

Agenda No: **Budget Hearing**

Date: August 13, 2012

Topic: Board Action Regarding Approval of the 2013-2014 Budget

Presenter: Dr. Herbert J. Swender

Background Information:

The Board previously approved publication of the 2013-2014 budget. The Notice of the Public Hearing was published in the Garden City Telegram on July 24, 2013, which met the legal requirements for publication. The Board has now met the ten day waiting period before the public hearing.

Budget Information:

The proposed budget amount for the Fiscal Year 2013-2014 in General Fund tax is \$10,021,504 with an anticipated General Fund mill levy of 20.13 mills.

The proposed tax mill rate in Capital Outlay will equate to 1.026 mills.

The proposed working budget for the combined General Fund and Post-Secondary Technical Education Fund for Fiscal Year 2013-2014 is \$17,532,207.

Recommended Board Action:

Approve and adopt the 2013-2014 budget. Certify the 2013 Tax to be Levied at \$10,021,504 (20.13 mills) General Fund and \$510,743 for Capital Outlay totaling 1.026 Capital Outlay.

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

Board Member Notes:

August 7, 2013

Board of Trustees
Garden City Community College
801 Campus Drive 3, 2011
Garden City, KS 67846

Dear Trustees:

The Board of Trustees will meet in regular session on **Tuesday, August 13, 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 Broncbuster Room	
5:45 PM	Budget Hearing for 2013-2014 Budget	
	Budget Approval	Action

Immediately Following: Regular Board Meeting called to order in the Endowment Room.
Policy Governance Retreat to follow the Board Meeting.

AGENDA

I. CALL TO ORDER:

- A. Comments from the Chair
- B. Open comments from the public (5 minutes per spokesperson)
- C. Introduction of new employees
- D. Report from Faculty Senate

II. CONSENT AGENDA Action

- A. Approval of minutes of previous meetings (July 9, 2013)..... pg 4
- B. Approval of personnel actions-Human Resources..... pg 12
 - B-1 Human Resources Report..... pg 13
 - B-2 Adjunct/Outreach Contracts..... pg 14
- C. Financial information..... pg 15
 - C-1 Checks processed in excess of \$20,000..... pg 16
 - C-2 Cash in Bank..... pg 17
- D. Approval of purchases over \$20,000..... pg 18
 - D-1 Purchase of Refrigerated Truck..... pg 19

III. CONFIRMATION OF MONITORING REPORTS:

- A. Monitoring Reports and ENDS
 - A-1 Monitoring Report..... Action
 - A-1a-Annual, Treatment of People # 1 and #6..... pg 20
 - A-2 Review Monitoring Reports
 - A-2a Annual, Mission
 - A-2b Annual, Budgeting/Financial Planning/Forecasting #1, #2, #3, #4, #5
 - A-2c Annual, Financial Condition #1, #2, #3
- B. Board Process and Policy Governance Review

IV. OWNERSHIP LINKAGE:

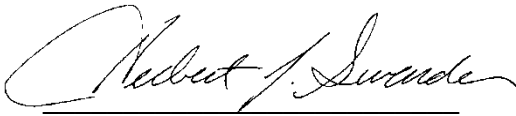
V. REPORTS:

- A. Incidental Information..... pg 22
- B. Report from Finney County Economic Development Corporation (Trustee Ron Schwartz)

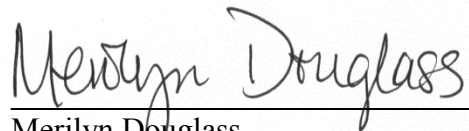
<u>Aug. 15</u>	Faculty Report
<u>Aug. 16</u>	7:00 p.m. Buster Football Scrimmage, new field
<u>Aug. 17</u>	BAA Golf Tournament, Buffalo Dunes
<u>Aug. 21</u>	Classes Begin
<u>Aug. 24</u>	7:00 p.m. Buster Football VS Independence Community College
<u>Sept. 2</u>	Labor Day- NO CLASSES – OFFICES CLOSED
<u>Sept 13-14</u>	KACCT/COP Cowley College
<u>Sept 10</u>	Regular monthly meeting – Dinner 5:00 p.m., Broncbuster Room, call to order 6:00 p.m. Endowment Room of the Beth Tedrow Student Center
<u>Oct.15</u>	Regular monthly meeting – Dinner 5:00 p.m., Broncbuster Room, call to order 6:00 p.m. Endowment Room of the Beth Tedrow Student Center

VII. Executive Session

IX. Adjournment



Dr. Herbert J. Swender, Sr.
President



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*

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

July 9, 2013

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

Others Present: Erinn Allsup, Community Member
Debra Atkinson, Deputy Clerk
Cole Dewey, Super Circuit/Men's Basketball
Dr. Bruce Exstrom, Vice President of Instructional Services
Angie Haflich, *Garden City Telegram*
Duncan "D" Hudson, Assistant Men's Basketball Coach
Micah Kasriel, Athletic Department, Temporary Secretary
Brevan Woydziak, President of Student Government Association
Terry Lee, Faculty Senate, Science Instructor
Linda Morgan, Faculty Senate President/Criminal Justice Instructor
Cathy McKinley, Executive Director of Public Relations/Marketing
Jeff Southern, Director Information Technology
Herbert Swender, President
Tammy Tabor, Coordinator of Student Activities
Brady Trenkle, Head Men's Basketball Coach
Dee Wigner, Executive Vice President

CALL TO ORDER:

Chair Douglass called the meeting to order at 6:07 p.m.

COMMENTS FROM THE CHAIR:

Chair Douglass thanked everyone for attending the GCCC Board of Trustee meeting.

- Chair Douglass introduced and welcomed Angie Haflich, *Garden City Telegram*, reporter. Angie is filling in to cover education until a full time education reporter can join the *Telegram* staff.
- Congratulations were extended by Chair Douglass to the Alpha Xi Upsilon chapter of Phi Theta Kappa Honor society at GCCC for receiving special commendation during the Kansas Regional Convention for fulfilling all requirements to be named a "Five Star Chapter".
- Chair Douglass congratulated all students that were on the Spring Honor roll.
- Trustees were reminded that ACCT Conference will be held in Seattle, Washington October 2-5 Trustees Crist and spouse, Schwartz and spouse in addition to President Swender and spouse, and Board Clerk, Debra Atkinson will be attending.
- Chair Douglass noted that the October Board of Trustee meeting will be moved to October 15 to allow time for compilation and posting of the board packet.

OPEN COMMENTS FROM PUBLIC:

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

INTRODUCTION OF NEW EMPLOYEES:

Herbert Swender, President, introduced new GCCC employees Duncan "D" Hudson, Assistant Men's Basketball Coach, Cole Dewey, Super Circuit/Men's Basketball and Tammy Tabor, Coordinator of Student Activities. Swender welcomed each new employee and presented them with a GCCC Broncbuster lapel pin.

REPORT FROM STUDENT GOVERNMENT ASSOCIATION:

Brevan Woydziak, President of Student Government Association, reported that SGA members are preparing for

Welcome Back week at GCCC. Beginning the Monday before class starts on August 21 various activities have been planned for returning students.

Chair Douglass expressed the appreciation of the Board to Woydziak for his report.

REPORT FROM FACULTY SENATE:

Linda Morgan, Faculty Senate President/Criminal Justice Instructor, noted that due to summer vacation no report would be presented from Faculty Senate at this time.

CONSENT AGENDA:

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

Chair Douglass then asked for a motion approving consent agenda items II- A- D as presented.

Motion:

Clifford moved, seconded by Worf, to approve consent agenda items, II-A-D as presented.

Ayes: Clifford, Crist, Douglass, Schwartz, Sterling, Worf

Nays: None

Motion carried: 6-0

Approved actions follow:

(A) APPROVED MINUTES of previous meeting (June 15, 2013, June 18, 2013)
(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 PURCHASES OVER \$20,000

D-1 Digital Television

Vendor: United Direct

For: 215 Digital Outlets and installation of wiring and distribution system

Amount: \$36,183.79

(Supporting documents filed with official minutes.)

OTHER:

DISCUSSION OF 2013-2014 BUDGET:

Trustees received information regarding projected revenues and expenses in addition to historical financial information from the past five years. The recommendation is to publish a budget that sets the general fund mill levy and the capital outlay fund mill levy at the same level as last year with no mil levy increase.

The flat mill levy for the college at the approved 20.13 mills results in a general fund tax total of \$10,021,504. The total will be coupled with GCCC's existing capital outlay levy of 1.026 mills, providing an estimated \$510,743 for major campus projects and improvements, thus making the levy 21.15 mills overall.

Public Budget hearing is scheduled at the beginning of the regular meeting August 13.

Motion:

Sterling moved, seconded by Worf that the Board of Trustees authorize for publication, a budget for the Fiscal Year 2013-2014 with a General Fund tax in the amount of \$10,021,504 with an anticipated General Fund mill levy of 20.13 mills. Further, that the Board authorize the publication of a Capital Outlay tax equal to 1.026 mills with an anticipated Capital Fund Outlay tax in the amount of \$510,743.

Ayes: Clifford, Crist, Douglass, Schwartz, Sterling, Worf

Nays: None

Motion carried: 6-0

Trustees commended the administration, faculty and staff for presenting the budget with no mill increase.

REORGANIZATION OF BOARD OF TRUSTEES FOR 2012-2013

Chair Douglass opened the floor for nominations for Chair of the Board of Trustees for the 2013-2014 year.

Worf nominated Douglass, Schwartz seconded the nomination, and the following motion was made;

Motion:

Worf moved, seconded by Schwartz that nominations cease and Douglass be elected as Chair of the Board for the 2013-2014 year.

Ayes: Clifford, Crist, Schwartz, Sterling, Worf

Abstaining: Douglass

Nays: None

Motion carried 5-0.

Douglass then opened the floor for nominations for Vice Chair.

Worf nominated Crist for Vice Chair, Schwartz seconded that nomination, and the following motion was made.

Motion:

Worf moved, seconded by Schwartz that nominations cease and Crist be elected as Vice Chair of the Board for the 2013-2014 year.

Ayes: Clifford, Douglass, Schwartz, Sterling, Worf

Abstaining: Crist

Nays: None

Motion carried 5-0.

Chair Douglass then asked for nominations for Clerk of the Board.

Worf nominated Schwartz for Clerk of the Board in addition to KACCT Representative, and Economic Development Corporation Representative for the 2013-2014 year, Sterling seconded that nomination, and the following motion was made.

Motion:

Worf moved, seconded by Sterling, that Schwartz be elected as Clerk of the Board, KACCT Representative, Economic Development Corporation Representative for the 2013-2014 year.

Ayes: Clifford, Crist, Douglass, Sterling, Worf

Abstaining: Schwartz

Nays: None

Motion carried 5-0.

APPOINTMENTS/DESIGNATIONS/PROFESSIONAL SERVICES:

Douglass then asked for a motion approving the listed annual appointments in addition to Depositor Designations and Professional Services Providers as a group.

Annual Appointments

Secretary to the Board

Herbert Swender

Deputy Clerk
College Treasurer
Designated Agent for KPERS
Alternate Designated Agents for KPERS

Debra Atkinson
Dee Wigner
Dallas Crist
Dee Wigner and Cricket Turley

Depositor Designations and Professional Services Providers for Academic Year 2013-2014:

Primary Depository for 2013-2014:

Commerce Bank

• Other Depositories for 2013-2014:

- Western State Bank
- First National Bank of Holcomb
- First National Bank of Garden City
- Landmark National Bank
- American State Bank
- Garden City State Bank
- State of Kansas Municipal Investment Fund

Professional Service Providers:

- College Attorney Randy Grisell
- College Engineer Prof. Engineering Services, P.A.
- College Architect Gibson Mancini Carmichael & Nelson P.A.

Motion:

Clifford moved, seconded by Worf to accept as presented Annual Appointments, Depositor Designations and Professional Services Providers for Academic Year 2013-2014

Ayes: Clifford, Crist, Douglass, Schwartz, Sterling, Worf

Nays: None

Motion carried 6-0.

(Supporting documents of above actions are filed with official minutes)

MONITORING REPORTS and ENDS REPORTS:

Trustees indicated they had received and reviewed the following monitoring reports:

Annual Mission

Annual, Essential Skills #1, #2, #3, #4

Annual, Budgeting/Financial Planning/Forecasting #1, #2, #3, #4, #5

Annual, Financial Condition #1, #2, #3

Quarterly, Executive Limitation #7, #8, #5

Trustees agreed to accept monitoring reports as presented.

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

Trustees reviewed the following monitoring reports:

Executive Limitation, Compensation/Benefits, Annual #1, #2, and #3.

No changes/additions to language were recommended at this time.

OWNERSHIP LINKAGE:

Trustees felt that as progress is made on the athletic facility the usefulness is becoming clearer and seen as more of an opportunity that will attract more students to GCCC. Many Trustees have received positive comments concerning the athletic field.

REPORTS:

Trustees received numerous informational 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.

Rural Housing Incentive District Documents:

Several RHID documents relevant to housing additions in Garden City have been received by GCCC. Tax revenues from such proposals are used to cover infrastructure and improvements for a specific period of time. Public entities are given the opportunity to protest RHID proposals. City of Garden City and Finney County Economic Development Corporation are in support of these RHID's as they contribute to the economic well-being of Finney County. GCCC will not voice any protest.

Tobacco Free:

GCCC will be conducting a student survey regarding the proposed Tobacco Free policy, in the fall. Student input is vital to the success of the proposed policy.

GCCC Ranked #31:

Garden City Community College has been ranked as the 31st community college in the United States by TheBestSchools.org, a leading higher education/career website. The selection of the top 50 two-year colleges was based on a comparison of several studies and ratings of community colleges, each with unique selection criteria, as well as the school's reputation and a review of notable community colleges.

Seaboard Foods Designated Scholarship:

Seaboard Foods has established a designated scholarship fund at Garden City Community College for students pursuing careers in technical education. Seaboard Foods representatives from Guymon, Okla., David Watkins, Seaboard Foods recruiting manager, and Chad Bransgrove, Seaboard Food recruiting specialist, were on campus June 18 to establish the fund. The \$500 per semester Seaboard Foods Scholarships will be awarded to students studying automotive mechanics technology, industrial maintenance or welding.

Kansas Regional Prevention Center:

As of July 1, 2013, GCCC is no longer operating the Southwest Kansas Regional Prevention Center. The one-year grant was awarded to Preferred Family Healthcare of Missouri. Preferred Family currently operates two other prevention centers in Kansas; one in the southeast and the other in the Wichita area.

Chris Bell, former Director, has moved to Lawrence where his wife has been working the past few months. Becky Upshaw, consultant, will be continuing with the grant part-time and will be working on her master's degree. Cindy Jarmer, secretary, will work for the college on a temporary basis to complete the final paperwork and close down the grant.

Tractor Has Arrived:

The new tractor trailer has arrived for the TRAC-7 Food Science Program. The trailer will be used to transport the mobile lab to any location needed by business and industry for food safety training.

Athletic Field:

Progress on GCCC Athletic Field can be seen daily. Goal posts have been installed and e-layer went down last week. Work will soon begin on the "track" restroom by the new field as well as the soccer locker room (existing out building). The restroom will receive upgrades to become compliant. The existing storage building will be transformed into a concession stand. Both buildings will receive new trim and paint.

Returning Athletes:

Over 40 football athletes will returned to campus on July 7th for the third session of summer school. They will also begin workouts in preparation for all players returning on August 1st for practice.

Culinary Management Program:

GCCC Culinary Management Program has been officially approved by the Kansas Board of Regents. We are putting together a launch of classes for fall 2013. We are working with several adjunct instructors to provide

delivery for fall 2013 and curriculum development of classes with appropriate learning outcomes and scheduling flexibility for incoming students. The local USD 457 has a culinary academy and we look forward to providing a seamless transition for those interested students.

Meats Lab is Nearing Completion:

The remodel of the food science lab in the John Collins Vocational/Technical Building, funded by the TAACCCT grant (TRAC-7) grant is nearing completion. This \$400,000 project has enhanced the Animal/Food Science program with updated lab space, classroom space, a raw meat work room, a packaging meat workroom, instructor offices and storage space as well as a 20'X40' cooler/freezer. The cooler/freezer will allow students to work for extended periods of time with raw meat while maintaining the integrity of the meat in appropriate temperatures.

Thank You's Across GCCC Campus:

Grounds Crew and Physical Plant

Swender expressed his appreciation to GCCC grounds and physical plant crews. Everyone has been busy mowing and weed-eating across campus. Bushes are being removed on the east side of Williams Stadium. Rubber mulch was added around the student center. Irrigation repair and replacement is an ongoing challenge. In addition, several remodel projects are nearing completion.

Business and Payroll Office Staff

It is a very tedious process making sure that all 2012-13 expenses are documented at year end before starting the new fiscal year. Several grant years also end June 30, requiring all grant funds be received and receipted before the final individual grant financial reports can be prepared. Thanks were extended to all employees that have gone above and beyond in their efforts during this particularly busy time of year.

Thank you to Student Services and Financial Aid for hosting the many early enrollment days in additions to their efforts in recruiting and retaining students.

Information Technology Department

The IT staff has been busy installing new hardware and software this summer in addition to regular duties. The extra effort is appreciated.

We have great employees that work hard all year long to make sure that GCCC is represented in excellence and quality. Swender personally expressed his thanks and appreciation to all faculty and staff.

Governor Brownback at GCCC:

GCCC has been selected to host the Governor's Initiative Check Presentation for K-12 Workforce Education. Tuesday, July 23 superintendents from Liberal, Hays and Garden City will be present in the John Deere Lab in the John Collins Vocational Building at 2 p.m. to receive SB-155 checks for Workforce Education from Kansas Governor Brownback. GCCC is honored to be chosen for this event.

Department of Labor TAACCT Round 3:

The application for Round 3 of the TAACCCT grant through the Department of Labor was submitted on July 3. GCCC is one of seven schools in a multi-state consortium for this round, including Washburn/Washburn Institute of Technology, Dodge City Community College, Flint Hills Technical College, Fort Scott Community College, Wichita Area Technical College and Shoreline Community College (WA). This application is for a \$25M grant. GCCC's portion is \$4.3M. If funded, the college will use the funding to determine capital improvements. The thrust of the grant was to enhance GCCC Welding program.

Chair Douglass thanked Swender for his direction on all grant writing.

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION:

- Two local manufacture's will expand, possible creation of 100 new jobs
- FCEDC continues working to provide workforce training for local businesses

- Housing development in progress will supply 200 homes in next two years
- City/County taking lead on possible assisted living facility
- Buffalo Hotel Project is moving forward

KACCT UPDATE:

- KACCT will meet again in September on Cowley County Community College campus
- KACCT recently conducted conference call regarding the Stafford loan and need to keep interest rates under 6.8 percent
- Trustee Schwartz will begin forwarding KACCT information received from Executive Director, Linda Fund, to GCCC trustees
- Schwartz expressed that he felt the recent decision of GCCC filing for a four year exemption regarding the gun bill was in the best interest of the College.

EXECUTIVE SESSION:

Motion:

Clifford moved, seconded by Worf that the board recess briefly at 7:30 p.m. for a ten minute break and reconvene into a fifteen minute executive session at 7:40 p.m. for the purpose of discussing personnel matters of non-elected personnel.

Ayes: Clifford, Crist, Douglass, Schwartz, Sterling, Worf

Nays: None

Motion carried: 6-0

Persons included in executive session:

GCCC Board of Trustees

Dee Wigner, Executive Vice President, first 10 minutes

Herbert Swender, President, last 5 minutes

Board reconvened into open session at 8:05 p.m.

No action was taken.

Motion:

Worf moved, seconded by Schwartz that the board goes into executive session at 8:07 p.m. for the purpose of discussing personnel matters of non-elected personnel.

Ayes: Clifford, Crist, Douglass, Schwartz, Sterling, Worf

Nays: None

Motion carried: 6-0

Persons included in executive session:

GCCC Board of Trustees

Herbert Swender, President

Board reconvened into open session at 8:10 p.m.

ACTION:

Motion:

Worf moved, seconded by Sterling to approve a contract through 2016 for Herbert J. Swender as president, including an increase up to 2 percent and not to exceed planned staff and faculty salary increase, and an increase of retirement contribution to 10 percent of salary, with annual enticement increases of 1 percent per year, capped at 15 percent. Randy Grisell, College attorney will revise Dr. Swender's contract as stated.

Ayes: Clifford, Crist, Douglass, Schwartz, Sterling, Worf

Nays: None

Motion carried: 6-0

Motion:

Worf moved, seconded by Schwartz that the board goes into executive session at 8:11 p.m. for the purpose of discussing personnel matters of non-elected personnel.

Ayes: Clifford, Crist, Douglass, Schwartz, Sterling, Worf

Nays: None

Motion carried: 6-0

Persons included in executive session:

GCCC Board of Trustees
Herbert Swender, President

No action was taken.

Meeting adjourned at 9:00 p.m.

UPCOMING CALENDAR EVENTS:

<u>Aug. 13</u>	Regular monthly meeting, Endowment Room, Dinner 5:00 p.m. Budget Hearing 5:45, meeting at 6:00 p.m.
<u>Aug. 14</u>	Faculty report-division/department day
<u>Aug. 21</u>	Classes begin
<u>Sept. 2</u>	Labor Day - NO CLASSES - OFFICES CLOSED
<u>Sept. 11</u>	Regular monthly meeting, Endowment Room , Dinner 5:00 p.m. call to order at 6:00 p.m.

Debra J. Atkinson
Deputy Clerk

Herbert J. Swender
President

Dr. Marilyn Douglass
Chair of the Board

Agenda No: II-B

Date: August 13, 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:



August 5, 2013

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

New Hire

Jimmy Sampson, Assistant Football Coach, effective July 8, 2013
Suzanne Johnson, Assistant Director of Bookstore, effective August 1, 2013
Chris Mangan, PC Tech/Programmer, effective July 1, 2013
Raechal Martin, Assistant Athletic Trainer, effective August 1, 2013
Marcos Najera, Admissions Representative, effective July 29, 2013
Clint Ellis, PC Tech/Report Writer, effective September 9, 2013
Casey Hands, Pep Band Coordinator, effective August 1, 2013
John Rutherford, Super Circuit/Women's Basketball, effective August 12, 2013
Oscar Rodriguez, Assistant Football Coach, effective August 7, 2013

Separations

Michelle Branton, Reading Instructor, effective July 12, 2013
Ron George, Groundskeeper, effective July 19, 2013
Lenora Cook, Dean of Allied Health, effective July 26, 2013
Lou West, Assistant Football Coach, effective August 3, 2013
Sarah Wells, Allied Health Coordinator, effective August 28, 2013

Retirement

Bob Larson, Athletic Activities Coordinator, effective August 5, 2013

Transfers/Promotions

Derek Ramos, from Interim Director of Physical Plant to Director, effective July 1, 2013
Rose Wilson, from Grounds & Transportation to Asst Director of Physical Plant, effective July 1, 2013
Daniel Reyes, from Admissions Rep to Assistant Director of Admissions, effective July 1, 2013
Lance Miller, from PC Technician to Network Manager, effective July 1, 2013
Jake Ripple, add additional duties as HPER Division Director, effective July 1, 2013
Colin Lamb, promoted to Asst Vice President for Student Services & Athletics, effective July 1, 2013

Vacancies

Director of Workforce Development
Math Instructor
Allied Health Instructor
Reading Instructor
Welding Instructor
Skilled Maintenance
Secretary for Continuing Education
Secretary for Penka and Nursing

Diversity Recruitment Opportunity

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

**GARDEN CITY COMMUNITY COLLEGE
 ADJUNCT/OUTREACH FACULTY CONTRACTS
 (Presented to Board of Trustees for Approval 8/13/13)**

INSTRUCTOR	CLASS	AMOUNT
Dowell, Debra	Outreach Coordinator Contract Summer 2013 semester	\$200.00 base + 18 hrs @ 7.33/hr = \$331.94
Crain, Terry	Industrial NH3 Refrig Oper I (INPR-211-01) 6/3 – 6/7/13	1 FLC @ 675.00/FLC = \$675.00
Crain, Terry	Industrial NH3 Refrig Oper I (INPR-211-02) 6/3 – 6/7/13	1 FLC @ 675.00/FLC = \$675.00
Baker, Paula	College for Life (CONT951-36) 7/10 – 7/24/13	4 hrs @ 30.00/hr = \$120.00
Felker, Amy	Intermediate Algebra (MATH-107-DI) 6/24 – 7/26/13 –Pro-rated for 6 students	3 hrs @ 375.00/hr = \$1,125.00
Fischer, Melanie	Certified Nurse Aide (HELR 1025-31) 7/1 – 7/29/13	3 hrs @ 500.00/hr = \$1,500.00
Hernandez, Rachelle	Child Abuse & Neglect: RRR (ECHD-122-81) 7/10 – 7/30/13	1 student @ 50.00/student = \$50.00
Hernandez, Rachelle	Childhood Obesity & Good Nutr (ECHD-123-80) 7/10 – 7/30/13	1 student @ 50.00/student = \$50.00
Hunter, Marian	Certified Nurse Aide (HELR 1025-31) 7/1 – 7/29/13	2 hrs @ 500.00/hr = \$1,000.00
Juarez, Christopher	Intermediate Algebra (MATH-107-02) 7/8 – 8/15/13	3 FLC @ 675.00/FLC = \$2,025.00
Juarez, Christopher	College Algebra (MATH-108-01) 7/8 – 8/15/13	3 FLC @ 675.00/FLC = \$2,025.00
Lamb, Colin	Organizational Leadership (PSYC-106-50) 7/8 – 8/1/13	1.5 hrs @ 500.00/hr = \$750.00
McCallum, Brian	Art Appreciation (ARTS-120-01) 7/8 – 8/1/13	3 FLC @ 950.00/FLC = \$2,850.00
Moore, Nicole	The Very Basics of Computers (COMP109-22) 7/15/13	3 hrs @ 30.00/hr = \$90.00
Moore, Nicole	All About the Web (COMP142-06) 7/17/13	3 hrs @ 30.00/hr = \$90.00
Moore, Nicole	Discover E-Mail (COMP-141-06) 7/22/13	3 hrs @ 30.00/hr = \$90.00
Morphew, Jamie	Excel Advanced (COMP303-21) 7/16 – 7/18/13	8 hrs @ 30.00/hr = \$240.00
Neff, Martin	AC Variable Frequency Drives (INPR-233-01) 7/22 – 7/26/13	3 hrs @ 700.00/hr = \$2,100.00
Ripple, Jacob	College Skills Development (PCDE-101-01) 1/16 – 3/15/13	1 hrs @ 500.00/hr = \$500.00
Ripple, Jacob	Substance Abuse (HPER-107-30) 7/8 – 8/1/13	3 hrs @ 500.00/hr = \$1,500.00
Rodenbur, Leonard	American Government (POLS-105-02) 7/8 – 8/1/13	3 FLC @ 675.00/FLC = \$2,025.00
Ruda, Ryan	Organizational Leadership (PSYC-106-50) 7/8 – 8/1/13	1.5 hrs @ 500.00/hr = \$750.00
Wenzel, Leslie	Beginning Algebra *** (MATH-006-02) 7/8 – 8/15/13	3 FLC @ 750.00/FLC = \$2,250.00
TOTAL ADJUNCT/OUTREACH FACULTY CONTRACTS		\$ 22,811.94

Agenda No: II-C

Date: August 13, 2013

Topic: Financial Information

Presenter: Dr. Herbert J. Swender

Background Information:

Presentation of monthly financial documents:

- Checks over \$20,000
- 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

August 2013

Purchases over \$20,000 requiring bid sheet:

- Check #225423 to Accident Fund Insurance for \$85,683.00 for worker's compensation annual premium. The Board approved this purchase at the June 18, 2013 Board meeting.
- Check #225428 to Keller-Leopold Insurance for \$113,079.00 for athletic insurance annual premium. The Board approved this purchase at the June 18, 2013 Board meeting.
- Check #225529 to CDW Government, Inc. for \$83,836.49 for various invoices. Attached bid sheet indicates the vendor with the best bid was awarded the bid.
- Check # 225718 to Cengage Learning for \$30,157.93 for new and used books. Attached bid sheet indicates single source vendor for these textbooks.

Payments over \$20,000 not requiring bid sheets

- Check #225425 to Ellucian Inc. for \$218,418.00 for annual software maintenance.
- Check #225477 to City of Garden City for \$52,261.28 for utilities.
- Check #225532 to EduKan for \$65,595.00 for tuition and resource fees for Summer 13 Session 1.
- Check #225650 to Blue Cross and Blue Shield of Kansas for \$94,068.22 for health insurance premiums for August.
- Check #225751 to Hellas Construction Inc. for \$870,854.35 for partial payment for installation of athletic field. The Board approved this project at the April 23, 2013 board meeting.

Garden City Community College
7/31/2013

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 468,873.83	0.0000%
State Municipal Invest. Pool	\$ 17,467.85	0.0050%
FNB of Garden City - Money Market	\$ 12,357.58	0.0500%
FNB of Garden City - Insured Cash Sweep	\$ 1,900,186.32	0.3800%
Commerce Bank - Money Market	\$ 355,143.42	0.0800%
Landmark National Bank	\$ 1,010,709.12	0.0900%
	<u>\$ 3,764,738.12</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	0.4300%	8/29/2012	8/29/2013
First National Bank of Garden City	CD	\$ 2,000,000.00	0.4300%	1/30/2013	10/30/2013
First National Bank of Holcomb	CD	\$ 1,000,000.00	0.5900%	12/13/2012	12/13/2013
First National Bank of Garden City	CD	\$ 1,000,000.00	0.4000%	3/5/2013	3/5/2014
Western State Bank	CD	\$ 1,000,000.00	0.3000%	6/24/2013	3/24/2014
First National Bank of Garden City	CD	\$ 1,000,000.00	0.2500%	3/27/2013	3/27/2014
		<u>\$ 7,000,000.00</u>			
 Total		 <u><u>\$ 10,764,738.12</u></u>			

ICS is an Insured cash sweep account. It works similar to a money market account.

Agenda No: II-D-1

Date: August 13, 2013

Topic: Purchase of Refrigerated Truck

Presenter: Dr. Herbert J. Swender

Background Information:

The Trade Adjustment Assistance Community College and Career Training (TAACCCT or TRAC-7) grant includes the purchase of a refrigerated truck to transport meat products to be used in the classroom.

As per college procedure, an advertisement requesting bids was placed in The Garden City Telegram and specifications were sent to various vendors. Dodge City International of Garden City provided bids on two vehicles. Two companies indicated they would not submit bids. Two other companies were contacted by phone and responded they would not submit bids.

Dodge City International of Garden City provided quotes for two 2008 International trucks. It was determined the best bid was for the vehicle that had 20,000 less miles on the engine and 4,000 less hours on the refrigerator motor.

Budget Information:

TRAC-7 grant funds
\$34,900.00

Recommended Board Action:

Board authorizes administration to purchase 2008 International refrigerated truck from Dodge City International of Garden City for \$34,900.00.

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

Board Member Notes:

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

Refrigerated Truck
BID TABULATION FORM
July 30, 2013

VENDOR	BASE BID AMOUNT
Dodge City International Garden City, KS	\$34,900 \$33,900
Chuck Henry Sales Garden City, KS	No bid
Ryder Vehicle Sales Commerce City, CO	No bid
Friendly Chevrolet and Isuzu Dallas, TX	No bid
Maupin's Truck Sales Dodge City, KS	No bid

AUGUST 2013 MONITORING REPORT ANNUAL REPORT

EXECUTIVE LIMITATIONS Treatment of People #Preamble With respect to treatment of students, staff, volunteers, and the community, dealings shall not be inhumane, unfair, or undignified.	ANNUAL Page 8
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CEO's Interpretation: I believe it is the responsibility of the president to establish a tone and culture regarding personnel and the treatment of one another. This includes internal and external relationships.

Data directly addressing CEO's interpretation: Employee concerns about fair treatment can be addressed to the office of Human Resources pursuant to the policies and procedures outlined by the college. Student, staff, volunteer and community concerns regarding inhumane, unfair, or undignified treatment are handled by the appropriate administrative office under the respective administrator.

EXECUTIVE LIMITATIONS Treatment of People #1 The President shall not operate without procedures which clarify student and staff rules, provide for effective handling of grievances and complaints, and protect against wrongful conditions.	ANNUAL Page 8
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CEO's Interpretation: The President is responsible for ensuring that policies and procedures are established to handle staff and student grievances and protect both from wrongful conditions.

Data directly addressing CEO's interpretation: Administrative policies and procedures have been developed to ensure that students and staff members are aware of rules and procedures for grievances and wrongful conditions on campus. Policies and procedures are available electronically or as a hard copy in each of the vice president offices. Student handbooks and information relating to Student College policies are distributed by the office of student services.

Policies and procedures are routinely examined by College personnel. Any revisions or warranted changes are discussed at the administrative cabinet level and written modifications are then presented to College Council for input. Any employee may initiate a review of an institutional policy or recommend a change to current policy. Final determination will be made at the administrative cabinet level.

A record detailing student, employee and other stakeholder complaints is maintained by administration in the three respective areas, Student Services, Administrative Services, and Instructional Services. These logs also document action(s) taken to resolve the complaints. As concerns are received they are addressed.

The President shall not fail to acquaint students and staff with their rights and responsibilities.

CEO's Interpretation: As president I reinforce to administrative staff to inform employees the importance of understanding that the course syllabus, student handbook, college catalog as well as employee policy and procedures are available in administrative offices across campus and electronically via college web address. Students also receive this at the beginning of each semester.

Data directly addressing CEO's interpretation: The rights and responsibilities of students and staff are outlined in the GCCC catalog, student handbook, college web site, student activity handbook and athletic handbook. Students, staff and faculty are made aware of these resources at new student and new employee orientations.

Incidental Information **August 2013**

Cathy McKinley, Executive Director of Marketing & Public Relations

The new Garden City Community College multisport athletic field will be complete by August 16, as scheduled. However, the re-designed and custom-engineered bleachers and press boxes will not be installed in time for the football season opener on August 24. Reed Seaton, President and CEO of Hellas Construction Inc., has established the final completion date with new bleacher and press box system to be delivered and installed on or before November 1. The top-quality, customized seating design was selected in response to requests from community members.

GCCC's new website went live on August 1. Webmaster Juan Reyes is to be highly commended for the talented work he put into this new site. Under the direction of Jeff Southern, Juan began creating the new site about a year ago. Since that time, Tiffany Heit and Cathy McKinley joined the effort as well as approximately 40 faculty, staff and students who served in the early planning stages, focus groups and progressive reviews of the site as it was developed.

The marketing department, along with the bookstore, student activities and athletic departments, is kicking off a new branding campaign this month. The campaign is "BYOB-G: Bring Your Own Brown & Gold." Students, employees and community members will be encouraged to *wear Brown & Gold every Wednesday* as well as at athletic contests. Promotions will include flyers and posters, specials at the Broncbuster Bookstore, buttons and t-shirts.

The objectives of the campaign, which will continue throughout the 2013-14 academic year, are:

1. Increase student, employee and community pride and participation in GCCC events
2. Create a fun, collegiate atmosphere on campus for students
3. Increase GCCC brand recognition
4. Generate sales for the Broncbuster Bookstore

The 38th annual Broncbuster Athletic Association golf tournament is set for Saturday, August 17, at Buffalo Dunes Golf Course. The four-person scramble raises money to provide scholarships for Garden City Community College student athletes. The \$85 per person entry fee includes cart, Mulligan package, beverages, lunch, free range balls and two tickets for the Buster Bash, which follows the tournament Saturday night.

GCCC received approval from the Kansas Board of Regents to initiate a Culinary Management Program. The program prepares students to manage a restaurant kitchen or catering operation. Instruction provides hands-on experience in planning, supervising and managing food and beverage preparation; menu preparation; culinary health and safety; cost control; purchasing; problem solving; personnel management; event planning; and applicable laws and regulations.

Garden City Community College's Continuing Education department kicked off its new Commercial Driver's License training program at a ribbon cutting ceremony and reception July 31. GCCC, in partnership with Excel Driver Services, is offering short-term classes to prepare students for the state written test needed to obtain a Class A permit. The truck driver training program provides thorough driver training and job placement assistance for the trucking industry. In this three-week-long program every student receives extensive truck driving instruction and 36 hours behind the wheel.

Kansas Governor Sam Brownback was at Garden City Community College July 23 to present checks to regional school districts. The funds were given to the K- 12 districts under the state's Career and Technical Education Act that was put into effect last fall. More than 200 area high school students

enrolled at GCCC during the 2012-13 academic year to take advantage of the CTE Act. The CTE Act, which was initiated by Brownback, provides tuition for Kansas high school students who take qualified technical courses offered by Kansas community and technical colleges. The incentive program also gives school districts \$1,000 for each high school student who graduates from that district with an industry-recognized credential in a high-need occupation.

GCCC logo and mascot apparel is now being carried by the local Wal-Mart store. T-shirts, tie dye tees and mesh shorts were shipped to the Garden City Wal-Mart on July 7 and long sleeve tees and hoods are to be shipped August 20. The agreement with Wal-Mart will be a huge benefit for GCCC *branding and name recognition* as Wal-Mart reaches a diverse population. This increases GCCC's dispersion into the marketplace as well. The licensing agreement was coordinated through the GCCC marketing department.

Ryan Ruda, Vice President of Student Services

Student Support Services

The Garden City Community College Student Support Services Program has received their Grant Award Notification from the United State Department of Education for the 2013-2014 grant year. The SSS program will be beginning the fourth year of a five year grant cycle on September 1, 2013. The program received funding of \$260, 885 to provide program services to 200 participants at GCCC. The funding for this year was reduces by 8.3% from the original grant award of \$284,089 due to Federal Sequestration. The Student Support Services staff is very grateful to Dr. Swender and the college for continuing to fund the college match at the original grant award amount. These local dollars are used to pay for our students to go on trips to four year universities, salaries, staff training and professional development, and on-line tutoring services.

Financial Aid

The chart below shows the number of students who have submitted FAFSA's to GCCC this year in comparison to last year. There has been a substantial increase in those filing versus last year.

FIN AID NEWS!!	GOOD	# of students submitting FAFSAs to GCCC	Total # of ISIRs reviewed (includes corrections)	
As of 7/31/12		951	2156	
As of 7/31/13		1468	2327	

Admissions

The admissions application has gone live in the last month due in large part to Linda Hill and the IT department. The applications have been being received electronically which will assist in mainstreaming the admissions process for incoming students.

Marc Najera has joined the Admissions staff. Marc was a student at GCCC and was SGA president during his time at GCCC. After attending Washburn, he has moved back to SW Kansas and we are excited to have him on staff to assist with admissions and recruitment.

Residential Life

The residence halls are currently full for this coming year with a waiting list. The RA staff have been back for about a week getting trained and helping to prepare the halls for move-in. Football moved in on August 1st, with soccer and volleyball moving in on August 4th. Cross Country will move in on August 12th.

Enrollment

Below is a comparison of enrollment to the past two fall semesters. Enrollment is a little behind but comparable to where it has been the past few years. It is more of a snapshot because it is hard to be exactly comparative as enrollment is constantly shifting and changing. Counseling staff, student services staff and athletic advisors are in the process of getting students enrolled who are arriving early.

	Fall 2011	Fall 2012	Fall 2013
5 th week of July	1244/15051/1003.4	1154/14575/ 971.7	1118/14490/ 966.0

ETS completed summer program

ETS staff has been extremely busy this past summer hosting several college campus visits and educational/cultural trips for their participants. Many new summer programs were added over this summer that correlates more to STEM (Science, Technology and Mathematics) for participants as well.

Athletics

The BAA golf tournament will be held on August 17th at Buffalo Dunes with a tee time of 9 a.m. Following the golf tournament, the first annual Buster Bash will be held starting at 7 p.m. with the band FOG playing. Tickets are free to those who played in the golf tournament and \$10 at the door for anyone who did not play.

August 16th, the football team will be hosting their final scrimmage before making roster decisions. On August 18th at 5:30, the football team will be hosting Buddy Day at the Student Center where all ages can come and meet the 2013-14 football team and coaches.

Volleyball, Soccer, Cross Country and the Cheer team will also begin their practices at the beginning of August as well in preparation for their upcoming seasons.

Dr. Bruce Exstrom, Vice President of Instructional Services:

Instructional Services is gearing up for another productive and exciting academic year. GCCC faculty officially report back to campus August 14. We will host a luncheon that day to welcome everyone back and share thoughts and goals for 2013-2014. Faculty will also have opportunities to meet with their divisions/department upon their return. The all employee in-service is scheduled for August 15. A presentation over student diversity is planned that day. I hope the faculty will take away valuable information from this and apply it to our teaching and learning methods. The adjunct/outreach faculty in-service will take place August 19 in the library. This is a great opportunity for new and continuing adjunct instructors to network with their division chairs and peers and participate in classroom software training.

The search continues for reading and math faculty. At this late date, instructional positions are challenging to fill but we are working diligently to assure student learning is not compromised. We are also searching for support personnel in the Continuing Education and Nursing departments.

The Nursing department is putting final touches on the NLN Accreditation self-study report and will have an accreditation visit this fall.

GCCC, in partnership with Excel Driving Services, is embarking on a new commercial truck driver training program. A ribbon cutting to celebrate the new program took place July 31, with GCCC, Excel Driving Services and Garden City community representatives in attendance. Courses will be offered to prepare students for commercial driving; the first class will meet August 19 and form monthly thereafter. More information about the program, including enrollment, can be obtained through the Continuing Education department. Dr. Swender and Jean Warta, Director of Continuing Education,

should be commended for their efforts in making the partnership with Excel possible. We are excited to work with Jason Emery and his staff in assisting people in their truck driving careers.

Governor Sam Brownback visited campus July 23 to celebrate the Senate Bill 155 initiative. The initiative provides tuition waivers for high school students enrolled in technical education classes. 175 unduplicated students on-campus and outreach took various classes qualifying under SB 155, with a total of 619 student credit hours earned during Spring 2013. We are hoping to expand outreach SB 155 courses, along with other courses.

The Instructional Services Leadership Team is reviewing results of a student survey conducted over the 4-day schedule and hybrid class format. Initial finds indicate students are pleased with the new 4-day format. From this feedback, we will strive to continually improve student learning. The Summer 2014 schedule is being finalized and will be publicized soon. It was proposed that the schedule return to a previous format of four summer sessions to accommodate more classes for students.

Dee Wigner, Executive Vice President:

Staff from all Physical Plant departments reported to work the evening of July 31 to assess the damage caused by the storm. Much of campus was underwater; fortunately, no water came into buildings. Several leaks were discovered and work is underway to correct the problems. Staff worked quickly to stop leaks and alleviate any damage caused by the rain water.

This past May, the college underwent a labor and safety audit from the Kansas Department of Labor. The results of that audit were received indicating areas of concern. Many smaller issues were corrected immediately. Other items being addressed include policies being written and implemented on training, lockout/tag-out protocols, Personal Protection Equipment policies & Procedures, and manufacturing recommendations for inspections on all lifts and heavy machinery. Also, all safety hazards identified in the report are being fixed as well as safety training for all maintenance personnel. A new Blood Borne Program will include a written exposure plan.

Maintenance personnel recently completed remodeling the Men's Basketball Coaches' offices. The project included replacing carpet, baseboard, lights, drop ceiling and the window. New furniture was installed providing a much more effective work space.

Work began on the classroom in the Dennis Perryman Athletic Complex located on the far Southwest corner of DPAC. The classroom will receive new ceilings, lights, paint and carpet. New tables and technology are also included in this project. The classroom remodel will be finished prior to the first day of classes.

The installation of the new turf field is progressing on schedule. This week, the Broncbuster mascot and end-zone lettering was added to the turf. The fence is being installed and the pouring of the track should begin the week of August 9. The light poles are ready to be installed, but crews are waiting for the ground to dry out before setting the poles. Athletes and coaches are anxious to get on the field.

Maintenance began updating the buildings which will be used for the new track/soccer/football field. The track restrooms have been updated to be ADA compliant. New stall doors will be installed and traction paint was used on the floors to avoid any fall related injuries in the restrooms. The exterior of the building will get a fresh coat of paint and/or siding.

Hellas Construction will also connect the sidewalk for the new field to the garage structure that most recently served as the men's soccer locker room. This building will become the concession stand. The building will receive new vinyl siding and fascia. Garden City Recreation Commission maintenance building will become the visiting team's locker room.

The grounds crew has been busy keeping up with watering, mowing, weed spraying and irrigation repairs. Practice fields have been striped and are ready for fall sports. Personnel are currently cleaning up the trash at the trailer park.

Custodians are busy waxing and polishing floors throughout campus as well as maintaining daily up-keep of entire college campus. The dorms and the cafeteria are ready for students.

The bookstore staff are busy preparing for the start of classes, by ordering books, merchandise and supplies for incoming students. Scholarship books are being sacked for distribution. Foot traffic is picking up as new students come to the bookstore for their student ID's. The bookstore will be open Sunday, August 18th from 1-4, for students checking in to the dorms. The bookstore will also be open extended hours on August 20, 21st, 22nd, 26th and 27th-from 8am until 7pm.

Human Resources staff are busy filling vacancies. Instructors are needed for math, reading and welding. New to campus this past month are the new assistant athletic trainer, Raechal Martin and admissions representative, Marcos Najera. Crystal Ahrens has arrived from Arkansas to be the Food Safety instructor for the mobile lab. Casey Hands is now on board for the Pep Band Coordinator and will be working with our cheer coach, Tegan Matthews.

The auditors completed their fieldwork for the FY13 financial audit and the visit went very well. The business office employees worked very hard in preparing for the audit and worked closely with the auditors while they were on campus. The employees devote quite a bit of time to the audit, as they know how very important the results of the audit are to the college.

Payroll staff also assisted with the annual external audit with Lewis, Hooper & Dick. The Worker's Compensation audit is scheduled for August.

Last year, the employee vacation and sick leave benefit tracking was automated. The rollover process at the beginning of the new fiscal year experienced some challenges. The processes included rolling over the maximum carryover amounts for vacation and sick leave, running the June vacation hour's accrual, and analysis of the reports for errors and needed corrections. As this was the first year for using these processes, Linda Hill, programmer, was instrumental in helping to identify and fixing the problem areas.

It is bittersweet to think of another summer nearly ended. However, the promise of the hustle and bustle of students and faculty always produces new excitement.

IT staff have been busy creating the on-line application for electronic submittal by students. Several reports were created for tracking on-line application use, sending electronic acceptance letters and on-line applications have been linked to ImageNow.

The IT staff assisted Cathy McKinley and Tiffany Heit with the launch of the new GCCC website. Other projects this month include:

- New switches were installed in the Fouse, Penka and Academic buildings.
- MS Office 2013 was deployed in all computer labs in the Academic Building.
- Re-imaged the bulk of the machines in the library, all machines will be re-imaged before the beginning of the Fall Semester.
- Deployed new lab machines in ACAD 1202.
- Started building and configuring 4 Datatel/Ellucian Colleague replacement servers which will go live within 3 to 4 weeks.
- Stocked, inventoried and deployed new technology equipment across campus.

- Maintained steady flow of work orders and toner requests across campus.
- Began/continued training of new personnel in the IT Department.

Ryan Ruda, Derek Ramos and Dee Wigner participated in a “School and Workplace Violence” workshop provided by the National Tactical Officers Association which was hosted by the Garden City Police Department. Over 50 public and private corporation employees participated. The two day workshop provided valuable information that will be reviewed and implemented. The GCPD representatives will assist college staff to update procedures and provide training.

The Ag Science remodel is being finalized and staff moved equipment and furniture into the area. The instructors are getting settled in their new offices. The facility looks great and will function much better than the previous design. The project will be complete and the space ready for students when they return.