Roulette and Texas Hold'em, a total of \$700 in prize, were given out. Thanks to

faculty and staff that helped make the evening enjoyable for students.

- SGA completed a Kansas Children Service League book drive.
- On November 11, Bowl Mania took place, 9:30 PM – midnight at Hard Rock Lanes.
- On November 18, Tobacco Free Campus gathering is planned, 9:00 AM to noon in the cafeteria lobby. SGA appreciates Garden City Telegram articles regarding the possibility of GCCC becoming a tobacco free campus. Garden City Telegram website survey results were distributed to trustees. Of 820 total votes, (552) 62% support GCCC Student Government Association's effort to make GCCC a smoke-free campus. SGA will continue to gather information regarding the proposed policy and work out details before bringing it before the board.
- On November 19, the Trick or Treat So Others Can Eat food drive will end.
- On December 4, Kansas Children Service League Red Stocking Breakfast will take place, 7:30-10:30 AM at Lone Star Steakhouse.

Nielsen told trustees that Marc Najera, SGA President, will be transferring to Washburn University in the spring semester and she would assume the duties of SGA President.

(Supporting document filed with official minutes)

Board members thanked Nielsen for her report.

### **REPORT FROM FACULTY SENATE:**

In addition to a written report detailing Faculty Senate activities and accomplishments, Linda Morgan, Department of Public Safety Instructor/Director, Faculty Senate President, took some time to tell trustees a little about Faculty Senate.

Faculty Senate members are elected from and by the faculty to provide leadership, serving in a two year rotations. Nominations are requested in the first week of March with elections following within 48 hours. Three new members are elected with the three second-year members rotating off.

Faculty Senate is currently meeting twice a month to conduct business, work on projects and faculty issues.

Representation for faculty:

- Board of Trustee Meetings
- Regular meetings with College President
- Representation on President's Cabinet
- Represented in the Interim Presidential Search
- Representation on the Presidential Selection Committee

Current/Recent Projects and Accomplishments:

- Assisted with Fall 2010 In-service.
- Hosted Faculty Welcome Back Picnic in August.
- Developed Presidential Qualities List from Faculty for Board Members.
- Appointed faculty members to committees and recommended review of CORE committees for relevance, current need and the best use of time and resources.
- Accepted responsibility for, and working on, Faculty In-service for January 2011.
- Developed charter for Curriculum Committee, which is now an Operational Committee, approved by Cabinet.
- Designing Faculty web page with assistance from Tiffany Heit.
- Worked with Athletic Department and Faculty on athletic absences.
- Encouraged faculty to assist custodial staff by policing classrooms when possible.
- Providing support for TLC.
- Faculty Professional Development Fund Management and Request Approvals:  
\$453.30 - Jeanie Ferguson CoTESOL, (Teachers of English to Speakers of Other Languages), is attending a conference, which presents research on second language acquisition, offers sessions on classroom

practices and methodology, presents new technology and software, and provides time and space for professional contacts and networking for ESL professionals. Denver, CO 11/11/10-11/13/10)

- Selection of Outstanding Faculty Member (Spring 2011) and Faculty Recognition Luncheon
- Participating in the college planning process

**Faculty Challenges:**

Upgrading, repairing and replacing aging equipment (computers, labs, program equipment, classroom resources) is an on-going challenge. Seeking partner support, grants and other external funding sources is. Juggling schedules and class sizes in effort to best use limited lab and classroom space. Needs are particularly acute in technical program areas. Facilitating and locating secure storage space for equipment and lab equipment. Recruiting and locating qualified adjuncts, particularly in specialized fields, is an on-going challenge. GCCC's location Western Kansas increases this challenge. Additionally, rotating schedules and full-time jobs for adjuncts limit scheduling flexibility for class offerings.

Morgan stated that the goal of Faculty Senate is to provide program information to the board each month.

Trustees thanked Morgan for her report.

**OPEN COMMENTS FROM PUBLIC:**

Chair Clifford noted that no one had registered to make comments.

**CONSENT AGENDA**

Chair Clifford asked if Trustees wished to pull any items from the consent agenda for discussion; no one did. Chair Clifford then asked for a motion approving the consent agenda.

***Motion:***

***Schwartz, moved, seconded by Sterling, that the Consent Agenda items be approved as presented.***

***Motion carried 6-0***

Approved actions follow:

**(A) APPROVED MINUTES** of previous meeting (October 13, 2010).

(Supporting documents filed with official minutes.)

**(B) APPROVED SUBMITTED FINANCIAL INFORMATION TO THE AUDITOR**

(Supporting documents filed with official minutes.)

**(C) APPROVED CHECKS PROCESSED IN EXCESS OF \$10,000**

(Supporting documents filed with official minutes.)

**(D) APPROVAL PURCHASE ORDER OVER \$20,000**, as presented

Vendor: Hockenbergs Food Service Equipment and Supply Company

For: Hobart Model No. CLPS76+BUILDUP Packed dishwasher

San-Aire Model No. PD-100-M Kitchenware Dryer

Amount: \$33,480.00

**(E) APPROVED PERSONNEL ACTIONS/CONTRACTS**, as presented

(Supporting documents filed with official minutes.)

**POLICY REVIEW:**

**MONITORING REPORTS and ENDS REPORTS:**

Trustees indicated that they had received and reviewed quarterly monitoring report (# 5, #9, #10).

Chair Clifford asked for a motion affirming that the quarterly monitoring report had been read and provides a reasonable interpretation of the policy and evidence of compliance and reasonable interpretation.

***Motion:***

***Worf, moved, seconded by Douglass, to accept the quarterly monitoring report as presented.***

### ***Motion carried 6-0***

(Supporting documents filed with official minutes.)

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

Trustees discussed ways to monitor a policy on treatment of people that is connected to the board's policy governance system; focus was given to a possible campus wide survey. Sample survey and assessment documents from South Texas College and Seminole State College of Florida had been provided to Trustees as examples of survey tools. The survey tool from May of 2009, used in the most recent campus wide survey will be provided to Trustees at the December 8 meeting. Review will continue on Treatment of People as a whole and not as individually numbered items. Preamble will remain as stated.

In order to get a better understanding of current attendance trends, Trustees discussed pursuing the tracking of campus/community involvement in activities including, plays, music productions, athletics, etc.

The most up to date GCCC Board of Trustees Monitoring Report Calendar was distributed to Trustees. As requested Ends reports have been spread out throughout the year instead of being reported on twice a year. Deanna Mann, Dean of Institutional Effectiveness and Enrollment Services, will continue updating the Monitoring Report Calendar as necessary.

### **OWNERSHIP LINKAGE**

Citizen concerns were shared with Trustees relating to the timeline on installation of bleachers at the softball complex and the departure of the football coach. Emmons will check on estimated arrival and installation of bleachers and let trustees know. Emmons told Trustees that the hiring process for the next football coach has been initiated and is moving forward. Applications are being accepted, with the goal of assuring that college and community needs will be met. We will move rapidly yet with caution to fill this position, Emmons said.

Trustees have been invited to give a brief presentation at a luncheon sponsored by Commerce Bank regarding GCCC and the presidential search. Trustee Schwartz and Dr. Emmons have agreed to attend and give the presentation. Schwartz encouraged additional Trustees to attend if they wish.

Chair Clifford noted that he had received a thank you from a citizen who previously expressed concern about campus illumination after dark. The citizen stated that lighting is now better and the citizen felt more secure and safe on campus. After inspection of the central campus mall several branches improving the illumination of the quad area.

(Supporting documents filed with official minutes.)

### **OTHER:**

#### **Presidential Search:**

Chair Clifford stated that a committee of 15 people will serve on a campus and community search committee as GCCC reviews applicants for the position of president. Leading the search group will be Ron Schwartz, one of the six trustees, in addition to interim president Dr. Joseph Emmons, as an ex-officio member.

Citizens agreeing to serve as part of the search committee include Mark Douglas, D.V. Douglas Roofing of Garden City and representative of the Broncbuster Athletic Association; Callie Remschner, program manager for Juvenile Justice Foster Care-Associated Youth Services, representing the GCCC Endowment Association; Shonda Collins, owner of Wheatfield's on Main; Dr. Beverly Glass, Garden City Downtown Vision director; Dennis Perryman, retired GCCC athletic director; and Brenda Reeve of Reeve Agri-Energy.

The committee will also include Ashley Nielsen, Syracuse, GCCC Student Government Association vice president; and six college employees. The employees are Christine Dillingham, Residential Life office manager; Dr. John Fitzgerald, chemistry instructor; Linda Morgan, criminal justice instructor and director, who is also serving as GCCC Faculty Senate president; Guille Hinde, cosmetology instructor; Hector Martinez, GCCC Adult Learning Center director; and Cathy McKinley, dean of continuing education and community services. An official press release will be issued soon.

Clifford noted that one additional citizen may be added, if he responds to a request to serve. He also noted that Cricket Turley, GCCC human resources director, would be involved in the process.

Emmons distributed to the board a general timeline and outline of selection committee responsibilities, noting that applications will be taken through Dec. 10. Screening is likely to take place during the holiday season and into January, with interviews in February and a selection in late winter or early spring. The college will contract for professional background searches on finalists as part of the process.

The committee will review applicants, meet candidates and give recommendations; the trustees will conduct interview and make the final hiring decision. They're also planning to draw additional public and college input in the months ahead.

(Supporting documents filed with official minutes.)

### **Negotiated Agreement:**

The 2010-2011 Negotiated Agreement has been approved by faculty and was presented for Board approval. Larry Pander, Fire Science Instructor and member of the faculty team, told trustees that the full faculty vote came in with approximately two-thirds favoring the agreement.

Trustees asked for explanation of costs associated with the plan and, Executive Dean of Administrative Services Dee Wigner, responded that first-year faculty load credit changes could amount to a maximum of \$12,000 in additional expenditures. The agreement will also result in about \$20,000 more for salary advancements, an expense that had already been anticipated.

### **Motion:**

***Sterling, moved, seconded by Douglass, to approve the 2010-2011 Negotiated Agreement as presented.***

### **Motion carried 6-0**

Emmons told trustees that he was impressed with the actions and work that both teams put into the agreement.

### **Shriver Trust:**

Board of trustees reviewed a plan to use a \$229,530 gift from the Oilver and Hazel Shriver Trust. The plan for putting the gift to use includes upgrading and securing the campus computer network, including expansion of wireless computer access for a number of classrooms and other locations; replacing a large number of student-access computers with newer units, as well as all faculty computers and monitors, a total of about 120 computers combined; and upgrading computer, sound system and multimedia equipment in various classrooms and labs.

The wireless access would extend to campus courtyards, as well as all or parts of Saffell Library, the Beth Tedrow Student Center, the John Collins Vocational Building, the Penka Building, the Student and Community Services Center, the Academic Building, the Pauline Joyce Fine Arts Building, the Warren Fouse Science and Math Building and the Dennis Perryman Athletic Complex.

Costs are currently estimated in two segments, \$144,137 for state-of-the-art instructional equipment and \$142,685 for infrastructure and wireless connectivity.

Trustees expressed appreciation for the information.

### **REPORTS:**

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

- **BAA Audit**

Trustees were provided with a copy of the Broncbuster Athletic Association 2009-2010 audit.

- **Legislative Summit in Washington D.C. February 13-16**

Gayle West Shaw, Executive Administrative Assistant, Kansas Association of Community College Trustees has asked to determine how many trustees, and presidents plan to attend the 2011 National



Legislative Summit in Washington next February. Trustee Ron Schwartz will attend.

- Holiday Reception

A come and go reception is being planned for Thursday, December 16, 2010 from 4:00-8:00 PM in the portico/atrium area of the Beth Tedrow Student Center. Emmons requested that Trustees send additional names for invitations to Debbie.

- Incidental Information:

Recent campus events and developments, challenges and possible solutions are attached as part of these minutes.

(Supporting documents filed with official minutes.)

- FISAP Summary (financial aid)

Information regarding Fiscal Operations Report and Application to Participate.

(Supporting documents filed with official minutes.)

- Default Study 2008 (financial aid)

Information provided regarding borrower and dollars in default and repayment.

(Supporting documents filed with official minutes.)

- Cost Per Credit Hour

Figures showing revenues and expenditures by program/department over three years were included. This report reflects instructional costs directly related to each particular field. No comparisons are done with other institutions, as each has a different method, but this provides one perspective when evaluating programs.

(Supporting documents filed with official minutes.)

- Annual Academic Quality Improvement Project (AQIP)

The electronic board packet also included annual AQIP update for three action projects, including:

1. Implement a Data-Enhanced Assessment of Learning
2. Expand Crisis Management and Improve Campus Safety and Accessibility
3. Design and Implement a System for Monitoring and Improving Student Satisfaction

On November 1, 2010, GCCC's second Systems Portfolio was submitted. It is currently available on the GCCCC website and each Trustee received a printed copy. The college should receive feedback from AQIP reviewers in February 2011, in the form of a Systems Appraisal. This information will be reviewed, made available to the Board of Trustees, published on the GCCC website, and will provide the basis for new action projects.

(Supporting documents filed with official minutes.)

- Program Review

GCCC Information Service and Publications Department:

The GCCC Information Services and Publications Department supports the college mission and serves as the public relations, marketing and public communications provider for the college. With the director reporting directly to the college president, Information Services and Publications works to maintain and boost interest in college programs, and maintain GCCC's good name by: (1) providing accurate information to the public and the news media, through news releases and public service announcements; (2) managing college relations with the news media; (3) managing marketing efforts, including planning, designing and placing GCCC advertising for events, enrollment and faculty/staff positions; (4) developing and carrying out publicity plans for college events; (5) organizing and carrying out special projects and special events; (6) providing graphic design services for college publications produced internally and externally, as well as handling all aspects of publication outsourcing; (7) maintaining and updating information on the top two tiers of the college website; (8) providing news media exposure for students, faculty and staff. The report included results of two surveys indicating high levels of satisfaction with the department's services to the campus and to the news media.

(Supporting documents filed with official minutes.)

Additional Information:

Fort Hays State University was awarded a joint Kansas Board of Regents/Department of Commerce EnergyNET grant. GCCC has been invited to consider participating as a partner institution with FHSU. As specifics are defined they will be communicated to the Board.

Tax Credit Letters:

Emmons updated the board on efforts to obtain contributions through a state tax credit program designed to help community colleges make needed improvements in facilities and infrastructure. Emmons told Trustees that approximately 300 letters have been sent to potential donors and financial advisors, encouraging them to make donations to GCCC. Individuals or businesses that make donations may receive credits of 54 percent on their state income taxes, and may also be eligible to take charitable donation deductions of 46 percent on their federal taxes. Emmons added that he and Dee Wigner, Executive Dean of Administrative Services, are beginning to make individual calls to potential contributors.

Report on ACCT 41<sup>st</sup> Annual Community College Leadership Congress-Toronto, Canada:

Emmons reported that strategic planning, and the importance to community colleges and the budgeting process in difficult times, was the main focus of sessions that he attended. He has extensive of important information that will be passed on to the deans and the incoming president.

Schwartz attended several sessions that dealt with becoming an effective chair, presidential contracts, conducting the presidential evaluations, becoming the hub for local job information, conducting an effective search for a CEO, state association fostering and strengthening of student success and trustee engagement, and improving student access and success. A session that detailed the partnership between Kirkwood Community College and eight school districts, designed to create a seamless college and career transition for student in rural Jones County, Iowa, was of major interest. Three years in the making, this partnership expanded learning opportunities, enhancing economic development and creating a better workforce for the entire region.

Report on Finney County Economic Development Corporation:

- Finney County Economic Development Corporation will conduct a goal setting meeting on November 11, 2010.
- A tractor supply business is moving forward with construction plans.
- Signatures on the Sunflower Electric Power plant air quality permit are expected in December of 2010.

EXECUTIVE SESSION:

*Worf moved, seconded by Schwartz, that the board recess at 8:00 PM for short break and reconvene into a 20 minute executive session at 8:15 PM for the purpose of discussing non-elected personnel. No action will be taken.*

Motion:

Worf moved, seconded by Schwartz to adjourn the meeting.

Motion carried 6-0

No official action was taken, and the meeting adjourned at 8:35 PM.

UPCOMING CALANDAR EVENTS:

<u>Dec. 13-15</u>	Final Exams
<u>Dec. 16</u>	Holiday Reception in the Portico/Atrium of the Beth Tedrow Student Center from 4-8PM
<u>Dec. 20-31</u>	Christmas Holiday – NO CLASSES – OFFICES CLOSED
<u>Jan. 10, 2011</u>	Faculty Report – In-Service
<u>Jan. 12</u>	Regular monthly meeting at 5:30 PM in the Endowment room of the Beth Tedrow Student Center
<u>Jan. 12</u>	Classes begin

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Debra J. Atkinson  
Deputy Clerk

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Joseph W. Emmons, Ed.D.  
Secretary

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William S. Clifford MD  
Chair of the Board

Fiscal Year: 2011

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	5,719.00-	777,913.00-	1,692,900.00-	914,987.00-	54.05
11-00-0000-00000-4002 AMMONIA REFG COURS	0.00	32,546.00-	176,163.00-	310,000.00-	133,837.00-	43.17
11-00-0000-00000-4003 AUTOMATION ELECT C	0.00	7,232.00-	15,515.00-	20,000.00-	4,485.00-	22.43
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	9,360.00-	194,675.00-	440,000.00-	245,325.00-	55.76
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	161.00-	77,705.00-	150,000.00-	72,295.00-	48.20
11-00-0000-00000-4006 OUTREACH CREDIT HO	0.00	187.00	31,462.00-	70,000.00-	38,538.00-	55.05
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	1,728.00-	115,416.00-	230,000.00-	114,584.00-	49.82
11-00-0000-00000-4008 TECHNOLOGY FEE-O :	0.00	66.00	11,100.00-	27,500.00-	16,400.00-	59.64
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	275.90-	4,459.30-	45,000.00	49,459.30	109.91
11-00-0000-00000-4102 PRIVATE GIFTS/GRAN	0.00	0.00	0.00	18,000.00-	18,000.00-	100.00
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	700.00-	4,790.00-	10,000.00-	5,210.00-	52.10
11-00-0000-00000-4512 VENDING MACHINES :	0.00	872.35-	3,424.52-	12,000.00-	8,575.48-	71.46
11-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	1,267,015.00-	2,559,826.00-	1,292,811.00-	50.50
11-00-0000-00000-4803 AD VALOREM PROPERT	0.00	0.00	0.00	8,210,501.00-	8,210,501.00-	100.00
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	333,641.89-	690,365.00-	356,723.11-	51.67
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	5,772.37-	9,972.00-	4,199.63-	42.11
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	92,349.74-	178,540.00-	86,190.26-	48.28
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	167.33-	71,814.00-	71,646.67-	99.77
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	1,413.62-	20,278.00-	18,864.38-	93.03
11-00-0000-00000-4811 TAX IN PROCESS : G	0.00	0.00	134,547.34-	250,000.00-	115,452.66-	46.18
11-00-0000-00000-4902 INTEREST INCOME :	0.00	4,502.56-	13,405.59-	100,000.00-	86,594.41-	86.59
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	3,047.14-	59,280.20-	90,000.00-	30,719.80-	34.13
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	537.19-	7,458.15-	25,000.00-	17,541.85-	70.17
11-00-0000-00000-4912 TRANSCRIPTS : GENE	0.00	1,042.77-	6,258.42-	15,000.00-	8,741.58-	58.28
=====						
Totals for FUND: 11 - GENERAL	0.00	67,470.91-	3,333,932.47-	15,156,696.00-	11,822,763.53-	78.00

Fiscal Year: 2011

FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
61-00-0000-00000-4103 TAX CREDIT DONATIO	0.00	2,000.00-	13,200.00-	347,055.00-	333,855.00-	96.20
61-00-0000-00000-4803 AD VALOREM PROPERT	0.00	0.00	0.00	462,488.00-	462,488.00-	100.00
61-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	18,020.95-	43,602.00-	25,581.05-	58.67
61-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	311.78-	630.00-	318.22-	50.51
61-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	5,094.53-	5,274.00-	179.47-	3.40
61-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	9.51-	4,536.00-	4,526.49-	99.79
61-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	80.33-	1,281.00-	1,200.67-	93.73
61-00-0000-00000-4811 TAX IN PROCESS : G	0.00	0.00	7,472.94-	8,348.00-	875.06-	10.48
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Totals for FUND: 61 - CAPITAL OUTLAY	0.00	2,000.00-	44,190.04-	873,214.00-	829,023.96-	94.94

Fiscal Year: 2011

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	3,281.70	3,281.70	100.00
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	12,194.24	39,868.74	149,699.00	109,830.26	73.37
DEPARTMENT: 11020 - HUMANITIES	155.44	1,843.93	15,182.42	31,386.00	16,048.14	51.13
DEPARTMENT: 11021 - ENGLISH	1,230.47	32,847.94	121,889.07	373,907.00	250,787.46	67.07
DEPARTMENT: 11022 - SPEECH	0.00	7,387.01	12,741.48	72,717.00	59,975.52	82.48
DEPARTMENT: 11023 - PHILOSOPHY	0.00	505.96	1,011.92	0.00	1,011.92	0.00
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	352.35	1,057.05	2,692.00	1,634.95	60.73
DEPARTMENT: 11025 - JOURNALISM	0.00	6,062.71	22,978.78	66,370.00	43,391.22	65.38
DEPARTMENT: 11026 - BROADCASTING	0.00	60.07	300.35	9,882.00	9,581.65	96.96
DEPARTMENT: 11030 - ART	0.00	12,456.61	54,267.85	151,502.00	97,234.15	64.18
DEPARTMENT: 11031 - DRAMA	4,012.80	1,689.12	23,524.87	67,920.00	40,382.33	59.46
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	9,367.96	30,031.07	77,901.00	47,869.93	61.45
DEPARTMENT: 11033 - INST MUSIC	894.90	13,001.34	48,524.94	156,984.00	107,564.16	68.52
DEPARTMENT: 11040 - SCIENCE	1,105.62	38,977.27	150,347.93	459,524.30	308,070.75	67.04
DEPARTMENT: 11050 - MATH	0.00	29,626.07	100,767.83	313,939.00	213,171.17	67.90
DEPARTMENT: 11060 - SOCIAL SCIENCE	0.00	51,446.72	179,792.09	605,465.00	425,672.91	70.31
DEPARTMENT: 11070 - HEALTH & PHYSICAL	585.00	14,827.25	67,488.99	162,916.00	94,842.01	58.22
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	8,954.55	35,689.78	100,592.00	64,902.22	64.52
DEPARTMENT: 11080 - ESSENTIAL SKILLS	0.00	898.44	2,798.47	700.00	2,098.47	299.77
DEPARTMENT: 11081 - READING	0.00	6,071.45	24,581.45	81,204.00	56,622.55	69.73
DEPARTMENT: 11082 - ESL	2,550.00	6,247.45	24,008.79	70,533.00	43,974.21	62.35
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	8,660.16	16,147.38	20,765.00	4,617.62	22.24
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	423.00	1,023.00	5,000.00	3,977.00	79.54
DEPARTMENT: 11095 - FORENSICS COMPETIT	0.00	0.00	0.00	11,270.00	11,270.00	100.00
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	6,039.00	2,878.25	139,308.29	230,000.00	84,652.71	36.81
DEPARTMENT: 12011 - MID-MANAGEMENT	0.00	4,217.94	11,463.35	33,080.00	21,616.65	65.35
DEPARTMENT: 12012 - MCSE/CISCO	0.00	3,393.52	13,640.24	44,508.00	30,867.76	69.35
DEPARTMENT: 12013 - OFFICE EDUCATION	0.00	4,415.59	17,662.57	56,378.00	38,715.43	68.67
DEPARTMENT: 12014 - FINNUP LAB	0.00	4,727.00	8,417.57	10,601.00	2,183.43	20.60
DEPARTMENT: 12090 - BSIS COMPETITION T	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 12200 - ADN PROGRAM	1,062.98	40,523.52	135,622.20	423,160.00	286,474.82	67.70
DEPARTMENT: 12201 - LPN PROGRAM	521.09	14,204.14	59,123.92	181,323.00	121,677.99	67.11
DEPARTMENT: 12202 - EMT	0.00	15,314.38	50,892.66	147,095.00	96,202.34	65.40
DEPARTMENT: 12203 - ALLIED HEALTH	4,344.72	18,468.48	72,214.89	199,725.00	123,165.39	61.67
DEPARTMENT: 12210 - AGRICULTURE	0.00	5,309.78	15,750.38	52,600.00	36,849.62	70.06
DEPARTMENT: 12211 - MEAT JUDGING	0.00	8,456.19	46,999.80	95,383.00	48,383.20	50.73
DEPARTMENT: 12220 - AG EQUIPMENT & MEC	1,053.69	16,647.97	73,703.31	186,680.00	111,923.00	59.95
DEPARTMENT: 12230 - AUTO MECHANICS	650.00	6,445.07	20,543.89	59,511.00	38,317.11	64.39
DEPARTMENT: 12240 - CRIMINAL JUSTICE	949.70	19,392.91	62,149.90	188,661.00	125,561.40	66.55
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	11,342.15	26,685.43	70,327.00	43,641.57	62.06
DEPARTMENT: 12242 - CHALLENGE COURSE	0.00	0.00	538.25	1,887.00	1,348.75	71.48
DEPARTMENT: 12250 - COSMETOLOGY	0.00	10,170.59	41,194.98	121,821.00	80,626.02	66.18
DEPARTMENT: 12260 - DRAFTING	0.00	968.85	1,937.70	7,951.00	6,013.30	75.63
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	16,428.41	25,074.11	113,890.34	310,000.00	179,681.25	57.96
DEPARTMENT: 12271 - AUTOMATION ELECTRI	2,911.76	6,577.20	25,208.25	81,049.71	52,929.70	65.31
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	1,761.46	6,997.69	26,960.56	82,168.00	53,445.98	65.04
DEPARTMENT: 12273 - WELDING	4,490.45	11,509.21	56,470.99	160,729.00	99,767.56	62.07
DEPARTMENT: 12290 - FINNEY COUNTY LEAR	0.00	6,209.49	30,910.23	37,508.00	6,597.77	17.59
DEPARTMENT: 21100 - INSTITUTIONAL RESE	0.00	6,552.58	32,823.93	80,203.00	47,379.07	59.07
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	866.14	1,761.17	8,235.00	6,473.83	78.61
DEPARTMENT: 32000 - BUSINESS & INDUSTR	0.00	4,883.83	29,864.43	58,865.00	29,000.57	49.27

DEPARTMENT: 41000 - LIBRARY	2,544.99	14,983.18	64,652.31	176,980.00	109,782.70	62.03
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	76.00	6,499.62	27,357.31	94,229.00	66,795.69	70.89
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	12,776.88	20,540.53	0.00	20,540.53-	0.00
DEPARTMENT: 42001 - DEAN OF ACADEMICS	4,700.00	28,192.29	85,209.01	347,691.00	257,781.99	74.14
DEPARTMENT: 42002 - OUTREACH	0.00	1,624.46	33,940.80	82,350.00	48,409.20	58.78
DEPARTMENT: 42003 - FACULTY SENATE	599.00	1,439.75	1,906.15	29,455.00	26,949.85	91.49
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	28,031.03	81,068.32	215,588.57	134,520.25	62.40
DEPARTMENT: 42006 - DEAN OF CONT ED CO	100.00	9,245.97	46,501.44	125,132.00	78,530.56	62.76
DEPARTMENT: 42007 - BRYAN EDUCATION CE	0.00	229.46	7,730.91	4,442.00	3,288.91-	74.03-
DEPARTMENT: 43000 - TRANSITION	0.00	3,222.57	16,175.62	38,944.00	22,768.38	58.46
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	10,549.79	46,708.33	154,232.00	107,523.67	69.72
DEPARTMENT: 50001 - STUDENT SUPPORT SE	0.00	0.00	0.00	28,395.00	28,395.00	100.00
DEPARTMENT: 50002 - EDUCATIONAL TALENT	0.00	2,693.29	13,474.91	44,309.00	30,834.09	69.59
DEPARTMENT: 50010 - COUNSELING & GUIDA	0.00	12,011.20	62,093.30	166,687.00	104,593.70	62.75
DEPARTMENT: 50011 - ASSESSMENT/TESTING	1,992.00	3,026.61	17,242.82	52,651.00	33,416.18	63.47
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	18,408.16	97,827.41	276,052.00	178,224.59	64.56
DEPARTMENT: 50030 - ADMISSIONS	0.00	15,017.39	75,671.23	197,034.00	121,362.77	61.59
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	110.27	10,519.45	56,239.19	140,144.00	83,794.54	59.79
DEPARTMENT: 50050 - STUDENT HEALTH SER	0.00	3,546.64	16,289.47	49,958.00	33,668.53	67.39
DEPARTMENT: 50100 - DEAN OF IE/ES	0.00	6,396.40	31,947.75	83,003.00	51,055.25	61.51
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	2,400.00	20,861.62	233,737.89	421,490.48	185,352.59	43.98
DEPARTMENT: 55001 - MEN'S BASKETBALL	27.23	12,204.87	57,175.56	115,002.00	57,799.21	50.26
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	3,810.80	10,570.48	44,500.79	101,046.00	52,734.41	52.19
DEPARTMENT: 55003 - MEN'S TRACK	0.00	2,820.79	18,384.88	40,103.00	21,718.12	54.16
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	3,134.45	16,954.97	38,616.00	21,661.03	56.09
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	1,555.00	4,201.47	24,024.05	57,008.00	31,428.95	55.13
DEPARTMENT: 55006 - FOOTBALL	94.50	15,708.17	142,214.70	275,811.00	133,501.80	48.40
DEPARTMENT: 55007 - BASEBALL	2,257.00	7,749.67	42,021.44	101,731.00	57,452.56	56.47
DEPARTMENT: 55008 - VOLLEYBALL	0.00	4,525.58	23,166.94	53,227.00	30,060.06	56.48
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	3,866.99	30,844.93	50,442.48	19,597.55	38.85
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	3,770.28	31,965.99	56,468.04	24,502.05	43.39
DEPARTMENT: 55012 - CHEERLEADING	0.00	1,291.80	9,651.72	18,691.00	9,039.28	48.36
DEPARTMENT: 55014 - RODEO TEAM	934.39	9,065.49	50,043.63	114,730.00	63,751.98	55.57
DEPARTMENT: 55018 - INTRAMURALS & STUD	0.00	196.19	2,001.29	0.00	2,001.29-	0.00
DEPARTMENT: 55019 - ATHLETIC TRAINING	112.00	8,340.59	58,857.51	122,250.00	63,280.49	51.76
DEPARTMENT: 61000 - PRESIDENT	860.12	41,735.36	87,186.84	372,229.00	284,182.04	76.35
DEPARTMENT: 61001 - BOARD OF TRUSTEES	1,498.06	4,397.52	9,654.84	99,840.00	88,687.10	88.83
DEPARTMENT: 61005 - ATTORNEY	0.00	819.00	3,481.44	20,250.00	16,768.56	82.81
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	30,934.38	35,872.59	334,455.24	1,298,194.00	932,804.38	71.85
DEPARTMENT: 62010 - HUMAN RESOURCES	2,365.69	7,580.31	42,355.25	149,717.00	104,996.06	70.13
DEPARTMENT: 62011 - ADA COMPLIANCE	0.00	3,447.85	17,617.75	59,034.00	41,416.25	70.16
DEPARTMENT: 62012 - LEADERSHIP DEVELOP	127.44	562.47	596.39	1,935.00	1,211.17	62.59
DEPARTMENT: 62050 - ONE-TIME PURCHASES	0.00	0.00	0.00	52,944.00	52,944.00	100.00
DEPARTMENT: 63000 - INFORMATION SERVIC	6,680.59	10,241.35	107,181.72	229,285.00	115,422.69	50.34
DEPARTMENT: 64000 - INFORMATION TECHNO	17,439.99	28,022.14	281,578.91	623,912.00	324,893.10	52.07
DEPARTMENT: 65000 - CENTRAL SERVICES	3,451.11	9,490.53	55,214.08	147,729.00	89,063.81	60.29
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	0.00	9,514.65	37,611.79	109,479.00	71,867.21	65.64
DEPARTMENT: 71000 - BUILDINGS	30,524.21	23,988.90	142,622.07	353,750.72	180,604.44	51.05
DEPARTMENT: 71005 - SCOTT CITY BLDG MA	0.00	542.73	7,822.30	1,625.00	6,197.30-	381.36-
DEPARTMENT: 71009 - RENTAL PROPERTY MA	0.00	0.00	0.00	1,690.00	1,690.00	100.00
DEPARTMENT: 72000 - CUSTODIAL SERVICES	5,795.10	35,993.69	194,355.32	470,063.00	269,912.58	57.42
DEPARTMENT: 73000 - GROUNDS	6,067.60	6,969.08	58,418.30	192,003.00	127,517.10	66.41
DEPARTMENT: 73001 - ATHLETIC FIELDS	1,115.70	1,504.95	10,172.41	34,545.00	23,256.89	67.32
DEPARTMENT: 74000 - VEHICLES	6,950.63	26,100.62	71,203.61	213,224.00	135,069.76	63.35
DEPARTMENT: 75000 - CAMPUS SECURITY	0.00	12,522.78	57,136.22	149,989.00	92,852.78	61.91
DEPARTMENT: 76000 - INSURANCE	112.00	6,027.88	110,180.84	306,928.00	196,635.16	64.07
DEPARTMENT: 77000 - UTILITIES	971.99	47,847.40	199,283.28	688,300.00	488,044.73	70.91
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	202.80-	827.13-	62,000.00	62,827.13	101.33
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	0.00	1,333.00	9,020.00	7,687.00	85.22

DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	129.00	9,933.00	33,087.00	23,154.00	69.98
DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	0.00	6,831.00	3,000.00	3,831.00-	127.69-
DEPARTMENT: 81004 - TUIT WAIVER CTZ IN	0.00	262.00-	74,178.00	151,575.00	77,397.00	51.06
DEPARTMENT: 81005 - TUIT WAIVER FCHS	0.00	12,556.00-	0.00	0.00	0.00	0.00
DEPARTMENT: 81006 - TUIT WAIVER FINE A	0.00	0.00	21,165.00	49,938.00	28,773.00	57.62
DEPARTMENT: 94000 - STUDENT CENTER	5,016.02	2,247.09	15,133.95	50,589.00	30,439.03	60.17
DEPARTMENT: 98001 - CHILD CARE	0.00	3,484.17	17,218.75	42,867.00	25,648.25	59.83

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FUND: 11 - GENERAL	191,971.30	1,122,192.02	5,650,980.75	15,779,233.00	9,936,280.95	62.97
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Garden City Community College  
Annual Budget Report Ending 11/30/2010  
Options - All Statuses

Page: 2

12-02-10

Fiscal Year: 2011

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	5,919.39	3,036.97	42,329.53	151,940.00	103,691.08	68.24
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	3,165.89	15,000.00	11,834.11	78.89
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	188.00	0.00	193.33	1,050.00	668.67	63.68
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	383.85	1,471.60	20,000.00	18,528.40	92.64
DEPARTMENT: 55012 - CHEERLEADING	1,181.55	226.03	2,462.11	4,000.00	356.34	8.91
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	1,586.00	907.40	5,553.32	9,000.00	1,860.68	20.67
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	1,215.01	5,192.68	59,005.38	53,812.70	91.20
DEPARTMENT: 55007 - BASEBALL	3,018.75	0.00	3,359.02	20,000.00	13,622.23	68.11
DEPARTMENT: 11031 - DRAMA	0.00	90.09	315.09	7,350.00	7,034.91	95.71
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	1,872.40	7,153.00	5,280.60	73.82
DEPARTMENT: 55013 - DANCE TEAM	0.00	300.56	645.04	645.04	0.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	1,413.66	3,082.06	40,000.00	36,917.94	92.29

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FUND: 14 - ADULT SUPPLEMENTARY ED	11,893.69	7,573.57	69,642.07	335,143.42	253,607.66	75.67
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Garden City Community College  
Annual Budget Report Ending 11/30/2010  
Options - All Statuses

Page: 3

12-02-10

Fiscal Year: 2011

FUND: 16 - AUXILIARY ENTITIES

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
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DEPARTMENT: 31000 - COMMUNITY SERVICE	190.00	1,069.50	1,153.79	9,000.00	7,656.21	85.07
DEPARTMENT: 94000 - STUDENT CENTER	35,003.90	2,625.21	57,672.14	180,700.00	88,023.96	48.71
DEPARTMENT: 95000 - STUDENT HOUSING	15,349.20	103,795.75	423,824.47	1,438,395.00	999,221.33	69.47
DEPARTMENT: 95001 - DIRECTOR'S APARTME	0.00	0.00	147.00	10,000.00	9,853.00	98.53
DEPARTMENT: 98000 - COSMETOLOGY	1,811.55	2,825.43	53,862.88	113,955.00	58,280.57	51.14
DEPARTMENT: 98001 - CHILD CARE	75.44	2,171.83	7,421.46	44,406.00	36,909.10	83.12

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FUND: 16 - AUXILIARY ENTITIES	52,430.09	112,487.72	544,081.74	1,796,456.00	1,199,944.17	66.80
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12-02-10

Garden City Community College  
Annual Budget Report Ending 11/30/2010  
Options - All Statuses

Page: 4

Fiscal Year: 2011

FUND: 21 - FEDERAL STUDENT AID

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	234,064.54	2,284,922.18	98,350.00	2,186,572.18-	223.25-
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FUND: 21 - FEDERAL STUDENT AID	0.00	234,064.54	2,284,922.18	98,350.00	2,186,572.18-	223.25-

12-02-10

Garden City Community College  
Annual Budget Report Ending 11/30/2010  
Options - All Statuses

Page: 5

Fiscal Year: 2011

FUND: 22 - RESTRICTED GRANTS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	7,447.00	0.00	0.00	0.00	7,447.00-	0.00
DEPARTMENT: 71000 - BUILDINGS	4,428.29	0.00	4,428.29-	0.00	0.00	0.00
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	0.00	0.00	0.00	17,027.00	17,027.00	100.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	2,972.00	17,352.88	87,079.04	153,401.74	63,350.70	41.30
DEPARTMENT: 50000 - DEAN OF STUDENT SE	713.00	80.63	162,382.44	186,034.55	22,939.11	12.33
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	22,833.35	12,419.67	77,759.48	158,451.53	57,858.70	36.52
DEPARTMENT: 45011 - SCIENCE LAB ACTIVI	19,232.78	4,651.36	10,054.42	29,420.32	133.12	0.45
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	270,000.00	270,000.00	0.00	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	19,843.48	22,059.50	2,216.02	10.05
DEPARTMENT: 11040 - SCIENCE	7,684.33	0.00	13,554.48	23,522.79	2,283.98	9.71
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	503.57	39,437.02	51,897.12	12,460.10	24.01
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	15,265.68	0.00	15,265.68-	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	538.25	5,000.00	4,461.75	89.24
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	28,935.00-	28,935.00-	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	463.35	17,140.86	52,335.29	313,024.00	260,225.36	83.13
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	11,907.00-	11,907.00-	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	9,831.15	34,654.49	250,041.00	215,386.51	86.14
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	0.00	9,108.88	18,285.83	304,708.00	286,422.17	94.00
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	0.00	270,000.00	270,000.00	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	0.00	24,963.00	24,963.00	100.00
DEPARTMENT: 42000 - DEAN OF LEARNING S	300.00	3,365.94	12,112.55	42,910.40	30,497.85	71.07
DEPARTMENT: 31000 - COMMUNITY SERVICE	22.50	13,508.51	75,387.27	191,360.00	115,950.23	60.59
DEPARTMENT: 11040 - SCIENCE	0.00	5,487.58	8,586.14	35,204.00	26,617.86	75.61
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	2,221.39	9,129.49	51,150.00	42,020.51	82.15
DEPARTMENT: 42005 - DEAN OF TECHNICAL	23,807.45	10,087.71	50,589.50	115,912.00	41,515.05	35.82
DEPARTMENT: 42000 - DEAN OF LEARNING S	1,804.03	10,533.27	19,544.88	190,035.00	168,686.09	88.77
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	12,224.83	44,593.74	179,111.43	134,517.69	75.10
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	0.00	0.00	0.00	30,000.00	30,000.00	100.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	8,680.80	8,680.80	100.00
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	0.00	0.00	0.00	6,836.00	6,836.00	100.00
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	0.00	0.00	0.00	2,429.81	2,429.81	100.00
=====						
FUND: 22 - RESTRICTED GRANTS	91,708.08	128,518.23	1,016,705.18	2,892,337.99	1,783,924.73	61.68

12-02-10

Garden City Community College  
Annual Budget Report Ending 11/30/2010  
Options - All Statuses

Page: 6

Fiscal Year: 2011

FUND: 23 - OTHER RESTRICTED FUNDS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	500.37	982.10	6,970.00	5,987.90	85.91
DEPARTMENT: 64000 - INFORMATION TECHNO	0.00	0.00	0.00	299,530.30	299,530.30	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	199.50-	3,110.50	3,310.00	106.41
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	5,428.13	0.00	0.00	7,000.00	1,571.87	22.46
DEPARTMENT: 63000 - INFORMATION SERVIC	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	15,150.00	0.00	9,200.90	25,389.90	1,039.00	4.09
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	0.00	210.60	210.60	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	0.00	233.50	233.50	100.00
=====						
FUND: 23 - OTHER RESTRICTED FUNDS	20,578.13	500.37	9,983.50	343,444.80	312,883.17	91.10

12-02-10

Garden City Community College  
Annual Budget Report Ending 11/30/2010  
Options - All Statuses

Page: 7

Fiscal Year: 2011

FUND: 24 - ADULT EDUCATION

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	430.45	6,000.00	5,569.55	92.83
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	1,344.60	147.54	5,215.44	7,062.99	502.95	7.12
DEPARTMENT: 13302 - ADULT ED - TECHNIC	0.00	0.00	0.00	0.51	0.51	100.00
DEPARTMENT: 13303 - ADULT ED - SUPPORT	0.00	355.50	6,151.50	10,597.00	4,445.50	41.95
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	10,496.34	71,993.97	194,497.31	122,503.34	62.98
DEPARTMENT: 13305 - ADULT ED - STAFF D	168.00	241.67	868.66	6,633.00	5,596.34	84.37
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	3,999.62	5,868.49	35,546.00	29,677.51	83.49
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	0.00	1,777.00	1,777.00	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	7.65	14,324.94	37,513.36	174,300.62	136,779.61	78.47
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	32,500.00-	32,500.00-	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	1,513.25	16,858.51	60,070.56	272,096.00	210,512.19	77.37
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	14,000.00	531.31	12,401.00	33,322.86	6,921.86	20.77
=====						
FUND: 24 - ADULT EDUCATION	17,033.50	46,955.43	200,513.43	709,333.29	491,786.36	69.33

12-02-10

Garden City Community College  
Annual Budget Report Ending 11/30/2010  
Options - All Statuses

Page: 8

Fiscal Year: 2011

FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	47,865.00	0.00	19,957.32	873,214.00	805,391.68	92.23



=====

FUND: 61 - CAPITAL OUTLAY	47,865.00	0.00	19,957.32	873,214.00	805,391.68	92.23
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12-02-10 Garden City Community College Annual Budget Report Ending 11/30/2010 Page: 9  
Options - All Statuses

Fiscal Year: 2011

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	0.00	0.00	0.00	0.00
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	0.00	0.00	10.06	0.00	10.06-	0.00
DEPARTMENT: 71000 - BUILDINGS	0.00	281,929.54	220,028.97	0.00	220,028.97-	0.00
=====						
FUND: 63 - DEBT RETIREMENT FUND	0.00	281,929.54	220,039.03	0.00	220,039.03-	0.00

12-02-10 Garden City Community College Annual Budget Report Ending 11/30/2010 Page: 10  
Options - All Statuses

Fiscal Year: 2011

FUND: 64 - DEBT PROJECT FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
-----						
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	0.00	30,077.00	0.00	30,077.00-	0.00
DEPARTMENT: 71000 - BUILDINGS	339,374.12	8,650.00	98,880.25	0.00	438,254.37-	0.00
=====						
FUND: 64 - DEBT PROJECT FUND	339,374.12	8,650.00	128,957.25	0.00	468,331.37-	0.00

12-02-10 Garden City Community College Annual Budget Report Ending 11/30/2010 Page: 11  
Options - All Statuses

Fiscal Year: 2011

FUND: 71 - ACTIVITY/ORGANIZATION FD

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
-----						
DEPARTMENT: 50000 - DEAN OF STUDENT SE	14,497.50	4,197.18	51,615.97	297,484.85	231,371.38	77.78
DEPARTMENT: 94000 - STUDENT CENTER	0.00	1,418.37	7,094.45	0.00	7,094.45-	0.00
DEPARTMENT: 99001 - STUDENT NEWSPAPER	1,683.00	62.44	850.34	37,800.00	35,266.66	93.30
DEPARTMENT: 99002 - STUDENT MAGAZINE	0.00	0.00	113.01	31,200.00	31,086.99	99.64
DEPARTMENT: 50000 - DEAN OF STUDENT SE	514.63	842.34	877.34	14,800.00	13,408.03	90.59
=====						
FUND: 71 - ACTIVITY/ORGANIZATION FD	16,695.13	6,520.33	60,551.11	381,284.85	304,038.61	79.74

Garden City Community College  
Annual Budget Report Ending 11/30/2010  
Options - All Statuses

Fiscal Year: 2011

FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	388.00-	8,117.00	0.00	8,117.00-	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	5,713.00	0.00	5,713.00-	0.00
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	4,854.00	0.00	4,854.00-	0.00
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	0.00	3,952.00	0.00	3,952.00-	0.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	5,713.00	0.00	5,713.00-	0.00
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	55,155.00	0.00	55,155.00-	0.00
DEPARTMENT: 55007 - BASEBALL	0.00	158.00-	7,574.00	0.00	7,574.00-	0.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	5,326.00	0.00	5,326.00-	0.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	12,382.00	0.00	12,382.00-	0.00
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	1,976.00	0.00	1,976.00-	0.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	4,768.00	0.00	4,768.00-	0.00
DEPARTMENT: 55014 - RODEO TEAM	0.00	0.00	5,927.00	0.00	5,927.00-	0.00
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	0.00	5,627.00	0.00	5,627.00-	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	0.00	1,933.00	0.00	1,933.00-	0.00
DEPARTMENT: 11030 - ART	0.00	0.00	2,985.00	0.00	2,985.00-	0.00
DEPARTMENT: 11031 - DRAMA	0.00	0.00	12,457.00	0.00	12,457.00-	0.00
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	0.00	13,176.00	0.00	13,176.00-	0.00
DEPARTMENT: 11033 - INST MUSIC	0.00	688.00	9,718.00	0.00	9,718.00-	0.00
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	0.00	2,058.00	0.00	2,058.00-	0.00
DEPARTMENT: 12211 - MEAT JUDGING	0.00	0.00	6,787.00	0.00	6,787.00-	0.00
DEPARTMENT: 81005 - TUIT WAIVER FCHS	0.00	12,556.00	12,556.00	0.00	12,556.00-	0.00
=====						
FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	12,698.00	188,754.00	0.00	188,754.00-	0.00

Garden City Community College  
Annual Budget Report Ending 11/30/2010  
Options - All Statuses

Fiscal Year: 2011

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	50,734.03	181,808.23	437,625.00	255,816.77	58.46
=====						
FUND: 73 - EDUKAN CONSORTIUM FUND	0.00	50,734.03	181,808.23	437,625.00	255,816.77	58.46

Garden City Community College  
Annual Budget Report Ending 11/30/2010  
Options - All Statuses

Fiscal Year: 2011

FUND: 89 - OTHER

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	0.00	121,500.00-	0.00	121,500.00	0.00
DEPARTMENT: 00000 - GENERAL	0.00	12,285.17	60,270.49	0.00	60,270.49-	0.00
=====						
FUND: 89 - OTHER	0.00	12,285.17	61,229.51-	0.00	61,229.51	0.00

As of 11/30/2010

		Amount	% Rate
Cash in Bank:	Commerce Bank	\$275,632.29	0.0000%
	State Municipal Invest. Pool	\$ 80,594.28	0.0810%
	Landmark National Bank	\$ 2,435,167.32	0.1900%

Investments:

Institution	Type	Amount	% Rate	Beg. Date	End Date
Commerce Bank	CD	\$ 2,000,000.00	0.8560%	4/29/2010	4/29/2011
First National Bank	CD	\$ 1,004,042.27	0.9500%	5/6/2010	5/5/2011
Commerce Bank	CD	\$ 2,000,000.00	0.3000%	10/29/2010	10/29/2011
Commerce Bank	CD	\$ 1,000,000.00	0.3000%	11/2/2010	5/2/2012

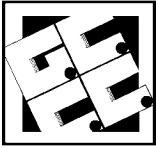
## CHECKS PROCESSED IN EXCESS OF \$10,000 NOVEMBER 2010

### Purchases over \$10,000 requiring bid sheet:

- None to report

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

- Check #202536 to EduKan for \$32,550.00 for Fall 2010 Session 2 tuition.
- Check #202560 to Ramona Munsell & Associates for \$27,311.00 for annual fee for Title V grant.
- Check #202825 to City of Garden City for \$49,262.68 for utilities.
- Check #202828 to Commerce Bank for \$25,763.22 for purchase card charges.
- Check #202993 to Great Western Dining for \$67,760.018 for various invoices.
- Check #203000 to Kansas Board of Regents for \$281,929.54 for the annual payment on the Post Secondary Education Institution Loan (interest-free state loan for Fouse remodel).
- Check #203059 to Blue Cross and Blue Shield of Kansas for \$94,630.03 for December health insurance premiums.
- Check #203073 to EduKan for \$12,625.00 for Fall 2010 tuition.



# GARDEN CITY COMMUNITY COLLEGE

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

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**Date:** November 30, 2010

**To:** Dr. Joseph Emmons, Interim President  
**From:** Jeffery C. Southern, Interim Director of Information Technology  
**Re:** Hazel Shriver Charitable Trust - Instructional Technology

In response to the Board of Trustees acceptance of the preliminary proposals in reference to Hazel Shriver Charitable Trust at the November 10, 2010 meeting, the Information Technology Department is submitting the Bid Record, attached proposal, purchase order and supporting documentation to the Board of Trustees for their consideration and authorization.

**State of the Art Instructional Technology**  
**Quote # VZG5305 CDW Government Inc. \$147,162.00.**

We received two quotes for State of the Art Instructional Equipment, one from CDW Government Inc. for \$147,162.00 and one from Softchoice Corporation for \$149,570.57. The quote from CDW Government included \$3,025.00 to image (preload software) per our specifications. At the time of this memo, the quote from Softchoice Corporation did not include a quote to image (preload software) the new machines per our specifications.

**Additional information:**

We will be using a State Technology Grant in the amount of \$17027.00 which must be expended by December 31, 2010 in addition to Hazel Shriver Charitable Trust funds in the amount of \$130,135.00 for the total amount of \$147,162.00 to fund this project.

**Recommendations:**

I recommend that the Board accept the proposal from CDW Government.

# GCCC BID RECORD

Please type or print clearly and neatly

## Item(s) to be purchased:

Instructional equipment for faculty, student labs and classrooms, see attached bid/s and purchase order.

### Bidders and amounts:

(1) Company CDW Government Inc. AMOUNT \$ 147,162.00

Address 230 N. Milwaukee Ave. Vernon Hills, IL 60061

(2) Company Softchoice Corporation AMOUNT \$ 149,570.57

Address 1600 Genessee St. Suite 716 Kansas City, MO 64102

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

Address \_\_\_\_\_

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

Address \_\_\_\_\_

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

       **Single source vendor.** Check here if only one bidder is available.

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

**Recommendation of bid to accept:**   1  

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

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

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

### BRIEF BID AMOUNT GUIDE

- \$999 and under Bid not required
- \$1000-\$4,999 Written listing of comparative prices
- \$5,000-\$19,999 Sealed Bids

Other stipulations apply. Check policy information with Business office.

Purchaser's Name

Jeff Southern

Department

IT

Purchaser's Signature

# PURCHASE ORDER REQUISITION



## Garden City Community College

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

### INSTRUCTIONS

**VENDOR:** CDW Government Inc.  
230 N. Milwaukee Ave.  
Vernon Hills IL 60061  
Quote # VZG5305

- (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
40	1842636	C2G 40W WALL/CEILING MOUNT SPEAKER	\$55.00	\$2,200.00
40	1849087	C2G PLENUM AMPLIFIER 40 WATT STEREO	185.00	\$7,400.00
40	1131267	C2G 50FT VELO 3.5 M STEREO/(2)RCA M	20.00	\$800.00
121	2189944	HP 8000 E8400 160GB 2GB DVD W7P	725.00	\$87,725.00
168	2066680	ACER V223WEJBD 22" WIDE DVI	157.00	\$26,376.00
21	2002725	EPSON PL 84+ XGA LCD 2600 LUM	728.00	\$15,288.00
21	1442395	EPSON UNIV PORJECTOR CEILING MOUNT	88.00	\$1,848.00
121	534226	CDW IMAGE DEPLOYMENT & INTEGRATION	25.00	\$3,025.00
1		FREIGHT	2,500.00	\$2,500.00
1		SALES TAX	-	\$0.00
For equipment purchases please indicate equipment location.				
Building _____ Room _____				
All technology requests must be routed through the computer center.				

**TOTAL**      \$147,162.00

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

Account Number	Amount
23-00-5026-64000-8540	\$ 130,135.00
22-00-3016-11100-8530	\$ 17,027.00

Requested by	Date	Department	Building
Southern		IT	JCVT
Person	Date	Approved	Not Approved
Div. Dir.			
Dean			
Comp. Ctr.			
Bus. Mgr.			



**The Right Technology.  
Right Away.™**

www.CDWG.com  
800-808-4239

# SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
VZG5305	11206756	11/11/2010

ANDREW GOUGH  
B 801 N CAMPUS DR  
L  
L GARDEN CITY COMMUNITY COLLEGE  
T GARDEN CITY, KS 67846-6333  
O

GARDEN CITY COMMUNITY COLLEGE  
S 801 N CAMPUS DR  
H  
I  
P ANDREW GOUGH  
T GARDEN CITY, KS 67846-6333  
O Contact: ANDREW GOUGH 620-276-0348

Customer Phone # 6202760348

Customer P.O. # VARIOUS QUOTE

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
GREG GIGIEL 866-665-7215	FEDEX Ground	MasterCard/Visa Go	GOVT-EXEMPT

QTY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
40	1842636	C2G 40W WALL/CEILING-MOUNT SPEAKER Mfg#: CTG-40539 Contract: MARKET	55.00	2200.00
40	1849087	C2G PLENUM AMPLIFIER 40 WATT STEREO Mfg#: CTG-40533 Contract: MARKET	185.00	7400.00
40	1131267	C2G 50FT VELO 3.5 M STEREO/(2)RCA M Mfg#: CTG-40617 Contract: MARKET	20.00	800.00
121	2189944	HP 8000 E8400 160GB 2GB DVD W7P Mfg#: HNS-VS837UA#ABA Contract: MARKET	725.00	87725.00
168	2066680	ACER V223WEJBD 22" WIDE DVI Mfg#: AMV-ET.EV3WP.E03 Contract: MARKET	157.00	26376.00
21	2002725	EPSON PL 84+ XGA LCD 2600 LUM Mfg#: EPP-V11H353020 Contract: MARKET	728.00	15288.00
21	1442395	EPSON UNIV PROJECTOR CEILING MOUNT Mfg#: EPP-ELPMBPJF Contract: MARKET	88.00	1848.00
121	534223	CDW IMAGE DEPLOYMENT & INTEGRATION Mfg#: CTS-INSTALIMAGE2 Contract: MARKET	25.00	3025.00

TOTAL Continued

CDW Government  
230 North Milwaukee Ave.  
Vernon Hills, IL 60061  
General Phone: 847-371-5000 Fax: 847-419-6200  
Account Manager's Direct Fax: 312-752-3555

Please remit payment to:  
CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515





**The Right Technology.  
Right Away.™**

www.CDWG.com  
800-808-4239

# SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
VZG5305	11206756	11/11/2010

ANDREW GOUGH  
B 801 N CAMPUS DR  
L  
L GARDEN CITY COMMUNITY COLLEGE  
T GARDEN CITY, KS 67846-6333  
O

GARDEN CITY COMMUNITY COLLEGE  
S 801 N CAMPUS DR  
H  
I  
P ANDREW GOUGH  
T GARDEN CITY, KS 67846-6333  
O Contact: ANDREW GOUGH 620-276-0348

Customer Phone # 6202760348

Customer P.O. # VARIOUS QUOTE

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
GREG GIGIEL 866-665-7215	FEDEX Ground	MasterCard/Visa Go	GOVT-EXEMPT

QTY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
		----- Recommended items for C2G 40W WALL/CEILING-MOUNT SPEAKER  1011307 SVN 2YR EXT REPLACEMENT \$51 SVN-054449 Call for pricing 2068129 SVN 2Y REPL (51-100)EXT SVN-126195 13.96 ----- Recommended items for HP 8000 E8400 160GB 2GB DVD W7P  573011 HPE 4YR 9X5XNBD DT HPE-U7897E 79.00 585483 HPE 3YR 9X5X4 ONSITE F/DESKT HPE-U4863E 89.00 ----- Recommended items for ACER V223WEJBD 22" WIDE DVI  2068183 SVN 1Y MONITOR (0-349)(36M) SVN-126264 Call for pricing 2136345 SVN 3Y MONITOR REPL (101-20) SVN-138393 27.92 ----- Recommended items for EPSON PL 84+ XGA LCD 2600 LUM  2068308 SVN 3Y CE (751-1000)DOP SVN-126394 53.86 448565 EPS FAST TURN DEPOT WARRANTY EPW-EPPFTP1 121.69		

<b>TOTAL</b>	Continued
--------------	-----------

CDW Government  
230 North Milwaukee Ave.  
Vernon Hills, IL 60061  
General Phone: 847-371-5000 Fax: 847-419-6200  
Account Manager's Direct Fax: 312-752-3555

Please remit payment to:  
CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515



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Right Away.™*

www.CDWG.com  
800-808-4239

# SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
VZG5305	11206756	11/11/2010

B ANDREW GOUGH  
I 801 N CAMPUS DR  
L  
L GARDEN CITY COMMUNITY COLLEGE  
T GARDEN CITY, KS 67846-6333  
O

S GARDEN CITY COMMUNITY COLLEGE  
H 801 N CAMPUS DR  
I  
P ANDREW GOUGH  
T GARDEN CITY, KS 67846-6333  
O Contact: ANDREW GOUGH 620-276-0348

Customer Phone # 6202760348

Customer P.O. # VARIOUS QUOTE

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
GREG GIGIEL 866-665-7215	FEDEX Ground	MasterCard/Visa Go	GOVT-EXEMPT

QTY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
		SUBTOTAL		144662.00
		FREIGHT		2500.00
		SALES TAX		.00

TOTAL	US Currency
	147,162.00

CDW Government  
230 North Milwaukee Ave.  
Vernon Hills, IL 60061  
General Phone: 847-371-5000 Fax: 847-419-6200  
Account Manager's Direct Fax: 312-752-3555

Please remit payment to:  
CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515

Total	144,662.00
FMV Lease Option	4,161.93/Month
Total	144,662.00
\$BO Lease Option	4,519.24/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact you Account Manager for details. Payment quoted subject to change. \*\*

=====

Why finance?

- \* Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- \* Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- \* Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- \* Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term. And choose to return or purchase the equipment at end of lease.
- \* Bundle Costs. You can combine hardware, software, and services into a single transaction! Which means you can pay for your software licenses over time. We know your challenges and understand the need for flexibility.

General Terms and Conditions:

\*\*This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.



Please forward this to:  
Softchoice Customer 704476

**Andrew Gough**  
GARDEN CITY COMMUNITY COLLEGE  
801 CAMPUS DRIVE  
COMPUTER SERVICES, JCVT  
GARDEN CITY, KS  
67846

**!** Date: October 6, 2010 Sent by: Sean Lynch  
Fax Number:  
Telephone Number: (620) 276-0348  
Customer Reference:

**#** **Softchoice Corporation** **Sales/Order desk** **Sean Lynch**  
1600 Genessee St. Phone: (800) 268-7638 Sean.Lynch@softchoice.com  
Suite 716 Fax: (800) 268-7639 Phone: (312) 655-9002 x3201  
Kansas City, MO Fax: (312) 655-9001  
64102

Comments:

**Page 1 of 2** **Quote# > 5459001**

PART	MFGSKU	ITEM DESCRIPTION	QTY	UNIT PRICE	EXT
T43131	40617	3.5MM TO DUAL RCA CABLE AUDIO CABLE - 27 AWG - RCA (M) - MINI-PHONE STEREO 3.5 MM (M) - 50 FT - SHIELDED - BLUE	40	\$13.47	\$538.80
FM6473	40539	SPEAKERS LEFT / RIGHT CHANNEL SPEAKERS - 3-WAY - LIGHT GRAY	40	\$47.86	\$1,914.40
Y52874	ELPMBPJF	EPSON PROJECTOR CEILING MOUNT MOUNTING KIT ( ADAPTER PLATE, EXTENSION COLUMN CONNECTOR ) FOR PROJECTOR - SILVER - CEILING MOUNTABLE	21	\$72.71	\$1,526.91
GE3504	40533	CABLES TO GO RF AMPLIFIER CABLES TO GO AMPLIFIER PLENUM 40W STER AUD	40	\$140.37	\$5,614.80
FF3187	ET.EV3WP.E04	V223W EJBMD LCD DISPLAY - TFT - 22 - WIDESCREEN - 1680 X 1050 / 60 HZ - 250 CD/M2 - 50000:1 (DYNAMIC) - 5 MS - 0.282 MM - DVI-D, VGA - SPEAKERS - BLACK	168	\$168.92	\$28,378.56
FV1954	VS812UT#ABA	HP SMART BUY ULTRA-SLIM DESKTOP - 1 X CORE 2 DUO E8400 / 3 GHZ - RAM 2 GB - HDD 1 X 160 GB - DVD±RW (±R DL) / DVD-RAM - GMA 4500 - GIGABIT ETHERNET - WINDOWS 7 PRO - MONITOR : NONE - SMART BUY (PROMOTIONAL)	121	\$787.93	\$95,339.53
EU4159	V11H353020	POWERLITE LCD PROJ LCD PROJECTOR - 2600 ANSI LUMENS - XGA (1024 X 768) - 4:3	21	\$774.17	\$16,257.57

SUB TOTAL \$149,570.57  
DELIVERY: Economy NO CHARGE  
**TOTAL \$149,570.57**

All currency in this quote is in US funds.

For a leasing quote, please contact your sales representative or email leasing@softchoice.com.

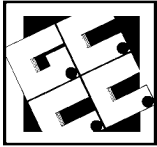
! Date: October 6, 2010  
To: Andrew Gough

Page 2 of 2

**Quote# > 5459001**

PART	MFGSKU	ITEM DESCRIPTION	QTY	UNIT PRICE	EXT
------	--------	------------------	-----	------------	-----

Pricing, availability and special offers are subject to change at any time. Returns may be restricted to factory sealed boxes or defective product only.



# GARDEN CITY COMMUNITY COLLEGE

---

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

**Date:** November 30, 2010

**To:** Dr. Joseph Emmons, Interim President

**From:** Jeffery C. Southern, Interim Director of Information Technology

**Re:** Hazel Shriver Charitable Trust - Network Infrastructure and Wireless Connectivity

In response to the Board of Trustees acceptance of the preliminary proposals in reference to Hazel Shriver Charitable Trust at the November 10, 2010 meeting, the Information Technology Department is submitting the Bid Record, attached proposal, purchase order and supporting documentation to the Board of Trustees for their consideration and authorization.

**Network Infrastructure and Wireless Connectivity**  
**Quote # WBG8581 CDW Government Inc. \$152,884.00.**

This is a single source vendor in that Enterasys Networks Inc. worked with CDW Government Inc. to coordinate pricing to guarantee that we could afford to complete our infrastructure and provide wireless with our existing Enterasys products.

**Recommendations:**

I recommend that the Board accept the proposal from CDW Government.

# GCCC BID RECORD

Please type or print clearly and neatly

## Item(s) to be purchased:

Network Infrastructure Hardware and Wireless Equipment, see attached bid and purchase order.

---

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---

### Bidders and amounts:

(1) Company CDW Government Inc. AMOUNT \$ 152,884.00

Address 230 N. Milwaukee Ave., Vernon Hills, IL 60061

(2) Company \_\_\_\_\_ AMOUNT \$

Address \_\_\_\_\_

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

Address \_\_\_\_\_

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

Address \_\_\_\_\_

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

**Single source vendor.** Check here if only one bidder is available.

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

Recommendation of bid to accept: 1

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

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

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

### BRIEF BID AMOUNT GUIDE

- \$999 and under Bid not required
- \$1000-\$4,999 Written listing of comparative prices
- \$5,000-\$19,999 Sealed Bids

Other stipulations apply. Check policy information with Business office.

Purchaser's Name

Jeff Southern

Department

IT

Purchaser's Signature

---

# PURCHASE ORDER REQUISITION



## Garden City Community College

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

### INSTRUCTIONS

**VENDOR:** CDW Government Inc.  
230 N. Milwaukee Ave  
Vernon Hills, IL 60061  
Route # WBG8581

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

Quan.	Part No.	Description	Unit Cost	Extended
1	1775549	ENTERASYS C4110 WLAN CTRL 50 AP	\$8,500.00	\$8,500.00
45	1689379	ENTRASYS UAL RAD INDOOR AP	495.00	\$22,275.00
1	1998667	ENTERASYS REGULATORY DOMAIN F/NAM 7	9.00	\$9.00
25	2096172	ENTERASYS C5 STACK 48X10/A00/A000+4X	2,800.00	\$70,000.00
13	2080912	ENTERASYS C5 48PT 10/100/1000 POE-4	3,375.00	\$43,875.00
33	2080912	ENTERASYS ENT-STK-CAB-SHORT F/QUOTE	75.00	\$2,475.00
10	2070170	ENTERASYS 1M STACKING B5/C5 CABLE	95.00	\$950.00
1	679359	ENTERASYS SUPPORTNET 24X7XNBD S11	4,800.00	\$4,800.00
3	1222459	ENTERASYS SERVICE UNITS SINGLE	-	\$0.00
1		FREIGHT	-	\$0.00
1		SALES TAX	-	\$0.00
For equipment purchases please indicate equipment location.				
Building _____ Room _____				
All technology requests must be routed through the computer center.				
			TOTAL	\$152,884.00

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

Account Number	Amount
23-00-5026-64000-8540	\$ 144,384.00
3-00-5026-64000-85	\$ 8,500.00

Requested by	Date	Department	Building
SOUTHERN		IT	JCVT
Person	Date	Approved	Not Approved
Div. Dir.			
Dean			
Comp. Ctr.			
Bus. Mgr.			





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www.CDWG.com  
800-808-4239

# SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
WBG8581	11206756	11/18/2010

ANDREW GOUGH  
B 801 N CAMPUS DR  
L  
L GARDEN CITY COMMUNITY COLLEGE  
T GARDEN CITY, KS 67846-6333  
O

GARDEN CITY COMMUNITY COLLEGE  
S 801 N CAMPUS DR  
H  
I  
P ANDREW GOUGH  
T GARDEN CITY, KS 67846-6333  
O Contact: ANDREW GOUGH 620-276-0348

Customer Phone # 6202760348

Customer P.O. # ENTERASYS QUOTE

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
GREG GIGIEL 866-665-7215	FEDEX Ground	MasterCard/Visa Go	GOVT-EXEMPT

QTY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	1775549	ENTERASYS C4110 WLAN CTRL 50 AP Mfg#: ETS-WS-C4110 Contract: MARKET	8500.00	8500.00
45	1689379	ENTERASYS UAL RAD INDOOR AP Mfg#: ETS-WS-AP3610 Contract: MARKET	495.00	22275.00
1	1998667	ENTERASYS REGULATORY DOMAIN F/NAM 7 Mfg#: ETS-WS-CTLREG7P-NAM Contract: MARKET	9.00	9.00
25	2096172	ENTERASYS C5 STACK 48X10/100/1000+4X Mfg#: ETS-C5G124-48 Contract: MARKET	2800.00	70000.00
13	2080912	ENTERASYS C5 48PT 10/100/1000 POE-4 Mfg#: ETS-C5G124-48P2 Contract: MARKET	3375.00	43875.00
33	2034470	ENTERASYS ENT-STK-CAB-SHORT F/QUOTE Mfg#: ETS-STK-CAB-SHORT Contract: MARKET	75.00	2475.00
10	2070170	ENTERASYS 1M STACKING B5/C5 CABLE Mfg#: ETS-STK-CAB-LONG Contract: MARKET	95.00	950.00
1	679359	ENTERASYS SUPPORTNET 24X7XNBD S11 Mfg#: ETR-ES-SN-S11 Contract: MARKET	4800.00	4800.00

TOTAL Continued

CDW Government  
230 North Milwaukee Ave.  
Vernon Hills, IL 60061  
General Phone: 847-371-5000 Fax: 847-419-6200  
Account Manager's Direct Fax: 312-752-3555

Please remit payment to:  
CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515



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Right Away.™**

www.CDWG.com  
800-808-4239

# SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
WBG8581	11206756	11/18/2010

ANDREW GOUGH  
B 801 N CAMPUS DR  
L  
L GARDEN CITY COMMUNITY COLLEGE  
T GARDEN CITY, KS 67846-6333  
O

GARDEN CITY COMMUNITY COLLEGE  
S 801 N CAMPUS DR  
H  
I  
P ANDREW GOUGH  
T GARDEN CITY, KS 67846-6333  
O Contact: ANDREW GOUGH 620-276-0348

Customer Phone # 6202760348

Customer P.O. # ENTERASYS QUOTE

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
GREG GIGIEL 866-665-7215	FEDEX Ground	MasterCard/Visa Go	GOVT-EXEMPT

QTY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
3	1222459	ENTERASYS SERVICE UNITS SINGLE Mfg#: ETS-PS-ESU-1 Contract: MARKET  ----- Recommended items for ENTERASYS C4110 WLAN CTRL 50 AP  1643729 SVN 3YR CE BREAK/FIX \$1001- SVN-078777 Call for pricing 1029860 SVN 2YR CE BRK/FIX 1001-150 SVN-055142 Call for pricing  ----- Recommended items for ENTERASYS UAL RAD INDOOR AP  1029857 SVN 2YR CE BRK/FIX 501-750 SVN-055140 Call for pricing 1643722 SVN 3YR CE BREAK/FIX \$501-7 SVN-078775 Call for pricing  ----- Recommended items for ENTERASYS ENT-STK-CAB-SHORT F/QUOTE  1011308 SVN 2YR EXT REPLACEMENT \$10 SVN-054451 Call for pricing 2068130 SVN 2Y REPL (101-200)EXT SVN-126196 29.92  SUBTOTAL 152884.00 FREIGHT .00 SALES TAX .00		.00

<b>TOTAL</b>	US Currency 152,884.00
--------------	---------------------------

CDW Government  
230 North Milwaukee Ave.  
Vernon Hills, IL 60061  
General Phone: 847-371-5000 Fax: 847-419-6200  
Account Manager's Direct Fax: 312-752-3555

Please remit payment to:  
CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515

Total	152,884.00
FMV Lease Option	4,398.47/Month
Total	152,884.00
\$BO Lease Option	4,776.10/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact you Account Manager for details. Payment quoted subject to change. \*\*

=====

Why finance?

- \* Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- \* Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- \* Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- \* Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term. And choose to return or purchase the equipment at end of lease.
- \* Bundle Costs. You can combine hardware, software, and services into a single transaction! Which means you can pay for your software licenses over time. We know your challenges and understand the need for flexibility.

General Terms and Conditions:

\*\*This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

November 30, 2010

To: Dr. Emmons

From: Dee Wigner

RE: Property and Liability Insurance

The college's property and liability insurance expires 12-31-10. The college placed ads in the Garden City Telegram requesting bids. Four requests for bid packets were received.

Proposals were due Tuesday, November 30. Proposals were received from Yancey Insurance Agency, Liberal, for WRM America (endorsed by Kansas Association of School Boards) and Keller-Leopold Insurance, Inc. for EMC Insurance Companies.

In preparation for the request for proposals, insurance coverage amounts were reviewed this past summer with Doug Keller. It was determined that current coverage limits were adequate for the college. The bid specifications were based on current coverage limits.

The proposal submitted by Yancey Insurance included higher coverage limits and higher liability limits. Below is a summary of premium comparisons by policy.

	Keller-Leopold	Yancey Insurance
Property	\$73,421	\$137,132
Commercial Inland	\$ 5,679	\$ 4,483
General Liability	\$ 4,044	\$ 7,062
Public Officials & Employee Liability	\$ 3,217	\$ 7,866
Automobile	\$23,214	\$ 40,120
Umbrella	<u>\$ 5,490</u>	<u>\$ 5,059</u>
Total	\$115,065	\$201,722

Although the insurance coverage amounts are higher with Yancey Insurance, the premium is higher as well. With an \$86,657 difference in premium, it is recommended the college maintain coverage with EMC Insurance through Keller-Leopold Insurance, Inc.

EMC Insurance insures 16 of the 19 community colleges in Kansas and has provided coverage for GCCC for over 10 years. Claims processing and customer service have been excellent. Damages due to the 2008 hail storms resulted in EMC Insurance paying over \$600,000 in claims for campus buildings and over \$110,000 in claims for campus vehicles. Annual premiums for 2010 were \$119,127. The 2011 proposal represents a 3.4% decrease in premium

# PURCHASE ORDER REQUISITION



## Garden City Community College

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

### INSTRUCTIONS

**VENDOR:** Keller Leopold Insurance  
PO Box 517  
Garden City, KS 67846

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

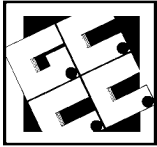
Quan.	Part No.	Description	Unit Cost	Extended
2		Annual premium 1-1-11 to 12-31-11  Property Insurance Inland Marine General Liability Commercial Auto Umbrella Linebacker		\$73,421.00 \$5,679.00 \$4,044.00 \$23,214.00 \$5,490.00 \$3,217.00
		For equipment purchases please indicate equipment location. Building _____ Room _____ All technology requests must be routed through the computer center.		

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

**TOTAL**    \$115,065.00

Account Number	Amount

Requested by	Date	Department	Building
D Wigner	11/30/10	Bus Off	Adm
Person	Date	Approved	Not Approved
Div. Dir.			
Dean			
Comp. Ctr.			
Bus. Mgr.			



# GARDEN CITY COMMUNITY COLLEGE

---

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

**Date:** November 30, 2010  
**To:** Dr. Joseph Emmons, Interim President  
**From:** Jeffery C. Southern, Interim Director of Information Technology  
**Re:** Disaster Recovery / Backup Software and off site storage.

The Information Technology Department is submitting the Bid Record, attached proposal, purchase order and supporting documentation to the Board of Trustees for their consideration and authorization. It should be noted that this was an anticipated expense and funding is in place in the General Fund to support this project.

**Disaster Recovery / Backup and off site storage:**  
**Quote # 10034 Data Storage, Inc. \$24,989.00.**

This is a single source vendor in that Data Storage, Inc was the only vendor that meets our requirements for flexibility, solution ownership and budget. Please see the attached GCCC Disaster Recovery Plan Information document for supporting information. This proposal includes 3 years of support.

**Recommendations:**

I recommend that the Board accept the proposal from CDW Government.

# GCCC BID RECORD

Please type or print clearly and neatly

## Item(s) to be purchased:

Disaster recovery / backup software and off site storage solution, see attached bid and purchase order.

### Bidders and amounts:

(1) Company	Data Storage Group, Inc.	AMOUNT	\$ 24,989.00
Address	2400 Trade Centre Ave., Longmont, CO 80503		
(2) Company		AMOUNT	\$
Address			
(3) Company		AMOUNT	\$
Address			
(4) Company		AMOUNT	\$
Address			

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

**Single source vendor.** Check here if only one bidder is available.

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

**Recommendation of bid to accept:** 1

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

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

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

### BRIEF BID AMOUNT GUIDE

- \$999 and under Bid not required
- \$1000-\$4,999 Written listing of comparative prices
- \$5,000-\$19,999 Sealed Bids

Other stipulations apply. Check policy information with Business office.

Purchaser's Name

Jeff Southern

Department

IT

Purchaser's Signature

# PURCHASE ORDER REQUISITION



## Garden City Community College

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

### INSTRUCTIONS

**VENDOR:** Data Storage Group, Inc.  
2400 Trade Centre Ave.  
Longmont, CO 80503  
Quote # 100344

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

Quan.	Part No.	Description	Unit Cost	Extended
1	L-DSS-EPS-MGR	Shield Enterprise Protection Server (EPS) 1YR		\$1,289.00
18	L-DSS-EPS-SVR	Shield Rmote Server License 1YR		\$17,820.00
2	S-DSS-EPS-MGR-1YR	1YR, 8X5 Support for Sheild Enterprise Protection	197.00	\$394.00
36	S-DSS-EPS-SVR-1YR	2YR, Extended 8X5 Support for EPS Remote SVR	151.00	\$5,436.00
3	S-DSS-EPS-OLS-1YR	1YR, 200GB Online Storage Subscription	1,200.00	\$3,600.00
1	EPS Liscense Discount	DataStor License Discount EDU	(2,867.00)	-\$2,867.00
1	EPS Support Discount	2 Year Support Discount	(583.00)	-\$583.00
1	EPS License Disc	First Month of Datacenter 200 Gigs Free	(100.00)	-\$100.00
		For equipment purchases please indicate equipment location.		
		Building _____ Room _____		
		All technology reqursts must be routed through the computer center.		
			TOTAL	\$24,989.00

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

Account Number	Amount

Requested by	Date	Department	Building
SOUTHERN		IT	JCVT
Person	Date	Approved	Not Approved
Div. Dir.			
Dean			
Comp. Ctr.			
Bus. Mgr.			



# Data Storage Group, Inc.

2400 Trade Centre Ave.  
Longmont CO 80503  
US  
Phone: 720.204.1862  
Fax: 303.776.4504

# Estimate

**Date** 11/9/2010  
**Estimate #** 100344  
**Expires** 11/30/2010  
**Sales Rep** Thomas Troy  
**Rep Email** tom.troy@datastor.com  
**Rep Phone** 303.217.8781  
**Terms** Net 15

## Customer

Garden City Community College

Item	Qty	Description	Rate	Amount	Tax ...
L-DSS-EPS-MGR	1	dataStor™ Shield Enterprise Protection Server (EPS) / Manager with 1Yr Maintenance		1,289.00	
L-DSS-EPS-SVR	18	dataStor™ Shield Remote Server License with 1 Year Maintenance		17,820.00	
Subtotal				19,109.00	
S-DSS-EPS-MGR-1YR	2	1 Year, 8x5 Support for dataStor™ Shield Enterprise Protection Server (EPS)/Manager	197.00	394.00	
S-DSS-EPS-SVR-1YR	36	2 Year Extended, 8x5 Support for dataStor™ Shield EPS Remote Server	151.00	5,436.00	
Subtotal				5,830.00	
S-DSS-EPS-OLS-1YR	3	1 Year, 200GB Online Storage Subscription for dataStor™ Shield Enterprise Protection Server (EPS)	1,200.00	3,600.00	
EPS License Disc	1	DataStor License Discount EDU	-2,867.00	-2,867.00	
EPS Support Disc	1	2 Year Support Discount	-583.00	-583.00	
EPS License Disc	1	First Month Of Datacenter 200 Gigs Free	-100.00	-100.00	

**Total** \$24,989.00

Please make all Purchase Orders to Data Storage Group, Inc

Sales tax will be charged based on the tax rate for your shipping address

## **GCCC Disaster Recovery Plan Information**

**Objective :** To get a backup plan that will allow Garden City Community College to deal with a major disaster and bring the core systems back up and running within a short amount of time.

The backups will be of core and non-core systems to disk and to the cloud.

**Core Systems:** Datatel, WebUI for Datatel, Imagenow and Email.

**Non-Core Systems:** File Server, SharePoint Server, Domain Controllers and other software as needed.

**Cloud:** This is a service that provides server storage off-site that will hold our data in a secure environment.

### **Requirements:**

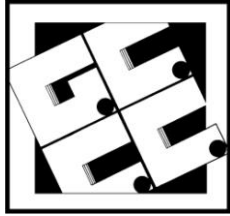
- 1: This will be a local backup with software to disk that will allow us to have a minimum of 30 days of core and non-core backups. This will enable us to have the ability to restore smaller systems and files within minutes.
- 2: The local backup to a removable disk that will allow the weekly rotation to the safe and to the bank Vault. The data contained will be both Core and Non-Core systems.
- 3: Core systems will be backed up into the cloud. The data will be stored for a two week period. The data will be written every day to ensure that we can recover from a complete disaster.

### **Companies Researched**

**ISG** – ISG is a company that provides off-site storage and local services. The software that they use is only part of the service that they provide. So if the college was to cancel the off-site portion we would lose the software and the backups. This would put the college back to square one with no backups or recovery plan.

**Datastor** - Datastor is a company that provides the software and off-site storage. The software that they provide is their own and the campus will have to purchase it and at that point will own the software. The off-site storage is a yearly contract and if the college decides that they no longer want that service they will still own the software and still be able to restore the backups from the local discs. The local backup can be connected to any one of our currently running servers.

**Symantec**- Backup Exec is the software that is provided by Symantec. This is what the college currently uses. It can only provide a local backup to disk or tape. The backup to tape can be stored in the safe and can be taken off-site. It cannot be backed up to the cloud since they do not provide that service.



# Garden City COMMUNITY COLLEGE

December 1, 2010

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

## New Hire

Deb Nicholson, Comptroller, effective December 6, 2010  
Anna Urrutia, SSS Academic & Retention Advisor, effective November 23, 2010  
Scott Good, Network Manager, effective December 13, 2010  
Jeff Tatum, Head Football Coach, effective December 1, 2010

## Separations

Lucas Aslin, Head Football Coach, effective November 5, 2010  
Mat Tarwater, Computer Technician, effective November 1, 2010  
Samantha Matthews, Secretary for Academic Bldg, effective November 23, 2010  
David Snodgrass, Assistant Football Coach, effective November 17, 2010  
Tara Lightner, CECS Administrative Assistant, effective December 10, 2010

## Retirement

## Transfers/Promotions

Chris Bell, Regional Prevention Center Assistant, promoted to Prevention Center Consultant  
Jody Ledford, B&I Secretary/Operations Specialist, transfer to Cashier  
Doug Peters, Network Manager, lateral move to Computer Technician

## Vacancies

ETS Advisor  
Director of IT  
Sr. Programmer  
SWPRPC Consultant  
CECS Administrative Assistant  
Business & Community Programming Asst  
Adjunct Fire Science Instructor  
Adjunct Biology Instructor  
Adjunct Anatomy & Physiology Instructor  
Director, Physical Therapist Assistant Program

## Diversity Recruitment Opportunity

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

**GARDEN CITY COMMUNITY COLLEGE  
PAYMENTS TO OUTREACH COORDINATORS  
FALL SEMESTER 2010  
Presented to Board of Trustees for Approval 12/8/10**

<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	Lisa Bowser	63	\$5.91/cr. hr.	\$ 372.33 <u>200.00</u> Base	\$ 572.33
Dighton/ Healy	Debra D. Dowell	72	\$7.11/cr. hr.	\$ 511.92 <u>200.00</u> Base	\$ 711.92
Holcomb	Jennifer L. LaSalle	159	\$6.15/cr. hr.	\$ 977.85 <u>200.00</u> Base	\$ 1,177.85
Lakin	Praveen Vadapally	175	\$6.15/cr. hr.	\$ 1,076.25 <u>200.00</u> Base	\$ 1,276.25
Leoti	Janis M. Kreutzer	90	\$6.97/cr. hr.	\$ 627.30 <u>200.00</u> Base	\$ 827.30
Scott City	Elizabeth Hess	137	\$5.91/cr. hr.	\$ 809.67 <u>200.00</u> Base	\$ 1,009.67
Syracuse	Ron Ewy	70	\$6.27/cr. hr.	\$ 438.90 <u>200.00</u> Base	\$ 638.90
Tribune	William H. Wilson	233	\$6.40/cr. hr.	\$ 1,491.20 <u>200.00</u> Base	\$ <u>1,691.20</u>
<b>TOTAL OUTREACH COORDINATOR PAYMENTS</b>					<b>\$ 7,905.42</b>
11-00-0000-42002-5160					

c: BOT  
Emmons  
Payroll  
Brungardt

**GARDEN CITY COMMUNITY COLLEGE  
ADJUNCT/OUTREACH FACULTY CONTRACTS**

(Presented to Board of Trustees for Approval 12/8/10)

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Craig, Ada	Academic Recovery & Success (PCDE-110-05) 0.33 FLC x \$470.00/FLC (8 students) 11-00-0000-11080-5260 10/18 - 12/16/10	\$ 155.10
Kasriel, Matthew	Firefighter I (FIRE-101-01) 1.26 FLC x \$500.00/FLC (11 students) 11-00-0000-12241-5260 8/18 - 11/24/10	\$ 630.00
Lamb, Tracy	Certified Nurse Aide Lab (HELR-1025-30) 2.01 FLC x \$470.00/FLC (9 students) 11-00-0000-12203-5260 11/8 - 12/6/10	\$ 944.70
McClure, Timmey	Tactical Baton (CRIM-155-01) 0.50 FLC x \$470.00/FLC ( students) 11-00-0000-12240-5260 11/21/10	\$ 235.00
McClure, Timmey	Handcuffing (CRIM-154-01) 0.50 FLC x \$470.00/FLC ( students) 11-00-0000-12240-5260 11/20/10	\$ 235.00
Munoz, Kellee	Academic Recovery & Success (PCDE-110-05) 0.33 FLC x \$400.00/FLC (8 students) 11-00-0000-11080-5260 10/18 - 12/16/10	\$ 132.00
Ruda, Ryan	Academic Recovery & Success (PCDE-110-05) 0.33 FLC x \$470.00/hour (8 students) 11-00-0000-11080-5260 10/18 - 12/16/10	\$ 155.10
Sisk, Bradley	Forensic Wounds I (CRIM-250-01) 0.50 FLC x \$650.00/FLC (9 students) 11-00-0000-12240-5260 11/10 - 11/11/10	\$ 325.00
Strawder, Freddie	EVOC I (CRIM-140-02) 0.50 FLC x \$435.00/FLC ( students) 11/6 - 11/7/10, SSU, 8:00 a.m. - 5:00 p.m. 11-00-0000-12240-5260	\$ 217.50
Strawder, Freddie	EVOC II (CRIM-141-02) 1.00 FLC x \$435.00/FLC ( students) 11-00-0000-12240-5260 11/13 - 11/14/10	\$ 435.00
<b>OUTREACH FACULTY</b>		
Hoover, Kevin	Nursing Home Med. Aide (HELR-1033-LK) 3.33 FLC x \$470.00/FLC (10 students) 11-00-0000-12203-5220 10/25 - 12/16/10	\$ 1,565.10
Hoover, Kevin	Nursing Home Med. Aide Lab (HELR-103L-LK) 3.35 FLC x \$470.00/FLC (10 students) 11-00-0000-12203-5220 10/25 - 12/16/10	\$ 1,574.50

Hoover, Kevin	Nursing Home Med. Aide Lab (HELR-103L-LKA) 3.35 FLC x \$470.00/FLC (10 students) 11-00-0000-12203-5220 10/25 - 12/16/10	\$ 1,574.50
<b>TOTAL ADJUNCT/OUTREACH FACULTY CONTRACTS</b>		<b>\$ 8,178.50</b>

**GARDEN CITY COMMUNITY COLLEGE  
SERVICE CONTRACTS FOR  
ADJUNCT INSTR. MILEAGE REIMBURSEMENT**

(Presented to Board of Trustees for Approval 12/8/10)

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Merz, Steven	Comp Aided Drafting I (Engr) (DRFT-104E-90) Mileage Reimbursement for Fall '10 Semester 3 Credit Hrs @ \$75.00/hour (9 students) 8/18 - 12/16/10	\$ 225.00
Smithson, Norman	Comp Aided Drafting I (Engr) (DRFT-104E-91) Mileage Reimbursement for Fall '10 Semester 3 Credit Hrs @ \$75.00/hour (5 students) 8/18 - 12/16/10	\$ 225.00
<b>TOTAL MILEAGE REIMBURSEMENT CONTRACTS</b>		<b>\$ 450.00</b>
<b>ACCT # 11-00-0000-12260-6011</b>		

**GARDEN CITY COMMUNITY COLLEGE  
SERVICE CONTRACTS FOR  
ADJUNCT INSTRUCTOR PROVIDER**

(Presented to Board of Trustees for Approval 12/8/10)

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Fischer, Melanie	Certified Nurse Aide (online) (HELR-1025-30) 3.00 FLC x \$470.00/FLC (9 students) (Ext. amt: 0.136 x \$470 x 3 cr. Hr = \$191.76) 11-00-0000-12203-6605 11/8 - 12/6/10	\$ 1,601.76
<b>TOTAL ADJ. INSTRUCTOR SERVICE CONTRACTS</b>		<b>\$ 1,601.76</b>



**GARDEN CITY COMMUNITY COLLEGE  
SERVICE CONTRACTS  
FOR OUTREACH FACULTY**

(Presented to Board of Trustees for Approval 12/8/10)

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Ackerman, Linda	Intro to Comp. Conc. & Appl. (CSCI-1103-GH) \$375.00 (USD Rate) x 3.00 FLC (19 students) 11-00-0000-11010-6610 8/13 - 12/17/10	\$ 1,125.00
Becker, Misti	English I (ENGL-101-HO) \$375.00 (USD Rate) x 3.75 FLC (16 students) 11-00-0000-11021-6610 8/13 - 12/17/10	\$ 1,406.25
Becker, Misti	Public Speaking (SPCH-111-HO) Pro-rated: 5/8 x \$375.00 (USD Rate) x 3.00 FLC (5 students) 11-00-0000-11022-6610 8/13 - 12/17/10	\$ 703.13
Brown, R. Kent	College Algebra (MATH-108-SY) Pro-rated: 5/8 x \$375.00 (USD Rate) x 3.00 FLC (5 students) 11-00-0000-11050-6610 8/16 - 12/22/10	\$ 703.13
Brown, H. Joy	English I (ENGL-101-LE) \$375.00 (USD Rate) x 3.75 FLC (13 students) 11-00-0000-11021-6610 8/17 - 12/16/10	\$ 1,406.25
Burden, Karen	Working With Children (EDUC-114-GC) Pro-rated: 6/8 x \$375.00 (USD Rate) x 1.00 FLC (6 students) 11-00-0000-11060-6610 8/18 - 12/16/10	\$ 281.25
Conard, Julie	Public Speaking (SPCH-111-LE) \$375.00 (USD Rate) x 3.00 FLC (8 students) 11-00-0000-11022-6610 8/17 - 12/16/10	\$ 1,125.00
Irvin, Jana	Intro to Comp. Conc. & Appl. (CSCI-1103-GC) \$375.00 (USD Rate) x 3.00 FLC (20 students) 11-00-0000-11010-6610 8/13 - 12/17/10	\$ 1,125.00
Irvin, Jana	Intro to Comp. Conc. & Appl. (CSCI-1103-GN) \$375.00 (USD Rate) x 3.00 FLC (24 students) 11-00-0000-11010-6610 8/13 - 12/17/10	\$ 1,125.00
Kucharik, Steve	English I (ENGL-101-SI/DE/Ingalls) \$375.00 (USD Rate) x 3.75 FLC (25 students) 11-00-0000-11021-6610 8/23 - 12/17/10	\$ 1,406.25
Kucharik, Steve	English I (ENGL-101-ST/Spearville) \$375.00 (USD Rate) x 3.75 FLC (15 students) 11-00-0000-11021-6610 8/23 - 12/17/10	\$ 1,406.25
McClure, Joel	General Psychology (PSYC-101-DE) Pro-rated: 5/8 x \$375.00 (USD Rate) x 3.00 FLC (5 students) 11-00-0000-11060-6610 8/18 - 12/22/10	\$ 703.13

Michaelis, Shawn	College Algebra (MATH-108-LK) Pro-rated: 2/8 x \$375.00 (USD Rate) x 3.00 FLC (2 students) 11-00-0000-11050-6610 8/18 - 12/16/10	\$ 281.25
Neri, Juan	Intro to Comp. Conc. & Appl. (CSCI-1103-GD) \$375.00 (USD Rate) x 3.00 FLC (19 students) 11-00-0000-11010-6610 8/13 - 12/17/10	\$ 1,125.00
Ostmeyer, Annette	English I (ENGL-101-HE) Pro-rated: 3/8 x \$375.00 (USD Rate) x 3.75 FLC (3 students) 11-00-0000-11021-6610 8/24 - 12/15/10	\$ 527.34
Shearer-Morse, Ashley	English I (ENGL-101-DI) \$375.00 (USD Rate) x 3.75 FLC (13 students) 11-00-0000-11021-6610 8/23 - 12/10/10	\$ 1,406.25
Sill, Phillip	American History to 1865 (HIST-103-TR) \$375.00 (USD Rate) x 3.00 FLC (10 students) 11-00-0000-11020-6610 8/16 - 12/16/10	\$ 1,125.00
Sill, Phillip	American Government (POLS-105-TR) \$375.00 (USD Rate) x 3.00 FLC (11 students) 11-00-0000-11060-6610 8/16 - 12/16/10	\$ 1,125.00
Stucky, Tina	English I (ENGL-101-SY) Pro-rated: 6/8 x \$375.00 (USD Rate) x 3.75 FLC (6 students) 11-00-0000-11021-6610 8/16 - 12/22/10	\$ 1,054.69
Vadapally, Praveen	General Chemistry (CHEM-105-LK) Pro-rated: 1/8 x \$375.00 (USD Rate) x 5.68 FLC (1 students) 11-00-0000-11040-6610 8/18 - 12/16/10	\$ 266.25
White, Blain	American Government (POLS-105-LK) \$375.00 (USD Rate) x 3.00 FLC (8 students) 11-00-0000-11060-6610 8/18 - 12/16/10	\$ 1,125.00
Wilson, William	Public Speaking (SPCH-111-TR) Pro-rated: 7/8 x \$375.00 (USD Rate) x 3.00 FLC (7 students) 11-00-0000-11022-6610 8/16 - 12/16/10	\$ 984.38

**TOTAL OUTREACH FACULTY SERVICE CONTRACTS \$ 21,535.76**

**GARDEN CITY COMMUNITY COLLEGE  
PAYMENTS TO OUTREACH CENTERS  
FALL 2010 FACILITY USAGE**

(Presented to Board of Trustees for Approval 12/8/10)

<b>LOCATION</b>			<b>AMOUNT</b>
USD 200 ( <b>Deerfield</b> )	24	\$5.00	\$ 120.00
USD 215 ( <b>Lakin</b> )	20	\$5.00	\$ 100.00
<b>TOTALS</b>	<b>44</b>		<b>\$ 220.00</b>

11-00-0000-42002-6620

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

(Presented to Board of Trustees for Approval 12/8/10)

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Baker, Paula	Excel 2007: Advanced (COMP303-12) 8 contact hour(s) @ \$30.00/hour ( students) 14-00-8004-31000-5270 12/6 - 12/15/10	\$ 240.00
Baker, Paula	Word 2007: Advanced (COMP203-06) 8 contact hour(s) @ \$30.00/hour ( students) 14-00-8004-31000-5270 12/7 - 12/16/10	\$ 240.00
Duvall, Lona	Resume Writing & Interviewing (PROF140-02) 4 contact hour(s) @ \$30.00/hour ( students) 14-00-8004-31000-5270 11/20/10	\$ 120.00
DuVall, Lona	Resume Writing & Interviewing (PROF140-02) 2 contact hour(s) @ \$30.00/hour ( students) 14-00-8004-31000-5270 12/1/10	\$ 60.00
DuVall, Lona	Power Dressing (PROF140-02) 2 contact hour(s) @ \$30.00/hour ( students) 14-00-8004-31000-5270 12/1/10	\$ 60.00
Falor, Danielle	Holiday Crafts (CONT951-04) 4 contact hour(s) @ \$25.00/hour ( students) 14-00-8006-31000-5270 12/9 - 12/16/10	\$ 100.00
Morphew, Jamie	QuickBooks Pro 2009 Fundamentals (COMP701-21) 8 contact hour(s) @ \$25.00/hour ( students) 14-00-8004-31000-5270 11/30 - 12/2/10	\$ 200.00
Prewitt, Robert	KS Carry Concealed Handgun (8 Hour Class) (CRMJ300-59) 4 contact hour(s) @ \$30.00/hour (8 students) 14-00-8033-31000-5270 11/13/10	\$ 120.00
Soldner, Jerry L.	KS Carry Concealed Handgun (8 Hour Class) (CRMJ300-59) 3 contact hour(s) @ \$30.00/hour (8 students) 14-00-8033-31000-5270 11/13/10	\$ 90.00
Sosa, Elizabeth	ABC's of Accounting (COMP908-04) 9 contact hour(s) @ \$30.00/hour ( students) 14-00-8004-31000-5270 12/2 - 12/9/10	\$ 270.00
Sosa, Elizabeth	Communication in the Workplace/Workplace Effectiveness (PROF140-02) 2 contact hour(s) @ \$30.00/hour ( students) 14-00-8004-31000-5270 12/1/10	\$ 60.00

Williams, Douglas B.	KS Carry Concealed Handgun (8 Hour Class) (CRMJ300-59) 10 contact hour(s) @ \$30.00/hour (8 students) 14-00-8033-31000-5270 11/13/10	\$ 300.00
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<b>TOTAL NON-CREDIT FACULTY CONTRACTS</b>	<b>\$ 1,860.00</b>
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14-00-8004-31000-5270	\$ 1,250.00	(Business & Industry)
14-00-8006-31000-5270	\$ 100.00	(Personal Enrichment)
14-00-8033-31000-5270	\$ 510.00	(Public Safety)

# DECEMBER 2010 MONITORING REPORT

<b>EXECUTIVE LIMITATIONS</b>	<b>SEMI-ANNUAL</b>
<b>Financial Condition</b>	<b>Page 10</b>

#1

**The President shall not exceed the working budget for the fiscal year (July 1 – June 30).**

- a. Fail to maintain a reserve of at least 20 percent**
- b. Fail to maintain the capital improvement fund at \$500,000**

**CEO's Interpretation and its justification:** Cash reserves are necessary in the event revenue payments are delayed. When presenting the working budget to the Board, the President provides documentation verifying a cash reserve of at least 20% in the General Fund and a minimum of \$500,000 in the Capital Outlay Fund.

**Data directly addressing CEO's interpretation:** Upon Board approval, the final working budget is entered into Datatel. The Board receives monthly revenue and expense reports which verify expenses have not exceeded the working budget. During the year, if revenues fall short of projections, any necessary adjustments are made to expenses. The presentation of the annual audit, conducted by an outside auditor, includes verification of cash reserves.

General Fund: The Board approved a working budget of \$16,414,558 for 2009-2010. Actual expenses were \$16,051,323. Cash reserves as of 6-30-10 were \$3,287,410 or 20.5%. In addition, there was \$747,600 in oil and gas holdback.

Capital Outlay Fund: The Board approved a working budget of \$930,097 for 2009-2010. Actual expenses were \$673,091. The cash balance in the Capital Outlay Fund as of 6-30-10 was \$717,366 which exceeds the \$500,000 cash reserves.

<b>EXECUTIVE LIMITATIONS</b>	<b>SEMI-ANNUAL</b>
<b>Financial Condition</b>	<b>Page 10</b>

#2

**The President shall not use cash reserves.**

**CEO's Interpretation and its justification:** The cash reserve for the General Fund shall be no less than 20% of the General Fund expenditures and \$500,000 for the Capital Outlay Fund as identified by the Trustees in the Policy Governance document. The President must receive approval from the Board before cash reserves are used for one-time purchases or when cash reserves are used to offset expenses in the proposed working budget.

**Data directly addressing CEO's interpretation:** The Board approved the use of \$560,282 in cash reserves for the 2009-2010 General Fund budget. For 2010-2011, the approved working budget included \$622,537 of oil and gas holdback to offset expenses which reduced the balance of the holdback to \$125,063.

**EXECUTIVE LIMITATIONS**

SEMI-ANNUAL

**Financial Condition**

#3

**Page 10****The President shall not fail to develop additional revenue sources for capital improvement projects.**

**CEO's Interpretation and its justification:** The President must seek out other sources of revenue for capital improvement and special projects. This includes looking for benefactors, partnerships and grant opportunities. The Kansas tax credit program will assist with deferred maintenance projects.

**Data directly addressing CEO's interpretation:** The President actively solicits donations for the state tax credit program. The President receives updates from the Legislature regarding potential revenue for capital projects. The college subscribes to list serves that provide information on grants.



# ENDOWMENT ASSOCIATION

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## GARDEN CITY COMMUNITY COLLEGE

### BOARD OF DIRECTORS

#### GARDEN CITY:

Missy Allen  
Carol Ballantyne, Ph.D.  
Stewart Boone  
Della Brandenburger  
Jessica Dirks  
Lynn Dunford, CRNA  
Mary Eves  
Greg Hands  
Grant Harris, DDS  
Kelley Jenkins  
Diana Jones  
Stephen Jones  
Carolyn Kinney  
Marisa Kleysteuber  
Terry Lee  
Nancy Leiker  
Mario Lopez  
Deanna Mann  
Damon McDonald  
Dennis Mesa  
Peg Nally  
Dana Nanninga  
Lyn Ohl  
Kirk Olomon  
Callie Remschner  
Lonnie Sassaman  
Kim Shaddix  
Beth Tedrow  
Tom Walker  
Alex Wallace  
Jami Warner  
Skyla Wehkamp  
Dana Woodbury

#### DEERFIELD:

Jeff Braun

#### DIGHTON:

Vicki Krehbiel

#### HOLCOMB:

Chad Krug

*November 12, 2010*

*Garden City Community College  
Attn: Board of Trustees  
801 Campus Dr  
Garden City KS 67846*

*Dear Friends of Education:*

*Thank you for your gift in memory of Cecil Davis to the Garden City Community College Endowment Association. Your support is part of an important effort to provide worthy GCCC students with opportunities to become strong and valuable contributors to the society and economy we all share.*

*Indeed, you and many other generous people who provide support to the Endowment Association allow us to in turn help numerous students in educating themselves, sharpen their skills, or reach for new career goals. Your thoughtfulness and caring will benefit many students at GCCC. Thank you!*

*With best wishes,*

*Melinda Harrington*  
*Executive Director*

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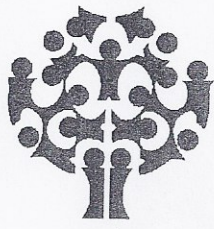
**CHARITABLE GIFT RECEIPT**  
**GCCC ENDOWMENT ASSOCIATION**

*Gift Date: 11/09/10*  
*Gift Amount: \$25.00*

*Your donation and support are truly appreciated!*

*The Internal Revenue Service requires acknowledgement that no goods or services were received for this donation. You may use this letter for your tax purposes. The GCCC Endowment Association is a 501(c)3 non-profit, tax-exempt entity.*





Western Kansas  
Community Foundation

Dear Jean,

Thank you for joining our Women of Purpose tea last week. Your report to the group was inspiring and helped us understand how important the program has been for area women.

Thank you, too, for your time and expertise in developing such an empowering learning opportunity. We are grateful for your input and hope we get the chance to work together in the future.

Best Wishes,  
Shae Gilliam

## MEMORANDUM

Date: December 1, 2010  
To: Dr. Joseph Emmons  
From: Cricket Turley  
Re: Presidential Applicant Evaluation

The Presidential Applicant Evaluation form was developed from the presidential application material found on the GCCC website. It is primarily intended as a guide for the selection committee members to use as they evaluate each application. The most important component for our purposes is the ranking that each reviewer assigns to each applicant—the box in the upper right hand corner. Also of critical value are each reviewer’s comments at the bottom of the page.

The information found under **Expectations** is more subjective in nature, and will drive much of the interview process. However, we are asking the reviewers to assign a numerical score to the **Expectations** section. The purpose of this is to have the reviewer thinking about what GCCC is looking for in a president as they review the application material.

The items under **Knowledge and Skills** are more objective in nature, and will be scored individually. At the completion of the review of each application, the reviewer will have a total score and comments. These can be used as a point of reference by the reviewer when he/she assigns a ranking to the applicants.

Candidates Name \_\_\_\_\_

Overall Ranking

**PRESIDENTIAL APPLICANT EVALUATION**

*The GCCC president, working in a policy governance environment, will use strong skills in:*

- |                                      |                      |                                    |
|--------------------------------------|----------------------|------------------------------------|
| <i>Leadership</i>                    | <i>Delegation</i>    | <i>Finance</i>                     |
| <i>Vision</i>                        | <i>Teamwork</i>      | <i>Employee development</i>        |
| <i>Community Involvement</i>         | <i>Communication</i> | <i>Goal development-attainment</i> |
| <i>Partner/relationship building</i> | <i>Creativity</i>    | <i>Transparency and trust</i>      |

**SCORE**

Weak to Strong

1      --      10

**EXPECTATIONS**

*The following are often difficult to determine from a Curriculum Vitae; however, from the applicant's material, you may be able to recognize some of these qualities. From your review of the material, in your judgement, give a single score.*

The president is expected to serve as a visionary leader and decision maker, role model, educator and entrepreneurial thinker, employing and building a strong record of significant accomplishments in the following:

Achieving the ends specified in the policy governance document; motivating, developing and maintaining a qualified faculty and staff; communicating values within and beyond the campus community; maintaining and improving the financial stability of the college; creating and maintaining an environment of openness, communication, transparency, and trust; meeting the college's planned growth and development objectives; initiating and maintaining partnerships essential to the college mission; keeping the Board of Trustees informed regarding key policy and operating issues; engaging the community in the college, and the college in the community.

**KNOWLEDGE AND SKILLS**

Doctoral degree in relevant field and 10 years relevant experience	
Knowledge of Policy Governance	
Experience in fund-raising	
Experience in education/legislative issues and affairs and commitment to the values of teaching and learning	
Commitment to the community college mission; extensive knowledge of community college activities and policies	
Leadership experience with a college community	
Interaction with community, business, and government leaders at all levels	
Skills in speaking, writing, and interpersonal communication	
Ability to inspire and motivate others	
Experience with budget development and oversight	
Experience in education/legislative issues and affairs	
<b>Total</b>	

**Comments:**

## MEMORANDUM

Date: December 1, 2010  
To: Dr. Joseph Emmons  
From: Cricket Turley  
Re: Presidential Reference Checks

I have contacted Pauly Group Inc. and ACCT for information in consideration for reference checks on the final candidates. My findings are stated below.

### Pauly Group

Will contact 8-10 references  
4-5 will be from candidates list  
Will use character based questions  
Phone calls are usually 45 minutes in length

Reports will be 10-13 pages in length  
Will take from 10-15 working days to receive

Approximate cost for 4 candidates - \$5650

### ACCT

Will contact 12-13 references  
Half will be from candidates list  
References will be made by phone calls

Report will be in an oral summary with the Board of Trustees  
Conference call

Approximate cost for 4 candidates - \$5200

We can and do background checks through Validity Screening Solutions. Approximate cost per background check is \$100. We will also request Official Transcripts from candidates at the time they are called to come for an interview.

## **INCIDENTIAL INFORMATION**

### **December 2010**

#### **Steve Quakenbush-Director of Information Services**

GCCC is playing a key role in the holiday season for Garden City, with the GCCC Potter's Guild Holiday Art Sale, 9 a.m.-4 p.m. Dec. 8 in the lobby of the Pauline Joyce Fine Arts Building; the GCCC Concert Band winter performance, conducted by Band Director Jim McAllister, at 7:30 p.m. Dec. 9 in the auditorium of the fine arts building; and the annual Vespers Concert at 3 p.m. Dec. 12, also in the fine arts auditorium, led by Vocal Music Director J. Clayton Wright and involving community and campus vocal and instrumental musicians. The Vespers Concert is a Southwest Kansas holiday tradition that has taken place annually for more than 40 years. In addition, Mr. McAllister is leading Garden City's Tuba Christmas concert, an annual outdoor event downtown that is sponsored by Commerce Bank at 3 p.m. Dec. 11 on Grant Avenue.

When GCCC and the Cultural Relations Board of the City of Garden City host the community's 2011 celebration of Martin Luther King Day, the keynote speaker will be L. Douglas Wilder, the first elected African-American governor to take office in the U.S. His address is entitled "The Movement: Past, Present and Future," and it will take place in a program planned for 10 a.m.-noon Jan. 17 at the main gym of the Dennis Perryman Athletic Complex. The annual event is sponsored in partnership by the college and the city, with support from the GCCC Brookover Lecture Series, Black Student Union and Student Government Association. Members of the BSU chapter will present other additional elements of the program, which is free to the public.

Led by members of the Department of Nursing and Allied Health, contributors across the GCCC campus recently raised \$1,764 to help Garden City's Emmaus House shelter remain open and serve people in need of food or a place to stay. Meanwhile, the Student Government Association led a successful parallel effort, called "Trick or Treat So Others Can Eat," to raise funds and collect food for the needy and homeless.

GCCC Cosmetology students provided hair styling, manicures and makeup for participants in the first Fall Festival Ball, a prom-like event conducted recently for clients of the Mosaic organization, which offers special needs services

GCCC graduate Cort Scheer, former Broncbuster Rodeo Team saddle bronc rider from Elsmere, Neb., recently qualified to compete in the 2010 National Finals Rodeo. Essentially the Super Bowl of professional rodeo, the event is scheduled during December at the University of Nevada, Las Vegas. In addition, the GCCC Rodeo Team ended the fall segment of the 2010-11 season at the Northwestern Oklahoma State University Intercollegiate Rodeo in Alva, Okla., with the women's team earning third place standing in the National Intercollegiate Rodeo Association's Central Plains Region, and the men's team in seventh. Action will resume, following a winter break, when GCCC begins spring competition at Kansas State University in February.

"Inside GCCC," the college's spring semester newsletter, course schedule and enrollment guide, will be published approximately Jan. 3, when it is scheduled to arrive in all home mail boxes throughout the GCCC service area. The tabloid publication will feature news items, photographs and other information, as well as a complete listing of daytime and evening classes. In addition, the Continuing Education and Community Services catalog, including life enrichment offerings sponsored by the CECS Division, will be inserted in the Dec. 28 edition of the Garden City Telegram.

#### **GCCC COVERAGE BY CHRONICLE OF HIGHER EDUCATION**

GCCC was the only community college featured in an ongoing blog published on website of the Chronicle of Higher Education in November. The "Postcards" series, by traveling 30-year veteran

Chronicle reporter Lawrence Biemiller, shared observations and insights about numerous universities, colleges and college towns across the U.S. The journalist spent two days visiting the GCCC Meats Team and Rodeo Team; the Criminal Justice, Fire Science and Industrial Ammonia Refrigeration Programs; and the GCCC Adult Learning Center. Other stops on the Chronicle blog tour included Juniata College, Huntington, Pa.; the College of Wooster, Wooster, Ohio; Central Michigan University, Mount Pleasant, Mich.; Hope College, Holland, Mich.; Beloit College, Beloit, Wis.; Grinnell College, Grinnell, Iowa; Iowa State University, Ames, Iowa; the University of Kansas, Lawrence; and Naropa university, a Buddhist institution in Boulder, Colo. After the holidays, the tour may also include campuses Utah, Texas and Louisiana before the series is complete and the journalist returns to Washington, DC. GCCC was selected because of a suggestion from Sara Kincaid, a former Garden City Telegram education reporter.

Three of the essays about GCCC follow:

## **From Daylight Donuts and Las Margaritas, a Thanksgiving Thought**

*November 24, 2010, 10:47 am*

**By Lawrence Biemiller**

Garden City, Kan. — As we drove into southwestern Kansas the other day, a tumbleweed blew across the two-lane highway in front of the car, as if nature were offering us its own welcome to the western prairies—to vast expanses interrupted only by grazing cattle and the gleaming white cylinders of grain elevators, to towns with windswept main streets, to the plain little Daylight Donuts over in Syracuse, where the four old guys drinking coffee at a table in the middle of the shop looked around in unison as we entered. It felt like we were a long, long way from the Pilgrims' rocky Massachusetts coastline.

But when we got to the campus of Garden City Community College, we found an institution as bound up with the hopes of the republic as any I've ever visited. The sprawling Tyson Foods meat-packing plant a few miles outside of town is among the largest in the world, according to Steve Quackenbush, the college's information-services director, and for decades it's been a magnet for immigrants—first from Mexico, then from Vietnam after the fall of the regime in the south, now from Myanmar and Somalia. More than half of the city's 30,000 residents are minority-group members, and the college—founded in 1919 as a traditional junior college—offers an array of services for people who grew up speaking a language other than English and may arrive in Garden City having no idea of how to drive a car or shop in a Walmart.

Linda Miller, the college's English as a Second Language coordinator, said some of the college's adult students had never been in a school before, much less attended college. Nonetheless, she told me, immigrants from Myanmar sometimes arrive in Garden City knowing the name of a college faculty member who helped a relative or friend. The college has a Burmese caseworker, among others, and information about how to take cover in the event of a tornado is posted in English, Spanish, Vietnamese, Burmese, and Arabic (the language of some of the Somali students). For good measure, the city also has some Mennonite immigrants from Mexico who speak an old form of German.

Hector Martinez, director of the adult-learning center, said the college does its best to accommodate whatever needs students show up with. Some have already earned degrees but need help establishing themselves in the U.S., some are migrant workers seeking to learn to read, and others have to be taught restroom etiquette, how to cook in kitchens with modern ranges, and how to use American cleaning products safely. "The goal," he said, "is to make them aware of how to live as Americans."

The college has a couple of satellite campuses, one of them in a trailer park, but it recently opened a new building on its main campus that houses adult-education programs. College officials were worried that some non-traditional students might find the main campus intimidating, but that didn't prove to be the



case at all. Many of the recent immigrants like coming to the college and are proud to have college identification cards—they may not have access to any other form of ID—and to be welcome at campus events like football games. “That has a tremendous impact,” Mr. Martinez said.

And despite the sense that some parts of the country are rife with anti-immigrant sentiment, Mr. Martinez said that the local community strongly supports the college’s programs. “Immigrants are more accepted here,” Ms. Miller added. “It’s hard to say how unique Garden City is. You just can’t beat being here.”

The “Old Fashioned” doughnut I bought at Daylight Donuts was delicious. But in a week of Pilgrim iconography and Norman Rockwell imagery, it’s probably more telling that we had a warm welcome and a great dinner at Las Margaritas, a Mexican place downtown that everyone told us was one of the city’s best restaurants. We were also told to try a Vietnamese place, Pho Hua, and Plank’s BBQ, but there are only so many meals a person can eat in a day, I’m sorry to say, and I needed to save room for Thanksgiving dinner. I’ll be celebrating with friends in California, no doubt telling stories about the colleges I’ve visited so far on this trip, and the interesting people I’ve met, and how good a visit to a place like Garden City can make a person feel about America.

## **A Kansas Team Takes Its Meats Seriously**

*November 23, 2010, 2:41 pm*

**By Lawrence Biemiller**

Garden City, Kan. — I should get out more.

How else do you explain my having spent three decades as a higher-education reporter without knowing that intercollegiate meat-judging competitions have taken place for years? And when students on Garden City Community College’s team tried to explain how the judging works, they found me clueless about even the basics of meat science.

“We judge beef, pork, and lamb carcasses,” said the team’s coach, Clint Alexander, who is also head of the college’s animal-science program. Grading involves evaluating the quality of the meat as well as calculating how much of it there is, relative to fat and bone. There’s a lot of math—a whole lot—but students also have to be good note-takers and be able to analyze what they see quickly, preferably producing reliable scores time after time.

Many of the students on the meats team have strong connections to agriculture, having grown up on or around farms or ranches and having been members of the Future Farmers of America. Mr. Alexander takes competition as seriously as any football coach—“We’ve won lambs five out of the last nine competitions,” he said—and he has recruited team members from as far away as California’s Central Valley. He let me leaf through the team handbook, which is as valuable to members as any Division I team’s playbook, but the pages and pages of charts and tips might as well have been written in Sanskrit for all they meant to me.

The key to judging meat well, Mr. Alexander said, is practicing, and for that, “you have to go to the animals.” That may mean a team trip to Iowa to practice on pork or lamb—team members have matching equipment bags with their names stitched on the sides, and victories are recorded inside the door of the team’s bright-yellow trailer—but the team practices most often at a 3,100-employee Tyson Foods facility just outside of Garden City. Tyson officials will “give us a rail and rail out whatever we want to practice on,” Mr. Alexander said.

I had no idea what he was talking about until he and some team members took me across Garden City to the Ehresman Packing Company’s small plant, where students also practice sometimes. Mr. Alexander and his students put on white coats and hard hats and led me into the refrigerated storage rooms, where beef and pork carcasses hung from an overhead rail system designed to allow the carcasses to be moved

around fairly easily. Then I understood: “Give us a rail” meant the students would have a rail of their own to work at, and “rail out whatever we want” meant the kinds of carcasses the students needed to practice on would be brought over to their rail.

Mr. Alexander conducted a quick team tutorial with a goat carcass he found hanging at the end of one rail—”Goats are our new thing,” one student said—and then he cut into a beef carcass to show me what kinds of cuts students would be presented with in competitions, which take place about a half-dozen times a year in conjunction with major livestock events in Denver, Houston, Fort Worth, and elsewhere. The heifer he and the students were looking at had been small, but after a few minutes Mr. Alexander pronounced the meat choice. “You’d find this in a steakhouse,” he said.

The students told me they enjoyed being on the team for the camaraderie, especially on team trips, but many of them also expect to work in the meat industry someday, and the meat-judging team is a great way to gain experience. “Five of the eight graders at the Tyson plant,” Mr. Alexander says, “graded for me at one point.”

## **How to Save Money While Making Ice**

*November 29, 2010, 11:43 am*

By [Lawrence Biemiller](#)

Garden City, Kan. — Chances are pretty good that you don’t spend a lot of time thinking about ammonia refrigeration—even though, as Dallas Babcock was quick to tell me the other day, “If you eat it or drink it, at some point it was probably cooled with ammonia refrigeration.”

We were standing in Garden City Community College’s ammonia-refrigeration teaching lab at the time, surrounded by intricate arrays of color-coded pumps, pipes, and tanks—all of them belonging to four systems for making quantities of ice or chilling big spaces. Mr. Babcock (left) showed me the largest of the college’s machines, a two-compressor behemoth that he called “our monster.” It can freeze 8,000 gallons of water in about five hours.

Why would a college be so interested in making ice? In a word, money.

About 15 years ago, an enterprising Garden City faculty member named Gerald Hundley asked local employers what kinds of programs they’d like to see the college offer. It turned out that the food-processing companies that are the mainstays of the economy here needed training for the employees who operate the mammoth refrigeration systems on which their plants rely. For big companies, Mr. Babcock said, “the difference between operating efficiently and inefficiently can be millions a year in electricity and maintenance.”

In 1996 Mr. Hundley established the first program in the U.S. to teach people how to run ammonia-based refrigeration systems safely and economically. He has since retired, but the college now offers more than 40 weeklong training seminars every year that draw employees of major food processors, breweries, juice companies, and even skating rinks.

Mr. Babcock, an instructor in the program, said that the typical refrigeration-system operator has learned how to run his machines from his supervisors. “For the most part, they don’t know why they do what they do,” Mr. Babcock said. “We give them the tools to go back and learn their systems.”

The thermodynamic properties of ammonia that make it useful for refrigeration have been known, Mr. Babcock said, since the time of the pharaohs, when ammonia was recovered from bat guano. The techniques on which modern systems depend were developed in the middle of the 19th century, and in the early years of the 20th century, the first home refrigerators used ammonia. But because ammonia is dangerous and cannot be used with some common, cheap metals—like copper—ammonia-based systems



are costly to produce. Dupont's development of the chlorofluorocarbon Freon made inexpensive, safe systems feasible for homes.

"Ammonia is always cheaper in the long run" for big systems, Mr. Babcock said, and the realization that chlorofluorocarbons may be linked to global warming has prompted renewed interest in ammonia systems. As companies have realized that spending a little to train the employees who run the systems can bring big savings, competing training programs have sprung up. Several are at other community colleges around the country, Mr. Babcock said, while another, run by a Garden City Community College ammonia-refrigeration alumnus, is right here in town.

Still, Mr. Babcock said, the college's classes are full. About a dozen students every week spend their mornings studying science in a seminar room and their afternoons in the lab making ice—and, if they've been paying attention, saving money.

### **Bob Larson-Athletic Director-Dennis Perryman Athletic Complex**

The men's cross country team finished eighth at the NJCAA national meet in Spartanburg, SC over the weekend. The meet completed a season that saw the Busters win another Jayhawk Conference Western Division Championship and finish as Region VI runner-up.

The Jayhawk Conference announced their football all-conference selections earlier this week and the all-conference team included nine Busters. Mark Spaight, sophomore linebacker, was the only first team all-conference selection for the Busters; he was also voted the number one Region 6 linebacker. TJ Johnson (wide receiver), Stony Jackson (offensive tackle), Chris Wilson (center), Maurice Couch (defensive tackle), and Terry Perkins (cornerback) were all named to the 2<sup>nd</sup> team all-conference team. Corey Johnson (wide receiver), Chaz Nelson (defensive end), Nate Davis (linebacker), and Korey Jones (linebacker) were all named honorable mention all-conference for the Busters.

The Garden City Community College softball field will be getting new stadium bleachers constructed at the end of the month at the Tangeman Sports Complex. Our dug outs have also been upgraded by Mr. Tim Routon by building a cover to the roof to prevent pigeons from nesting between the rafters.

### **Kevin Brungardt-Dean of Academics**

The Computer Essential Skills syllabus has been completed and is being sent to the Curriculum Committee for approval. Tentatively we are calling the class "Digital Literacy." While this is being done, Steve Thompson and Lachele Greathouse are looking into the transfer potential for this course. They will work in the spring to identify other computer classes that will meet the same competencies which students can take in place of the Digital Literacy class.

Also in the spring, Steve and Lachele will develop a test-out option for students. This will be designed to identify students who already possess the skills the class is designed to teach so they do not have to take the class. Test questions will be housed on a digital test bank from which instructors can draw and each question will be identified as easy, medium, or difficult so that instructors can create tests which are roughly equal in difficulty for their respective classes.

Once this is done, Steve and Lachele will work with me to add the digital literacy class to the fall line schedule and to include this class as a general education requirement for all full-time degree-seeking students.

Division directors and appropriate program leaders will meet before the Christmas break to plan the adjunct in-service which is scheduled for the evening of January 10. We are looking to change some things to renew interest in the in-service from our adjunct and outreach instructors. Traditionally, the in-service has been held in the Endowment Room in the Student Center and instructors had to walk to the

Academic building or the library for their outreach sessions. This year we will hold both the initial group meeting and all break-out sessions in the library. We are also entertaining ideas for a variety of break-out sessions which include gradebook training, eCompanion training, and round-table discussions on topics the adjunct and outreach instructors indicate are important to them.

Jenni Evans, Jean Ferguson, Leslie Wenzel, Ryan Ruda, and myself met last week to discuss topics involving the Assessment Center which Jenni directs. The discussions revolved around finding ways to identify students who needed to take the Michigan Placement Test for possible placement into English as a Second Language courses and also to work with the College Skills faculty to more efficiently conduct the Work Keys Assessment required of all full time students.

Over 60 students enrolled in the three hybrid classes that started meeting right after the Thanksgiving break. One of those classes, Teamleading and Collaborative Leadership, had enough students enrolled to make it necessary to add another section which will be taught by Ryan Ruda. Once these classes are completed before the start of the spring semester, those instructors and I will meet to evaluate the successes and failures of these offerings so we can make any adjustments needed for next year's offerings.

This March Clay Wright, Director of Vocal Music, will accompany Rachel Swank to Chicago to the American Choral Directors Association conference in Chicago. Ms. Swank is a music major at GCCC who, with the help of Mr. Wright, produced an audition CD and submitted it on-line to the association. Out of 1200 submissions, Ms. Swank was one of 200 chosen to perform at the conference and was the only first soprano chosen from the state of Kansas.

### **Lenora Cook-Dean of Technical Education**

#### **Title V Grant – Year 4**

This is the 4<sup>th</sup> year for the Title V grant. During the 3rd year of the grant Title V staff conducted a focus group with bilingual nursing students, pre and post surveys in the short term Certified Nurse Aide courses, and reviewed demographics collected within the registered and practical nurse programs. The purpose was to determine barriers, as well as achievements, that students experienced in their continued education and career preparation. From our research, we have found that 1) the length of the associate degree programs is a barrier for some of our English language learners (ELL), non-traditional, and low socio-economic students; 2) due to limited financial resources, student often must work to support their families but desire to continue their education; 3) these students often lack emotional support and knowledge of higher education processes; 4) students often have low self confidence in academic success and are challenged by simultaneously learning a second language and a career program and 5) students become anxious when they have poor test scores, become discouraged and act impulsively. Overall, we have found that many ELL students become frustrated with a long sequence of remedial and/or English as a second language (ESL) courses and drop out prior to reaching their academic goal. After review of all of the data, the Title V staff has requested a change from the Title V project officer to replace the PTA program with a resource and support center for under prepared students. This proposal included the development of a program for academically underprepared students seeking degrees in health care programs in order to expand access; improve academic attainment for English language learners, non-traditional, and low socio-economic students; improve institutional stability; and eliminates fiscal strain from a new and costly technical program. This request was sent November 29, 2010.

As a result of the Title V grant, we have explored challenges and barriers for English Language Learners on our campus. Utilizing this information, key staff and faculty have met to determine how we can better serve these students. More data is being gathered and the group will meet again in a few weeks to discuss the next steps.

We have received a training request from Tyson to upgrade their maintenance employees welding skills. Welding faculty are working with Tyson to develop training leading to a welding certification specific to Tyson's needs. Another meeting is planned to discuss schedules for Spring and finalize plans.

The Criminal Justice/Police Science Program Alignment is in Phase II of IV. We are currently preparing our formal Presidential comments regarding this alignment. Our concern with the alignment is in regards to the ethics content. The alignment proposes that this be a specific course called "Professional Responsibility in Criminal Justice" taught as a part of the common courses within the program. While ethics is a part of our programs overall objectives, we believe that the students should take an ethics course as a part of the general education requirements. This would allow us to take the ethical concepts from that class and apply them to other concepts within the program. Replacing Responsibility in Criminal Justice with an ethics course would 1) facilitate transferability of the course, 2) eliminate having to offer essentially two ethics courses, and 3) allow instructors to facilitate critical thinking by taking concepts from another course and applying them to a new situation.

The Automotive, Education, and Information Technology Centers of Excellence have meetings scheduled for December. The Health Science career cluster met on November 18, 2010.

The ammonia refrigeration program has had a significant increase in enrollment this semester. This increase in students also represents nineteen new companies. The following table compares enrollment for a six month period 7/1/09 through 12/31/09 with 7/1/10 through 12/31/10 (projected).

	<b>2009-10</b>	<b>2010-11</b>	<b>+/-</b>	<b>% Increase</b>
<b>Operator 1</b>	65	83	18	27.7%
<b>Operator 2</b>	39	52	13	33.3%
<b>Tech. 1</b>	15	18	3	20.0%
<b>PSM/RMP</b>	8	28	20	250.0%
<b>Boiler 1</b>	6	10	4	66.7%
<b>Refresher</b>	1	7	6	600.0%
<b>Totals</b>	134	198	64	47.8%

While these numbers are encouraging our challenges have included scheduling 1) instructors to add new classes and 2) obtaining additional instructional supplies with limited resources.

**Cathy McKinley-Dean of Continuing Education & Community Service  
Adult Learning Center**

**CECS Incidental Information – December 2010**

**Business & Community Education**

<b>Nov 2010</b>	<b>Course</b>	<b>Enrollments</b>	<b>Hours of Instruction</b>
<b>Contract Trainings</b>	Holiday Meals – Mosaic College for Life	8	2
	Give 'em the Pickle Customer Service	13	2
	Become a Career Woman – Women of Purpose	10	12
	Challenge Course – USD 457	23	8
<b>Open Enrollment</b>	Osher: Old Soldiers Never Die	17	6
	Scarves & Sarongs	7	2
	Cupcake Decorating	2	5
	Electrical CEUs	14	6
	Leading Change Seminar	3	4
	QuickBooks Fundamentals	3	8
	<b>TOTALS</b>	<b>110</b>	<b>54</b>

## **Adult Learning Center**

### **GED**

**Incidental:**

Eleven students finished their official testing this month. Seven additional students have started this month and are halfway through official testing. GED graduates Breanna Watson and Dalton Babcock achieved perfect reading scores (800) on their official tests.

**Challenge:**

Reviewing data for the year – level 4 is low for educational gains/retention

**Solution:** Curriculum review and student retention practices are being reviewed.

### **Migrant Family Literacy**

**Incidental:**

Increased to 24 Migrant Families served. Home visits are being done with all the families involved with the MFLP. There are currently 55 children being served at the two sites.

**Challenge:**

Hiring staff to help at Buffalo Jones Elementary and Garfield Elementary Sites

**Solution:**

Advertise the positions that are available

### **ESL**

**Incidental:**

Around 250 ESL students are attending ESL classes on a daily basis.

**Challenge:**

Retention is a big challenge for the ESL division

**Solution:**

We are working with instructors to remember adult students need to know what they are going to be learning and why they are learning what they are. We will try to identify why students leave and if there is some ways we can help the students so they do not have to leave the program

### **ESL**

**Incidental:**

ESL students will be prepared to test Dec. 13-17

**Challenge:**

To ensure that every ESL student tests at the end of this session

**Solution:**

We are working to ensure the instructors test all students at the end of this session. Students who have to leave before the session ends to go to their country for the holidays will test before they leave.

### **Transition**

Eight students completed 20 WorkReady® tests in November. All earned Silver or Gold Certificates.

### **Southwest Kansas Regional Prevention Center**

The Southwest Kansas Regional Prevention Center is pleased to announce the promotion of Chris Bell to the position of Community Prevention Consultant. Chris has been working with clients in Finney, Meade, Seward, Edwards and Ness counties. Chris also has been providing technical assistance to the GCCC Student Government Association as they campaign for a tobacco free campus. Chris is a great addition to the prevention center staff. SWKRPC's work with the Finney County Community Health Coalition continues to be a major initiative in Finney County. Challenges in promoting and defending the use of the Kansas Communities That Care Survey in communities in southwest Kansas is a current

challenge. The prevention center is in the process of hiring a second Community Prevention Consultant.

### **Project Destiny – Year 5:**

Project Destiny is working on its Annual Performance Report for Year 4, gathering data on students it served last year while still preparing a new proposal for next year. The High School Equivalency Program (HEP) – Spanish GED served 62 students in the area including Syracuse, Lakin, Scott City, Ulysses, Johnson, Deerfield and Garden City. Fifty students were migrants in their communities and 31 graduated with their GED diplomas. Twenty-nine of these students were able to obtain a job, upgrade their employment or enter a post-secondary education program. Twenty-three of these graduates received transportation assistance through the grant and 12 received support services from other programs in their communities.

### **Project Destiny – Incidentals:**

*Challenge:* A recent visit to the First Presbyterian Church in Syracuse where services for Project Destiny are offered indicated a need to provide materials to better support students such as a new file cabinet to store books and materials in the building and a new portable dry erase board for a bigger classroom.

*Solution:* The grant allows the purchase of these items as instructional supplies to benefit students and program. These items have been ordered and their delivery is expected this month.

### **Project KANCO – Year 2:**

Recruitment is currently ongoing for next year's KANCO participants. The staff has been working closely with Admissions and Educational Talent Search staff to identify early graduates and seniors to provide them with information on the KANCO scholarship.

As the Fall Semester is about to end, two openings for participants next semester are open. One of them is already filled with an early graduate from the ETS program and two potential students are currently being considered for the second spot.

KANCO staff also participated in a regional training for the College Assistance Migrant Program (CAMP) grantees in Philadelphia from Nov. 16<sup>th</sup> – 19<sup>th</sup>.

### **Project KANCO – Incidentals:**

*Challenge:* As the staff continues to monitor KANCO students on weekly basis based on their academic performance and attendance as part of the requirement for scholarship program, one student had to be dismissed last month.

*Solution:* The KANCO staff took all the necessary steps to meet with the student and provide all the necessary assistance while talking to each individual instructor and KSU as the fiscal agency running the grant, before the student was given a letter of dismissal due to low academic performance and attendance.

### **Educational Talent Search (ETS)**

ETS welcomes a new student advisor – Megan Kinney. She graduated from Garden City High School, attended Garden City Community College and graduated from University of Kansas with a degree in education.

Nineteen ETS seniors will be graduating early (in December) of these 19, 15 have applied to Garden City Community College and 15 have completed the FAFSA. ETS community service team volunteered at the family fair in November and are ringing bells for the Salvation Army.

### **ETS challenges and solutions**

- *Challenges:*

1. *Writing the new grant for Educational Talent Search*
2. *Covering all ETS commitments while waiting to add another new staff member*

- *Solutions:*
  1. *Following all the guidelines given to submit the best grant application possible*
  2. *Flexibility in scheduling*

### **Dee Wigner-Dean of Administrative Services**

Sign up for Section 125 for 2011 began this week. All full-time employees must meet with an American Fidelity Assurance representative to make their benefit elections for next year. Many benefits are available including cancer insurance, short-term disability, long term care insurance, life insurance and accident insurance.

All items have been removed from the Bryan Education Center and utilities have been transferred to the Endowment Association. Furniture and equipment were distributed to offices across campus and some items were placed in storage.

Plans are being made to install the new dishwasher in the kitchen during the holiday break. Maintenance will take this opportunity to redo the floor drain system under the dishwasher.

Floor tiles that were damaged during the Fouse remodeling will be replaced during the holiday break.

IT has been busy finishing work orders and preparing for the arrival of the new equipment being purchased with the Shriver Trust donation. The IT Department is happy to announce that Scott Good will be returning to GCCC as Network Manager. Scott's skills and expertise will be beneficial to the department.

The tax credit program is off to a slow start. To date, 3 donations for a total of \$13,200 have been received. The balance remaining is \$333,855.00. Phone calls are being made to businesses and individuals to generate interest and seek donations.

### **Deanna Mann – Dean of Institutional Effectiveness & Enrollment Services**

#### **Ryan Ruda-Dean of Student Services**

Kathy Blau, Director of Financial Aid, is the chair for the statewide College Goal Sunday initiative for 2010-2011. This is a one-day event, held in multiple communities, during which students and families are able to receive assistance completing financial aid applications. By attending the event, students are able to meet state and institutional deadlines and potentially receive scholarship assistance. As chair, Kathy applied for and received \$67,000 in grant funds for the event.

Nancy Unruh, Registrar, has been selected by the Kansas Board of Regents to share her expertise by serving on a panel that will be developing the statewide post-secondary electronic transcript process. This group will be discussing and developing the protocol for moving toward a college-to-college shared transcript electronically. She has been instrumental in the statewide committee that is currently working on electronic transcripts from high schools to colleges.

The Student Government Association, through their "Trick-or-Treat so Others can Eat" food drive, was able to donate more than 1000 food items to the Emmaus House. Phi Theta Kappa was the winning student group, donating 471 food items to the competition.

SGA's bi-annual Tobacco Free Campus event was a success. The students handed out free water bottles, lanyards, bracelets & highlighters. SGA was joined by the Southwest Kansas Prevention Center, who passed out informational flyers, and the Finney County Sheriff's Department, who brought their drug dog to campus for demonstrations. Also, SGA had 130 surveys completed by faculty, staff & students concerning their views on tobacco use on campus.

Student Activities Committee's yearly event, Cookies with Santa took place Tuesday Nov. 30<sup>th</sup>. Students, faculty & staff enjoyed free refreshment & pictures with Santa in front of the big tree in the Student Center. This year SAC was joined by the student group KNEA-SP and Student Support Services. KNEA-SP provided supplies for the students & kids to make picture frames to house their pictures with Santa and SSS hosted their annual Free Market. (The Free Market is where students can pick up free items such as coats, bedding, school supplies, personal hygiene, small gift items, etc. that have been donated by college employees. The students can either keep these items for themselves or give them to others as Christmas gifts.)

HALO & SGA have teamed up with the Salvation Army to put together a bell ringing "college night" on Friday Dec. 3<sup>rd</sup>. The goal is that from 2p.m.-9p.m. all the bell ringers across the city will be GCCC students.

SGA Executive President, Marc Najera, has made arrangements to bring the newest & youngest member of the state's House of Representatives, Garrett Love, to campus on Wednesday Dec. 8<sup>th</sup>. SGA will be hosting a dinner & has invited members from other student groups to attend. The dinner, consisting of a Q&A session, will focus on getting involved on campus and how to make the most of your college experience. The dinner will be followed by an open lecture to the public at 7:30p.m. in the Math & Science lecture hall.

## Broncbuster Bookstore Follett Higher Education Group

Follett Higher Education Group has operated the Broncbuster Bookstore since November 1, 1997. The current seven-year contract expired October 31, 2010. By mutual agreement, the contract was extended to October 31, 2011. A request for proposal will be released next spring.

Virga West has served as the store manager for the past nine years. Virga has provided excellent service to GCCC students, faculty and staff. Follett implemented a secret shopper program that evaluates the service of the bookstore staff. The most recent evaluations ranged from 83.8% to 97.5%.

In addition to textbooks and class supplies, the bookstore offers a variety of gifts and personal items as well as emblematic and branded merchandise. Bookstore promotions are offered several times throughout the year through discounts and sales.

Beginning with the 2010-2011 academic year, the bookstore added a rental option for some textbooks. As of October, 2010, 163 books have been rented, saving students more than \$9,781.

The college receives a 5% commission on gross sales, which totaled \$46,466 for the 2009-2010 year. The Annual Program Review conducted by Follett follows this report.

A survey was conducted among students, faculty and staff. For customer service, the bookstore staff received 55 excellent rankings and 24 above average ranking. Below are the results of that survey.

### Results for: GCCC Bookstore

---

1) Are you

		Percentage Responses	
Student		27.5	25
Faculty		24.2	22
Staff		48.4	44
		<b>Total responses:</b>	<b>91</b>



2) How often do you visit the bookstore?

	Percentage	Responses
At least once a week	1.1	1
At least once a month	14.9	14
At least once a semester	61.7	58
Rarely or Never	22.3	21
<b>Total responses:</b>		<b>94</b>

3) Which of the following items do you purchase most?

	Percentage	Responses
Textbooks	37.2	32
Supplies	8.1	7
Clothing	33.7	29
Gift items	20.9	18
<b>Total responses:</b>		<b>86</b>

4) Please rank the following items; 1 being poor and 5 being excellent

	1	2	3	4	5	Responses	Average Score
Availability of textbooks	1 (1.25%)	2 (2.50%)	17 (21.25%)	<b>39</b> <b>(48.75%)</b>	21 (26.25%)	80	3.59 / 4 (89.75%)
Prices of textbooks	13 (16.25%)	14 (17.50%)	<b>32</b> <b>(40.00%)</b>	14 (17.50%)	7 (8.75%)	80	2.64 / 4 (66.00%)
Supplies	4 (5.26%)	4 (5.26%)	<b>32</b> <b>(42.11%)</b>	26 (34.21%)	10 (13.16%)	76	3.21 / 4 (80.25%)
Selection of clothing	9 (10.47%)	13 (15.12%)	21 (24.42%)	<b>31</b> <b>(36.05%)</b>	12 (13.95%)	86	3.00 / 4 (75.00%)
Clothing prices	10 (11.36%)	14 (15.91%)	<b>36</b> <b>(40.91%)</b>	18 (20.45%)	10 (11.36%)	88	2.79 / 4 (69.75%)

**3.02 / 4**  
**(75.43**  
**%)**

---

5) Please rank the customer service of the bookstore staff; 1 being poor and 5 being excellent.

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Responses</b>	<b>Average Score</b>
1 (1.10 %)	5 (5.49 %)	6 (6.59 %)	24 (26.37 %)	<b>55</b> <b>(60.44</b> <b>%)</b>	91	4.40 / 5 (88.00%)
						<b>4.40 / 5</b> <b>(88.00</b> <b>%)</b>

---

6) If you are a student using the new textbook rental option, please indicate your satisfaction with the rental program; 1 being poor and 5 being excellent.

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Responses</b>	<b>Average Score</b>
1 (8.33 %)	1 (8.33 %)	<b>5</b> <b>(41.67</b> <b>%)</b>	2 (16.67 %)	3 (25.00 %)	12	3.42 / 5 (68.40% )
						<b>3.42 / 5</b> <b>(68.40</b> <b>%)</b>

---

7) Please write any comments you have about the GCCC Bookstore.

Student comments:

- the staff isn't very helpful. they even gave me the wrong book and i had to come back again to get the correct book. I feel that I could have done a better job of finding the book without them.
- Keep up the good work!
- I think its great having the campus bookstore!!! getting clothing from there is the BEST
- no comments
- no comments
- I like the bookstore. Everyone has been friendly and helpful. The prices are high, but they probably are at all college bookstores.
- the prices are way to high and we dont get the a good price on returning them

### Faculty comments:

- 4a. Text book availability is sometimes spotty. It is critical that books be available the first day of class - and that students have them in their hands. Sometimes the bookstore under-orders books leading to stockouts. On the other hand, I can understand that with increasing % of students buying on-line, the actual in store demand is much less predictable. Since they are an independent business, they have to keep inventory down (especially since publishers like to change editions) so they aren't stuck with bad inventory. Can GCCC run the bookstore?

4b. Prices of text books are outrageous. Why is an accounting text \$200 but a pulp novel \$8?? This pricing structure is largely beyond the bookstore's control, but higher prices do discourage students from getting the text!

- Keep up the good work.
- Your clothing needs to go up to at least 3xl. There are lots of big kids on this campus, including instructors.
- Books are not available for students at the beginning of the semester... I just don't understand that.
- If I "rarely or never" visit the bookstore, what is my opinion worth?
- As a faculty member, it is frustrating that they run out of books and supplements, etc. during the first few weeks of class. When we turn in our book orders, we indicate how many students we think we will have. It seems the bookstore orders less. Then students get behind in those first few weeks of class because the tools they need are on order and not available. Other than that aspect, I think our bookstore has the best customer service around (compared to other college bookstores).
- The price of text books has more to do with the publishing houses than it does with the retail end. Simply stated, publishers are asking too much for the books.

Along with shirts and glasses, I've bought remaindered books before and a couple of shirts. The location of the bookstore is really out-of-the-way and really not thought about until textbook time. Maybe more students use it, I don't know. I would go if there were a selection of books to choose from for pleasure reading (sci-fi and torrid romance would be hits with students I think). Also, I'd probably visit more often if there were more of a selection of clothes and other items.

- The books are really marked up a lot in the Bookstore
- Prices are not competitive.
- I wish the bookstore/student center was in the center of Campus.
- the bookstore has strived to serve students and faculty professionally

### Staff comments:

- Need bigger selection of clothes and gift items and lower prices.
- Textbooks are so expensive that I've started renting from another source to get books for less than I can get them here.
- Wish there was a larger selection of clothing (although I know that's difficult to do with such a small space), but it might be more reasonable for the clothing to be "changed up" and new items be brought in more often. Or even make more items available for purchase online? However, I will say that the items that are available are very stylish.
- the ladies in the bookstore have always been very nice to me.
- Have never had a bad experience with the bookstore. They are friendly, helpful and prompt. Love visiting with them when I do get over there.
- Staff is always pleasant and helpful
- Questions regarding textbooks and rental do not apply to me as a staff person, but the bookstore seems a pleasant place with a modest inventory of items and supplies.

- As a program coordinator, I'm pleased with the services offered by Virga West and her staff. They are kind and efficient.
- I think there is a great selection of clothing in the bookstore.
- virga and her staff are wonderful to work with regarding freight and mail deliveries...they are the best!
- I had a clothing exchange and received excellent service!
- The only improvement would be a greater selection of clothing and gift items with the GCCC logo and Broncbuster athletic mascot, as well as longer hours. However, I understand the limitation on hours.
- I think the hours should be 8-5pm rather than close at 3 to accomodate those students that work full time and are trying to take classes.
- The staff is wonderful to work with on purchases for the college and a provate individual.



**Garden City Community College**

**Broncbuster Bookstore**

**2010  
Annual  
Program  
Review**

# Follett



## PTIONS

**From 1873 to 2010 we remain the same family-owned operation that is excited and committed to a renewed vision for providing flexibility and savings in this global economy and changing industry.**

**Our history of dedication in developing innovations that ensures your bookstore's success has brought us an enhanced vision of today's retail business that stresses technologies, convenience, services, flexibility and cost savings.**

**In the fall of 2009 our Rent-A-Text pilot program proved so successful that we are now well underway in expanding our now known cost-savings Text Rental Program that offers students the option of renting textbooks at less than half the price of purchasing a new one.**

**Through technology integration Follett has been implementing the booklook™ and booknow® programs that not only provide compliance with the Higher Education Opportunity and Affordability Act (HEOA), but offer students the options to view the course materials required for each class before registration and order their course materials online at the time of registration.**

**Through digital delivery Follett offers innovation in learning through the options of eBooks; an interactive teaching tool that brings print books to the screen, and CaféScribe the option to invite others into virtual study groups.**

**As the most experienced operator of campus bookstores in the industry, Follett is facing the future by continuing to expand in the face of change. With sales approaching \$2.5 billion one aspect of our business remains the same... we stress the family values of education, hard work and achievement and now serve more than 1,000 campuses nationwide.**

## **CUSTOMERS**

**We value customers and recognize associates who demonstrate a passion for exceeding customer expectations and are proactive, approachable and responsive in their relationships with both external and internal customers.**

## **INNOVATION**

**We value innovation and encourage associates to be open-minded, creative, solution-oriented and prudent risk takers.**



# **Follett Values**

## **INTEGRITY**

**We value integrity and require that all associates be honest, ethical and trustworthy.**

## **TEAMWORK**

**We value teamwork and reward associates who are cooperative, committed to common goals and respectful of their colleagues.**

## **ACCOUNTABILITY**

**We value accountability and expect associates to be responsible for their actions and to follow through on commitments.**

## **EACH AND EVERY ASSOCIATE**

**We value each and every associate and demonstrate this by communicating openly and honestly with associates, respecting the ideas and opinions of associates, supporting learning and growth, recognizing achievements and providing competitive compensation and benefits.**



**The Broncbuster Bookstore is passionate about customer service. We're dedicated to bringing the highest standard to your school's community.**

**Your dedicated staff:  
Virga West, Manager  
Suzanne Johnson, Sales Associate**



**As partners in higher education, we have a strong commitment to engraining ourselves into the campus and surrounding community. We're proud to support the following organizations, clubs and programs:**

- Endowment
- Athletics
- Corporate Meltdown
- Admissions

**YOUR BOOKSTORE 1**

**As the official bookstore retailer on campus, we're often approached for donations, sponsorships, partnerships, and other arrangements on campus. This is our chance to illustrate the bookstore being an active component of the community landscape. The bookstore has made donations to:**

- Endowment - merchandise
- Scholarships - gift cards
- Admissions - merchandise

**This past year we're proud to say:**

- Our back-to-school fall rush went well. Wait time was not that long and students seemed very happy with the rental program.



**eXcel is our customer service model in which all your bookstore associates have been trained to make our day-to-day customer interactions a positive experience. eXcel reminds our store associates to always:**

- **Engage the Customer**
- **eXplore Customer Needs**
- **Collaborate to Find Solutions**
- **Execute the Transaction**
- **Leave the Customer Smiling**



**In order to measure our customer service performance we invite all those who shop in the bookstores we serve to evaluate our performance. While we are proud of the results, we know there is room for improvement and we continue to train and test our associates in every aspect of delivering outstanding customer service to the Garden City College community.**

## CUSTOMER SERVICE 2

**The bookstore has instituted training programs where all associates - new and old - have been fully trained in eXcel to meet our customers' expectations. We not only have trained our associates, but we constantly reinforce our goals to help ensure that we deliver the best possible service. New associates are introduced to our customer service program within the first 30 days of hire and eXcel within 90 days. Each bookstore associate's individual progress is tracked on a monthly basis to ensure our overall customer service training has been completed.**

Follett has partnered with AboutFace™, the leading mystery shopping company, to create and implement The Follett Secret Shopper Program. This program uses anonymous third-party individuals to “shop” your bookstore in order to experience and evaluate the service our customers receive. These undercover shoppers access our bookstore an average of 20 minutes per visit; as many as four times a year. During these visits they solicit some sort of assistance to measure the level of service received. After leaving the store, the “shopper” evaluates his or her experience based on a standard form.



## SECRET SHOP SCORES 3

The Secret Shopper Program is an effective means of monitoring progress in improving customer satisfaction levels. During a secret shopper visit a number of factors are evaluated, including what we call *operational absolutes* (which cover the store’s environment and atmosphere) and associate, cashier, and manager responsiveness.

January 2010	96.3%
May 2009	83.8%
September 2009	97.5%

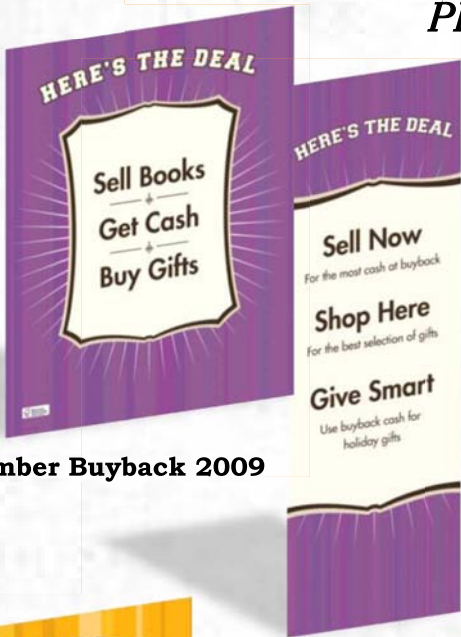
# ADVERTISING STANDARDS



Spring Buyback 2009

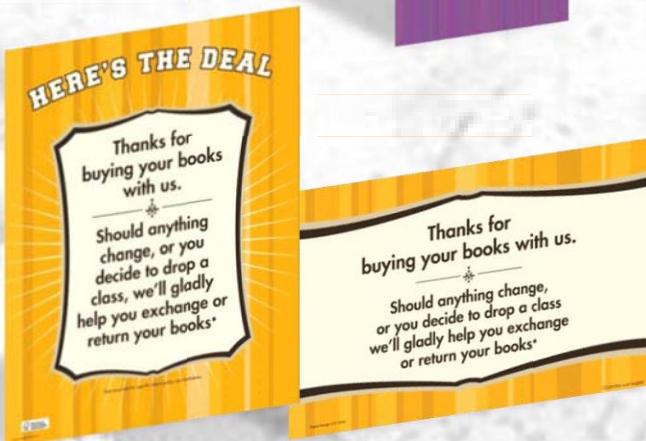


# MARKETING PROGRAMS

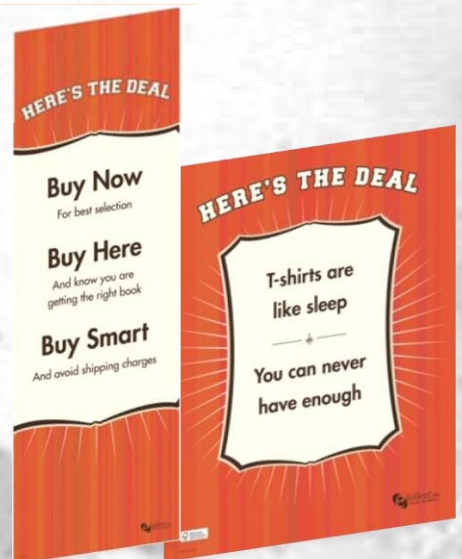


December Buyback 2009

# INSTORE MARKETING 4



January Back-to-School 2010



Fall Back-to-School 2009



# NEW STUDENT ORIENTATION

**WELCOME**  
to the list

efollett.com is your campus bookstore's online store

As a thank you for signing up, please use this

**20% OFF**

coupon on any leisure reading book, gift or apparel item, or school supply<sup>1</sup> next time you are in the store

POWERED BY **follett.com**

efollett.com is your campus bookstore's online store.

\*Valid through 10/31/08. May not be combined with any other offer. Valid in-store and on what items only. Limit one item, one coupon per customer. Excludes gift cards, clearance items, groceries and other purchases. Excludes textbooks, calculators, computer hardware, supplies and software, and professional reference. Void if copied, transferred, and where prohibited by law. See store for details. For a complete list of participating items, visit www.efollett.com and www.digitall.com and search for "20% off".

Cashier: Use the free item percent discount, use PCSI job #

**We are your campus bookstore.**

**AND WE'RE HERE TO HELP.**

**FROM YOUR FIRST WEEK UNTIL YOUR LAST EXAM, THE 6,644 COLLEGE BOOKSTORE AT WESTBROOK COLLEGE HAS YOU COVERED.**

**WHY SHOP AT YOUR CAMPUS BOOKSTORE? LET US COUNT THE WAYS.**

**WE'VE GOT YOU COVERED IN ORIENTATION AND A WHOLE SEMESTER AFTER THAT.**

**WHY IS SHOPPING AT YOUR CAMPUS BOOKSTORE SO IMPORTANT?**

**THE REASON IS A BUSINESS CONNECTION.**

**WE'VE GOT YOU COVERED IN ORIENTATION AND A WHOLE SEMESTER AFTER THAT.**

**WHY IS SHOPPING AT YOUR CAMPUS BOOKSTORE SO IMPORTANT?**

**THE REASON IS A BUSINESS CONNECTION.**

## MARKETING INITIATIVES 5

**SAVE MORE**

We have the most used textbooks

Click here to buy your textbooks!

**HERE'S THE DEAL**

Using the internet to avoid wasting time?

That's a novel idea.

Check out our textbook inventory online.

Know what's here even before you are.

Click here to buy

## CUSTOMER EMAIL MARKETING

**The bookstore’s merchandising team works creatively and ethically to bring the products our customers want while leveraging our considerable buying power to negotiate the best prices. In partnership with our experienced Home Office staff, we strive to enhance and improve the school’s traditions by carrying a full range of quality emblematic and branded merchandise, gifts and supplies.**

**Keeping our stores fresh with new products is one of our primary objectives. Over recent years we have offered a variety of “Value Price” promotions in our stores to drive sales and provide tremendous savings to your customers. The promotions were created based on feedback from the bookstore customers who were asking for more value priced merchandise.**



## **GENERAL MERCHANDISE 6**

**Examples of past value-priced promotions in our bookstore include:**

**Value Priced Sign Packages - JanSport and Champion**

**January - April 2010 - Quarter Zip Hooded Pullover \$21.95**

**Being part of the Follett network of bookstores allows us to negotiate sharp pricing and to develop specific colors and specs for these garments which allow us to pass on the value to our customers.**

**Our goal is to provide a sound selection of academic and reference books that support your curriculum. Our Home Office trade book team works with you to provide a book department that supports the curriculum of your school. For books not in stock, we can special order any book electronically from both foreign and domestic publishers. We have over one million titles available for order through Ingram and over 300,000 hard-to-find and out-of-print titles available through Lightning Source (POD). Bargain books, comprised of a selection of remainders and reprints, provided savings up to 70%.**

**The top selling categories:**

- **Spanish GED Program Books**
- **Dictionaries and Thesauruses**
- **Bar Charts**
- **Nursing Drug Guides**

**TRADE BOOKS 7**



**CaféScribe offers digital textbooks (or eBooks) that meet the needs of today's tech-savvy, time-strapped, budget-conscious student. CaféScribe extends faculty and student collaboration beyond the classroom, with powerful features such as:**

- **Instructor customization capabilities**
- **Interactive note-taking and collaborative learning opportunities**
- **Instant searching of text, notes, and supporting documents**

**Easy-To-Use** - because its scalable digital textbook platform promotes student outcomes and supports retention goals at your institution. CaféScribe integrates easily with your existing technologies.

**Student-Centric** - because it's affordable, and an extension of their learning experience. By purchasing a title students own the digital textbook without an expiration date. Students also have the freedom to use their CaféScribe digital textbooks on multiple computers; on a Mac, or a PC, online or offline. The study/learning tools built into CaféScribe help students interact with their course material in new and exciting ways that ultimately help them become more effective learners.

## DIGITAL DELIVERY 8

**Faculty-Centric** - because of its powerful instructional features. CaféScribe digital textbooks offer flexibility and robust instructional tools that enhance the teaching experience. It's easy to search, highlight, customize the digital text, link to external resources, and establish groups for student and colleague collaboration. Faculty are able to add their comments throughout the text and post additional resources helping to guide students through the course material and improve their time-on-task.

### Try Now, Buy Later

- ❖ **7-day free trial available on the majority of CaféScribe titles**
- ❖ **Become familiar with features such as highlighting, note-taking, and note-sharing**
- ❖ **If you choose to buy the book, all of your notes and highlighting from the trial period remain intact**
- ❖ **If no purchase is made at the end of 7 days, access to the book is terminated**



Faculty adoption information is requested about six weeks before the prior term ends. The earlier the store has the information, the greater the impact on buyback and the search for used books. Our corporate goal is to have 80% of the adoptions by the due date.

This process gives us time to:

- review all the orders to ensure that we fully understand which materials faculty want, and can properly identify the ISBN and publisher or other source;
- search for used books on the national market, and makes it possible to pay up to 50% of the purchase price to students on this campus for texts that have been readopted;
- communicate with faculty if there are problems, such as titles being out-of-stock or out-of-print, or available in a new edition.

- ✓ Faculty Selects Course Materials
- ✓ Faculty Submits Adoption Form
- ✓ Bookstore Researches and Processes Request
- ✓ Bookstore Acquires Inventory
- ✓ New Term Begins
- ✓ Unsold Books Returned to Vendor

## FACULTY ADOPTIONS 9

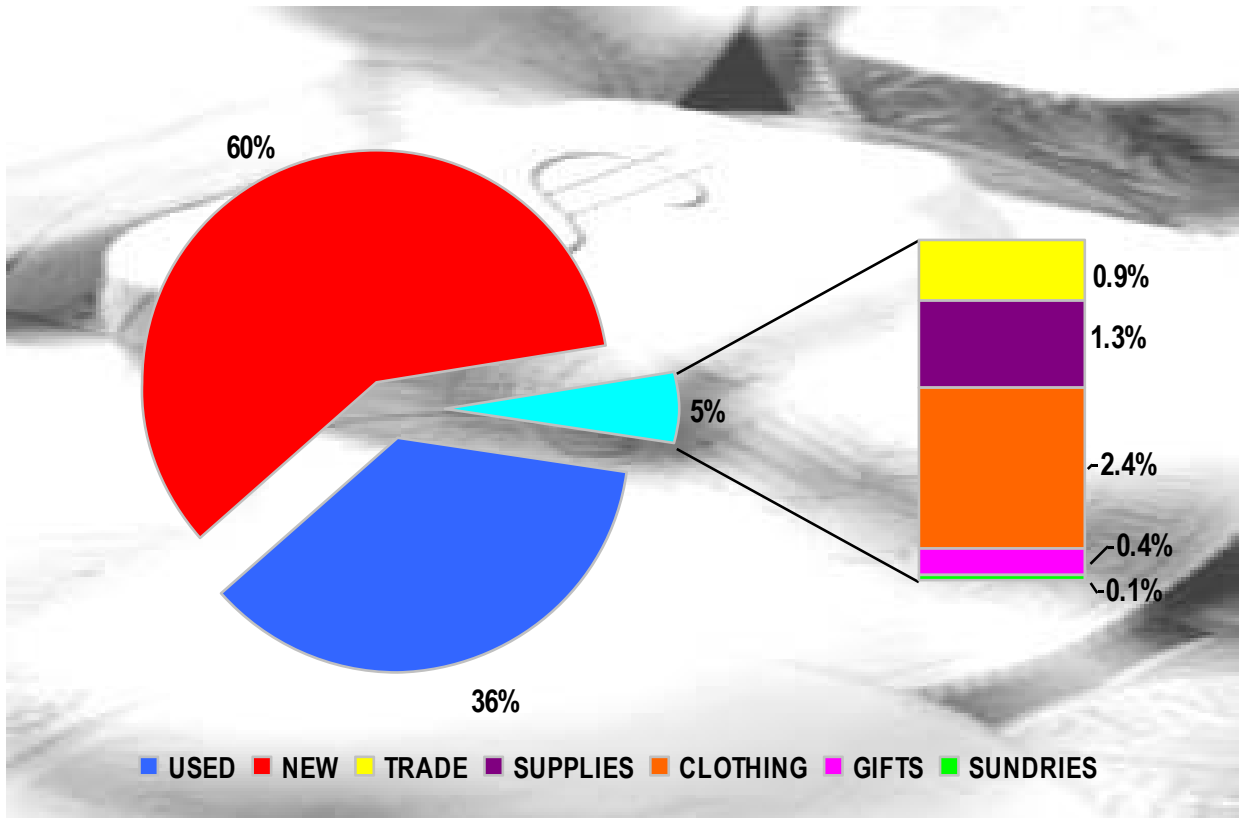
The bottom line is that we cannot start the buyback or the ordering process without textbook adoption information.

TIMELINE	FALL	SPRING
Courses Expected	553	495
Titles Expected	303	275
Adoptions Due	4/15/10	10/15/10
Research/Adoption Entry	4/16/10	10/15/10
End of Term Book Buyback	12/17/10	5/20/11
Setup Sales Floor	6/21/10	11/15/10
Purchase Orders to Publishers	6/7/10	11/8/10
Classes Begin	8/16/10	1/12/11
Book Returns to Publishers	8/23/10	3/9/11



	4/07 - 3/08	4/08 - 3/09	4/09 - 3/10
<b>Used Textbooks</b>	350,145	359,720	338,748
<b>New Textbooks</b>	389,215	431,212	555,143
<b>Trade Books</b>	11,292	10,505	8,909
<b>Supplies</b>	9,008	8,755	12,056
<b>Clothing</b>	20,478	17,151	22,421
<b>Gifts</b>	4,690	3,751	3,831
<b>Sundries</b>	943	1,135	729
<b>Total</b>	<b>\$785,771</b>	<b>\$832,229</b>	<b>\$941,838</b>
<b>Scholarships/Donations</b>	<b>\$1,527</b>	<b>\$836</b>	<b>\$2,188</b>
<b>Discounts</b>	<b>\$11,981</b>	<b>\$15,032</b>	<b>\$12,547</b>
<b>Commissions</b>	<b>\$38,689</b>	<b>\$40,860</b>	<b>\$46,466</b>

**BOOKSTORE SALES 10**





Schools are also facing a tough market and the pressure from customers including students, parents and government is forcing a focus on value and driving the need to lower the cost of education. The school bookstore business is experiencing the same climate as any marketplace; fierce competition and a demand for new technologies and new approaches. Follett's response is Rent-A-Text.

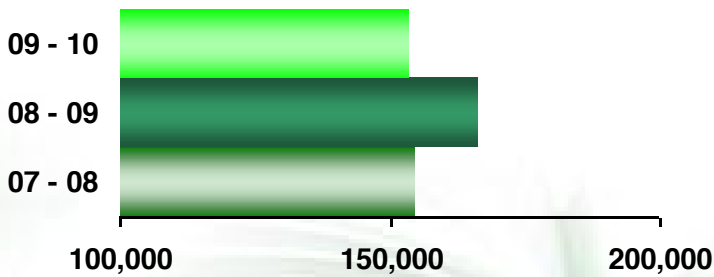
**This past fall our pilot program for Rent-A-Text provided us with the following successful results in advantages to students, schools and bookstores:**

- **up-front cost savings**
- **purchases and returns both online and in store**
- **highlighting and note-taking permitted**
- **payment flexibility including campus cards and financial aid**
- **assistance in personal decision to rent vs. purchase**
- **allows students to rent now and purchase later**
- **drives student course materials utilization**
- **partners with a proven record of successful bookstore management**
- **improves store performance and creates growth opportunities for associates**
- **sustains bookstore competition**
- **builds customer relations to the bookstore**
- **drives sell through**

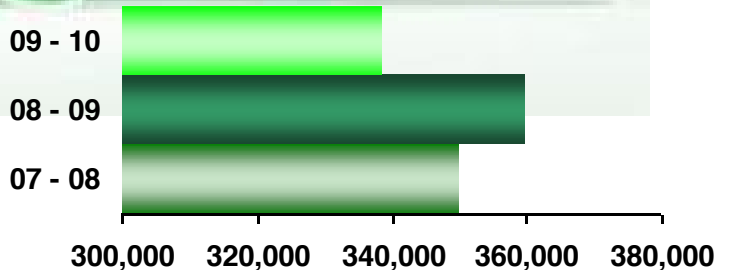
	4/07 - 3/08	4/08 - 3/09	4/09 - 3/10
<b>Used Sales</b>	\$350,145	\$359,720	\$338,748
<b>New Sales</b>	\$389,215	\$431,212	\$555,143
<b>Used Text Ratio</b>	47.4%	45.5%	37.9%
<b>Buyback Dollars Paid</b>	\$154,633	\$166,562	\$153,663
<b>SAVINGS TO STUDENTS</b>			
<b>Used Savings</b>	\$116,715	\$119,907	\$112,916
<b>Buyback Dollars Paid</b>	\$154,633	\$166,562	\$153,663
<b>Total</b>	\$271,348	\$286,469	\$266,578

**USED BOOK SAVINGS 12**

**BuyBack Dollars Paid**



**Used Book Sales**



The textbook industry has changed. Not only are students buying and selling more books online, faculty members have, in some cases, decided not to use books or download materials from the Internet. Another factor is the declining perception that textbooks are a value in a course, with students opting to either share course materials or go without them.

**Our Value Proposition:** As your campus bookstore, we encourage every faculty member and student to make us their destination for course materials because we:

- are committed to the students, faculty, and staff;
- stock *all* the materials your students need to succeed academically;
- make textbook value a priority through our used book and year round buyback programs;
- offer on-site and online purchase and delivery options;
- have policies that are reasonable;
- support the school's programs and services with each sale, both online and in the store; and
- invest in the facilities, people, and ongoing success of your school.

**SALES RETENTION 13**

**BOOKSTORE VS. ALTERNATIVE**

<b>Used texts available</b>	<b>Yes</b>	<b>Limited</b>
<b>One source - all requirements</b>	<b>Yes</b>	<b>No</b>
<b>Pick-up or shipping options</b>	<b>Yes</b>	<b>No</b>
<b>Assurance of right materials*</b>	<b>Yes</b>	<b>No</b>
<b>Immediate availability</b>	<b>Yes</b>	<b>No</b>
<b>Easy and immediate refunds</b>	<b>Yes</b>	<b>No</b>
<b>Student account transactions</b>	<b>Yes</b>	<b>No</b>
<b>Cash, check, credit card</b>	<b>Yes</b>	<b>No</b>
<b>Immediate buyback</b>	<b>Yes</b>	<b>No</b>
<b>Employs people on campus</b>	<b>Yes</b>	<b>No</b>
<b>Supports campus financially</b>	<b>Yes</b>	<b>No</b>

\* Including passcodes if needed for access to research or reference sites

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<b>4/07 - 3/08</b>	<b>\$1,587</b>

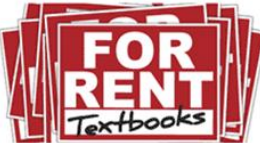
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Featured Items

**ENERGY** Follett is evaluating every organization within our corporate family in order to develop standards and best practices that will ensure a 5% annual reduction in energy consumption.

**SHIPPING CARTONS** We ship nearly 20 million textbooks annually and use a lot of shipping cartons. First, we use only cartons that have 35% post-consumer recycled content. Second, we take great pains to recycle the cartons ourselves. Cartons that cannot be re-used are shredded and used in lieu of Styrofoam packing material.

**COMPUTERS** Follett ensures that computers are properly disposed of and produce no hazards to the environment.

**FLOORING** In every bookstore we renovate, we use Nexterra™ carpet backing, which is an industry-leading, high-performance PET backing made from 35% post-consumer content of recycled water and soda bottles with an additional 50% from post-consumer recycled glass.

**LIGHTING** Follett has implemented T5 fluorescent lighting wherever applicable, which delivers up to 33% in energy savings versus the traditional lighting. Because the T5 is smaller, it requires less glass, steel and phosphor to produce.

**CONSTRUCTION MATERIALS** Follett uses Woodstalk™ Fiberboard, which is made from wheat straw using polyurethane resin as a binder instead of the formaldehyde typically found in similar products. The result is that formaldehyde emissions are cut by as much as 97%.

**TEXTBOOK RECYCLING** Follett is committed to the buying and selling of used textbooks, not only as part of our business, but also to reduce the amount of forest products used to create these books. Follett annually recycles more than 15 million books. Books that have no resale value are sent to libraries and schools in developing countries through the Bridge to Asia program.

Our commitment to corporate responsibility includes our shared responsibility for the environment and a commitment to sustainable practices. Follett operates more than 800 bookstores; doing little things can quickly add up to a big impact.

## SUSTAINABILITY 15



Your bookstore is also involved in these sustainability initiatives:

- Recycling boxes/paper.
- Suggesting students buy the sustainable shopping bags.

**To continue in our mission to make your bookstore an anchor in your campus community, we have set the following goals for our bookstore team:**

**In an increasingly competitive marketplace, we will drive up our market share by:**

- **Driving adoption compliance, ensuring more adoptions arrive by term deadlines**
- **Driving behavior instead of rewarding behavior**
- **Driving in-store traffic with a robust marketing plan**
- **Continuing our efforts to encourage the use of *efollett.com***
- **Encouraging the use of eBooks and other digital formats**
- **Meeting one-on-one with faculty to build relationships**
- **Promoting our Custom Gifts Program to our faculty and staff**
- **We will make every shopping experience a superb experience by:**
  - **Continuing to enhance our merchandise selection**
  - **Continuing in our delivery of exceptional customer service**
  - **Growing our overall scores on all Secret Shopper Reports**
  - **Continuing our mission to educate and train our staff through our eXcel Customer Service Program**

## **BOOKSTORE'S GOALS 16**

**Your bookstore professionals are committed to the above goals as well as:**

- **Increasing our local titles for rental through good communication with my faculty.**

# *IPEDS Data Feedback Report 2010*

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## **Office of Institutional Effectiveness – December 2010**

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The National Center for Educational Statistics annually provides Garden City Community College a feedback report based on the college's IPEDS (Integrated Postsecondary Educational Data System) data. The statistics in the current report are based data collected from GCCC during the 2009-2010 IPEDS collection cycle and a comparison group comprised of 56 similar institutions, i.e., public, rural, 2-year institutions (both technical and community colleges) in the Great Lakes and Plains regions with comparable enrollments. The states included, with the number of institutions in parentheses were: Kansas (12-Allen, Cloud, Coffeyville, Colby, Cowley, Dodge City, Ft. Scott, Highland, Independence, Labette, Pratt, Seward), Illinois (8), Iowa (7), Michigan (1), Minnesota (12), Missouri (6), Nebraska (2), and Wisconsin (8).

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

**Race/Ethnicity and Gender (Figure 1)** – GCCC has a more diverse student population with higher percentages of total Black-Non-Hispanic, and Asian or Pacific Islander enrollment, and significantly higher percentage of Hispanic students. Accordingly, GCCC has about a 1/3 less white-Non-Hispanic student population than the comparison group and also shows slightly less percentage of women enrolled. Enrollment by ethnicity differences reflect the community which GCCC serves and one would expect to see these differences.

**Unduplicated 12-month Headcount (Figure 2)** – Although the comparison group institutions were similar to GCCC in type and region, GCCC enrollments in all areas (unduplicated head count, total FTE enrollment, full-time enrollment, and part-time enrollment) was 27% - 36% less than the comparison group. The difference in overall enrollment (30%) is slightly higher than the 2009 report which showed a 26% lower overall enrollment for GCCC.

**Number of Degrees and Certificates awarded (Figure 3)** – GCCC awarded 41% fewer degrees during the 2008-2009 academic year than the comparison group. Much of this is due to the lower enrollment. GCCC awards more associate degrees than the comparison group relative to enrollment, but significantly less certificates.

**Tuition, Required Fees and Net Price of Attendance (Figures 4-5)** – As many institutions are raising tuition and fees, GCCC has kept costs down. This is reflected in the difference in average tuition and fees over the previous four-year period, ranging from 27% - 35% lower tuition and fees. Similarly, the average net price of attendance has ranged from 23% - 31% lower than the comparison group.

**Percentage and Types of Financial Aid Funds Received (Figures 6-9)** – Significantly more students received total grants and institutional grants from GCCC than the comparison group. This is indicative of GCCC's effort to assist as many students as possible with scholarship dollars and is a reflection of the large increase in Pell Grant recipients at GCCC. Conversely, significant differences are seen in borrowing patterns between GCCC and the comparison group.



**Graduation Rates (Figures 10-11)** – The GCCC statistics in these areas were very similar to the comparison institutions with two notable exceptions. GCCC's part-time retention rate (fall to fall) is 38% lower than the comparison group and GCCC more than doubles the graduation rate of entering 2006 first-time, full-time degree-seeking students of the comparison group. Overall, GCCC students tend to graduate at a slightly higher rate than the comparison group, but at a slightly slower rate.

**Full-time equivalent staff and average salaries (Figures 12-13)** - GCCC is very similar to the comparison group in number of positions in the categories of instruction/research/public service and non-professional employees. GCCC is significantly lower (53%) in executive/administrative/managerial positions and more than twice that of other professionals. GCCC was slightly lower than the comparison group in "All Ranks" salaries, but higher in instructor salaries.

**Core Revenues and Core Expenses (Figures 14-15)** – Figures 14 & 15 show that GCCC is somewhat unique among the institutions within the comparison group based on our revenue sources. Tuition, fees and state appropriations are all significantly less than the comparison group, while local appropriations were more than triple that of the comparison group, which reflects the college's funding model and decrease in state appropriations. In Figure 15, core expenses spent in the area of Student Services were almost double that of the comparison group. This data reflects GCCC's educational philosophy to accept student as they are and assist them in attaining the highest possible level of achievement. The College is committed to provide significant, well-rounded services to its students as they work toward their educational goals.

A review of the 2009 data report showed very similar findings this year compared to last year. Although there were some differences among the data, nothings stood out as extraordinary or concerning. A copy of the IPEDS Data Feedback Report, which includes the fifteen graph charts, follows.

# IPEDS DATA FEEDBACK REPORT 2010

## What Is IPEDS?

The Integrated Postsecondary Education Data System (IPEDS) is a system of survey components that collects data from nearly 6,700 institutions that provide postsecondary education across the United States. IPEDS collects institution-level data on students (enrollment and graduation rates), student charges, program completions, faculty, staff, and finances.

These data are used at the federal and state level for policy analysis and development; at the institutional level for benchmarking and peer analysis; and by students and parents, through the College Navigator (<http://collegenavigator.ed.gov>), to aid in the college search process. For more information about IPEDS, see <http://nces.ed.gov/ipeds>.

## What Is the Purpose of This Report?

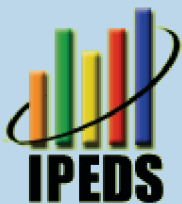
The Data Feedback Report is intended to provide institutions a context for examining the data they submitted to IPEDS. Our goal is to produce a report that is useful to institutional executives and that may help improve the quality and comparability of IPEDS data.

## What Is in This Report?

The figures provided in this report are those suggested by the IPEDS Technical Review Panel. They were developed to provide selected indicators and data elements for your institution and a comparison group of institutions. The figures are based on data collected during the 2009-10 IPEDS collection cycle and are the most recent data available. Additional information about these indicators is provided in the Methodological Notes at the end of the report. On the next page is a list of the institutions in your comparison group and the criteria used for their selection. Please refer to "Comparison Group" in the Methodological Notes for more information.

## Where Can I Do More with IPEDS Data?

The Executive Peer Tool (ExPT) is designed to provide campus executives easy access to institutional and comparison group data. Using the ExPT, you can produce reports using different comparison groups and access a wider range of IPEDS variables. The ExPT is available through the IPEDS Data Center (<http://nces.ed.gov/ipeds/datacenter>).



Garden City Community College  
Garden City, KS



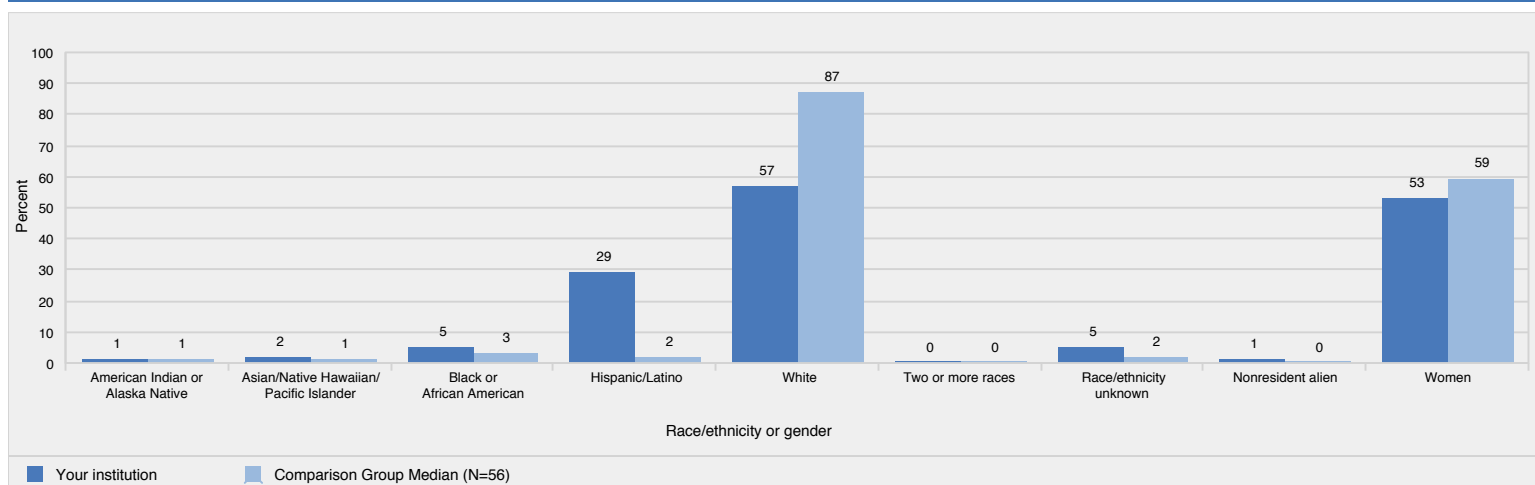
## COMPARISON GROUP

Comparison group data are included to provide a context for interpreting your institution's statistics. If your institution did not define a Custom Comparison Group for this report by July 14, NCES selected a comparison group for you based on the institutional characteristics detailed immediately above the listing of the comparison group institutions. (If the Carnegie Classification of Institutions of Higher Education was used as an institutional characteristic in the definition of a comparison group, the 2005 Basic version was used.) The comparison group used in this report may not reflect your institution's peer group, or you may wish to compare your institution to other groups. The Executive Peer Tool (ExPT) (<http://nces.ed.gov/ipeds/datacenter/>) can be used to reproduce the figures in this report using different peer groups.

The custom comparison group chosen by Garden City Community College includes the following 56 institutions:

- ▶ Alexandria Technical & Community College (Alexandria, MN)
- ▶ Allen County Community College (Iola, KS)
- ▶ Blackhawk Technical College (Janesville, WI)
- ▶ Carl Sandburg College (Galesburg, IL)
- ▶ Central Lakes College-Brainerd (Brainerd, MN)
- ▶ Cloud County Community College (Concordia, KS)
- ▶ Coffeyville Community College (Coffeyville, KS)
- ▶ Colby Community College (Colby, KS)
- ▶ Cowley County Community College (Arkansas City, KS)
- ▶ Crowder College (Neosho, MO)
- ▶ Dodge City Community College (Dodge City, KS)
- ▶ Fort Scott Community College (Fort Scott, KS)
- ▶ Highland Community College (Highland, KS)
- ▶ Highland Community College (Freeport, IL)
- ▶ Illinois Valley Community College (Oglesby, IL)
- ▶ Independence Community College (Independence, KS)
- ▶ Indian Hills Community College (Ottumwa, IA)
- ▶ Iowa Lakes Community College (Estherville, IA)
- ▶ Itasca Community College (Grand Rapids, MN)
- ▶ John Wood Community College (Quincy, IL)
- ▶ Labette Community College (Parsons, KS)
- ▶ Lakeshore Technical College (Cleveland, WI)
- ▶ Mesabi Range Community and Technical College (Virginia, MN)
- ▶ Mid-Plains Community College (North Platte, NE)
- ▶ Mid-State Technical College (Wisconsin Rapids, WI)
- ▶ Mineral Area College (Park Hills, MO)
- ▶ Minnesota State College-Southeast Technical (Winona, MN)
- ▶ Minnesota West Community and Technical College (Granite Falls, MN)
- ▶ Moberly Area Community College (Moberly, MO)
- ▶ Nicolet Area Technical College (Rhinelander, WI)
- ▶ North Central Missouri College (Trenton, MO)
- ▶ North Iowa Area Community College (Mason City, IA)
- ▶ Northcentral Technical College (Wausau, WI)
- ▶ Northeast Iowa Community College-Calmar (Calmar, IA)
- ▶ Northland Community and Technical College (Thief River Falls, MN)
- ▶ Northwest Iowa Community College (Sheldon, IA)
- ▶ Northwest Technical College (Bemidji, MN)
- ▶ Pratt Community College (Pratt, KS)
- ▶ Richland Community College (Decatur, IL)
- ▶ Ridgewater College (Willmar, MN)
- ▶ Riverland Community College (Austin, MN)
- ▶ Sauk Valley Community College (Dixon, IL)
- ▶ Seward County Community College and Area Technical School (Liberal, KS)
- ▶ Shawnee Community College (Ullin, IL)
- ▶ South Central College (North Mankato, MN)
- ▶ Southeastern Community College (West Burlington, IA)
- ▶ Southwest Wisconsin Technical College (Fennimore, WI)
- ▶ Southwestern Community College (Creston, IA)
- ▶ Southwestern Michigan College (Dowagiac, MI)
- ▶ Spoon River College (Canton, IL)
- ▶ St. Cloud Technical and Community College (Saint Cloud, MN)
- ▶ State Fair Community College (Sedalia, MO)
- ▶ Three Rivers Community College (Poplar Bluff, MO)
- ▶ Western Nebraska Community College (Scottsbluff, NE)
- ▶ Western Technical College (La Crosse, WI)
- ▶ Wisconsin Indianhead Technical College (Shell Lake, WI)

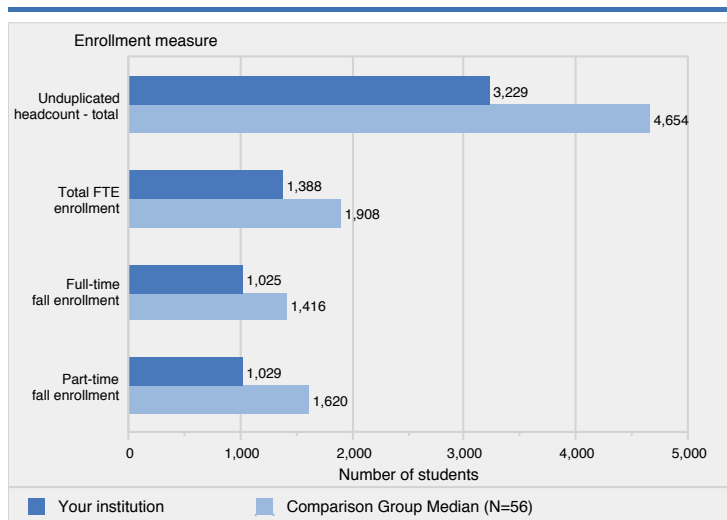
Figure 1. Percent of all students enrolled, by race/ethnicity and percent of students who are women: Fall 2009



NOTE: For this survey year, institutions could report race and ethnicity using both 1977 (old) and 1997 (new) Office of Management and Budget categories. Categories shown in this figure are derived by adding comparable categories from both old and new; however, the "Two or more races" category appears only in the 1997 version. For more information about disaggregation of data by race and ethnicity, please see the Methodological Notes at the end of this report. Median values for the comparison group will not add to 100 percent. See "Use of Median Values for Comparison Group" in the Methodological Notes at the end of this report for how median values are determined. N is the number of institutions in the comparison group.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS): Spring 2010, Fall Enrollment component.

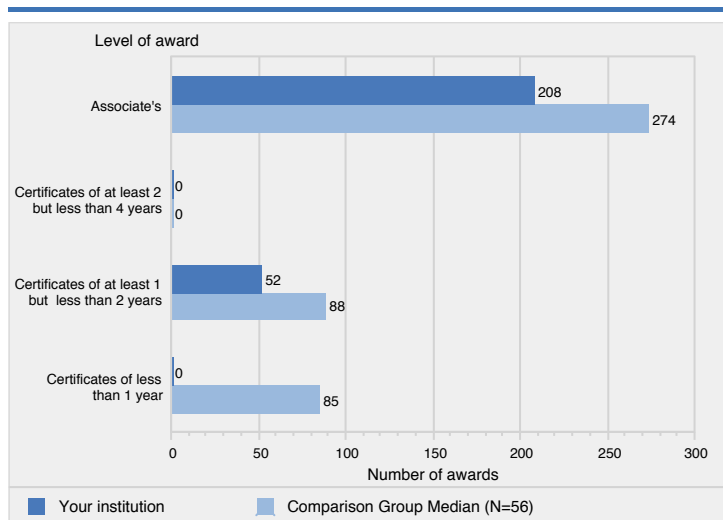
Figure 2. Unduplicated 12-month headcount (2008-09), total FTE enrollment (2008-09), and full- and part-time enrollment (Fall 2009)



NOTE: For details on calculating full-time equivalent (FTE) enrollment, see Calculating FTE in the Methodological Notes at the end of this report. N is the number of institutions in the comparison group.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS): Fall 2009, 12-month Enrollment component and Spring 2010, Fall Enrollment component.

Figure 3. Number of degrees and certificates awarded, by level: 2008-09

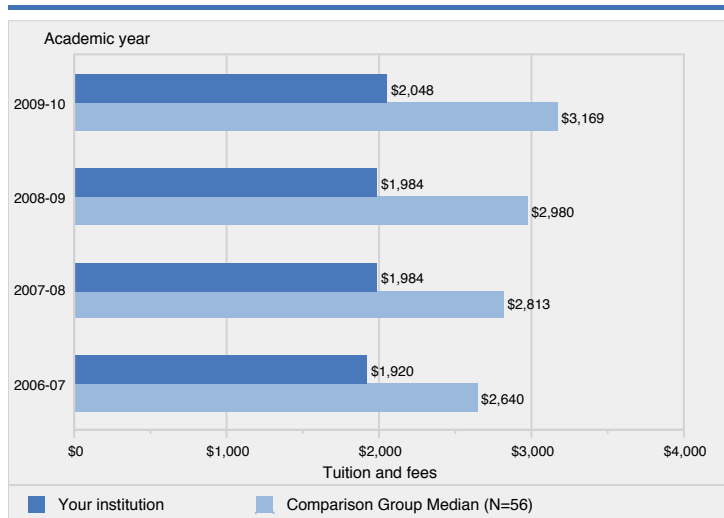


NOTE: N is the number of institutions in the comparison group.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS): Fall 2009, Completions component.

# IPEDS DATA FEEDBACK REPORT

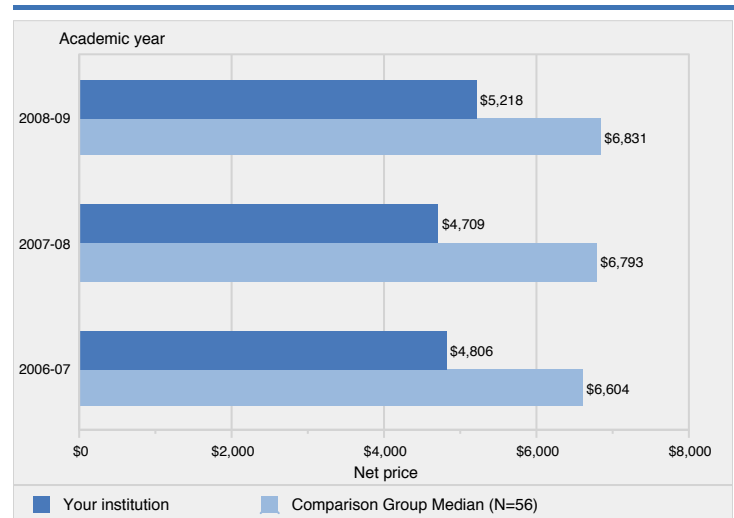
**Figure 4. Academic year tuition and required fees for full-time, first-time, degree/certificate-seeking undergraduates: 2006-07--2009-10**



**NOTE:** The tuition and required fees shown here are the lowest reported from the categories of in-district, in-state, and out-of-state. N is the number of institutions in the comparison group.

**SOURCE:** U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS): Fall 2009, Institutional Characteristics component.

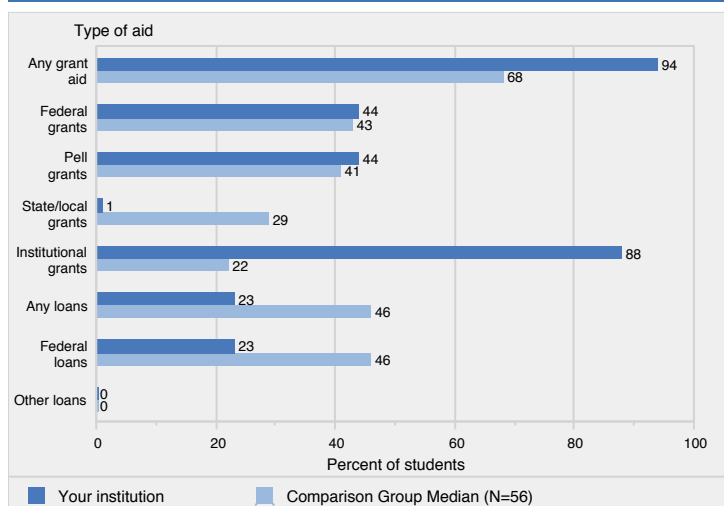
**Figure 5. Average net price of attendance for full-time, first-time, degree/certificate-seeking undergraduate students receiving grant or scholarship aid: 2006-07--2008-09**



**NOTE:** Average net price is for full-time, first-time, degree/certificate-seeking undergraduate students and is generated by subtracting the average amount of federal, state/local government, and institutional grant and scholarship aid from the total cost of attendance. Total cost of attendance is the sum of published tuition and required fees, books and supplies, and the weighted average room and board and other expenses. For more information, see the Methodological Notes at the end of this report. N is the number of institutions in the comparison group.

**SOURCE:** U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS): Fall 2009, Institutional Characteristics component; Spring 2010, Student Financial Aid component.

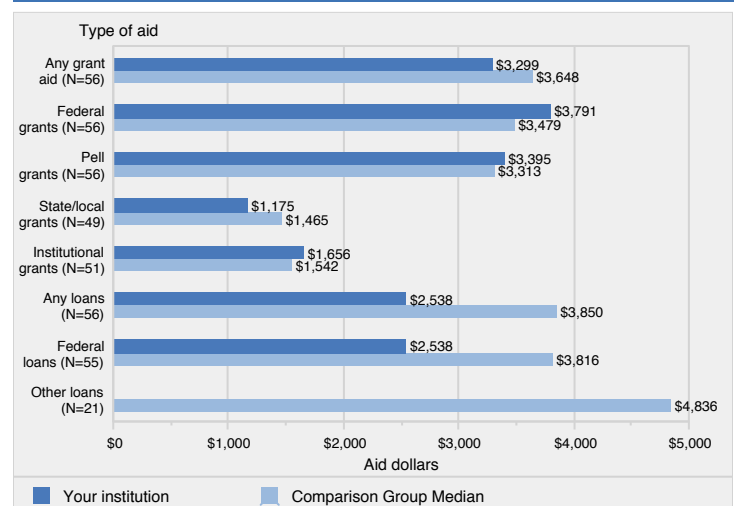
**Figure 6. Percent of full-time, first-time degree/certificate-seeking undergraduate students who received grant or scholarship aid from the federal government, state/local government, or the institution, or loans, by type of aid: 2008-09**



**NOTE:** Any grant aid above includes grant or scholarship aid from the federal government, state/local government, or the institution. Federal grants includes Pell grants and other federal grants. Any loans includes federal loans and other loans to students. For details on how students are counted for financial aid reporting, see Cohort Determination in the Methodological Notes at the end of this report. N is the number of institutions in the comparison group.

**SOURCE:** U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS): Spring 2010, Student Financial Aid component.

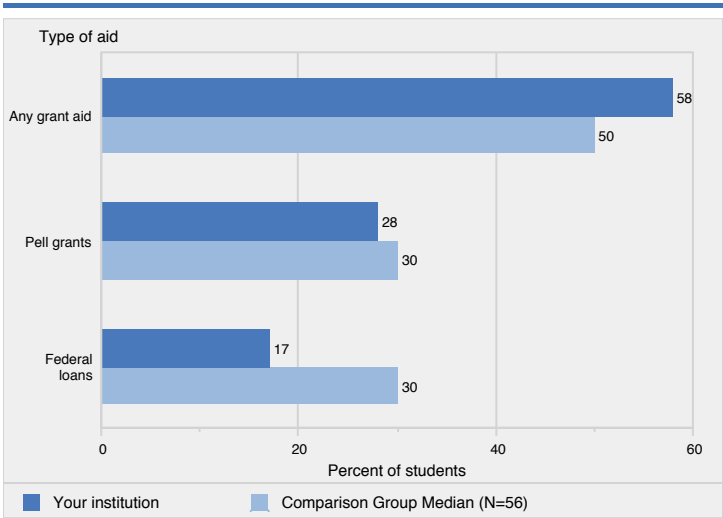
**Figure 7. Average amounts of grant or scholarship aid from the federal government, state/local government, or the institution, or loans received, by full-time, first-time degree/certificate-seeking undergraduate students, by type of aid: 2008-09**



**NOTE:** Any grant aid above includes grant or scholarship aid from the federal government, state/local government, or the institution. Federal grants includes Pell grants and other federal grants. Any loans includes federal loans and other loans to students. Average amounts of aid were calculated by dividing the total aid awarded by the total number of recipients in each institution. N is the number of institutions in the comparison group.

**SOURCE:** U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS): Spring 2010, Student Financial Aid component.

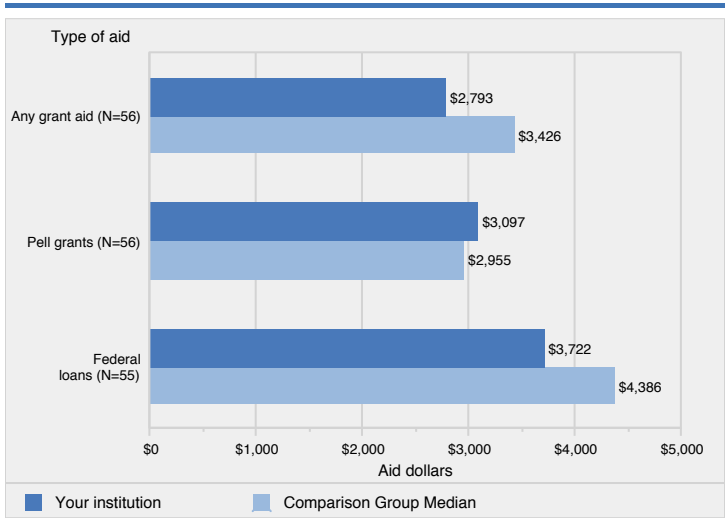
Figure 8. Percent of all undergraduates receiving aid by type of aid: 2008-09



NOTE: Any grant aid above includes grant or scholarship aid from the federal government, state/local government, the institution, or other sources. Federal loans includes only federal loans to students. N is the number of institutions in the comparison group.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS): Spring 2010, Student Financial Aid component.

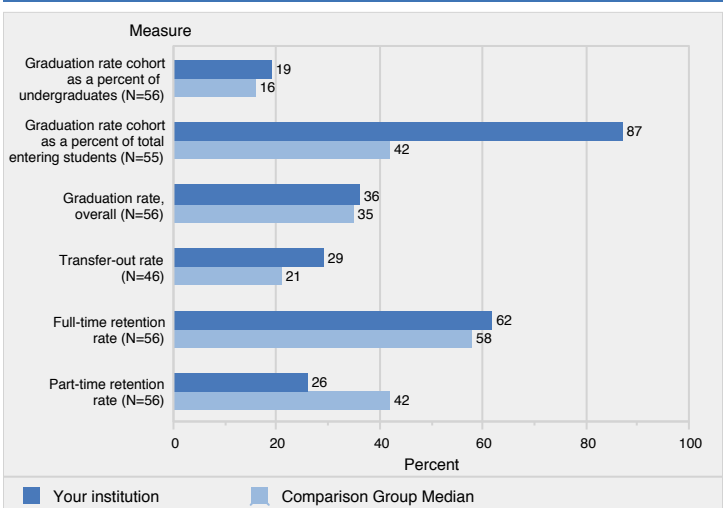
Figure 9. Average amount of aid received by all undergraduates, by type of aid: 2008-09



NOTE: Any grant aid above includes grant or scholarship aid from the federal government, state/local government, the institution, or other sources. Federal loans includes federal loans to students. Average amounts of aid were calculated by dividing the total aid awarded by the total number of recipients in each institution. N is the number of institutions in the comparison group.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS): Spring 2010, Student Financial Aid component.

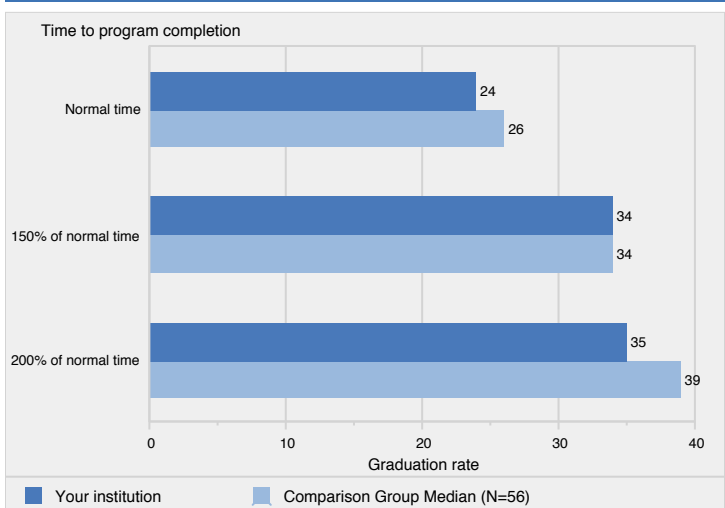
Figure 10. Graduation rate cohort as a percent of all undergraduates and as a percent of total entering students (Fall 2009); graduation rate and transfer-out rate (2006 cohort); and retention rates (Fall 2009)



NOTE: Graduation rate cohort includes all full-time, first-time, degree/certificate-seeking undergraduate students. Entering class includes all students coming to the institution for the first time. Graduation and transfer-out rates are the Student Right-to-Know rates. Only institutions with a mission to prepare students to transfer are required to report transfers out. Retention rates are measured from the fall of first enrollment to the following fall. For more information, see the Methodological Notes. N is the number of institutions in the comparison group.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS): Spring 2010, Graduation Rates component and Fall Enrollment component.

Figure 11. Graduation rates of full-time, first-time, degree/certificate-seeking undergraduates within normal time, and 150% and 200% of normal time to completion: 2005 cohort

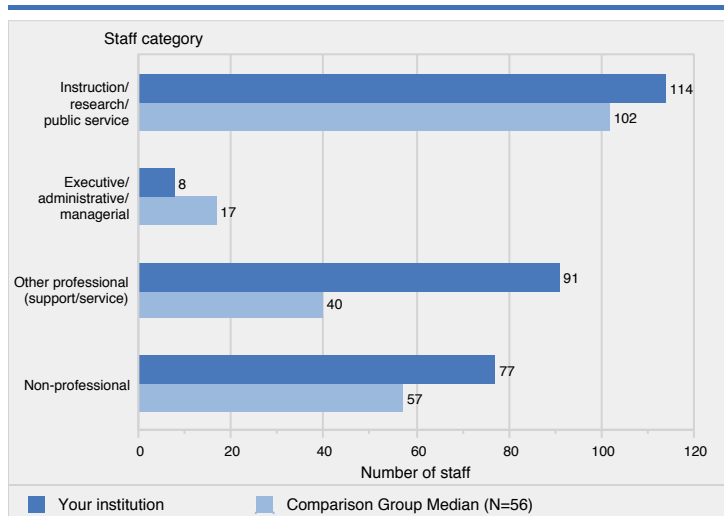


NOTE: The 150% graduation rate is the Student Right-to-Know (SRK) rates; the Normal time and 200% rates are calculated using the same methodology. For more information see the Methodological Notes at the end of the report. N is the number of institutions in the comparison group.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS): Spring 2010, 200% Graduation Rates component.

# IPEDS DATA FEEDBACK REPORT

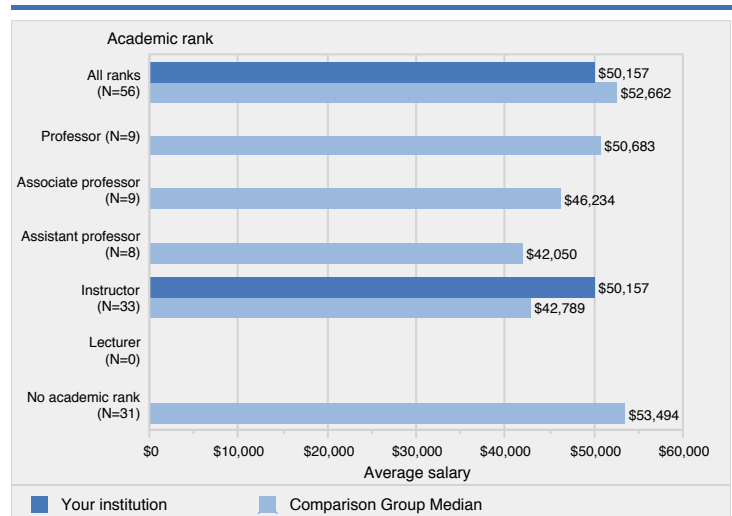
**Figure 12. Full-time equivalent staff, by assigned position: Fall 2009**



**NOTE:** Graduate assistants are not included in this figure. For information on the calculation of FTE of staff, see the Methodological Notes. N is the number of institutions in the comparison group.

**SOURCE:** U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS): Winter 2009-10, Human Resources component.

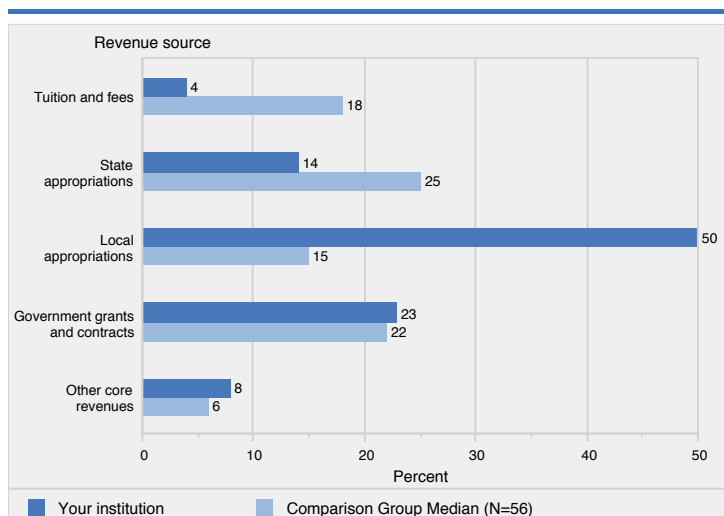
**Figure 13. Average salaries of full-time instructional staff equated to 9-month contracts, by academic rank: Academic year 2009-10**



**NOTE:** Average full-time instructional staff salaries for 11/12-month contracts were equated to 9-month average salaries by multiplying the 11/12-month salary by .8182. Salaries based on less than 9-month contracts are not included. Medical school salaries are not included. N is the number of institutions in the comparison group. Medians are not reported for comparison groups with less than three values.

**SOURCE:** U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS): Winter 2009-10, Human Resources component.

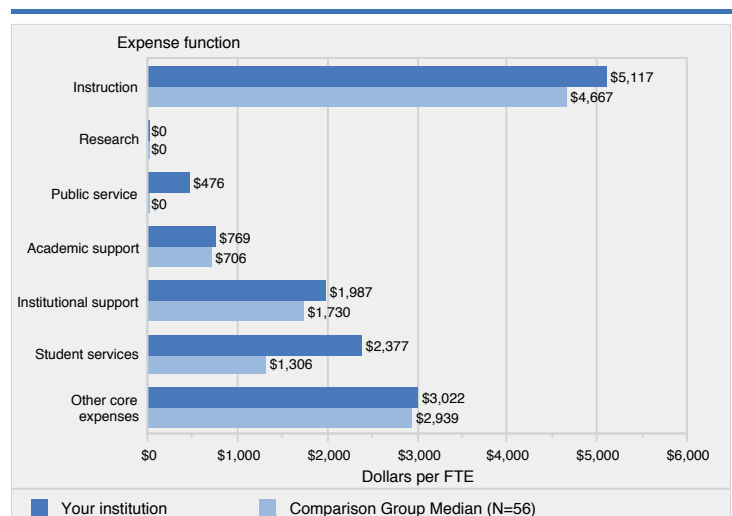
**Figure 14. Percent distribution of core revenues, by source: Fiscal year 2009**



**NOTE:** The comparison group median is based on those members of the comparison group that report finance data using the same accounting standards as the comparison institution. For a detailed definition of core revenues, see the Methodological Notes. N is the number of institutions in the comparison group.

**SOURCE:** U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS): Spring 2010, Finance component.

**Figure 15. Core expenses per FTE enrollment, by function: Fiscal year 2009**



**NOTE:** The comparison group median is based on those members of the comparison group that report finance data using the same accounting standards as the comparison institution. Expenses per full-time equivalent (FTE) enrollment, particularly instruction, may be inflated because finance data includes all core expenses while FTE reflects credit activity only. For details on calculating FTE enrollment and a detailed definition of core expenses, see the Methodological Notes. N is the number of institutions in the comparison group.

**SOURCE:** U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS): Fall 2009, 12-month Enrollment component and Spring 2010, Finance component.



## METHODOLOGICAL NOTES

### Overview

This report is based on data supplied by institutions to IPEDS during the 2009-10 survey year. Response rates exceeded 99 percent for most surveys. Detailed response tables are included in IPEDS First Look reports, which can be found at <http://nces.ed.gov/pubsearch/getpubcats.asp?sid=010>.

### Use of Median Values for Comparison Group

The value for the comparison institution is compared to the median value for the comparison group for each statistic included in the figure. If more than one statistic is presented in a figure, the median values are determined separately for each indicator or statistic. Medians are not reported for comparison groups with less than three values. Where percentage distributions are presented, median values may not add to 100 percent. Through the ExPT, users have access to all of the data used to create the figures included in this report.

### Missing Statistics

If a statistic is not reported for your institution, the omission indicates that the statistic is not relevant to your institution and the data were not collected. As such, not all notes listed below may be applicable to your report.

### Use of Imputed Data

All IPEDS data are subject to imputation for total (institutional) and partial (item) nonresponse. If necessary, imputed values were used to prepare your report.

### Data Confidentiality

IPEDS data are not collected under a pledge of confidentiality.

### Disaggregation of Data by Race/Ethnicity

When applicable, some statistics are disaggregated by race/ethnicity. Between survey years 2008-09 and 2010-11, the categories used for the collection and reporting of race/ethnicity data in IPEDS are transitioning to those developed in 1997 by the Office of Management and Budget, and institutions may report using either those categories, the older (1977) categories, or a mixture of both. Therefore, during the transition, only derived categories that present comparable data will be displayed. Detailed information about these changes can be found at <http://nces.ed.gov/ipeds/reic/resource.asp>.

### Postbaccalaureate Degree Categories

In 2008-09 IPEDS, new postbaccalaureate degree categories were introduced as optional. The new categories are Doctor's degree-Research/scholarship, Doctor's degree-Professional practice, and Doctor's degree-Other. In addition, the First-professional degree and certificate categories and the single Doctor's degree category are being phased out. During the transition period, all First-professional students are reflected as graduate students, all First-professional degrees awarded are reflected as Doctor's degrees, and all Doctor's degrees reported under the new categories are aggregated under a single Doctor's degree category, so that data reported by all institutions are comparable.

### Cohort Determination for Reporting Student Financial Aid and Graduation Rates

Student cohorts for reporting Student Financial Aid and Graduation Rates data are based on the reporting type of the institution. For institutions that report based on an academic year (those operating on standard academic terms), student counts and cohorts are based on fall term data. Student counts and cohorts for program reporters (those that do not operate on standard academic terms) are based on unduplicated counts of students enrolled during a full 12-month period.

### Description of Statistics Used in the Figures

#### *Average Net Price of Attendance*

Average net price is calculated for full-time, first-time degree/certificate-seeking undergraduates who received grant or scholarship aid from the federal government, state/local government, or the institution anytime during the full aid year. Other sources of grant aid are excluded. Average net price is generated by subtracting the average amount of federal, state/local government, and institutional grant and scholarship aid from the total cost of attendance. Total cost of attendance is the sum of published tuition and required fees (lower of in-district or in-state for public institutions), books and supplies, and the weighted average room and board and other expenses.

#### *Core Expenses*

Core expenses for public institutions using the Governmental Accounting Standards Board (GASB) standards include expenses for instruction, research, public service, academic support, institutional support, student services, operation and maintenance of plant, depreciation, interest, scholarships and fellowships, other expenses, and nonoperating expenses. Core expenses for private, not-for-profit and for-profit, and a small number of public institutions reporting under the Financial Accounting Standards Board (FASB) standards include expenses for instruction, research, public service, academic support, student services, institutional support, net grant aid to students, and other expenses. For all institutions, core expenses exclude expenses for auxiliary enterprises (e.g., bookstores, dormitories), hospitals, and independent operations. Expenses for operation and maintenance of plant, depreciation, and interest for GASB institutions are included in other core expenses, but are allocated to each of the other functions for FASB institutions.

#### *Core Revenues*

Core revenues for public institutions reporting under GASB standards include tuition and fees; government appropriations (federal, state, and local); government grants and contracts; private gifts, grants, and contracts; investment income; other operating and nonoperating sources; and other revenues and additions. Core revenues for private, not-for-profit institutions (and a small number of public institutions) reporting under FASB include tuition and fees; government appropriations (federal, state, and local); government grants and contracts; private gifts, grants, and contracts; investment return; sales and services of educational activities; and other sources. Core revenues for private, for-profit institutions reporting under FASB standards include tuition and fees; government appropriations (federal, state, and local); government grants and contracts; private grants and contracts; net investment income; sales and services of educational activities; and other sources. In general, core revenues exclude revenues from auxiliary enterprises (e.g., bookstores, dormitories), hospitals, and independent operations.

#### *Equated Instructional Staff Salaries*

Total salary outlays for full-time instructional staff on 11/12-month contracts



# IPEDS DATA FEEDBACK REPORT

were equated to 9-month outlays by multiplying the outlay for 11/12-month contracted instructional staff by 0.8182. The equated outlays were then added to the outlays for 9/10-month instructional staff to determine an average salary for each rank. Salaries are not included for medical school staff or staff on less-than-9-month contracts.

## *FTE for Enrollment*

The full-time equivalent (FTE) enrollment used in this report is the sum of the institution's FTE undergraduate enrollment and FTE graduate enrollment (as calculated from or reported on the 12-month Enrollment component) plus the estimated FTE of first-professional students, if applicable. Undergraduate and graduate FTE are estimated using 12-month instructional activity (credit and/or contact hours). All doctor's degree students are reported as graduate students. First-professional FTE is estimated by calculating the ratio of full-time to part-time first-professional students from the fall enrollment counts and applying this ratio to the 12-month unduplicated headcount of first-professional students. The estimated number of full-time first-professional students is added to one-third of the estimated number of part-time students. See "Calculation of FTE Students (using instructional activity)" in the IPEDS Glossary at <http://nces.ed.gov/ipeds/glossary/>.

## *FTE for Staff*

The full-time equivalent (FTE) of staff is calculated by summing the total number of full-time staff from the Employees by Assigned Position (EAP) section of the Human Resources component and adding one-third of the total number of part-time staff.

## *Graduation Rates and Transfer-out Rate*

Graduation rates are those developed to satisfy the requirements of the Student Right-to-Know and Higher Education Opportunity Acts and are defined as the total number of individuals from a given cohort of full-time, first-time, degree/certificate-seeking undergraduates who completed a degree or certificate within a given percent of normal time (for the degree or certificate) before the ending status date of August 31, 2009, divided by the entire cohort of full-time, first-time, degree/certificate-seeking undergraduates minus any allowable exclusions. Institutions are permitted to exclude from the initial cohort students who died or were totally and permanently disabled; those who left school to serve in the armed forces or were called to active duty; those who left to serve with a foreign aid service of the federal government, such as the Peace Corps; and those who left to serve on an official church mission. Transfer-out rate is the total number of students from the cohort who are known to have transferred out of the reporting institution within the same time period, divided by the same adjusted cohort. Only institutions with a mission that includes preparing students to transfer are required to report transfers out.

## *Retention Rates*

Full-time retention rates are defined as the number of full-time, first-time, degree/certificate-seeking undergraduate students who enter the institution for the first time in the fall and who return to the same institution the following fall (as either full- or part-time), divided by the total number of full-time, first-time, degree/certificate-seeking undergraduates in the fall of first entrance. Part-time retention rates are similarly defined. For 4-year institutions offering a bachelor's degree, this rate is reported only for those first-time students seeking a bachelor's degree. For less than 4-year institutions, the rate is calculated for all first-time degree/certificate-seeking students.

## *Salaries, Wages, and Benefits*

Salaries, wages, and benefits, for public institutions under GASB standards, and private, not-for-profit institutions under FASB standards, include amounts paid as compensation for services to all employees

regardless of the duration of service, and amounts made to or on behalf of an individual over and above that received in the form of a salary or wage. Frequently, benefits are associated with an insurance payment. Private, for-profit institutions under FASB standards do not report salaries.

## *Student-to-Faculty Ratio*

The guidance provided to institutions for calculating their student-to-faculty ratio is as follows: the number of FTE students (using Fall Enrollment data) divided by the total FTE instructional staff (using the total Primarily instruction + Instruction/research/public service staff reported on the EAP section of the Human Resources component and adding any not primarily instructional staff that are teaching a credit course). For this calculation, FTE for students is equal to the number of full-time students plus one-third the number of part-time students; FTE for instructional staff is similarly calculated. Students enrolled in "stand-alone" graduate or professional programs (such as medicine, law, veterinary, dentistry, social work, or public health) and instructional staff teaching in these programs are excluded from the FTE calculations.

## *Total Entering Undergraduate Students*

Total entering students are students at the undergraduate level, both full- and part-time, new to the institution in the fall term (or the prior summer term who returned again in the fall). This includes all first-time undergraduate students, students transferring into the institution at the undergraduate level, and nondegree/certificate-seeking undergraduates entering in the fall. Only degree-granting, academic year reporting institutions provide total entering student data.

## *Tuition and Required Fees*

Tuition is defined as the amount of money charged to students for instructional services; required fees are those fixed sum charges to students for items not covered by tuition that are required of such a large proportion of all students that the student who does not pay the charge is an exception. The amounts used in this report are for full-time, first-time, degree/certificate-seeking undergraduates and are those used by the financial aid office to determine need. For institutions that have differential tuition rates for in-district or in-state students, the lowest tuition rate is used in the figure. Only institutions that operate on standard academic terms will have tuition figures included in their report.

## **Additional Methodological Information**

Additional methodological information on the IPEDS components can be found in the publications available at

<http://nces.ed.gov/pubsearch/getpubcats.asp?sid=010>.

Additional definitions of variables used in this report can be found in the IPEDS online glossary available at <http://nces.ed.gov/ipeds/glossary/>.

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**Dr. Joseph Emmons, Interim President**  
**Garden City Community College (ID: 155104)**  
**801 Campus Dr**  
**Garden City, KS 67846-6333**

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Dear Dr. Emmons –

The audited Financial Statements for the GCCC Endowment Association included in the Board of Trustees packet are for the fiscal year beginning July 1, 2009 and ending June 30, 2010.

The report is for informational purposes only and does not require any action by the Board of Trustees. Since the Endowment Association is an “associate” of GCCC, this audit report is a requirement.

Please let us know if anyone has questions or needs further information.

Thank you –  
Pam Caldwell

GARDEN CITY COMMUNITY COLLEGE  
ENDOWMENT ASSOCIATION

FINANCIAL STATEMENTS

June 30, 2010 and 2009

GARDEN CITY COMMUNITY COLLEGE  
ENDOWMENT ASSOCIATION  
FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2010 AND 2009

TABLE OF CONTENTS

INTRODUCTORY SECTION	<u>Page</u>
Title Page	
Table of Contents	
FINANCIAL SECTION	
Independent Auditors' Report	1
Financial Statements	
Statements of Financial Position	2
Statements of Activities	3
Statements of Cash Flows	4
Notes to Financial Statements	5-12
SUPPLEMENTAL SCHEDULES	
SCHEDULE 1	
Schedules of Financial Position by Fund Group	14
SCHEDULE 2	
Schedules of Activities by Fund Group	15
SCHEDULE 3	
Operating Expenses – Unrestricted Undesignated Fund	16



## INDEPENDENT AUDITORS' REPORT

The Board of Directors  
Garden City Community College  
Endowment Association

We have audited the accompanying statements of financial position of Garden City Community College Endowment Association, as of June 30, 2010 and 2009, and the related statements of activities and cash flows for the years then ended. These financial statements are the responsibility of the Association's management. Our responsibility is to express an opinion on the financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Garden City Community College Endowment Association as of June 30, 2010 and 2009, and the changes in net assets and cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Our audit was performed for the purpose of forming an opinion on the financial statements of Garden City Community College Endowment Association taken as a whole. The information identified in the table of contents as supplemental schedules is presented for purposes of additional analysis and is not a required part of the financial statements of the Garden City Community College Endowment Association. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

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LEWIS, HOOPER & DICK, LLC

November 4, 2010

### CPAs

Charles H. Claar, Jr, CPA  
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Steven D. Josserand, CPA  
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Challie Metzger, CPA  
Kimberly A. Roth, CPA  
Kristin J. Sekavec, CPA  
Monica J. Wilson, CPA

GARDEN CITY COMMUNITY COLLEGE  
 ENDOWMENT ASSOCIATION  
 Statements of Financial Position  
 As of June 30, 2010 and 2009

	<u>Assets</u>	
	<u>2010</u>	<u>2009</u>
Current assets		
Cash and cash equivalents	\$ 200,589	\$ 894,899
Certificates of deposit	1,389,765	1,219,786
Marketable securities	3,380,043	2,566,950
Other receivable	<u>2,831</u>	<u>2,946</u>
Total current assets	4,973,228	4,684,581
Property and equipment, net	<u>298,548</u>	<u>334,398</u>
Total assets	<u>\$ 5,271,776</u>	<u>\$ 5,018,979</u>
 <u>Liabilities and Net Assets</u> 		
Current liabilities		
Other accounts payable	<u>\$ 64</u>	<u>\$ -</u>
Total liabilities	<u>64</u>	<u>-</u>
Net assets		
Unrestricted:		
Board designated	4,915,100	4,756,516
Undesignated (deficit)	<u>(354,302)</u>	<u>(507,564)</u>
Total unrestricted	4,560,798	4,248,952
Temporarily restricted	<u>710,914</u>	<u>770,027</u>
Total net assets	<u>5,271,712</u>	<u>5,018,979</u>
Total liabilities and net assets	<u>\$ 5,271,776</u>	<u>\$ 5,018,979</u>

The accompanying Notes to Financial Statements are an integral part of these statements.

**GARDEN CITY COMMUNITY COLLEGE  
ENDOWMENT ASSOCIATION**  
Statements of Activities  
For the Years Ended June 30, 2010 and 2009

<b>2010</b>	Temporarily Restricted	Unrestricted		Total Unrestricted	Total
		Board Designated	Undesignated		
<b>Revenue</b>					
Contributions	\$ 570,472	\$ 106,801	\$ 197,254	\$ 304,055	\$ 874,527
Investment return - investment income	30	8,535	79,107	87,642	87,672
Investment return - net appreciation	-	-	389,126	389,126	389,126
Oil and gas	-	27,231	-	27,231	27,231
Grain	3,692	-	923	923	4,615
Transfers	-	169,652	(169,652)	-	-
Net assets released from restrictions					
Restrictions satisfied by payments	(633,307)	(153,635)	786,942	633,307	-
<b>Total revenue</b>	<b>(59,113)</b>	<b>158,584</b>	<b>1,283,700</b>	<b>1,442,284</b>	<b>1,383,171</b>
<b>Expenses</b>					
Scholarships, grants and awards	-	-	436,910	436,910	436,910
Special projects	-	-	399,099	399,099	399,099
Taxes	-	-	7,283	7,283	7,283
Operating expenses	-	-	261,733	261,733	261,733
Other expenses	-	-	25,413	25,413	25,413
<b>Total expenses</b>	<b>-</b>	<b>-</b>	<b>1,130,438</b>	<b>1,130,438</b>	<b>1,130,438</b>
<b>Total increase (decrease) in net assets</b>	<b>(59,113)</b>	<b>158,584</b>	<b>153,262</b>	<b>311,846</b>	<b>252,733</b>
Net assets, beginning of year	770,027	4,756,516	(507,564)	4,248,952	5,018,979
Net assets (deficit), end of year	<u>\$ 710,914</u>	<u>\$ 4,915,100</u>	<u>\$ (354,302)</u>	<u>\$ 4,560,798</u>	<u>\$ 5,271,712</u>
<b>2009</b>					
	Temporarily Restricted	Unrestricted		Total Unrestricted	Total
		Board Designated	Undesignated		
<b>Revenue</b>					
Contributions	\$ 361,095	\$ 100,956	\$ 169,981	\$ 270,937	\$ 632,032
Investment return - investment income	15	12,218	75,940	88,158	88,173
Oil and gas	2	51,632	-	51,632	51,634
Grain	4,168	-	1,042	1,042	5,210
Transfers	-	165,071	(165,071)	-	-
Net assets released from restrictions					
Restrictions satisfied by payments	(804,757)	(143,317)	948,074	804,757	-
<b>Total revenue</b>	<b>(439,477)</b>	<b>186,560</b>	<b>1,029,966</b>	<b>1,216,526</b>	<b>777,049</b>
<b>Expenses</b>					
Scholarships, grants and awards	-	-	409,341	409,341	409,341
Investment return - net depreciation	-	-	882,457	882,457	882,457
Special projects	-	-	604,973	604,973	604,973
Taxes	-	-	5,960	5,960	5,960
Operating expenses	-	-	221,101	221,101	221,101
Other expenses	-	-	8	8	8
<b>Total expenses</b>	<b>-</b>	<b>-</b>	<b>2,123,840</b>	<b>2,123,840</b>	<b>2,123,840</b>
<b>Total increase (decrease) in net assets</b>	<b>(439,477)</b>	<b>186,560</b>	<b>(1,093,874)</b>	<b>(907,314)</b>	<b>(1,346,791)</b>
Net assets, beginning of year	1,209,504	4,569,956	586,310	5,156,266	6,365,770
Net assets, end of year	<u>\$ 770,027</u>	<u>\$ 4,756,516</u>	<u>\$ (507,564)</u>	<u>\$ 4,248,952</u>	<u>\$ 5,018,979</u>

The accompanying Notes to Financial Statements are an integral part of these statements.

GARDEN CITY COMMUNITY COLLEGE  
 ENDOWMENT ASSOCIATION  
 Statements of Cash Flows  
 For the Years Ended June 30, 2010 and 2009

	2010	2009
Cash flows from operating activities		
Change in net assets	\$ 252,733	\$ (1,346,791)
Adjustments to reconcile increase (decrease) in net assets to net cash used in operating activities:		
Depreciation and amortization	10,429	9,912
Net realized and unrealized (gain) loss on investments	(164,472)	374,840
Contributions restricted for long-term investments	(106,801)	(100,956)
Decrease in receivables	115	-
Increase (decrease) in accounts payable	64	(2,518)
Net cash used in operating activities	(7,932)	(1,065,513)
Cash flows from investing activities		
Net loss on disposal of equipment	25,413	8
Purchase of investments	(3,786,196)	(4,272,011)
Proceeds from sale of investments	2,967,604	4,977,370
Net cash provided by (used in) investing activities	(793,179)	705,367
Cash flows from financing activities		
Proceeds from contributions for long-term investment	106,801	100,956
Net cash provided by financing activities	106,801	100,956
Net decrease in cash and cash equivalents	(694,310)	(259,190)
Cash and cash equivalents, beginning of year	894,899	1,154,089
Cash and cash equivalents, end of year	\$ 200,589	\$ 894,899

The accompanying Notes to Financial Statements are an integral part of these statements.



GARDEN CITY COMMUNITY COLLEGE  
ENDOWMENT ASSOCIATION  
Notes to Financial Statements  
For the Years Ended June 30, 2010 and 2009

1. Summary of significant accounting policies

Garden City Community College Endowment Association is a nonprofit organization created to raise funds to support educational undertakings at Garden City Community College, Garden City, Kansas, and to receive and hold in trust any property transferred to the Association for the benefit of the College, or any student or employee of the College, managing all property received according to the uses specified by the donors or, as agreed upon by the Board of Directors for unrestricted gifts.

A. Basis of accounting

The financial statements of the Association have been prepared on the accrual basis of accounting in conformity with accounting principles generally accepted in the United States of America as applied to nonprofit organizations.

B. Basis of presentation

The financial statement presentation follows the recommendation of the Not-for-Profit Entities - Presentation of Financial Statements topic contained within the Financial Accounting Standards Board Accounting Standards Codification (the Codification). The Association reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

Following the guidance of the Income Tax topic of the Codification, the Association changed its method of accounting for uncertain income tax positions on July 1, 2008, but made no adjustments to beginning net assets since no material uncertain tax positions related to the prior years were identified.

C. Use of estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

D. Cash and cash equivalents

Cash and cash equivalents include all monies in banks and highly liquid investments with maturity dates of less than three months. The carrying value of cash and cash equivalents approximates fair value because of the short maturities of those financial instruments. Cash and cash equivalents for purposes of the statement of cash flows exclude permanently restricted cash and cash equivalents.

E. Investments

Investments in marketable securities with readily determinable fair values and all investments in debt securities are reported at their fair value in the statement of financial position. Unrealized gains and losses are included in the change in net assets. Investment income and gains restricted by a donor are reported as increases in unrestricted net assets if the restrictions are met (either by passage of time or by use) in the reporting period in which the income and gains are recognized. Fair market values of marketable securities are determined for each individual security in the investment portfolio using quoted prices in active markets for identical assets, (Level 1). Marketable securities as of the statement of financial position date are shown in the notes to the financial statements.

The Association adopted a policy of pooling assets for investment purposes, unless the governing instruments prohibit such pooling. Income from the pooled assets is recorded in the unrestricted funds. Income from these pooled assets is allocated from the unrestricted funds to the Board designated funds requiring such allocation on the basis of the principal balance at the end of each quarter. The Board approves the amount of income allocated.

GARDEN CITY COMMUNITY COLLEGE  
ENDOWMENT ASSOCIATION  
Notes to Financial Statements  
For the Years Ended June 30, 2010 and 2009

1. Summary of significant accounting policies (continued)

F. Accounts Receivable

All receivables are considered to be fully collectible; accordingly, no allowance for uncollectible accounts is required. The Association uses the direct write-off method if amounts become uncollectible.

G. Property and equipment

Acquisitions of property and equipment over \$500 are capitalized in accordance with the Board of Directors' directives. Property and equipment are carried at cost or, if donated, at the approximate fair value at the date of donations. Depreciation is computed using the straight-line method over the useful lives of the assets generally as follows:

Buildings	39 years
Furniture and equipment	5 years

H. Revenue recognition

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions.

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor for specific purposes are reported as temporarily restricted or permanently restricted support that increases those net asset classes. When a temporary restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

The Association reports gifts of land, buildings and equipment as unrestricted support unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as restricted support. Absent explicit donor stipulations about how long those long-lived assets must be maintained, the Association reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service.

I. Donated services

The Association receives a significant amount of donated services from unpaid volunteers who assist in fund-raising and special projects. No amounts have been recognized in the statement of activities.

J. Functional expenses

Expenses, including fundraising, are charged directly to program or administration in general categories based on specific identification. Certain costs have been allocated among the programs and supporting services benefited. Fund-raising expenses included in general and administrative expenses total \$60,616 and \$49,181, respectively, for the years ended June 30, 2010 and 2009.

K. Income tax status

The Association is a not-for-profit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code.

GARDEN CITY COMMUNITY COLLEGE  
 ENDOWMENT ASSOCIATION  
 Notes to Financial Statements  
 For the Years Ended June 30, 2010 and 2009

1. Summary of significant accounting policies (continued)

L. Endowment

The Association's endowment includes funds designated by the Board to function as endowments. As required by accounting principles generally accepted in the United States of America, net assets associated with endowment funds, including funds designated by the Board to function as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions. There were no funds designated by the Board to function as endowments as of June 30, 2010 and 2009. The Association had approximately 383 and 293 individual Board designated funds established for scholarships at June 30, 2010 and 2009, respectively.

Changes in net assets:

Year ended 2010	Temporarily Restricted	Unrestricted		Total	
		Board Designated	Undesignated	Unrestricted	Total
Endowment net assets, beginning of year	\$ 770,027	\$ 4,756,516	\$ (507,564)	\$ 4,248,952	\$ 5,018,979
Interest and dividends, net of investment expense	3,722	35,766	80,030	115,796	119,518
Net appreciation	-	-	389,126	389,126	389,126
Contributions	570,472	106,801	197,254	304,055	874,527
Transfers	-	169,652	(169,652)	-	-
Amounts appropriated for expenditure	(633,307)	(153,635)	(343,496)	(497,131)	(1,130,438)
Change in endowment net assets	(59,113)	158,584	153,262	311,846	252,733
Endowment net assets, end of year	\$ 710,914	\$ 4,915,100	\$ (354,302)	\$ 4,560,798	\$ 5,271,712

Year ended 2009	Temporarily Restricted	Unrestricted		Total	
		Board Designated	Undesignated	Unrestricted	Total
Endowment net assets, beginning of year	\$ 1,209,504	\$ 4,569,956	\$ 586,310	\$ 5,156,266	\$ 6,365,770
Interest and dividends, net of investment expense	4,185	63,850	76,982	140,832	145,017
Net depreciation	-	-	(882,457)	(882,457)	(882,457)
Contributions	361,095	100,956	169,981	270,937	632,032
Transfers	-	165,071	(165,071)	-	-
Amounts appropriated for expenditure	(804,757)	(143,317)	(293,309)	(436,626)	(1,241,383)
Change in endowment net assets	(439,477)	186,560	(1,093,874)	(907,314)	(1,346,791)
Endowment net assets, end of year	\$ 770,027	\$ 4,756,516	\$ (507,564)	\$ 4,248,952	\$ 5,018,979

M. Return objectives and risk parameters

Endowment assets included those assets of donor-restricted funds the organization must hold in perpetuity for a donor-specified period(s) as well as board designated funds. The Association has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets. Under this policy, as approved by the Board, the endowment assets are invested in a manner that is intended to produce results that exceed the inflation rate by three to six percent (as measured by the Consumer Price Index) on an annualized basis. Actual returns in any given year may vary from this amount.

N. Strategies employed for achieving objectives

To satisfy its long-term rate-of-return objectives, the Association relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). The Association targets a diversified asset allocation that places a great emphasis on equity-based investments to achieve its long-term return objectives within prudent risk constraints.

GARDEN CITY COMMUNITY COLLEGE  
ENDOWMENT ASSOCIATION  
Notes to Financial Statements  
For the Years Ended June 30, 2010 and 2009

1. Summary of significant accounting policies (continued)

O. Spending policy and how the investment objectives relate to spending policy

The Association has a policy of appropriating for distribution each year three and one half to four percent of Board designated fund values. In establishing this policy, the Association considered the long-term expected return on its endowment. This is consistent with the Association's objective to maintain the purchasing power of the Board designated endowment assets held in perpetuity or for a specified term as well as to provide additional real growth through new gifts and investment return.

P. Interpretation of Relevant Law

The State of Kansas adopted Uniform Prudent Management of Institutional Funds Act (UPMIFA) effective July 1, 2008. The Association adopted the presentation recommended by the Not-for-Profit Entities - Presentation of Financial Statements topic relating to UPMIFA for the year ending June 30, 2009. The Board of Directors has determined that UPMIFA does not apply to the majority of the Association's net assets. The Association is governed subject to the Association's by-laws and fund guidelines and most contributions are subject to specific agreements with the Association.

Under the terms of the governing instruments, the Board of Directors has the ability to distribute so much of the corpus of any trust or separate gift, devise, bequest, or fund as the Board in its sole discretion shall determine. As a result of the ability to distribute corpus, all contributions not specifically restricted by the gift instrument are classified as unrestricted net assets for financial statement purposes. Contributions that are subject to other gift instruments may be recorded as permanently restricted, temporarily restricted or unrestricted, depending on the specific terms of the agreement. Generally, if the corpus of a contribution will at some future time become available for spending it is recorded as temporarily restricted, if the corpus never becomes available for spending it will reported as permanently restricted. In addition, contributions that are promised to be given in a future period are presented as temporarily restricted until the payments are due.

During the year ended June 30, 2009, the Association reviewed all endowment funds and transferred to unrestricted – Board designated net assets those that are subject to UPMIFA that were previously classified as endowed.

The Board of the Association has interpreted the State Prudent Management of Institutional Funds Act (SPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Association classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations of the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by the organization in a manner consistent with the standard of prudence prescribed by SPMIFA. In accordance with SPMIFA, the Association considers the following

GARDEN CITY COMMUNITY COLLEGE  
 ENDOWMENT ASSOCIATION  
 Notes to Financial Statements  
 For the Years Ended June 30, 2010 and 2009

1. Summary of significant accounting policies (continued)

P. Interpretation of Relevant Law (continued)

factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

- (1) The duration and preservation of the fund
- (2) The purpose of the organization and the donor-restricted endowment fund
- (3) General economic conditions
- (4) The possible effect of inflation and deflation
- (5) The expected total return from income and appreciation of investments
- (6) Other resources of the organization
- (7) The investment policies of the Association

Q. Funds with deficiencies

From time to time, the fair value of assets associated with individual donor-restricted funds may fall below the level the donor or SPMIFA requires the Association to retain as a fund for perpetual duration. In accordance with accounting principles generally accepted in the United States of America, deficiencies of this nature that are reported in unrestricted net assets were \$354,302 and \$507,564 as of June 30, 2010 and June 30, 2009, respectively. These deficiencies resulted from unfavorable market fluctuation that occurred after the investment of Board designated contributions and continued appropriation for certain programs deemed prudent by the Board.

2. Cash

The Association's cash deposits at June 30, 2010 and 2009, are shown below:

2010	Cash and Money Market Accounts	Certificates of Deposit
Carrying amount of deposits	\$ 200,589	\$ 1,389,765
Funds on deposit	\$ 201,409	\$ 1,388,354
Less FDIC/NCUA coverage	201,409	1,384,838
Funds at risk	\$ -	\$ 3,516
2009	Cash and Money Market Accounts	Certificates of Deposit
Carrying amount of deposits	\$ 894,899	\$ 1,219,786
Funds on deposit	\$ 895,483	\$ 1,219,786
Less FDIC/NCUA coverage	564,362	1,145,119
Funds at risk	\$ 331,121	\$ 74,667

GARDEN CITY COMMUNITY COLLEGE  
 ENDOWMENT ASSOCIATION  
 Notes to Financial Statements  
 For the Years Ended June 30, 2010 and 2009

3. Investments

Marketable securities are classified as current assets and stated at fair value. Fair values and unrealized appreciation (depreciation) at June 30, 2010 and 2009, are summarized as follows:

	2010	2009
Marketable securities at carrying value	\$ 3,319,983	\$ 2,671,371
Fair value at quoted prices in active markets for identical assets (Level 1)	3,380,043	2,566,950
Unrealized appreciation (depreciation)	\$ 60,060	\$ (104,421)

Fair values for short-term investments and long-term investments are determined by reference to quoted market prices and other relevant information generated by market transactions.

The investment return for the years ended June 30, 2010 and 2009, is summarized as follows:

	2010		
	Unrestricted	Temporarily Restricted	Total
Investment income	\$ 87,642	\$ 30	\$ 87,672
Net realized and unrealized gains	389,126	-	389,126
Total investment return	\$ 476,768	\$ 30	\$ 476,798
	2009		
	Unrestricted	Temporarily Restricted	Total
Investment income	\$ 88,158	\$ 15	\$ 88,173
Net realized and unrealized losses	(882,457)	-	(882,457)
Total investment return	\$ (794,299)	\$ 15	\$ (794,284)

4. Accounts receivable

Accounts receivable at June 30, 2010 and 2009, consisted of the following:

	2010	2009
Interest and student receivables	\$ 2,831	\$ 2,946
Total at fair value	\$ 2,831	\$ 2,946

All accounts receivable are considered collectible within one year.

GARDEN CITY COMMUNITY COLLEGE  
 ENDOWMENT ASSOCIATION  
 Notes to Financial Statements  
 For the Years Ended June 30, 2010 and 2009

5. Property and equipment

Property and equipment at June 30, 2010 and June 30, 2009, consisted of the following:

	2010	2009
Land	\$ 65,500	\$ 65,500
Building and improvements	317,569	348,419
Equipment	31,311	31,311
	<hr/>	<hr/>
Total cost	414,380	445,230
Less accumulated depreciation	(115,832)	(110,832)
	<hr/>	<hr/>
Total at fair value	<u>\$ 298,548</u>	<u>\$ 334,398</u>

Depreciation and amortization expense for the years ended June 30, 2010 and 2009, was \$10,429 and \$9,912, respectively.

6. Related party transactions

The Association raises money for scholarships for Garden City Community College students. The total scholarship payment to the College for the years ended June 30, 2010 and 2009, was \$426,838 and \$400,591, respectively. Additionally, the Association raises funds and makes payments for specific projects for the benefit of the College. Total special project payments made to or on behalf of the College for the year ended June 30, 2010 and 2009, totaled \$303,964 and \$522,793, respectively.

In exchange for the services provided for the College, the Association maintains an office in the College's administration building at no cost to the Association.

The Association transacts business with entities employing and/or owned by members of the Board of Directors of the Association during the regular course of business. Such entities include financial institutions.

7. Restrictions on net assets

Temporarily restricted net assets are available for the following purposes at June 30, 2010 and June 30, 2009:

	2010	2009
Student loan fund	\$ 13,580	\$ 13,436
Project fund	117,004	185,583
Designated scholarship fund	641	6,733
Annual scholarship fund	347,868	341,763
Special project funds	207,693	209,167
Pending fund	24,128	13,345
	<hr/>	<hr/>
Total at fair value	<u>\$ 710,914</u>	<u>\$ 770,027</u>

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purposes or by occurrence of other events specified by donors.

GARDEN CITY COMMUNITY COLLEGE  
ENDOWMENT ASSOCIATION  
Notes to Financial Statements  
For the Years Ended June 30, 2010 and 2009

8. Cash flow information

The Association had the following noncash transactions:

Investing activities:

Donated equipment passed through the Association to the College for the years ended June 30, 2010 and 2009, was \$ - and \$38,303, respectively.

9. Subsequent events

The Association has been evaluated for subsequent events through November 4, 2010, the day the financial statements were issued. The Association has not been evaluated for any events after this day.

Subsequent to year end, the Association's Board decided to dispose of the Bryan Education Center Building in Scott City. The financial effects of such an event cannot be determined at this time.



SUPPLEMENTAL SCHEDULES

GARDEN CITY COMMUNITY COLLEGE  
 ENDOWMENT ASSOCIATION  
 Schedules of Financial Position by Fund Group  
 As of June 30, 2010 and 2009

2010	Temporarily Restricted				
	Student Loan Fund	Project Fund	Designated Scholarship Fund	Annual Scholarship Fund	Special Project Funds
<u>Assets</u>					
Cash and cash equivalents	\$ -	\$ -	\$ -	\$ -	\$ -
Certificates of deposit	-	-	-	-	-
Marketable securities	-	-	-	1,308	-
Investments in pooled funds	13,580	117,004	641	271,560	207,693
Other receivable	-	-	-	-	-
Property and equipment, net	-	-	-	75,000	-
<b>Total assets</b>	<b>\$ 13,580</b>	<b>\$ 117,004</b>	<b>\$ 641</b>	<b>\$ 347,868</b>	<b>\$ 207,693</b>
<u>Liabilities and net assets</u>					
<u>Liabilities</u>					
Other accounts payable	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<u>Net assets</u>					
Unrestricted (deficit)	-	-	-	-	-
Temporarily restricted	13,580	117,004	641	347,868	207,693
<b>Total net assets</b>	<b>13,580</b>	<b>117,004</b>	<b>641</b>	<b>347,868</b>	<b>207,693</b>
<b>Total liabilities and net assets</b>	<b>\$ 13,580</b>	<b>\$ 117,004</b>	<b>\$ 641</b>	<b>\$ 347,868</b>	<b>\$ 207,693</b>

2009	Temporarily Restricted				
	Student Loan Fund	Project Fund	Designated Scholarship Fund	Annual Scholarship Fund	Other Funds
<u>Assets</u>					
Cash and cash equivalents	\$ -	\$ -	\$ -	\$ -	\$ -
Certificates of deposit	-	-	-	-	-
Marketable securities	-	-	-	1,359	-
Investments in pooled funds	13,436	185,583	6,733	274,904	209,167
Other receivable	-	-	-	-	-
Property and equipment, net	-	-	-	65,500	-
<b>Total assets</b>	<b>\$ 13,436</b>	<b>\$ 185,583</b>	<b>\$ 6,733</b>	<b>\$ 341,763</b>	<b>\$ 209,167</b>
<u>Liabilities and net assets</u>					
<u>Liabilities</u>					
Other accounts payable	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<u>Net assets</u>					
Unrestricted	-	-	-	-	-
Temporarily restricted	13,436	185,583	6,733	341,763	209,167
<b>Total net assets</b>	<b>13,436</b>	<b>185,583</b>	<b>6,733</b>	<b>341,763</b>	<b>209,167</b>
<b>Total liabilities and net assets</b>	<b>\$ 13,436</b>	<b>\$ 185,583</b>	<b>\$ 6,733</b>	<b>\$ 341,763</b>	<b>\$ 209,167</b>

SCHEDULE 1

Pending Fund	Total Temporarily Restricted	Unrestricted			Total
		Board Designated	Undesignated	Total Unrestricted	
\$ -	\$ -	\$ -	\$ 200,589	\$ 200,589	\$ 200,589
-	-	337,043	1,052,722	1,389,765	1,389,765
-	1,308	-	3,378,735	3,378,735	3,380,043
24,128	634,606	4,578,057	(5,212,663)	(634,606)	-
-	-	-	2,831	2,831	2,831
-	75,000	-	223,548	223,548	298,548
<u>\$ 24,128</u>	<u>\$ 710,914</u>	<u>\$ 4,915,100</u>	<u>\$ (354,238)</u>	<u>\$ 4,560,862</u>	<u>\$ 5,271,776</u>

\$ -	\$ -	\$ -	\$ 64	\$ 64	\$ 64
-	-	-	64	64	64
-	-	4,915,100	(354,302)	4,560,798	4,560,798
24,128	710,914	-	-	-	710,914
24,128	710,914	4,915,100	(354,302)	4,560,798	5,271,712
<u>\$ 24,128</u>	<u>\$ 710,914</u>	<u>\$ 4,915,100</u>	<u>\$ (354,238)</u>	<u>\$ 4,560,862</u>	<u>\$ 5,271,776</u>

Pending Fund	Total Temporarily Restricted	Unrestricted			Total
		Board Designated	Undesignated	Total Unrestricted	
\$ -	\$ -	\$ -	\$ 894,899	\$ 894,899	\$ 894,899
-	-	409,363	810,423	1,219,786	1,219,786
-	1,359	-	2,565,591	2,565,591	2,566,950
13,345	703,168	4,347,153	(5,050,321)	(703,168)	-
-	-	-	2,946	2,946	2,946
-	65,500	-	268,898	268,898	334,398
<u>\$ 13,345</u>	<u>\$ 770,027</u>	<u>\$ 4,756,516</u>	<u>\$ (507,564)</u>	<u>\$ 4,248,952</u>	<u>\$ 5,018,979</u>

\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-	-
-	-	4,756,516	(507,564)	4,248,952	4,248,952
13,345	770,027	-	-	-	770,027
13,345	770,027	4,756,516	(507,564)	4,248,952	5,018,979
<u>\$ 13,345</u>	<u>\$ 770,027</u>	<u>\$ 4,756,516</u>	<u>\$ (507,564)</u>	<u>\$ 4,248,952</u>	<u>\$ 5,018,979</u>

GARDEN CITY COMMUNITY COLLEGE  
 ENDOWMENT ASSOCIATION  
 Schedules of Activities by Fund Group  
 For the Years Ended June 30, 2010 and 2009

2010	Temporarily Restricted				
	Student Loan Fund	Project Fund	Designated Scholarship Fund	Annual Scholarship Fund	Special Project Funds
<b>Revenue</b>					
Contributions	\$ 114	\$ 309,176	\$ 148,427	\$ 82,102	\$ 19,870
Investment return - investment income	30	-	-	-	-
Investment return - net appreciation	-	-	-	-	-
Oil and gas	-	-	-	0	-
Grain	-	-	-	3,692	-
<b>Total revenue</b>	<b>144</b>	<b>309,176</b>	<b>148,427</b>	<b>85,794</b>	<b>19,870</b>
<b>Expenses</b>					
Scholarships, grants and awards	-	-	154,519	79,053	-
Special projects	-	377,755	-	-	21,344
Taxes	-	-	-	636	-
Operating expenses	-	-	-	-	-
Other expenses	-	-	-	-	-
<b>Total expenses</b>	<b>-</b>	<b>377,755</b>	<b>154,519</b>	<b>79,689</b>	<b>21,344</b>
Appropriations for expenditures reclassification and other changes	-	-	-	-	-
<b>Total increase (decrease) in net assets</b>	<b>144</b>	<b>(68,579)</b>	<b>(6,092)</b>	<b>6,105</b>	<b>(1,474)</b>
Net assets, beginning of year	13,436	185,583	6,733	341,763	209,167
Net assets (deficit), end of year	<u>\$ 13,580</u>	<u>\$ 117,004</u>	<u>\$ 641</u>	<u>\$ 347,868</u>	<u>\$ 207,693</u>

2009	Temporarily Restricted				
	Student Loan Fund	Project Fund	Designated Scholarship Fund	Annual Scholarship Fund	Other Funds
<b>Revenue</b>					
Contributions	\$ 75	\$ 109,671	\$ 144,365	\$ 80,251	\$ 24,758
Investment return - investment income	15	-	-	-	-
Oil and gas	-	-	-	2	-
Rent	-	-	-	-	-
Grain	-	-	-	4,168	-
<b>Total revenue</b>	<b>90</b>	<b>109,671</b>	<b>144,365</b>	<b>84,421</b>	<b>24,758</b>
<b>Expenses</b>					
Scholarships, grants and awards	300	-	140,401	51,241	7,300
Investment return - net depreciation	-	-	-	-	-
Special projects	-	586,557	-	-	18,416
Taxes	-	-	-	542	-
Operating expenses	-	-	-	-	-
Other expenses	-	-	-	-	-
<b>Total expenses</b>	<b>300</b>	<b>586,557</b>	<b>140,401</b>	<b>51,783</b>	<b>25,716</b>
Appropriations for expenditures reclassification and other changes	-	-	-	-	-
<b>Total increase (decrease) in net assets</b>	<b>(210)</b>	<b>(476,886)</b>	<b>3,964</b>	<b>32,638</b>	<b>(958)</b>
Net assets, beginning of year	13,646	662,469	2,769	309,125	210,125
Net assets, end of year	<u>\$ 13,436</u>	<u>\$ 185,583</u>	<u>\$ 6,733</u>	<u>\$ 341,763</u>	<u>\$ 209,167</u>

SCHEDULE 2

Pending Fund	Total Temporarily Restricted	Unrestricted		Total Unrestricted Funds	Total
		Board Designated	Undesignated		
\$ 10,783	\$ 570,472	\$ 106,801	\$ 197,254	\$ 304,055	\$ 874,527
-	30	8,535	79,107	87,642	87,672
-	-	-	389,126	389,126	389,126
-	-	27,231	-	27,231	27,231
-	3,692	-	923	923	4,615
<u>10,783</u>	<u>574,194</u>	<u>142,567</u>	<u>666,410</u>	<u>808,977</u>	<u>1,383,171</u>
-	233,572	146,988	56,350	203,338	436,910
-	399,099	-	-	-	399,099
-	636	6,647	-	6,647	7,283
-	-	-	261,733	261,733	261,733
-	-	-	25,413	25,413	25,413
-	<u>633,307</u>	<u>153,635</u>	<u>343,496</u>	<u>497,131</u>	<u>1,130,438</u>
-	-	169,652	(169,652)	-	-
10,783	(59,113)	158,584	153,262	311,846	252,733
13,345	770,027	4,756,516	(507,564)	4,248,952	5,018,979
<u>\$ 24,128</u>	<u>\$ 710,914</u>	<u>\$ 4,915,100</u>	<u>\$ (354,302)</u>	<u>\$ 4,560,798</u>	<u>\$ 5,271,712</u>

Pending Fund	Total Temporarily Restricted	Unrestricted		Total Unrestricted Funds	Total
		Board Designated	Undesignated		
\$ 1,975	\$ 361,095	\$ 100,956	\$ 169,981	\$ 270,937	\$ 632,032
-	15	12,218	75,940	88,158	88,173
-	2	51,632	-	51,632	51,634
-	-	-	-	-	-
-	4,168	-	1,042	1,042	5,210
<u>1,975</u>	<u>365,280</u>	<u>164,806</u>	<u>246,963</u>	<u>411,769</u>	<u>777,049</u>
0	199,242	137,899	72,200	210,099	409,341
-	-	-	882,457	882,457	882,457
-	604,973	-	-	-	604,973
-	542	5,418	-	5,418	5,960
-	-	-	221,101	221,101	221,101
-	-	-	8	8	8
-	<u>804,757</u>	<u>143,317</u>	<u>1,175,766</u>	<u>1,319,083</u>	<u>2,123,840</u>
-	-	165,071	(165,071)	-	-
1,975	(439,477)	186,560	(1,093,874)	(907,314)	(1,346,791)
11,370	1,209,504	4,569,956	586,310	5,156,266	6,365,770
<u>\$ 13,345</u>	<u>\$ 770,027</u>	<u>\$ 4,756,516</u>	<u>\$ (507,564)</u>	<u>\$ 4,248,952</u>	<u>\$ 5,018,979</u>

GARDEN CITY COMMUNITY COLLEGE  
ENDOWMENT ASSOCIATION  
Operating Expenses - Unrestricted Undesignated Fund  
For the Years Ended June 30, 2010 and 2009

	<u>2010</u>	<u>2009</u>
Salaries and payroll taxes	\$ 128,091	\$ 101,983
Asset management	31,605	27,364
Promotion expense	10,056	16,123
Depreciation and amortization	10,429	9,912
Auction expense	55,261	44,515
Phonathon expense	5,355	4,666
Office expense	12,855	11,574
Travel and education expense	3,893	1,371
Miscellaneous	<u>4,188</u>	<u>3,593</u>
 Total operating expenses	 <u>\$ 261,733</u>	 <u>\$ 221,101</u>