

# GARDEN CITY COMMUNITY COLLEGE

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

June 8, 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, June 13, 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

### II. CONSENT AGENDA

	<b>*****Action</b>
A. Approval of minutes of previous meetings (May 23, 2012).....	pg 3
B. Approval of personnel actions-Human Resources.....	pg 8
B-1 Human Resources Report.....	pg 9
B-2 Adjunct/Outreach Contracts.....	pg 10
C. Financial information.....	pg 14
C-1 Checks processed in excess of \$20,000.....	pg 15
C-2 Revenues.....	pg 16
C-3 Expenses.....	pg 17
C-4 Cash in bank.....	pg 23
D. Purchases over \$20,000	
D-1 Approval of purchase of Featherlite Trailer.....	pg 24
D-2 Approval of annual agreement for Athletic Insurance 2012-2013.....	pg 28
D-3 Approval of Conference Room remodel.....	pg 31

### III. OTHER

- A. Approval of Resolution No. 2012-03, re: refinancing of Series 2002.....pg 33  
    certificate of participation

### IV. CONFIRMATION OF MONITORING REPORTS:

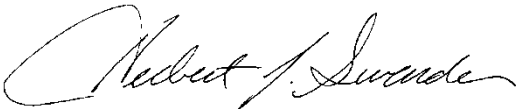
- A. Monitoring Reports and ENDS.....Action
  - A-1 Monitoring Report – Executive Limitations, Annual Compensation/Benefits #1, #2, #3.....pg 39
- B. Review Monitoring Report-General Executive Constraints #9, #10  
    Treatment of People #2, #3, #4, #5
- C. Board Process and Policy Governance Review

**V. OWNERSHIP LINKAGE:****V. REPORTS:**

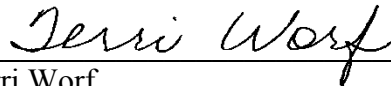
- A. President's Report
  - A-1 Incidental Information
- B. Report KACCT/COP retreat Johnson County Community College
- C. Report from Finney County Economic Development Corporation (Trustee Ron Schwartz)

**Upcoming Calendar Dates:**

<u>June 26</u>	Budget Retreat, Dinner precedes 6:00 p.m. meeting
<u>July 4</u>	Independence Day holiday – NO CLASSES – OFFICES CLOSED
<u>July 11</u>	Regular monthly meeting, Endowment Room. Dinner 5:00 p.m. call to order at 6:00 p.m.
<u>Aug. 8</u>	Regular monthly meeting, Endowment Room, Dinner 5:00 p.m. call to order at 6:00 p.m.
<u>Aug. 15</u>	Faculty report-division/departement day
<u>Aug. 17</u>	Full-time faculty/staff in-service
<u>Aug. 22</u>	Classes begin
<u>Sept. 3</u>	Labor Day - NO CLASSES - OFFICES CLOSED

**VII Executive Session****VIII. Adjournment**


Dr. Herbert J. Swender, Sr.  
President



Terri Worf  
Chairman

**Mission:** *Garden City Community College exists to produce positive contributors to the economic and social well-being of society.*

**Five Ends:** *Essential Skills, Work Preparedness, Academic Advancement, Personal Enrichment, Workforce Development.*

# MEETING OF TRUSTEES OF THE GARDEN CITY COMMUNITY COLLEGE

May 23, 2012

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

Trustees Absent: Jeff Crist

Others Present: Debra Atkinson, Deputy Clerk  
Kevin Brungardt, Dean of Academics  
Dr. Lenora Cook, Dean of Technical Education  
Brittany Garcia, President of Student Government Association  
Rachel Gray, *Garden City Telegram*  
Micah Kasriel, Coordinator, Student Activities  
Colin Lamb, Director of Counseling/Advising  
Cathy McKinley, Dean Continuing Education, Community Service  
Moises Mora, GCCC Student  
Linda Morgan, Faculty Senate President/Criminal Justice Instructor  
Pam Powers, President's Receptionist  
Steve Quakenbush, Director of Information Services and Publications  
Jeff Southern, Director of Information Technology  
Dr. Herbert Swender, President  
Dee Wigner, Vice President

## **CALL TO ORDER:**

Chair Worf called the meeting to order at 6:00 p.m.

## **COMMENTS FROM THE CHAIR:**

Chair Worf made the following comments:

- Noted that today was the 24<sup>th</sup> anniversary at GCCC for Steve Quakenbush, Director of Information Services. Steve estimated that he has attended 305 Trustee meetings.
- Congratulated the GCCC Women's Rodeo Team for qualifying for the second consecutive year to compete in the National Intercollegiate Rodeo Association College National Finals Rodeo in Casper, Wyoming.
- Recognized and congratulated students from the Academic Excellence Challenge team on becoming the Kansas Sunflower League state champions.
- Congratulated Ron and Janie Schwartz on being named Mr. and Mrs. Garden City Community College for all their support.
- Extended condolences to the family of Mallory Meyer, student who died May 8.
- GCCC campus will be closed Monday, May 28 in observance of Memorial Day.

## **OPEN COMMENTS FROM PUBLIC:**

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

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

Brittany Garcia, President of Student Government Association, addressed the board in her last meeting as president. Garcia expressed her appreciation for the opportunity to serve and thanked the board for support throughout her tenure. She introduced her successor Moises Mora, SGA president for 2012-2013. President Swender and Trustees thanked Garcia for her leadership.

President Mora highlighted recent activities:

- Student activity allocation hearings took place in April
- SGA awards assembly was conducted on May 3
- “What the Puck” took place on May 8 and was well attended

SGS will be conducting a meeting sometime during the summer break,

Trustees thanked Mora for the report.

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

Linda Morgan, Department of Public Safety Instructor/Director and Faculty Senate President told trustees that Carolyn Klassen, Instrumental Music instructor, was selected as the 2011-2012 Outstanding Faculty Member, and a new award this year, Faculty Rookie-of-the-Year, was awarded to Leonard Rodenbur, Social Science instructor.

Morgan shared with trustees a year-end report from the Faculty Senate. The report outlined accomplishments in the Nursing, Instrumental and Vocal Music, Drama, English as a Second Language, Student Media, Business, Criminal Justice, Paramedic and Fire Science Programs, in addition to the Academic Excellence Challenge and Rodeo Teams.

Morgan shared with trustees that she had been elected for a third one year term as Faculty Senate President, and outlined a series of faculty highlights from the year just ended. Those included an analysis of strengths, weaknesses, opportunities and threats, some of which have been addressed; a series of faculty and staff training sessions conducted by the GCCC Teaching and Learning Center; and faculty attendance at conferences and training sessions. Morgan added that weekly meetings and a series of breakfast and lunch meetings with President Swender had been well attended and that a good rapport existed between faculty and the president.

Members expressed their appreciation for the report,  
(Supporting documents filed with official minutes.)

### **CONSENT AGENDA**

Chair Worf asked if Trustees wished remove any items from the consent agenda. No items were removed.

Chair Worf then asked for a motion approving consent agenda items II-A-E

#### **Motion:**

*Clifford moved, seconded by Schwartz, to approve consent agenda items II-A-E as presented*

*Motion carried 5-0*

Approved actions follow:

**(A) APPROVED MINUTES** of previous meeting (April 25, 2012)

(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-1 Approved Worker’s Compensation Insurance Renewal**

Vendor: Keller Leopold Agency

For: Base Worker’s Compensation Insurance Renewal

Amount: \$86,380

(Supporting documents filed with official minutes.)

**D-2 Approved Assessment Technology Institute Software**

Vendor: Assessment Technologies Institute, LLC  
 For: Testing and evaluation software (nursing department)  
 Amount: \$32,420

(Supporting documents filed with official minutes.)

**D-3 Approved Datatel Software Annual Renewal**

Vendor: Datatel  
 For: Software Annual Renewal  
 Amount: \$200,232

**D-4 Approved Technology Purchase CDW**

Vender: CDW  
 For: Hardware necessary to implement the Echo 360 lecture capture software  
 Amount: \$99,170

**(E) APPROVED OIL TECHNOLOGY PROGRAM**

(Supporting documents filed with official minutes.)

**MONITORING REPORTS and ENDS REPORTS:**

Trustees indicated they had received and reviewed Executive Limitations, Treatment of People #2, #3, #4, #5.

Chair Worf affirmed that the monitoring reports 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:**

General Executive Constraints #12, Information and Advice #2, #3, #5, Executive Limitation #9, #10 in addition to Academic Advancement, Annual #1, #2 monitoring reports were reviewed. No changes were suggested to these monitoring reports. Executive Limitations, Asset Protection #5 was also reviewed and a suggested change discussed:

***Suggested change in Executive Limitation:*** *The President shall not make any purchase (a) of over \$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 the 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.*

**Motion:**

***Clifford moved, seconded by Douglass, to approve and accept the proposed change to Executive Limitation, Asset Protection #5, page 12 of the Policy Governance Handbook as presented***

***Motion carried 5-0***

**OWNERSHIP LINKAGE:**

Trustee Bill Clifford asked that the board be apprised of college policy updates and shared input from a citizen who suggested GCCC seek ethnic diversity among applications for the open position of head men's basketball coach.

Terri Worf, board chair, said she had talked with parents of students about the transferability of GCCC course credits to state universities. Swender told trustees that transfer of credits itself is not an issue. Swender noted

that course transfer from two-year to four-year colleges is better than transfer from four-year to four-year institutions. Swender added that a typical student changes majors more than three times and when students change majors some courses can be accepted only as electives under the new major. Swender encouraged students to let GCCC know their intended major and school of transfer so that appropriate classes can be determined.

Swender shared with trustees that he attended a number of student awards banquets this spring, and even among high school students he encountered who are going straight to university campuses in the fall, 100 percent are transferring courses they completed through GCCC.

### **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:**

#### **Economic Contributions of Kansas Community Colleges:**

Trustees were provided a copy of the Final Report of the Economic Contributions of Kansas Community Colleges for informational purposes.

#### **Congratulations:**

Swender congratulated GCCC's 2012 Rodeo Team after their annual competition was recently voted Rodeo of the Year in the Central Plains division of the National Intercollegiate Rodeo Association. Congratulations also went to GCCC Academic Excellence Challenge Team for earning the Sunflower League state championship.

#### **GCCC 92<sup>nd</sup> Commencement:**

Veteran Denver Nuggets player Mark Randall was the featured keynote speaker for GCCC 92<sup>nd</sup> Commencement and many positive student comments have been received.

#### **Second Round Trade Adjustment Assistance Community College and Career Training Grant:**

GCCC will be submitting an application for the second round of TAACCCT within the next several hours.

#### **Activities and Events:**

Swender extended his thanks to trustees for their attendance at the numerous year-end activities. In addition, he complimented and thanked Kyle Chaput, art instructor, and the GCCC Welding program for assistance in creative design and display of podium pieces for commencement. He said quality and excellence were certainly displayed and appreciated.

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

- Trustee Schwartz told members that the Finney County Economic Development Corporation has approved budget revisions for 2012 in addition to the 2013 budget request.
- FCEDC approved final revision to by-laws.
- A retail project located east of the city will beginning moving dirt the first part of next month.
- Trustee Schwartz gave a rundown on new industrial and retail developments.

### **OTHER:**

- Chair Worf encouraged members to consider dates in July for a Policy Governance and Budget retreat.

- Members agreed to keep summer meeting time at 6:00 p.m.

**EXECUTIVE SESSION:**

Chair Worf recessed the board at 7:15 for a short 10 minute break.

**Motion:**

*Clifford moved, seconded by Douglass, to recess the board at 7:15 for a 10 minute break, and to reconvene into a 30 minute executive session at 7:25 for the purpose of discussion of acquisition of property and non-elected personnel. No action will be taken*

*Motion carried 5-0*

Persons included in executive session:

- GCCC Board of Trustees
- Herbert J. Swender, President
- Dee Wigner, Vice President

Meeting adjourned at 7:55p.m.

**UPCOMING CALENDAR EVENTS:**

- June 7-8 KACCT/COP Retreat, Johnson County Community College
- June 9 10:30 a.m. Beef Empire Day Parade
- June 13 Regular monthly meeting, Endowment Room. Dinner 5:00 p.m. call to order at 6:00 p.m.
- July 4 Independence Day holiday – NO CLASSES – OFFICES CLOSED
- July 11 Regular monthly meeting, Endowment Room. Dinner 5:00 p.m. call to order at 6:00 p.m.

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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: June 13, 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.

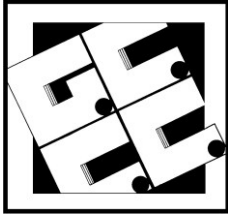
**Recommended Board Action:**

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

May 28, 2012

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

### New Hire

Charley Tucker, Head Cheer/Yell/Dance Coach, effective June 1, 2012  
 Guadalupe Nunez, Student Services Secretary, effective May 29, 2012  
 Praveen Vadapally, Chemistry Instructor, effective August 15, 2012  
 Melinda Harrington, Assistant Director of Financial Aid, effective June 1, 2012

### Separations

Doug Peters, Computer Tech, effective April 18, 2012  
 Kris Baumann, Head Men's Basketball Coach, effective May 15, 2012

### Retirement

Doyle McGraw, Super Circuit Instructor, effective May 17, 2012

### Transfers/Promotions

### Vacancies

ETS – Educational Advisor  
 Community Prevention Assistant  
 Math Instructor  
 Nursing Instructor  
 Head Men's Basketball Coach  
 Assistant Rodeo Coach  
 Safety & Security Coordinator  
 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  
PAYMENTS TO OUTREACH COORDINATORS  
SPRING SEMESTER 2012  
Presented to Board of Trustees for Approval 6/13/12**

<b>Location</b>	<b>Coordinator</b>	<b>Total Student Cr. Hr.</b>	<b>Rate of Pay</b>	<b>Salary</b>	<b>Contract Totals</b>
Holcomb	Jennifer L. LaSalle	57	\$6.27/cr. hr.	\$ 357.39 <u>200.00</u> Base	\$ 557.39

**TOTAL OUTREACH  
COORDINATOR PAYMENTS**  
11-00-0000-42002-5160

**\$ 557.39**

**GARDEN CITY COMMUNITY COLLEGE  
ADJUNCT/OUTREACH FACULTY CONTRACTS  
(Presented to Board of Trustees for Approval 6/13/12)**

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Baxter, Jennifer	Intermediate Algebra Review (MATH-107R-01) 5.00 FLC x \$470.00/FLC 11-00-0000-11050-5230 5/21 – 7/6/12	\$ 2,350.00
Bean, Frank	American Government (POLS-105-01) 3.00 FLC x \$750.00/FLC 11-00-0000-11060-5230 5/21 – 6/8/12	\$ 2,250.00
Bean, Frank	American Government (POLS-105-90) 3.00 FLC x \$750.00/FLC 11-00-0000-11060-5230 5/21 – 6/8/12	\$ 2,250.00
Cervantes, Mary	Survey of Civilization II (HIST-102-01) 3.00 FLC x \$750.00/FLC 11-00-0000-11020-5230 5/21 – 6/8/12	\$ 2,250.00
Cervantes, Mary	American History Since 1865 (HIST-104-90) 3.00 FLC x \$750.00/FLC 11-00-0000-11020-5230 5/21 – 6/8/12	\$ 2,250.00
Guy, Laura	Interpersonal Communication I (SPCH-113-01) 3.00 FLC x \$750.00/FLC 11-00-0000-11022-5230 5/21 – 6/8/12	\$ 2,250.00
Hinde, Guillermina	Cosmetology Seminar (COSM-2004-01) (Team-teaching w/ P. Pfenninger) 3.035 FLC x \$675.00/FLC 12-00-0000-12250-5230 5/24 – 6/14/12	\$ 2,048.63
Hoke, Philip	Introduction to Theatre (DRAM-150-01) 3.00 FLC x \$675.00/FLC 11-00-0000-11031-5230 5/21 – 6/8/12	\$ 2,025.00
Hutcheson, Tammy	General Psychology (PSYC-101-90) 3.00 FLC x \$675.00/FLC 11-00-0000-11060-5230	\$ 2,025.00

	5/18 – 6/3/12	
Neff, Martin	Basic PLC/SLC Programming (INPR-241-02) 3.00 FLC @ \$700.00/FLC 12-00-0000-12272-5230 5/21 – 5/25/12	\$ 2,100.00
Pfenninger, Pati	Cosmetology Seminar (COSM-2004-01) (Team-teaching w/ G. Hinde) 3.035 FLC x \$675.00/FLC 12-00-0000-12250-5230 5/24 – 6/14/12	\$ 2,048.63
Rodenbur, Leonard	American Government (POLS-105-02) 3.00 FLC x \$675.00/FLC 11-00-0000-11060-5230 5/21 – 6/8/12	\$ 2,025.00
Ruda, Ryan	Camping (HPER-168-01) Pro-rated: 2/8 x \$470.00/FLC x 1 FLC 11-00-0000-11070-5230 5/2 – 6/29/12	\$ 117.50
Schafer, John	Microbiology (BIOL-213-01) 5.83 FLC x \$750.00/FLC 11-00-0000-11040-5230 5/21 – 6/29/12	\$ 4,372.50
Wenzel, Leslie	College Math (MATH-105-01) 3.00 FLC x \$750.00/FLC 11-00-0000-11050-5230 5/21 – 7/10/12	\$ 2,250.00
Wenzel, Leslie	College Skills Development (PCDE-101-30) 1.00 FLC x \$750.00/FLC 11-00-0000-11083-5230 6/2 – 6/16/12	\$ 750.00
Whitehill, Judy	Human Sexuality (SOC1-104-01) 3.00 FLC x \$750.00/FLC 11-00-0000-11060-5230 5/21 – 6/8/12	\$ 2,250.00
<b>TOTAL ADJUNCT/OUTREACH FACULTY CONTRACTS</b>		<b>\$ 35,612.26</b>

**GARDEN CITY COMMUNITY COLLEGE  
FACULTY CONTRACTS FOR NON-CREDIT CLASSES  
(Presented to Board of Trustees for Approval 6/13/12)**

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Baker, Paula	Excel 2007 Advanced (COMP-303-18) 12 contact hour(s) @ \$30.00/hour 14-00-8004-31000-5270 4/10 – 4/19/12	\$ 360.00
Cannon, John Aaron	Positive Work Environment (PROF131-03) 4 contact hour(s) @ \$30.00/hour 14-00-8004-31000-5270 5/22/12	\$ 120.00
Fischer, Edmond	Safety (CONT300-09) 3 contact hour(s) @ \$30.00/hour 14-00-8004-31000-5270 5/17/12	\$ 90.00

Hutchinson, Stacey	Mosaic Staff Cooking Class (CON-T961-01) 10 contact hour(s) @ \$30.00/hour 14-00-8006-31000-5270 4/5 - 4/26/12	\$ 300.00
Lee, Terry	Low & High Ropes (CONT304-01) 8 contact hour(s) @ \$30.00/hour 14-00-8004-31000-5270 5/22/12	\$ 240.00
Loper, Candace	Getting Connected (SLFM061-02) 4 contact hour(s) @ \$25.00/hour 14-00-8004-31000-5270 10/11 - 10/13/11	\$ 100.00
Miller, Linda	Dance Like A Star (HMGD-122-04) 6 contact hour(s) @ \$25.00/hour 14-00-8006-31000-5270 4/27 - 5/18/12	\$ 150.00
Shaw, David	DIY Sprinkler System Installation (HMGD122-05) 6 contact hour(s) @ \$25.00/hour 14-00-8004-31000-5270 4/10 - 4/12/12	\$ 150.00
Smith, Marci	Low & High Ropes (CONT304-01) 4 contact hour(s) @ \$30.00/hour 14-00-8004-31000-5270 5/22/12	\$ 120.00
Sosa, Elizabeth	Getting Results w/o Authority – EVE (PROF-133-04) 4 contact hour(s) @ \$30.00/hour 14-00-8004-31000-5270 5/7/12	\$ 120.00
Wenzel, Kurt	Welding (CONT-2000-02) 2 contact hour(s) @ \$30.00/hour 14-00-8004-31000-5270 5/21/12	\$ 60.00
Wilson, Mary	Microsoft Access Fundamentals (COMP-401-05) 7 contact hour(s) @ \$30.00/hour 14-00-8004-31000-5270 5/4 - 5/11/12	\$ 210.00
<b>TOTAL NON-CREDIT FACULTY CONTRACTS</b>		<b>\$ 2,020.00</b>

14-00-8004-31000-5270 \$ 1,570.00 (Business & Industry)  
14-00-8006-31000-5270 \$ 450.00 (Personal Enrichment)

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

(Presented to Board of Trustees for Approval 6/13/12)

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Merz, Steven	Comp Aided Drafting I-Engr (DRFT-104E-90) 1/16 - 5/14/12	\$ 225.00

3 Credit Hrs @ \$75.00/hour  
12-00-0000-12260-6011

**TOTAL MILEAGE REIMBURSEMENT CONTRACTS** **\$ 225.00**  
**GARDEN CITY COMMUNITY COLLEGE**  
**PAYMENTS TO OUTREACH CENTERS**  
**FOR FACILITY USAGE**  
**SPRING 2012**

(Presented to Board of Trustees for Approval 6/13/12)

Location	Total Student Cr. Hr.	Rate of Pay	Total
<b><u>SCOTT CITY – USD 466</u></b>			
Principles of Biology (BIOL-105-SC)			
7 students			
	<u>35</u>	<u>\$5.00</u>	<u>\$ 175.00</u>
<b>TOTALS</b>	<b>35</b>		<b>\$ 175.00</b>

11-00-0000-42002-6620

**Agenda No: II-C**

**Date: June 13, 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

June 2012

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

- Check #215564 to Burtis Motors for \$58,062.00 for three new Ford Fusion cars. The Board approved this purchase at the March 21, 2012 board meeting.

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

- Check #215579 to GMCN Architects for \$23,294.32 for professional services on campus projects.
- Check #215776 to City of Garden City \$48,718.47 for utilities.
- Check #215779 to Commerce Bank for \$40,596.72 for purchase card purchases.
- Check #215906 to Great Western Dining for \$49,897.11 for various invoices.
- Check #216020 to Blue Cross and BlueShield of Kansas for \$99,684.82 for health insurance premiums for June.
- Check #216165 to J & M Paint for \$30,000 for partial payment for the removal and installation of VCT tile in dorms and student apartments. The Board approved this purchase at the April 25, 2012 board meeting.

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	105,435.00-	1,517,154.98-	1,724,000.00-	206,845.02-	12.00
11-00-0000-00000-4002 AMMONIA REFG COURS	0.00	25,360.00-	227,324.00-	425,000.00-	197,676.00-	46.51
11-00-0000-00000-4003 AUTOMATION ELECT C	0.00	3,088.00-	4,919.00-	0.00	4,919.00	0.00
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	18,460.00-	303,550.00-	465,000.00-	161,450.00-	34.72
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	2,126.00-	43,831.00-	59,100.00-	15,269.00-	25.84
11-00-0000-00000-4006 OUTREACH CREDIT HO	0.00	3,417.00-	52,534.25-	70,000.00-	17,465.75-	24.95
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	21,870.00-	319,464.76-	353,000.00-	33,535.24-	9.50
11-00-0000-00000-4008 TECHNOLOGY FEE-O :	0.00	1,809.00-	27,830.25-	32,000.00-	4,169.75-	13.03
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	363.54	58,223.29	45,000.00	13,223.29-	29.38-
11-00-0000-00000-4013 TUITION INTERNATIO	0.00	469.00-	16,147.00-	0.00	16,147.00	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	375.00-	9,435.00-	10,000.00-	565.00-	5.65
11-00-0000-00000-4512 VENDING MACHINES :	0.00	911.47-	8,669.63-	12,000.00-	3,330.37-	27.75
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	0.00	5,502,449.78-	7,225,715.00-	1,723,265.22-	23.85
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	530,958.15-	643,541.00-	112,582.85-	17.49
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	6,699.94-	9,700.00-	3,000.06-	30.93
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	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	0.00	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	16,817.80-	32,927.13-	100,000.00-	67,072.87-	67.07
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	1,080.99-	79,935.05-	95,000.00-	15,064.95-	15.86
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	3,702.83-	25,419.80-	65,000.00-	39,580.20-	60.89
11-00-0000-00000-4912 TRANSCRIPTS : GENE	70.00	1,630.00-	13,870.88-	16,000.00-	2,199.12-	13.74
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	70.00	206,188.55-	10,855,124.60-	13,926,320.00-	3,071,265.40-	22.05
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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	8,523.00-	104,518.22-	100,900.00-	3,618.22	3.58-
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	8,523.00-	776,210.22-	2,302,024.00-	1,525,813.78-	66.28
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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	0.00	303,158.38-	486,809.00-	183,650.62-	37.73
61-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	29,525.61-	35,752.00-	6,226.39-	17.42
61-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	372.43-	539.00-	166.57-	30.90
61-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	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	0.00	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	0.00	697,734.61-	894,893.00-	197,158.39-	22.03
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Totals for BUDGET.OFFICER: Unassigned	70.00	214,711.55-	12,329,069.43-	17,123,237.00-	4,794,237.57-	28.00



EXPENSES

06-07-12

Fiscal Year: 2012

Garden City Community College  
Annual Budget Report Ending 05/31/2012

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11005 - INSTRUCTION SALARY	265.84	0.00	2,199.62-	3,130.86	5,064.64	161.77
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	4,107.99	41,089.74	87,449.00	46,359.26	53.01
DEPARTMENT: 11020 - HUMANITIES	0.00	2,582.28	10,908.59	30,273.25	19,364.66	63.97
DEPARTMENT: 11021 - ENGLISH	0.00	60,576.31	330,663.50	371,539.00	40,875.50	11.00
DEPARTMENT: 11022 - SPEECH	0.00	15,005.14	64,024.49	71,354.00	7,329.51	10.27
DEPARTMENT: 11023 - PHILOSOPHY	0.00	1,076.50	4,844.25	0.00	4,844.25-	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	50,905.11	61,543.00	10,637.89	17.29
DEPARTMENT: 11026 - BROADCASTING	0.00	48.07	1,820.57	9,854.00	8,033.43	81.52
DEPARTMENT: 11030 - ART	0.00	10,659.48	124,937.18	144,767.75	19,830.57	13.70
DEPARTMENT: 11031 - DRAMA	0.00	5,488.32	67,157.00	71,772.00	4,615.00	6.43
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	9,915.97	82,394.13	77,494.00	4,900.13-	6.31-
DEPARTMENT: 11033 - INST MUSIC	300.00	20,579.23	132,463.16	146,972.73	14,209.57	9.67
DEPARTMENT: 11040 - SCIENCE	10,992.07	102,965.02	462,206.21	480,437.41	7,239.13	1.51
DEPARTMENT: 11050 - MATH	181.08	53,825.32	322,798.65	364,773.00	41,793.27	11.46
DEPARTMENT: 11060 - SOCIAL SCIENCE	0.00	79,425.90	438,890.44	518,252.00	79,361.56	15.31
DEPARTMENT: 11070 - HEALTH & PHYSICAL	324.00	13,400.19	152,439.50	159,128.00	6,364.50	4.00
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	9,658.90	90,500.53	101,922.00	11,421.47	11.21
DEPARTMENT: 11080 - ESSENTIAL SKILLS	0.00	503.76	5,611.98	700.00	4,911.98-	701.70-
DEPARTMENT: 11081 - READING	0.00	4,902.76	50,329.95	57,489.70	7,159.75	12.45
DEPARTMENT: 11082 - ESL	0.00	5,321.60	56,992.52	71,221.00	14,228.48	19.98
DEPARTMENT: 11083 - COLLEGE SKILLS	821.50	1,592.08	26,826.51	20,905.00	6,743.01-	32.25-
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	11.58	5,915.41	5,000.00	915.41-	18.30-
DEPARTMENT: 11095 - FORENSICS COMPETIT	0.00	0.00	0.00	11,270.00	11,270.00	100.00
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	16,999.95	18,295.81	324,009.04	354,500.00	13,491.01	3.81
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	0.00	1,776.26	0.00	1,776.26-	0.00
DEPARTMENT: 12014 - FINNUP LAB	962.50	16,780.52	67,727.81	79,322.00	10,631.69	13.40
DEPARTMENT: 12090 - BSIS COMPETITION T	0.00	0.00	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	470.00	258.36	1,334.88	1,887.00	82.12	4.35
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	8,430.90	20,857.21	252,258.91	399,353.00	138,663.19	34.72
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: 12273 - WELDING	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 12290 - FINNEY COUNTY LEAR	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 21100 - GRANT MANAGMENT &	389.34	14,265.52	124,420.10	140,128.42	15,318.98	10.93
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	54,687.14	59,934.00	5,246.86	8.75
DEPARTMENT: 41000 - LIBRARY	441.55	17,010.64	155,283.48	179,302.00	23,576.97	13.15
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	729.08	7,752.31	69,465.95	94,907.00	24,711.97	26.04
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	2,563.41	18,862.04	40,812.00	21,949.96	53.78
DEPARTMENT: 42001 - DEAN OF ACADEMICS	408.73	29,284.35	230,206.95	264,790.40	34,174.72	12.91
DEPARTMENT: 42002 - OUTREACH	0.00	6,423.21	45,149.34	82,707.00	37,557.66	45.41
DEPARTMENT: 42003 - FACULTY SENATE	898.50	2,657.18	18,930.11	29,455.00	9,626.39	32.68
DEPARTMENT: 42005 - DEAN OF TECHNICAL	99.60	14,007.89	174,601.74	200,673.00	25,971.66	12.94
DEPARTMENT: 42006 - DEAN OF CONT ED CO	499.23	10,433.63	110,196.28	126,629.00	15,933.49	12.58

DEPARTMENT: 42007 - BRYAN EDUCATION CE	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 43000 - TRANSITION	0.00	3,276.79	36,047.97	39,615.00	3,567.03	9.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	13,254.43	129,819.03	153,646.00	23,826.97	15.51
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	11,719.51	126,046.26	147,953.00	21,906.74	14.81
DEPARTMENT: 50011 - ASSESSMENT/TESTING	0.00	5,156.89	34,984.74	50,279.00	15,294.26	30.42
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	22,608.97	244,668.63	278,604.00	33,935.37	12.18
DEPARTMENT: 50030 - ADMISSIONS	824.65	17,011.21	165,167.11	200,191.00	34,199.24	17.08
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	804.50	17,414.35	129,317.98	142,842.00	12,719.52	8.90
DEPARTMENT: 50050 - STUDENT HEALTH SER	0.00	4,713.17	42,719.98	50,780.00	8,060.02	15.87
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	54.60	16,639.90	332,595.41	377,012.51	44,362.50	11.77
DEPARTMENT: 55001 - MEN'S BASKETBALL	106.00	5,391.76	109,011.84	119,374.00	10,256.16	8.59
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	272.00	7,776.54	103,871.19	106,367.90	2,224.71	2.09
DEPARTMENT: 55003 - MEN'S TRACK	0.02-	2,644.68	34,873.20	42,866.80	7,993.62	18.65
DEPARTMENT: 55004 - WOMEN'S TRACK	265.02	2,650.50	33,922.00	40,677.80	6,490.78	15.96
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	1,215.00	5,259.44	58,678.91	63,016.00	3,122.09	4.95
DEPARTMENT: 55006 - FOOTBALL	2,362.99	20,013.84	263,718.36	293,781.90	27,700.55	9.43
DEPARTMENT: 55007 - BASEBALL	200.00	6,128.91	102,692.49	111,269.00	8,376.51	7.53
DEPARTMENT: 55008 - VOLLEYBALL	175.00	3,538.44	48,287.80	54,244.23	5,781.43	10.66
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	2,885.64	49,559.21	50,784.98	1,225.77	2.41
DEPARTMENT: 55012 - CHEERLEADING	0.00	336.41	21,727.68	18,910.64	2,817.04-	14.89-
DEPARTMENT: 55014 - RODEO TEAM	0.00	4,596.19	104,788.94	118,710.00	13,921.06	11.73
DEPARTMENT: 55015 - MEN'S GOLF	0.00	1,187.93	38,113.43	39,500.00	1,386.57	3.51
DEPARTMENT: 55019 - ATHLETIC TRAINING	1,608.00	8,781.49	104,117.95	124,820.24	19,094.29	15.30
DEPARTMENT: 55020 - ---	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 61000 - PRESIDENT	6,261.69	28,006.88	364,153.02	397,214.00	26,799.29	6.75
DEPARTMENT: 61001 - BOARD OF TRUSTEES	167.25	960.74	22,945.22	24,840.00	1,727.53	6.95
DEPARTMENT: 61005 - ATTORNEY	0.00	1,148.00	11,540.94	20,250.00	8,709.06	43.01
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	2,271.30	40,453.45	996,132.13	1,272,841.00	274,437.57	21.56
DEPARTMENT: 62010 - HUMAN RESOURCES	3,736.99	10,126.82	102,717.43	178,456.00	72,001.58	40.35
DEPARTMENT: 62011 - ADA COMPLIANCE	1,956.00	4,223.49	46,939.49	61,725.00	12,829.51	20.78
DEPARTMENT: 62012 - LEADERSHIP DEVELOP	100.00	0.00	900.59	1,935.00	934.41	48.29
DEPARTMENT: 62050 - ONE-TIME PURCHASES	1,896.90	0.00	324,970.62	271,896.90	54,970.62-	20.21-
DEPARTMENT: 63000 - INFORMATION SERVIC	8,529.03	11,826.46	193,686.63	223,277.00	21,061.34	9.43
DEPARTMENT: 64000 - INFORMATION TECHNO	21,543.00	31,203.69	538,851.12	620,375.00	59,980.88	9.67
DEPARTMENT: 65000 - CENTRAL SERVICES	2,090.23	14,613.84	111,406.23	143,830.00	30,333.54	21.09
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	2,920.77	9,881.32	103,425.58	106,693.16	346.81	0.33
DEPARTMENT: 71000 - BUILDINGS	12,399.74	28,190.78	294,152.89	334,632.34	28,079.71	8.39
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	80.00	0.00	0.00
DEPARTMENT: 72000 - CUSTODIAL SERVICES	11,546.99	39,339.74	393,890.96	526,381.00	120,943.05	22.98
DEPARTMENT: 73000 - GROUNDS	7,778.19	10,549.90	148,755.77	156,007.33	526.63-	0.33-
DEPARTMENT: 73001 - ATHLETIC FIELDS	100.00	3,171.61	69,796.98	76,800.17	6,903.19	8.99
DEPARTMENT: 74000 - VEHICLES	1,450.00	80,295.94	293,081.10	323,164.00	28,632.90	8.86
DEPARTMENT: 75000 - CAMPUS SECURITY	942.00	11,948.71	157,721.68	190,848.00	32,184.32	16.86
DEPARTMENT: 76000 - INSURANCE	0.00	9,915.08	300,560.21	292,820.00	7,740.21-	2.63-
DEPARTMENT: 77000 - UTILITIES	0.00	48,045.38	485,098.91	663,300.00	178,201.09	26.87
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	17,652.84-	2,465.23-	62,000.00	64,465.23	103.98
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	315.00	3,375.00	9,020.00	5,645.00	62.58
DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	2,115.00	22,346.00	33,087.00	10,741.00	32.46
DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	144.00	5,489.00	3,000.00	2,489.00-	82.96-
DEPARTMENT: 81004 - TUIT WAIVER CTZ IN	0.00	0.00	135,999.00	156,575.00	20,576.00	13.14
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	1,500.00	2,857.34	40,766.24	53,924.00	11,657.76	21.62
DEPARTMENT: 98001 - CHILD CARE	0.00	3,533.46	38,871.34	43,616.00	4,744.66	10.88
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FUND: 11 - GENERAL	138,291.69	1,130,802.15	11,803,023.66	13,926,320.00	1,985,004.65	14.25

Fiscal Year: 2012

FUND: 12 - PTE FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 12010 - ACCOUNTING	0.00	4,343.93	36,384.35	74,974.00	38,589.65	51.47
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	14,577.39	73,645.22	83,171.00	9,525.78	11.45
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	15,880.30	83,867.44	61,211.00	22,656.44-	37.00-
DEPARTMENT: 12200 - ADN PROGRAM	1,758.97	38,643.07	313,602.97	439,233.51	123,871.57	28.20
DEPARTMENT: 12201 - LPN PROGRAM	1,604.07	13,179.50	136,129.37	169,012.83	31,279.39	18.51
DEPARTMENT: 12202 - EMT	2,160.48	24,924.60	134,472.00	179,913.00	43,280.52	24.06
DEPARTMENT: 12203 - ALLIED HEALTH	1,153.94	18,003.86	205,766.92	215,218.00	8,297.14	3.86
DEPARTMENT: 12210 - AGRICULTURE	280.55	4,331.56	40,702.33	53,603.00	12,620.12	23.54
DEPARTMENT: 12211 - ANIMAL SCIENCE	1,400.73	9,648.26	99,064.48	99,817.00	648.21-	0.64-
DEPARTMENT: 12220 - JOHN DEERE AG TECH	0.00	17,530.98	168,651.55	189,534.00	20,882.45	11.02
DEPARTMENT: 12230 - AUTO MECHANICS	705.44	4,904.27	49,901.02	61,156.90	10,550.44	17.25
DEPARTMENT: 12240 - CRIMINAL JUSTICE	4,128.84	29,358.42	165,814.15	200,311.11	30,368.12	15.16
DEPARTMENT: 12241 - FIRE SCIENCE	314.00	7,817.55	64,977.45	74,959.05	9,667.60	12.90
DEPARTMENT: 12250 - COSMETOLOGY	0.00	10,328.99	103,320.39	123,797.00	20,476.61	16.54
DEPARTMENT: 12260 - DRAFTING	0.00	430.60	1,291.80	7,976.00	6,684.20	83.80
DEPARTMENT: 12271 - AUTOMATION ELECTRI	2,333.88	216.74	14,179.83	8,558.00	7,955.71-	92.95-
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	1,128.00	10,914.40	84,452.66	88,628.00	3,047.34	3.44
DEPARTMENT: 12273 - WELDING	3,939.95	12,082.91	135,390.29	162,225.00	22,894.76	14.11
DEPARTMENT: 42005 - DEAN OF TECHNICAL	75.41	0.00	140.55	8,725.60	8,509.64	97.52
=====						
FUND: 12 - PTE FUND	20,984.26	237,117.33	1,911,754.77	2,302,024.00	369,284.97	16.04

Fiscal Year: 2012

FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	845.00	27,985.72	93,067.80	131,922.80	38,010.00	28.81
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	3,825.00-	3,825.00-	100.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	1,392.50	1,392.50	5,320.00	3,927.50	73.83
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	1,464.58	3,365.52	3,500.00	134.48	3.84
DEPARTMENT: 31000 - COMMUNITY SERVICE	646.02	384.37	11,312.29	18,535.00	6,576.69	35.48
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	0.00	6,000.00	6,000.00	100.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	289.56	1,517.72	2,275.00	757.28	33.29
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	2,017.95	20,000.00	17,982.05	89.91
DEPARTMENT: 00000 - GENERAL	0.00	0.00	349.20	0.00	349.20-	0.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	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	0.00	1,052.29	1,625.66	5,350.00	3,724.34	69.61
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	939.59	12,334.33	13,000.00	665.67	5.12
DEPARTMENT: 31000 - COMMUNITY SERVICE	476.41	1,566.63	16,590.39	30,910.50	13,843.70	44.79
DEPARTMENT: 55007 - BASEBALL	1,000.00	2,043.47	16,947.67	20,000.00	2,052.33	10.26
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	1,770.24	2,600.00	829.76	31.91
DEPARTMENT: 11031 - DRAMA	0.00	0.00	5,092.52	5,164.47	71.95	1.39
DEPARTMENT: 31000 - COMMUNITY SERVICE	732.62	976.90	14,043.03	41,555.83	26,780.18	64.44
DEPARTMENT: 00000 - GENERAL	0.00	521.60	2,924.03	3,000.00	75.97	2.53
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	3,000.00	3,000.00	100.00
=====						
FUND: 14 - ADULT SUPPLEMENTARY ED	3,700.05	38,617.21	189,987.91	317,308.60	123,620.64	38.96

Fiscal Year: 2012

GL Account	FUND: 16 - AUXILIARY ENTITIES					
	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	589.60	6,732.08	9,000.00	2,267.92	25.20
DEPARTMENT: 94000 - STUDENT CENTER	3,736.20	5,022.02	147,145.49	194,100.00	43,218.31	22.27
DEPARTMENT: 95000 - STUDENT HOUSING	111,633.16	102,345.88	1,187,188.93	1,514,960.00	216,137.91	14.27
DEPARTMENT: 95001 - DIRECTOR'S APARTME	0.00	0.00	0.00	48,000.00	48,000.00	100.00
DEPARTMENT: 98000 - COSMETOLOGY	1,151.28	5,800.04	73,649.69	139,455.00	66,956.59	48.01
DEPARTMENT: 98001 - CHILD CARE	209.94	1,954.18	16,691.89	32,000.00	15,098.17	47.18
<b>FUND: 16 - AUXILIARY ENTITIES</b>	<b>114,428.02</b>	<b>115,711.72</b>	<b>1,431,408.08</b>	<b>1,937,515.00</b>	<b>391,678.90</b>	<b>20.22</b>

Fiscal Year: 2012

GL Account	FUND: 22 - RESTRICTED GRANTS					
	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	24.96	7,727.29	1,300.00	6,427.29	494.40
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	1,125.00	1,365.00	3,000.00	1,635.00	54.50
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	0.00	0.00	16,824.00	16,824.00	0.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	190.00	16,748.40	55,514.33	86,603.29	30,898.96	35.68
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	1,919.69	0.00	48,917.32	50,837.01	0.00	0.00
DEPARTMENT: 45011 - SCIENCE LAB ACTIVI	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	62,535.37	30,412.69	32,122.68	105.61
DEPARTMENT: 50000 - DEAN OF STUDENT SE	1,110.72	19,758.24	194,078.34	248,364.73	53,175.67	21.41
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	41,205.83	25.08	166,423.80	211,409.42	3,779.79	1.79
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	598.93	37,516.72	85,587.00	48,070.28	56.17
DEPARTMENT: 00000 - GENERAL	0.00	0.00	28,935.00	28,935.00	0.00	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	8,850.07	19,404.68	169,622.60	304,217.00	125,744.33	41.33
DEPARTMENT: 00000 - GENERAL	0.00	0.00	11,907.00	11,907.00	0.00	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	1,711.50	18,025.73	95,542.20	250,041.00	152,787.30	61.10
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	75,830.57	9,478.52	69,860.90	282,874.00	137,182.53	48.50
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	2,644.97	27,556.33	38,992.00	11,435.67	29.33
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	46,074.97	55,374.00	9,299.03	16.79
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	2,798.82	4,572.61	1,106,077.59	1,101,504.98	99.59
DEPARTMENT: 71000 - BUILDINGS	0.00	5,508.75	5,508.75	400,000.00	394,491.25	98.62
DEPARTMENT: 14010 - AO-K	0.00	0.00	0.00	8,500.00	8,500.00	100.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	171.72	9,499.26	74,260.66	108,099.00	33,666.62	31.14
DEPARTMENT: 11040 - SCIENCE	0.00	2,952.85	19,403.91	37,315.00	17,911.09	48.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	30.00	3,374.56	15,649.70	52,150.00	36,470.30	69.93
DEPARTMENT: 42005 - DEAN OF TECHNICAL	6,743.86	19,711.21	89,097.99	101,077.00	5,235.15	5.18
DEPARTMENT: 42000 - DEAN OF LEARNING S	3,564.36	16,506.34	105,465.46	166,309.00	57,279.18	34.44
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	11,146.66	91,524.10	108,626.38	17,102.28	15.74
DEPARTMENT: 14010 - AO-K	843.60	4,917.85	17,498.68	98,888.88	80,546.60	81.45
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	17,111.43	17,111.43	100.00
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	16,675.00	0.00	0.00	30,000.00	13,325.00	44.42
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	8,680.80	8,680.80	100.00
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	0.00	0.00	4,961.00	4,961.00	0.00	0.00
<b>FUND: 22 - RESTRICTED GRANTS</b>	<b>158,846.92</b>	<b>164,250.81</b>	<b>1,785,145.52</b>	<b>4,618,777.62</b>	<b>2,674,785.18</b>	<b>57.91</b>

Fiscal Year: 2012

FUND: 23 - OTHER RESTRICTED FUNDS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	220.00	736.20	6,232.40	7,970.00	1,517.60	19.04
DEPARTMENT: 64000 - INFORMATION TECHNO	0.00	0.00	495.00-	495.00	990.00	200.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	880.78	0.00	0.00	5,286.80	4,406.02	83.34
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
DEPARTMENT: 50000 - DEAN OF STUDENT SE	1,483.10	0.00	0.00	0.00	1,483.10-	0.00
=====						
FUND: 23 - OTHER RESTRICTED FUNDS	2,583.88	736.20	10,012.46	19,051.80	6,455.46	33.88

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	76.47	254.37	700.00	445.63	63.66
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	1,029.28-	3,783.25	5,156.00	1,372.75	26.62
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	4,369.20	41,830.35	66,793.66	24,963.31	37.37
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	2,319.63	18,153.56	189,961.27	215,567.28	23,286.38	10.80
DEPARTMENT: 13305 - ADULT ED - STAFF D	112.00	0.00	4,127.35	6,000.00	1,760.65	29.34
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	4,217.18	41,032.84	42,239.89	1,207.05	2.86
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	0.00	16,960.31	132,444.36	207,683.00	75,238.64	36.23
DEPARTMENT: 00000 - GENERAL	0.00	0.00	32,500.00-	32,500.00-	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	487.55	12,854.09	179,796.88	274,708.00	94,423.57	34.37
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
=====						
FUND: 24 - ADULT EDUCATION	2,919.18	55,601.53	585,451.35	794,186.47	205,815.94	25.92

Fiscal Year: 2012

FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	42,622.12	22,094.32	322,549.63	894,893.00	529,721.25	59.19
=====						
FUND: 61 - CAPITAL OUTLAY	42,622.12	22,094.32	322,549.63	894,893.00	529,721.25	59.19

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	8,901.86	10,756.46	272,046.04	362,321.40	81,373.50	22.46
DEPARTMENT: 94000 - STUDENT CENTER	0.00	1,442.63	15,889.05	0.00	15,889.05-	0.00
DEPARTMENT: 99001 - STUDENT NEWSPAPER	513.22	1,341.04	12,595.63	43,300.00	30,191.15	69.73
DEPARTMENT: 99002 - STUDENT MAGAZINE	3,239.00	548.93	4,375.13	24,450.00	16,835.87	68.86
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	350.84-	17,302.80	39,376.60	22,073.80	56.06
FUND: 71 - ACTIVITY/ORGANIZATION FD	12,654.08	13,738.22	322,208.65	469,448.00	134,585.27	28.67

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	57,810.00	0.00	57,810.00-	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	0.00	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	0.00	329,345.00	0.00	329,345.00-	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	9,861.99	376,442.48	429,464.00	53,021.52	12.35
FUND: 73 - EDUKAN CONSORTIUM FUND	0.00	9,861.99	376,442.48	429,464.00	53,021.52	12.35

Garden City Community College  
5/31/2012

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 115,505.37	0.0000%
State Municipal Invest. Pool	\$ 43,069.18	0.0200%
FNB of Garden City - Money Market	\$ 2,010,467.88	0.3000%
Commerce Bank - Money Market	\$ 786,984.46	0.1500%
Landmark National Bank	\$ 119.89	0.1300%
	<u>\$ 2,956,146.78</u>	

	<u>Type</u>	<u>Amount</u>	<u>% Rate</u>	<u>Beg. Date</u>	<u>Maturity</u>
Investments:					
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>\$ 6,000,000.00</u>			
 Total		<u><u>\$ 8,956,146.78</u></u>			

**Agenda No:** II-D-1**Date:** June 13, 2012**Topic:** Purchase of mobile classroom**Presenter:** Dr. Herbert J. Swender**Background Information:**

The Trade Adjustment Assistance Community College and Career Training (TAACCCT--TRAC-7) Grant includes the purchase of a mobile classroom to be used to take Food Safety courses to area school and hospital kitchen staff members to facilitate ongoing training. The mobile lab will assist smaller school districts to maintain food safety and animal science career pathways and prepare students for post-secondary degrees.

The college contacted various trailer manufacturers to best determine design and functionality of the mobile classroom. Administration determined that it would be necessary to select one manufacturer that could provide the design expertise and to meet the short turnaround time required for production. It was determined that Featherlite Trailers, Inc. best met the needs of the project.

Administration worked with the design team from Featherlite to develop the mobile classroom. Additionally, four members of the administrative team along with two local experts in manufacturing traveled to Cresco, Iowa to see first-hand the various types of trailers available and review the options available. The cost of the mobile classroom is \$600,000 is available via grant funds.

**Budget Information:**

TRAC-7 grant funds  
\$600,000

**Recommended Board Action:**

Approval of the purchase of the mobile classroom trailer from Featherlite Trailers, Inc. at a cost of \$600,000.

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

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

Board Member Notes:





Highway 63 and 9  
Cresco, IA 52136

June 7<sup>th</sup>, 2012

Dr. Lenora Cook  
Garden City Community College  
801 Campus Drive  
Garden City, KS 67846

Dear Dr. Cook,

I am sending you this letter with enclosures consisting of a written specification and drawings illustrating my proposed trailer. This trailer will be very similar to ones you saw here while visiting and also photos I have shared in the past. It will be a trailer like we have done many times in the past and would be honored to build for you going forward. At present orders taken this week will start the build process around the end of July with a finish date near the first of November. In order for me to consider this an order we would request signed Prints, signed contract, signed specification, and a 35% down payment. The balance would be due upon completion of the unit. The price for this proposed trailer is \$600,000. It would include one color paint. The Federal Excise Tax will be waived if provided with verification that the University does not have to pay that tax.

I hope that you find this information acceptable and are able to submit it to the board and allow us to proceed in building the unit for you. Thanks for all your help in this and I look forward to working with you in the future.

Sincerely Yours,

Mark T. Ackley  
Featherlite, Specialty Sales Manager

**SALES DEPARTMENT**

563.547.6000

toll free: 800.800.1230

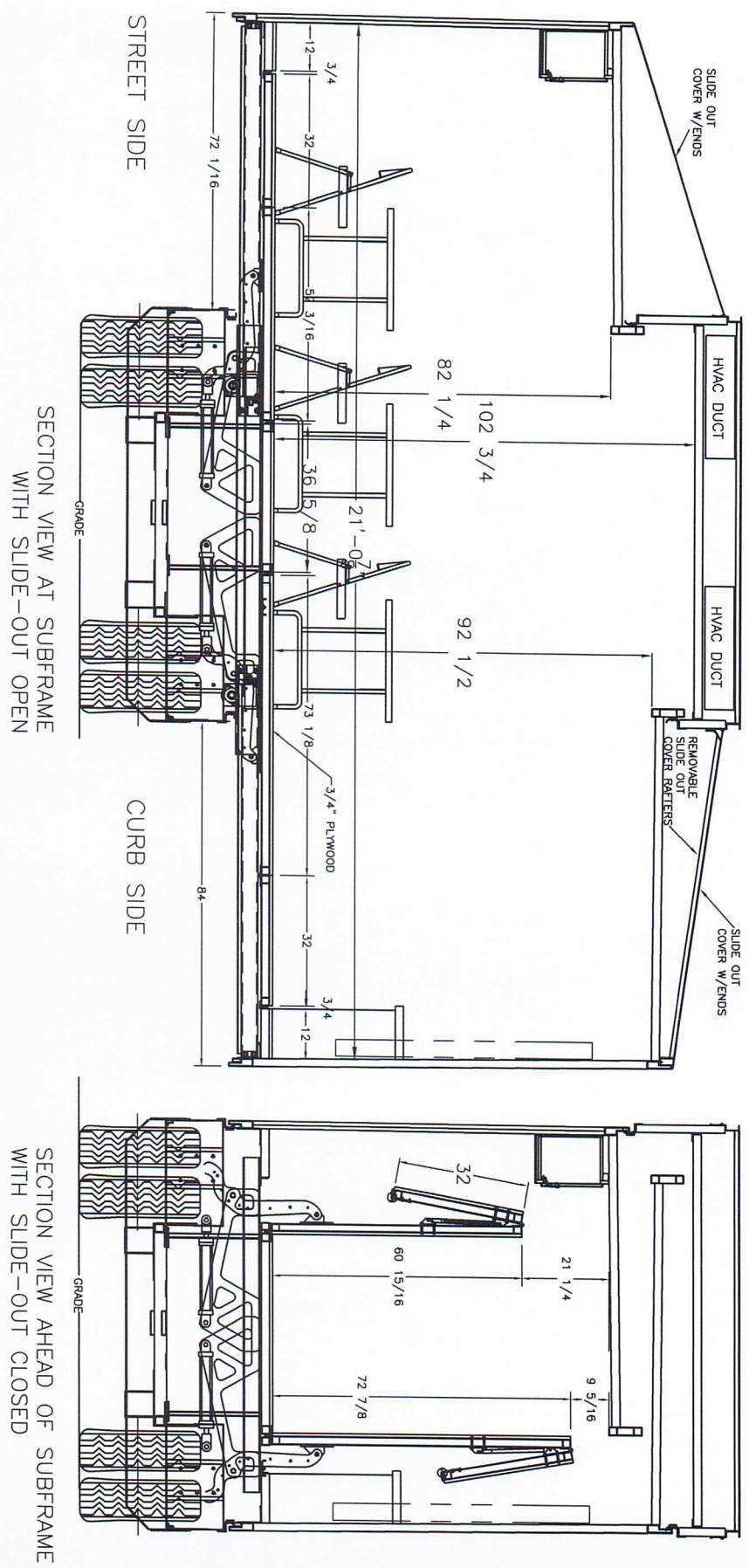
fax: 563.547.6100

www.fthr.com

Hwy. 63 & 9, P.O. Box 320

Cresco, IA 52136

ECO	REV	CHANGE	DATE	NAME



CUSTOMER APPROVAL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_  
 DELIVERY DATE CAN NOT BE ASSIGNED BEFORE FEATHERLITE HAS RECEIVED SIGNED PRINTS, COLORS AND SPECIFICATIONS. A DELIVERY DATE FROM 90 TO 120 DAYS FROM SIGNED APPROVAL CAN BE EXPECTED.



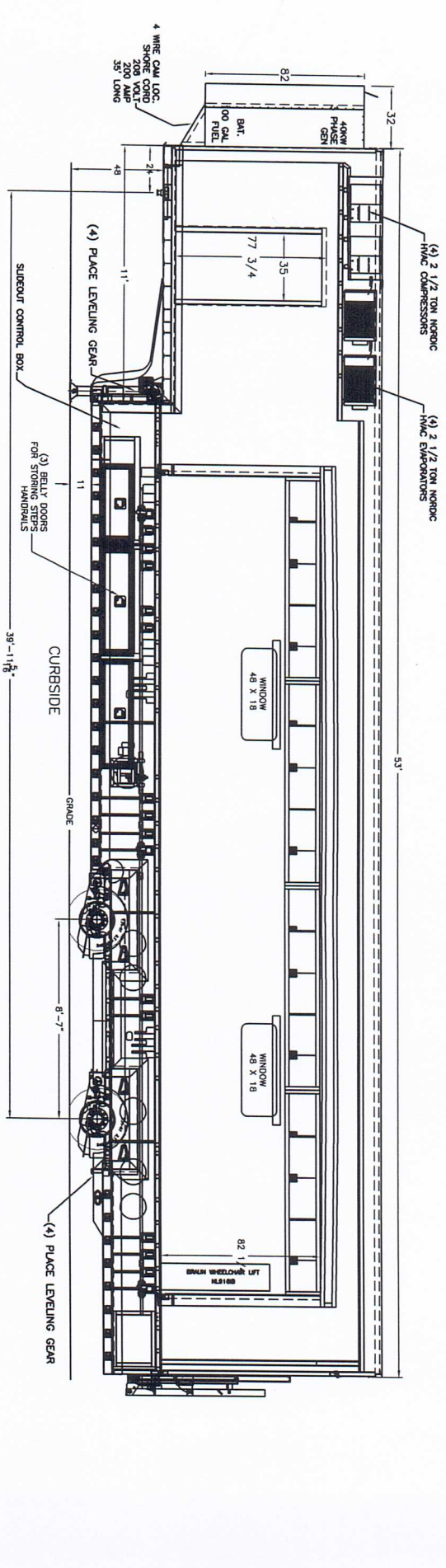
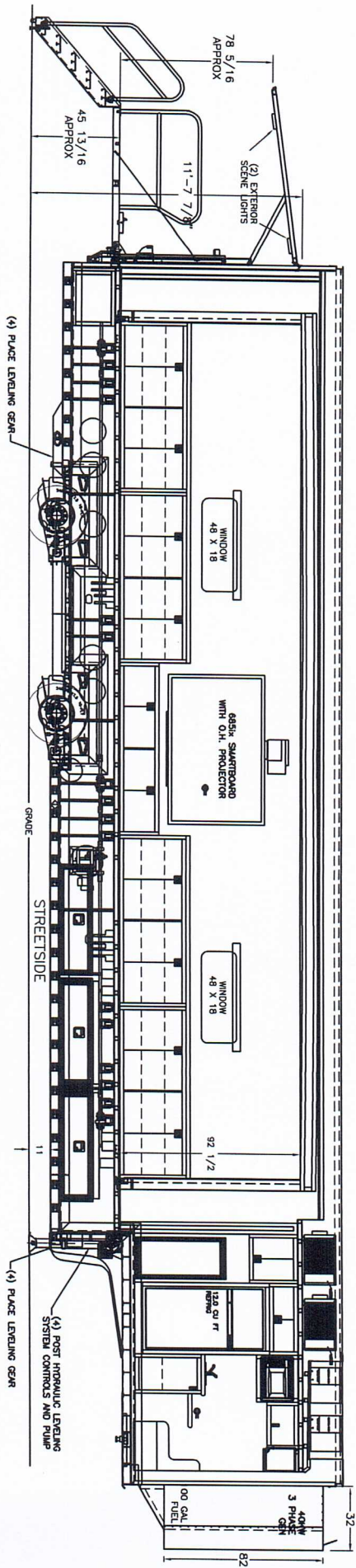
PROPRIETARY INFORMATION  
 DO NOT REPRODUCE OR DISTRIBUTE THIS DOCUMENT WITHOUT WRITTEN CONSENT FROM FEATHERLITE TRAILERS

DRAWN BY	SCALE	TITLE
BLOHM	NONE	DESC
DATE DRAWN	CHECKED	
04/19/12	ACKLEY	

TRANSPORT 53(0)L 8(7)S 40(0)KP T17.5  
 GARDEN CITY COMMUNITY COLLEGE

ENG DIR	DRAWING NUMBER	REVISION
898	T004698	A

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

**Date:** June 13, 2012

**Topic:** Athletic Insurance Renewal

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

**Background Information:**

The athletic insurance annual renewal premiums for both secondary and catastrophic insurance are \$128,344. There was no increase to the secondary insurance premium, however the catastrophic insurance, which is set at the national level, had an increase of \$1,116.

The college began athletic insurance with United States Fire Insurance on July 1, 2008, following the procurement bid process.

College practice is to request proposals approximately every five years unless administration determines there is a significant premium increase which did not occur this year. Annually, coverages and deductibles are reviewed, 2013 will begin a new athletic insurance bid process.

**Budget Information:**

\$128,344

**Recommended Board Action:**

Board authorizes the administration to renew athletic insurance with Dissinger Reed at an annual premium of \$128,344.

**Board Action Taken:**

\_\_\_\_\_ **Approved**      \_\_\_\_\_ **Disapproved**

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

## Garden City Community College Renewal

**United States Fire Insurance Co (A Rated)**  
**AG Administrators- Third Party Administrator**

<u>Plan Type</u>	<u>Deductible</u>	<u>Benefit Period</u>	<u>Premium</u>
Excess/Secondary	\$1,000	2 Years	\$104,905

**Accidental Medical Expense Maximum:** \$25,000

**Accidental Death and Dismemberment:** \$10,000/\$500,000 Aggregate

**Policy Type:** Excess (non-duplication)

**Deductible:** \$1,000

**Expanded Medical:** Included

**HMO/PPO Denials:** Included

**Heart and Circulatory:** Included

**Pre-existing conditions:** Included

**Off-season conditioning:** Included

**Physical Therapy:** 100% to plan max (\$25,000)

**Dental Benefit:** 100% to plan max (\$25,000)

**Orthopedic Appliance:** 100%

**Ambulance services:** 100%

**Benefit period:** 104 weeks (2 years)

**Incurring period for first expense:** 90 days or within a reasonable time period

**Coverage Term:** Annual

**Proposed Effective Date:** July 1, 2012

**Claims Administered by:** AG Administrators

**Insurance company:** United States Fire Insurance Co (AM Best rated: A)

**Covered Sports:** Baseball, Basketball, Cheerleading, Cross Country, Golf, Football (Fall and Spring), Rodeo, Softball, and Volleyball. Coverage also extends to student-managers, student-athletic trainers and student-coaches.

Garden City Community College  
Athletic Insurance Renewal  
May 17, 2012

## Garden City Community College Catastrophic Coverage

### Current

#### Mutual of Omaha 2011-12

<u>Plan Type</u>	<u>Deductible</u>	<u>Premium</u>
Catastrophic*	\$25,000	\$22,323

\*\$5,000,000 Lifetime Maximum

Quote based on Fall & Spring Football and one other hazardous sport (Rodeo)

### Renewal

#### Mutual of Omaha 2012-13

<u>Plan Type</u>	<u>Deductible</u>	<u>Premium</u>
Catastrophic*	\$25,000	\$23,439

\*\$5,000,000 Lifetime Maximum

Quote based on Fall & Spring Football and one other hazardous sport (Rodeo)

**Agenda No:** II-D-3

**Date:** June 13, 2012

**Topic:** Administration Conference Room Renovation

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

**Background Information:**

The renovation of the Presidential and Endowment offices has been completed. Dick Construction was the general contractor for the project.

With offices finished administration recommends completing the renovation and updating the conference room. In order to be consistent in quality and design the administration recommends continuing the work with the original contractor.

The project would begin July 1 at a cost of \$38,644.

**Budget Information:**

FY 13 General Fund  
\$38,644

**Recommended Board Action:**

Approval of the recommendation to contract with Dick Construction to renovate the administration conference room at a cost not to exceed \$38,644.

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

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

Board Member Notes:

**DICK CONSTRUCTION INC.**

1809 East Mary

P.O. Box 1215

Garden City, KS 67846

Ph. 620-275-1806 Fax 620-275-0831

e-mail=mselzer@dickconstruction.com

May 23, 2012

Garden City Community College  
801 Campus Drive  
Garden City, KS 67846

Reference: Conference Room Remodel

Dee,

The following estimates are for the remodel of administration conference room

Option 1:

The estimate includes:

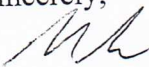
- Fur out block walls with metal studs
- New soffit to match lobby area
- Oak base and chair rail
- Vinyl wall covering for wainscot to match Presidents office
- New casework to match coffee bar
- Drop in ceiling to match lobby area
- Electrical includes can lights throughout and one floor box
- Mechanical includes extending ductwork
- Labor to install new floor covering
- Bond
- Permits

**The Estimate for above: \$ 38,644.00****Items Excluded:**

- Sales tax
- Appliances
- Doors and hardware and windows
- Projection screen

We look forward to working with you.

Sincerely,



Michael S. Selzer  
Estimator



**Agenda No:** III-A**Date:** June 13, 2012**Topic:** Refinancing of Certificates of Participation**Presenter:** Dr. Herbert J. Swender**Background Information:**

At the April Board of Trustees meeting the Board authorized, John Haas, Ranson Financial Consultants, LLC, to proceed with the bid process on behalf of the college for refinancing of the Series 2004 and 2004B certificates of participation. Mr. Haas has served the college as financial consultant for over 15 years.

In order to obtain the best possible rates, it was recommended that bids be received just prior to the Board meeting on June 13, 2012. The bids for refunding certificates of participation will be presented by Mr. Haas at the board meeting for consideration. At that time a recommendation will be made to the Board to accept or decline the bids based on the market and timing.

If the bids are accepted, the Board will be asked to approve Resolution 2012-03 which authorizes the refinancing of debt.

**Budget Information:**

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

**Recommended Board Action:**

Approval of Resolution 2012-03 as presented.

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

**Board Member Notes:**

**RESOLUTION NO. 2012-03**

**A RESOLUTION AUTHORIZING GARDEN CITY COMMUNITY COLLEGE TO EXECUTE AND DELIVER A LEASE PURCHASE AGREEMENT IN CONNECTION WITH THE ISSUANCE AND DELIVERY OF \$3,630,000 PRINCIPAL AMOUNT OF LEASE PURCHASE AGREEMENT REFUNDING CERTIFICATES OF PARTICIPATION, SERIES 2012, UPON THE TERMS AND CONDITIONS SET FORTH THEREIN, FOR THE PURPOSE OF REFUNDING CERTAIN OUTSTANDING LEASE PURCHASE AGREEMENT CERTIFICATES OF PARTICIPATION, SERIES 2004 AND SERIES 2004B; AND APPROVING AND AUTHORIZING CERTAIN OTHER DOCUMENTS AND ACTIONS IN CONNECTION THEREWITH.**

**WHEREAS**, K.S.A. 71-201 *et seq.* (the "Act") empowers community colleges such as Garden City Community College (the "College") to enter into lease agreements for the use of real or personal property, the terms of which may not exceed ten (10) years, subject to change or termination at any time by act of the Kansas Legislature; and

**WHEREAS**, the Board of Trustees (the "Board") of the College has previously determined that a need existed for the financing of certain improvements (the "Improvements") and has found and determined that the acquisition and construction of the Improvements was in the public interest; and

**WHEREAS**, the College caused the financing, acquisition, installation and construction of the Improvements through the execution of an Equipment Lease Purchase Agreement, dated January 1, 2004, and a Lease Purchase Agreement, dated December 1, 2004 (jointly, the "Original Leases"), and the issuance of Certificates of Participation, Series 2004, pursuant to a Declaration of Trust dated January 1, 2004, and Certificates of Participation, Series 2004B, pursuant to a Declaration of Trust dated December 1, 2004, issued in those Original Leases (jointly, the "Original Certificates"); and

**WHEREAS**, the Board has found and determined that it is advisable to refund the Original Certificates and pay and retire the Original Leases by entering into a refinancing arrangement for the Improvements involving a new lease purchase agreement and the issuance and delivery of not to exceed \$3,630,000 principal amount of lease purchase agreement refunding certificates of participation; and

**WHEREAS**, in order to facilitate the foregoing and to pay the cost thereof, it is necessary and desirable for the College to take the following actions:

1. Enter into a Site Lease (the "Site Lease") with the College, as lessor, and UMB Bank, N.A., Kansas City, Missouri (the "Trustee"), as lessee, pursuant to which the College will lease certain real property to the Trustee on the terms and conditions set forth therein, a form of which has been submitted to the Board for review;
2. Enter into a Lease Purchase Agreement (the "Lease") with the Trustee, pursuant to which the College will lease the Project (as defined in the Lease) from the Trustee with an option to purchase the Trustee's interest in the Project, a form of which has been submitted to the Board for review;
3. Approve a Declaration of Trust (the "Declaration of Trust"), by the Trustee, pursuant to which Refunding Certificates of Participation (as defined below) will be executed and delivered, a form of which has been submitted to the Board for review;

4. Approve an Official Statement respecting Refunding Certificates of Participation, Series 2012 (the "Refunding Certificates of Participation"), evidencing proportionate interests of the owners thereof in basic rent payments to be made by the College under the Lease, to be in substantially the same form as the Preliminary Official Statement respecting the Refunding Certificates of Participation heretofore approved (the "Preliminary Official Statement," and together, the "Official Statement"); and

5. Authorize Continuing Disclosure Instructions (the "Continuing Disclosure Instructions") pursuant to which the College agrees to provide certain financial and other information with respect to the Refunding Certificates of Participation.

The Site Lease, the Lease and the Continuing Disclosure Instructions are referred to together herein as the "College Documents;" and

**WHEREAS**, in addition to the Lease and the Refunding Certificates of Participation, the College has heretofore issued certain other bonds, leases, certificates and other instruments that evidence indebtedness (with the Lease and the Refunding Certificates of Participation, collectively, the "Obligations") to finance certain improvements, projects and programs of the College (collectively, the "Project Facilities"), and anticipates future issuances of additional Obligations, the interest on which is intended to be excluded from gross income for federal income tax purposes or which is subsidized by the federal government (*e.g.* build America bonds) (the "Tax-Exempt Obligations"); and

**WHEREAS**, the Internal Revenue Code of 1986, as amended and regulations promulgated thereunder (collectively, the "Code"), impose ongoing requirements related to the investment, use and expenditure of proceeds of Tax-Exempt Obligations and related funds and restrictions on use of the Project Facilities financed by such Tax-Exempt Obligations; and

**WHEREAS**, pursuant to rules promulgated by the Securities and Exchange Commission (the "SEC"), the College has entered into or anticipates entering into continuing disclosure undertakings to provide for the submission of annual reports and notices of certain material events relating to the Tax-Exempt Obligations for Project Facilities; and

**WHEREAS**, the College is committed to full compliance with all such requirements with respect to the College's Tax-Exempt Obligations.

**THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF GARDEN CITY COMMUNITY COLLEGE, AS FOLLOWS:**

**Section 1. Authorization and Approval of College Documents and Declaration of Trust.**

(a) The College Documents and the Declaration of Trust are hereby approved in substantially the forms submitted to and reviewed by the Board on the date hereof, with such changes therein as shall be approved by the Chairperson, the Chairperson's execution of the College Documents to be conclusive evidence of such approval.

(b) The obligation of the College to pay Basic Rent Payments (as defined in the Lease) under the Lease shall constitute a current expense of the College and shall not in any way be construed to be an

indebtedness or liability of the College in contravention of any applicable constitutional or statutory limitation or requirement concerning the creation of indebtedness or liability by the College, and all provisions of the Lease shall be construed so as to give effect to such intent.

(c) The Chairperson is hereby authorized and directed to execute and deliver the College Documents and to approve changes to the Declaration of Trust on behalf of and as the act and deed of the College. The Secretary to the Board of Trustees is hereby authorized to affix the College's seal to the College Documents and attest said seal.

**Section 2. Approval of Official Statement.** The final Official Statement is hereby authorized and approved, supplementing, amending and completing the Preliminary Official Statement, with such changes therein and additions thereto as shall be approved by the officer of the College executing the final Official Statement, said officer's execution thereof to be conclusive evidence of said officer's approval thereof, and the public distribution of the final Official Statement by the purchaser of the Refunding Certificate of Participation (the "Underwriter") are in all respects hereby authorized and approved. The Chairperson of the College is hereby authorized to execute and deliver the final Official Statement on behalf of and as the act and deed of the College.

For the purpose of enabling the Underwriter to comply with the requirements of Rule 15c2-12(b)(1) of the Securities and Exchange Commission, 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 Rule 15c2-12(b)(1), and the appropriate officers of the College are hereby authorized, if requested, to provide the Underwriter a letter or certification to such effect and to take such other actions or execute such other documents as such officers in their reasonable judgment deem necessary to enable the Underwriter to comply with the requirement of such Rule.

**Section 3. Further Authority.** The College shall, and the officials and agents of the College are hereby authorized and directed to, take such actions, expend such funds and execute such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution and to carry out, comply with and perform the duties of the College with respect to the College Documents, the other documents authorized or approved hereby and the Project. Without limiting the foregoing, the Chairperson is hereby authorized, if required, to execute any certificate or agreement to allow the Underwriter to comply with Rule 15c2-12 of the Securities and Exchange Commission.

**Section 4. Compliance Procedure.** In order to comply with the requirements of the Code and directives of the Internal Revenue Service and SEC and to improve tax compliance and documentation, the Board of the College hereby adopts the Tax-Exempt Financing Compliance Procedure, dated as June 13, 2012 (the "Compliance Procedure") .

**Section 5. Permanent Record.** A copy of the Compliance Procedure shall be placed in the permanent records of the College and shall be available for public inspection during regular business hours of the College.

**Section 6. Effective Date.** This Resolution shall take effect and be in full force from and after its adoption by the Board.

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**ADOPTED** by the Board of Trustees of Garden City Community College, this 13th<sup>th</sup> day of June, 2012.

(SEAL)

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Chairperson

ATTEST:

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Secretary to the Board of Trustees

## JUNE 2012 MONITORING REPORT

<b>EXECUTIVE LIMITATIONS</b>	<b>ANNUAL</b>
<b>Compensation/Benefits #1</b>	<b>Page 13</b>
<b>The President shall not change his or her own compensation or benefits.</b>	

**CEO's Interpretation:**

The Board determines the President's compensation and benefits. The Board notifies Human Resources of any changes to the President's compensation and benefits.

**Data directly addressing the CEO's interpretation:**

When requested, the Human Resources Office provides the chairman of the Board with information regarding range of pay for other Kansas community college presidents, national presidential salary information and salary range information provided by external agencies for compensation analysis. Human Resources also provides the Board chairman information regarding changes to college benefits. The Board then notifies Human Resources of any changes to the President's compensation and benefits.

<b>EXECUTIVE LIMITATIONS</b>	<b>ANNUAL</b>
<b>Compensation/Benefits #2</b>	<b>Page 13</b>
<b>The President shall not promise or imply permanent or guaranteed employment.</b>	

**CEO's Interpretation:**

The President does not guarantee or promise employment to anyone. The Board approves employment of all full-time employees.

**Data directly addressing the CEO's interpretation:** Each month, the Board receives, for approval, a list of all new faculty, adjunct instructors and full-time employees. Faculty is covered under the Negotiated Agreement and are afforded rights of due process as outlined by state statute. All other employees are at-will and can be terminated at any time without cause.

<b>EXECUTIVE LIMITATIONS</b>	<b>ANNUAL</b>
<b>Compensation/Benefits #3</b>	<b>Page 13</b>
<b>The President shall not establish compensation and benefits which:</b>	

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

**CEO's Interpretation:** The President shall make annual raise decisions that are in line with what is happening locally, regionally, and nationally in relation to the skills employed. Recommended raises and salary adjustments for any and all employees will be made in accordance within institutional budget.

**Data directly addressing the CEO's interpretation:**

Compensation and benefits for faculty are analyzed and reviewed during the negotiation process which are covered under state statutes. All other employees' salary and benefit considerations are reviewed annually and are considered during the instructional budget process.

GCCC may utilize external agencies for salary comparison and annually update its compensation data base. Salary and benefits are commensurate of the duties and responsibilities of the employee. The office of Human Resources and the Administrative cabinet discuss employee salary placement as needed. Multi-year contracts are not available to employees of GCCC.



## **Incidental Information June 2012**

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

When GCCC bestowed Years of Service Awards for 2012 in a campus-wide celebration at the end of the spring semester, a total of 60 faculty and staff members were noted, and their combined terms totaled 665 years. Awards were given for five, 10, 15, 20, 25 and 30 years of service. Those serving two decades or longer included Ron German, assistant residential life director; Deanna Mann, assistant to the president for grants and accreditation; Carol Heinemann, library assistant and secretary; Greg Greathouse, Health, Physical Education and Recreation Division director; Frank Bean, social science instructor; Roger Schmidt, John Deere Tech instructor; Annie Stoppel, assistant to the registrar; Judy Whitehill, Social Science Division director and instructor; and Janice Nunn, health nurse, 20 years each. Others included 25-year employees Carolyn Klassen, piano-organ instructor; and Terry Lee, science instructor; as well as 30-year veterans Linda Morgan, Criminal Justice instructor and Department of Public Safety director; and Pat Veasart, Small Business Development Center regional director.

GCCC recently honored 2012 retirees from the faculty and staff in a public reception at the Beth Tedrow Student Center. Honorees included Coi Troung, custodian since 1996; Barb Edwards, assistant financial aid director, who has served since 1998; Frank Bean, social science instructor, who has been with the college since 1992; Dr. John Fitzgerald, chemistry instructor since 2002; and Mary Pendergraf, RN, BSN, MS, nursing instructor since 1999. In addition, Aerobic Super Circuit Director Doyle McGraw was awarded at a year-end employee celebration, after serving since 1988.

Head Women's Basketball Coach Alaura Sharp conducted the Bitty Busters Basketball Camp for participants entering grades K-5 on May 29-31, with younger girls attending morning sessions and older players attending in the afternoons. That will be followed June 22-24 by a Team Camp for grades 9-12 and an Individual Skills Camp June 26-28, also for grades 6-12.

The Summer 2012 GCCC Football Camp took place June 6-8, conducted by Broncbuster Head Coach Jeff Tatum and staff for participants age 8-14.

The 2012 GCCC Student Athletic Training Camp, co-sponsored by the Athletic Training Program and Sandhill Orthopaedic and Sportsmedicine, is scheduled July 23-25 on campus for high school and college students, coaches and school nurses.

The GCCC Department of Public Safety is hosting a new series of Kansas Concealed Carry classes for citizens seeking licensure to carry concealed firearms, each meeting 7:30 a.m.-6 p.m., co-sponsored by the Sand and Sage Rifle and Pistol Club. The class is being offered June 9, Aug. 20, Aug. 25, Sept. 22, Oct. 27 and Dec. 1. In addition, the Women on Target NRA Basic Pistol Class for women and men is being offered June 23.

June 11 is the opening day of the main six-week class session of GCCC's 2012 GCCC summer semester. Summer and fall semester enrollment assistance is available 8 a.m.-7 p.m. Monday through Thursday and 8 a.m.-Noon Fridays at the Student and Community Services Center.

The third session of summer semester classes in EduKan, the Internet community college operated by GCCC and five partner institutions, is scheduled to get under way July 2. Prior session dates are May 21-June 29 and May 21-Aug. 10.

NextGen-Finney County, the opening session of GCCC's 11<sup>th</sup> Annual Kids' College, is scheduled June 11-15 for participants in grades 7-12. The series of summer fun and learning activities is sponsored by the GCCC Business and Community Education Department. Among other sessions are The Adventure and

My Town, both June 18-21 for boys and girls in grades 3-6; plus My Passport and Journey of Discovery, both July 16-19 for grades K-12.

GCCC's new recruitment advertising campaign on the Facebook social networking site, which was originally expected to attain 375,000 to 400,000 impressions per month, has surpassed that objective so far by drawing a total of 1,617,316 views during the first eight days of operation. In addition to the rotating GCCC advertisements being seen more than 1.6 million times, a total of 261 Facebook users clicked through and visited the Admissions page of the GCCC website during the first eight days. Facebook users between the ages of 16 and 30, living within a 50-mile radius of Garden City, are receiving the messages when they log onto their Facebook accounts.

Production is nearing completion on the 2012-2014 GCCC academic catalog, a publication of approximately 168 pages. Created by Printing Services Manager Tiffany Heit in the Information Services and Publications Department, the catalog will exist primarily in online format, but approximately 200 hard copies will also be produced for campus and area high school advising purposes. Input on the catalog is coming from the deans of academics, technical education and student services, and their staffs.

The fall 2012 edition of "Inside GCCC" will be published and distributed to approximately 29,000 addresses early in August, with production getting under way this month. The 28-36 page newsletter, course schedule tabloid and enrollment guide is an integral part of the college's enrollment marketing campaign, and the only college promotional publication that still reaches every home in GCCC's seven-county service area. In addition to a full listing of classes and registration information, the new edition will feature photographs and success stories about college people, programs and opportunities.

The GCCC Women's Rodeo Team is competing in the National Intercollegiate Rodeo Association's College National Finals Rodeo June 10-16 in Casper, Wyo. The team includes Emily Miller, Ingalls; Mercedes Trenary, Salida, Colo.; and Shelby Leonhard, Oskaloosa.

The Finnup Foundation Charitable Trust has provided two grant awards to fund programs at GCCC, including \$2,500 for the Finnup Piano Lab and \$7,500 for the Criminal Justice Program in the Department of Public Safety. The piano grant will provide upgrades in the piano lab, where students learn through Macintosh computers linked to Kurzweil keyboards, using Musical Instrument Digital Interface technology and specialized Finale software. The \$7,500 DPS grant will be used for a Live Scan system in the Criminal Justice Technology Lab, allowing students in the law enforcement field to scan latent and inked prints.

The GCCC Endowment Association recently provided mini-grants to four GCCC programs. The awards included \$946 sought by Physics Instructor John Cheney for equipment in the Warren Fouse Science and Math Building; \$900 requested by Automotive Technology Instructor Nate Steinle for a plasma cutter; \$958.59 for software and digital video equipment, requested by English Instructor Marsha Wright for students in English and Speech courses; and \$985, requested by Criminal Justice Instructor Dave Rupp, for video equipment that will be used by students in the Criminal Justice, Fire Sciences and Emergency Medical Services Technology Programs.

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

The three week summer session got off to a good start. Plans are in progress to devise the 2013 summer schedule to allow students more flexibility in their summer schedule.

Projects for this summer include further development of the reading organization's bylaws and planning for their first official group meeting in October.

Program review formats and procedures will be reviewed and evaluated for future use.

Mid-year performance agreement data will be collected and reviewed in the academic, technical, continuing education, and student services areas so revisions can be made in problem areas.

We will begin the process of writing a new three year performance agreement with KBOR the first part of June when we will be joining other colleges from around the state in a teleconference with KBOR staff. The final agreement is due to the state by the end of August.

**Cathy McKinley, Dean of Continuing Education and Community Services**  
**Business & Community Education**

Adult Learning Center

***English as a Second Language***

English as a Second Language classes are full with more than 100 students currently attending classes. Kansas Works and SRS referred displaced workers from the recently closed BPI plant to the Adult Learning Center to increase their chances for re-employment via better English skills.

***Migrant Family Literacy Program***

Home visits were conducted for two new families and on May 22 the Russell Child Development Center conducted screenings for migrant children ages 0-3 at East Garden Village and Georgia Matthews Elementary. On May 24, the MFLP conducted the Family Literacy Event at both sites as well. Families are being given logs and activities to complete.

There is one migrant young lady, Thaw Hay Da, who has been referred to KANCO to pursue the scholarship for GCCC and/or KSU.

***GED & Transition Program***

Six former GED students graduated with a degree or certification from GCCC at the May 12 commencement. Out of the 73 students who completed their GED in FY12, at least four students have already enrolled at GCCC for the fall semester.

Since the GED graduation on May 6, students have been coming for assistance in transitioning into college and asking what requirements are needed to enter and be ready for college. One former ESL student was awarded a \$500 scholarship to be used for the fall semester. A recent GED graduate was accepted in the Kan-Co program and is enrolled in automotive as a full-time student. He also applied for the Ford scholarship and other scholarships.

The next GED orientation is July 16-18.

Business & Community Education

- Obtained approval to offer for one credit hour, business and industry classes that are currently offered as a noncredit certificate. These will start in July.
  - Supervisor I
  - Fast Track Career Skills
  - Intro to Accounting
- Staff attended
  - Hi-Plains Resource Council
  - Chamber Membership Breakfast
  - Live & taped radio promotional spots with KIUL and KBUF

<b>Business &amp; Community May 2012</b>	<b>Course</b>	<b>Enrollments</b>	<b>Contact Hours</b>
<b>Contract Training</b>			
Mosaic College for Life	Zoofari Photography	19	4
SW KS Groundwater Management Dist. No. 3	Safety Refresher	8	2
Tex-Ok-Kan	MIG Welding	6	2
Area Mental Health	Challenge Course	14	8
<b>Open Enrollment</b>	Microsoft Access	4	4
	Positive Work Environment	3	4
	<b>Totals</b>	54	24

### Educational Talent Search

Seven ETS high school seniors have been named 2012 Tyson Scholarship recipients. The winners are Gabriela Armendariz, daughter of Manuel and Alma Armendariz, who will attend KSU; Angelica Selvas, daughter of Luis and Luz Selvas, who will attend GCCC; Ampon Davin Chanthavong and Damon Phpuvanay, sons of Khampon Chanthavong and Mary Phitsanoukanh, who will both attend KU; Francisco Acosta, son of Francisco and Crisanta Acosta; K Mee Hser, daughter of Ashar and Paw Ner Moo; and Stephanie Frayre, daughter of Efren and Antonia Luisa Frayre, who will attend DCCC. The winners all have at least one parent employed at Tyson and will each receive \$1000.

### *ETS Recruiting Efforts*

- ETS staff delivered school supplies and received several applications from GCHS baseball players. The ETS program also received 30-plus applications from GCHS, Bernadine Sitts Intermediate Center and Charles Stone Intermediate Center in response to the recruiting efforts during the past several weeks. Several more ETS applications are expected as a result of a recruiting event at the Bad Boys boxing organization.
- A pizza party was thrown for BSIC and CSIC new participants. The students wrote about their goals and plans for the coming years in their personal success plans.

### Project Destiny 2:

Staff from Project Destiny 2, in collaboration with the Adult Learning Center and GCCC student services, organized the first GED Commencement on Sunday, May 6. The program included two graduate speakers from each program whose topic was “What the GED Means to Me.” The ceremony also included the performance of Rosaleen Amante, a GCCC Vocal Music Student.

**HEP Graduates** – In collaboration with the Assessment Center, an extra GED Assessment Session has been added in the calendar for April to accommodate the number of students who are planning to graduate and participate in the GED Commencement.

This year’s commencement also had the participation of graduates from Leoti. Project Destiny opened this site to help migrant families obtain their GEDs in October 2011. Twenty students graduated from the program. (See table below.) Four of these graduates were recognized during the ceremony as members of the National Honor GED Society. To become members, students must score 600 or above in any of the five GED Official Exams.

<b>Towns</b>	<b>Number of HEP Students</b>
Johnson	2
Ulysses	2
Scott City	2

Lakin	2
Leoti	2
Garden City	10

### Small Business Development Center

The GCCC KSBDC participated in a variety of activities in addition to the regular client work throughout the region including a full week of packing up a storage room to allow the Academic Building to reclaim the area.

Cheryl Schmale continued to participate in the Kansas Entrepreneurial Communities Initiative (KECI) board for Scott and Wichita Counties. She and Pat Veersart continued their work with the Economic Restructuring Committee for Downtown Vision. Pat and Cheryl also attended the KSBDC Directors meeting in Wichita at the end of the month.

On-campus activities included participation in two different interview committees; Pat sat on the Regional Prevention Center committee and Kathy Nance on the Cheerleading Coach committee. Kathy and Cheryl assisted with the GCCC retirement reception and attended the GCCC Athletic banquet. Cheryl also attended the GCCC Student Awards Celebration. She also participated in GCCC graduation where she was able to present her daughter her GCCC diploma. All participated in the luau for the Year End Bash where Pat received recognition for her 30 years of service at GCCC and Kathy for her 5 years of service at GCCC.

As a part of her professional development training Pat participated in a Social Media Success Summit online conference over four weeks in May. “Steps to Start-up” workshops were presented by Pat in Garden City and Leoti. She also attended a City Council meeting in Liberal along with Dr. Duane Dunn and Mike O’Kane to seek support for the SCCC/ATS Outreach Center. For community outreach Pat attended the Youth Entrepreneurs “Dreams to Dividends” celebration and the Kansas Sampler Festival.

### Dee Wigner, Vice President

There are numerous summer projects happening on campus:

Academic Building – the project appears to be ahead of schedule  
 Asbestos ceiling and floor tiles have been removed  
 Classroom doorways have been widened  
 New water supply lines have been installed in the restrooms

Residential Life:

New VCT tile is being installed in student housing  
 Interior painting of the apartments is underway  
 Exterior painting of the west units is almost complete

Automotive Lab – John Collins Vocational Technical Building

The former automotive equipment teaching lab is being converted into a classroom

The Endowment Association Director and staff have been moved to their new offices. The new location includes an office for the director that is separate from the endowment staff.

The lack of rain is keeping the Grounds Department busy with watering schedules and irrigation repairs. Between watering and mowing, the grounds crew is planting and landscaping various areas across campus.

The Custodial Department has been focusing on their annual deep cleaning of classrooms as well as stripping and waxing the floor in the cafeteria.

Payroll and the Business Office are heading into year end, a new fiscal year and the annual financial audit.

Human Resources has been working to fill teaching positions and other vacancies across campus. Although there are fewer vacancies this year, there has been a definite increase in the number of applications received for each open position.

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

#### **Residential Life—**

Renovation is underway in residential life. Carpet is being removed in the Apartments and East Units with new VCT tile being installed. The interior and exterior of West Hall is being re-painted and new concrete will be installed around the East Units this summer as well. It is busy with all of the construction and renovation, but the changes should result in an improved image for GCCC and students in the fall.

#### **Records—**

Records office in collaboration with IT is in the process of including all course descriptions to the course schedule. This will allow students to receive additional information on courses when they are searching prior to enrollment. Additionally, waitlist has been fully implemented for courses so that when a course reaches capacity, there is a waitlist option for students to be added to when space in the course becomes available.

#### **Admissions—**

Exploring the implementation of a virtual tour to the GCCC admissions website. This functionality will allow anyone to access the campus and receive information on specific buildings, programs and activities. They can also take a virtual tour of the entire campus allowing them to receive information and get familiar with the campus prior to visiting or attending. The program allows for the admissions office to have access for updating and adding new pictures and features on students to remain current for recruitment as well.

#### **Financial Aid—**

The financial aid department is in the process of training Melinda Harrington who will be transitioning into the Assistant Director position with the retirement of Barb Edwards. Barb has committed herself to the financial aid department and students for many years and we are sad to see her expertise leaving. Melinda will be starting on June 1<sup>st</sup> which allows for time to work with Barb and work through job duties and work flow before her retirement on June 29<sup>th</sup>. Additionally, the department has been researching best practices and companies to utilize for default management oversight so that a selection can be made this summer and ready for implementation by this fall.

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

#### **Tyson Partnership**

On May 26<sup>th</sup> Tyson hosted a celebration for the six Tyson 1 + 2 graduates at the Lee Richardson Zoo. Daniel Moreno, Tyson Complex Maintenance Trainer, grilled steaks for the family, friends, supervisors, and instructors of the graduates. These students have been employed by Tyson since May of 2011. They have attended classes during the morning and worked at the plant in the afternoon applying newly learned concepts to the real world of industrial maintenance.

Twelve students have been enrolled in the 2012 Tyson 1 + 2 program that started on May 29<sup>th</sup>. These students will take Introduction to AWS Welding and Intermediate AWS Welding this summer.

#### **Perkins Post Secondary Program Improvement Grant**

The 2012-13 Perkins Program Improvement Grant was submitted requesting a total of \$117,927. Activities in the grant focus on student retention, student placement into jobs, and non-traditional gender occupation program completion. Student retention alert software will be purchased to assist in tracking students who are at risk of dropping out. Also included was \$51,652.00 for equipment in John Deere, Computer Science, Welding, Criminal Justice, and Fire Science programs. The remainder of the grant will be used for instructional supplies, participation in state and national memberships, professional development, and promotion of Adult Basic Education to Credentials pathways.

#### Participation in AO-K

The Adult Learning Center and Allied Health departments have been working together on the Accelerating Opportunities for Kansans (AO-K) initiative. This program helps individuals who are working on their essential skills progress more rapidly to an industry recognized credential. Since last fall 37 students have received a Certified Nurse's Aide (CNA) credential through this initiative.