

# GARDEN CITY COMMUNITY COLLEGE

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

April 20, 2012

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, April 25, 2012**. The meeting will be held in **Endowment Room of the Beth Tedrow Student Center**, Garden City Community College Campus.

5:00 PM Dinner in the Broncbuster Room  
6:00 PM Regular board meeting called to order in the Endowment Room

## AGENDA

### **I. CALL TO ORDER:**

- A. Comments from the Chair
- B. Open comments from the public
- C. Finney County Economic Development Corporation Quarterly Update  
Lona DuVall
- D. Student Government Report
- E. Report from Faculty Senate..... pg. 3
  - E-1 Program spotlight: Welding  
Kurt Wenzel

### **II. CONSENT AGENDA ..... Action**

- A. Approval of minutes of previous meetings (March 21, 2012) ..... pg. 4
- B. Approval of personnel actions-Human Resources ..... pg. 11
  - B-1 Adjunct/Outreach Contracts ..... pg. 13
- C. Financial information ..... pg. 15
  - C-1 Checks processed in excess of \$20,000 ..... pg. 16
  - C-2 Revenues ..... pg. 17
  - C-3 Expenses..... pg. 18
  - C-4 Cash in bank..... pg. 24
- D. Purchases over \$20,000
  - D-1 Academic Building Remodel..... pg. 25
  - D-2 VCT Tile ..... pg. 27
- E. Motorcycle Agreement..... pg. 29
- F. Refinancing Certificate of Participation..... pg. 32
  - F-1 Resolution 2012-2..... pg. 33

### **III. CONFIRMATION OF MONITORING REPORTS:**

- A. Monitoring Reports and ENDS ..... **Action**
  - A-1 Monitoring Report – General Executive Constraints #12 ..... pg. 39
  - A-2 Monitoring Report – Information and Advice #2, #3, #5 ..... pg. 40
  - A-3 Monitoring Report – Executive Limitation #9, #10..... pg. 42

- B. Review Monitoring Report- Academic Advancement, Annual #1, #2, General Executive Constraints, Annual #2
- C. Board Process and Policy Governance Review

**IV. OWNERSHIP LINKAGE:**

**V. REPORTS:**

- A. President’s Report
  - A-1 Incidental Information..... pg. 44
  - A-2 Instructional Program Review
    - A-2a Journalism ..... pg. 54
    - A-2b Speech ..... pg. 59
    - A-2c Reading..... pg. 63
    - A-2d Science ..... pg. 67
    - A-2e Social Science ..... pg. 72
    - A-2f Drama ..... pg. 76
  - A-3 Technical Program Reviews
    - A-3a Animal Science ..... pg. 81
    - A-3b Automotive..... pg. 84
    - A-3c Cosmetology..... pg. 87
    - A-3d Fire Science..... pg. 90
    - A-3e John Deere..... pg. 94
- B. Report from Finney County Economic Development Corporation (Trustee Ron Schwartz)

**Upcoming Calendar Dates:**

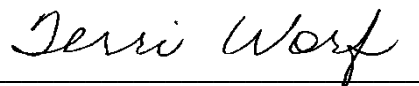
<u>April 28</u>	Ride for the Future
<u>May 1</u>	DPS Scenario Day
<u>May 2</u>	Athletic Banquet, DPAC
<u>May 3</u>	Student Awards Assembly 5:30 p.m. DPAC, main gym
<u>May 4</u>	Faculty Senate Recognition Luncheon, Endowment Room
<u>May 6</u>	GED Graduation, 2:00 p.m., DPAC
<u>May 7</u>	Retirement Reception, Portico 3:00-4:30 p.m.
<u>May 9</u>	Student Awards Banquet
<u>May 10</u>	SSS Awards Banquet, 5:30-7 p.m., DPAC main gym
<u>May 11</u>	DPS Graduation Celebration
<u>May 12</u>	GCCC Commencement
<u>May 17</u>	End of Year Bash

**VII Executive Session**

**VIII. Adjournment**



Dr. Herbert J. Swender, Sr.  
President



Terri Worf  
Chairman



## Garden City Community College Faculty Senate

801 Campus Drive  
Garden City, KS 67846

**2011-2012**

Linda Morgan, President  
Terry Lee, Vice-President  
Leonard Rodenbur, Secretary  
Pati Pfenninger, Senator  
Clay Wright, Senator  
Larry Pander, Senator  
John Schafer, Ex-Officio  
Marsha Wright, Alternate

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### Faculty Senate Report April 25, 2012

#### **Faculty Senate Program Spotlight: Welding**

The April Program Spotlight focuses on the Welding Program including specialized equipment, techniques and programming for industry. Presenter: Welding Instructor/Program Coordinator Kurt Wenzel.

#### **Faculty Senate Meeting Highlights**

- Faculty Senate Elections for 2012-2013
  - Senators Elected: Pati Pfenninger, Deb Robinson, Linda Morgan Alternate Senator: Stacy Carr
  - Retiring Senators: Clay Wright and Alternate Senator Marsha Wright
- 35 Faculty attended one of the Faculty Breakfast/Lunches with Dr. Swender during the 2012 Spring Semester. A total of 4 opportunities were available.
- Faculty Senate is working with IT on a project to improve technology efficiency and effectiveness in the instructional area.
- Nominees for the Faculty Senate Outstanding Faculty Member Award and a new award, Faculty Rookie-of-the-Year Award are being solicited. These awards will be announced at the Faculty Awards Luncheon on May 4<sup>th</sup>.
- Faculty participated in the Inauguration Ceremonies for Dr. Swender on May 3, 2012.
- Faculty Senate is working with the Committee on Committees to set faculty committee assignments for 2012-2013.
- Two professional development requests were approved for funding:
  - Michelle Branton approved to attend the Colorado Association for Developmental Education “CoADE” “Reading Across the Disciplines” conference on April 13, 2012.
  - Nicole M. Dick approved to attend the Conference on Applied Statistics in Agriculture on April 30 - May 1 2012

# MEETING OF TRUSTEES OF THE GARDEN CITY COMMUNITY COLLEGE

March 21, 2012, 2012

Trustees Present: William S. Clifford, Jeff Crist, Merilyn Douglass, Ron Schwartz, Steve Sterling, Terri Worf

Others Present: Matt Allen, City Manager, Garden City  
Debra Atkinson, Deputy Clerk  
Kevin Brungardt, Dean of Academics  
Dr. Lenora Cook, Dean of Technical Education  
John Doll, Mayor, Garden City  
Brittany Garcia, President of Student Government Association  
Rachel Gray, *Garden City Telegram*  
Phil Hoke, Drama Instructor  
Jesus Lozoya, Editor in Chief, Silhouette  
Deanna Mann, Assistant to President for Grants and Accreditation  
Cathy McKinley, Dean of Continuing Education and Community Services  
Linda Morgan, Faculty Senate President/Criminal Justice Instructor  
Steve Quakenbush, Director of Information Services and Publications  
Ryan Ruda, Dean of Student Services  
Dr. Herbert Swender, President  
Dee Wigner, Vice President, Finance Operations and Finance

## **CALL TO ORDER:**

Chair Worf called the meeting to order at 6:08 p.m. and announced that GC3 Media is videotaping tonight's meeting. Chair Worf inquired how the video would be used and if the proceedings would be shown in entirety. Jesus Lozoya, Editor in Chief, Silhouette, responded that the video coverage will be published via the GC3 Media and on the egc3media website as permitted by the Kansas Open Meeting Act.

## **COMMENTS FROM THE CHAIR:**

Chair Worf made the following comments:

- Remarked that GCCC had received very good coverage on the study Powered by Pell: A Grassroots Perspective. Chair Worf extended thanks to Trustee Ron Schwartz and Deanna Mann, Assistant to President for Grants and Accreditation.
- Congratulated the Academic Excellence Challenge Team for placing 16<sup>th</sup> in the nation.
- Recognized and congratulated Joshua Welch, who has been elected Kansas Region president of Phi Theta Kappa, the international honor society for students at community and two-year colleges.
- Noted various events, including dinner theater, jazz festival, and baseball and basketball competition.
- Asked Trustees to mark calendars for May 7 for the GCCC Retirement Reception, portico from 3-4:30 p.m. in the portico of the Beth Tedrow Student Center.

## **OPEN COMMENTS FROM PUBLIC:**

Chair Worf noted that no one from the public had registered to make comments.

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

Program Report:

Phil Hoke, Instructor  
Drama and Fine Arts

Phil Hoke, Drama Instructor, gave a brief summary of the numerous activities, special events and productions completed and/or upcoming for this school year. The events included the fall production "Seven Deadly Sins" and recent dinner theater "Almost Maine"; student participation in Ames Iowa at the Kennedy Center American College Theatre Festival, and a special invitation to the Board to attend the upcoming production of "Man of La Mancha." He also told Trustees of future plans for reinitiating patron night and conducting a summer workshop through Kids' College. Next fall He hopes to introduce some Shakespeare to the community through the production of "Twelfth Night."

Hoke thanked the Board for the opportunity of speaking and for their continued support of the Arts.

Members expressed their appreciation for the report and enthusiasm, and inquired about student prospects for the arts. Hoke replied that more high school visits have been planned in addition to an expanded Fine Arts Day, and that moving to a four day class week would allow for recruiting on Fridays.

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

Brittany Garcia, President of Student Government Association, shared highlights:

#### Past Events:

- February 16, Breakfast Bingo, 8-10 p.m. in the cafeteria, with the theme "Breakfast in Hawaii."
- "Glow Crazy" was the theme for February 23 dance in the portico.
- Casino Night was March 1, in the BTSC. Theme for this event was "Mardi Gras."
- March 8 "We Make You Laugh" took place in the cafeteria.
- Intermural basketball is over and SGA had a very good team
- Kick Butts Day is today! Youth across the country and around the world will stand out, speak up against tobacco use. There is a survey via Busermail.

#### Future Events:

- Make your own T-shirt will take place on Thursday, March 29th 2012 11:30 a.m.- 4:30 p.m. in the BTSC.
- Earth Day will take place Thursday April 19th 2012 in the central campus mall. The theme will be "Recycle, Reduce, Reuse". Each student club has been asked to participate by hosting an educational booth for this event.

Trustees expressed their appreciation for the report.

### **REPORT-RETAIL DEVELOPMENT PROJECT**

#### **CITY MANAGER, MATT ALLEN:**

Matt Allen, City Manager, informed Trustees that the City of Garden City is focused on creating a 61.3-acre redevelopment district at the northeast corner of the U.S. 83-50-400 bypass and Schulman Avenue, in connection with a proposed development that would add a series of additional retail stores to the community.

The two-phase development proposed by Collett Properties, of North Carolina, is eligible for tax increment financing, based on the aggregate tax rates of all tax jurisdictions including GCCC, Finney County and USD 457. The city has scheduled a public hearing on establishment of the district at 1:30 p.m. April 17, and Allen told Trustees his intention was to let GCCC know in advance.

The increment is the total amount of property taxes that would be paid on the increase in assessed valuation if the development takes place, estimated at \$75,286 annually for GCCC over the next 20 years. If the district gains approval after the city hearing, special or general obligation bonds could be issued by the municipal government to cover components of the redevelopment cost, which could range from site preparation, utilities or drainage to street installation, landscaping and other elements. The city manager said GCCC and the other entities with property taxing authority would forgo the increased revenue that the completed development would produce, if the district is established.

Mayor John Doll who accompanied Allen, informed board members that he felt the college would reap a benefit from the growth and business the retail outlets would bring to the city. Doll told trustees that it would make Garden City a destination. He added that he believes the new retail site would also make GCCC more attractive to potential students than colleges in other communities.

Allen shared that GCCC would not be losing all tax revenue on the property, but instead would only be giving up revenue on the increased valuation that the new shopping center would create, Allen went on to explain that revenue from establishing the district will pay off the bonds necessary to make this project happen.

(Supporting documents filed with official minutes.)

President Herbert Swender expressed his thanks to Allen for his leadership and acknowledged Mayor Doll for his involvement.

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

Linda Morgan, Department of Public Safety Instructor/Director and Faculty Senate President, reminded trustees that Faculty Senate information was part of the electronic board packet.

Morgan added that faculty breakfasts/lunches with Dr. Swender are continuing and that they provide opportunities to share information. Work continues with faculty, the Teaching and Learning Center and Information Technology to expand technology usage and opportunities to continually improve teaching and learning in the classroom.

Senate elections for 2012-2013 have taken place. New Faculty Senate members are Deb Robinson and Stacey Carr.

(Supporting documents filed with official minutes.)

### **EXECUTIVE SESSION:**

#### ***Motion:***

***Douglas moved second by Schwartz to go into executive session to conduct preliminary discussions about the acquisition of real property, in order to protect the public interest in obtaining the property at a fair price, and that trustees return to open session at 7:05 p.m.***

#### ***Motion passed 6-0***

Persons included in executive session:

GCCC Board of Trustees

Herbert J. Swender, President

Dee Wigner, Vice President, Finance and Operations

### **CONSENT AGENDA**

Chair Worf indicated to members that item II-G Purchase of Beds for Residential Life, would be added to the current agenda. Chair Worf asked if Trustees wished remove any items from the consent agenda for discussion. Trustee Schwartz requested that item II-D-1 Vehicles (Trustee Schwartz will recuse himself from the vote because of personal involvement) and II-E Potential Purchase of Property be removed for separate votes.

Chair Worf then asked for a motion approving consent agenda items II-A,B,C,D-2,D-3,F,G.

#### ***Motion:***

***Schwartz, moved, seconded by Douglass, to approve consent agenda items II-A,B,C,D-2,D-3,F,G as presented***

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

Approved actions follow:

**(A) APPROVED MINUTES** of previous meeting (February 8, 2011)

(Supporting documents filed with official minutes.)

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

(Supporting documents filed with official minutes.)

**(C) APPROVED SUBMITTED FINANCIAL INFORMATION**, as presented

(Supporting documents filed with official minutes.)

**(D) APPROVED PURCHASES OVER \$20,000**

**D-2 Approved Computer Hardware Purchase**

Vendor: CDW-Government, Vernon Hills, IL

For: Storage area network units to handle software

Amount: \$80,000

**D-3 Approved Echo 360 Lecture Capture Hardware**

Vendor: Echo 360, Dulles, VA

For: Four-year technical support and licensing

Amount: \$166,225.00

**(F) APPROVED RESOLUTION 2012-01 HAZARD MITIGATION (FEMA)**

**(G) APPROVED PURCHASE OF BEDS FOR RESIDENTIAL LIFE**

Vendor: Ecologic Industries, Waukegan, IL

For: 112 Steel-design stackable beds

Amount: \$21,469

(Supporting documents filed with official minutes.)

**PULLED CONSENT AGENDA ITEM D-1 Vehicle Purchase of three 2012 Ford Fusion Sedans:**

Vendor: Burtis Motor Company

For: Three 2012 Ford Fusion Sedans

Amount: Not to exceed \$58,062.00

**Motion:**

*Clifford moved, seconded by Crist, to accept the recommendation as presented.*

*Motion passed 5-0 with Trustee Schwartz recusing himself from the vote due to personal involvement.*

(Supporting documents filed with official minutes.)

**PULLED CONSENT AGENDA ITEM E-Potential Purchase of Property:**

**Motion:**

*Douglass moved, seconded by Schwartz, to authorize administration to purchase property that is adjoining contiguous to the campus up to 25% above appraised value.*

*Motion passed 6-0*

(Supporting documents filed with official minutes.)

**MONITORING REPORTS and ENDS REPORTS:**

Trustees indicated they had received and reviewed Academic Advancement, Annual #1, #2 and General Executive Constraints, Annual #2.

Chair Worf affirmed that the monitoring report had been read and provided a reasonable interpretation of the policy and evidence of compliance.

(Supporting documents filed with official minutes.)

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

Trustees devoted time reviewing Personal Enrichment #1, #2

No changes were recommended.

## **OWNERSHIP LINKAGE:**

Several Trustees said that they are receiving extensive positive feedback from owners regarding the leadership of GCCC by President Swender.

Trustee Schwartz related that Bob Prewitt, who is part of the state EMS task force, had positive things to say about GCCC and our EMS program. Prewitt indicated that he was proud of the quality of EMS personal that GCCC is producing.

A repeated concern has been voiced by community members regarding Memorial Stadium and if the GCCC football program would continue to play home games on that field, remaining life of the Memorial Stadium turf and scoreboard and advertisers that sponsor the electronic scoreboard.

President Swender shared with Trustees that GCCC strives for quality and excellence in all areas, academic, athletic and in facilities, and will continue to do so. GCCC competes at the NJCAA Division I Colligate level in all athletic programs and facilities are critical for program success.

## **REPORTS:**

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

President's Report:

### **Incidental Information:**

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

## **Presidential Comments:**

### **Power of Pell:**

President Herbert Swender expressed his thanks and appreciation to Trustee Ron Schwartz and Deanna Mann, Assistant to President for Grants and Accreditation, for their participation and dedication in a study about the impact of federal Pell Grants for college students on rural communities, community colleges and access to higher education by women. The results of the study have been published over the past several weeks by various metro newspapers and broadcast stations affiliated with the Associated Press, as well as a number of national educational journals. Swender shared Trustees that on Tuesday, March 19 the story was featured on the cover of the education magazine, Community College Week. Swender extended his thanks and appreciation to Steve Quakenbush, Director of Information Services and Publications, for everything he has done to make sure that the various print and broadcast media were informed of the research.

### **Congratulations:**

Swender extended his congratulations to Bob Larson, GCCC Athletic Director who was recently inducted into the inaugural class of the Pratt Community College Athletic Hall of Fame.

### **Legislative Coffees:**

Due to the extended session in the Kansas House of Representatives last Friday, March 16, the Chamber of Commerce legislative coffee that was scheduled for Saturday, March 17 was cancelled. However, there will be an additional coffee taking place on April 14 in the auditorium of the Pauline Joyce Fine Arts Building, conducted in conjunction with the 2012 economic outlook conference co-hosted by GCCC..



Caucus:

Swender communicated to Trustees that the college hosted the 2012 Republican Party caucus March 10 in the cafeteria of the Beth Tedrow Student Center. In addition GCCC will host the 2012 Democratic caucus in the main gymnasium of Dennis Perryman Athletic Complex on April 14.

Performance Agreement 2011:

The 2011 Performance Agreement has been included as part of the electronic board packet for Trustee review.

**REPORT FROM ACCT NATIONAL LEGISLATIVE SUMMIT, WASHINGTON D.C.:**

Trustee Schwartz attended the ACCT National Legislative Summit in Washington, D.C. February 14-16, who distributed to members copies of 2012 Community College federal legislative and funding priorities. Many legislators made themselves available for meetings and discussion, Schwartz told members that they were receptive and that positive feedback had been received.

**REPORT FROM KACCT/COP/PTK MEETING IN TOPEKA:**

Swender relayed to trustees that two students from GCCC participated in the All-Kansas Academic Team awards ceremony in Topeka February 16, Samantha Ricard and Daniel Gutierrez. Ricard, a sophomore in psychology who plans to transfer to Wichita State University to pursue a bachelor's degree and begin work toward a master's degree, Ricard was later selected as a 2012 COCA-COLA All-USA Bronze Scholar.

Gutierrez, who maintains a GPA of 3.7, is a business major who recently transferred to WSU after serving during the fall semester as president of the GCCC Student Government Association. Gutierrez also represented the campus PTK chapter on SGA and served as president of GCCC's Hispanic American Leadership Organization chapter. He belonged to the GCCC Student Support Services Program and did volunteer work for the Salvation Army in Garden City.

Swender stated that he is extremely proud of our students and their accomplishments.

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

- Schwartz told board members that FCEDC had hired Lona Duval as president.
- FCEDC will be undergoing some office restructuring.
- Schwartz stated that there are currently 19 very strong business i-industry prospects.
- FCEDC will be meeting with developers in an effort to stimulate growth.

Chair Worf told trustees that due to scheduling conflicts the April 11 Board meeting will be rescheduled to April 25 and to look at a possible rescheduled date for the May 9 meeting.

Meeting adjourned at 8:15 p.m.

**UPCOMING CALENDAR EVENTS:**

April 25	Administrative Professionals Day Luncheon, 11:30-1:00
April 26-29	Man of La Mancha
April 28	Ride for the Future
May 2	Athletic Banquet, DPAC
May 1	DPS Scenario Day
May 4	Faculty Senate Recognition Luncheon, Endowment Room
May 6	GED Graduation, 2:00 p.m., DPAC
May 7	Retirement Reception, Portico 3:00-4:30 p.m.
May 9	Student Awards Banquet
May 10	SSS Awards Banquet, 6-8 p.m., DPAC

May 11  
May 12

DPS Graduation Celebration  
GCCC Commencement

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Debra J. Atkinson  
Deputy Clerk

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Herbert J. Swender, Ed.D.  
Secretary

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Terri Worf  
Chair of the Board

**Agenda No: II-B**

**Date: April 25, 2012**

**Topic: Approval of Personnel Actions-Human Resources  
Adjunct/Outreach Contracts**

**Presenter:** Dr. Herbert J. Swender

**Background Information:**

All full-time employees hired by the college's administration are presented monthly to the board. The following document represents new employees, separations, transfers/promotions, vacancies and retiring employees serving Garden City Community College and are presented for board approval.

**Budget Information:**

Salaries are commensurate with duties and responsibilities and are included in the annual budget.

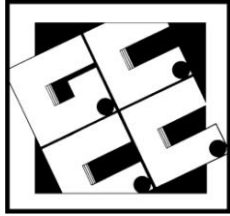
**Recommended Board Action:**

Approve the personnel for employment, retirement, separation, and transfer/promotion as reported by the office of Human Relations.

**Board Action Taken:** \_\_\_\_\_ **Approved** \_\_\_\_\_ **Disapproved**

\_\_\_\_\_ **Ayes** \_\_\_\_\_ **Nays** \_\_\_\_\_ **No Action**

**Board Member Notes:**



# Garden City COMMUNITY COLLEGE

April 2, 2012

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

## New Hire

Austin Voyles, Animal Science/Food Safety Instructor, effective August 20, 2012

## Separations

Wade Kunze, Assistant Rodeo Coach, effective March 29, 2012

## Retirement

## Transfers/Promotions

## Vacancies

ETS – Educational Advisor  
Technical Education Case Manager  
Custodian  
Community Prevention Assistant  
Nursing Instructor  
ESL/GED Instructors

### 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  
 ADJUNCT/OUTREACH FACULTY CONTRACTS**  
 (Presented to Board of Trustees for Approval 4/25/12)

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Neff, Martin	AC Variable Frequency Drives (INPR-233-01) 3.00 FLC @ \$700.00/FLC 12-00-0000-12272-5260 2/27 - 3/2/12	\$ 2,100.00
Ochs, Edward	Beginning Rappelling (CRIM-150-01) 0.50 FLC @ \$500.00/FLC 12-00-0000-12240-5260 3/3 - 3/4/12	\$ 250.00
Ochs, Edward	Intermediate Rappelling (CRIM-151-01) 0.50 FLC @ \$500.00/FLC 12-00-0000-12240-5260 3/24 - 3/25/12	\$ 250.00
<b>OUTREACH FACULTY</b>		
Hoover, Kevin	Nursing Home Med. Aide (HELR-1033-LK) 3.11 FLC @ \$470.00/FLC 12-00-0000-12203-5220 3/5 - 4/24/12	\$ 1,461.70
Hoover, Kevin	Nursing Home Med. Aide Lab (HELR-103L-LK) 2.99 FLC @ \$470.00/FLC 12-00-0000-12203-5220 3/5 - 4/24/12	\$ 1,405.30
<b>TOTAL ADJUNCT/OUTREACH FACULTY CONTRACTS</b>		<b>\$ 5,467.00</b>

**GARDEN CITY COMMUNITY COLLEGE  
 FACULTY CONTRACTS FOR NON-CREDIT CLASSES**  
 (Presented to Board of Trustees for Approval 4/25/12)

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Douglass, Lucille	KS Carry Concealed Handgun - 8 Hour Class (CRMJ300-74) 3 contact hour(s) @ \$30.00/hour 14-00-8033-31000-5270 3/3/12	\$ 90.00
Douglass, Lucille	KS Carry Concealed Handgun - 8 Hour Class (CRMJ300-74) 4 contact hour(s) @ \$30.00/hour 14-00-8033-31000-5270 3/3/12	\$ 120.00
Homm, Michael	KS Carry Concealed Handgun - 8 Hour Class (CRMJ300-74) 4 contact hour(s) @ \$30.00/hour 14-00-8033-31000-5270 3/3/12	\$ 120.00
Lappin, Jerry B.	KS Carry Concealed Handgun - 8 Hour Class (CRMJ300-74) 10 contact hour(s) @ \$30.00/hour 14-00-8033-31000-5270 3/3/12	\$ 300.00
Linville, Donald R.	ABCs of Accounting (COMP908-07) 12 contact hour(s) @ \$30.00/hour	\$ 360.00

	14-00-8004-31000-5270 3/20 - 3/27/12		
<b>Mendoza, Velia</b>	<b>Command English for Royal Farms Dairy (CONT956-02)</b> <b>20 contact hour(s) @ \$30.00/hour</b> <b>14-00-8004-31000-5270</b> <b>2/13 - 3/28/12</b>	<b>\$</b>	<b>600.00</b>
Morphew, Jamie	Quickbooks Advanced - Daytime (COMP703-24) 8 contact hour(s) @ \$30.00/hour 14-00-8004-31000-5270 3/6 - 3/8/12	\$	240.00
Pander, Lawrence	H2S (TECH964-01) 3 contact hour(s) @ \$30.00/hour 14-00-8004-31000-5270 3/6/12	\$	90.00
Peschel, Karl	Adobe Photoshop Elements (COMP105-13) 9 contact hour(s) @ \$20.00/hour 14-00-8006-31000-5270 3/19 - 3/21/12	\$	180.00
Sosa, Elizabeth	Communicating for Results (PROF124-05) 4 contact hour(s) @ \$30.00/hour 14-00-8004-31000-5270 3/19/12	\$	120.00
Sosa, Elizabeth	Inspiring Motivation & Commitment (PROF125-05) 4 contact hour(s) @ \$30.00/hour 14-00-8004-31000-5270 3/26/12	\$	120.00
<b>TOTAL NON-CREDIT FACULTY CONTRACTS</b>			<b>\$ 2,340.00</b>

14-00-8004-31000-5270	\$ 1,650.00	(Business & Industry)
14-00-8006-31000-5270	\$ 180.00	(Personal Enrichment)
14-00-8033-31000-5270	\$ 630.00	(Public Safety)

**GARDEN CITY COMMUNITY COLLEGE  
SERVICE CONTRACTS  
FOR ADJUNCT FACULTY**  
(Presented to Board of Trustees for Approval 4/25/12)

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Fischer, Melanie (We Care Online, LLC)	Certified Nurse Aide (online) (HELR-1025-31) 3.00 FLC x \$470.00/FLC (Online class Ext. amt: 0.136 x \$470 x 3 cr. Hr = \$191.76) 12-00-0000-12203-6605 3/12 – 4/09/12	\$ 1,601.76
Fischer, Melanie (We Care Online, LLC)	Nursing Home Med. Aide (online) (HELR-1035-30) 2.44 FLC x \$470.00/FLC (Online class Ext. amt: 0.136 x \$470 x 3 cr. Hr = \$191.76) 12-00-0000-12203-6605 2/20 – 4/16/12	\$ 1,338.56
<b>TOTAL ADJUNCT SERVICE CONTRACTS</b>		
<b>\$ 2,940.32</b>		

**Agenda No: II-C**

**Date: April 25, 2012**

**Topic:** Financial Information

**Presenter:** Dr. Herbert J. Swender

**Background Information:**

Presentation of monthly financial documents:

Checks over \$20,000

Revenues

Expenses

Cash in Bank

**Budget Information:**

Financial information represents monthly expenditures over \$20,000 and revenues, expenses and cash deposits.

**Recommended Board Action:**

Accept and approve financial information as presented.

**Board Action Taken:**

\_\_\_\_\_ **Approved** \_\_\_\_\_ **Disapproved**  
\_\_\_\_\_ **Ayes** \_\_\_\_\_ **Nays** \_\_\_\_\_ **No Action**

**Board Member Notes:**

## CHECKS PROCESSED IN EXCESS OF \$20,000

APRIL 2012

### Purchases over \$20,000 requiring bid sheet:

- Check #214793 to CDW Government Inc. for \$88,200.00 for annual replacement of monitors and computers. The replacement computer purchase was \$73,500 and was approved by the Board at the February 8 board meeting.

### Payments over \$20,000 not requiring bid sheets:

- Check #214476 to EduKan for \$74,060.00 for Session 1, Spring 2012.
- Check #214587 to City of Garden City for \$41,320.03 for utilities.
- Check #214589 to Commerce Bank for \$52,160.43 for various purchase card purchases.
- Check #214592 to Dick Construction for \$54,460.91 for remodeling on the Administration Building and the Access and Opportunity Center. The Board previously approved these projects.
- Check #214764 to BC/BS for \$101,379.72 for April health insurance premiums.
- Check #214805 to Great Western Dining for \$72,598.42 for various invoices
- Check #214852 to Hartsook Companies for \$25,000.00 for professional grant writing services for the Title V grant application.



Fiscal Year: 2012

BUDGET.OFFICER: Unassigned

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
11-00-0000-00000-4001 TUITION IN STATE :	0.00	2,340.00-	1,410,279.98-	1,724,000.00-	313,720.02-	18.20
11-00-0000-00000-4002 AMMONIA REFG COURS	0.00	21,916.00-	181,780.00-	425,000.00-	243,220.00-	57.23
11-00-0000-00000-4003 AUTOMATION ELECT C	0.00	0.00	1,831.00-	0.00	1,831.00	0.00
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	6,045.00-	282,620.00-	465,000.00-	182,380.00-	39.22
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	192.00-	41,715.00-	59,100.00-	17,385.00-	29.42
11-00-0000-00000-4006 OUTREACH CREDIT HO	0.00	17.00-	49,151.25-	70,000.00-	20,848.75-	29.78
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	1,287.00-	296,946.76-	353,000.00-	56,053.24-	15.88
11-00-0000-00000-4008 TECHNOLOGY FEE-O :	0.00	9.00-	26,039.25-	32,000.00-	5,960.75-	18.63
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	1,174.09-	3,083.19-	45,000.00	48,083.19	106.85
11-00-0000-00000-4013 TUITION INTERNATIO	0.00	67.00	15,678.00-	0.00	15,678.00	0.00
11-00-0000-00000-4102 PRIVATE GIFTS/GRAN	0.00	0.00	0.00	25,000.00-	25,000.00-	100.00
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	625.00-	8,460.00-	10,000.00-	1,540.00-	15.40
11-00-0000-00000-4512 VENDING MACHINES :	0.00	872.90-	7,054.32-	12,000.00-	4,945.68-	41.21
11-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	1,873,661.00-	1,872,448.00-	1,213.00	0.05-
11-00-0000-00000-4803 AD VALOREM PROPERT	0.00	163,018.68-	5,502,449.78-	7,225,715.00-	1,723,265.22-	23.85
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	42,851.94-	530,958.15-	643,541.00-	112,582.85-	17.49
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	355.27-	6,699.94-	9,700.00-	3,000.06-	30.93
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	14,132.31-	120,542.65-	225,000.00-	104,457.35-	46.43
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	48,163.84-	104,101.00-	55,937.16-	53.73
11-00-0000-00000-4809 Rental Excise Tax	0.00	0.00	4,670.63-	0.00	4,670.63	0.00
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	1,468.10-	19,105.17-	19,715.00-	609.83-	3.09
11-00-0000-00000-4811 TAX IN PROCESS : G	0.00	0.00	124,084.00-	150,000.00-	25,916.00-	17.28
11-00-0000-00000-4902 INTEREST INCOME :	0.00	1,953.27-	14,259.47-	100,000.00-	85,740.53-	85.74
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	1,080.99-	68,085.75-	95,000.00-	26,914.25-	28.33
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	2,745.22-	20,435.59-	65,000.00-	44,564.41-	68.56
11-00-0000-00000-4912 TRANSCRIPTS : GENE	35.00	1,060.00-	11,152.38-	16,000.00-	4,882.62-	30.52
11-00-0000-00000-9999 CONTINGENCY ACCOUN	0.00	0.00	0.00	270,000.00-	270,000.00-	100.00
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Totals for FUND: 11 - GENERAL	35.00	263,076.77-	10,668,907.10-	13,926,320.00-	3,257,447.90-	23.39
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12-00-0000-00000-4003 AUTOMATION ELECT C	0.00	0.00	14,818.00-	20,000.00-	5,182.00-	25.91
12-00-0000-00000-4005 ACAD COURSE FEE :	0.00	469.00-	95,451.22-	100,900.00-	5,448.78-	5.40
12-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	656,874.00-	656,839.00-	35.00	0.00
12-00-0000-00000-4803 AD VALOREM PROPERT	0.00	0.00	0.00	1,524,285.00-	1,524,285.00-	100.00
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Totals for FUND: 12 - PTE FUND	0.00	469.00-	767,143.22-	2,302,024.00-	1,534,880.78-	66.68
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61-00-0000-00000-4103 TAX CREDIT DONATIO	0.00	0.00	347,000.00-	347,000.00-	0.00	0.00
61-00-0000-00000-4803 AD VALOREM PROPERT	0.00	8,981.95-	303,158.38-	486,809.00-	183,650.62-	37.73
61-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	2,415.71-	29,525.61-	35,752.00-	6,226.39-	17.42
61-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	20.03-	372.43-	539.00-	166.57-	30.90
61-00-0000-00000-4807 DELINQUENT TAX : G	0.00	788.60-	6,710.14-	10,515.00-	3,804.86-	36.19
61-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	3,868.58-	5,783.00-	1,914.42-	33.10
61-00-0000-00000-4810 16/20 M TAX : GENE	0.00	81.57-	1,319.71-	1,095.00-	224.71	20.51-
61-00-0000-00000-4811 TAX IN PROCESS : G	0.00	0.00	5,779.76-	7,400.00-	1,620.24-	21.90
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Totals for FUND: 61 - CAPITAL OUTLAY	0.00	12,287.86-	697,734.61-	894,893.00-	197,158.39-	22.03
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Totals for BUDGET.OFFICER: Unassigned	35.00	275,833.63-	12,133,784.93-	17,123,237.00-	4,989,487.07-	29.14

Garden City Community College  
 Annual Budget Report Ending 03/31/2012  
 Options - All Statuses

Fiscal Year: 2012

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	3,141.59	3,141.59	100.00
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	4,107.99	32,863.57	93,524.00	60,660.43	64.86
DEPARTMENT: 11020 - HUMANITIES	81.28	1,465.02	7,070.93	31,536.00	24,383.79	77.32
DEPARTMENT: 11021 - ENGLISH	0.00	29,856.00	238,760.70	364,214.00	125,453.30	34.44
DEPARTMENT: 11022 - SPEECH	0.00	6,181.29	41,061.87	73,604.00	32,542.13	44.21
DEPARTMENT: 11023 - PHILOSOPHY	0.00	1,076.50	2,691.25	0.00	2,691.25-	0.00
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	0.00	1,759.79	2,892.00	1,132.21	39.15
DEPARTMENT: 11025 - JOURNALISM	0.00	5,393.67	40,117.77	61,543.00	21,425.23	34.81
DEPARTMENT: 11026 - BROADCASTING	0.00	48.07	1,724.43	9,854.00	8,129.57	82.50
DEPARTMENT: 11030 - ART	243.80	11,124.09	102,808.46	144,755.00	41,702.74	28.81
DEPARTMENT: 11031 - DRAMA	0.00	8,553.86	55,643.54	71,772.00	16,128.46	22.47
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	8,027.49	64,615.35	77,494.00	12,878.65	16.62
DEPARTMENT: 11033 - INST MUSIC	0.00	12,652.39	96,272.13	146,962.00	50,689.87	34.49
DEPARTMENT: 11040 - SCIENCE	147.50	39,666.12	314,144.14	478,187.41	163,895.77	34.27
DEPARTMENT: 11050 - MATH	280.00	28,882.77	234,881.63	364,773.00	129,611.37	35.53
DEPARTMENT: 11060 - SOCIAL SCIENCE	0.00	38,309.16	316,136.76	518,252.00	202,115.24	39.00
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	15,426.91	120,576.92	159,128.00	38,551.08	24.23
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	9,236.90	71,772.91	101,922.00	30,149.09	29.58
DEPARTMENT: 11080 - ESSENTIAL SKILLS	0.00	503.78	4,604.45	700.00	3,904.45-	557.77-
DEPARTMENT: 11081 - READING	418.34	4,902.76	40,218.67	57,489.70	16,852.69	29.31
DEPARTMENT: 11082 - ESL	0.00	7,659.04	46,483.11	71,221.00	24,737.89	34.73
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	1,480.30	23,268.56	20,905.00	2,363.56-	11.30-
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	50.91-	5,903.83	5,000.00	903.83-	18.07-
DEPARTMENT: 11095 - FORENSICS COMPETIT	0.00	0.00	0.00	11,270.00	11,270.00	100.00
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	19,258.47	80,856.60	292,217.66	354,500.00	43,023.87	12.14
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 12014 - FINNUP LAB	0.00	5,593.77	44,767.96	79,322.00	34,554.04	43.56
DEPARTMENT: 12090 - BSIS COMPETITION T	0.00	960.33	960.33	1,000.00	39.67	3.97
DEPARTMENT: 12200 - ADN PROGRAM	0.00	0.00	37.09	0.00	37.09-	0.00
DEPARTMENT: 12201 - LPN PROGRAM	0.00	0.00	743.05-	0.00	743.05	0.00
DEPARTMENT: 12202 - EMT	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 12203 - ALLIED HEALTH	0.00	0.00	6,003.66-	0.00	6,003.66	0.00
DEPARTMENT: 12210 - AGRICULTURE	0.00	0.00	2,116.94-	0.00	2,116.94	0.00
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	0.00	3,300.00	0.00	3,300.00-	0.00
DEPARTMENT: 12220 - JOHN DEERE AG TECH	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 12240 - CRIMINAL JUSTICE	0.00	0.00	2,134.16-	0.00	2,134.16	0.00
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 12242 - CHALLENGE COURSE	0.00	0.00	807.39	1,887.00	1,079.61	57.21
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	3,377.70	27,935.54	206,620.23	399,353.00	189,355.07	47.42
DEPARTMENT: 12271 - AUTOMATION ELECTRI	0.00	0.00	2,422.13-	0.00	2,422.13	0.00
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	0.00	2,099.98-	0.00	2,099.98	0.00
DEPARTMENT: 21100 - GRANT MANAGMENT &	0.00	13,930.98	96,314.92	140,128.42	43,813.50	31.27
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	8,235.00	8,235.00	100.00
DEPARTMENT: 32000 - BUSINESS & INDUSTR	0.00	4,971.26	44,744.62	59,934.00	15,189.38	25.34
DEPARTMENT: 41000 - LIBRARY	1,578.47	18,985.35	124,622.11	179,302.00	53,101.42	29.62
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	0.00	7,282.52	55,267.88	94,907.00	39,639.12	41.77
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	344.13	13,005.11	40,812.00	27,806.89	68.13
DEPARTMENT: 42001 - DEAN OF ACADEMICS	351.41	24,205.16	178,730.56	266,687.30	87,605.33	32.85
DEPARTMENT: 42002 - OUTREACH	0.00	0.00	38,726.13	82,707.00	43,980.87	53.18
DEPARTMENT: 42003 - FACULTY SENATE	243.00	1,142.85	15,459.35	29,455.00	13,752.65	46.69
DEPARTMENT: 42005 - DEAN OF TECHNICAL	21.53	12,048.41	126,762.41	200,673.00	73,889.06	36.82

DEPARTMENT: 42006 - DEAN OF CONT ED CO	0.00	10,191.34	89,490.63	126,629.00	37,138.37	29.33
DEPARTMENT: 43000 - TRANSITION	0.00	3,276.79	29,494.39	39,615.00	10,120.61	25.55
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	10,646.84	106,170.74	153,646.00	47,475.26	30.90
DEPARTMENT: 50001 - STUDENT SUPPORT SE	0.00	0.00	28,935.00	28,395.00	540.00-	1.89-
DEPARTMENT: 50002 - EDUCATIONAL TALENT	0.00	0.00	11,907.00	11,907.00	0.00	0.00
DEPARTMENT: 50010 - COUNSELING & GUIDA	0.00	13,039.72	100,631.52	147,953.00	47,321.48	31.98
DEPARTMENT: 50011 - ASSESSMENT/TESTING	0.00	6,093.59	26,479.12	50,279.00	23,799.88	47.34
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	24,609.83	200,223.69	278,604.00	78,380.31	28.13
DEPARTMENT: 50030 - ADMISSIONS	162.50	16,056.17	132,774.72	200,191.00	67,253.78	33.59
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	0.00	11,594.32	101,351.67	142,842.00	41,490.33	29.05
DEPARTMENT: 50050 - STUDENT HEALTH SER	270.00	4,253.75	33,764.88	50,780.00	16,745.12	32.98
DEPARTMENT: 50100 - DEAN OF IE/ES	0.00	0.00	28,470.58	28,471.58	1.00	0.00
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	226.00	18,976.27	299,152.12	377,418.51	78,040.39	20.68
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	7,119.60	96,391.64	119,268.00	22,876.36	19.18
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	13.58	6,850.00	89,368.22	106,367.90	16,986.10	15.97
DEPARTMENT: 55003 - MEN'S TRACK	300.00	6,003.40	29,132.77	42,866.80	13,434.03	31.34
DEPARTMENT: 55004 - WOMEN'S TRACK	300.00	3,277.76	28,261.81	40,677.80	12,115.99	29.79
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	193.50	6,064.09	48,017.00	62,141.00	13,930.50	22.42
DEPARTMENT: 55006 - FOOTBALL	0.00	23,631.68	225,363.63	294,356.90	68,993.27	23.44
DEPARTMENT: 55007 - BASEBALL	7,593.60	6,782.19	81,558.74	111,269.00	22,116.66	19.88
DEPARTMENT: 55008 - VOLLEYBALL	90.36	3,334.85	41,185.61	54,244.23	12,968.26	23.91
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	4,194.64	43,732.25	50,784.98	7,052.73	13.89
DEPARTMENT: 55012 - CHEERLEADING	0.00	1,679.59	19,321.48	18,910.64	410.84-	2.16-
DEPARTMENT: 55014 - RODEO TEAM	503.93	8,069.59	94,930.78	118,710.00	23,275.29	19.61
DEPARTMENT: 55015 - MEN'S GOLF	0.00	12,500.00	36,359.10	39,500.00	3,140.90	7.95
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	7,938.13	87,134.61	124,820.24	37,685.63	30.19
DEPARTMENT: 61000 - PRESIDENT	876.57	64,055.86	303,605.94	397,214.00	92,731.49	23.35
DEPARTMENT: 61001 - BOARD OF TRUSTEES	294.00	3,008.95	16,372.97	24,840.00	8,173.03	32.90
DEPARTMENT: 61005 - ATTORNEY	0.00	1,470.00	9,454.94	20,250.00	10,795.06	53.31
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	1,057.73	56,098.66	915,920.32	1,272,841.00	355,862.95	27.96
DEPARTMENT: 62010 - HUMAN RESOURCES	2,466.83	9,452.81	81,153.96	178,456.00	94,835.21	53.14
DEPARTMENT: 62011 - ADA COMPLIANCE	0.00	3,795.38	38,547.51	61,725.00	23,177.49	37.55
DEPARTMENT: 62012 - LEADERSHIP DEVELOP	0.00	0.00	900.59	1,935.00	1,034.41	53.46
DEPARTMENT: 62050 - ONE-TIME PURCHASES	6,034.16	3,919.31	318,441.46	270,000.00	54,475.62-	20.17-
DEPARTMENT: 63000 - INFORMATION SERVIC	5,550.35	21,768.63	169,985.44	223,277.00	47,741.21	21.38
DEPARTMENT: 64000 - INFORMATION TECHNO	19,080.56	49,477.21	465,784.62	620,375.00	135,509.82	21.84
DEPARTMENT: 65000 - CENTRAL SERVICES	2,237.32	10,088.56	89,860.72	143,830.00	51,731.96	35.97
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	0.00	9,139.45	84,509.17	111,877.00	27,367.83	24.46
DEPARTMENT: 71000 - BUILDINGS	15,061.35	24,082.54	232,674.90	327,371.00	79,634.75	24.33
DEPARTMENT: 71005 - SCOTT CITY BLDG MA	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 71009 - RENTAL PROPERTY MA	0.00	0.00	80.00	1,690.00	1,610.00	95.27
DEPARTMENT: 72000 - CUSTODIAL SERVICES	7,823.06	33,520.28	319,093.18	526,381.00	199,464.76	37.89
DEPARTMENT: 73000 - GROUNDS	6,675.50	17,103.55	119,965.08	149,250.00	22,609.42	15.15
DEPARTMENT: 73001 - ATHLETIC FIELDS	1,382.00	10,437.15	65,293.37	83,845.00	17,169.63	20.48
DEPARTMENT: 74000 - VEHICLES	60,719.65	21,727.97	184,205.08	323,344.00	78,419.27	24.25
DEPARTMENT: 75000 - CAMPUS SECURITY	209.96	14,983.26	131,254.26	190,848.00	59,383.78	31.12
DEPARTMENT: 76000 - INSURANCE	0.00	9,592.21	282,228.22	292,820.00	10,591.78	3.62
DEPARTMENT: 77000 - UTILITIES	0.00	73,962.63	401,271.53	663,300.00	262,028.47	39.50
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	0.00	15,187.61	62,000.00	46,812.39	75.50
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	0.00	3,060.00	9,020.00	5,960.00	66.08
DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	0.00	20,096.00	33,087.00	12,991.00	39.26
DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	0.00	5,345.00	3,000.00	2,345.00-	78.16-
DEPARTMENT: 81004 - TUIT WAIVER CTZ IN	0.00	10.00-	135,459.00	156,575.00	21,116.00	13.49
DEPARTMENT: 81006 - TUIT WAIVER FINE A	0.00	0.00	52,825.00	49,938.00	2,887.00-	5.77-
DEPARTMENT: 94000 - STUDENT CENTER	1,156.80	1,907.13	35,766.86	53,924.00	17,000.34	31.53
DEPARTMENT: 98001 - CHILD CARE	0.00	3,533.46	31,804.42	43,616.00	11,811.58	27.08

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FUND: 11 - GENERAL

166,280.81      1,092,059.24      9,729,955.45      13,926,320.00      4,030,083.74      28.94

Fiscal Year: 2012

FUND: 12 - PTE FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 12010 - ACCOUNTING	0.00	4,264.56	27,771.56	77,549.00	49,777.44	64.19
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	6,293.29	51,053.26	83,171.00	32,117.74	38.62
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	7,217.81	55,776.20	61,211.00	5,434.80	8.88
DEPARTMENT: 12200 - ADN PROGRAM	2,255.76	30,418.13	241,073.69	439,233.51	195,904.06	44.60
DEPARTMENT: 12201 - LPN PROGRAM	24.08	13,071.92	110,174.26	169,012.83	58,814.49	34.80
DEPARTMENT: 12202 - EMT	352.83	12,759.37	97,915.89	179,913.00	81,644.28	45.38
DEPARTMENT: 12203 - ALLIED HEALTH	299.31	19,291.29	164,680.66	215,218.00	50,238.03	23.34
DEPARTMENT: 12210 - AGRICULTURE	0.00	3,650.97	32,717.70	53,603.00	20,885.30	38.96
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	7,704.16	77,621.93	99,817.00	22,195.07	22.24
DEPARTMENT: 12220 - JOHN DEERE AG TECH	694.02	16,489.72	134,709.47	189,534.00	54,130.51	28.56
DEPARTMENT: 12230 - AUTO MECHANICS	400.00	6,107.37	40,174.29	61,156.90	20,582.61	33.66
DEPARTMENT: 12240 - CRIMINAL JUSTICE	6,685.31	18,836.91	114,993.62	200,311.11	78,632.18	39.26
DEPARTMENT: 12241 - FIRE SCIENCE	2,898.75	6,464.81	46,270.47	74,959.05	25,789.83	34.41
DEPARTMENT: 12250 - COSMETOLOGY	0.00	10,328.99	82,662.41	123,797.00	41,134.59	33.23
DEPARTMENT: 12260 - DRAFTING	0.00	430.60	430.60	7,951.00	7,520.40	94.58
DEPARTMENT: 12271 - AUTOMATION ELECTRI	136.42	2,429.61	13,880.96	8,558.00	5,459.38-	63.78-
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	10,251.82	61,725.08	88,653.00	26,927.92	30.37
DEPARTMENT: 12273 - WELDING	1,743.52	12,186.34	109,682.88	158,430.00	47,003.60	29.67
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	0.00	103.56	9,945.60	9,842.04	98.96
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FUND: 12 - PTE FUND	15,490.00	188,197.67	1,463,418.49	2,302,024.00	823,115.51	35.76

Fiscal Year: 2012

FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	909.49	6,734.27	59,452.38	131,922.80	71,560.93	54.24
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	3,825.00-	3,825.00-	100.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	3,825.00	3,825.00	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	1,900.94	1,900.94	3,500.00	1,599.06	45.69
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	321.48	9,762.22	15,535.00	5,772.78	37.16
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	312.45	783.16	2,275.00	1,491.84	65.58
DEPARTMENT: 00000 - GENERAL	0.00	0.00	2,492.85	0.00	2,492.85-	0.00
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	1,749.38	20,000.00	18,250.62	91.25
DEPARTMENT: 00000 - GENERAL	0.00	0.00	349.20	0.00	349.20-	0.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	989.40	2,869.41	4,000.00	1,130.59	28.26
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	274.80	5,000.00	4,725.20	94.50
DEPARTMENT: 11010 - BUSINESS & ECONOMI	303.12	0.00	0.00	5,350.00	5,046.88	94.33
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	1,784.00	11,394.74	12,000.00	605.26	5.04
DEPARTMENT: 31000 - COMMUNITY SERVICE	1,245.79	1,611.05	12,290.50	30,910.50	17,374.21	56.21
DEPARTMENT: 55007 - BASEBALL	5,307.16	1,579.99	8,060.25	20,000.00	6,632.59	33.16
DEPARTMENT: 31000 - COMMUNITY SERVICE	708.23	0.00	0.00	2,600.00	1,891.77	72.76
DEPARTMENT: 11031 - DRAMA	0.00	0.00	5,092.52	5,164.47	71.95	1.39
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	305.73	10,643.51	40,000.00	29,356.49	73.39
DEPARTMENT: 00000 - GENERAL	0.00	1,013.80	2,402.43	3,000.00	597.57	19.92
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	3,000.00	3,000.00	100.00
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FUND: 14 - ADULT SUPPLEMENTARY ED	8,473.79	16,553.11	129,518.29	304,257.77	166,265.69	54.65

Fiscal Year: 2012

FUND: 16 - AUXILIARY ENTITIES

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	1,053.34	6,010.48	9,000.00	2,989.52	33.22
DEPARTMENT: 94000 - STUDENT CENTER	2,568.00	80,004.08	141,780.67	244,100.00	99,751.33	40.86
DEPARTMENT: 95000 - STUDENT HOUSING	43,525.00	355,481.86	1,042,890.52	1,464,960.00	378,544.48	25.84
DEPARTMENT: 95001 - DIRECTOR'S APARTME	0.00	0.00	0.00	48,000.00	48,000.00	100.00
DEPARTMENT: 98000 - COSMETOLOGY	5,665.29	2,098.96	61,231.52	138,955.00	72,058.19	51.86
DEPARTMENT: 98001 - CHILD CARE	111.82	1,343.11	13,160.79	32,000.00	18,727.39	58.52
<b>FUND: 16 - AUXILIARY ENTITIES</b>	<b>51,870.11</b>	<b>439,981.35</b>	<b>1,265,073.98</b>	<b>1,937,015.00</b>	<b>620,070.91</b>	<b>32.01</b>

Fiscal Year: 2012

FUND: 22 - RESTRICTED GRANTS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	789.00	7,560.00	1,300.00	6,260.00	481.53
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	0.00	16,824.00	16,824.00	16,824.00	0.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	135.00	1,657.03	25,085.72	83,053.29	57,832.57	69.63
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	28,421.31	7,351.75	20,496.01	50,837.01	1,919.69	3.78
DEPARTMENT: 45011 - SCIENCE LAB ACTIVI	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	10,780.27	62,535.37	30,412.69	32,122.68	105.61
DEPARTMENT: 50000 - DEAN OF STUDENT SE	2,631.42	1,675.44	169,370.79	248,364.73	76,362.52	30.75
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	136,304.38	599.00	30,094.34	211,409.42	45,010.70	21.29
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	285,000.00	285,000.00	0.00	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	9,578.17	15,229.41	5,651.24	37.11
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	51,994.02	63,787.00	11,792.98	18.49
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	10,483.95	11,131.35	647.40	5.82
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	210.03	0.00	210.03	0.00
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	41,639.38	79,339.64	37,700.26	47.52
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	12,305.93	36,917.79	75,987.00	39,069.21	51.42
DEPARTMENT: 00000 - GENERAL	0.00	0.00	28,935.00	28,935.00	0.00	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	75.00	18,981.45	129,913.72	304,217.00	174,228.28	57.27
DEPARTMENT: 00000 - GENERAL	0.00	0.00	11,907.00	11,907.00	0.00	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	1,392.68	14,677.56	61,284.74	250,041.00	187,363.58	74.93
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	0.00	8,574.99	51,108.63	282,874.00	231,765.37	81.93
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	0.00	291,500.00	291,500.00	100.00
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	2,474.96	21,851.58	38,992.00	17,140.42	43.96
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	913.38	46,074.97	55,374.00	9,299.03	16.79
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	1,773.79	1,773.79	1,106,077.59	1,104,303.80	99.84
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	0.00	400,000.00	400,000.00	100.00
DEPARTMENT: 14010 - AO-K	0.00	0.00	0.00	8,500.00	8,500.00	100.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	136.96	9,221.17	54,648.89	108,099.00	53,313.15	49.32
DEPARTMENT: 11040 - SCIENCE	0.00	2,449.37	13,543.35	37,315.00	23,771.65	63.71
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	746.97	12,152.59	52,150.00	39,997.41	76.70
DEPARTMENT: 42005 - DEAN OF TECHNICAL	16,312.50	7,777.38	67,262.26	101,077.00	17,502.24	17.32
DEPARTMENT: 42000 - DEAN OF LEARNING S	1,868.59	16,325.14	72,428.19	166,309.00	92,012.22	55.33

DEPARTMENT: 31000 - COMMUNITY SERVICE	349.00	11,726.55	67,807.92	108,626.38	40,469.46	37.26
DEPARTMENT: 14010 - AO-K	0.00	510.48	510.48	98,888.88	98,378.40	99.48
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	17,111.43	17,111.43	100.00
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	1,875.00	0.00	3,086.00	4,961.00	0.00	0.00

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FUND: 22 - RESTRICTED GRANTS	189,501.84	148,135.61	1,329,974.62	4,602,627.62	3,083,151.16	66.99
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Fiscal Year: 2012

FUND: 23 - OTHER RESTRICTED FUNDS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	150.00	5,229.70	7,970.00	2,740.30	34.38
DEPARTMENT: 64000 - INFORMATION TECHNO	0.00	0.00	495.00-	495.00	990.00	200.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	0.00	5,286.80	5,286.80	100.00
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	0.00	4,275.06	4,300.00	24.94	0.58
DEPARTMENT: 63000 - INFORMATION SERVIC	0.00	0.00	0.00	1,000.00	1,000.00	100.00

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FUND: 23 - OTHER RESTRICTED FUNDS	0.00	150.00	9,009.76	19,051.80	10,042.04	52.71
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Fiscal Year: 2012

FUND: 24 - ADULT EDUCATION

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	5,156.00-	5,156.00-	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	101.43	101.43	700.00	598.57	85.51
DEPARTMENT: 13305 - ADULT ED - STAFF D	392.00	0.00	4,626.69	5,156.00	137.31	2.66
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	3,297.36	35,777.52	61,499.18	25,721.66	41.82
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	1,871.87	1,980.68	108.81	5.49
DEPARTMENT: 13301 - ADULT ED - INSTRUC	1,187.36	21,585.71	165,904.24	215,567.28	48,475.68	22.49
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	1,255.65-	4,127.35	6,000.00	1,872.65	31.21
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	4,407.57	32,994.81	42,239.89	9,245.08	21.89
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	359.95	2,458.41	2,098.46	85.36
DEPARTMENT: 13301 - ADULT ED - INSTRUC	432.96	16,192.15	95,860.48	207,683.00	111,389.56	53.63
DEPARTMENT: 00000 - GENERAL	0.00	0.00	32,500.00-	32,500.00-	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	300.00	21,957.89	143,226.66	274,708.00	131,181.34	47.75
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	8,488.86	8,555.55	66.69	0.78
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	14,000.00	0.00	14,000.00-	0.00

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FUND: 24 - ADULT EDUCATION	2,312.32	66,286.46	474,839.86	788,891.99	311,739.81	39.52
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Fiscal Year: 2012			FUND: 61 - CAPITAL OUTLAY			
GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	63,745.72	54,839.66	286,103.71	894,893.00	545,043.57	60.91
FUND: 61 - CAPITAL OUTLAY	63,745.72	54,839.66	286,103.71	894,893.00	545,043.57	60.91

Fiscal Year: 2012			FUND: 71 - ACTIVITY/ORGANIZATION FD			
GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	8,433.23	72,526.13	249,851.45	355,175.66	96,890.98	27.28
DEPARTMENT: 94000 - STUDENT CENTER	0.00	1,442.63	13,003.79	0.00	13,003.79	0.00
DEPARTMENT: 99001 - STUDENT NEWSPAPER	4,055.52	57.21	8,105.72	43,300.00	31,138.76	71.91
DEPARTMENT: 99002 - STUDENT MAGAZINE	0.00	177.28	1,822.12	24,450.00	22,627.88	92.55
DEPARTMENT: 50000 - DEAN OF STUDENT SE	88.68	4,868.43	8,988.04	19,399.60	10,322.88	53.21
FUND: 71 - ACTIVITY/ORGANIZATION FD	12,577.43	79,071.68	281,771.12	442,325.26	147,976.71	33.45

Fiscal Year: 2012			FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS			
GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	21,450.00	0.00	21,450.00	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	13,650.00	0.00	13,650.00	0.00
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	12,195.00	0.00	12,195.00	0.00
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	0.00	10,020.00	0.00	10,020.00	0.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	12,945.00	0.00	12,945.00	0.00
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	57,945.00	0.00	57,945.00	0.00
DEPARTMENT: 55007 - BASEBALL	0.00	0.00	13,425.00	0.00	13,425.00	0.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	7,305.00	0.00	7,305.00	0.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	18,735.00	0.00	18,735.00	0.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	19,500.00	0.00	19,500.00	0.00
DEPARTMENT: 55014 - RODEO TEAM	0.00	0.00	21,435.00	0.00	21,435.00	0.00
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	0.00	16,890.00	0.00	16,890.00	0.00
DEPARTMENT: 55020 - ---	0.00	0.00	7,695.00	0.00	7,695.00	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	0.00	6,940.00	0.00	6,940.00	0.00
DEPARTMENT: 11030 - ART	0.00	0.00	2,970.00	0.00	2,970.00	0.00
DEPARTMENT: 11031 - DRAMA	0.00	0.00	10,340.00	0.00	10,340.00	0.00
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	0.00	14,890.00	0.00	14,890.00	0.00
DEPARTMENT: 11033 - INST MUSIC	0.00	5,380.00	29,415.00	0.00	29,415.00	0.00
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	0.00	8,820.00	0.00	8,820.00	0.00
DEPARTMENT: 81005 - TUIT WAIVER FCHS	0.00	0.00	22,915.00	0.00	22,915.00	0.00
FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	5,380.00	329,480.00	0.00	329,480.00	0.00

Fiscal Year: 2012			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	78,900.68	303,952.90	429,464.00	125,511.10	29.23
FUND: 73 - EDUKAN CONSORTIUM FUND	0.00	78,900.68	303,952.90	429,464.00	125,511.10	29.23

Garden City Community College  
3/30/2012

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 226,397.15	0.0000%
State Municipal Invest. Pool	\$ 27,490.90	0.0200%
Commerce Bank - Money Market	\$ 1,364,247.58	0.2500%
Landmark National Bank	\$ 80,122.83	0.1000%
	<u>\$ 1,698,258.46</u>	

	<u>Type</u>	<u>Amount</u>	<u>% Rate</u>	<u>Beg. Date</u>	<u>Maturity</u>
Investments:					
Commerce Bank	CD	\$ 1,000,000.00	0.3000%	11/2/2010	5/2/2012
First National Bank of GC	CD	\$ 2,000,000.00	0.5000%	4/29/2011	5/3/2012
Commerce Bank	CD	\$ 1,000,000.00	0.2600%	2/24/2012	5/25/2012
Commerce Bank	CD	\$ 2,000,000.00	0.3400%	2/24/2012	8/24/2012
First National Bank of Holcomb	CD	\$ 1,000,000.00	0.5900%	12/15/2011	9/15/2012
First National Bank of Holcomb	CD	\$ 1,000,000.00	0.6900%	11/7/2011	11/7/2012
First National Bank of Holcomb	CD	\$ 1,000,000.00	0.6900%	12/15/2011	12/15/2012
Commerce Bank	CD	\$ 1,000,000.00	0.4200%	2/24/2012	2/24/2013
		<u>\$ 10,000,000.00</u>			
Total		<u><u>\$ 11,698,258.46</u></u>			



**Agenda No:** II-D-1

**Date:** April 25, 2012

**Topic:** Academic Building – Final Renovation – Phase III

**Presenter:** Dr. Herbert J. Swender

**Background Information:**

Remodeling of the Academic Building began in 2010 with funding from the American Recovery and Reinvestment Act (ARRA). During phase I all asbestos was removed from the ceilings, an ADA restroom installed and new airlock entryways were added to the building. Last summer, Phase II, classrooms on the west side of the building were renovated. Doorways were widened to comply with ADA regulations, new seating was installed in the lecture hall, and rooms received up to date technology.

The final phase, Phase III, addresses completion of deferred maintenance for the Academic Building. The Scope of work includes:

- Building two offices and two classrooms at the south end of the building, which has been vacant since Financial Aid relocated in 2006
- Remodel and update rooms in the east hall – 2 classrooms, ITV room and two computer labs
- Update hallways with energy efficient lighting, ceiling and floor covering
- Replace with energy efficient windows and doors at the main entrance
- Install code required fire alarm system

Project bids were received April 18, 2012. The best bid for the proposed work was Dick Construction at \$553,066.

**Budget Information:**

In order to get the project completed by Fall 2012, it will be necessary to begin construction as soon as regular session classes are completed in May. The total cost to finish the building and complete Phase III, is approximately \$685,000. Administration's recommendation is to charge the total cost of the third and final phase the project to the Capital Outlay Fund, reducing this year's cash reserves to \$133,000.

However, replenishment to cash reserves will come from FY13 (July 1, 2012), thus satisfying Board minimum cash reserves of \$500,000 to the Capital Outlay Fund.

**Recommended Board Action:**

Authorize Administration to complete Phase III of the Academic Building remodeling and deferred maintenance project at an estimated cost of \$685,000 and enter into an agreement with Dick Construction for \$553,066, which includes the Base Bid with all alternates (east hall classrooms, hallways, exterior windows, main entrance)

**Board Action Taken:**                    \_\_\_\_\_Approved            \_\_\_\_\_Disapproved

\_\_\_\_\_Ayes            \_\_\_\_\_Nays            \_\_\_\_\_No Action

**Board Member Notes:**

**Agenda No:** II-D-2

**Date:** April 25, 2012

**Topic:** Replacement tile for Residential Life

**Presenter:** Dr. Herbert J. Swender

**Background Information:**

The carpeting in the rooms of the residential life apartments and east units has become very worn and stained. It was determined that it would be best to remove the carpet and replace with VCT tile. An RFP was released and two companies bid on the project. The best bid was J & M Paint and Decorating Center with a bid of \$56,176.00.

**Budget Information:**

\$56,176 from student center auxiliary fund

**Recommended Board Action:**

Approve the purchase of VCT tile from J & M Paint at a total cost of \$56,176.

**Board Action Taken:**                      \_\_\_\_\_ **Approved**                      \_\_\_\_\_ **Disapproved**  
   \_\_\_\_\_ **Ayes**                      \_\_\_\_\_ **Nays**                      \_\_\_\_\_ **No Action**

**Board Member Notes:**

BID FORM

Date: 3-8-12

JOB SCOPE: **Dorm Floor Covering Replacement**

The undersigned, doing business under the name of J & M Paint & Decorating Center Inc

The undersigned Contractor in compliance with your invitation for bids for the work of the above mentioned services, certifies that he/she has examined the specifications as prepared by GCCC, and has fully investigated to locations, character, extent and conditions surrounding the Work, and does hereby propose to furnish all equipment, labor, materials and agrees to these terms for prices herein after stated under the Contract Documents of which this Proposal is a part.

PROJECT COST

East Units (EUNI); Per Unit Cost (Main Level)	\$ <u>3,173<sup>60</sup></u>
East Units (EUNI); Per Unit Cost (Upper Level)	\$ <u>3,173<sup>60</sup></u>
Sub-Total East Units Cost	\$ <u>44,430<sup>40</sup></u>

Apartments A, B & C; Per Apt Cost (Main Level)	\$ <u>978<sup>80</sup></u>
Apartments A, B & C; Per Apt Cost (Upper Level)	\$ <u>978<sup>80</sup></u>
Sub-Total Apartments Cost	\$ <u>11,745<sup>60</sup></u>

TOTAL DORM BID: Fifty-Six Thousand, One Hundred  
Seventy-Six Dollars & <sup>00</sup>/<sub>100</sub> DOLLARS (\$ 56,176<sup>00</sup>)

**EXECUTION OF CONTRACT**

CONTRACTOR: J & M Paint & Decorating CENTER Inc.

STREET ADDRESS: 1615 Buffalo Jones Avenue

CITY, STATE & ZIP: Garden City, Kansas 67846

TELEPHONE: (620) 276-3811

SIGNATURE: James B Koerperich

Print NAME: JAMES B Koerperich

TITLE: pres

Seal if Corporation

**Agenda No:** II-E

**Date:** April 25, 2012

**Topic:** Motorcycle Exchange Agreement Amendment

**Presenter:** Dr. Herbert J. Swender

**Background Information:**

On April 6, 2010, the college entered into an agreement with the City of Garden City to transfer ownership and upkeep of two motorcycles from the college to the City. In exchange, the City provided a certified training officer to provide motorcycle safety training to GCCC students and instructors. The agreement stipulated if the City dissolved the GCPD motorcycle patrol program, the City would transfer the motorcycles back to the college.

The City has an opportunity to enter into an agreement to lease new motorcycles, which would include the trade in of the two motorcycles. The City requests to amend the agreement with the college. The college has determined that the motorcycles transferred to the City are no longer of value to GCCC and agrees with their request.

The amendment relieves the City of any obligation to the college for the motorcycles.

**Budget Information:**

There is no cost to the institution for this amendment.

**Recommended Board Action:**

Approve the Amendment to Motorcycle Exchange Agreement.

**Board Action Taken:**         **Approved**         **Disapproved**  
    **Ayes**         **Nays**         **No Action**

**Board Member Notes:**

**AMENDMENT TO  
MOTORCYCLE EXCHANGE AGREEMENT**

THIS AMENDMENT TO MOTORCYCLE EXCHANGE AGREEMENT (Amendment) made and entered into this \_\_\_\_ day of April, 2012, by and between the CITY OF GARDEN CITY, KANSAS (CITY), a municipal corporation, and the GARDEN CITY COMMUNITY COLLEGE (GCCC).

WHEREAS, CITY and GCCC entered into a Motorcycle Exchange Agreement (Agreement), dated April 6, 2010, for the mutual use of two (2) motorcycles; and

WHEREAS, the parties desire to amend the Agreement to eliminate the requirement that CITY transfers title of the motorcycles back to GCCC, or otherwise compensates GCCC for the motorcycles.

NOW, THEREFORE, paragraph 2 of the Agreement is amended as follows:

2. OWNERSHIP OF MOTORCYCLES. Upon completion and acceptance of initial exchange of the Motorcycles, GCCC will transfer the title of ownership to CITY. CITY shall be responsible for all expenses associated with design, labeling, equipment installation, and maintenance and repairs of the Motorcycles. In the event CITY dissolves the Garden City Police Department (GCPD) Motorcycle Patrol Program, or if this Agreement is terminated by either party for any reason, or the Motorcycles are replaced as a result of sale or a lease program, CITY will have no obligation to transfer title of the Motorcycles back to GCCC, or compensate GCCC for the Motorcycles in any manner.

All remaining terms and conditions of the Agreement not amended herein shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have adopted and signed this Agreement as noted herein.

CITY OF GARDEN CITY, KANSAS

\_\_\_\_\_  
Date

\_\_\_\_\_  
John Doll, Mayor

ATTEST:

\_\_\_\_\_

Celyn N. Hurtado, City Clerk

GARDEN CITY COMMUNITY COLLEGE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Terri Worf, Board Chair  
Board of Trustees

ATTEST:

\_\_\_\_\_  
Clerk, Board of Trustees

W:\RDG\CITY\AGREEMENTS\Amend.MotorcycleExch(GCCC).Agmt.docx

**Agenda No:** II-F-1

**Date:** April 25, 2012

**Topic:** Refinancing of Certificates of Participation

**Presenter:** Dr. Herbert J. Swender

**Background Information:**

The college entered into two (2) lease purchase agreements in 2004. The first lease (Series 2004) was to finance the installation of a cooling loop for the HVAC system and the purchase of the administrative database, Datatel. The second lease (Series 2004B) was to construct the Front Door addition to the existing Administration Building.

Upon review of the financial debt service it would be to the college's advantage to refinance existing debt. A more detailed explanation of the potential savings will be presented at the board meeting after final calculations are prepared next week.

John Haas, Financial Consultant, Ranson Financial Consultants, will be available at the board meeting to answer any questions.

**Budget Information:**

Refinancing will save the institution approximately \$120,000.

**Recommended Board Action:**

Approval of Resolution 2012-02 as presented.

**Board Action Taken:**                     **Approved**                     **Disapproved**  
 **Ayes**                     **Nays**                     **No Action**

**Board Member Notes:**



**EXCERPT OF MINUTES OF A MEETING  
OF THE GOVERNING BODY OF  
GARDEN CITY COMMUNITY COLLEGE, FINNEY COUNTY, KANSAS  
HELD ON APRIL 25, 2012**

The Governing Body met in regular session at the usual meeting place on the College campus at 6:00 p.m., the following members being present and participating, to-wit:

Absent:

The Chairman declared that a quorum was present and called the meeting to order.

\*\*\*\*\*

(Other Proceedings)

The matter of authorizing the sale of approximately \$3,625,000 of "Refunding Certificates of Participation, Series 2012, Evidencing a Proportionate Interest In and Rights to Receive Payments under a Lease Purchase Agreement" came on for consideration and was discussed.

Trustee \_\_\_\_\_ presented and moved for the adoption of a Resolution entitled:

**RESOLUTION AUTHORIZING THE OFFERING FOR SALE OF LEASE  
PURCHASE AGREEMENT CERTIFICATES OF PARTICIPATION, SERIES  
2012, OF GARDEN CITY COMMUNITY COLLEGE, FINNEY COUNTY,  
KANSAS.**

Trustee \_\_\_\_\_ seconded the motion to adopt the Resolution. Thereupon, the Resolution was read and considered, and the question put to a roll call vote, the vote thereon was as follows:

Aye: \_\_\_\_\_.

Nay: \_\_\_\_\_.

The Chairman declared said Resolution duly adopted. The Resolution was then duly numbered Resolution No. 2012-02, and was signed by the Chairman and attested by the Secretary.

\*\*\*\*\*

(Other Proceedings)

\*\*\*\*\*

**CERTIFICATE**

I hereby certify that the foregoing Excerpt of Minutes is a true and correct excerpt of the proceedings of the governing body of Garden City Community College, Finney County, Kansas, held on the date stated therein, and that the official minutes of such proceedings are on file in my office.

(SEAL)

\_\_\_\_\_

Secretary

**RESOLUTION NO. 2012-02**

**RESOLUTION AUTHORIZING THE OFFERING FOR SALE OF LEASE PURCHASE AGREEMENT CERTIFICATES OF PARTICIPATION, SERIES 2012, OF GARDEN CITY COMMUNITY COLLEGE, FINNEY COUNTY, KANSAS.**

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**WHEREAS**, Garden City Community College, Finney County, Kansas (the "College") has heretofore entered into a certain Lease Purchase Agreements, dated as of January 1, 2004 and December 1, 2004, respectively (the "Leases"), and there have been issued and there are outstanding certificates of participation evidencing proportionate interests in and rights to receive payments under the Leases (the "2004 Certificates" and "2004B Certificates," respectively); and

**WHEREAS**, due to the current interest rate environment, there is an opportunity to issue refunding certificates of participation in order to achieve an interest cost savings on the obligations represented by the 2004 Certificates and 2004B Certificates, described as follows (the "Refunded Certificates"):

<i>Series</i>	<i>Dated Date</i>	<i>Years</i>	<i>Amount</i>	<i>Redemption Date</i>
2004	January 1, 2004	2013 and thereafter	\$710,000	August 1, 2012
2004B	December 1, 2004	2013 and thereafter	\$2,780,000	August 1, 2012

**WHEREAS**, the College has selected the firm of Ranson Financial Consultants, LLC, Wichita, Kansas ("Financial Advisor"), as financial advisor for one or more series of refunding certificates of participation in the Leases of the College, to be issued in order to provide funds to refund the Refunded Certificates; and

**WHEREAS**, the College desires to authorize the Financial Advisor to proceed with the offering for sale of said refunding certificates of participation and related activities; and

**WHEREAS**, one of the duties and responsibilities of the College is to prepare and distribute a preliminary official statement relating to said refunding certificates of participation; and

**WHEREAS**, the College desires to authorize the Financial Advisor and Gilmore & Bell, P.C., Wichita, Kansas ("Special Counsel"), in conjunction with the Vice President, to proceed with the preparation and distribution of a preliminary official statement and notice of certificate sale and to authorize the distribution thereof and all other preliminary action necessary to sell said refunding certificates of participation.

**BE IT RESOLVED BY THE GOVERNING BODY OF GARDEN CITY COMMUNITY COLLEGE, FINNEY COUNTY, KANSAS, AS FOLLOWS:**

**Section 1.** Finney County Community College, Finney County, Kansas (the "College") is hereby authorized to offer at competitive public sale approximately \$3,625,000\* principal amount of "Certificates of Participation, Series 2012, Evidencing Proportionate Interests In and Rights to Receive Payments Under a Lease Purchase Agreement" (the "Series 2012 Certificates") as described in the Notice of Sale of Lease Purchase Agreement Certificates of Participation (the "Notice of Certificate Sale") and the Preliminary Official Statement referenced herein.

**Section 2.** The Financial Advisor is hereby authorized and directed to receive bids on behalf of the College for the purchase of the Series 2012 Certificates on June 13, 2012, upon the terms and conditions set forth in the Notice of Certificate Sale, and to deliver all bids so received to the governing body at its meeting to be held on such date at said time and place, at which meeting the governing body shall review such bids and shall approve a bid or reject all bids.

**Section 3.** Special Counsel, in consultation with the Financial Advisor and Vice President, is authorized to prepare a Notice of Certificate Sale, and the use of such document in connection with the public sale of the Series 2012 Certificates is hereby authorized.

**Section 4.** The Financial Advisor, in consultation with Special Counsel and the Vice President, is hereby authorized to prepare a Preliminary Official Statement, and such officials and other representatives of the Issuer are hereby authorized to use such document in connection with the sale of the Series 2012 Certificates..

**Section 5.** The Financial Advisor and Vice President is hereby authorized and directed to give notice of said sale by delivering copies of the Notice of Certificate Sale and Preliminary Official Statement to prospective purchasers of the Series 2012 Certificates.

**Section 6.** For the purpose of enabling the Purchaser to comply with the requirements of Rule 15c2-12 of the Securities Exchange Commission (the "Rule"), the appropriate officers of the College are hereby authorized: (a) to provide the Purchaser a letter or certification to the effect that the College deems the information contained in the Preliminary Official Statement to be "final" as of its date, except for the omission of such information as is permitted by the Rule; (b) covenant to provide continuous secondary market disclosure by annually transmitting certain financial information and operating data and other information necessary to comply with the Rule to certain national repositories and the Municipal Securities Rulemaking Board, as applicable; and (c) take such other actions or execute such other documents as such officers in their reasonable judgment deem necessary; to enable the Purchaser to comply with the requirement of the Rule.

**Section 7.** The College agrees to provide to the Purchaser within seven business days of the date of the sale of Series 2012 Certificates or within sufficient time to accompany any confirmation that requests payment from any customer of the Purchaser, whichever is earlier, sufficient copies of the final Official Statement to enable the Purchaser to comply with the requirements of Rule 15c2-12(3) and (4) of the Securities and Exchange Commission and with the requirements of Rule G-32 of the Municipal Securities Rulemaking Board.

**Section 8.** The Chairperson, Secretary, Vice President and the other officers and representatives of the College, the Financial Advisor and Special Counsel are hereby authorized and directed to take such other action as may be necessary to carry out the public sale of the Series 2012 Certificates.

**Section 9.** This Resolution shall be in full force and effect from and after its adoption.

**ADOPTED** by the governing body on April 25, 2012.

(SEAL)

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Chairman

ATTEST:

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Secretary

**CERTIFICATE DEEMING**  
**PRELIMINARY OFFICIAL STATEMENT FINAL**

June \_\_\_\_, 2012

To: \_\_\_\_\_  
\_\_\_\_\_

Re: Garden City Community College, Finney County, Kansas, \$3,625,000\*  
Refunding Certificates of Participation, Series 2012

Ladies and Gentlemen:

The undersigned is the duly acting Vice President of Garden City Community College, Finney County, Kansas (the "College"), and is authorized to deliver this Certificate to the addressee (the "Purchaser") on behalf of the College. The College has heretofore caused to be delivered to the Purchaser copies of the Preliminary Official Statement (the "Preliminary Official Statement"), relating to the above-referenced certificates (the "Certificates").

For the purpose of enabling the Purchaser to comply with the requirements of Rule 15c2-12(b)(1) of the Securities and Exchange Commission (the "Rule"), the College hereby deems the information regarding the College contained in the Preliminary Official Statement to be final as of its date, except for the omission of such information as is permitted by the Rule, such as offering prices, interest rates, selling compensation, aggregate principal amount, principal per maturity, delivery dates, ratings, identity of the underwriters and other terms of the Series 2012 Certificates, depending on such matters.

Very truly yours,

**GARDEN CITY COMMUNITY COLLEGE,  
FINNEY COUNTY, KANSAS**

By: \_\_\_\_\_  
Title: Vice President

## APRIL 2012 MONITORING REPORT

### EXECUTIVE LIMITATIONS

ANNUAL

#### General Executive Constraints #12

Page 7

**The President shall not initiate new programs or retain existing programs without consideration of cost-effectiveness and overall value.**

**CEO's Interpretation:** Academic programs are evaluated for cost-effectiveness utilizing a 3 year trend of cost per credit hour. The corresponding Dean for each instructional program provides summary data to determine community impact, industry need, and effect on constituents as well as essential for the collegiate responsibility. The college will comply with state program requirements set forth by the Kansas Board of Regents.

**Data directly addressing CEO's interpretation:** Program reviews are vital for measuring academic and instructional success. Clearly there are opportunities for improvement through the current program evaluation process. Critical components of information such as enrollment, over-all effectiveness and cost/benefits analysis need to be studied. It will be an institutional priority to evaluate and more clearly define methods of program analysis. Data and information will be essential for making program plans and decisions toward continuation/discontinuation of GCCC's curricula offerings.

Evidenced base program information is provided for each program under review. Criteria for the review report include: Annual Data including class size; revenue generated or loss; recruitment; retention and success. Currently program reviews are every three years. This past year the following programs underwent review:

#### Instructional Programs

Journalism

Speech

Reading

Science

Social Science

Drama

#### Technical Programs

Animal Science

Automotive

Cosmetology

Fire Science

John Deere

APRIL 2012 MONITORING REPORT

**EXECUTIVE LIMITATIONS**

**Information and Advice #2**

**QUARTERLY**

**Page 11**

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

**CEO's Interpretation:** The board president and the college president must cultivate open communication in addition to the regularly scheduled monthly meeting. It will be the president's responsibility to determine what could be considered adverse coverage or detrimental actions or events that warrant immediate notification to governing board members.

**Data directly addressing CEO's interpretation:** The President advises the Board by email or personal contact of any adverse legal or media coverage as soon as possible. On various occasions throughout this past quarter direct communications have been sent regarding adverse student and personnel issues. Due to confidentiality regulations and privacy laws, the names and specific incidents are not reported in this document. Additionally, the President's report at Board meetings includes relevant trends, administrative policy and procedure changes, and state and national higher education topics and issues.

**EXECUTIVE LIMITATIONS QUARTERLY Information and Advice**

**#3 Page 11**

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

**CEO's Interpretation:** The president is responsible for the management and leadership of Garden City Community College. If the President feels that he cannot do this because the Board is not adhering to the policies set forth by the Board it is his responsibility to bring concerns to the attention of the board member, board chair or entire board.

**Data directly addressing CEO's interpretation:** Since the last quarterly report there have been no general concerns regarding the Board and its compliance with policies on governance process and board/college presidential relationship. The Board of GCCC has exhibited professional gratitude and working relationship with the college president. Clearly the policy governance model dovetails well with this president and his ability to provide expected leadership toward the ENDS.

**EXECUTIVE LIMITATIONS QUARTERLY Information and Advice**

**#5 Page 11**

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

**CEO's Interpretation:** Institutional success is underpinned with the president's ability to interact with the board as a whole. Open communications are critical between all members; however, when asked for specific data or universal information all board members will receive the reply or report.



**Data directly addressing CEO's interpretation:** It is the intent of this president to execute the duties and responsibilities of the position via transparency and open communications. Since the last quarter requests for further information has been provided. Examples of requests include maps of college buildings and property as well as follow up to specific issues.

## **APRIL 2012 MONITORING REPORT**

### **EXECUTIVE LIMITATIONS**

**QUARTERLY**

**General Executive Constraints #9**

**Page 7**

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

**CEO's Interpretation:** It is the presidential intent to avoid any and all conflicts of interest regarding the procurement, bidding and purchasing throughout the institution. It is expected that the president and all governing board members notify college leadership of any known conflicts of interest situations that may occur. Clearly it will be difficult to know immediate and extended family members' connections, therefore, the responsibility to self-report is paramount.

**Data directly addressing the CEO's interpretation:** When purchases are made from vendors in which administrators or cost center managers representing the college or trustees have an interest, the board will be notified via the monitoring report process and/or direct communications.

One purchase was made during the last quarter whereby a board member recused themselves from formal board purchasing action. There were no other purchases made from any vendor for which a GCCC cost center manager, administrator or trustee disclosed/notified the administration that they an interest.

### **EXECUTIVE LIMITATIONS**

**QUARTERLY**

**General Executive Constraints #10**

**Page 7**

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

**CEO's Interpretation:** Preference is given to vendors in the college's local taxing district. For purchases over \$2,500, local businesses should be selected when their prices are no more than 10% higher than other vendors.

**Data directly addressing the CEO's interpretation:** Purchases made during the previous quarter were reviewed. Of the twenty-four purchases that required bid sheets, six included bids from local vendors. All six local vendors were awarded the bid. Of the remaining purchases, there was no local vendor available.

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

**CEO's Interpretation:** Unless purchases are made under contract or through exclusive providers such as City of Garden City, bid sheets are required on all purchases over \$2,500.

Suggested change in Executive Limitation: The President shall not make any purchase (a) of over ~~\$2,500~~ \$5,000 without having obtained comparative prices with consideration of quality past service and experience; (b) of over \$10,000 without written competitive bids and due consideration regarding cost, quality, and service; and (c) of over \$20,000 without Board approval.

*Note: The above suggested changes reflect dollar amounts that were incorporated several years ago. In addition, the Federal Government has changed their definition of equipment to include only those items that individually cost \$5,000 or more. This policy will better align the college with Federal grant reporting guidelines.*

**Data directly addressing the CEO's interpretation:** Purchase orders for purchases over \$2,500 are not processed until proper documentation, including bid sheets are submitted to the Accounts Payable Coordinator. Purchases over \$20,000 not covered under contract or exclusivity require Board approval. Each month the Board receives a report indicating checks written for \$20,000 or more.

**Steve Quakenbush, GCCC Information Services and Publications**

Samantha Ricard, GCCC student from Holcomb, was recently named a 2012 Coca-Cola Community College Academic Team Bronze Scholar, becoming one of 50 Gold, 50 Silver and 50 Bronze Scholarship recipients designated in the Coca-Cola and Phi Theta Kappa Community College Academic Team Program. The honor followed Miss Ricard's selection in February to the Phi Theta Kappa All-Kansas Academic Team, along with GCCC alumnus Daniel Gutierrez, Garden City, who is now attending Wichita State University. The GCCC psychology major earned a \$1,000 scholarship for her selection and was listed with other winners in the April 23 edition of USA Today. She has maintained a perfect grade point average of 4.0 and has consequently appeared on the GCCC President's Honor Roll. She is planning to transfer to WSU after graduation and was previously elected vice president for scholarship by her fellow members in GCCC's Alpha Xi Upsilon Chapter of PTK. She volunteers for Big Brothers and Big Sisters of Finney and Kearny County and served in the fall semester during a student-initiated Kansas-National Education Association playground revitalization project at Garden City's Jennie Barker Elementary School.

The inauguration of Dr. Herbert J. Swender as GCCC's sixth president drew a crowd of approximately 300 people on April 3, where guest speakers included Dr. Martha J. Kanter, U.S. undersecretary of education and Dr. Kermit McMurry, vice chancellor, Oklahoma State Regents for Higher Education. In her address, Undersecretary Kanter referred to community colleges as the "unsung heroes of American higher education." In congratulating Dr. Swender, she added, "It is obvious that Garden City Community College cares about this community. This is a college that is going to grow and serve its community the very best it can." Dr. McMurry focused in his remarks on the challenges and opportunities facing today's community colleges, including GCCC. Music was provided by Carolyn Klassen, keyboard instructor, and Dr. Swender took his investiture oath from Terri Worf, board chair. Dr. Bill Clifford, trustee, provided a welcome and introductions, with both an invocation and a benediction were offered by Sergio Tristan, minister of Nueva Evangelica Iglesia Metodista Unida.

More than 300 high school vocal and instrumental music students attended the Kansas State High School Activities Association Class 1A-2A-3A Solo and Ensemble Festival, hosted by the GCCC Music Department March 30-31 and coordinated by Band Director Jim McAllister. The participants competed for ratings on their performances, with top contenders advancing to state music festival competition later in the spring.

Kyle Baker, program coordinator of the Excellence and Ethics Program at Northern Heights High School in Allen, Kansas, served as keynote speaker when hundreds of middle and high school students converged at GCCC April 4 for the Southwest Kansas Student Leadership Academy. The annual academy, previously called the Student Universal Conference, is staged by the Sublette-based Southwest Plains Regional Service Center. This year's gathering took place with the theme, "Changing the world as only you can," and it included career-oriented breakout sessions for high school students, as well as success-directed sessions for middle school participants. This was GCCC's fifth year as the academy site for the service center, which serves school districts in Ashland, Bucklin, Cimarron, Comanche County, Copeland, Deerfield, Dighton, Dodge City, Elkhart, Fowler, Garden City, Greensburg, Haviland, Hays and Holcomb, as well as Hugoton, Ingalls, Jetmore, Kismet, Lakin, Leoti, Liberal, Meade, Minneola, Montezuma, Moscow, Mullinville, Plains, Rolla, Satanta, Scott City, Spearville, Stanton County, Sublette, Tribune, Ulysses and Wallace County.

Nearly 20 staff and faculty members volunteered to help recruit students and meet the public in GCCC's booth March 23-25 at Garden City's 37<sup>th</sup> Annual Better Home and Better Living Show in the Finney County Exhibition Building. More than 590 people visited the college booth, seeking information about short-term/non-credit courses, fall and summer class schedules, Endowment Association scholarship

auction car tickets, Kids' College, short-term Spanish classes, motorcycle rider training, online classes, business and management classes, small business development assistance; and courses in accounting, cosmetology, equine science, social work, photography, law enforcement, nursing and health care. There were also inquiries from the public about GED and CDL classes, financial aid, the Nel-Net student payment plan and GCCC employment opportunities, plus 80 requests for follow-up contact. Follow-up contacts were handled by the GCCC Admissions Department and various programs. The outline below includes volunteers, as well as a comparison of booth traffic with previous years.

**Estimated number of Home Show booth visitors**

2012	591
2011	614
2010	696
2009	263 (Blizzard)
2008	438
2007	489
2006	501
2005	697
2004	No booth
2003	1,807
2002	1,860
2001	1,601
1990-2000	NA

**Home Show Follow-Up Contact Requests**

2012	80
2011	89
2010	99
2009	35 (Blizzard)
2008	61
2007	66
2006	64
2005	52
2004	No booth
2003	115
2002	135
2001	126
1990-2000	NA

**2012 Home Show Booth volunteers:**

Jan and Lyle Bitikofer, Kathy Blau, Rebekah Fitzpatrick, Marian Hunter, Cynthia Johnson, Steve Jones, Linda Miller (two shifts), Kurt Peterson, Neva Quakenbush (two shifts), Dave Rupp, Ashley Salazar, Nora Salazar (two shifts), Nate Steinle, Cricket Turley, Pat Veasart and Judy Whitehill.

**2012 Home Show Booth Set-up /Tear-down help:**

Tim Routon, Jose Santana, Dave Rupp, Pat and John Veasart.

Operation of the campus print shop and copy center has moved to the GCCC Information Services and Publications Department, which previously handled on-campus printing production until 2004. Tiffany Heit is now managing printing services, which designs/produces more than 230 print jobs per year, ranging from business cards, brochures, flyers, forms, postcards and posters to items such as the GCCC Annual Report, recruitment viewbook, Endowment Association scholarship auction catalog and associated

materials, programs for the football, basketball and other athletic teams, and the invitations and programs for the recent GCCC presidential inauguration.

Mercer Gallery has been hosting “Illustrious: Artists Respond to Poets” a unique exhibition featuring two- and three-dimensional works by Kansas artists in interpretation of written works by Kansas poets. The exhibition will conclude April 28, after opening April 2. The display also included a public reception and poetry reading from 4 to 6 p.m. April 14. Poets include Ramona McCallum, Marsha Wright, Kevin Rabis, Shauna Carpenter, Linda Lobmeyer, A.J. Rathbun, Ed Skoog, Colby Gates, Leonard Hitz and Keith Downer, as well as Kansas Poet Laureate Caryn Mirriam-Goldberg. Artists are Elizabeth Baker, Kyle Chaput, Jesus Lazoya, Linda Ganstrom, Devlin Goldworm, Carole Geier, Brian Nelson, Miriam Climenhaga, Vivian Kinder, Colton Newell and Gallery Director Brian McCallum.

The GCCC Art Club conducted a successful Sixth Annual Six by Six Art Show and Sale March 29, 30 and 31 in Mercer Gallery. Students produced a collection of paintings and other original works of art, each on a six-inch square wooden block, and each priced at \$20. The event, expanded to three days for the first time, also included an art “garage sale” of pottery, paintings and other accumulated pieces.

“Lucky 13,” the GCCC Endowment Association Scholarship Auction, took place April 13 at the Finney County Exhibition Building with more than 1,000 people attending. The auction included approximately 100 items on the live auction block and 300 silent auction items. Scott Auction of Garden City conducted the live segment of the sale. The 34<sup>th</sup> annual event also included a donation drawing for a 2012 GMC Terrain.

GCCC served as the site April 13 and 14 for the Southwest Kansas Economic Outlook Conference, sponsored by the Finney County Economic Development Corporation with the college, and The Economics of Health Care, an economic symposium hosted by the college with support from St. Catherine Hospital and the Finney County Convention and Tourism Bureau. Friday Outlook conference events at Beth Tedrow Student Center included a luncheon with Dr. Chris Kuehl, Armada Corporation managing director, as keynote speaker, while opening-day symposium events included an evening keynote presentation by Jim Rizzuto, past executive director of the Colorado Department of Health Care Policy and Finance. Second-day segments included the Garden City Area Chamber of Commerce Legislative Coffee, sponsored by the economic development corporation. There were also various participant sessions both days.

GCCC was the site on April 14 for the Kansas Democratic Party Presidential Preference Primary, which took place in the main gymnasium of the Dennis Perryman Athletic Complex for Southwest Kansas registered Democrats and non-affiliated voters interested in registering. Previously, GCCC hosted the Finney County Republican Presidential Caucus, which took place March 10 in the Beth Tedrow Student Center for Southwest Kansas registered Republicans.

The judges of the Kansas Court of Appeals offered a public presentation the evening of April 17 in the lecture hall of the GCCC Academic Building, focusing on the Kansas judicial system, the appellate process and legal profession careers. The presentation, followed by a question-and-answer period, took place in conjunction with Kansas Court of Appeals sessions at 9:30 a.m. and 1:30 p.m. the same day at Finney County Courthouse, hosted by Kansas 25<sup>th</sup> Judicial District.

Approximately 25 GCCC students became blood donors for the first time in their lives when the 2012 American Red Cross Campus Blood Drive took place during March in the Dennis Perryman Athletic Complex. A total of 70 faculty, staff, students and community members volunteered, though some were deferred for illness, and the event concluded with 51 successful donors. The donation effort was coordinated by Janice Nunn, RN, campus health nurse.

The GCCC Admissions Department launched a series of Fall Enrollment Days on April 21 and 23, offering advance registration, placement testing and orientation to high school seniors and others planning to start classes in the 2012 fall term. Activities include individual enrollment, with faculty advisors assisting each student, as well as prize drawings for scholarships of \$250. Upcoming sessions include April 26, June 4 and July 9. In addition, walk-in enrollment is open to the public with hours of 8 a.m.-8 p.m. Monday through Thursday and 8 a.m.-4 p.m. Fridays.

The GCCC Drama Department is presenting the classic musical “Man of La Mancha” at 7:30 p.m. April 26, 27 and 28, plus 2:30 p.m. April 29, in the auditorium of the Pauline Joyce Fine Arts Building. The show features a cast of students and community residents, led by Phil Hoke, GCCC drama director.

The Fifth Annual Ride for the Future is coming up April 28, offering networking opportunities with Southwest Kansas law enforcement, emergency medical services and fire department personnel, sponsored as a scholarship fund-raising event by the GCCC Public Safety Department. The ride is scheduled to begin and end at the Bible Christian Church in Garden City, with route stops at Scott City, Leoti, Tribune and Syracuse. Registration is taking place 9-10:30 a.m., with the first riders heading out at 10:30 and the last riders returning at 3:30 p.m. for a concluding program and prize drawing. Major sponsors supporting the ride include Southwest Distributing, the Service Guard Division of Black Hills Energy, Western Beverage, Hanna’s Corner, Restaurant, Southwest Kansas EMS, Inc., Magouirk Chevrolet, Inc., The Watering Hole, LLC, Jackie Houlton, JR Audio, Dodge City Harley Davidson, Garden City Power Sports and the Gunsmoke Chapter of the Law Dogs motorcycle club. Last year’s ride drew participants from Bucklin, Dodge City, Garden City, Hays, Holcomb, Ingalls, Lakin, Liberal, Meade, Minneola, Pierceville, Scott City, Sublette, Topeka and Ulysses, as well as Hooker, Okla.

The Kansas Small Business Development Center at GCCC is hosting a free Steps to Startup workshop May 14 in the Student and Community Services Center for people interested in launching small businesses. The KSBDC offers the workshop periodically throughout the year, and also works in partnership with the Kansas Department of Revenue to conduct small business tax workshops for general businesses and contractors.

Among new funds set up recently with the GCCC Endowment Association is the Robinson Alignment/Deb and Kim Robinson Endowed Scholarship Fund. Established by GCCC Business Instructor Deb Robinson and her husband, Kim, a Garden City business owner, the fund will generate annual awards to students majoring in accounting or business who maintain grade point averages of 3.0 or better.

### **Kevin Brungardt, Dean of Academics**

On April 20, faculty from Colby Community College and Seward County Community College will be joining our faculty for technology training sponsored by GCCC and EduKan. The three colleges all use the eCollege platform through the EduKan consortium and we have been working with it for about a year now. We thought this might be a good time to select a day to do some intensive training because now we have a better idea of what questions to ask.

As of now, there will be four trainers who will be conducting a variety of sessions that faculty can sign up for. The tentative topics of the sessions include the following:

- Tools, Tips, and Troubleshooting
- Cheating 101
- Exam Design and ExamGuard
- Using MultiMedia in your Classroom
- Gradebook and Pathbuilder

We will also have a working lunch so faculty can discuss best practices and do some networking with their colleagues.

The finishing touches have been put on the Digital Literacy testing and courses in preparation for fall enrollment. We have spent the last year piloting the program to develop the placement test, make sure we were able to identify students who would be required to take the class, and refine our cut scores for placement. This year was also necessary so we could get the course mandates in the new college catalog for the fall. We feel comfortable with the offering now and with the fact that it will be a mandatory class for students who test into it. While the Board will begin to see some data for the Ends report in July, the numbers will increase dramatically next year.

This spring, Jeanie Ferguson, Ryan Ruda, Colin Lamb, Kellee Munoz, and I put together a plan to ensure that our students who need English as a Second Language classes get the proper testing and placement so we can give them what they need to succeed in their other classes. Up until this time, ESL testing and enrollments depended on students self-reporting. Consequently, a lot of students who could benefit from ESL classes were not getting enrolled in them. The procedures we will have in place for the fall enrollment should help tremendously.

Work is continuing on an EduKan project that GCCC is piloting. The concept is to recruit and enroll Hispanic students whose English language skills are not quite yet on a level to succeed in college classes, enroll them in a number of specific general education classes that are taught in Spanish only with embedded English language components, then progress them to bilingual and finally fully English language classes. We have identified the courses we want to translate to Spanish, those that will be taught as bilingual (predominately English with Spanish backup), and the remaining courses these students would need for an AS degree. We are currently searching for instructors and the plan is to begin this project in the fall.

The initial meeting of the Kansas Association of Developmental Reading Instructors took place on March 6 on the GCCC campus. The by-laws were drafted and officers were elected at that time. One of our reading instructors, Michelle Branton, was elected as the first president of the organization, and frankly, it is going to be difficult for me to keep up with this bunch. The Board of Directors will meet in Hutchinson on April 27 and they will begin organizing the first statewide KADRI conference for fall 2012. The focus of the event will be on setting state wide common core reading standards, placement testing, working with high schools on transitions, best practices in the classroom, and so on.

### **Cathy McKinley, Dean of Continuing Education and Community Services**

Although Continuing Education & Community Services (CECS) may not be what people immediately think of when envisioning a community college, GCCC's CECS division plays a major role in meeting the seven-county service area's needs in terms of "other" educational opportunities and endeavors.

The essence of "non-traditional," CECS students represent practically every demographic found within GCCC's service area: youth ages 5 and up, parents, business professionals, industry tradesmen, Baby Boomers, senior citizens, minorities and immigrants as well as community members who are intellectually and developmentally disabled. From the 24-year-old who has come to GCCC to attain a high school diploma to the 50-plus adult who is returning to learn a new software application or a lifelong hobby, CECS has a place for them.

Annually, 8 to 9 percent of the 53,000 residents residing in GCCC's service area enroll or participate in a Continuing Education program.



**Continuing Education & Community Services  
Number Served by Program**

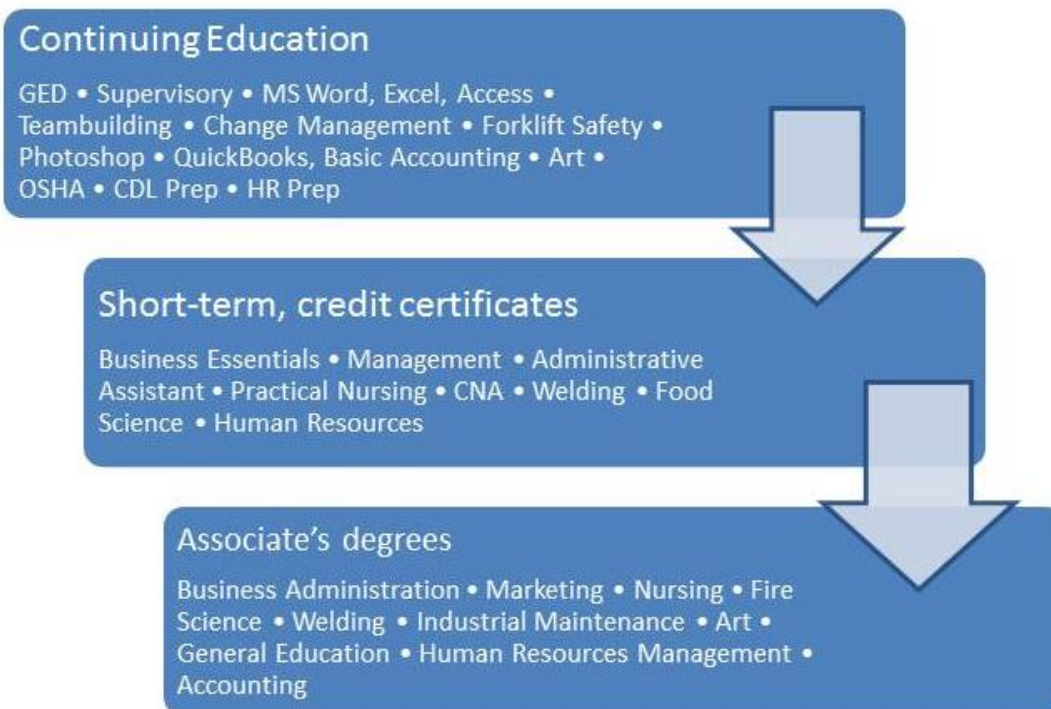
	<u>FY10</u>	<u>FY11</u>
Adult Learning Center	603	498
Business & Community Education	1,840	1,741
Southwest Kansas Regional Prevention Center	25 counties	
Project Destiny	36	65
Project Kanco	NA	35
Small Business Development Center	1,535	1,134
Talent Search	650	650

**TOTAL    4,664    4,123**

\* Data is not unique.

Many times Continuing Education students are not degree-seeking and originally are not interested in committing to a long-term program, or even a single semester of classes. Courses offered via the Business & Community Education and Adult Learning Center programs are designed specifically to facilitate students' interests in continuing to college-level, for-credit courses, certificates, and degrees.

Research and experience with adult students has shown that once these students carve out the time for learning in their schedules, they are likely to continue filling that timeslot with educational endeavors. CECS staff and instructors promote transition into the GCCC proper via the learning flow illustrated below.



## Adult Learning Center

The MFLP Coordinator has started writing the grant for 2012-13. Goals had been accomplished at East Garden Village on 3/1/12, as well as on 3/12/12, AOC and EGV students went on a field trip to the museum. On 3/2/12, the MFLP Coordinator met with Jill from Russell Child Development Center to discuss arrangements for them to conduct screenings one to two weeks after each orientation. This will help the MFL Program to have regular screenings on children ages 0-3 and will help the program to stay up-to-date and make sure that the children have the proper services needed.

The GED program had six students pass their official GED test this session this month and 15 more students who are ready or currently taking their official GED test.

Great news a former GED student has completed her courses up to the RN; she was accepted in the nursing program and will be starting next semester. Visited with former students, some will be graduating this year with their associate's degree. Two current A-OK students successfully completed their GED and will continue their degree in nursing.

This month three Burmese refugees became homeowners in Garden City. The closing of Beef Products Inc. has affected approximately 100 refugees employed at the Finney County plant.

ESL instructors Maryann Baker, Rhonda Crabtree, Taryn Ellis, Sharon Lozoya, Sister Clara Fuench and ESL coordinator Linda Miller, along with adult learning center's director, Hector Martinez, attended the Kansas Adult Education Association annual conference the last day of February and the first two days of March. This year the conference was held in Wichita. Maryann Baker and Linda Miller were presenters during the conference. Maryann's title was "Working with Low Level ESL Students" and Linda talked about the proper way to do Lesson Plans. Linda Miller also taught line dancing after the banquet for entertainment.

Linda Miller, ESL coordinator, was chosen along with two other coordinators in the state of Kansas to be on a panel that will be creating the next CASAS reading tests. CASAS is hoping to have it completed and ready to use by the year 2015. There are six other states represented on this panel.

## Business & Community Education

- Business & Community Education staff attended Kansas Deans & Directors training and networking at Hutchinson Community College campus in McPherson.
- Kids' College 2012 is well underway. The catalog is being printed and will be distributed at area elementary, intermediate and middle schools in April. To see this summer's Kids' College offerings, go to [http://brochures.lerntools.com/pdf\\_view.cfm?id=577](http://brochures.lerntools.com/pdf_view.cfm?id=577)
- Two gift certificates were given away at the Home & Garden Show for a value of up to \$100 toward a B&C class.

<b>March Trainings</b>	<b>Course</b>	<b>Enrollments</b>
<b>Contracts</b>		
Mosaic College for Life	Tracking Money/Simple Math	15
Coldwell Banker	Microsoft Publisher	12
Cattle Empire	Microsoft Excel	11
<b>Open Enrollment</b>		
	H2S Safety	3

	Excel Intermediate	4
	QuickBooks Advanced	10
	Communicating for Results	7
	Inspiring Motivation	5
	ABCs of Accounting	5
	Photoshop Elements	2
	Insurance Continuing Education	38
	Discover Email (Silver Series)	3
	<b>Total</b>	<b>115</b>

## **Project Destiny 2**

Project Destiny 2 staff recruited 20 new students in different sites when they participated in the respective area Parent/Teacher conferences. This brings the total number of students in HEP to 62 participants in six different sites including Garden City.

Area students from Leoti, Johnson, Ulysses, Syracuse and Scott City are coming to Garden City Community College Assessment Center to take the GED Official Exams. These students receive mile reimbursement as per grant assistance when carpooling in groups based on the availability of funds.

**Scott City** – A new portable dry erase board was purchased for the site in Scott City where students attend classes on Tuesday and Thursday at the First United Methodist Church.

## **Small Business Development Center**

March brought the celebration of the “Emerging & Existing Business of the Year” awards in Topeka. There were award winners from each of the eight KSBDC regional centers. The day’s events included introductions and recognition from the floor of the House and Senate during their sessions and a ceremony with business displays at the Capitol Plaza Hotel in the evening. Senate President Steve Morris, Representative Reynaldo Mesa and Representative Steve Alford presented the awards to GCCC’s regional winners. Pat Veasart introduced Jeani Gustafson, The Main ARtery Gallery, from Ulysses as the “Southwest Kansas Existing Business of the Year.” Cheryl Schmale introduced Joey Kelch, Project Fitness, from Garden City as the “Southwest Kansas Emerging Business of the Year.” CECS Dean Cathy McKinley also attended the ceremony.

Schmale continued to participate in the Kansas Entrepreneurial Communities Initiative (KECI) board for Scott and Wichita counties. She was also chosen to serve on the E-Community board for Leoti/Wichita County and attended their first board meeting. She and Pat continued their work with the Economic Restructuring Committee for Downtown Vision. Pat and Mike O’Kane attended the wKREDA quarterly meeting in Hays, and Pat participated in the KSBDC committee to plan the upcoming team meeting in April.

Professional development training included a “Profit Cents” workshop while the staff was in Topeka which all four consultants attended. Pat participated in the Jacob Breeden workshop for Art Galleries and an online social media workshop on “The Business of Timeline.” Pat also participated in the CECS Directors Retreat. Cheryl spent a week in Springfield, Missouri, in a training session for National Development Council (NDC) certification. She was selected by the KSBDC State Director for this training and all costs are funded by the KSBDC State Office.

Presentations included Pat’s Steps to Start-up workshops in Garden City. She also gave a radio show on KIUL this month.

Community outreach included attendance at the Garden City Area Chamber of Commerce Breakfast and the GCCC Piano Festival & Concert.

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## **Dee Wigner, Vice President**

As of March 31, 2012, the college has submitted 86 past due student accounts to the State of Kansas Set Off Program. A total of \$7,226.28 has been collected, which represents a collection rate of 15.04%.

Dallas Crist, Deb Nicholson, Cricket Turley, and Kathy Blau travelled to National Harbor, Maryland for the annual Datatel conference. The main topic of conversation was the merger of two administrative database companies, Datatel and Sun Guard, and the company name change to Ellucian.

The conference provided many opportunities for GCCC staff to network with other schools, to discuss specific topics and to share best practices. They were excited to bring back new ideas and implementation goals.

Deb Nicholson, Comptroller, participated in several sessions regarding student billing. The student self-service portal allows students to access activity on their student account, including financial aid, charges and payments. The system allows the students and the Business Office staff to see the same account information which will make it much easier to explain invoices to students. In order to implement the portal, it will be necessary for some behind the scenes programming and data table design.

Dallas Crist, Payroll Coordinator, attended sessions on work flow and process short-cuts as well as web based customizations. She participated in roundtable discussions on a variety of payroll topics.

Kathy, Blau, Director of Financial Aid, attended sessions regarding the processes for Direct Loan Reconciliation which assists with compliance and auditing requirements. Kathy found the sessions to be very valuable and brought back ideas as to how the college can improve the use of the administrative data system to better serve students.

Cricket Turley, Director of Human Resources, attended sessions on resource management, HR communications, personal liability, reporting and compliance. She found the session on IPEDS reporting very helpful.

## **Ryan Ruda, Dean of Students**

### **Financial Aid**

Student Employee Recognition Day will be held on April 12<sup>th</sup> to recognize all students who are hired to work on campus. Each student will receive a certificate of appreciation for their work as well as a gift from college.

Financial Aid has started processing FAFSAs and sending out award letters for 2012-2013

### **Admissions**

Admissions in conjunction with the Southwest Plains Regional Service Center in Sublette coordinated the Student Universal Leadership conference for area middle school and high school students. There were approximately 350 students on campus on April 4. A large number of students and staff assisted with giving tours to the students and helping them get to their sessions.

### **Records and Counseling/Advising**

The Counseling/Advising office went to Garden City High School on April 2<sup>nd</sup> and 3<sup>rd</sup> and conducted enrollments for high school students for summer and fall. The records office assisted in the process by enrolling the students throughout the week.

### **Residential Life**

Residential Life coordinated another successful Resident Appreciation themed dinner. Several faculty and staff assisted in serving the dinner as well. The softball team was not able to attend due to their

game running late. When Kate and Stacey heard this, they coordinated a special dinner for the softball team the following night so that they were able to experience the fun and great food. A big thanks to Kate, Christine, Ron and James in residential Life as well as Stacy in food service for making the night extra special for the resident students.

#### Student Activities and Intramurals

Intramurals has been coordinating a wiffle ball tournament and has several other tournaments coming up over the next month. In addition, planning is happening for the end of year awards assembly which will be on May 3<sup>rd</sup>. All student groups will be coming into SGA over the next several weeks and requesting allocation funding for next year. A detailed allocation approval will be sent out at the completion of the hearing process.

#### **Dr. Lenora Cook, Dean of Technical Education:**

##### Program Accreditation

Patsy Zeller, Elizabeth Wampler, Amy Waters, and Grace Donecker attended the National League for Nursing (NLNAC) accreditation conference in preparation of the 2013 site visit. The department maintains a Systematic Evaluation Plan between site visits. This plan allows the faculty to evaluate all aspects of the program and determine appropriate changes as needed. The NLNAC conference provided updates on the criterion that used to evaluate the program.

Brad Sisk, Jerrad Webb, Dr. Welch, and the advisory committee have been preparing for the site visit for the paramedic program scheduled in June 4<sup>th</sup> and 5<sup>th</sup> 2012. The Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions has reviewed the self-study and provided feedback. This information will be utilized to prepare documents for the site visit.

##### Advisory Committee Meetings

The automotive advisory committee met April 4, 2012. The group was actively engaged in setting a course for the revised program. They discussed options to the proposed schedule and was supportive of having the Ford Maintenance and Light Repair as the core of the program. Internships and apprenticeship were discussed and potential sites for the students to receive real work experiences identified. Colin Lamb from the Counseling and Advising Center provided insight on recruitment and advising students for the automotive program.

The John Deere Tech program held their advisory committee meeting in March. Dealers from across the region along with representatives from John Deere and Workforce Development were in attendance. This group discussed program changes and updates. The dealers provided feedback regarding student performance during their internships.

##### Site Visit from the Associated General Contractors of Kansas

Ward Nippert, the Training and Safety Director for the Associated General Contractors of Kansas, made an unscheduled site visit to ensure that all of the policies regarding the delivery of the National Center for Construction Education and Research (NCCER) curriculum and safety are enforced. During his visit he observed classroom activities and inspected the labs. In his follow-up email Mr. Nippert stated that Kurt Wenzel, Devin Wackerla and Terry Crain “are true professional who have their students best interest as number one”. He also stated it was fortunate that both instructors were very organized and safety minded, however the welding program needs more space for safety reasons.

## Journalism Program Review Report – Spring 2012

By the time the journalism department undergoes its next program review three years from now, I anticipate that a lot of changes will have taken place. This department is vital to the college for several reasons, none the least of which is that it serves to archive the history of the college. During the past three years, Laura Guy and I have spoken often about how the department needs to remake itself in order to keep up with current trends. While Laura is keenly aware that audience tastes have changed in how they want to access their information, she is equally cognizant of the fact that the many of the basics for preparing the information remain the same. In a very real sense, the department has what the students are wanting, but we need to package it in a way that is attractive to them. Laura will be focusing on increasing enrollments during the next three years because that is where the needs are.

**Recruitment** – In the next three years, the goal of the department is to increase the number of department-generated credit hours and enrollment numbers by 60% total. This would increase the credit hours from 71 to 114 and the headcount from 40 to 64. At the same time, it is Laura's intent to strengthen the overall communication curriculum. Communication, in this case, is defined as the areas of journalism, drama, and speech.

The strategies that Laura has laid out are not only strong, but she has also put together a stringent timeline to follow as well. I particularly like this idea because it will serve as a reminder to her that these things need to be done on time in order to see desired results. It is something that I intend to request that other departments do on their program reviews as well. I believe she will see favorable results if she adheres to the strategies and timeline she has set.

The strategies include an attempt to identify and reach students based on how they want to be reached rather than on the same things we have done for years. Laura will launch a departmental web site by May 1 of this year. She will promote the program on campus among coaches and faculty starting immediately. Research has told her that nearly 60 prospective students have indicated an interest in communications at GCCC and she intends to send letters, make calls, and email them information. Those with sufficient interest, good portfolios, and sound GPA's will be offered scholarships. Program promotional materials such as DVD's and posters will be designed and distributed. Area high schools will be visited by both Laura and hand-selected students with majors in communications. Laura will work with the speech and drama faculty to align and streamline communication curriculum and promotion. She and I will work together with the counseling/advising staff to research transfer requirements for newspaper and magazine classes to increase the credit hour requirements for both classes, and the curriculum will be assessed for possible name changes to better identify with student needs. Laura will work with the Dean of Tech Ed to research the possibility of offering photography certificates, and Laura will work with Continuing Education to offer non-credit classes. Finally, Laura will be working to put together a Student Media Bootcamp by August of 2013.

In the past few years, enrollments in the journalism area have fallen off primarily because it is a one-person department. If that person has to be gone during a time when recruiting is most effective, the numbers go down. Also, recruitment has been hampered recently by negative word-of-mouth publicity associated with the reduction in force a couple years ago. The word got out that we no longer offered broadcasting or even journalism at all. The numbers are starting to reveal that this negative publicity has run its course and, with 60 students showing interest next year, our recruiting opportunities are improving.

**Retention** – Ms. Guy has not set measurable numbers for retention, but as her program grows as a result of the efforts she will be putting into recruitment, the needs for developing retention strategies and goals may become apparent. It is something she will be watching. For now, her main focus in the area of retention is to devote more time working with students and their individual projects one-on-one. We have found that the connection an instructor can make to a student during face-to-face time is important to keeping them involved, engaged, and in school. This, added to the opportunity to work in the field with the equipment students want to work with, is where retention strategies will lie.

Laura also realizes that many of the strategies she will incorporate for recruiting students will also be effective at retaining them as well. Changing the credit hours of the magazine and newspaper classes from 1 hour of credit to 3 will give the students more bang for their buck toward graduation. They already spend the same number of hours of seat time they would for a 3 credit hour class. Promoting and using the Cox Communications Lab will also increase student retention because the students actually get to use modern, cutting-edge equipment and techniques.

**Success** – As stated previously, the major focus of the department will be recruitment; however, the success of the students involved in the program is always something that is closely monitored. The current success rate, as defined by students making a D or better in the course, is 80.7%. The demands of the program are closely related to the actual work in the field that students will be doing if they go into a communications-related career. Some students are prepared and eagerly accept those demands while others are not yet ready. Also, many students typically are not aware of what they have to know and do in order to work in a particular field. They get into it because it sounds attractive. Once some of them find out the reality, their interests turn elsewhere. That really is a large part of what this college is all about – helping students find their place in the world.

Students are given clear expectations and goals that are measurable when they enter and progress through the program. Given the instruction they receive at any stage of their study in this department, they are assigned appropriate projects that are designed to stretch and grow their

abilities. The department is also careful to celebrate student success and current and former student successes are posted throughout the department. Former students who have gone on to careers in the field are also invited back to talk to current students to motivate, inspire, and network with them.



# Program Review Summary Sheet

## 2011-2012

### Journalism

#### Annual Data

Year	Number of Sections offered				Average Class Size				Overall Enrollment				Dept-Generated Credit Hrs		
	On-Campus	Out-Reach	EduKan	Total	On-Campus	Out-Reach	EduKan	Total	On-Campus	Out-Reach	EduKan	Total	On-Campus	Outreach	EduKan
2008-2009	10			10	5			5	48			48	98		
2009-2010	10			10	7			7	73			73	151		
2010-2011	7			7	6			6	40			40	71		

#### Semester Data

Attrition Rate				
Semester	On-Campus	Out-Reach	EduKan	Total
<b>2008-2009</b>				
Summer				
Fall	6.90%			6.90%
Spring	10.50%			10.50%
<b>2009-2010</b>				
Summer				
Fall	18.40%			18.40%
Spring	4.20%			4.20%
<b>2010-2011</b>				
Summer				
Fall	11.10%			11.10%
Spring	4.50%			4.50%

Success Rate				
Semester	On-Campus	Out-Reach	EduKan	Total
<b>2008-2009</b>				
Summer				
Fall	69.00%			69.00%
Spring	84.20%			84.20%
<b>2009-2010</b>				
Summer				
Fall	73.50%			73.50%
Spring	95.80%			95.80%
<b>2010-2011</b>				
Summer				
Fall	88.90%			88.90%
Spring	77.30%			77.30%

Blank = No courses taught during the semester

#### Annual Revenue Generated

Year	Cr. Hrs	Instate Revenue	Outstate Revenue	Margin of Error	Total Revenue	Amount Discounted	Initial Net Revenue Generated	Dept Expenses	Cost per Cr. Hr.	Net Revenue Generated
2008-2009	98	\$9,327	\$1,350	\$514	\$11,192	\$909	\$10,283	\$60,660	\$618.98	-\$50,377
2009-2010	151	\$14,014	\$1,924	\$972	\$16,910	\$1,371	\$15,538	\$66,689	\$441.65	-\$51,151
2010-2011	71	\$6,473	\$900	\$500	\$7,873	\$524	\$7,349	\$67,366	\$948.82	-\$60,017

\*\*Annual Revenue calculated as Summer, Fall, Spring and includes EduKan

**Program Review Summary Sheet  
2011-2012  
Journalism**

ours
<b>Total</b>
98
151
71

<b>Net Rev. per Cr. Hr.</b>
-\$514.05
-\$338.75
-\$845.31

## Speech Program Report – Spring 2012

The speech program was reduced in size from a two-person to a one-person program two years ago when the college reduced its work force. At that time we hired Stacey Carr to run the program. Stacey does an excellent job in the classroom and while the number of speech sections offered by the college dropped nearly 25% during the time of the reductions, the number of students served by the department has remained constant.

**Recruitment** – Because Speech is a gen ed required class, recruiting is not essential to maintain the program. Stacey has set goals to increase the number of students taking speech classes by a total of 6% during the next three years. This will definitely be a stretch goal for her as it will mean adding 34 students to her load. The difficulty will arise in finding an instructor to teach these students as our instructor already teaches an overload to meet the demand.

The strategies Stacey plans to initiate to achieve this goal include offering a course in Advanced Public Speaking so the department can start focusing recruiting efforts on communication majors. She will also develop a course in Intercultural Communications. These classes will help us compete with other communications departments at state institutions by giving students a reason to come to GC. Stacey would also like to develop a Communications Club on campus to help students discover the wide variety of fields in which communications majors work.

**Retention** – The departmental goal in retention is to determine the number of students enrolled in speech classes at the end of the first week during each fall semester and to retain 12% more of those students upon their initial enrollment in the spring. The baseline data will come from the average attrition rates between the 2009-2011 school years. This goal is significant in number especially when consideration is given to the fact that it is much cheaper to retain a student than it is to recruit him or her.

The strategy Stacey will incorporate includes much more one-on-one time with her students in a mentor capacity. This is based on the belief that students often quit school due to personal reasons and if they can make a connection to an instructor as an advisor and a counselor, they will have someone to talk to who will help them through the rough times.

I do not know if this strategy will be enough to allow the department to reach its goals. As Stacey is able to compile and review her annual data toward her goal, she can determine if added measures will need to be taken.

**Success** – For the purposes of the department's goal, success will be defined as the total number of students who pass the course with a 70% or higher grade. The goal is to maintain a success rate of 90% over the next three years.

The strategies that will be initiated to meet this goal are vague and need to be developed. At the present time, the plan is to evaluate what is working and what is not working in the classroom. In one respect, this is being reactive and I would prefer for classroom instructors to be proactive. At the same time, however, Stacey is relatively new to the teaching field and has not had the opportunity to do much intensive staff development. I will encourage her to research innovative techniques and incorporate them into her classes as she sees fit. It would also be a good idea for the department to develop common assessment tools to help recognize those competencies that are met successfully and those that are not so the instructors will be better able to focus its efforts in this area.

**Departmental Needs** – The biggest need of the department at the present time is another full-time speech instructor. I feel that of all the areas where a reduction in force was applied, speech was probably the most inappropriate one simply due to the fact that speech is a general education requirement for most of the degrees we offer at GCCC. We have been able to put a band aid on the problem for now through overloads and adjuncts, but this program would definitely be better served by the addition of another full time instructor.

When the department was cut to just one faculty member, we lost the forensics and debate team as a result. Prior to that time, the team was very active and quite successful and served as a good recruiting tool for the college. It would be especially beneficial to bring this competition back to the college in light of its academic background alone. Presently, the only other real competition team we have with an academic focus is the AEC Team which qualified for the national tournament this year and represented GCCC well. We have the student base for teams that can show off our intellectual competitiveness which I believe would give us a more well-rounded appeal to students.

# Program Review Summary Sheet

## 2011-2012

### Speech

#### Annual Data

Year	Number of Sections offered				Average Class Size				Overall Enrollment				Dept-Generated Credit Hc		
	On-Campus	Out-Reach	EduKan	Total	On-Campus	Out-Reach	EduKan	Total	On-Campus	Out-Reach	EduKan	Total	On-Campus	Outreach	EduKan
2008-2009	30	10	1	41	16	9	1	14	480	90	1	571	1,416	270	3
2009-2010	29	8	3	40	16	11	2	14	466	89	6	561	1,366	267	18
2010-2011	22	10	3	35	21	8	6	16	459	84	19	562	1,377	252	57

#### Semester Data

Attrition Rate				
Semes-ter	On-Campus	Out-Reach	EduKan	Total
<b>2008-2009</b>				
Summer	0.00%	0.00%		0.00%
Fall	4.70%	0.00%		4.00%
Spring	8.10%	2.70%	0.00%	7.20%
<b>2009-2010</b>				
Summer	5.90%	0.00%	0.00%	4.30%
Fall	14.30%	2.60%	50.00%	12.90%
Spring	8.90%	0.00%	0.00%	7.40%
<b>2010-2011</b>				
Summer	0.00%	0.00%	40.00%	3.10%
Fall	12.30%	0.00%	25.00%	11.10%
Spring	12.40%	0.00%	20.00%	10.30%

Success Rate				
Semes-ter	On-Campus	Out-Reach	EduKan	Total
<b>2008-2009</b>				
Summer	94.80%	100.00%		95.90%
Fall	86.50%	96.90%		87.90%
Spring	79.60%	94.60%	100.00%	81.90%
<b>2009-2010</b>				
Summer	92.20%	100.00%	50.00%	92.80%
Fall	74.00%	97.40%	50.00%	77.20%
Spring	79.20%	97.10%	100.00%	82.10%
<b>2010-2011</b>				
Summer	98.10%	100.00%	40.00%	93.80%
Fall	82.30%	100.00%	75.00%	84.30%
Spring	75.70%	98.00%	60.00%	79.40%

Blank = No courses taught during the semester

#### Annual Revenue Generated

Year	Cr. Hrs	Instate Revenue	Outstate Revenue	Margin of Error	Total Revenue	Amount Discoun- ted	Initial Net Revenue Generated	Dept Expenses	Cost per Cr. Hr.	Net Revenue Generated
2008-2009	1,689	\$160,750	\$23,274	\$8,866	\$192,891	\$15,663	\$177,228	\$121,945	\$72.20	\$55,283
2009-2010	1,651	\$153,222	\$21,034	\$10,632	\$184,888	\$14,994	\$169,893	\$99,284	\$60.14	\$70,609
2010-2011	1,686	\$153,706	\$21,370	\$11,871	\$186,947	\$12,432	\$174,515	\$76,705	\$45.50	\$97,810

\*\*Annual Revenue calculated as Summer, Fall, Spring and includes EduKan

**Program Review Summary Sheet**  
**2011-2012**  
**Speech**

ours
<b>Total</b>
1,689
1,651
1,686

<b>Net Rev. per Cr. Hr.</b>
\$32.73
\$42.77
\$58.01

## Reading Program Report – Spring 2012

The Reading Department has nearly completely transformed itself in the last two years due in large part to the dedication of the instructors involved including Shelley Meier, who is no longer teaching for the college; Jan Bitikofer, who joined the staff in 2010; and Michelle Branton, our newest addition to the department. This department has set the pace not only for the other departments at the college, but also for developmental reading in the state of Kansas.

A list of the departmental accomplishments over the past two years includes, in part, reviewing Compass cut scores, adding College Reading as a mandatory class for students who place in it, meeting with high school reading personnel to improve the transition from high school to college, organizing a meeting of two-year reading instructors from across the state, and developing a state-wide reading association to aid instructors in this vital developmental area. The department organized the board of directors who met recently to develop bylaws and elect officers. Michelle will serve as the first president of this group.

**Recruitment** – Recruitment for the reading program is non-existent due to the fact that the ultimate goal of success for this area would be to have no students at all. Unfortunately, this is one of the areas in which enrollments have increased despite previous efforts to curtail the numbers. In just the past three years we have seen the numbers of students who were required to take a developmental reading class increase by more than 10%. That number will only become bigger during the next year or so since we have mandated that students take College Reading as well as Reading Improvement if they test into that class through the Compass.

Because recruitment to the reading program itself is counterproductive, the faculty has focused their efforts in other areas. Due to the essential nature of reading skills in connection to a college degree, the department feels that retention and success are much more important and I agree with that philosophy. However, the scope of what this department is doing on a statewide level has already established GCCC as the go-to college for developmental reading in the state. I receive inquiries from other two-year colleges asking what we are doing in reading on a fairly consistent basis. The leadership this group has shown has put us on the map as a student success centered institution in the state. That kind of reputation certainly helps others in their recruiting efforts.

**Retention** – So much has been done in the developmental reading area that the department is setting goals towards the strategies they have initiated and are initiating soon. The department saw its attrition rate rise to alarming numbers during the fall and spring of 2009-2010 have they have focused energies toward bringing those numbers back in line to where they were previously. On a short term basis, they have been successful as the numbers for 2010-2011 reveal, but they want to make sure that we don't see the same kind of numbers experienced in the previous year. Therefore, the strategies they are incorporating into the program are focused in

that direction. These instructors understand all too well the essential nature of what they do in regards to overall student success at GCCC.

The first thing the department did was to make College Reading mandatory while simultaneously moving it to a 100-level course so it will count as an elective toward graduation for students who have to take it. In addition, the department is developing hybrid courses to vary the delivery for students who have limited abilities to meet in face-to-face classes, revised its schedule to vary offerings at times when students can meet, and has developed “paired” courses which work in conjunction with technical areas to provide reading instructional content in cohort fields of study like criminal justice.

**Success** – This is an area of much concern because the true measure of the department’s overall effectiveness is the ultimate success of students with developmental reading needs in attaining a degree or certificate. In order to ensure student success, the department has done everything they can think of to make sure students have access to texts, that they get the instruction they truly need to be successful on a collegiate level, and that they get the help they need on an individualized basis. They have also started a reading tutoring lab that helps any student on campus with reading needs, not just those currently enrolled in a reading class. There are many days this lab is filled to capacity.

**Departmental Needs** – Probably the biggest need for this department at the present time is to take a little time to slow down and catch its breath. They will not be able to do that for long, though, because there is still much that needs to be done. I don’t see the pace slowing down all that much over the next three years either. I know they have asked for updated technology which we are hoping to provide for them and their students through the new Title V grant. However, if things don’t work out with the grant, I am sure the faculty in this department will find a way to get what they need. If anything, the last two years has demonstrated that taking no for an answer just isn’t in the realm of possibilities.

Overall, the college should be proud of all that has transpired in the reading department in the last couple of years. The department’s focus has centered on helping students be successful on a college level and their work not only ensures that will happen at this college, but it also will impact developmental reading statewide.



# Program Review Summary Sheet

2011-2012

Reading

## Annual Data

Year	Number of Sections offered				Average Class Size				Overall Enrollment				Dept-Generated Credit Hc		
	On-Campus	Out-Reach	EduKan	Total	On-Campus	Out-Reach	EduKan	Total	On-Campus	Out-Reach	EduKan	Total	On-Campus	Outreach	EduKan
2008-2009	13			13	12			12	161			161	485		
2009-2010	12			12	14			14	173			173	541		
2010-2011	15			15	12			12	178			178	544		

## Semester Data

Attrition Rate				
Semes-ter	On-Campus	Out-Reach	EduKan	Total
<b>2008-2009</b>				
Summer				
Fall	6.70%			6.70%
Spring	8.80%			8.80%
<b>2009-2010</b>				
Summer				
Fall	19.00%			19.00%
Spring	17.00%			17.00%
<b>2010-2011</b>				
Summer	0.00%			0.00%
Fall	8.90%			8.90%
Spring	6.80%			6.80%

Success Rate				
Semes-ter	On-Campus	Out-Reach	EduKan	Total
<b>2008-2009</b>				
Summer				
Fall	74.00%			74.00%
Spring	66.70%			66.70%
<b>2009-2010</b>				
Summer				
Fall	61.90%			61.90%
Spring	63.80%			63.80%
<b>2010-2011</b>				
Summer	80.00%			80.00%
Fall	83.10%			83.10%
Spring	72.70%			72.70%

Blank = No courses taught during the semester

## Annual Revenue Generated

Year	Cr. Hrs	Instate Revenue	Outstate Revenue	Margin of Error	Total Revenue	Amount Discoun- ted	Initial Net Revenue Generated	Dept Expenses	Cost per Cr. Hr.	Net Revenue Generated
2008-2009	485	\$46,160	\$6,683	\$2,546	\$55,389	\$4,498	\$50,891	\$64,410	\$132.80	-\$13,519
2009-2010	541	\$50,208	\$6,892	\$3,484	\$60,584	\$4,913	\$55,671	\$66,888	\$123.64	-\$11,217
2010-2011	544	\$49,594	\$6,895	\$3,830	\$60,320	\$4,011	\$56,309	\$74,662	\$137.25	-\$18,354

\*\*Annual Revenue calculated as Summer, Fall, Spring and includes EduKan

**Program Review Summary Sheet  
2011-2012  
Reading**

<b>ours</b>
<b>Total</b>
485
541
544

<b>Net Rev. per Cr. Hr.</b>
-\$27.87
-\$20.73
-\$33.74

## Science Program Report – Spring 2012

The science department mirrors the ebb and flow of the college due to strong enrollment to meet both transfer requirements and the needs of a variety of majors. While I strongly believe that we have some of the finest instructors to be found anywhere, I am always amazed when I sit in on either a science or a math class. I certainly do wish I had this quality instruction my first years in college.

The science department, like a lot of the other departments on campus, is starting to realize an increased role it will play for recruiting and retaining students in the future. While strong student numbers in the science programs are consistently a guarantee due to general education transfer requirements for all students wishing to further their education beyond an associates' degree, I think we have become more aware of the need for every department on campus to have strong numbers. The realization is that the school is only as healthy as its various departments when it comes to enrollment. The science department is consistently student focused and they have worked hard at promoting the department in the past. However, they also understand that the number of students brought in by other programs that range all the way from music to football have a profound effect on their enrollments as well.

**Recruitment** – The department notes that enrollments in science classes have been somewhat static in the past due to changes to teaching assignments to meet student needs. We are fortunate enough to have skilled faculty who can teach in either the physical or biological sciences, so when student needs dictate it, one or the other might get preferential scheduling. Like many of the other departments on campus, science does not depend heavily on recruiting to fill its classes. However, the faculty are very much interested in seeing the enrollment of the entire college grow and have focused their efforts in that direction.

One of the goals the department has had for some time is to visit the high schools in the GCCC service area and beyond to make high school students and their teachers aware of what we have to offer. Because of sound leadership within the division, the faculty paired off and recruiting visits were made this spring.

In order to meet the overall goal of increasing enrollment on campus, the department has also committed itself to careful study of the results of their recruiting efforts. Strategies like the one mentioned above will be evaluated for effectiveness. The staff plans on tracking enrollment from each of the schools they visited and comparing it to past enrollments from those same schools. They will also keep track of individual recruiting effectiveness so they can share best practices within the department. I would suppose this is a trait that goes hand in hand with being a scientist.

In the past, the department has hosted the Science Olympiad and a Fourth Grade Science Competition in hopes of attracting students to GCCC. They have found over time that this hasn't been a historically effective way to recruit, so we are no longer hosting these events. The group has decided to focus their energies in other areas that could prove more productive.

**Retention** – Due to the overall academic rigor involved with science classes, the department sees a higher attrition rate than some of the other departments on campus. While the department did not set a measurable goal for retention, a variety of strategies will be implemented during the next three years which are designed to engage and keep students in the program. Visits to the cadaver lab have proven to be a popular draw for both new recruits and for students already enrolled at the college. This is due, in part, to the recent remodel of the cadaver lab along with many of the other labs in the FOUS building.

Science faculty have begun the process of deciding which of their classes would work well in a hybrid format, learning about effective teaching methods in alternative delivery modes, and converting classes. We just started incorporating more on-line instruction into our classes this semester and the entire college will be watching to see how the hybrid classes did insofar as enrollment and success are concerned. The department also realizes that not all subject areas will lend themselves to hybrid classes and they also will not be able to make all sections of any one class hybrid because of student access and learning styles.

Another strategy for improving student retention the department is developing is a student survey to be given to any student who drops a science course. The department will be working with the registrar and IT to place stops in Datatel to ensure that students answer the survey before being allowed to drop. The results of the surveys will then be analyzed to determine what the department can do to keep students in their classes.

**Success** – The department has set the goal of increasing student success to near 90% in all areas. While being “near” 90% isn't exactly something that can be precisely measured, I'm still comfortable with the idea of the 90%. Currently, the previous three year average success rate for on-campus classes is around 83%, so a 7% increase in success rates during the next three years is nothing to take lightly.

In order to meet this goal, the department plans to analyze student Compass scores to determine any correlation between them and physical science success rates. They are also going to study the idea of regulating enrollment in physical science classes with heavy math needs to those students who have had some kind of remediation in math if it is needed.

**Department Needs** – The science department is given an adequate budget to buy the supplies it needs to conduct labs. However, that budget is reviewed annually to make sure we don't fall

behind. In the past, if the department needed something like replacement microscopes, they worked with me to find ways to fund those purchases.

The department has requested more manpower in the past, but at this point I am not convinced of the need for another science instructor. I do not have sufficient data that would indicate we are not meeting the needs of our students at this time, so I would not recommend the addition of another science faculty.

**Program Review Summary Sheet  
2010-2011  
Science**

**Annual Data**

Year	Number of Sections offered				Average Class Size				Overall Enrollment				Dept-Generated Credit Hrs		
	On-Campus	Out-Reach	EduKan	Total	On-Campus	Out-Reach	EduKan	Total	On-Campus	Out-Reach	EduKan	Total	On-Campus	Outreach	EduKan
<b>2008-2009</b>	46	7	48	101	17	7	2	9	780	51	117	948	3,516	255	534
<b>2009-2010</b>	48	6	62	116	18	9	3	9	841	55	182	1,078	3,847	255	800
<b>2010-2011</b>	48	4	62	114	17	6	3	9	815	22	204	1,041	3,728	110	906

**Semester Data**

Attrition Rate				
Semester	On-Campus	Out-Reach	EduKan	Total
<b>2008-2009</b>				
Summer	5.80%	0.00%	28.00%	12.20%
Fall	11.40%	0.00%	16.20%	10.60%
Spring	10.10%		27.30%	12.30%
<b>2009-2010</b>				
Summer	0.00%	11.50%	11.30%	8.40%
Fall	12.90%	0.00%	20.30%	13.00%
Spring	9.80%		18.60%	11.10%
<b>2010-2011</b>				
Summer	6.30%		14.90%	11.30%
Fall	13.60%	0.00%	18.60%	13.60%
Spring	18.20%		21.80%	18.80%

Success Rate				
Semester	On-Campus	Out-Reach	EduKan	Total
<b>2008-2009</b>				
Summer	90.40%	80.00%	64.00%	81.70%
Fall	78.90%	100.00%	81.10%	81.30%
Spring	80.40%		69.10%	79.00%
<b>2009-2010</b>				
Summer	96.40%	88.50%	83.00%	87.90%
Fall	75.20%	100.00%	78.00%	77.00%
Spring	82.30%		77.10%	81.60%
<b>2010-2011</b>				
Summer	91.70%		76.10%	82.60%
Fall	78.60%	100.00%	78.00%	79.50%
Spring	75.90%		69.20%	74.70%

Blank = No courses taught during the semester

**Annual Revenue Generated**

Year	Cr. Hrs	Instate Revenue	Outstate Revenue	Margin of Error	Total Revenue	Amount Discounted	Initial Net Revenue Generated	Dept Expenses	Cost per Cr. Hr.	Net Revenue Generated
<b>2008-2009</b>	4,305	\$409,727	\$59,323	\$22,599	\$491,649	\$39,922	\$451,727	\$445,225	\$103.42	\$6,502
<b>2009-2010</b>	4,902	\$454,934	\$62,451	\$31,566	\$548,951	\$44,520	\$504,432	\$479,123	\$97.74	\$25,309
<b>2010-2011</b>	4,744	\$432,493	\$60,130	\$33,401	\$526,024	\$34,981	\$491,044	\$465,034	\$98.03	\$26,010

\*\*Annual Revenue calculated as Summer, Fall, Spring and includes EduKan

**Program Review Summary Sheet**  
**2010-2011**  
**Science**

<b>hours</b>
<b>Total</b>
4,305
4,902
4,744

<b>Net Rev. per Cr. Hr.</b>
\$1.51
\$5.16
\$5.48

## Social Science Program Report – Spring 2012

Social Science has made some big moves during the past three years and they work hard to strike a balance between efficiency and effectiveness. The faculty are cognizant of the fact that, as a division, they have no problems filling their classes, but as a school, we all need to do what we can to recruit and retain more students. Like the other divisions on the GCCC campus, the Social Science division is constantly monitoring itself for quality instruction.

**Recruitment** – The division's goal over the next three years is to see the college increase its enrollment by 2% per year for a total of 6% by 2014 using the current headcount of 1983 students as a baseline. This will mean 119 more students will be enrolled at the college by the time they write their next program review.

In order to accomplish this goal, the division has committed itself to several strategies. Each instructor will personally invite five new students to join their classes the next semester. The faculty will help with early enrollments and each instructor will visit five high schools each academic year between 2012 and 2015. In addition, the faculty from the division will help with the Finney County Calling Night and have decided to become involved in a minimum of five more public appearances each year including parades, radio and newspaper interviews, community service, and serving on community organizations. The division will also work to diversify scheduling and advising to create more opportunities for students to take classes.

**Retention** – The Social Science division's retention goals will center on keeping students in class from the beginning to the end of each semester. This division already has very good retention numbers given this definition, but they feel that keeping students until the end of the semester is paramount to overall student success. By the end of the 2015 spring semester, the faculty wants to see an overall rise in retention by 3%. The baseline number being used by the division is their current retention rate of 93.372%.

The division plans to do several things toward this end including increased integration of technology, a more professional syllabus coupled with a review of class behavior and attendance rules, ensure students are aware of faculty office hours, and keep in contact with students using technology as well as face to face conversations. The division feels that the more they can do to help the student make a connection to other students as well as instructors, the better chance we will have of keeping them as students of this institution. The division also plans on asking students if they are coming back to GCCC at the end of each semester and making note of the reasons for those who do not plan to. I would encourage the division to follow the lead of the science department who is creating an exit survey they will try to get all students who leave before completion to fill out.



This is an ambitious goal, to say the least, and I applaud the division for their serious efforts in trying to achieve these numbers. The social science faculty are aware that this effort is going to require them to set clear expectations of their students and to hold them accountable if they do not meet those expectations. I believe it won't take them long to discover some very real benefits and I know that several of the faculty in this division won't have to go too far out of their way in order to set and maintain class expectations because they already do a good job of that. Their current retention rates are proof of that.

**Success** – The three year average success rate of students in the Social Science Division is 86% for students achieving a D or better by the end of the class. Between the fall of 2012 and the spring of 2015, the faculty want to see that rate rise by a total of 3%. Personally, with the increased attention to student involvement and a heightened awareness of student attendance, I believe the division will see even better results. Time will tell, but the results will be interesting.

In order to meet this goal, the division will focus its initial energies on correct and efficient advising for students with a new advising philosophy based on “success breeds success.” The idea is to place students in general education classes to create a good balance of historically difficult classes and those that are somewhat easier. Advising will be used as an effective tool to build student success, and, by default, retention as well.

The division will also get creative with some of its classes in order to meet the needs of specific populations of students. Plans are in the works to create shortened classes that meet five days a week rather than two or three for students who work better under those circumstances. The faculty are also committed to revamping their classes to include more student to student and student to faculty interaction and a lot more learning activities will be added to classes.

**Department Needs** – The Social Science Division does not have a lot of financial needs. It is one of the few, if not the only, division on campus that has no additional course fees assigned to any of its curriculum. One of the things the division would like to do is to lower the caps on division classes to 24 students which may or may not be possible. If the division can justify this move by defining the advantages to lowering the caps while demonstrating that student needs through the division will still be met without placing additional strain on an already tight budget, it is certainly something that we will consider.

I really like where this division is going with its goals and the strategies to meet those goals. They are planning on making more efficient use of the tools at hand along with re-dedicating themselves to be even more student focused than they currently are. They have obviously decided to go back to their roots as teachers in order to meet the goals they have set for themselves. If they can reach their numbers during the next three years, they will definitely establish the model for the rest of the campus to follow.

**Program Review Summary Sheet  
2011-2012  
Social Science**

**Annual Data**

Year	Number of Sections offered				Average Class Size				Overall Enrollment				Dept-Generated Credit Hrs		
	On-Campus	Out-Reach	EduKan	Total	On-Campus	Out-Reach	EduKan	Total	On-Campus	Out-Reach	EduKan	Total	On-Campus	Outreach	EduKan
<b>2008-2009</b>	130	23	51	204	17	7	3	12	2,148	167	130	2,445	6,339	497	390
<b>2009-2010</b>	124	19	54	197	17	8	3	13	2,141	158	174	2,473	6,340	473	522
<b>2010-2011</b>	115	18	53	186	19	7	3	14	2,224	126	175	2,525	6,590	363	525

**Semester Data**

Attrition Rate				
Semester	On-Campus	Out-Reach	EduKan	Total
<b>2008-2009</b>				
Summer	9.00%	8.30%	5.10%	1.70%
Fall	5.70%	3.70%	0.00%	5.30%
Spring	6.90%	0.00%	7.70%	6.60%
<b>2009-2010</b>				
Summer	2.30%		2.30%	2.30%
Fall	8.60%	0.00%	7.40%	7.50%
Spring	9.20%	6.30%	8.10%	9.10%
<b>2010-2011</b>				
Summer	1.90%	0.00%	14.90%	3.70%
Fall	9.70%	1.10%	16.70%	9.40%
Spring	8.70%	0.00%	12.90%	8.70%

Success Rate				
Semester	On-Campus	Out-Reach	EduKan	Total
<b>2008-2009</b>				
Summer	95.70%	83.30%	84.60%	93.70%
Fall	86.00%	90.80%	84.60%	86.40%
Spring	83.90%	93.50%	84.60%	84.40%
<b>2009-2010</b>				
Summer	96.30%		81.80%	93.90%
Fall	80.20%	98.40%	79.40%	82.20%
Spring	80.40%	84.40%	74.20%	80.10%
<b>2010-2011</b>				
Summer	93.60%	87.50%	70.20%	90.10%
Fall	80.40%	98.90%	74.20%	81.40%
Spring	78.20%	96.30%	72.60%	78.30%

Blank = No courses taught during the semester

**Annual Revenue Generated**

Year	Cr. Hrs	Instate Revenue	Outstate Revenue	Margin of Error	Total Revenue	Amount Discounted	Initial Net Revenue Generated	Dept Expenses	Cost per Cr. Hr.	Net Revenue Generated
<b>2008-2009</b>	7,226	\$687,732	\$99,574	\$37,933	\$825,239	\$67,009	\$758,230	\$531,422	\$73.54	\$226,808
<b>2009-2010</b>	7,335	\$680,730	\$93,448	\$47,234	\$821,412	\$66,616	\$754,795	\$538,786	\$73.45	\$216,009
<b>2010-2011</b>	7,478	\$681,741	\$94,784	\$52,651	\$829,176	\$55,140	\$774,035	\$545,616	\$72.96	\$228,420

\*\*Annual Revenue calculated as Summer, Fall, Spring and includes EduKan

**Program Review Summary Sheet  
2011-2012  
Social Science**

ours
<b>Total</b>
7,226
7,335
7,478

<b>Net Rev. per Cr. Hr.</b>
\$31.39
\$29.45
\$30.55

## Drama Program Review Report – Spring 2012

The drama program received new life when Phil Hoke took over as the director in the fall of 2010. The two things I asked of Mr. Hoke when he took the reins were to return the program to a student focus and to increase student and patron involvement. Phil is working hard to achieve both charges and I am most satisfied with his efforts. Time will tell, but I believe he is exactly the person this department needs. The productions performed by the department in the last year and a half not only meet the needs of transfer students, but the southwest Kansas audience is also carefully considered before they are selected. While Mr. Hoke faces the same challenges of his predecessors, he has the kind of “can-do” spirit that is needed to overcome those difficulties.

During his first semester on campus, Phil revamped the course offerings of the department thus making the overall drama curriculum much more attractive to transfer students. To accomplish this, he made contact with the four-year institutions in the state to ensure consistent and smooth transfer. Now we know that a drama major who articulates to a four year school will have the essentials needed to be successful on that level.

**Recruitment** – A distinct problem faced by the department over the past three years has been low enrollment numbers. The year before Phil took over, the average class size in the drama department was just three students. Phil was able to bring that number back up to 7 in his first year at the college, but he knows these numbers have to improve even more. Because of that, he has set stringent goals, strategies, and timelines designed to attract and retain more students to the program.

The ideal number of students for what the program can reasonably handle given the current space and manpower limitations is 15-20 students. The goal is to be able to award 10 new drama scholarships per year over the next three years, five of which will go to drama majors. The scholarships awarded by the department each year will then total 20 assuming we are able to retain the students for a second year. Another goal is to increase enrollment in Drama class offerings to an average of 10 students per section. This will help make the program more efficient and will dictate course scheduling to some extent.

To achieve these goals, the department will initiate a number of strategies over the next three years which will be evaluated for effectiveness annually. The first thing Mr. Hoke did was to scale the season back from four shows during the school year to three. The department plans to add a children’s show utilizing students from Kid’s College and area high school and middle school students each summer. This will give Phil time to recruit at strategic times during the school year. He will encourage at least one of his drama majors to accompany him on these high school recruiting trips and he is planning on their help to serve as envoys to their respective high schools as well. The department will work with the Humanities and Fine Arts division to organize and participate in planned recruitment days and evenings as well. As stated earlier, Mr.

Hoke has set a strenuous timeline for the next three years which he will evaluate each fall for effectiveness.

**Retention** – The goals set by Phil not only recognize the importance of recruitment, but they also place importance on the value of keeping the students he does recruit. He has set the goal of retaining 80% of the drama students from freshman to sophomore year. In his program review, Phil outlines the challenges he has faced with keeping the students in his program over the last year and a half. He keeps close track of them and knows who dropped the program and for what reason. By the spring of 2014, Phil has set the recruitment and retention goals so that he can justify adding staff and returning to a four-production season.

One advantage the drama department has going for it is its ability to get students involved with some aspect of the college which helps retention numbers significantly. Students majoring in drama at the four year schools do not normally get the opportunities they do at GCCC until their junior or senior years. In addition, Mr. Hoke is reviving the Players' Club for drama students and has increased the school's involvement with KCACTF so our students will have the opportunity to showcase the talents they hone here. With the help of the Fine Arts division director and the other departments in the division, the drama department also has plans for reviving the Patrons group as well.

**Success-** Compared to the success rates of drama students for the 2008 and 2009 school years, the 2010 rates improved dramatically. I think this is due in large part to Mr. Hoke's attitude toward his students. He cares enough about them to work with them; consequently, they don't want to let him down. For right now, Phil did not set goals aimed at student success and I am comfortable with that. The data reveals that the most pressing areas needing attention are recruitment and retention, and Phil is concentrating his efforts on those areas.

**Program Needs** – The Drama department has identified two areas for needs: personnel and space. In the past, GCCC employed a theater technical director who took care of lighting, set design, and sound for drama productions as well as needs around campus for a variety of events. That position was eliminated about the same time as the reduction in force. By the 2014 school year, Mr. Hoke would like to have the drama enrollments to back a case for rehiring this position. I would very much like to look at doing so earlier if he can meet the goals he has set up in this program review.

The space needs all have to do with safety to one extent or another and I have forwarded these concerns on to Dr. Swender. I have asked Phil to find out costs to fix those concerns he has and he is currently researching those items. The auditorium needs a loading rail installed for the fly system. This is a major concern for Phil and he will not allow students to work in this area until the rail is installed. We also need to look into either fire proofing or replacing the black curtains

on the stage. From past experience I know those tend to get expensive. The last item of concern is the hydraulics on the pit tend to slip. From what I know, there is no danger of the pit giving way suddenly, but it is difficult to maintain the height of the pit for performances.

# Program Review Summary Sheet

2011-2012

DRAM

## Annual Data

Year	Number of Sections offered				Average Class Size				Overall Enrollment				Dept-Generated Credit Hrs		
	On-Campus	Out-Reach	EduKan	Total	On-Campus	Out-Reach	EduKan	Total	On-Campus	Out-Reach	EduKan	Total	On-Campus	Outreach	EduKan
2008-2009	17			17	6			6	102			102	254		
2009-2010	16			16	3			3	51			51	105		
2010-2011	17			17	7			7	118			118	257		

## Semester Data

Attrition Rate				
Semester	On-Campus	Out-Reach	EduKan	Total
<b>2008-2009</b>				
Summer	0.00%			0.00%
Fall	8.90%			8.90%
Spring	0.00%			0.00%
<b>2009-2010</b>				
Summer				
Fall	23.10%			23.10%
Spring	12.00%			12.00%
<b>2010-2011</b>				
Summer				
Fall	3.80%			3.80%
Spring	7.60%			7.60%

Success Rate				
Semester	On-Campus	Out-Reach	EduKan	Total
<b>2008-2009</b>				
Summer	68.40%			68.40%
Fall	86.70%			86.70%
Spring	81.60%			81.60%
<b>2009-2010</b>				
Summer				
Fall	73.10%			73.10%
Spring	88.00%			88.00%
<b>2010-2011</b>				
Summer				
Fall	94.20%			94.20%
Spring	87.90%			87.90%

Blank = No courses taught during the semester

## Annual Revenue Generated

Year	Cr. Hrs	Instate Revenue	Outstate Revenue	Margin of Error	Total Revenue	Amount Discounted	Initial Net Revenue Generated	Dept Expenses	Cost per Cr. Hr.	Net Revenue Generated
2008-2009	254	\$24,174	\$3,500	\$1,333	\$29,008	\$2,355	\$26,652	\$105,047	\$413.57	-\$78,395
2009-2010	105	\$9,745	\$1,338	\$676	\$11,758	\$954	\$10,805	\$81,761	\$778.68	-\$70,956
2010-2011	257	\$23,430	\$3,257	\$1,809	\$28,497	\$1,895	\$26,602	\$74,445	\$289.67	-\$47,843

\*\*Annual Revenue calculated as Summer, Fall, Spring and includes EduKan

**Program Review Summary Sheet**  
**2011-2012**  
**DRAM**

ours
<b>Total</b>
254
105
257

<b>Net Rev. per Cr. Hr.</b>
-\$308.64
-\$675.77
-\$186.16



## Animal Science Program Review - Spring 2012

### Program Mission Statement

The Animal Science department is set to provide the educational curriculum and experiences that enhance a student's ability to be successful in their agricultural endeavors.

### Enrollment Trends and Credit Hour Productivity

- The number of head count students from 08-09 (177) to 09-10 (197) and 10-11 (238) has increased overall.
- The current arrangements allow for very little growth; however, with the TRAC7 grant, that will be addressed with new classrooms, lab and new instructor.
- Looking at the data, the average class size has remained constant (n= 8/9 students/class); however, head count and credit hours have increased in each of those years. The enrollment trends have increased overall as we have offered more small online courses in food safety which is why the average class size has stayed low but the overall numbers for enrollment and credit hour have increased.
- The course fees have been evaluated and adjusted for 2012-13 to address the increased cost of student supplies.
- The budget for the department does need to be increased to allow the purchase of more chemicals, media and other consumables that can be used in courses, especially in the laboratory settings. Some of this can be accounted for with increase in course fees. The meat judging budget (student travel) also will need to be increased as the 2013 team will be the largest in GCCC history (n=14+). Students want to come here with the addition of the facility.



### Annual Revenue Generated

Year	Cr. Hrs	Instate Revenue	Outstate Revenue	Margin of Error	Total Revenue	Amount Discounted	Initial Net Revenue Generated	Dept Expenses	Cost per Cr. Hr.	Net Revenue Generated	Net Rev. per Cr. Hr.
2008-2009	427	\$40,640	\$5,884	\$2,242	\$48,765	\$3,960	\$44,805	\$89,433	\$209.44	-\$44,628	-\$104.51
2009-2010	480	\$44,547	\$6,115	\$3,091	\$53,753	\$4,359	\$49,394	\$102,716	\$213.99	-\$53,322	-\$111.09
2010-2011	571	\$52,056	\$7,237	\$4,020	\$63,314	\$4,210	\$59,103	\$109,806	\$192.30	-\$50,703	-\$88.80

\*\*Annual Revenue calculated as Summer, Fall, Spring and includes EduKan

### Recruiting new students

The department has utilized a digital video camera to make "campus tours" with members of the meat judging program and animal science department, made individual videos addressed to each recruit that is considering GCCC, used social media, and utilized our strength, the students, to help in recruiting.

- Potential students are engaged through more modern technology than mailings; we have used DVD's and Facebook to help in recruiting students.
- Utilizing newer technology has been successful in recruiting as 2012-13 and anticipate a larger enrollment
- TRAC 7 Grant will provide resources to "prime the pipeline" by offering entry level food safety courses in the surrounding communities.

## Maintain enrollments

The department has worked closely with students that plan on transferring and making sure that the courses they enroll in are either electives or count as the course they need at a given institution. Classes are also made with some fun or interesting characteristics to attract students including Interactive courses and labs, blended courses, online teaching.

## Curriculum History

- Created two certificate programs by adding 6 courses that can be taught on site or online in the areas of Food Science and Food Safety for food producing partners and to meet the TRAC-7 grant objectives. All curriculum, instructional materials, power points and recorded lectures are completed.
- The development of more online courses has assisted those students that have a full time job or can't come to campus every day.
- Blended courses have been added to allow our students to become more accustomed to independently researching topics involved with each course and presenting them in an organized and logical manner to an audience.
- Short courses in Food Safety are on the horizon.

With regards to Continuous Improvement and after careful consideration of the program's mission and curriculum history, list the revisions, additions, and deletions that need to be made to the departmental curriculum during the next three years.

- Reincorporation of Swine Production as an active course. Make Animal Genetics an active course. With the new instructor in Food Science/Safety, the faculty team will be able to expand course options, which in turns provides students more options and an opportunity to increase enrollment.

## Student Performance and Completion

Attrition Rate				
Semes-ter	On-Campus	Out-Reach	EduKan	Total
<b>2008-2009</b>				
Summer				
Fall	1.10%			1.10%
Spring	0.00%			0.00%
<b>2009-2010</b>				
Summer			0.00%	0.00%
Fall	0.00%			0.00%
Spring	1.20%			1.20%
<b>2010-2011</b>				
Summer			0.00%	0.00%
Fall	4.70%			4.70%
Spring	0.00%		0.00%	0.00%

Success Rate				
Semes-ter	On-Campus	Out-Reach	EduKan	Total
<b>2008-2009</b>				
Fall	96.60%			96.60%
Spring	98.90%			98.90%
<b>2009-2010</b>				
Summer			100.00%	100.00%
Fall	97.30%			97.30%
Spring	96.40%			96.40%
<b>2010- 2011</b>				
Summer			100.00%	100.00%
Fall	92.20%			92.20%
Spring	88.90%		100.00%	89.00%

- Fall 2009, no student withdrew from courses (out of 112); Spring 2010, 1 student withdrew (out of 84); Fall 2010 6 withdrew (out of 128); and Spring 2011, no withdrawals (out of 109). Total is 7 out of 433 students (1.6%)
- Success Rates: Fall 2009 – 97.3% (3 failed out of 112); Spring 2010 – 96.4% (2 out of 84 failed); Fall 2010—92.2% (4 out of 128 failed); and Spring 2011—89.0% (12 out of 109 failed).

## Evaluation of Data

1. Measurable goals to address retention during first 20 days:
  - a. Have a personal meeting with every student for 5 minutes in each course to talk about the class, attendance and expectations.
  - b. More actively engage the students in learning criterion for the course.
  - c. Require assignments be emailed or use social media assignments for courses.

2. Measurable goals to address retention throughout the semester
  - a. Maintain involvement with students for attendance in courses.
  - b. Contact students if they fall behind or start missing courses so that they can be actively involved in the course.

Strategies to reach recruitment, retention and success goals.

- Utilize more social media or create pages for each class on the college website.
- Be more interactive with the students for class involvement and participation.
- Utilize a more friendly method for online teaching with each course.

### Dean's Analysis

#### Enrollment Trends and Credit Hour Productivity

The enrollment trend is increasing and I would anticipate this to continue with the support of the TRAC-7 grant for the Food Safety Program. The cost per credit hour increased with the increase of student in 2009-10 but decreased in 2010-11 while the cost per credit hour decreased. This could be a combination of budget management and maximum efficiency of resources.

#### Recruiting and retaining students

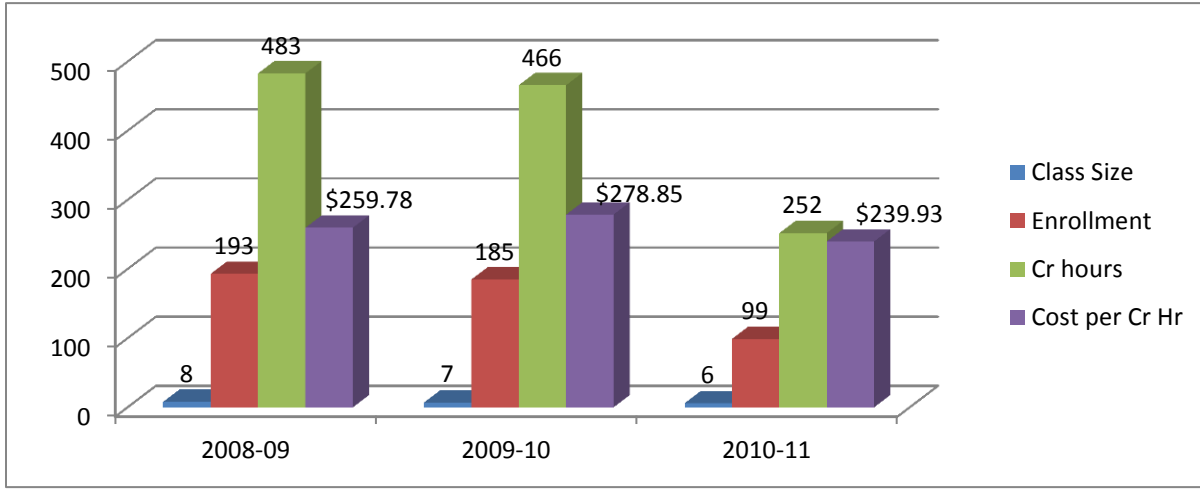
The department has deployed several methods to recruit students that appear to be effective. The inclusion of technology to attract students should be effective. The meats judging team is another means of attracting students to GCCC. The addition of an animal science instructor through the TRAC-7 grant will allow the department to expand the meat judging team. The renovated space will allow us to host meat judging contests and decrease team travel for judging practice. The new Food Process Lab will allow faculty to infuse contextualized learning in the curriculum and aid in student success.

# Automotive Program Review – Spring 2012

## Program Mission

The automotive technology program at Garden City Community College exists to provide the automotive industry and the community with professional entry-level technicians.

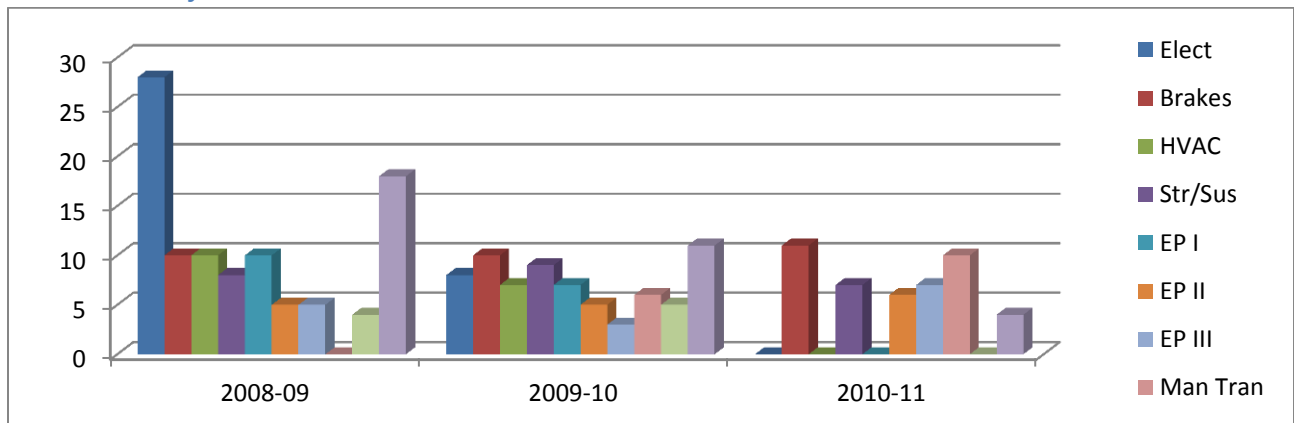
## Enrollment Trends and Credit Hour Productivity



The overall enrollment trend for the period is declining. With a reduction in faculty and budget this trend was expected. With the reduction in faculty, the program was unable to continue the courses that were offered on the high school schedule and maintain the college courses. A decision was made to keep the college course schedule with a focus on program completion for the current students. However, for Fall 2012 the curriculum has been redesigned to allow a student to complete the automotive courses in 1 calendar year leading to a Certificate. The student has the option to weave general education courses into this plan of study and complete an AAS in two years. This plan will be presented to the advisory committee on April 4, 2012. It is projected that 300-350 credit hours per year is possible through restructuring, funding and recruiting efforts.

The cost per credit hour is down slightly due in part to planned closure of the program and a decrease in budget. The budget will be evaluated to accommodate the redesigned program. The purchase of new repair tooling and equipment, modern training aids, and software updates are all priorities.

## Enrollment Trends by Class



An analysis of the enrollment per class offered in the fall 2008-spring 2011 does not show any strong tendencies of class popularity. In 2010-11 completion courses were offered and entry level courses were not in order to help current students complete their education goals.

### Student Performance and Completion

Attrition Rate				
Semes-ter	On-Campus	Out-Reach	EduKan	Total
<b>2008-2009</b>				
Summer				
Fall	1.90%			1.90%
Spring	11.50%			11.50%
<b>2009-2010</b>				
Summer				
Fall	3.70%			3.70%
Spring	5.10%			5.10%
<b>2010-2011</b>				
Summer				
Fall	1.80%			1.80%
Spring	0.00%			0.00%

Success Rate				
Semes-ter	On-Campus	Out-Reach	EduKan	Total
<b>2008-2009</b>				
Summer				
Fall	83.00%			83.00%
Spring	72.40%			72.40%
<b>2009-2010</b>				
Summer				
Fall	69.20%			69.20%
Spring	82.10%			82.10%
<b>2010-2011</b>				
Summer				
Fall	96.40%			96.40%
Spring	100.00%			100.00%

### Maintaining Enrollments

With the uncertainty of a continuing program, the automotive instructor worked closely with students to ensure they would be able to complete their educational goals. This effort resulted in a higher success rate in 2010-11. The automotive advisory committee will meet to review the proposed curriculum changes. Recruitment and retention of students will be an integral part of this discussion.

### Data Evaluation and Future Goals

#### Dean's Analysis

The program has endured challenges as the result of economic circumstances, and the resulting decline was inevitable. Restored funding and recruitment of motivated students will lead to improved retention and graduation rates. With a new curriculum and an actively involved advisory board we are encouraged that we are establishing ground work for a successful automotive program.

## Proposed Automotive Schedule

AUTO 105 - Automotive Electricity and Electronics (5 cr hrs\*)

AUTO 112 - Suspension and Steering (5 cr hrs\*)

AUTO 103 - Engine Repair (5 cr hrs\*)

AUTO 108 & 110 - Engine Performance II & III to be rewritten as a hybrid course and include internship. (Taken after Summer semester)

Fall

AUTO 107 - Brakes (5 cr hrs\*)

AUTO 109 - Heating and Air Conditioning (5 cr hrs\*)

AUTO 106 - Engine Performance (5 cr hrs\*)

Spring

AUTO 104 - Manual Drive Trains and Axels (5 cr hrs\*)

AUTO 111 - Automatic Transmissions and Transaxels (5 cr Hrs\*)

Summer

- Ford Maintenance and Light Repair Certificate includes: AUTO 105 - Automotive Electricity and Electronics; AUTO 112 - Suspension and Steering; AUTO 107 – Brakes; AUTO 109 - Heating and Air Conditioning.
- Certificate B includes: AUTO 105 - Automotive Electricity and Electronics; AUTO 112 - Suspension and Steering; AUTO 107 – Brakes; AUTO 106 – Engine Performance I.
- Certificate C includes: Certificate B plus AUTO 109 – Heating and Air Conditioning (Included in the MLR Certificate) and AUTO 103 Engine Repair.
- AAS – Certificate C plus AUTO 104 Manual Drive Trains and Axels and AUTO 111 – Automatic Transmission and Transaxles.

# Cosmetology Program Review - Spring 2012

## Program Mission Statement

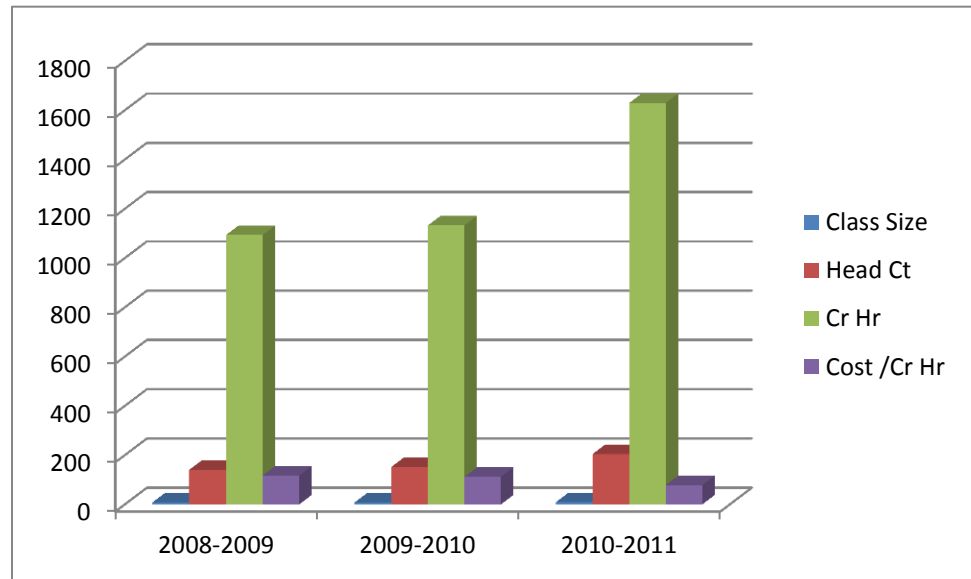
The mission of The Garden City Community College Department is to increase student achievement and career opportunities in the technical field of Cosmetology. We will add positive contributors to our society.

## Enrollment Trends and Credit Hour Productivity

During the last three years, we have increased our enrollment. As far as accepting more students, it varies per semester as some semester courses are fully enrolled and some have the availability to accept more students. We currently do not have an Adjunct Instructor and our two Full Time Instructors have a ratio of 1:20.

According to the provided data, the fall courses always have a larger enrollment than the spring courses. We believe this is due to the fact that we have a high rate of traditional students enrolling in the fall courses.

Our Summer section courses are Seminar courses and we have seen a trend over the last few years indicating an increase in Seminar enrollment. Our honest opinion, based on observation and transparent communication with our students is; our students do not seem to care about finishing on time because they would rather pay more money, take a longer amount of time to complete the program, than to inconvenience their life outside of college, regardless of program scheduled hours.



## Annual Revenue Generated

Year	Cr. Hrs	Instate Revenue	Outstate Revenue	Margin of Error	Total Revenue	Amount Discounted	Initial Net Revenue Generated	Dept Expenses	Cost per Cr. Hr.	Net Revenue Generated	Net Rev. per Cr. Hr.
2008-2009	1,093	\$104,026	\$15,062	\$5,738	\$124,825	\$10,136	\$114,689	\$127,647	\$116.79	-\$12,958	-\$11.86
2009-2010	1,132	\$105,056	\$14,422	\$7,290	\$126,767	\$10,281	\$116,486	\$126,344	\$111.61	-\$9,858	-\$8.71
2010-2011	1,629	\$148,510	\$20,648	\$11,469	\$180,627	\$12,012	\$168,615	\$127,333	\$78.17	\$41,282	\$25.34

\*\*Annual Revenue calculated as Summer, Fall, Spring and includes EduKan

Over the last three years, we have an average of \$6,155.33 profit per year due to 2010-11 \$41282 profit. Our three year revenue average is \$133,263.33 per year, and our expenses average is \$127,108.

We believe our course fees are sufficient to fund required student supplies. We will be increasing course fees due to new, required equipment in our course kits. We believe that currently, we are sufficient in our budgeting and needs. However we believe we could generate an increase in revenue and profit by increasing our department's size as well as remodeling to make our department more professional and esthetically pleasing, while providing a modern and industry acceptable style and atmosphere.

## Recruiting new students

To continuously maintain our levels of enrollment and recruitment of new students, we have utilized a more involved relationship with our campus and community. This strategy was designed to increase exposure to both new students and clients.

Specifically, the program has taken initiative by providing charity work, off-campus for churches, SDSI/Mosaic, Miles of Smiles/Women's Day Out, and Ulysses Career Fair. This has provided the community and opportunity to see what the program can provide for them through the local newspapers as well as actual real-life working experiences. On campus we continue to stay involved with Exploration Day, Lakin Middle School Tour, and with Garden City High School "Career Experience" with Debra Maxfield.

We have struggled to get our goal of having a website and having it linked to Pivot Point's website, in specific, their curriculum page, so prospective students can see not only the curriculum but also the actual work space they will be learning in. This goal has not been reached due to a lack of time on our part as well as inadequate staff to successfully support additional web page design.

After careful analysis of the enrollment trends, department generated credit hours, department generated revenues, and class size, address the following questions with the idea of Continuous Improvement in mind:

Continuing to keep our budget in the black, as well as move, resize and remodel the entire department.

We believe that staying in the black is always a goal we will have and believe it to be important because that is the purpose of every business, and we would like to practice what we teach.

### **Maintain enrollments**

We also believe that the resizing and remodeling of our department will help us maintain our enrollment and profit goals by attracting more new students as well as new clients. Also, we believe that this will put us another step ahead of our competition in attracting prospective students and attracting and retaining new clientele. Both will help assist our students learning experience by providing more real life, on the job experiences. The more clients we bring in, the more hands-on experience and education our students will receive, as well as an increase in revenue.

### **Curriculum History**

Our Curriculum is devised by [Pivot Point](#) and they updated their entire curriculum due to the ever changing industry we work in. This was done in order to have instructors efficiently teach in all student learning styles and share trendier styles along with more advanced sculpting techniques.

We have not been able to continue having a Manicuring program due to several different reasons; we would need to hire another Instructor for the course as well as a lack of ventilated classroom space.

We are constantly working to continue our partnership with licensed, professional educators in the industry to provide our students with two things; interaction with other professional industry members and to provide product knowledge by educators that have developed their own style of work/educating in the industry.

Currently we are incorporating a system through [Pivot Point](#), to transition from traditional books to ebooks on I pad/Tablet based education. Example: We can lecture and show power point or hands on practical shown from DVD then, when at home the student can access these videos from via website to review and reinforce their learning.

As far as revisions and additions, we incorporate more advanced techniques into our program that are not covered by [Pivot Point](#) curriculums. Examples: Videos and hands on demonstrations for advanced haircutting, color, highlighting techniques, Shellac nails, Dip system, eyelash extension, hair extensions, and glitter tattoos, These techniques are ones that seem to follow the more popular trends in the industry and trends of society.



## Student Performance and Completion

Attrition Rate				
Semester	On-Campus	Out-Reach	EduKan	Total
<b>2008-2009</b>				
Summer	0.00%			0.00%
Fall	0.00%			0.00%
Spring	6.90%			6.90%
<b>2009-2010</b>				
Summer	0.00%			0.00%
Fall	3.30%			3.30%
Spring	6.10%			6.10%
<b>2010-2011</b>				
Summer	0.00%			0.00%
Fall	1.00%			1.00%
Spring	1.10%			1.10%

Success Rate				
Semester	On-Campus	Out-Reach	EduKan	Total
<b>2008-2009</b>				
Summer	100.00%			100.00%
Fall	72.20%			72.20%
Spring	79.30%			79.30%
<b>2009-2010</b>				
Summer	100.00%			100.00%
Fall	68.90%			68.90%
Spring	68.30%			68.30%
<b>2010-2011</b>				
Summer	100.00%			100.00%
Fall	75.70%			75.70%
Spring	81.70%			81.70%

### Evaluation of Data

At this point, we do not need to address retention during the first 20 days of class due to the 0% drop rate during this time frame.

Student evaluations are very important to help us improve our teaching and understanding of the student's needs. We also feel that the best way to continue our high levels of retention and success is to continually offer seminar hours for student absences in order for our students to successfully complete the program. We will also be involved in the student survey with CCSSE.

We feel the best way to continue our high levels of retention and success is through student evaluations and to continually offer seminar hours in order for our students to successfully complete the program. Also, continue to put the highest importance on working hard for our students, this Cosmetology Program, and Garden City Community College to make this program the best Cosmetology Program in the State of Kansas as well as affordable.

### Dean's Analysis

The Cosmetology department has worked diligently toward continuous improvement. This is evident in the cost per credit hour increase and the student retention. They work very closely with their advisory committee to keep their program current and prepare their students for the industry. A remodeled and expanded space would help this program to grow. We are looking at various options that would allow us to expand this very successful program.

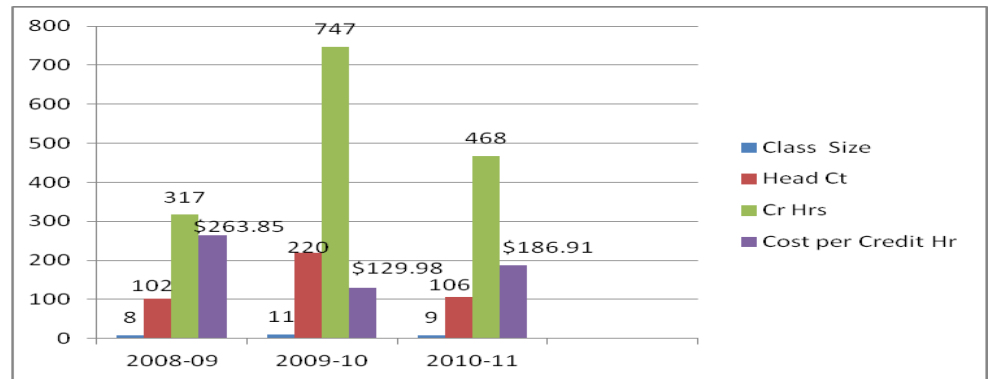
# Fire Science Technologies 2007-2010 Program Review

## Program Mission

To provide the Fire Protection Industry with quality training programs, and promote professionalism through education and training

## Enrollment Trends and Credit Hours Productivity

In the past 3 years the program has fluctuated vastly. This is due to the lack of paid full-time fire departments in SW Kansas (only 3 paid departments in all of western KS) and most volunteer fire departments are comprised of farmers. They can only attend college classes seasonally. The cost per credit hour decreased when the enrollment goes up.



## Annual Revenue Generated

Year	Cr. Hrs	Instate Revenue	Outstate Revenue	Margin of Error	Total Revenue	Amount Discounted	Initial Net Revenue Generated	Dept Expenses	Cost per Cr. Hr.	Net Revenue Generated	Net Rev. per Cr. Hr.
2008-2009	317	\$30,170	\$4,368	\$1,664	\$36,203	\$2,940	\$33,263	\$83,641	\$263.85	-\$50,378	-\$158.92
2009-2010	747	\$69,326	\$9,517	\$4,810	\$83,653	\$6,784	\$76,869	\$97,092	\$129.98	\$20,223	-\$27.07
2010-2011	468	\$42,666	\$5,932	\$3,295	\$51,893	\$3,451	\$48,442	\$87,476	\$186.91	\$39,034	-\$83.41

\*\*Annual Revenue calculated as Summer, Fall, Spring and includes EduKan

## Recruiting Strategies

Our number one recruiting tool is through our local, state and national agency partners, advisory council members, alumni, current and in-service students, and friends of the department.

- Special Workshops for Career Explorations:
  - Involved annually with Career Exploration Day (Average of 60-100 high school students) for 2 hours of workshops
  - Lakin 6th graders exploration day (Average 60 students) for 1 hour workshops
  - Involved with GEMS (Guys/Gals in Engineering, Math and Science) for the Middle School students (Approx 80 – 100)
- State-wide Recognition
- Kansas Fire Commission: Instructor continues to serve as a Governor Appointed Member on this commission.
- Garden City Community College is now a recognized State Fire Regional Testing site.

- Providing classroom space for University of Kansas Fire and Rescue for weekend fire service seminars.
- Fire Training Facility is busy many weekends for current students and surrounding areas. As the only Live Burn facility in Western Kansas, the exposure to this realistic training is, in and of itself, a recruiting tool as participants return to their communities and talk about what GCCC has to offer.
- Media: Brochure flyer updated, radio programs at least 1-2 times per year through Steve Quakenbush, development of broad advertising campaign with the assistance Information Services Department at GCCC.
- Visibility to the community: Ride for the Future 2008/2009/2010/2011. DPS Scholarship Motorcycle Run For Public Safety. Integrates our students, public safety partners across Western Kansas and the general public. In 2008 we had 48 participants, 2009 – 120 participants, and in 2010 – 102 participants. The money generated for DPS scholarships were as follows. 2008 - \$1000.00, 2009 - \$4000.00, 2010 - \$4100.00, 2011 - \$4,100. Fire, EMS and Criminal Justice now all have Endowed Scholarship funds. Although Fire Science now has an endowed scholarship, the available funds are still not enough to impact recruiting.
- Outreach & Partners: Utilizing outreach instructional options to reach outlying communities. Continual communication with Western Kansas fire departments to inform them of the fire program at GCCC.
- Working with GCCC B&I provide OSHA safety classes to civilian organizations other than the fire industry partners.
- Fire Students and faculty assisted with the Public Safety night phonathon.

## Maintain Enrollments

- General – Combining state of the art, hand-on education/training, staff involvement, teambuilding and an active advisory council provide the #1 retention tools for Fire Science
- Strategic Team Building is now required for all Fire majors and incorporates the use of the challenge course. Has proven to be extremely effective
- Continued Team Building projects – Includes our partner projects and community service events within their own community
- Distance learning opportunity – Outreach classes in the service area are on-going with efforts to combine counties whenever possible to facility instructor availability and to enough communities to work together.
- Advising and Counseling -The full-time instructors work with approximately 40 – 50 students. This includes the traditional student and the non-traditional student. One-on-one advising, all public safety instructors trained to co-advise.
- Partnerships as part of Retention Strategies - Area professionals are involved in the program’s direction and meet several times a year with frequent communication on an on-going basis. Strengthened working relationships with existing fire departments.
- Maintaining and Updating Equipment and Facilities - Maintaining and staying on the cutting edge with equipment that is currently being utilized in the field. Donation of equipment from industry partners continues to be a tremendous asset to program success.
- Public Safety Cross-Training - Opportunity for Fire majors to take EMST and law enforcement classes. EMT is required for all Fire majors and a number of Fire students continue on to the paramedic program. Dual Fire and EMST certification is a tremendous resume booster for our Fire students. EVOG Classes, Strategic Team Building, Rappelling, Rescue and NIMS certification – Integrated for all three disciplines.
- Explored distance learning by utilizing internet based delivery (FF-II class).
- Added new classes to fire science program to maintain student interest.

## Curriculum Development

**Adjuncts** – Qualified adjuncts in the Fire Science area are difficult to locate in SW Kansas primarily because most rural fire departments are volunteer departments. This reduces the availability of certified instructors.

### Curriculum Revision

- Fire Instructor I was redesigned Fall 2011 and is being taught on-line for Spring 2012.
- The number of class sections offered have increased significantly.
- In the past three years the fire science program has been totally restructured to meet the requirements of IFSAC and the needs of the fire protection industry.

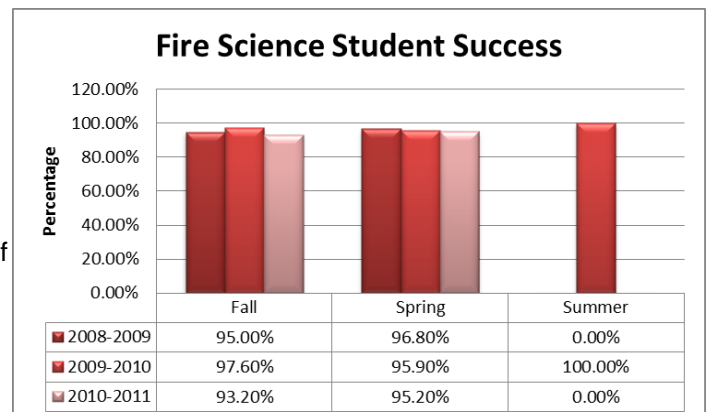
## Student Performance and Completion

Attrition Rate				
Semes-ter	On-Campus	Out-Reach	EduKan	Total
<b>2008-2009</b>				
Summer				
Fall	0.00%			0.00%
Spring	2.30%	0.00%		1.60%
<b>2009-2010</b>				
Summer	0.00%	0.00%		0.00%
Fall	2.90%	0.00%		2.40%
Spring	0.00%	0.00%		0.00%
<b>2010-2011</b>				
Summer				
Fall	0.00%			0.00%
Spring	4.10%	0.00%		3.20%

Success Rate				
Semes-ter	On-Campus	Out-Reach	EduKan	Total
<b>2008-2009</b>				
Summer				
Fall	95.00%			95.00%
Spring	95.50%	100.00%		96.80%
<b>2009-2010</b>				
Summer	100.00%	100.00%		100.00%
Fall	97.10%	100.00%		97.60%
Spring	96.60%	94.10%		95.90%
<b>2010-2011</b>				
Summer				
Fall	93.20%			93.20%
Spring	93.90%	100.00%		95.20%

### Successes

- Involvement at the state level (State Fire Commission) on Curriculum revision
- Upon completion of Firefighter-I and Hazardous Materials/Operations level, students are able to test for FF-I certification through IFSAC (International Fire Science Accreditation Congress).
- The fire science program also offers other class to advance currently employed firefighters through an AAS degree in Fire Science or to be eligible for promotion within their fire department.
- Almost all classes offered are certified through IFSAC, and upon successful completion students are able to test through Kansas Fire and Rescue for certification.
- Donation of the fire pumper truck from the City of Garden City.
- Over the past three years the average certification pass rate has been 94.5 percent program wide.
- Adjunct instructor and student mentoring programs.
- Program Director appointment to Kansas Fire and Rescue Training Commission in 2009.
- Continued awareness in changing NFPA standards.



- The Fire Training classrooms were upgraded for wireless Internet connectivity.

**Challenges and What We Have Learned**

- Due to constant changes in NFPA standards, instructional materials need to be evaluated annually and updated as deemed necessary by the Program Director.
- Our goal is to provide a faculty to student ration of 1:12. This is dependent upon the type of training students are engaged in due to NFPA standards. Staying in compliance with NFPA safety standards is essential for program safety. Currently utilizing adjuncts and lab safety assistants for live burn and rappelling classes. Shift work of our professionals continues to be challenge for scheduling adjuncts and assistants.

**Current Budget Needs**

- Line Item Budget for repairing training equipment still has not been implemented. Finding the monies each year for these on-going items is still a challenge.
- The donation of the pumper truck was an essential addition to the program, however, maintenance and update (again budgeting) will be on-going.
- As safety is of primary concern for the training tower, the training tower is showing signs of wear and is in need of maintenance and repair to ensure safety of instructors and students.
- Inspection, reconditioning and maintenance of Breathing Air Compressor and the Breathing Apparatus Air Cylinders.
- Addition of hydraulic vehicle extrication equipment

**Dean’s Analysis**

The Fire Science program is very successful and valued program. The program adheres to the IFSAC and NFPA standards which is the primary reason for this reputation. With increased numbers the cost per credit hour decreases. The challenge for this program would be to level out the enrollments. The need for training is very cyclical due to the needs of volunteer agencies. Maintenance of equipment is a challenge and is being addressed in the budget process this year. The department also has been very resourceful in regards to securing donations of fire gear and equipment.

**Active Partnerships with industry:**

<b>Industry Partner</b>	<b>Level of Participation</b>
Garden City Fire Department	Provide training to paid as well as volunteer firefighters. Allowed fire science program to utilize fire department equipment
Grant County Volunteer Fire Department	Provided Firefighter I and Haz-Mat training
Lane County Fire District	Provided Firefighter I and Haz-Mat training
GCCC Business and Industry	OSHA training – confined space and forklift driver
US Army Reserve – Garden City	Provide live fire training. Allowed fire science program to utilize Army Reserve equipment
Holcomb Volunteer Fire Department	Firefighter I, Haz-Mat, Instructor I, and live fire training. Allowed fire science program to utilize fire department equipment
Leoti Volunteer Fire Department	Firefighter I, Driver Operator and Haz-Mat training

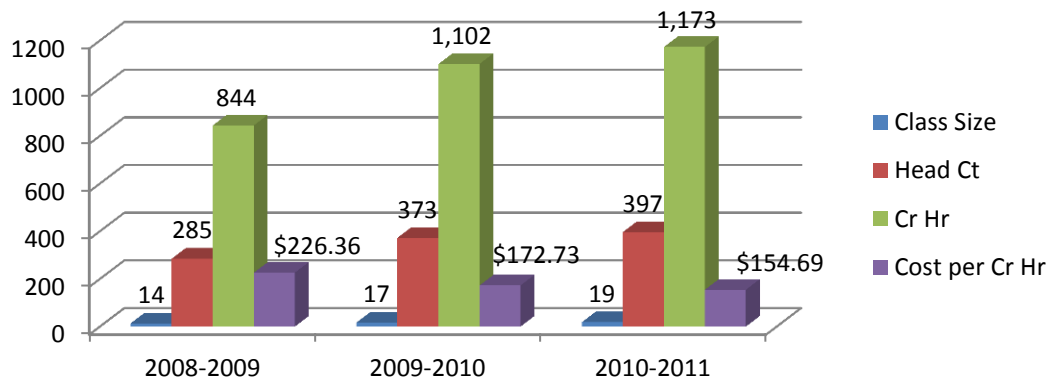
# John Deere Program Review 2008 – 2011

## Program Mission Statement

The mission of the John Deere TECH program in Garden City, KS is to create skilled technicians for employment in the agricultural equipment business.

The program was created in 1990 with the college, Deere and Company, and the John Deere dealers as partners in the effort.

## Enrollment Trends and Credit Hour Productivity



The class size, head count and credit hour count has steadily increase while the cost per credit hour has decreased.

The following table contains the enrollment numbers since inception. The top two lines (Year of Graduation – 2012 and 2013) represent students still in the program and therefore the completion rate is not yet determined. The program has been full every year for the last 4 years.

Yr of Grad.	# of students started	# of students graduating	Comp. rate, single yr	Comp. rate, 5 year rolling avg.
2013	21	21		
2012	23	19		
2011	20	17	85%	80%
2010	19	15	79%	79%
2009	11	10	91%	77%
2008	18	14	78%	74%
2007	12	8	67%	75%
2006	20	16	80%	78%
2005	10	7	70%	75%
2004	9	6	67%	80%
2003	18	15	83%	81%
2002	15	12	80%	79%
2001	16	11	69%	82%
2000	7	8	114%	89%
1999	17	13	76%	84%
1998	13	10	77%	84%
1997	13	12	92%	86%
1996	20	19	95%	
1995	17	13	76%	
1994	16	12	75%	
1993	14	13	93%	

The John Deere TECH program in Garden City has a student to instructor ratio of 20 to 1. This is the highest ratio of any John Deere TECH program west of the Mississippi river. Both groups of students are on campus at the same time 16 weeks out of the year. This creates a logistical problem in the shop and the one classroom. If the program were to grow more shop space and another instructor would be required.

### Annual Revenue Generated

Year	Cr. Hrs	Total Revenue	Amount Discounted	Initial Net Revenue Generated	Dept Expenses	Cost per Cr. Hr.	Net Revenue Generated	Net Rev. per Cr. Hr.
2008-2009	844	\$96,388	\$7,827	\$88,562	\$191,044	\$226.36	-\$102,482	-\$121.42
2009-2010	1,102	\$123,408	\$10,008	\$113,399	\$190,352	\$172.73	-\$76,953	-\$69.83
2010-2011	1,173	\$130,065	\$8,649	\$121,415	\$181,450	\$154.69	-\$60,035	-\$51.18

With the assistance of John Deere the course fees are sufficient to support the program.

### Recruiting Students

In the past year an effort was made to visit the dealer groups that are within the area normally served by the program but do not use the program. The results of that effort remains to be seen. However, two students from two different dealer organizations have inquired and their admission into the program is likely. John Deere made a decision to close a neighboring John Deere TECH program. The dealers on the west slope of Colorado will be contacted to let them know that we are interested in working with them to grow the technicians they need.

It is the goal of the program to admit the best 20 students that can be found. 20 students per year are not enough to serve the needs of the dealers in our region. However, we are not the only provider out there.

### Curriculum History

A concerted effort has been made to incorporate John Deere's Distance Learning Modules (DLMs) into the curriculum to facilitate the certification process introduced by Deere over the last 2 years. This and the desire of the dealers for more and more training on CanBus and Guidance products has caused a shift in when and how the curriculum is delivered. The program relies heavily on the input and guidance from Deere and the sponsoring dealers to determine how to craft the curriculum. Over the past three years alternator and starter disassembly has been removed from the program to make room for Controller Area Network (CAN) and Guidance products.

The program now relies heavily on the Learning Management System of the day to manage student assignments and Internship reports and evaluations. One of the instructors uses the LMS almost exclusively for assignment submission and direction. It is extremely difficult to pipe cast iron down a fiber optic cable. In general the students in the Deere TECH program learn best by getting their hands on the product. However, the technical information is delivered almost exclusively through laptops and the network.

In the next few years more emphasis will be placed on the electronic control side of the systems taught. What will be sacrificed to accomplish this remains to be seen.

## Maintaining Students

Over the past three years no student has dropped the program in the first 20 days. This is to be expected due to the partnership and entrance requirements. Students tend to know what they want and how they are going to get it.

Semester	On- Campus	Total
<b>2008-2009</b>		
Summer	0.00%	0.00%
Fall	0.00%	0.00%
Spring	2.50%	2.50%
<b>2009-2010</b>		
Summer	1.70%	1.70%
Fall	3.60%	3.60%
Spring	0.00%	0.00%
<b>2010-2011</b>		
Summer	0.00%	0.00%
Fall	2.30%	2.30%
Spring	0.00%	0.00%

Semester	On- Campus	Total
<b>2008-2009</b>		
Summer	100.00%	100.00%
Fall	96.90%	96.90%
Spring	96.70%	96.70%
<b>2009-2010</b>		
Summer	96.70%	96.70%
Fall	92.20%	92.20%
Spring	100.00%	100.00%
<b>2010-2011</b>		
Summer	100.00%	100.00%
Fall	95.50%	95.50%
Spring	99.40%	99.40%

An estimate based on the total number of students in the program would be that less than one student drops the program in any one semester. Failing a class in the John Deere TECH program is usually an indicator of a deeper problem and just repeating the class is not the answer to that problem. The sponsoring dealer is completely involved in the decision by the student as to what to do.

Using the definition of Successful as not having to retake the class because of grades all students have been successful in that none have repeated a class because of grades.

## Evaluation of Data

On a rolling 5 year average the completion rate for the John Deere TECH program is near 80%. Many of the reasons for withdrawal are out of the control of the college or program. Given this fact effort is being concentrated on success within each course where the improvement can lead to improved student success across the program.

## Dean's Analysis

The John Deere Program has a proven record of success. The cost per credit hour is going down as the enrollment has gone up. Continued growth of this program is inhibited by the size facility. The program uses one classroom and the lab. During the 16 weeks when both Freshman and Sophomore students are on campus the classes are schedule with one class in the lab and one in the classroom. This creates a need to shuffle equipment in the lab to accommodate the learning needs of the two levels. Space is also needed to accommodate the tool boxes of the students. While this take time and coordination, the instructors are dedicated to making a positive learning environment for the students.