



January 11, 2013

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 **Tuesday, January 15, 2013**. 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 Broncuster Room of the Beth Tedrow Student Center
6:00 PM Regular board meeting called to order in the Endowment Room

AGENDA

I. CALL TO ORDER:

- A. Comments from the Chair
- B. Open comments from the public
- C. Introduction of new employees
- D. Student Government Association Report
- E. Faculty Senate Report..... pg 3
 - E-1 Program highlight:
Chip Marcy, Business Instructor
- F. Report from Charles Claar, Lewis, Hooper & Dick, re: 2011-2012 audit

II. CONSENT AGENDAAction

- A. Approval of minutes of previous meetings (December 18, 2013)..... pg 8
- B. Approval of personnel actions-Human Resources..... pg 14
 - B-1 Human Resources Report..... pg 15
 - B-2 Adjunct/Outreach Contracts..... pg 16
- C. Financial information..... pg 18
 - C-1 Checks processed in excess of \$20,000..... pg 19
 - C-2 Revenues..... pg 20
 - C-3 Expenses..... pg 22
 - C-4 Cash in bank..... pg 28
- D. Purchases over \$20,000..... pg 29
 - D-1 Authorization for retail over \$20,000..... pg 30
- E. Acceptance of 2011-2012 audit

III. CONFIRMATION OF MONITORING REPORTS:

- A. Monitoring Reports and ENDS
 - A-1 Monitoring Report – Information and Advice, Quarterly #2, #3, #5..... pg 31
 - A-2 Monitoring Report – Executive Limitation, Quarterly #9, #10..... pg 33
 - A-3 Monitoring Report – Asset Protection, Quarterly #5..... pg 34
 - A-4 Monitoring Report – Asset Protection, Annual #1, #2, #3, #4, #6, #7..... pg 35

- B. Review Monitoring Report
 - B-1-Monitoring Report-General Executive Constraints
 - B-2 Monitoring Report – Financial Condition
- C. Board Process and Policy Governance Review

IV. OWNERSHIP LINKAGE:

V. REPORTS:

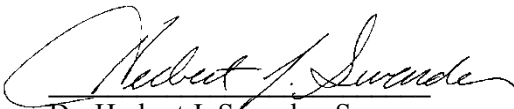
- A. President’s Report
 - A-1 Incidental Information..... pg 40
- B. As required by federal law and the college’s accreditation body *The Higher Learning Commission a Commission of the North Central Association of Colleges and Schools* the following audits for Broncbuster Athletic Association (BAA) and the Garden City Community College Endowment Association are presented.
 - B-1 Broncbuster Athletic Association Audit
 - B-2 Garden City Community College Endowment Association Audit
- C. Report from Finney County Economic Development Corporation

Upcoming Calendar Dates:

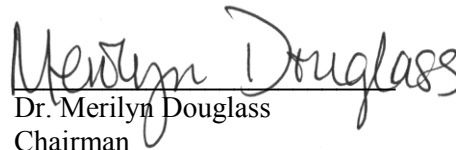
Jan. 16	GCCC 2013 Spring Classes begin
Jan. 18-20	KaleidEscape Kansas, Western State Bank Expo Center (by the DC Raceway Park)Dodge City, Friday (1-18) 5-8 p.m., Saturday (1-19) 10 a.m.-8 p.m., Sunday (1-20) 11 a.m.-4 p.m.
Jan. 17-19	2013 Hi-Plains League Basketball Tournament at Dennis Perryman Athletic Complex
Jan. 19	GCCC Board of Trustee Policy Governance Retreat, 9:00 a.m. to noon, Endowment Room of the Beth Tedrow Student Center
Jan. 17-19	High Plains League Tournament/DPAC
Jan. 21	Campus and community celebration of Dr. Martin Luther King, Jr., holiday, 10:00 a.m. Martin Luther King in the main gymnasium, Dennis Perryman Athletic Complex

VII Executive Session

VIII. Adjournment



Dr. Herbert J. Swender, Sr.
President



Dr. Marilyn Douglass
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.*

Purposes for Executive Sessions

- a. Personnel matters of non-elected personnel
- b. Consultation with the body's attorney
- c. Employer-employee negotiation
- d. Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorship
- e. Matters affecting a student, patient, or resident of public institutions
- f. Preliminary discussions relating to acquisition of real property
- g. Security, if open discussion would jeopardize security

GCCC Financial Literacy for Life: ECON 102

ECON102 was created in keeping with GCCC's mission; *to produce positive contributors to the economic and social well-being of society.*

Most Social Science disciplines such as psychology, sociology, political science, and geography employ a survey course that functions not only as an introduction to the discipline, but also as a recruiting tool to gain student's interest in the discipline. Traditionally economics did not take this approach. Many institutions made the introductory "economics" courses actually two courses, Macroeconomics and Microeconomics. These courses were really specifically designed for business and economics majors so that each course addressed technical and theoretical details that these students need. For a student with a passing interest in economics, these courses are often too technical and too theoretical at the same time. No wonder, few put economics on their bucket list of college courses to take. One size does not fit all.

ECON102, Financial Literacy for Life class is not meant for the business or economics major (to keep it aligned with the approach of other institutions that offer a similar course). Instead, it creates a course that:

1. Provides the basics of individual financial literacy.
2. Provides a course that those with an interest in economics may take without forcing them into economic.
3. Provides a means *to produce positive contributors to the economic and social well-being of society* for students to gain an appreciation and understanding of basic economics principles.
4. Provides a course that is also designed to make economics more fun and accessible to a wider variety of students.

To this end, GCCC is a leader in enabling the non-traditional student or non-business major to acquire a sound basic economic education that meets their specific needs. Currently, ECON102 helps satisfy the GCCC Social Science core graduation requirements for the AAS and the AGS degrees. GCCC is one of four Kansas community colleges that offers this sort of course.

The future vision is to let ECON102 satisfy the core requirements for the AA and AS degrees for students who may like to obtain some economic education towards their Associates degree, yet who are also planning on continuing on to their Bachelor's degree, or for those students for whom an Associate's degree is their terminal degree.

***Institutions offering the equivalent to GCCC's
Financial Literacy for Life: ECON 102***

Kansas State Four Year Institutions	
Institution	Offer's equivalent to GCCC ECON102
Emporia State University	√ EC101
Fort Hays State University	√ ECFI101
Kansas State University	none offered
Pittsburg State University	√ ECON191
University of Kansas	√ ECON104
Washburn University	√ EC100
Wichita State University	none offered

***Institutions offering the equivalent to GCCC's
Financial Literacy for Life: ECON 102***

Kansas State Community College Institutions	
Institution	Offer's equivalent to GCCC ECON102
Allen CC	none offered
Barton County CC	√ ECON 1607
Butler CC	none offered
Cloud County CC	none offered
Coffeyville CC	none offered
Colby CC	* Catalog not available on-line
Cowley CC	none offered
Dodge City CC	none offered
Fort Scott CC	none offered
Garden City CC	√ ECON 102
Highland CC	none offered
Hutchinson CC	none offered
Independence CC	none offered
Johnson County CC	√ ECON132
Kansas City Kansas CC	none offered
Labette CC	√ ECON101
Neosho County CC	none offered
Pratt CC	none offered
Seward County CC	none offered

***Institutions offering the equivalent to GCCC's
Financial Literacy for Life: ECON 102***

Selected Surrounding State Two Year Institutions	
Institution	Offer's equivalent to GCCC ECON102
IVY-Tech (IN)	√ econ101
City Colleges of Chicago (IL)	√ econ133
Kirkwood CC (Cedar Rapids, IA)	none offered
Metropolitan CC (KC, MO)	√ econ110
Western Nebraska CC (NE)	√ econ1230
Oklahoma City CC (OK)	√ econ1013
Amarillo College (TX)	√ econ1301
Frank Phillips CC (TX)	none offered
Lamar CC (CO)	none offered
Otero CC (CO)	none offered
Santa Fe CC (NM)	none offered
Clovis CC (NM)	none offered

***Institutions offering the equivalent to GCCC's
Financial Literacy for Life: ECON 102***

Selected Surrounding State Four Year Institutions	
Institution	Offer's equivalent to GCCC ECON102
University of Colorado	√ econ1000
University of Nebraska	√ econ100gs
University of Missouri	√ econom1051
Oklahoma University	√ econ1003
Oklahoma State University	√ econ1113
Texas Tech	√ econ2305
University of Iowa	none offered
University of Illinois	√ econ101
Purdue University	√ econ21000

**MEETING OF TRUSTEES
OF
THE GARDEN CITY COMMUNITY COLLEGE**

December 18, 2012

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

Others Present:

Debra Atkinson, Deputy Clerk
Dr. Bruce Exstrom, Vice President of Instructional Services
Heather Garcia, Director of Educational Talent Search
Rachel Gray, *Garden City Telegram*
Moises Mora, President of Student Government Association
Steve Quakenbush, Executive Director of Public Relations
Ryan Ruda, Vice President of Student Services
Jeff Southern, Director Information Technology
Dr. Herbert J. Swender, President
Leslie Wenzel, Math Instructor
Dee Wigner, Executive Vice President

CALL TO ORDER:

Chair Douglass called the meeting to order at 6:11 p.m.

COMMENTS FROM THE CHAIR:

Chair Douglass made the following comments:

- Noted that final exams are taking place this week.
- Extended congratulations Garden City Community College Broncbuster Football Team on becoming Mississippi Bowl Champions, and finishing season as 20th in the NJCAA.
- Also extended congratulations to GCCC Head Football Coach Jeff Tatum, who was named Kansas Jayhawk Community College Conference coach of the year.
- Welcomed Trustee Ron Schwartz to the meeting.
- Remarked that GCCC would be closed in observance of the Christmas holidays from December 24 through January 4, reopening January 7.

OPEN COMMENTS FROM PUBLIC:

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

REPORT FROM STUDENT GOVERNMENT ASSOCIATION:

Moises Mora, President of Student Government Association, shared highlights:

Past Events:

November 22 SGA hosted a Tobacco Free event on GCCC campus. Approximately 300 students attended, with 78 pledging to be tobacco free. SGA will be report out on this project next January or February

December 4 Free movie night at Sequoya 8 Cinema. Students watched Red Dawn, which was very well attended.

December 14 Salvation Army College Day bell ringing. Various student groups and individuals covered Dillon's East and West entrances and both sides of Wal-Mart.

Future Events:

- January 21, 2012 Martin Luther King Day Community and campus celebration at 10 a.m. in the Dennis Perryman Athletic Complex main gym. Former rapper, Chuck D, now an author and political activist, will be the featured speaker.
- February 14 Blood Drive. Campus participation is encouraged. There will be a participation competition between clubs with SGA offering prize money.

Trustees extended their appreciation to Mora for his report.

REPORT FROM FACULTY SENATE:

Trustees were reminded that Faculty Senate information was part of the electronic board packet.

Program Report:

Math Division

Leslie Wenzel, Math Instructor

Wenzel explained that GCCC employs six full-time math instructors with up to 17 years of experience each, and that students in developmental and regular courses are benefiting from a new online textbook component called “My Math Lab.” Wenzel also stressed the need for students to consistently practice math skills in order to be successful, and announced that the Mary Jo Williams Trust of Garden City is providing funds for a 36-unit series of iPads notebook computers for math instruction.

Trustees discussed the low levels of preparation for college mathematics among local and area high school graduates and suggested greater dialog between college and high school personnel. President Swender mentioned the competence and dedication of our local high school math instructors.

Trustees extended their appreciation to Wenzel for her report.

INTRODUCTION OF NEW EMPLOYEES:

Ryan Ruda, Vice President of Student Services, introduced new GCCC employee Heather Garcia, Director of Educational Talent Search. Swender welcomed Garcia and presented her with a GCCC Broncbuster lapel pin.

CONSENT AGENDA:

Chair Douglass proposed the addition of an addendum to the consent agenda as D-4, Mobile Classroom Change Order.

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

Motion:

Clifford moved, seconded by Sterling, to add Mobile Classroom Change Order as consent item D-5 and approve consent agenda as modified, II-D-1 through D-5.

Motion carried 5-0

Approved actions follow:

- (A) **APPROVED MINUTES** of previous meeting (November 13, 2012)
(Supporting documents filed with official minutes.)
- (B) **APPROVED PERSONNEL ADJUNCT/OUTREACH CONTRACTS**, as presented
(Supporting documents filed with official minutes.)
- (C) **APPROVED SUBMITTED FINANCIAL INFORMATION**, as presented
(Supporting documents filed with official minutes.)

(D) APPROVED PURCHASE ORDERS OVER \$20,000

- D-1 Purchase Property 1802 Spruce
Amount: \$125,000.00 plus any closing costs and associated fees – General Fund
(Supporting documents filed with official minutes.)

- D-2 Property and Liability Insurance Renewal
Vendor: Keller-Leopold Insurance, representing EMC, Des Moines, Iowa
Garden City, Kansas
Amount: \$142,540.00
(Supporting documents filed with official minutes.)

- D-3 TRAC-7 Grant-John Collins Vocational Building
Change Order
Amount: \$166,488.00- U.S. Department of Labor Grant
(Supporting documents filed with official minutes.)

- D-4 Perceptive Software Annual Maintenance Agreement
Vendor: Perceptive Software
Amount: \$24,192.00-General Fund
(Supporting documents filed with official minutes.)

- D-5 Mobile Classroom Change Order
Vendor: Featherlite Trailers, Inc., Cresco, Iowa
Amount: \$28,892.00-U.S. Department of Labor Grant
(Supporting documents filed with official minutes.)

APPROVED OTHER, as presented:

Horse Palace - Indoor Rodeo Arena Purchase/Ownership Transfer

The Horse Palace transfer to GCCC has been under consideration for several months and the Finney County Commission approved the measure in a meeting Dec. 17, for a fee of \$1. The arena is the site of practice and competition for the GCCC Rodeo Team. President Swender indicated that the college would continue renting the facility to other users, just as the county has done. It will be booked through the same system used for college and public access to on-campus meeting rooms, classrooms and other spaces, with GCCC taking over maintenance, security and management.

Authorized the administration to enter into an agreement to purchase property at 401 South Taylor Street at a price of \$1.00 from General Fund.

Motion:

Schwartz moved, seconded by Worf, to approve the purchase of the property at 401 South Taylor Street as presented.

Motion carried 5-0

(Supporting documents filed with official minutes.)

MONITORING REPORTS and ENDS REPORTS:

Trustees indicated they had received and reviewed the annual monitoring report – General Executive Constraints #14 – “The President shall not fail to insure a safe and healthy environment on campus.”

Campus crime statistics, issued annually under a federal mandate for all U.S. colleges, reflecting the 2011 academic year, were included as part of this monitoring report. The outline showed no reports of major crimes in

nine designated major categories, either on campus or involving students off campus; as well as no hate crimes in any of the six specific categories, ranging from race and gender to sexual orientation and ethnicity. The reporting period did include three arrests and 48 referrals for liquor violations, as well as three drug law arrests and one referral. There were no incidents in the federally designated areas of murder, manslaughter, forcible and non-forcible sexual offense, robbery, aggravated assault, burglary, arson or motor vehicle theft.

In discussion about the report, as well as the Connecticut elementary school shootings of December 14, President Swender stated that one can surmise that GCCC is a very safe campus. In addition, he shared with trustees that as an open-access public institution with multiple buildings and multiple entrances GCCC is vulnerable like other public facilities.

GCCC is different than a K-12 institution, which can maintain controlled access. However, GCCC employs on-site security officers, maintains a comprehensive crisis plan and covers exterior areas and several building entrances with video surveillance. The college also has a system to notify students of emergencies via text messaging.

In addressing the campus crime report, Executive Vice President Dee Wigner explained that most of the alcohol referrals were connected to a single incident. Ryan Ruda, Vice President for Student Services, noted that the college operates a multi-tier system for dealing with alcohol and drug violations, and President Swender reminded trustees that weekly random drug testing is carried out among all student-athletes throughout the academic year. (Supporting documents filed with official minutes.)

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

Trustees reviewed Monitoring Report, General Executive Constraints #9 and #10, Asset Protection #5, #1, #1, #3, #4, #6, #7. No changes were recommended. Trustees agreed to set January 19 as the date for an annual policy retreat

OWNERSHIP LINKAGE:

Trustee Sterling noted that it is important for the community to know that the indoor rodeo facility will continue to be available for public events.

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:

Marketing Campaign:

GCCC Marketing Department has designed and launched a new enrollment advertising internal campaign.

Exploration Day:

GCCC hosted a total of 390 juniors and seniors from 17 Kansas high schools for Exploration Day November 14. Students got the opportunity for hands-on experiences in areas ranging from Automotive Technology, Agriculture and Animal Science, Cosmetology, Criminal Justice, Fire Science, Industrial Maintenance, John Deere Technology, Nursing, Emergency Medical Services Technology, Welding and Athletic Training to Business and Computer Science, Journalism, Education and Sociology.

Congratulations:

Terry Lee was recognized by GCCC Endowment Association with the Robert A. Whippo Outstanding Board Member Award.

Laura York Guy was recently selected as a new member of the Board of Directors of the National Scholastic Press Association.

New Program Unveiling:

The Oil Technology Petroleum Program is now enrolling students for Spring 2013. This is GCCC's first new Regent-approved program in 17 years.

Residential Life:

Residential life operations for the fall semester are coming to a close.

Legislative Leadership Changes:

Swender noted that trustees had received recent legislative membership changes previously and that Senator Garrett Love, Montezuma, will become the assistant majority whip.

Reminder:

President Swender reminded trustees that January 22, 2013 is the last day to file to run for the position of GCCC Trustee.

Proclamation:

The President noted that the city commission has issued a proclamation designating Jan. 18 as GCCC Broncbuster Football Day in honor of the college's victory Dec. 2 in the Fifth Annual Mississippi Bowl at Biloxi, Miss.

Program:

The President reminded trustees that the Garden City Recreation Commission production of "A Christmas Carol" would take place at 7:30 p.m. December 21 and 22, plus 2:30 p.m. December 23 at the Garden City High School auditorium

Administrative Team:

Swender stated that he wanted to express to the board that he felt he had the finest administrative team in the state.

OTHER ITEMS:

Trustees agreed to change monthly meetings from the second Wednesday of the month to the third Tuesday, starting Jan. 15, while leaving the starting time at 6 p.m.

REPORT FROM KACCT /COP QUARTERLY MEETING COLBY COMMUNITY COLLEGE:

- The lobbying firm of Donely and Divine was present at the meeting which took place December 7 and 8.
- Discussed the Governor Brownback's road map for Kansas and budget plans, noting the governor has exempted community colleges from mandatory 10percent budget cuts.
- The governor's number one priority is economic growth and his view is that the only way to grow is to be a "work ready" state.
- Discussion involved on going affiliation with the Kansas Board of Regents.
- The KBOR goal is that 60 percent of the adult workforce will hold a certificate, associates or bachelor's degree by 2020, in addition to 10 percent increase in retention and graduation. Currently the state average is about 27 percent.
- Additionally KBOR would like three year completion for associate and five year completion for bachelor degrees. There are concerns about determining the start of completion, day one or after developmental/remedial courses are complete.
- Discussed Jayhawk Conference in Council of Presidents, with results unknown.

- Annual evaluation of Linda Fund, CEO of KACCT.
- Several community colleges will have see presidential leadership changes due to upcoming retirements, including, Butler, Cowley, and Johnson, in addition to Pratt.

EXECUTIVE SESSION:

At 7:30 p.m. recessed for a short five minute break.

The Board reconvened into a 15 minute executive session at 7:35 p.m. for the purpose of preliminary discussion relating to acquisition of real property and non-elected personnel.

No action taken.

Persons included in executive session:

GCCC Board of Trustees

Herbert J. Swender, President

Dee Wigner, Executive Vice President

Meeting adjourned at 8:50 p.m.

UPCOMING CALENDAR EVENTS:

January 18-20	KaleidEscape Kansas Event Dodge City
January 17-19	High Plains League Tournament/DPAC
January 21	Martin Luther King Day Program

Debra J. Atkinson
Deputy Clerk

Herbert J. Swender, Ed.D.
Secretary

Dr. Marilyn Douglass
Chair of the Board

Agenda No: II-B

Date: January 15, 2013

**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:



January 9, 2013

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

New Hire

Separations

Kellee Munoz, Accommodations and Assessment Coordinator, effective January 25, 2013
Steve Quakenbush, Executive Director of Public Relations, effective January 31, 2013

Retirement

Transfers/Promotions

Vacancies

Director of Workforce Development
Assistant Director of Physical Plant
Director of Small Business Development Center
IT Network Manager
IT Programmer Analyst
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
 CONTRACTS FOR CREDIT CLASSES
 (Presented to Board of Trustees for Approval 01/09/13)**

INSTUCTOR	CLASS	AMOUNT
Hoover, Kevin	Nursing Home Med. Aide Lab HELRL-103L-LK - 2.00 credit hour(s) 2.00 credit hour(s) X \$500.00 10/29/2012 - 12/18/2012 = \$1000.00 12-00-0000-12203-5220	\$1,000.00
PAYING FOR ADDITIONAL STUDENTS		
Lamb, Colin	Teamleading/Collab Leadership PSYC-206-50 – 1.50 credit hour(s) 1.50 credit hour(s) X \$500.00 12/10/2012 - 1/11/2013 = \$750.00 11-00-0000-11060-5260	\$750.00
Lamb, Colin	Teamleading/Collab Leadership PSYC-206-31 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 12/10/2012 - 1/11/2013 = \$1500.00 11-00-0000-11060-5260	\$1,500.00
McClure, Timmey	Handcuffing CRIM-154-01 - 0.50 credit hour(s) 0.50 credit hour(s) X \$500.00 12/8/2012 - 12/8/2012 = \$250.00 12-00-0000-12240-5260	\$250.00
McClure, Timmey	Tactical Baton CRIM-155-01 - 0.50 credit hour(s) 0.50 credit hour(s) X \$500.00 12/9/2012 - 12/9/2012 = \$250.00 12-00-0000-12240-5260	\$250.00
Ruda, Ryan	Teamleading/Collab Leadership PSYC-206-50 – 1.50 credit hour(s) 1.50 credit hour(s) X \$500.00 12/10/2012 - 1/11/2013 = \$750.00 11-00-0000-11060-5260	\$750.00

Ruda, Ryan	Substance Abuse HPER-107-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 12/10/2012 - 1/11/2013 = \$1500.00 11-00-0000-11070-5260	\$1,500.00
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TOTAL FOR CREDIT CLASSES		\$6,000.00
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**GARDEN CITY COMMUNITY COLLEGE
CONTRACTS FOR NON-CREDIT CLASSES
(Presented to Board of Trustees for Approval 01/09/13)**

INSTRUCTOR	CLASS	AMOUNT
DAVID RUPP	NSC DEFENSIVE DRIVING COURSE (CRMJ501-15) 8 CONTACT HOUR(S) @ \$30.00/HOUR = \$240.00 12/15/12 14-00-8033-31000-5270	\$240.00

Agenda No: II-C

Date: January 15, 2013

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 1) monthly expenditures over \$20,000 2) revenues, 3) expenses 4) 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

January 2013

Purchases over \$20,000 requiring bid sheet:

- None to report

Payments over \$20,000 not requiring bid sheets

- Check #220579 to EduKan for \$20,830.00 for Fall 2012 Session 3 tuition.
- Check #220692 to City of Garden City for \$41,372.93 for utilities.
- Check #220821 to Commerce Bank for \$55,372.57 for monthly purchase card charges.
- Check #220839 to Lewis Hooper & Dick LLC for \$38,884.00 for partial payment for financial audit services.
- Check #220846 to MBS Services Co Inc. for \$47,696.32 for operating software and equipment for Broncbuster Bookstore. The Board approved these purchase at the October 4, 2012 board meeting.
- Check #220974 to First American Title Co \$125,540.75 for property located at 1706 E Spruce. The Board approved this purchase at the December 18, 2012 board meeting.
- Check #220985 to Blue Cross and Blue Shield of Kansas for \$100,539.32 for January health insurance premiums.

Fiscal Year: 2013

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	150.00	864,135.00-	1,200,000.00-	335,865.00-	27.99
11-00-0000-00000-4002 AMMONIA REFG COURS	0.00	0.00	5,924.73-	0.00	5,924.73	0.00
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	2,940.00-	110,505.53-	65,000.00-	45,505.53	70.00-
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	55.00-	30,588.00-	50,000.00-	19,412.00-	38.82
11-00-0000-00000-4006 OUTREACH CREDIT HO	0.00	0.00	40,557.00-	50,000.00-	9,443.00-	18.89
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	567.00-	166,083.49-	200,000.00-	33,916.51-	16.96
11-00-0000-00000-4008 TECHNOLOGY FEE-O :	0.00	0.00	20,277.00-	20,000.00-	277.00	1.38-
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	394.05-	1,881.08-	35,000.00	36,881.08	105.37
11-00-0000-00000-4013 TUITION INTERNATIO	0.00	810.00-	14,559.00-	17,000.00-	2,441.00-	14.36
11-00-0000-00000-4014 TUITION BORDER STA	0.00	975.00-	108,225.00-	240,000.00-	131,775.00-	54.91
11-00-0000-00000-4015 ONLINE COURSE FEE	0.00	1,560.00-	5,135.00-	0.00	5,135.00	0.00
11-00-0000-00000-4016 DROP FEE : GENERAL	0.00	0.00	0.00	1,000.00-	1,000.00-	100.00
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	0.00	5,050.00-	12,000.00-	6,950.00-	57.92
11-00-0000-00000-4512 VENDING MACHINES :	0.00	0.00	3,605.89-	12,000.00-	8,394.11-	69.95
11-00-0000-00000-4515 CHILD CARE FEES :	0.00	200.00-	7,805.00-	0.00	7,805.00	0.00
11-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	845,688.00-	1,873,661.00-	1,027,973.00-	54.86
11-00-0000-00000-4603 STATE PMT FOR HS T	0.00	0.00	0.00	1.00-	1.00-	100.00
11-00-0000-00000-4803 AD VALOREM PROPERT	0.00	0.00	109.69	9,820,000.00-	9,820,109.69-	100.00
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	343,040.69-	656,879.00-	313,838.31-	47.78
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	3,747.90-	8,867.00-	5,119.10-	57.73
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	48,056.89-	149,085.00-	101,028.11-	67.77
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	0.00	122,038.00-	122,038.00-	100.00
11-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	0.00	5,043.92-	8,766.00-	3,722.08-	42.46
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	543.49-	21,993.00-	21,449.51-	97.53
11-00-0000-00000-4811 TAX IN PROCESS : G	0.00	0.00	176,358.41-	124,084.00-	52,274.41	42.12-
11-00-0000-00000-4813 D/S TRANSFER : GEN	0.00	0.00	0.00	2,868.00-	2,868.00-	100.00
11-00-0000-00000-4902 INTEREST INCOME :	0.00	2,369.91-	9,379.24-	55,000.00-	45,620.76-	82.95
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	1,386.08-	88,738.42-	110,000.00-	21,261.58-	19.33
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	1,544.43-	10,409.15-	35,000.00-	24,590.85-	70.26
11-00-0000-00000-4912 TRANSCRIPTS : GENE	0.00	1,000.00-	6,624.41-	15,000.00-	8,375.59-	55.84
11-00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	934,980.00	934,980.00	100.00
11-00-0000-00000-9999 CONTINGENCY ACCOUN	0.00	0.00	0.00	150,000.00-	150,000.00-	100.00
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Totals for FUND: 11 - GENERAL	0.00	13,651.47-	2,921,852.55-	14,075,262.00-	11,153,409.45-	79.24
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12-00-0000-00000-4001 TUITION IN STATE :	0.00	0.00	0.00	550,000.00-	550,000.00-	100.00
12-00-0000-00000-4004 TUITION OUT OF STA	0.00	0.00	0.00	65,000.00-	65,000.00-	100.00
12-00-0000-00000-4005 ACAD COURSE FEE :	0.00	14,270.00-	259,340.72-	370,000.00-	110,659.28-	29.91
12-00-0000-00000-4006 OUTREACH CREDIT HO	0.00	0.00	0.00	5,000.00-	5,000.00-	100.00
12-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	0.00	0.00	136,000.00-	136,000.00-	100.00
12-00-0000-00000-4008 TECHNOLOGY FEE-O :	0.00	0.00	0.00	9,000.00-	9,000.00-	100.00
12-00-0000-00000-4011 MISC STUDENT BILL	0.00	0.00	0.00	10,000.00	10,000.00	100.00
12-00-0000-00000-4013 TUITION INTERNATIO	0.00	0.00	0.00	8,000.00-	8,000.00-	100.00
12-00-0000-00000-4015 ONLINE COURSE FEE	0.00	0.00	2,145.00-	0.00	2,145.00	0.00
12-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	489,089.00-	795,892.00-	306,803.00-	38.55
12-00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	934,980.00-	934,980.00-	100.00
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Totals for FUND: 12 - PTE FUND	0.00	14,270.00-	750,574.72-	2,863,872.00-	2,113,297.28-	73.79

61-00-0000-00000-4103 TAX CREDIT DONATIO	0.00	343,055.00-	346,055.00-	347,000.00-	945.00-	0.27
61-00-0000-00000-4803 AD VALOREM PROPERT	0.00	0.00	5.99	497,565.00-	497,570.99-	100.00
61-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	19,338.35-	34,573.00-	15,234.65-	44.07
61-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	211.28-	443.00-	231.72-	52.31
61-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	2,667.36-	10,515.00-	7,847.64-	74.63
61-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	284.33-	6,423.00-	6,138.67-	95.57
61-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	30.12-	1,158.00-	1,127.88-	97.40
61-00-0000-00000-4811 TAX IN PROCESS : G	0.00	0.00	9,750.88-	7,400.00-	2,350.88	31.76-
61-00-0000-00000-9999 CONTINGENCY ACCOUN	0.00	0.00	0.00	415,973.00	415,973.00	100.00
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Totals for FUND: 61 - CAPITAL OUTLAY	0.00	343,055.00-	378,331.33-	489,104.00-	110,772.67-	22.65
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Totals for BUDGET.OFFICER: Unassigned	0.00	370,976.47-	4,050,758.60-	17,428,238.00-	13,377,479.40-	76.76

Fiscal Year: 2013

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11005 - INSTRUCTION SALARY	0.00	0.00	0.00	7,027.17	7,027.17	100.00
DEPARTMENT: 11010 - BUSINESS & ECONOMI	2,250.00	4,219.03	22,828.49	95,224.00	70,145.51	73.66
DEPARTMENT: 11020 - HUMANITIES	65.15	2,789.10	7,666.49	24,001.00	16,269.36	67.79
DEPARTMENT: 11021 - ENGLISH	7,734.38	35,623.40	147,966.35	378,231.00	222,530.27	58.83
DEPARTMENT: 11022 - SPEECH	1,125.00	6,876.93	28,334.86	74,908.00	45,448.14	60.67
DEPARTMENT: 11023 - PHILOSOPHY	0.00	538.25	1,614.75	5,383.00	3,768.25	70.00
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	351.83	1,407.37	2,792.00	1,384.63	49.59
DEPARTMENT: 11025 - JOURNALISM	0.00	4,545.81	25,460.80	64,473.00	39,012.20	60.51
DEPARTMENT: 11026 - BROADCASTING	0.00	619.85	1,936.70	7,164.00	5,227.30	72.97
DEPARTMENT: 11030 - ART	0.00	11,127.70	69,146.96	152,591.00	83,444.04	54.68
DEPARTMENT: 11031 - DRAMA	0.00	6,815.78	35,862.61	80,964.00	45,101.39	55.71
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	7,757.41	39,044.56	96,788.00	57,743.44	59.66
DEPARTMENT: 11033 - INST MUSIC	0.00	13,965.61	61,716.07	157,766.00	96,049.93	60.88
DEPARTMENT: 11040 - SCIENCE	3,089.08	39,138.05	196,835.19	488,788.83	288,864.56	59.10
DEPARTMENT: 11050 - MATH	1,359.38	31,630.48	150,212.57	372,164.00	220,592.05	59.27
DEPARTMENT: 11060 - SOCIAL SCIENCE	3,375.00	36,203.92	179,351.34	452,842.38	270,116.04	59.65
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	17,031.62	90,772.09	201,659.00	110,886.91	54.99
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	3,260.34	17,936.27	55,582.00	37,645.73	67.73
DEPARTMENT: 11080 - ESSENTIAL SKILLS	0.00	1,255.91	2,691.24	7,160.00	4,468.76	62.41
DEPARTMENT: 11081 - READING	0.00	5,023.67	27,414.81	57,330.00	29,915.19	52.18
DEPARTMENT: 11082 - ESL	0.00	5,986.64	29,016.69	70,174.00	41,157.31	58.65
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	1,012.53	18,894.36	30,648.00	11,753.64	38.35
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	489.08	57.54	757.54	5,000.00	3,753.38	75.07
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	11,549.00	23,988.20	135,747.21	353,000.00	205,703.79	58.27
DEPARTMENT: 12014 - FINNUP LAB	0.00	5,758.82	29,567.64	69,829.00	40,261.36	57.66
DEPARTMENT: 12090 - BSIS COMPETITION T	0.00	0.00	150.00-	1,000.00	1,150.00	115.00
DEPARTMENT: 12202 - EMT	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 12203 - ALLIED HEALTH	0.00	0.00	4,239.90-	0.00	4,239.90	0.00
DEPARTMENT: 12210 - AGRICULTURE	0.00	0.00	2,116.94-	0.00	2,116.94	0.00
DEPARTMENT: 12240 - CRIMINAL JUSTICE	0.00	0.00	2,038.63-	0.00	2,038.63	0.00
DEPARTMENT: 12242 - CHALLENGE COURSE	0.00	0.00	269.13	1,887.00	1,617.87	85.74
DEPARTMENT: 12260 - DRAFTING	0.00	538.25	1,614.75	0.00	1,614.75-	0.00
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 21100 - GRANT MANAGEMENT &	0.00	7,187.25	43,068.41	87,965.00	44,896.59	51.04
DEPARTMENT: 32000 - BUSINESS & INDUSTR	0.00	5,085.54	30,466.36	96,743.00	66,276.64	68.51
DEPARTMENT: 41000 - LIBRARY	2,942.55	12,392.57	84,583.71	181,869.00	94,342.74	51.87
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	0.00	6,490.46	35,478.79	82,909.00	47,430.21	57.21
DEPARTMENT: 42000 - DEAN OF LEARNING S	11.40	12,618.31	43,933.45	165,986.00	122,041.15	73.52
DEPARTMENT: 42001 - DEAN OF ACADEMICS	0.00	9,998.27	78,490.82	129,914.00	51,423.18	39.58
DEPARTMENT: 42002 - OUTREACH	0.00	15,567.50	42,913.63	81,479.00	38,565.37	47.33
DEPARTMENT: 42003 - FACULTY SENATE	143.27	2,138.37	11,684.06	25,166.62	13,339.29	53.00
DEPARTMENT: 42005 - DEAN OF TECHNICAL	1,005.00	4,171.73	24,873.13	124,505.00	98,626.87	79.22
DEPARTMENT: 42006 - DEAN OF CONT ED CO	0.00	2,941.40	17,859.32	0.00	17,859.32-	0.00
DEPARTMENT: 43000 - TRANSITION	0.00	3,357.22	20,096.44	40,598.00	20,501.56	50.50
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	20,149.32	95,617.63	192,964.00	97,346.37	50.45
DEPARTMENT: 50001 - STUDENT SUPPORT SE	0.00	0.00	0.00	28,935.00	28,935.00	100.00
DEPARTMENT: 50002 - EDUCATIONAL TALENT	0.00	0.00	0.00	11,907.00	11,907.00	100.00
DEPARTMENT: 50010 - COUNSELING & GUIDA	0.00	12,000.82	73,634.55	149,199.00	75,564.45	50.65
DEPARTMENT: 50011 - ASSESSMENT/TESTING	0.00	3,292.38	24,143.07	40,615.00	16,471.93	40.56
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	20,598.32	126,702.85	323,383.00	196,680.15	60.82
DEPARTMENT: 50030 - ADMISSIONS	2,536.05	16,139.83	93,209.83	199,674.00	103,928.12	52.05

DEPARTMENT: 50040 - REGISTRAR'S OFFICE	731.00	10,899.81	66,177.42	142,423.00	75,514.58	53.02
DEPARTMENT: 50050 - STUDENT HEALTH SER	59.80	3,946.85	20,657.10	51,870.00	31,153.10	60.06
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	58.06	31,679.54	284,721.95	477,877.26	193,097.25	40.41
DEPARTMENT: 55001 - MEN'S BASKETBALL	264.79	15,997.94	75,910.40	120,807.75	44,632.56	36.95
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	2,237.76	9,938.51	68,061.20	109,090.35	38,791.39	35.56
DEPARTMENT: 55003 - MEN'S TRACK	0.00	3,561.91	21,074.53	43,518.72	22,444.19	51.57
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	3,818.39	20,800.00	41,997.86	21,197.86	50.47
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	1,584.00	7,560.47	37,253.91	89,796.00	50,958.09	56.75
DEPARTMENT: 55006 - FOOTBALL	388.00	24,647.25	188,748.02	361,965.80	172,829.78	47.75
DEPARTMENT: 55007 - BASEBALL	250.00	6,911.07	60,643.77	106,147.00	45,253.23	42.63
DEPARTMENT: 55008 - VOLLEYBALL	0.00	4,790.99	37,636.93	60,160.26	22,523.33	37.44
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	4,094.30	32,224.24	56,148.95	23,924.71	42.61
DEPARTMENT: 55012 - CHEERLEADING	50.00	2,323.84	15,712.98	25,489.05	9,726.07	38.16
DEPARTMENT: 55013 - DANCE TEAM	0.00	1,758.47	6,924.38	19,961.00	13,036.62	65.31
DEPARTMENT: 55014 - RODEO TEAM	411.24	8,237.25	64,081.75	123,135.00	58,642.01	47.62
DEPARTMENT: 55015 - MEN'S GOLF	0.00	2,101.56	25,981.60	40,434.00	14,452.40	35.74
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	9,086.11	68,807.53	125,578.00	56,770.47	45.21
DEPARTMENT: 55020 - ---	0.00	0.00	1,500.00	0.00	1,500.00	0.00
DEPARTMENT: 61000 - PRESIDENT	749.60	27,952.25	156,386.24	411,228.00	254,092.16	61.79
DEPARTMENT: 61001 - BOARD OF TRUSTEES	114.49	461.70	17,819.15	24,840.00	6,906.36	27.80
DEPARTMENT: 61005 - ATTORNEY	0.00	338.35	9,972.15	20,250.00	10,277.85	50.75
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	26,400.15	83,296.73	349,098.42	1,227,234.00	851,735.43	69.40
DEPARTMENT: 62010 - HUMAN RESOURCES	0.00	9,092.39	69,434.74	136,239.00	66,804.26	49.03
DEPARTMENT: 62011 - ADA COMPLIANCE	0.00	4,309.68	25,169.94	62,906.00	37,736.06	59.99
DEPARTMENT: 62050 - ONE-TIME PURCHASES	96,297.90	136,471.45	309,805.47	595,000.00	188,896.63	31.75
DEPARTMENT: 63000 - INFORMATION SERVIC	3,086.00	9,005.67	91,926.93	151,003.74	55,990.81	37.08
DEPARTMENT: 64000 - INFORMATION TECHN	10,003.39	53,122.48	374,548.48	738,097.00	353,545.13	47.90
DEPARTMENT: 65000 - CENTRAL SERVICES	2,659.78	11,807.97	81,809.61	139,142.00	54,672.61	39.29
DEPARTMENT: 66000 - MARKETING	4,264.84	8,309.73	51,791.91	110,446.26	54,389.51	49.25
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	0.00	9,390.42	70,887.44	192,946.00	122,058.56	63.26
DEPARTMENT: 71000 - BUILDINGS	27,801.49	23,592.73	166,503.98	344,976.00	150,670.53	43.68
DEPARTMENT: 71009 - RENTAL PROPERTY MA	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 72000 - CUSTODIAL SERVICES	2,091.00	33,646.63	199,293.59	440,437.00	239,052.41	54.28
DEPARTMENT: 73000 - GROUNDS	2,537.50	12,939.84	91,459.55	180,627.00	86,629.95	47.96
DEPARTMENT: 73001 - ATHLETIC FIELDS	50.00	7,967.43	35,701.58	35,345.00	406.58	1.14
DEPARTMENT: 74000 - VEHICLES	2,699.76	38,007.63	128,994.98	358,276.00	226,581.26	63.24
DEPARTMENT: 75000 - CAMPUS SECURITY	0.00	11,594.71	68,311.64	151,040.00	82,728.36	54.77
DEPARTMENT: 76000 - INSURANCE	0.00	152,540.56	285,936.46	320,954.00	35,017.54	10.91
DEPARTMENT: 77000 - UTILITIES	0.00	46,149.84	253,195.68	705,300.00	452,104.32	64.10
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	0.00	96,339.35	62,000.00	34,339.35	55.38
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	0.00	1,295.00	9,020.00	7,725.00	85.64
DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	150.00	12,050.00	33,087.00	21,037.00	63.58
DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	0.00	3,003.00	3,000.00	3.00	0.09
DEPARTMENT: 81004 - TUIT WAIVER CTZ IN	0.00	125.00	79,695.00	156,575.00	76,880.00	49.10
DEPARTMENT: 81006 - TUIT WAIVER FINE A	0.00	0.00	32,650.00	49,938.00	17,288.00	34.62
DEPARTMENT: 94000 - STUDENT CENTER	1,268.20	2,847.65	23,155.30	44,267.00	19,843.50	44.83
DEPARTMENT: 98001 - CHILD CARE	0.00	3,684.00	25,788.00	30,000.00	4,212.00	14.04

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FUND: 11 - GENERAL

223,733.09 1,258,405.06 6,371,218.72 14,009,762.00 7,414,810.19 52.93

Fiscal Year: 2013

FUND: 12 - PTE FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 12010 - ACCOUNTING	0.00	3,144.42	16,260.73	50,074.00	33,813.27	67.53
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	6,408.46	32,591.89	82,496.00	49,904.11	60.49
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	5,529.81	37,675.95	82,271.00	44,595.05	54.21
DEPARTMENT: 12200 - ADN PROGRAM	206.46	21,101.57	103,050.14	412,755.00	309,498.40	74.98
DEPARTMENT: 12201 - LPN PROGRAM	206.42	16,754.04	100,701.26	209,386.00	108,478.32	51.81
DEPARTMENT: 12202 - EMT	6,732.96	10,239.99	70,907.70	193,102.00	115,461.34	59.79
DEPARTMENT: 12203 - ALLIED HEALTH	0.00	24,627.74	104,682.41	248,150.00	143,467.59	57.81
DEPARTMENT: 12210 - AGRICULTURE	0.00	3,704.08	22,260.08	61,190.00	38,929.92	63.62
DEPARTMENT: 12211 - ANIMAL SCIENCE	505.25	10,573.40	52,899.55	133,560.00	80,155.20	60.01
DEPARTMENT: 12220 - JOHN DEERE AG TECH	1,438.18	14,272.99	94,452.66	191,654.00	95,763.16	49.97
DEPARTMENT: 12225 - OIL TECH PROGRAM	0.00	0.00	834.03	834.03	0.00	0.00
DEPARTMENT: 12230 - AUTO MECHANICS	0.00	6,552.18	31,361.21	62,014.00	30,652.79	49.43
DEPARTMENT: 12240 - CRIMINAL JUSTICE	7,850.43	12,894.12	72,095.56	185,423.00	105,477.01	56.88
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	5,349.97	31,878.30	116,018.00	84,139.70	72.52
DEPARTMENT: 12250 - COSMETOLOGY	0.00	10,543.08	52,668.52	136,203.00	83,534.48	61.33
DEPARTMENT: 12260 - DRAFTING	0.00	225.00	225.00	2,976.00	2,751.00	92.44
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	4,053.06	24,079.51	167,384.70	369,269.00	197,831.24	53.57
DEPARTMENT: 12271 - AUTOMATION ELECTRI	970.00	5,721.77	9,809.71	19,165.00	8,385.29	43.75
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	560.63	11,221.52	60,360.78	93,318.00	32,396.59	34.72
DEPARTMENT: 12273 - WELDING	223.97	14,145.75	80,994.12	162,955.00	81,736.91	50.16
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	8,134.35	64,164.49	70,673.00	6,508.51	9.21
DEPARTMENT: 62050 - ONE-TIME PURCHASES	0.00	0.00	0.00	45,885.97	45,885.97	100.00
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FUND: 12 - PTE FUND	22,747.36	215,223.75	1,207,258.79	2,929,372.00	1,699,365.85	58.01

Fiscal Year: 2013

FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	2,818.86	4,187.71	33,737.14	156,260.00	119,704.00	76.61
DEPARTMENT: 55006 - FOOTBALL	0.00	300.00	464.70	3,566.00	3,101.30	86.97
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	230.00	1,088.50	2,400.00	1,311.50	54.65
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	3,463.94	4,000.00	536.06	13.40
DEPARTMENT: 55012 - CHEERLEADING	155.88	1,003.02	7,360.97	12,000.00	4,483.15	37.36
DEPARTMENT: 55008 - VOLLEYBALL	0.00	208.67	688.67	2,500.00	1,811.33	72.45
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	6,160.00-	6,160.00-	5,500.00	11,660.00	212.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	170.00	2,204.96	6,798.05	32,450.00	25,481.95	78.53
DEPARTMENT: 55007 - BASEBALL	1,004.00	3,525.76	16,313.93	20,000.00	2,682.07	13.41
DEPARTMENT: 11031 - DRAMA	0.00	0.00	225.00	409.39	184.39	45.04
DEPARTMENT: 55013 - DANCE TEAM	0.00	0.00	1,563.15	0.00	1,563.15-	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	3,690.12	6,885.87	40,000.00	33,114.13	82.79
DEPARTMENT: 00000 - GENERAL	0.00	208.00	3,511.92	6,705.52	3,193.60	47.63
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	107.01	500.00	392.99	78.60
=====						
FUND: 14 - ADULT SUPPLEMENTARY ED	4,148.74	9,398.24	76,048.85	286,290.91	206,093.32	71.99

Fiscal Year: 2013

GL Account	FUND: 16 - AUXILIARY ENTITIES					
	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	76.08	369.31	2,104.44	9,000.00	6,819.48	75.77
DEPARTMENT: 94000 - STUDENT CENTER	1,225.00	888.08	38,582.79	180,000.00	140,192.21	77.88
DEPARTMENT: 95000 - STUDENT HOUSING	21,114.59	119,256.90	546,823.97	1,417,200.00	849,261.44	59.93
DEPARTMENT: 95001 - DIRECTOR'S APARTME	0.00	0.00	174.35-	5,000.00	5,174.35	103.49
DEPARTMENT: 98000 - COSMETOLOGY	472.00	864.13	51,805.10	138,955.00	86,677.90	62.38
DEPARTMENT: 98001 - CHILD CARE	0.00	0.00	39.95	0.00	39.95-	0.00
DEPARTMENT: 97000 - BOOKSTORE	41,400.97	67,648.73	94,088.53	563,095.00	427,605.50	75.94
FUND: 16 - AUXILIARY ENTITIES	64,288.64	189,027.15	733,270.43	2,313,250.00	1,515,690.93	65.52

Fiscal Year: 2013

GL Account	FUND: 22 - RESTRICTED GRANTS					
	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	6,760.00	0.00	0.00	0.00	6,760.00-	0.00
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	0.00	5,440.00	5,000.00	440.00-	8.79-
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	0.00	0.00	5,580.00	16,824.00	11,244.00	66.83
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	6,998.65	74,708.47	5,694.00	69,014.47-	212.05-
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	4,735.00	10,000.00	5,265.00	52.65
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	10,972.87	0.00	10,972.87-	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	2,859.11	2,978.11	119.00	4.00
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	0.00	0.00	3,258.27	3,258.27	0.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	5,806.31	39,054.47	33,248.16	85.13
DEPARTMENT: 50000 - DEAN OF STUDENT SE	719.95	8,765.74	203,118.49	230,772.67	26,934.23	11.67
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	0.00	0.00	41,758.71	41,758.71	0.00	0.00
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	290,000.00	290,000.00	0.00	0.00
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	1,661.86	0.00	1,661.86-	0.00
DEPARTMENT: 12211 - ANIMAL SCIENCE	377,300.00	7,803.09	214,135.32	1,097,508.46	506,073.14	46.11
DEPARTMENT: 71000 - BUILDINGS	1,151.20	0.00	198.85-	379,923.75	378,971.40	99.75
DEPARTMENT: 14010 - AO-K	0.00	1,148.05	4,042.05	10,000.00	5,957.95	59.58
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	451.80	0.00	451.80-	0.00
DEPARTMENT: 11040 - SCIENCE	3,398.22	0.00	9,903.92	12,975.40	326.74-	2.51-
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	495.00-	0.00	495.00	0.00
DEPARTMENT: 42000 - DEAN OF LEARNING S	250.00	1,831.64	16,115.77	43,245.32	26,879.55	62.16
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 14010 - AO-K	1,114.95	6,936.60	27,550.10	77,240.77	48,575.72	62.89
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	72,000.00	72,000.00	100.00
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	28,935.00-	28,935.00-	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	196.07	18,372.00	76,719.93	304,217.00	227,301.00	74.72
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	11,907.00-	11,907.00-	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	16,420.08	59,406.89	250,041.00	190,634.11	76.24
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	2,511.76	12,593.77	0.00	12,593.77-	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	17,407.39	55,374.00	37,966.61	68.56
DEPARTMENT: 14010 - AO-K	0.00	0.00	0.00	5,555.56	5,555.56	100.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	50.00	13,695.81	82,497.03	211,583.00	129,035.97	60.99
DEPARTMENT: 11040 - SCIENCE	0.00	3,766.70	13,703.58	37,315.00	23,611.42	63.28
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	775.87	5,168.37	51,150.00	45,981.63	89.90
DEPARTMENT: 42005 - DEAN OF TECHNICAL	30,693.67	4,370.94	43,071.69	117,927.00	44,161.64	37.45
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	13,169.55	75,136.79	176,330.00	101,193.21	57.39
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	11,084.25	58,313.60	105,393.00	47,079.40	44.67

DEPARTMENT: 14010 - AO-K	0.00	0.00	0.00	19,388.89	19,388.89	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	861.21	6,464.21	10,000.00	3,535.79	35.36
DEPARTMENT: 14010 - AO-K	0.00	3,780.07	9,247.55	55,555.56	46,308.01	83.35
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	0.00	0.00	0.00	0.00	0.00	0.00
=====						
FUND: 22 - RESTRICTED GRANTS	421,634.06	122,292.01	1,381,135.00	3,697,221.94	1,894,452.88	51.24

Fiscal Year: 2013

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
=====						
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	405.10	1,363.70	7,970.00	6,606.30	82.89
DEPARTMENT: 50000 - DEAN OF STUDENT SE	440.39	0.00	36.00	0.00	476.39-	0.00
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	0.00	24.94	0.00	24.94-	0.00
DEPARTMENT: 63000 - INFORMATION SERVIC	0.00	995.00	995.00	1,000.00	5.00	0.50
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	4,829.63	8,554.69	8,599.78	45.09	0.52
DEPARTMENT: 50000 - DEAN OF STUDENT SE	201.55	0.00	0.00	0.00	201.55-	0.00
=====						
FUND: 23 - OTHER RESTRICTED FUNDS	641.94	6,229.73	10,974.33	17,569.78	5,953.51	33.88

Fiscal Year: 2013

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
=====						
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	76.49	458.58	950.00	491.42	51.73
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	180.88	1,428.41	4,500.00	3,071.59	68.26
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	893.50	3,205.45	20,429.58	17,224.13	84.31
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	461.96-	0.00	461.96	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	150.00	10,242.99	137,840.15	299,570.32	161,580.17	53.94
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	690.23	6,000.00	5,309.77	88.50
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	3,187.43	19,457.13	47,282.72	27,825.59	58.85
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	208.16	2,488.56	2,280.40	91.64
DEPARTMENT: 13301 - ADULT ED - INSTRUC	100.00	12,115.16	51,897.75	196,950.00	144,952.25	73.60
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	32,500.00-	32,500.00-	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	1,598.91	20,129.33	81,199.71	232,500.00	149,701.38	64.39
=====						
FUND: 24 - ADULT EDUCATION	1,848.91	46,825.78	295,923.61	778,171.18	480,398.66	61.73

Fiscal Year: 2013

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
=====						
DEPARTMENT: 71000 - BUILDINGS	36,320.00	15,000.00	102,625.74	489,104.00	350,158.26	71.59
=====						
FUND: 61 - CAPITAL OUTLAY	36,320.00	15,000.00	102,625.74	489,104.00	350,158.26	71.59

Fiscal Year: 2013

FUND: 71 - ACTIVITY/ORGANIZATION FD

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	24,021.99	11,744.85	92,310.17	314,665.01	198,332.85	63.03
DEPARTMENT: 94000 - STUDENT CENTER	0.00	1,470.63	11,516.03	0.00	11,516.03	0.00
DEPARTMENT: 99001 - STUDENT NEWSPAPER	5,677.17	1,587.30	5,237.79	41,000.00	30,085.04	73.38
DEPARTMENT: 99002 - STUDENT MAGAZINE	0.00	2,672.67	285.60	30,000.00	29,714.40	99.05
DEPARTMENT: 50000 - DEAN OF STUDENT SE	250.00	749.46	7,148.97	19,048.61	11,649.64	61.16
=====						
FUND: 71 - ACTIVITY/ORGANIZATION FD	29,949.16	18,224.91	116,498.56	404,713.62	258,265.90	63.81

Fiscal Year: 2013

FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	50.00-	10,350.00	0.00	10,350.00-	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	5,150.00	0.00	5,150.00-	0.00
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	4,150.00	0.00	4,150.00-	0.00
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	0.00	4,400.00	0.00	4,400.00-	0.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	4,250.00	0.00	4,250.00-	0.00
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	44,900.00	0.00	44,900.00-	0.00
DEPARTMENT: 55007 - BASEBALL	0.00	0.00	7,400.00	0.00	7,400.00-	0.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	1,100.00	0.00	1,100.00-	0.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	9,300.00	0.00	9,300.00-	0.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	7,400.00	0.00	7,400.00-	0.00
DEPARTMENT: 55013 - DANCE TEAM	0.00	0.00	1,050.00	0.00	1,050.00-	0.00
DEPARTMENT: 55014 - RODEO TEAM	0.00	0.00	9,900.00	0.00	9,900.00-	0.00
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	0.00	13,050.00	0.00	13,050.00-	0.00
DEPARTMENT: 55020 - ---	0.00	0.00	3,100.00	0.00	3,100.00-	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	0.00	5,700.00	0.00	5,700.00-	0.00
DEPARTMENT: 11030 - ART	0.00	0.00	5,050.00	0.00	5,050.00-	0.00
DEPARTMENT: 11031 - DRAMA	0.00	0.00	3,600.00	0.00	3,600.00-	0.00
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	0.00	10,150.00	0.00	10,150.00-	0.00
DEPARTMENT: 11033 - INST MUSIC	0.00	2,570.00	4,845.00	0.00	4,845.00-	0.00
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	0.00	5,500.00	0.00	5,500.00-	0.00
DEPARTMENT: 81005 - TUIT WAIVER FCHS	0.00	150.00	13,020.00	0.00	13,020.00-	0.00
=====						
FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	2,670.00	173,365.00	0.00	173,365.00-	0.00

Fiscal Year: 2013

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	29,119.47	228,539.37	505,000.00	276,460.63	54.74
=====						
FUND: 73 - EDUKAN CONSORTIUM FUND	0.00	29,119.47	228,539.37	505,000.00	276,460.63	54.74

Garden City Community College
12/31/2012

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 102,795.70	0.0000%
State Municipal Invest. Pool	\$ 29,927.54	0.0360%
FNB of Garden City - Money Market	\$ 12,204.60	0.0500%
Commerce Bank - Money Market	\$ 15,529.27	0.2000%
Landmark National Bank	\$ 37,119.53	0.1600%
	<u>\$ 197,576.64</u>	

	<u>Type</u>	<u>Amount</u>	<u>% Rate</u>	<u>Beg. Date</u>	<u>Maturity</u>
Investments:					
Commerce Bank	CD	\$ 1,000,000.00	0.4200%	2/24/2012	2/24/2013
First National Bank of Holcomb	CD	\$ 1,000,000.00	0.4900%	9/17/2012	3/17/2013
Commerce Bank	CD	\$ 1,000,000.00	0.3700%	8/29/2012	5/29/2013
First National Bank of Garden City	CD	\$ 1,000,186.32	0.4000%	6/14/2012	6/13/2013
Commerce Bank	CD	\$ 1,000,000.00	0.4300%	8/29/2012	8/29/2013
First National Bank of Holcomb	CD	\$ 1,000,000.00	0.5900%	12/13/2012	12/13/2013
		<u>\$ 6,000,186.32</u>			
 Total		 <u><u>\$ 6,197,762.96</u></u>			

Agenda No: II-D-1

Date: January 15, 2013

Topic: Bookstore purchases

Presenter: Dr. Herbert J. Swender

Background Information:

Routine operations for the bookstore involve purchasing new and used textbooks as well as software and course specific student supplies. The agreement with MBS provides used textbooks and a limited selection of new items. The bulk of the new items needed each semester are purchased direct from the publisher. The quantity and items ordered from each publisher vary semester by semester. It is beneficial to place the order as close to the start of the semester as possible so that large amounts of inventory are not setting on the shelves. The timing of the purchase may not coincide with the monthly Board meeting. Most purchases will be under \$20,000, but there may be an occasion when a large purchase must be made.

Approval of this request will allow administration to approve the restricted purchase of course related items for bookstore inventory exceeding \$20,000. The Board will be notified of purchases made under this provision at the succeeding Board of Trustees meeting.

Budget Information:

The bookstore is being operated as an auxiliary fund from which all purchases are paid.

Recommended Board Action:

Authorize Administration to purchase course related items for bookstore inventory in excess of \$20,000.

Board Action Taken:

_____ **Approved** _____ **Disapproved**

_____ **Ayes** _____ **Nays** _____ **No Action**

Board Member Notes:

Agenda No: II-E

Date: January 15, 2013

Topic: Board Action Regarding Acceptance of the 2011-2012 Audit

Presenter: Dr. Herbert J. Swender

Background Information:

The annual financial audit was conducted by Lewis, Hooper & Dick, LLC. The audit resulted in an unqualified opinion which is the highest opinion rating available for financial audits.

Budget Information:

The costs of the annual financial audits paid by the college are:

Garden City Community College	\$52,080
Broncbuster Athletic Association	\$ 5,945
GCCC Endowment Association	<u>\$12,844</u>
Total Audit Cost	\$70,869

Recommended Board Action:

Accept the unqualified opinion audit as presented by Lewis, Hooper & Dick, LLC.

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

Board Member Notes:

JANUARY 2013 MONITORING REPORT

EXECUTIVE LIMITATIONS

Information and Advice #2

QUARTERLY

Page 11

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

CEO's Interpretation and its Justification: The Board needs to be able to address questions and concerns with the public; therefore, the President must inform the board of pertinent items between Board meetings. These include items that could be picked up by the local media. The President will make the board aware of administrative policy changes.

Data directly addressing CEO's interpretation: The President advises the Board of any adverse legal or media coverage thru the use of e-mail and personal contact when an incidents arise. Significant internal changes are communicated through updates on progress, such as negotiations and administrative policy changes. A weekend memo is sent to inform the Board of campus activities and events and presidential engagements. The President's report at Board meetings includes relevant trends, procedure changes and updates regarding the college and items of interest. The Board receives professional newsletters and magazines relevant to college governance. In October 2012, Trustees were invited to attend the Association of Community College Trustee conference in Boston. At the state level GCCC is represented by an appointed Trustee to represent the college at all Kansas Association of Community College Trustees meetings, which is then reported to the GCCC Board of Trustee at their regular meetings.

EXECUTIVE LIMITATIONS

Information and Advice #3

QUARTERLY

Page 11

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

CEO's Interpretation: The President is hired to administer the Board Policies and lead the College. When issues and challenges arise it is the President's responsibility to utilize adopted board policies and procedures to seek solutions. Should an occasion arise when it is determined by the president that there is conflict with the governance process, it is the responsibility of the President to openly discuss the conflict or detrimental behavior or activity with the board chair or the entire board.

Data directly addressing CEO's interpretation: No reportable incidents were communicated with the board chair or governing board by the CEO. The Board regularly looks at policies and studies the Carver model at workshops, through newsletters, and during Board meetings. As evidence of this commitment a Policy Governance retreat to review current Policy Governance practices is scheduled for Saturday, January 19, 2013.

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

CEO's Interpretation: The President acts upon the direction of the board relating to policy and procedures and not as individual board members. The president openly invites requests for information that will assist the board member with fulfilling their duties and responsibilities as a Trustee of the college's governing board.

Data directly addressing CEO's interpretation: Individual requests for information are usually discussed with the Board as a whole. Since the last reporting cycle no requests for information were received by an individual board member.

JANUARY 2013 MONITORING REPORT

EXECUTIVE LIMITATIONS	QUARTERLY
General Executive Constraints #9	Page 7
There shall be no conflict of interest in awarding purchases or other contracts.	

CEO's Interpretation: It is the administrative intent to determine if a Board member has a personal or professional interest in a contract or purchase being considered.

Data directly addressing the CEO's interpretation: It will be the responsibility of the board member to notify the administration of any associated or potential conflicts of interest. When purchases of \$20,000 or more are presented to the board for approval, the board member with direct or personal interest may choose to recuse themselves from the action. Purchases below \$20,000 do not require board approval.

EXECUTIVE LIMITATIONS	QUARTERLY
General Executive Constraints #10	Page 7
The President shall not allow for purchases without first giving consideration to local businesses, with a maximum 10% premium to local businesses.	

CEO's Interpretation: Preference shall always be given to the best bid; however, a local business (defined as a Finney County property tax payer) may be considered with a 10% margin of purchases of \$5,000 or more.

Data directly addressing the CEO's interpretation: Purchases made during the previous three months were reviewed. Of the fourteen purchases that required bid sheets, eight included bids from local vendors. Seven purchases were made from local vendors. One bid sheet indicated the local vendor was more than 10% higher than the lowest bid. Of the remaining purchases, there was no local vendor available.

JANUARY 2013 MONITORING REPORT

EXECUTIVE LIMITATIONS

QUARTERLY

Asset Protection

#5

Page 12

The President shall not make any purchase (a) of over \$5,000 without having obtained comparative prices with consideration of quality; (b) of over \$10,000 without competitive bids and due consideration regarding cost, quality, and service; and (c) of over \$20,000.

CEO's Interpretation and its justification: Unless purchases are made under contract, through exclusive providers such as City of Garden City, AT& T, or special circumstances which have previously approved by the board bid sheets are required on all purchases over \$5,000.

Data directly addressing the CEO's interpretation: Purchase orders for purchases over \$5,000 are not processed until proper documentation, including bid sheets are submitted to the Accounts Payable Coordinator. Purchases over \$20,000 not covered under contract or exclusivity require Board approval. Each month the Board receives a report indicating checks written for \$20,000 or more.

JANUARY 2013 MONITORING REPORT

ASSET PROTECTION

EXECUTIVE LIMITATIONS

Asset Protection

#1

ANNUAL

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The President shall not fail to insure against property and casualty losses or against liability losses to board members, staff, or the organization itself in an amount prudent and advisable under Kansas law. .

CEO's Interpretation: The administration will coordinate with a Kansas licensed insurance agency to periodically review property and casualty coverage to insure that the college is adequately protected against financial loss. Insurance and asset protection information will be provided to the Board annually for review.

Data directly addressing the CEO's interpretation: Our insurance is provided by the Employers Mutual Casualty Company. Our agent is Keller-Leopold Insurance, Inc.

The following are current values (January 1, 2013– December 31, 2013):

All buildings.....	\$54,712,643
Personal property.....	10,835,048
Personal property located outside.....	1,439,192
TOTAL.....	\$66,986,883

Current coverage:

Blanket buildings and personal property at 90% of replacement cost; \$3,000 deductible.....	\$62,817,825
General liability:	
General aggregate limit	\$2,000,000
Each occurrence limit.....	\$1,000,000
Medical expense limit.....	\$5,000

Inland Marine Insurance	
Electronic Data Processing Equipment.....	\$1,477,183
Data and media.....	\$440,000
Fine Arts.....	\$50,000
Motorola Radios	\$6,789

Commercial Umbrella "liability"	
Aggregate limit.....	\$3,000,000
Occurrence limit.....	\$3,000,000

School District Linebacker

Aggregate for each policy term.....	\$1,000,000
Each occurrence.....	\$1,000,000
\$1,500 per claim	

Insurance for college vehicle fleet is provided by Employers Mutual Casualty Company.

Liability

Bodily injury/property damage.....	\$1,000,000 single limit
Medial payments.....	\$5,000 each person
Uninsured motor vehicle bodily injury.....	\$1,000,000 each person
Comprehensive on newer vehicles.....	\$250 deductible
Collision on newer vehicles	\$500 deductible

These policies protect the institution adequately against possible property losses and personal liabilities. They meet the legal requirements of the state.

EXECUTIVE LIMITATIONS	#2	ANNUAL
Asset Protection		Page 12
The President shall not allow unbonded personnel access to significant amounts of funds.		

CEO’s Interpretation: The College maintains a Treasurer’s Bond on the Executive Vice President. The Bond provides coverage for employee dishonest and faithful performance of duties by the CFO. The college also maintains employee dishonesty insurance that protects the institution from employee theft.

Data directly addressing the CEO’s interpretation: Our employees are bonded by the Employers Mutual Casualty. Our agent is Keller-Leopold Insurance Inc. A Treasurer’s Bond is provided at \$100,000. A blanket bond – Public Employee Dishonesty Coverage – is provided in the amount of \$100,000. All persons are covered (\$1,000 deductible per employee). This policy meets the requirements for bonding personnel who handle money.

Employee Benefit Liability	\$1,000,000 each claim
	\$2,000,000 aggregate
	\$1,000 deductible per claim

Worker’s Compensation	July 1, 2012 to June 30, 2013
Accident Fund Insurance Company of America	
Workers Compensation:	Statutory Benefits
Employer’s Liability	\$1,000,000 bodily injury by accident – each employee
	\$1,000,000 bodily injury by disease – each employee
	\$1,000,000 bodily injury by disease – each policy limit

The insurance coverage is sufficient to protect college assets.

EXECUTIVE LIMITATIONS**Asset Protection****#3****ANNUAL****Page 12****The President shall not allow improper wear and tear or inadequate maintenance of the plant and equipment.**

CEO's Interpretation: The president shall remain apprised of the needs for general maintenance and upkeep for all buildings and equipment.

Data directly addressing the CEO's interpretation: While maintaining 20 major facilities representing Garden City Community College, it is imperative to incorporate priority budgeting and planning. This past year the following campus needs and improvements have been met:

- Renovations were made to the old Administration Building. The President's offices were relocated as well as the Endowment Offices. A new conference room was added to the building.
- New electrical panels were installed in the old Administration Building and the Academic Building.
- The Academic Building underwent major renovations, as offices were added, classrooms, restrooms and hallways received new lighting, ventilation, ceilings, walls, floor coverings were installed. Doorways were widened to meet ADA compliance. Classrooms were equipped with current technology.
- The building at 724 Campus Drive was redesigned to include 3 classrooms and several offices. The building is now called the Access and Opportunity Center and is the location for the refugee program and the Migrant Family grant program.
- Sod and irrigation was installed in front of Residential Life and the Student Center. New fences were installed around the yards of the Director and Assistant Director of Residential Life.
- Residential Life apartments and units received new tile along with new exterior and interior paint.
- The Criminal Justice Department in the vocational building received new paint, carpet and tile.
- New carpet was installed in the Comprehensive Learning Center and front offices in the Saffell Library.
- Campus beautification continued with the removal of numerous dead trees and the planting of new trees. An old garage west of the Dennis Perryman Athletic Complex was razed.
- New netting and safety fences were installed at Williams Stadium.
- New energy efficient lights were installed in both the main gym and the practice gym.

EXECUTIVE LIMITATIONS		ANNUAL
Asset Protection	#4	Page 12
The President shall not unnecessarily expose the organization, its board or staff to claims of liability.		

CEO’s Interpretation: The President shall have prudent controls and assessments of assets, agreements and human resources to ensure the maximum protection to the institution, employees and governing board.

Data directly addressing the CEO’s interpretation: Institutional practices and procedures are reviewed by the college’s legal counsel and in consultation with Kansas Association of School Boards for compliance and institutional asset protection. The president meets weekly with the college’s administrative cabinet and College Council to provide opportunities to discuss activities of the college and determine if there may be any negative exposure, concerns or liabilities for the board, staff or institution.

EXECUTIVE LIMITATIONS		ANNUAL
Asset Protection	#6	Page 12
The President shall not receive, process, or disburse funds under controls that are insufficient to meet the auditor’s standards.		

CEO’s Interpretation: All processes that involve receiving, processing or disbursing funds are evaluated internally and the auditors review processes and internal controls during their annual audit.

Data directly addressing the CEO’s interpretation: The college undergoes annual audits in accordance with state, federal and GASB requirements. This FY2012 there were no errors or reportable conditions.

EXECUTIVE LIMITATIONS		ANNUAL
Asset Protection	#7	Page 12
The President shall not acquire, encumber, or dispose of real property.		

CEO’s Interpretation: Real property is defined as land, buildings and anything affixed to the land. Current Board policy requires Board approval on purchases of \$20,000 or more therefore any items appraised or valued at \$20,000 or more will be presented to the Board for action to sell or dispose. Values will be determined utilizing the best information available to the administration i.e., vendor or certified real property appraisers. It is the intent of administration to maintain a clutter free and clean campus, which on occasion may require disposal of accumulated property.

Data directly addressing the CEO's interpretation: The Board will be provided with a notification of intent to acquire, encumber or dispose of real property, meeting the above criteria, prior to administrative and Board action. No reportable disposal of real property has occurred since the last monitoring report to the Board.

Incidental Information January 2013

Steve Quakenbush, Executive Director of Public Relations

Chuck D, leader and co-founder of the legendary rap group Public Enemy, will serve as keynote speaker in Garden City's 2013 observance of the Martin Luther King holiday, sponsored by GCCC and the Cultural Relations Board of the City of Garden City. The public program is set for 10 a.m. Jan. 21 in the main gym of the Dennis Perryman Athletic Complex, with support from the Student Government Association and the Brookover Lecture Series, through the GCCC Endowment Association. The well known rapper, now a political activist and author, has been credited with redefining rap music to stress the importance of history and self-determination in overcoming adversity. Born Douglas Ridenhour in 1960, Chuck D has been featured in over 50 documentaries on music, technology, politics and race. He serves as a spokesman for peace endeavors, the Partnership for a Drug Free America, Rock the Vote, the National Urban League, Americans for the Arts and the National Alliance for African-American Athletes. The program will also include presentations of African American prose and poetry by GCCC students, and music from the choir of Mount Zion Church of God in Christ, Garden City.

With spring semester classes starting Jan. 16, GCCC will be providing extended service hours of 8 a.m.-7 p.m. Jan. 16, 17, 21 and 22 in the Admissions, Business, Counseling, Financial Aid and Records Offices at the Student and Community Services Center to assist students and public with late enrollment and additional first-of-semester business.

GCCC's Dennis Perryman Athletic Complex will serve as the site of the 2013 Hi-Plains League Basketball Tournament Jan. 17-19. The tournament involves men's and women's teams from Cimarron, Lakin, Meade, Satanta, Southwestern Heights, Stanton County, Sublette, Syracuse and Wichita County High Schools. During the tournament, which draws extensive student and family attendance, the GCCC Admissions Department will operate a front lobby recruitment booth, with volunteer assistance from faculty and staff members.

GCCC has signed an articulation agreement enabling students to transfer their Garden City credit hours to Baker University, offering guaranteed admission with junior status at Baker to those graduating here with an associate in arts or associate in science degree and a grade point average of 2.6 or better. Based in Baldwin City, BU is a private, liberal arts institution that also offers programs in Kansas City, Topeka, Wichita and online. Qualified GCCC transfer students will automatically qualify for academic scholarships, consideration for additional financial assistance, full access to support services, class-standing priority in residence hall selection and access to competitive programs and course registration. The university, which grants baccalaureate and higher degrees, is made up of the College of Arts and Sciences, School of Professional and Graduate Studies, School of Nursing and School of Education. GCCC has entered prior articulation partnerships over the past year with Kansas State University, Newman University, Sterling College and National American University.

The GCCC Art Faculty Exhibition will re-open Jan. 14 in Mercer Gallery, featuring two-dimensional works by Instructor Kyle Chaput and three-dimensional creations by Instructor Brian McCallum. Viewing will be available 11 a.m.-4 p.m. weekdays and 10 a.m.-2 p.m. Saturdays through Jan. 26. The exhibition was also open Dec. 8-20, with a public reception for the artists Dec. 16, just prior to the annual Vespers Concert.

GCCC served as host Jan. 12 for a pre-legislative town hall meeting, featuring Kansas Representative-Elect John Doll and Kansas Representative-Elect Russell Jennings. The gathering at the Endowment Room of the Beth Tedrow Student Center was designed to focus on economic development, workforce preparation and additional topics. It was co-sponsored by the Finney County Economic Development Corporation, with Director Lona Duvall as moderator. Similar sessions on additional topics have been

scheduled at St. Catherine Hospital, Garden City Downtown Vision and the First United Methodist Church.

The Mary Jo Williams Charitable Trust has provided three significant new grants to programs on campus through the GCCC Endowment Association. The new allocation of \$52,655.50 is one of many that have totaled \$1,111,083.30 over the past 24 years. The latest gifts include:

- \$13,102.50 for computers and monitors in a new developmental reading lab at the Academic Building.
- \$19,845 for replacement of 27 computers in the Mary Jo Williams Comprehensive Learning Center at Saffell Library.
- \$19,708 for a series of 36 iPad tablet computers for use with new online textbooks in the Mathematics Department.

The Kansas Small Business Development Center at GCCC is sponsoring a free workshop for people interested in launching small businesses, as well as succeeding in existing enterprises. The Steps to Startup session is scheduled 1:30-4 p.m. Jan. 29 on the upper level of the GCCC Student and Community Services Center. It is one of a series of workshops expected to take place throughout 2013 in cooperation with the U.S. Small Business Administration and the Kansas Department of Commerce.

The GCCC Business and Community Education Department has arranged a number of short-term, non-credit workshops to provide workforce training, professional development and personal enrichment in the spring semester. Among those are the Occupational Safety and Health Administration 10-Hour Construction and General Industry Outreach courses; an H2S Confined Spaces, Air Monitoring and Respiratory Protection course; a Safe Workplace Practices electrical course to meet National Fire Protection Association requirements; the Kansas Commercial Driver's License course, as well as a preparatory course for CDL students who need to boost their English language skills. There will also be Society for Human Resource Management courses for people who want to earn their Professional in Human Resources or Senior PHR credentials; a series of continuing education courses for insurance agents; an online Management Boot Camp class; a luncheon seminar called The Unique Selling Proposition; and various computer opportunities, including Excel 2010 Fundamentals, Intermediate and Advanced, as well as Microsoft Access, and Quickbooks at the fundamental and advanced levels. Also, for people new to the digital universe, GCCC is conducting "Welcome to the World of Computers: The Silver Series," with a trio of courses -- Computer Basics, All About the Web and Discover E-mail. Life enrichment courses include Woodworking, Upholstery, Country Western and Ballroom Dance, plus two new knitting classes – an introductory course and one focused on knitting socks.

In addition to a full range of non-credit classes, the GCCC Business and Community Education Department is making a series of professional development courses available that provide one hour each of college credit, including Supervisor I, Introduction to Accounting, and Fast Track Career Skills. Many professional development courses are also planned on a non-credit basis, including Team Building and Delegation, Performance Management, Conflict Management and Fundamentals of Communication, as well as Employer Expectations and Work Ethics, Time Management and ABCs of Accounting.

The GCCC Department of Public Safety has scheduled a new round of classes for local and area residents who want to qualify for a Kansas Concealed Carry Handgun permit or learn basic firearms handling. All are provided with National Rifle Association and Kansas Attorney General's Office sanction and offered in partnership with the Sand and Sage Rifle and Pistol Club. The one-day Women on Target basic firearms course is planned 8 a.m.-5 p.m. Feb. 2. The one-day Kansas Concealed Carry class is scheduled 7:30 a.m.-5:30 p.m. Jan. 26, Jan. 27, Feb. 3, March 2, April 6, May 11 and June 15.

GCCC played a key role in the holiday season, with events including Tuba Christmas, a public concert Dec. 8 in downtown Garden City, sponsored by Commerce Bank and led by Dr. Jim McAllister, band

director; the GCCC Potter's Guild Holiday Art Sale, which took place Dec. 13 in the Pauline Joyce Fine Arts Building, featuring hand-made ceramics and sculpture by various art students; the GCCC Winter Instrumental Music Concert Dec. 13, also at the Pauline Joyce Fine Arts Building, featuring classic, contemporary and seasonal selections by the GCCC Concert Band and GCCC Jazz Ensemble, and also conducted by Jim McAllister. The season concluded with the annual Vespers Concert Dec. 16 in the fine arts auditorium, featuring selections from Bach to Disney by the College Concert Choir and the College Singers, with vocal and instrumental musicians from the community, conducted by Clay Wright, vocal music director, and accompanied by Carolyn Klassen, piano and organ instructor. The GCCC Victory Bell, accompanied by faculty and staff members, as well as students from *Break Away* and *Silhouette*, also made an 86th consecutive trip up Main Street in the annual Garden City Christmas Parade, towed by a Burtis Motor Company truck.

The GCCC Department of Public Safety conducted a National Safety Council Defensive Driving Course Dec. 15 at the John Collins Vocational Building, serving people seeking lower insurance rates as well as those required to attend by court order.

A commencement ceremony for graduates of the GCCC Practical Nursing Program took place Dec. 15 at the Garden City Church of the Nazarene, and a graduation ceremony for the EMST/Paramedic Program was conducted Dec. 21 at the Deerfield United Methodist Church.

While the campus was closed for the holidays Dec. 22-Jan. 6, the GCCC Aerobic Super Circuit continued to provide exercise opportunities for the community with special hours of 5:30-9 a.m. Dec. 21, 28 and 31, plus Jan. 4, 9 and 11; as well as 7:30-10 a.m. Dec. 22 and 29, plus Jan. 5 and 12. The fitness facility was also open 5:30-9 a.m. and 4-7 p.m. Dec. 26 and 27, plus Jan. 2, 3, 7, 8, 10, 14 and 15.

Ryan Ruda, Vice President of Student Services

Enrollment

GCCC has established an enrollment goal of 19,375 credit hours for the Spring 2013 semester. Currently, as of January 9th, we are at 14,300 credit hours which is 74% of our goal. Enrollment is picking up on campus and we still have the outreach sites as well.

Financial Aid/Scholarships

With the assistance of Juan Reyes in IT, GCCC now has a fully functional scholarship application that can be completed on line. Starting this spring semester, students are able to complete their scholarship application on line and have it sent to the financial aid office for processing. We have also developed the acceptance form to an electronic means so that students will receive an email with the award notification and can complete their acceptance form on line. This will assist in streamlining the awarding and acceptance process at GCCC and increase the turnaround time for this process. During the fall 2012 semester, GCHS utilized \$9,900 in funds for students to take GCCC courses. Holcomb High School utilized \$3,120 in funds. GCHS receives \$20,000 annually for assistance of students taking GCCC courses and Holcomb receives \$5,000 annually.

Accommodations

In December the KS Board of Regents office conducted an OCR site review at GCCC. This process reviewed the policies and procedures that GCCC has in place for students with disabilities. It also took a look at facilities and technical programs to determine access available for students with disabilities at GCCC. Through this process, the reviewers were very impressed with the status of facilities and access to technical programs. Additionally, Kellee Munoz received high commendation for the ADA policies and procedures and several of her processes were asked to be shared as best practices at future trainings and workshops by the KS Board of Regents.

Admissions

Admissions is working with the company we contract with for the Virtual campus tour to make the tour available through mobile apps. Very soon, the GCCC virtual tour will have an apple and android app which allows users to access the mobile app and information through their mobile phones and be able to get information through their phones regarding where various buildings are located on campus. Additionally, this virtual tour has been converted so that it is available in Spanish as well.

Residential Life

Residential Life is still receiving several new student applications in for spring, but currently the census is at approximately 280. New applications are coming in daily so that number will be changing.

Dr. Bruce Exstrom, Vice President of Instructional Services:

4-Day Schedule Publicity

Over the holiday break, I was interviewed by Rachel Gray of the Garden City Telegram to promote the upcoming 4-day schedule. The article made the front page of the 1-5-12 edition. We're hopeful that the coverage answers remaining questions the public and students may have about the new schedule, as well as generating enrollment. I am scheduled to go on the air at KIUL and KBUF Radio January 28 to discuss the 4-day schedule and online learning opportunities. Although it's been an adjustment, we're confident the new schedule will work in the favor of our students.

Chamber of Commerce Breakfast

I attended my first Chamber of Commerce monthly breakfast on December 19 with Jean Warta, GCCC's Director of Business & Community Education. I met several business associates around the community and look forward to meeting more in the coming months. I quickly learned the monthly breakfasts are a great networking tool and keeping up to date with what is going on around the community. My plan is to attend as many as possible and hopefully generate more contacts for future business with GCCC, while supporting existing ties to the local business community.

End of Fall Semester Faculty Gathering & Highlights

Instructional Services hosted an informal gathering for faculty on December 20, to celebrate a successful fall semester and launch the upcoming spring semester. Discussions and questions revolved around the new 4-day schedule, hybrid learning and upcoming course supplemental training opportunities. Julie Ricke of EduKan will be back on campus in the spring to provide additional training over eCollege and hybrid courses, while a representative from Pearson Education will be on hand in February for training.

GCCC Paramedic Graduation & LPN Pinning

12 practical nursing students were pinned as part of the LPN Pinning ceremony on December 15. The GCCC Paramedic program held its graduation on December 21 at the Deerfield United Methodist Church, with 9 students finishing the program. Congratulations to all the graduates for their achievements and best of luck to them in their future endeavors!

DCCC Visit

I met with Thad Russell, Dean of Technical Education at Dodge City Community College, on December 14 to initiate conversation over student mobile technology. It was a great opportunity to meet with our counterpart(s) to the east, and I came away with ideas of what could be implemented or at least pursued at GCCC in the future.

Outreach Program

Erinn Reyes and I visited Wichita County High School (Leoti) on December 12 and met with the principal and counselor to discuss district needs and future course offerings. The high school has begun work on its 2013-14 master schedule, and there is a strong possibility additional concurrent classes will be offered next year. Overall, the visit went well, and we look forward to developing our partnership with the district. We plan to visit Scott City on January 30 and schedule other site visits throughout the

spring. Erinn visited with KIUL and KBUF Radio on December 17 to promote the Outreach program. She is currently coordinating efforts to pick up spring enrollments from the sites the week of January 14.

Technology Committee Pilot Project

The Technology Committee has initiated a new mobile technology pilot project for Spring 2013. The project entails 6-7 volunteer faculty to utilize laptop computers for classroom delivery and office organization, as a replacement to the traditional office desktop PC. There are two main goals for this pilot project: that it is easy to implement for individuals not comfortable with technology but also allow those comfortable with technology to push the boundaries of mobile computing. The project will be observed to measure productivity and overall classroom experience. Volunteers have been provided expectations and parameters of the project. In the coming weeks, the volunteers will work closely with IT to set up the necessary software and security measures on their laptops to being utilization. The technology committee has developed a project timeline; pilot members are expected to “journalize” and report of their experiences throughout the semester. The committee will provide a report to faculty and staff with recommendations resulting from the project in May.

Upcoming events

Adjunct/Outreach Faculty In-Service

The Spring Adjunct/Outreach Faculty In-service is scheduled for Tuesday, January 15 at 5:30 p.m. in the Thomas F. Saffell Library. As we begin another semester, the in-service is beneficial for new and current adjunct instructors to meet with their division directors and peers and to familiarize themselves with the current technology and programs used for their classes. Upcoming events and department updates from Instructional Services will be shared with instructors, along with a hybrid learning video and training over the eCollege and Busterweb/Gradebook platforms. We anticipate 15-20 adjunct faculty attending the in-service.

Dee Wigner, Executive Vice President:

The deferred maintenance tax credit program established by the state of Kansas provided a means for community colleges to raise needed funds to repair campus buildings. The program began in 2008 and ended in 2012. The college designated the Warren Fouse Science and Math Building as the deferred maintenance project tied to the tax credit program. The building interior was completely renovated over the course of three years with funds available through Title V and the State Post-secondary Educational Institution (PEI) interest free loan. The amount financed through PEI was \$2, 166,023. Through the tax credit program, the college received \$909,963 in donations and issued \$540,835 in Kansas tax credits.

The IT Department recently updated security on 98 video surveillance cameras. Over 1,400,000 documents for 210 end users were moved to a new server. This will allow college employees to obtain their documents via the web, creating 24-hour access to word documents, excel spreadsheets and power point presentations. In addition, software updates and upgrades were completed on 16 servers and remote management software was configured on 11 servers for central management, monitoring and reporting. The administrative database was upgraded with 74 updates and a testing environment created for yearend processing of W2's and 1098T's.

Installation of the fire alarms in DPAC and SAFL Library is progressing nicely. The contractors are 90 to 95% completed. Plans are for system start up to happen the week of January 14th. After the start up, the old fire alarm systems will still have to be removed.

The materials have been released for JOYC Fine Arts and will begin arriving over the next several weeks. Installation contractor will be chosen this spring and installation will begin as soon as school is out.