

January 8, 2014

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 14, 2014**. The meeting will be held in **Endowment Room of the Beth Tedrow Student Center**, Garden City Community College Campus.

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

AGENDA

I. CALL TO ORDER:

- A. Comments from the Chair
- B. Open comments from the public (5 minutes per spokesperson)
- C. Introduction of new employees
- D. Report from Student Government Association
- E. Report from Faculty Senatepg. 3

II. CONSENT AGENDA Action

- A. Approval of minutes of previous meetings (December 10, 2013).....pg. 6
- B. Approval of personnel actions-Human Resources.....pg. 11
 - B-1 Human Resources Report.....pg. 12
 - B-2 Adjunct/Outreach Contracts.....pg. 13
- C. Financial information.....pg. 14
 - C-1 Checks processed in excess of \$20,000.....pg. 15
 - C-2 Revenues.....pg. 16
 - C-3 Expenses.....pg. 17
 - C-4 Cash in Bank.....pg. 23
- D. Approval of 2013-2014 and 2014-2015 Negotiated Agreement.....pg. 24

III. CONFIRMATION OF MONITORING REPORTS:

- A. Monitoring Reports and ENDS **Action**
 - A-1 Monitoring Report – Quarterly, General Executive Constraints, #7, #8.....pg. 25
 - A-2 Monitoring Report – Quarterly, Asset Protection #5.....pg. 26
 - A-3 Monitoring Report – Quarterly, Information and Advice #2, #3, #5.....pg. 27
 - A-4 Monitoring Report – Annual, Asset Protection #1, #2, #3, #4, #6, #7.....pg. 29
- 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. Incidental Information.....pg. 33
- B. Report from KACCT/COP meeting at Coffeyville
- C. Report from Finney County Economic Development Corporation (Trustee Ron Schwartz)

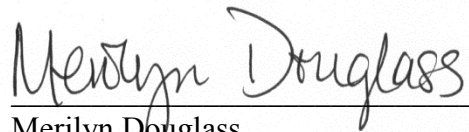
January 15	Classes begin
January 20	Martin Luther King Activities
January 22-23	2014 Kansas Workforce Summit/Topeka
January 23-25	High Plains League Tournament/DPAC
February 17	President's Day – NO CLASSES-OFFICES CLOSED
March 17-21	Spring Break – NO CLASSES –OFFICES CLOSED March 20, 21

VI. Executive Session

VII. 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*



Faculty Senate
801 Campus Drive
Garden City, KS 67846

2013-2014
Terry Lee, President
Larry Pander, Vice-President
Deb Robinson, Secretary
Leonard Rodenbur, Senator
Linda Morgan, Senator & Ex-Officio
Stacey Carr, Senator
Praveen Vadapally, Alternate Senator

Faculty Accomplishments Fall 2013

Department of Public Safety

- Brad Sisk serves as President of Region II for SW KS EMS and serves on the KEMTA Board.
- Jerrad Webb serves as a Kearny County Commissioner
- Brad and Jerrad assisted with numerous testing sites for EMS throughout the fall semester.
- Larry Pander serves as the Chair for the Kansas Fire Commission which sets curriculum and training direction for Kansas Fire Services. His appointment to the Commission is made by the Governor. He represents Kansas community colleges.
- Larry Pander is now certified as a Rappelling and Ropes Rescue Instructor.
- Larry Pander assisted KU Fire and Rescue with several fire testing sites and grain rescue training this fall.
- David Rupp was reappointed to the Kansas Peace Officers Association Legislative Committee.
- Linda Morgan was reappointed to Chairperson for the KPOA Training Committee.
- Paramedic Graduation – Dec 13, 2013. Celebration for 10 paramedic students at the Lakin Wesley Church.
- 100% pass rate for the Fall 2013 Fire Science students testing for their IFSAC Firefighter I and II Certificates.
- DPS students assisted the GCPD with 3 parades and 1 insurance check lane during the fall.
- DPS students assisted with the Tumbleweed Festival and the Hot Air Balloon Festival.
- The DPS hosted the American Criminal Justice Association's Region III Conference Oct 17-20, 2013 with the help of over 70 area partners and GCCC volunteers, GCCC Bronc & Bridle, Finney County Convention and Tourism Bureau, AFIX Technologies, and the Clarion Inn. There were 122 competitors from 10 two and four year colleges in Missouri, Kansas and Nebraska Colleges attending. TEL won 8 trophies. There were 270 written tests taken, 51 shooters on the range, 57 physical agility competitors; and 34 crime scene teams competing. (Note: Although GCCC competes in all categories, not all colleges require their students to compete in all categories.)
- DPS hosted approximately 80 high school students with rotational workshops for the Career Exploration Day in November. Approximately 35 DPS students assisted along with several of our public safety partners.
- Edith Scheurman 4th Grade Career Exploration – Dec 5, 2013. (Approx. 20 DPS students assisted with hands-on activities)
- Team-T held KS Concealed Carry classes, NRA Women on Target classes throughout the fall semester and kicked off their NRA Refuse to Be a Victim classes in December. National Safety Council Defense Driving classes were also offered.

Science Department

- Science department received mini-grant money to complete the greenhouse. By the end of the month (December) the greenhouse should be fully functional.
- Hosted 11 different Kansas high school science classes for an educational visit to the cadaver lab.

GCCC Cosmetology Fall 2013

Instructors: *Ms. Guillermina Hinde* *Ms. Mia Horn*

- ✓ The Cosmetology Program has had the privilege this year of the return of Ms. Mia Horn as Instructor of Cosmetology!
- ✓ The program was able to travel Dodge City Community College and Seward Community College. While at Dodge, the students exchanged services with one another and the Instructors were able to share ideas and discussed expanding our program to a 12 month program. While in Seward the students attended an OPI Acrylic Nail class with Melissa Forrest OPI educator. Instructors again, shared and discussed ideas on how to run a 12 month program.
- ✓ We had great success with the GCCC PHONATHON this year, we had 12 students plus both Instructors volunteered in fun and giving activity.
- ✓ The Strategic Team Building was a great success for our students this year. As a class they decided to volunteer their time to making Blankets for the Cancer Center. They made 24 beautiful, warm and cozy tie blankets. Then, they hand delivered and were able to spend time with some of the patients. The blankets were received with great appreciation. With that came recognition from many sources, including the Garden City Telegram.
- ✓ The 2013 Denver Salon Centric Hair show was a great learning experience for both instructors as well as several current students. We were able to learn some of the latest trends in the industry and bring them back to our program to be shared with our students.
- ✓ This year, Cosmetology was once again part of Exploration Day. With 48 students in attendance from local areas, we had a busy, amazing, fun filled day. This day also provided our students valuable social interaction time, giving them time improve on their use of social skills while they were performing services, as they were representing GCCC Cosmetology.
- ✓ We educated the 4th grade classes from Edith Scheurman Elementary School. We provided time for them on an open floor Q&A with the Instructors and Cosmetology students, awarding them with fun prizes for participation.
- ✓ This was the first year that Santa Claus has given us the great pleasure, honor and opportunity of choosing GCCC Cosmetology to make him look great for the Holiday!
- ✓ Still to come, Deb Maxfield is bringing her Career Opportunities class for a Career Day, to inform the students that there are many career choices in the world, and to better equip them with social skills.
- ✓ Special Educators this year include:
 - Melissa Forrest- OPI Educator, OPI Acrylic Class
 - Jan Putman- Discover Salons, Educator, Babe Hair and Lash Extensions
 - Kyle Owen- Redken Educator, Color and Product Knowledge
 - Sarah Haas- Regis Manager, Industrial Professionalism and Interview Success
 - Exclusive Barber Shop & Spa, Gentlemen's Grooming and Advanced Specialized Gentlemen's techniques. (Joshua Hinde, Chad Yardley, Isaac Esquivel)

Drama Department

The College Players had a very busy and successful season defined by collaboration with other programs and departments.. In September we participated with GC3 Media, SGA, and Criminal Justice in the second annual "Eat Free or Live Free" event. Sophomore Drama student, Noah McCallum, played a tyrannical dictator while Miguel Alvarez wrote an original protest song entitled "There is Hope." Drama students helped to illustrate the importance of

first amendment rights by staging various protests as we helped the other organizations on campus celebrate Constitution Day. In October we again partnered with Criminal Justice to present live crime scenes for their 2013 Region III Conference and Competition. Participants included Krisha Baker, Jordan George, Aaron Rojas, Madisen Sater, Linzie Schneider, and Alexander Wilkin. Also in October, the stage lighting class was invited to assist Deerfield High School in repairing and programming their lighting system. Tori Fairbank, Linzie Schneider, and Alex Wilkin assisted Phil Hoke in the afternoon training session. In November we partnered with the Department of Music to present Les Miserables. Members of the cast performed for the Chamber Breakfast, Rotary Club, and the annual Endowment meeting. The production ran for 6 performances and was seen by an estimate 1,700 people. The work was a collaborative effort involving the department of music, community members, college faculty, and students. The production was given a positive peer review by Alison Moon, Professor of Theatre for Southwestern College, on behalf of the Kennedy Center American College Theatre Festival.

The drama program itself saw a large increase in incoming students. For fall 2013, 11 new students accepted drama scholarships and participated in all the events described above. Much of this is credited to Larry Walker's initiative for Fine Arts Day. We hope to continue this success in coming years.

We are currently working on efforts for the 46th annual Region V Kennedy Center American College Theatre Festival which will be held in Lincoln, Nebraska January 19-25. Krisha Baker, Tori Fairbank, Justin Godwin, and Noah McCallum, have been named Irene Ryan Candidates for their roles in Twelfth Night and Les Miserables. These students are partnered with Gage Stielau, Jordan George, Linzie Schneider, and Robert Reuther as they develop original, classical, and musical work for the festival. Linzie Schneider and Justin Godwin have been invited to display their costume designs at the region's design expo. And Noah McCallum and Alexander Wilkin will display set designs at the same event.

Drama Director, Phil Hoke, continues his work in songwriting, videography, and playwriting. A music film he helped produced entitled "Time for the Wingman" premiered this summer in Colorado Springs and it is currently under review by the 2014 Sundance Film Festival. Announcements for musical entries are expected later this month. A new music Video, "Weekend Lover," was produced over the summer and is currently available on Youtube. He is continuing to work on a number of one act and fully scripted dramas and comedies.

Good news across several departments:

On the day before we left for Christmas Break, the endowment office received a letter from the Trustees of the Mary Jo Williams Charitable Trust. This letter identified the 2013 grant requests that they would be able to fund.

Grant requests that were awarded went to:

1. Trent Smith, Library Director and Janice Urie, Mary Jo Williams Tutoring Coordinator for the replacement of twenty-three (23) student computers in the Mary Jo Williams Comprehensive Learning Center and the acquisition of two laptop computers for the use of tutors.
2. Amy Waters, Nursing Instructor and Patsy Zeller, Department of Nursing Director for the purchase of 'MUSE' upgrades and service agreements for two METI simulators.
3. Praveen Vadapally, Chemistry Instructor and Kay Davis, Director of the Science and Mathematics Division for the purchase of twelve (12) handheld digital computers and sixteen (16) sensors, probes, and auxiliary equipment that will allow students to collect, interpret and analyze real-time data from lab experiments.

The total amount received to fund these requests was \$50,679. We are extremely thankful for the support that the Mary Jo Williams Charitable Trust has provided to the Endowment Association and the students of GCCC. Since 1988, the GCCC Endowment Association has received \$1,074,419 from the Mary Jo Williams Charitable Trust for grants (educational materials and equipment) and scholarships.

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

December 10, 2013

Trustees Present: Dr. William S. Clifford, Jeff Crist, Dr. Merilyn Douglass, Terri Worf

Trustees Absent: Ron Schwartz, Steve Sterling

Others Present: Debra Atkinson, Deputy Clerk
Audra Aguiniga, Vice President SGA
Brett Cady, GC3 Media
Nathan Colcher, Skilled Maintenance
Dr. Bruce Exstrom, Vice President of Instructional Services
Ruth Gonzales, Custodian
Dr. Beverly Schmitz Glass, Executive Director of Public Relations and Marketing
Angie Haflich, *Garden City Telegram*
Jessica Linenberger, Representative SGA
Cecilia Lozano, Computer Technology
Artemio Rodriguez, Treasurer SGA
Ryan Ruda, Vice President of Student Services/Athletic Director
Jeff Southern, Director Information Technology
Bob Sperling, Community Member
Tammy Tabor, Student Services Specialist, SGA Sponsor
Dr. Herbert Swender, President
Dee Wigner, Executive Vice President
Breven Woydziak, President SGA

CALL TO ORDER:

Chair Douglass called the meeting to order at 6:08 p.m.

COMMENTS FROM THE CHAIR:

Chair Douglass, introduced herself and thanked everyone for attending the GCCC Board of Trustee meeting.

Chair Douglass gave a special shout out to GCCC students who will all be enjoying their final exams next week and encouraged them to study hard, stating that it was not easy but well worth it. Chair Douglass continued with the following:

“As the Holiday Season is upon us, we find ourselves reflecting on this past year. Under Dr. Swender’s direction, we have two new instructional offerings, the Oil Technology Program and a Culinary Management Program; we realized an increase in enrollment the past three semesters; built a contemporary athletic practice facility very accessible to our campus students, renovated the meats lab, initiated classes and presentations out of the mobile classroom and acquired other properties that poise GCCC for future needs. The Board of Trustees are appreciative of the staff, the faculty, the students and Administration who have helped Garden City Community College to become an outstanding community college, ranked in the top 10% of community colleges. We value our relationships with each of you, not only as an institution but also as individuals who share their gifts and talents everyday with students and citizens of southwest Kansas. We look forward to the continued success and growth of the college and to a bright and progressive 2014. We wish everyone and their families a very happy Holiday Season and a New Year filled with peace and prosperity.”

Chair Douglass noted the following:

- GCCC was represented in the National Finals Rodeo, once again by two former students, Casey Colletti in the Bareback Riding, and Cort Scheer in the Saddle Bronc Riding.
- Tuba Christmas 3 p.m. Dec. 14, outdoors on Grant Avenue in downtown Garden City, sponsored by Commerce Bank and led by Jim McAllister, GCCC band director.
- The GCCC Potter's Guild Holiday Art Sale, scheduled 9 a.m.-4 p.m. Dec. 11 in the lobby of the Pauline Joyce Fine Arts Building, featuring hand-made ceramics and sculpture by GCCC art students.
- The GCCC Winter Instrumental Music Concert, 7:30 p.m. Dec. 12 in the auditorium of Pauline Joyce Fine Arts Building, featuring classic, contemporary and seasonal selections by the GCCC Concert Band and GCCC Jazz Ensemble, conducted by Dr. Jim McAllister, director.
- The GCCC Vespers Concert, 3 p.m. Dec. 15 in the auditorium of the Pauline Joyce Fine Arts Building
- Spring 2014 semester enrollment opened to the public on Dec. 4 and continues through Dec. 20. Enrollment will resume on Jan. 6 and continue through Jan. 15 which is the first day of spring classes.

OPEN COMMENTS FROM PUBLIC:

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

INTRODUCTION OF NEW EMPLOYEES:

Executive Vice President, Dee Wigner introduced new GCCC employees Nathan Colcher, Skilled Maintenance/Plumber, Ruth Gonzales, Custodian, Cecilia Lozano, Computer Tech.

President Swender welcomed each new employee and presented them with a GCCC Broncbuster lapel pin.

REPORT FROM STUDENT GOVERNMENT ASSOCIATION:

Breven Woydziak, President of Student Government Association, expressed his appreciation for the opportunity of presenting a report to the Board from SGA.

Woydziak reported that he and several other SGA representatives had recently attended a Leadership Conference in New Orleans, and expressed their appreciation for the special opportunity.

SGA recently hosted the following events:

December 9 SGA & HALO participated in GCCC Salvation Army Bell Ringing Night on Friday
December 6th

Woydziak noted that students were focusing on preparation for upcoming finals.

Chair Douglass expressed thanks to Woydziak for his report and to all SGA members for stepping up to be leaders.

REPORT FROM FACULTY SENATE:

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

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, Worf

Nays: None

Motion carried: 4-0

Approved actions follow:

(A) APPROVED MINUTES of previous meeting (November , 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, as presented

D-1 Additional bandwidth

Vendor: KanRen-five year agreement

Amount: \$52,431 per year

(Supporting documents filed with official minutes.)

D-2 Clear Lot at 1706 E. Spruce

Vendor: Lee Construction

Amount: \$24,450

(Supporting documents filed with official minutes.)

D-3 Property Insurance

Vendor: EMC Insurance

Amount: \$154,709

(Supporting documents filed with official minutes.)

D-4 Wireless Connectivity Switches

Vendor: CDW-G

Amount: \$35,307

(Supporting documents filed with official minutes.)

MONITORING REPORTS and ENDS REPORTS:

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

- General Executive Constraints, #12, The President shall not fail to insure a safe and healthy environment on campus.

President Swender took this opportunity to updated Trustees on revisions to the college's newly proposed Tobacco-Free Campus Policy, which will now include designated smoking areas instead of being completely tobacco-free as the original proposal stated. A task force, chaired by Dr. Exstrom, included faculty, staff and students met on multiple occasions, exchanging emails and sharing serious discussions to finalize the policy, which will be implemented in January.

President Swender shared with Trustees that computer log-ins to promote secure and safe computer systems on GCCC campus will also be implemented in January. Individual log-ins will assist in monitoring the use of the campus internet.

Chair Douglass applauded the implementation of this policy and expressed board appreciation for the new direction that GCCC is taking in the creation of a healthy and safe environment.

Trustees agreed to accept monitoring report as presented

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

Trustees reviewed the following monitoring reports:

- Quarterly, Asset Protection #5,

No changes or additions to were recommended at this time.

Chair Douglass stated that she had contacted Seward County Community College and Dodge City Community College regarding joint policy governance training. Seward board chair respectfully declined and at the time of board meeting Dodge City Community College's, chair was pending a reply.

OWNERSHIP LINKAGE:

No reported linkage.

REPORTS:

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

Presidential Comments:

Football Capital of Kansas Bowl:

President Swender offered his appreciation for the GCCC coaches, student athletes, staff, faculty, and administrators who represented the college at the recent Football Capital of Kansas Bowl in Pittsburg. Special recognition was given to football coach Matt Miller and athletic director Ryan Ruda for their leadership throughout the time leading up to, during, and after post-season play.

Winding Down:

Faculty members are busy winding down and gearing up for end-of-semester activities. All faculty will administer final exams December 16-18 and follow a special final examination schedule.

Worthington Industries:

Worthington Welding training continues. Over fifty students/employees have completed the intense customized welding training. The completion rate for the training is 95%.

Articulation Agreements:

Articulation discussion regarding some potential agreements that would provide GCCC graduates with opportunities to enroll in bachelor's degree programs with National American University has been initiated.

An articulation agreement with Kansas Wesleyan has been finalized. This Articulation agreement will allow GCCC graduates to transfer with their earned credits into 4-year institutions. It is important for our students who desire 4-year degrees to have access to colleges as many opportunities are now available online and face-to-face, whatever the student prefers.

Kansas Career Technical Workforce Grant:

The state of Kansas introduced a new Kansas Career Technical Workforce Grant (KCTWG) for 2013-2014 that replaces the previous Kansas Vocational Scholarship. Three to five students a year at GCCC get the Kansas Vocational Scholarship.

Presidential Honors Banquet:

Students attending the President's Honors Banquet were recognized and offered a \$1,000 Presidential Honors scholarship for the coming academic year.

Campus Renovations:

The IT director and programmers moved into the newly remodeled space in the John Collins Vocational Building. A new office was built for the director and the programmers now have independent work stations. Renovation of the football offices will begin on December 10. The offices will receive new lighting, ceiling, paint and carpet. New office furniture will be installed. Voluntary Compliance Issues continue to be addressed.

Grounds Department:

Grounds crews are preparing for snow removal and irrigation systems have been drained and turned off. Landscaping has been added to the west side of the Penka Building and eighteen trees have been planted. The fence at Williams Stadium has been finished and the street south of the Dennis Perryman Athletic Complex has been repaired. Sidewalks were repaired along Spruce Street. A landscape berm is being built on the west side of the new multi-sports field.

Campus Safety

President Swender shared that Director of Campus Safety, Rodney Dozier, has been meeting with various entities to discuss crisis management planning and other law enforcement issues. Dozier is leading GCCC campus in understanding what to do in critical situations and heightened the awareness of campus safety for GCCC.

Negotiations:

President Swender reported that a tentative agreement has been made with faculty regarding the 2013-2015 negotiated agreement. The two-year agreement will remove the FLC (Faculty Load Credit) component of faculty members' compensation. FLC is a model of compensation that has been in place for the past several years that reimbursed instructors based not only on credit hour, but also on the instructor's overall load using a very complex formula. The new agreement will get GCCC back to the credit hour model that most colleges use in payment of faculty. Payment is received based on the number of credit hours taught. President Swender expressed his appreciation to college counsel, Mr. Randy Grisell and to Executive Vice President, Dee Wigner, for her efforts and leadership in representing the board throughout the negotiation processes. In addition, he expressed his appreciation to Mr. Lenard Rodenbur, lead faculty member for his efforts in the proposed agreement. The 2013-2015 negotiated agreement will be presented to the trustees for action in January.

REPORT KACCT:

No report was given.

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION:

No report was given.

EXECUTIVE SESSION:

No executive session was held.

Meeting adjourned at 8:09 p.m.

UPCOMING CALENDAR EVENTS:

- Jan. 6 Staff Returns
- Jan. 14 GCCC Regular Board of Trustee Meeting 6:00 p.m., Endowment Room of the Beth Tedrow Student Center.
- Jan. 15 First day of Spring Semester

Debra J. Atkinson
Deputy Clerk

Herbert J. Swender
President

Dr. Marilyn Douglass
Chair of the Board

Agenda No: II-B

Date: January 14, 2014

**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 8, 2014

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

New Hire

Teresa Baker, President's Receptionist, effective January 6, 2014
Matt Christian, Head Men & Women's Golf Coach, effective January 8, 2014

Separations

Cathy McKinley, Marketing Coordinator, effective January 6, 2014

Retirement

Transfers/Promotions

Vacancies

Director of Workforce Development
Transportation & Event Coordinator
Secretary for Penka and Nursing
Social Science Instructor
Reading Instructor
Science Lab Coordinator
Webmaster
Campus Safety Officer

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 1/14/14)**

INSTRUCTOR	CLASS	AMOUNT
Boger, Darrell	Illustrated Mechanical Form/Test Prep Uniform (TECH340-01/02) 11/16/13	Flat Rate of \$1,275.00
Lamb, Colin	Organizational Leadership (PSYC-106-50) 12/9/13 – 1/10/14	1.5 hr(s) @ 500.00/hr = \$750.00
Lett, Verlyn	Methods of Installation/Test Prep General (TECH320-01/02) 11/16/13	Flat Rate of \$1,580.00
McKinley, Catherine	Academic Recovery & Success (PCDE-110-51) 10/21 – 12/19/13	1 hr(s) @ 500.00/hr = \$500.00
Neff, Martin	Advanced PLC/SLC Programming (INPR-242-01) 11/18 – 11/22/13	3 hr(s) @ 700.00/hr = \$2,100.00
Prewitt, Robert	NRA Refuse To Be A Victim (CRIM350-03) 12/7/13	4 hr(s) @ \$30.00/hr = \$120.00
Relph, Emily	NRA Refuse To Be A Victim (CRIM350-03) 12/7/13	2 hr(s) @ \$30.00/hr = \$60.00
Ripple, Jacob	Psychology of Coaching (HPER-290-50) 12/9/13 – 1/10/14	3 hr(s) @ 500.00/hr = \$1,500.00
Ruda, Ryan	Organizational Leadership (PSYC-106-50) 12/9/13 – 1/10/14	1.5 hr(s) @ 500.00/hr = \$750.00
Ruda, Ryan	Substance Abuse (HPER-107-50) 12/9/13 – 1/10/14	3 hr(s) @ 500.00/hr = \$1,500.00
Rupp, David	NRA Refuse To Be A Victim (CRIM350-03) 12/7/13	2 hr(s) @ \$30.00/hr = \$60.00

TOTAL ADJUNCT/OUTREACH FACULTY CONTRACTS **\$ 10,195.00**

Agenda No: II-C

Date: January 14, 2014

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 2014

Purchases over \$20,000 requiring bid sheet:

- Check #229281 to Lampton Welding Supply for \$37,313.88 for welding equipment. The Board approved the purchase at the October 15, 2013 board meeting.
- Check #229489 to Keller Leopold Ins. for \$154,709.00 for annual premium for property and liability insurance. The Board approved this expenditure at the December 10, 2013 board meeting.
- Check #229491 to Lee Construction for \$24,450.00 for the removal of structures, mobile homes and landscaping at 1706 E. Spruce. The Board approved this expenditure at the December 20, 2013 board meeting.

Payments over \$20,000 not requiring bid sheets

- Check #228912 to City of Garden City for \$51,142.48 for utilities.
- Check #229247 to Commerce Bank for \$55,453.43 for various purchase card purchases.
- Check #229269 to Hellas Construction Inc. for \$103,209.62 for partial payment on construction of athletic field improvements. The Board approved this project at the April 23, 2013 board meeting.
- Check #229396 to Blue Cross and Blue Shield of Kansas for \$100,618.02 for January health insurance premiums.
- Check #229479 to Great Western Dining for \$59,890.45 for various invoices.
- Check #229533 to Hellas Construction Inc. for \$75,059.46 for partial payment on construction of athletic field improvements. The Board approved this project at the April 23, 2013 board meeting.

Fiscal Year: 2014

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	1,201.00-	931,596.51-	1,860,000.00-	928,403.49-	49.91
11-00-0000-00000-4002 AMMONIA REFG COURS	0.00	7,164.00-	47,330.00-	0.00	47,330.00	0.00
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	2,424.00-	124,764.00-	225,000.00-	100,236.00-	44.55
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	345.00-	59,441.00-	50,000.00-	9,441.00	18.87-
11-00-0000-00000-4006 OUTREACH CREDIT HO	0.00	54.00	44,550.00-	40,000.00-	4,550.00	11.37-
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	621.00-	167,133.83-	337,500.00-	170,366.17-	50.48
11-00-0000-00000-4008 TECHNOLOGY FEE-O :	0.00	27.00	22,275.00-	40,600.00-	18,325.00-	45.14
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	449.50-	4,021.00-	50,000.00	54,021.00	108.04
11-00-0000-00000-4013 TUITION INTERNATIO	0.00	0.00	12,060.00-	26,900.00-	14,840.00-	55.17
11-00-0000-00000-4014 TUITION BORDER STA	0.00	591.00-	106,508.00-	230,000.00-	123,492.00-	53.69
11-00-0000-00000-4015 ONLINE COURSE FEE	0.00	910.00-	4,130.00-	10,000.00-	5,870.00-	58.70
11-00-0000-00000-4016 DROP FEE : GENERAL	0.00	50.00-	3,970.00-	3,500.00-	470.00	13.42-
11-00-0000-00000-4102 PRIVATE GIFTS/GRAN	0.00	0.00	0.00	20,000.00-	20,000.00-	100.00
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	0.00	450.00-	10,000.00-	9,550.00-	95.50
11-00-0000-00000-4512 VENDING MACHINES :	0.00	0.00	3,039.44-	10,000.00-	6,960.56-	69.61
11-00-0000-00000-4515 CHILD CARE FEES :	0.00	450.00	12,520.00-	15,000.00-	2,480.00-	16.53
11-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	845,688.00-	1,908,415.00-	1,062,727.00-	55.69
11-00-0000-00000-4803 AD VALOREM PROPRT	0.00	0.00	106,832.78-	9,800,000.00-	9,693,167.22-	98.91
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	347,933.62-	700,000.00-	352,066.38-	50.30
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	4,040.77-	7,000.00-	2,959.23-	42.27
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	54,636.87-	135,000.00-	80,363.13-	59.53
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	1,963.99	131,000.00-	132,963.99-	101.50
11-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	0.00	5,644.76-	5,000.00-	644.76	12.89-
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	322.87-	25,000.00-	24,677.13-	98.71
11-00-0000-00000-4811 TAX IN PROCESS : G	0.00	0.00	0.00	176,400.00-	176,400.00-	100.00
11-00-0000-00000-4902 INTEREST INCOME :	0.00	1,470.96-	137.45	55,000.00-	55,137.45-	100.25
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	0.00	59,514.36-	110,000.00-	50,485.64-	45.90
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	715.21-	15,321.16-	45,000.00-	29,678.84-	65.95
11-00-0000-00000-4912 TRANSCRIPTS : GENE	35.00	905.00-	6,381.39-	15,000.00-	8,653.61-	57.69
11-00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	1,407,722.00	1,407,722.00	100.00
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Totals for FUND: 11 - GENERAL	35.00	16,315.67-	2,988,003.92-	14,533,593.00-	11,545,624.08-	79.44
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12-00-0000-00000-4002 AMMONIA REFG COURS	0.00	0.00	809.00	0.00	809.00-	0.00
12-00-0000-00000-4005 ACAD COURSE FEE :	0.00	7,427.00-	180,207.00-	600,000.00-	419,793.00-	69.97
12-00-0000-00000-4006 OUTREACH CREDIT HO	0.00	0.00	0.00	40,000.00-	40,000.00-	100.00
12-00-0000-00000-4015 ONLINE COURSE FEE	0.00	0.00	1,120.00-	5,000.00-	3,880.00-	77.60
12-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	506,466.00-	795,892.00-	289,426.00-	36.36
12-00-0000-00000-4603 STATE PMT FOR HS T	0.00	0.00	0.00	150,000.00-	150,000.00-	100.00
12-00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	1,407,722.00-	1,407,722.00-	100.00
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Totals for FUND: 12 - PTE FUND	0.00	7,427.00-	686,984.00-	2,998,614.00-	2,311,630.00-	77.09
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61-00-0000-00000-4803 AD VALOREM PROPRT	0.00	0.00	5,489.62-	487,884.00-	482,394.38-	98.87
61-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	19,169.42-	35,329.00-	16,159.58-	45.74
61-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	222.64-	352.00-	129.36-	36.75
61-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	2,914.34-	7,000.00-	4,085.66-	58.37
61-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	209.71-	6,555.00-	6,345.29-	96.80
61-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	18.19-	1,194.00-	1,175.81-	98.48
61-00-0000-00000-4811 TAX IN PROCESS : G	0.00	0.00	0.00	10,000.00-	10,000.00-	100.00
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Totals for FUND: 61 - CAPITAL OUTLAY	0.00	0.00	28,023.92-	548,314.00-	520,290.08-	94.89
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Totals for BUDGET.OFFICER: Unassigned	35.00	23,742.67-	3,703,011.84-	18,080,521.00-	14,377,544.16-	79.52

Fiscal Year: 2014

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	4,199.73	21,019.50	51,429.00	30,409.50	59.13
DEPARTMENT: 11020 - HUMANITIES	0.00	2,386.06	5,942.78	3,227.24	2,715.54-	84.13-
DEPARTMENT: 11021 - ENGLISH	6,849.88	32,706.04	147,594.97	331,062.13	176,617.28	53.35
DEPARTMENT: 11022 - SPEECH	0.00	9,889.31	32,689.10	52,616.25	19,927.15	37.87
DEPARTMENT: 11023 - PHILOSOPHY	0.00	538.25	1,614.75	0.00	1,614.75-	0.00
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	351.95	1,407.80	320.00	1,087.80-	339.93-
DEPARTMENT: 11025 - JOURNALISM	0.00	4,406.53	25,223.63	57,897.00	32,673.37	56.43
DEPARTMENT: 11026 - BROADCASTING	0.00	538.25	1,614.75	972.00	642.75-	66.12-
DEPARTMENT: 11030 - ART	0.00	11,274.80	69,537.59	133,647.00	64,109.41	47.97
DEPARTMENT: 11031 - DRAMA	28.97	6,586.09	30,379.69	69,711.00	39,302.34	56.38
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	7,682.77	41,954.38	87,099.00	45,144.62	51.83
DEPARTMENT: 11033 - INST MUSIC	128.00	11,226.96	57,083.41	133,429.00	76,217.59	57.12
DEPARTMENT: 11040 - SCIENCE	2,204.99	33,792.79	179,238.48	450,938.71	269,495.24	59.76
DEPARTMENT: 11050 - MATH	0.00	28,077.46	142,925.96	326,883.88	183,957.92	56.28
DEPARTMENT: 11060 - SOCIAL SCIENCE	2,109.38	39,108.66	178,959.85	384,752.26	203,683.03	52.94
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	19,777.42	97,085.57	175,331.00	78,245.43	44.63
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	7,387.34	41,026.73	85,889.00	44,862.27	52.23
DEPARTMENT: 11080 - ESSENTIAL SKILLS	0.00	874.67	2,220.28	720.00	1,500.28-	208.36-
DEPARTMENT: 11081 - READING	0.00	3,502.16	15,359.67	79,782.00	64,422.33	80.75
DEPARTMENT: 11082 - ESL	0.00	5,843.48	28,465.65	64,360.00	35,894.35	55.77
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	1,482.04	18,615.40	15,440.00	3,175.40-	20.56-
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	455.42	478.84	1,678.84	5,000.00	2,865.74	57.31
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	38,532.76	3,074.53	172,249.63	412,230.00	201,447.61	48.87
DEPARTMENT: 12014 - FINNUP LAB	0.00	5,759.03	28,806.31	70,506.00	41,699.69	59.14
DEPARTMENT: 12090 - BSIS COMPETITION T	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 12201 - LPN PROGRAM	0.00	0.00	1,167.92	0.00	1,167.92-	0.00
DEPARTMENT: 12242 - CHALLENGE COURSE	0.00	0.00	348.59	1,377.00	1,028.41	74.68
DEPARTMENT: 21100 - GRANT MANAGEMENT &	0.00	0.00	24.00	0.00	24.00-	0.00
DEPARTMENT: 32000 - BUSINESS & INDUSTR	0.00	5,153.46	30,877.59	62,435.00	31,557.41	50.54
DEPARTMENT: 41000 - LIBRARY	1,669.08	13,472.65	96,317.29	184,283.00	86,296.63	46.83
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	0.00	6,843.88	40,730.45	83,558.00	42,827.55	51.25
DEPARTMENT: 42000 - DEAN OF LEARNING S	179.32	22,682.28	139,625.31	702,378.53	562,573.90	80.10
DEPARTMENT: 42001 - DEAN OF ACADEMICS	0.00	1,614.73	8,356.79	32,098.00	23,741.21	73.96
DEPARTMENT: 42002 - OUTREACH	0.00	16,652.49	22,925.42	105,148.00	82,222.58	78.20
DEPARTMENT: 42003 - FACULTY SENATE	0.00	945.25	4,854.73	12,265.00	7,410.27	60.42
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	2,177.42	6,685.35	0.00	6,685.35-	0.00
DEPARTMENT: 42006 - DEAN OF CONT ED CO	0.00	3,085.53	9,136.73	0.00	9,136.73-	0.00
DEPARTMENT: 43000 - TRANSITION	0.00	3,390.60	20,334.97	41,297.00	20,962.03	50.76
DEPARTMENT: 50000 - DEAN OF STUDENT SE	30.88	17,987.86	96,081.13	175,593.00	79,480.99	45.26
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	7,856.73	48,444.82	137,001.00	88,556.18	64.64
DEPARTMENT: 50011 - ASSESSMENT/TESTING	0.00	4,219.67	28,807.18	60,427.00	31,619.82	52.33
DEPARTMENT: 50020 - FINANCIAL AID OFFI	223.26	28,123.90	147,009.20	326,208.00	178,975.54	54.87
DEPARTMENT: 50030 - ADMISSIONS	415.53	11,437.80	63,474.12	135,478.00	71,588.35	52.84
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	0.00	11,000.94	69,817.42	145,695.00	75,877.58	52.08
DEPARTMENT: 50050 - STUDENT HEALTH SER	6.00	4,201.37	21,512.35	52,723.00	31,204.65	59.19
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	959.80	24,658.78	290,512.82	555,660.00	264,187.38	47.54
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	11,609.96	74,840.86	123,459.00	48,618.14	39.38
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	71.22	8,972.14	63,969.96	110,227.00	46,185.82	41.90
DEPARTMENT: 55003 - MEN'S TRACK	5,500.00	3,155.23	23,773.78	50,954.00	21,680.22	42.55

DEPARTMENT: 55004 - WOMEN'S TRACK	5,500.00	3,027.30	23,431.91	49,474.00	20,542.09	41.52
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	2,664.00	7,761.62	44,310.50	95,909.00	48,934.50	51.02
DEPARTMENT: 55006 - FOOTBALL	70.00	27,738.23	196,639.94	301,504.00	104,794.06	34.76
DEPARTMENT: 55007 - BASEBALL	3,000.00	7,157.71	54,548.48	110,151.00	52,602.52	47.75
DEPARTMENT: 55008 - VOLLEYBALL	0.00	3,906.40	34,590.07	56,017.00	21,426.93	38.25
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	5,824.09	33,199.22	52,010.00	18,810.78	36.17
DEPARTMENT: 55012 - CHEERLEADING	0.00	1,469.11	9,277.05	24,987.00	15,709.95	62.87
DEPARTMENT: 55013 - DANCE TEAM	0.00	1,469.11	8,781.56	20,263.00	11,481.44	56.66
DEPARTMENT: 55014 - RODEO TEAM	3,360.00	8,463.49	69,988.84	132,280.00	58,931.16	44.55
DEPARTMENT: 55015 - MEN'S GOLF	0.00	395.60	20,364.53	40,434.00	20,069.47	49.64
DEPARTMENT: 55019 - ATHLETIC TRAINING	1,340.00	7,618.51	59,626.77	117,020.00	56,053.23	47.90
DEPARTMENT: 55020 - PEP BAND	180.00	2,758.57	14,609.48	35,711.00	20,921.52	58.59
DEPARTMENT: 61000 - PRESIDENT	0.00	21,054.48	161,034.51	434,351.00	273,316.49	62.93
DEPARTMENT: 61001 - BOARD OF TRUSTEES	0.00	158.85	13,699.05	24,840.00	11,140.95	44.85
DEPARTMENT: 61005 - ATTORNEY	0.00	3,136.00	15,676.85	20,250.00	4,573.15	22.58
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	26,285.85	222,511.59	543,485.91	1,724,014.00	1,154,242.24	66.95
DEPARTMENT: 62010 - HUMAN RESOURCES	330.01	11,051.53	61,643.60	142,209.00	80,235.39	56.42
DEPARTMENT: 62011 - ADA COMPLIANCE	209.53	4,036.91	24,749.18	61,904.00	36,945.29	59.68
DEPARTMENT: 62050 - ONE-TIME PURCHASES	36,239.59	24,450.00	19,269.33-	475,000.00	458,029.74	96.43
DEPARTMENT: 63000 - INFORMATION SERVIC	9,084.64	14,970.97	85,542.24	266,599.00	171,972.12	64.51
DEPARTMENT: 64000 - INFORMATION TECHNO	450.00	36,913.80	356,687.85	705,080.00	347,942.15	49.35
DEPARTMENT: 65000 - CENTRAL SERVICES	520.40	11,523.47	93,694.79	156,968.00	62,752.81	39.98
DEPARTMENT: 66000 - MARKETING	0.00	0.00	275.00-	75,000.00	75,275.00	100.37
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	1,036.00	9,877.75	76,079.45	148,881.00	71,765.55	48.20
DEPARTMENT: 71000 - BUILDINGS	64,105.72	28,826.06	136,846.46	387,098.00	186,145.82	48.09
DEPARTMENT: 72000 - CUSTODIAL SERVICES	7,557.63	32,191.51	205,310.10	473,872.00	261,004.27	55.08
DEPARTMENT: 73000 - GROUNDS	6,846.16	16,001.98	107,366.39	187,546.00	73,333.45	39.10
DEPARTMENT: 73001 - ATHLETIC FIELDS	69,031.41	10,727.70	22,386.18	68,081.00	23,336.59-	34.27-
DEPARTMENT: 74000 - VEHICLES	1,869.81	22,235.75	110,221.77	333,725.00	221,633.42	66.41
DEPARTMENT: 75000 - CAMPUS SECURITY	0.00	16,324.81	57,368.11	164,781.00	107,412.89	65.19
DEPARTMENT: 76000 - INSURANCE	0.00	162,182.57	289,481.02	315,954.00	26,472.98	8.38
DEPARTMENT: 77000 - UTILITIES	0.00	61,552.91	341,167.64	793,342.00	452,174.36	57.00
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	0.00	1,229.77-	62,000.00	63,229.77	101.98
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	0.00	1,060.00	9,020.00	7,960.00	88.25
DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	530.00	12,879.00	33,087.00	20,208.00	61.08
DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	0.00	7,120.00	3,000.00	4,120.00-	137.32-
DEPARTMENT: 81004 - TUIT WAIVER CTZ IN	0.00	1,749.00	96,791.00	156,575.00	59,784.00	38.18
DEPARTMENT: 81006 - TUIT WAIVER FINE A	0.00	0.00	45,073.00	49,938.00	4,865.00	9.74
DEPARTMENT: 94000 - STUDENT CENTER	258.45	3,444.94	25,596.63	51,369.00	25,513.92	49.67
DEPARTMENT: 98001 - CHILD CARE	0.00	4,428.66	30,343.30	40,000.00	9,656.70	24.14

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FUND: 11 - GENERAL	299,303.69	1,247,658.81	6,122,221.78	14,533,593.00	8,112,067.53	55.82
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Fiscal Year: 2014

FUND: 12 - PTE FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 12010 - ACCOUNTING	0.00	3,145.62	17,505.60	38,616.00	21,110.40	54.67
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	6,720.91	35,561.24	82,088.00	46,526.76	56.68
DEPARTMENT: 12012 - COMPUTER SCIENCE	3,375.00	8,513.91	42,321.23	63,066.00	17,369.77	27.54
DEPARTMENT: 12200 - ADN PROGRAM	473.02	18,682.28	109,553.13	342,635.00	232,608.85	67.89
DEPARTMENT: 12201 - LPN PROGRAM	656.98	13,013.26	101,677.38	192,574.00	90,239.64	46.86
DEPARTMENT: 12202 - EMT	120.01	9,994.47	64,548.34	162,013.00	97,344.65	60.08
DEPARTMENT: 12203 - ALLIED HEALTH	0.00	17,387.45	73,818.86	167,950.00	94,131.14	56.05
DEPARTMENT: 12210 - AGRICULTURE	0.00	3,647.04	21,184.09	51,193.00	30,008.91	58.62
DEPARTMENT: 12211 - ANIMAL SCIENCE	365.75	10,712.08	57,051.91	125,861.00	68,443.34	54.38
DEPARTMENT: 12220 - JOHN DEERE AG TECH	1,067.97	16,234.37	89,585.39	187,188.00	96,534.64	51.57
DEPARTMENT: 12225 - OIL TECH PROGRAM	0.00	0.00	0.00	15,000.00	15,000.00	100.00
DEPARTMENT: 12230 - AUTO MECHANICS	662.90	5,511.20	30,965.71	71,691.00	40,062.39	55.88
DEPARTMENT: 12240 - CRIMINAL JUSTICE	2,308.09	12,966.49	73,885.16	157,799.00	81,605.75	51.71
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	7,244.15	34,476.70	69,503.37	35,026.67	50.40
DEPARTMENT: 12250 - COSMETOLOGY	0.00	10,677.06	53,358.12	106,679.00	53,320.88	49.98
DEPARTMENT: 12260 - DRAFTING	0.00	0.00	0.00	200.00	200.00	100.00
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	6,379.04	28,843.61	162,263.33	405,989.00	237,346.63	58.46
DEPARTMENT: 12271 - AUTOMATION ELECTRI	0.00	410.28	3,039.11	8,520.00	5,480.89	64.33
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	1,542.58	15,854.42	63,402.18	88,346.00	23,401.24	26.49
DEPARTMENT: 12273 - WELDING	4,493.03	16,626.44	88,095.43	178,503.00	85,914.54	48.13
DEPARTMENT: 42005 - DEAN OF TECHNICAL	1,246.60	344.88	46,941.74	453,199.63	405,011.29	89.37
DEPARTMENT: 62050 - ONE-TIME PURCHASES	0.00	0.00	0.00	30,000.00	30,000.00	100.00
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FUND: 12 - PTE FUND	22,690.97	206,529.92	1,169,234.65	2,998,614.00	1,806,688.38	60.25

Fiscal Year: 2014

FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	11,875.09	52,731.60	148,870.00	96,138.40	64.58
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	2,153.00	7,372.30	7,976.29	603.99	7.57
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	962.90	2,000.00	1,037.10	51.86
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	272.00	1,577.43	1,305.43	82.76
DEPARTMENT: 55012 - CHEERLEADING	1,278.00	1,137.72	3,166.03	10,000.00	5,555.97	55.56
DEPARTMENT: 55008 - VOLLEYBALL	0.00	261.12	2,485.58	2,561.00	75.42	2.94
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	4,679.51	100.00	1,435.40	13,000.00	6,885.09	52.96
DEPARTMENT: 31000 - COMMUNITY SERVICE	929.16	1,210.24	5,763.17	77,000.00	70,307.67	91.31
DEPARTMENT: 55007 - BASEBALL	2,404.00	6,446.04	13,284.77	17,000.00	1,311.23	7.71
DEPARTMENT: 12273 - WELDING	0.00	44.90	3,631.94	10,000.00	6,368.06	63.68
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	5,350.19	40,000.00	34,649.81	86.62
DEPARTMENT: 00000 - GENERAL	507.84	109.40	7,428.93	8,000.00	63.23	0.79
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	25.00	100.00	75.00	75.00
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	2,153.22	6,022.82	3,869.60	64.25
=====						
FUND: 14 - ADULT SUPPLEMENTARY ED	9,798.51	23,337.51	106,063.03	344,107.54	228,246.00	66.33

Fiscal Year: 2014

FUND: 16 - AUXILIARY ENTITIES

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	1,337.55	444.83	1,542.33	9,000.00	6,120.12	68.00
DEPARTMENT: 94000 - STUDENT CENTER	3,800.00	5,251.20	18,219.92	170,000.00	147,980.08	87.05
DEPARTMENT: 95000 - STUDENT HOUSING	4,987.00	102,576.67	599,563.71	1,433,200.00	828,649.29	57.82
DEPARTMENT: 95001 - DIRECTOR'S APARTME	0.00	0.00	0.00	5,000.00	5,000.00	100.00
DEPARTMENT: 98000 - COSMETOLOGY	1,357.98	2,028.08	55,041.59	139,907.56	83,507.99	59.69
DEPARTMENT: 97000 - BOOKSTORE	58,195.30	45,741.40	500,791.61	823,000.00	264,013.09	32.08
DEPARTMENT: 91000 - ARENA	0.00	627.59	3,319.94	5,000.00	1,680.06	33.60
FUND: 16 - AUXILIARY ENTITIES	69,677.83	156,669.77	1,178,479.10	2,585,107.56	1,336,950.63	51.72

Fiscal Year: 2014

FUND: 22 - RESTRICTED GRANTS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	129.34-	1,670.68	2,250.00	579.32	25.75
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	0.00	4,820.00	5,000.00	180.00	3.60
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	0.03-	0.00	0.03	0.00	0.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	12,524.52	53,633.87	41,000.00	12,633.87-	30.80-
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	2,489.48	2,489.48	0.00	0.00
DEPARTMENT: 12211 - ANIMAL SCIENCE	678.46	9,293.24	149,509.51	378,752.44	228,564.47	60.35
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 14010 - AO-K	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	749.25	0.00	23,828.61	43,015.44	18,437.58	42.86
DEPARTMENT: 50000 - DEAN OF STUDENT SE	82.68	1,760.48	189,342.24	195,170.62	5,745.70	2.94
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	6,604.43	0.00	6,604.43-	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	1,755.25	1,755.25	0.00	1,755.25-	0.00
DEPARTMENT: 14010 - AO-K	1,047.00	813.64	6,011.14	19,388.89	12,330.75	63.60
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	613.58	0.00	613.58-	0.00
DEPARTMENT: 14010 - AO-K	0.00	2,640.54	26,554.70	23,772.53	2,782.17-	11.69-
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	67,594.00	67,594.00	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	638.67	18,585.20	78,004.78	260,885.00	182,241.55	69.86
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	11,912.00-	11,912.00-	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	4.37	16,416.03	69,667.75	237,592.00	167,919.88	70.68
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	2,529.26	12,715.60	0.00	12,715.60-	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	7,113.00	11,519.00	4,406.00	38.25
DEPARTMENT: 11040 - SCIENCE	0.00	1,636.40	5,283.11	0.00	5,283.11-	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	206.04	386.78	7,103.94	63,151.00	55,841.02	88.42
DEPARTMENT: 42005 - DEAN OF TECHNICAL	215.00	39,081.15	68,110.12	83,403.00	15,077.88	18.08
DEPARTMENT: 42000 - DEAN OF LEARNING S	45.89	12,212.42	68,951.25	153,143.03	84,145.89	54.95
DEPARTMENT: 31000 - COMMUNITY SERVICE	88.20	10,646.07	49,481.09	159,691.00	110,121.71	68.96
DEPARTMENT: 14010 - AO-K	0.00	1,614.97	1,614.97	0.00	1,614.97-	0.00
FUND: 22 - RESTRICTED GRANTS	3,755.53	131,766.61	834,879.13	1,735,905.43	897,270.77	51.69

Fiscal Year: 2014

FUND: 23 - OTHER RESTRICTED FUNDS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	5.20	0.00	188.10-	0.00	182.90	0.00
=====						
FUND: 23 - OTHER RESTRICTED FUNDS	5.20	0.00	188.10-	0.00	182.90	0.00

Fiscal Year: 2014

FUND: 24 - ADULT EDUCATION

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	4,414.57-	10,543.32-	950.00	11,493.32	209.82
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	177.62	1,103.38	4,500.00	3,396.62	75.48
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	204.50	0.00	204.50-	0.00
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	195.98	9,627.14	124,260.02	179,286.11	54,830.11	30.58
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	98.21	1,100.10	6,815.21	5,715.11	83.86
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	16,411.50	71,953.23	226,568.70	154,615.47	68.24
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	37,500.00-	37,500.00-	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	10,027.76	39,783.22	177,500.00	137,716.78	77.59
=====						
FUND: 24 - ADULT EDUCATION	195.98	31,927.66	227,861.13	558,120.02	330,062.91	59.14

Fiscal Year: 2014

FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	585.00	548,314.00	547,729.00	99.89
=====						
FUND: 61 - CAPITAL OUTLAY	0.00	0.00	585.00	548,314.00	547,729.00	99.89

Fiscal Year: 2014

FUND: 71 - ACTIVITY/ORGANIZATION FD

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	36,154.82	21,484.27	117,621.64	314,950.00	161,173.54	51.17
DEPARTMENT: 94000 - STUDENT CENTER	0.00	1,591.77	15,094.45	28,419.00	13,324.55	46.89
DEPARTMENT: 99001 - STUDENT NEWSPAPER	2,266.73	1,635.15	8,790.95	51,750.00	40,692.32	78.63
DEPARTMENT: 99002 - STUDENT MAGAZINE	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	2,034.46	7,139.45	9,508.64	24,629.93	13,086.83	53.13
=====						
FUND: 71 - ACTIVITY/ORGANIZATION FD	40,456.01	31,850.64	151,015.68	419,748.93	228,277.24	54.38

Fiscal Year: 2014

FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	11,215.00	0.00	11,215.00-	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	7,877.00	0.00	7,877.00-	0.00
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	10,173.00	0.00	10,173.00-	0.00
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	0.00	3,232.00	0.00	3,232.00-	0.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	2,243.00	0.00	2,243.00-	0.00
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	58,212.00	0.00	58,212.00-	0.00
DEPARTMENT: 55007 - BASEBALL	0.00	0.00	6,888.00	0.00	6,888.00-	0.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	1,095.00	0.00	1,095.00-	0.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	13,885.00	0.00	13,885.00-	0.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	13,193.00	0.00	13,193.00-	0.00
DEPARTMENT: 55013 - DANCE TEAM	0.00	0.00	2,190.00	0.00	2,190.00-	0.00
DEPARTMENT: 55014 - RODEO TEAM	0.00	0.00	4,592.00	0.00	4,592.00-	0.00
DEPARTMENT: 55015 - MEN'S GOLF	0.00	0.00	4,118.00	0.00	4,118.00-	0.00
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	0.00	14,129.00	0.00	14,129.00-	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	0.00	3,744.00	0.00	3,744.00-	0.00
DEPARTMENT: 11030 - ART	0.00	0.00	5,669.00	0.00	5,669.00-	0.00
DEPARTMENT: 11031 - DRAMA	0.00	0.00	6,924.00	0.00	6,924.00-	0.00
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	0.00	9,416.00	0.00	9,416.00-	0.00
DEPARTMENT: 11033 - INST MUSIC	0.00	4,820.00	10,743.00	0.00	10,743.00-	0.00
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	0.00	1,148.00	0.00	1,148.00-	0.00
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	0.00	7,718.00	0.00	7,718.00-	0.00
DEPARTMENT: 81005 - TUIT WAIVER FCHS	0.00	0.00	12,333.00	0.00	12,333.00-	0.00
=====						
FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	4,820.00	210,737.00	0.00	210,737.00-	0.00

Fiscal Year: 2014

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	0.00	197,890.00	609,000.00	411,110.00	67.51
=====						
FUND: 73 - EDUKAN CONSORTIUM FUND	0.00	0.00	197,890.00	609,000.00	411,110.00	67.51

Garden City Community College
12/31/2013

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 173,051.29	0.0000%
State Municipal Invest. Pool	\$ 55.42	0.0050%
FNB of Garden City - Money Market	\$ 25,363.14	0.0500%
FNB of Garden City - Insured Cash Sweep	\$ 4,405,350.54	0.3800%
Commerce Bank - Money Market	\$ 5,257.65	0.0800%
Landmark National Bank	\$ 4,484.51	0.0800%
	<u>\$ 4,613,562.55</u>	

		<u>Amount</u>	<u>% Rate</u>	<u>Beg. Date</u>	<u>Maturity</u>
Investments:					
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>\$ 3,000,000.00</u>			
Total		<u><u>\$ 7,613,562.55</u></u>			

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

Agenda No: II-D

Date: January 14, 2014

Topic: Negotiated Agreement for School Years 2013-14 and 2014-15

Presenter: Dr. Herbert J. Swender

Background Information:

On December 6, 2013, GCCC Faculty approved a proposed two year negotiated agreement. Numerous changes were made to the agreement. The following significant changes were made to the 2013-14 and 2014-15 agreement:

Salary Schedule Regulations

- \$860.00 will be added to every line of the salary schedule
- Faculty Load Credit (FLC) has been eliminated. Faculty will now be paid on a credit hour basis.
- Extension days have been removed
- Division Directors and Head Athletic Coaches will receive 3 credit hours of release time per semester
- The Director of Public Safety and the Coordinator of Personal and Career Development will receive an annual supplemental payment of \$2,200.
- Salary advancements are limited to one line for six hours of approved credit
- Overload payments will be calculated after 20th day certification

Budget Information:

Proposed changes to the agreement are funded in the 2013-14 General Fund and PTE Fund.

Recommended Board Action:

Board ratifies the Negotiated Agreement as approved by faculty.

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

Board Member Notes:

JANUARY 2014 MONITORING REPORT

EXECUTIVE LIMITATIONS

QUARTERLY

General Executive Constraints #7

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, administrator or employee recommending a purchase or contract 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, cabinet level administrator or employee to notify the appropriate administrator of any association 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.

All contracts are reviewed by no less than two college employees. At a minimum, contracts are reviewed by the employee requesting the contract and the CFO. If the CFO originates the contract, the document is reviewed by an appropriate administrator or college counsel.

Purchases are approved by at least one administrator. Purchases over \$5,000 require two approvers and purchases over \$20,000 require three approvers.

EXECUTIVE LIMITATIONS

QUARTERLY

General Executive Constraints #8

Page 7

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

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 \$10,000 or more.

Data directly addressing the CEO's interpretation: Purchases over \$10,000 require a Bid Sheet with written comparative prices. The Bid Sheet is reviewed by Accounts Payable to assure college policy has been followed.

Purchases over \$10,000 made during the previous three months were reviewed;

- Four purchases were approved by the Board

- Two purchases indicated single source vendor with no local vendor available

- Nine purchases indicated the best bid was accepted

- Five purchases had no local vendor

- Four purchases were with a local vendor

EXECUTIVE LIMITATIONS

QUARTERLY

Asset Protection

#5

Page 12

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

CEO's Interpretation: Unless purchases are made under contract or through exclusive providers such as City of Garden City, bid sheets are required on all purchases over \$10,000.

Data directly addressing the CEO's interpretation: Purchase orders for purchases over \$10,000 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 2014 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 2013, Trustees were invited to attend the Association of Community College Trustee conference in Seattle, Washington. 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 was conducted in January of 2013 and revisions were implemented.

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 2014 MONITORING REPORT

ASSET PROTECTION

EXECUTIVE LIMITATIONS	ANNUAL
Asset Protection #1	Page 12
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, 2014– December 31, 2014):

All buildings.....	\$58,208,059
Personal property.....	11,069,563
Personal property located outside.....	1,138,243
TOTAL.....	\$70,415,865

Current coverage:

Blanket buildings and personal property at 90% of replacement cost;	
\$3,000 deductible.....	\$63,374,279
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	\$6,787
Contents of mobile classroom.....	\$75,000
Contractor’s Equipment.....	\$398,346

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 per accident
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 employee
	\$2,000,000 aggregate
	\$1,000 deductible each employee

Worker’s Compensation	July 1, 2013 to June 30, 2014
Accident Fund Insurance Company of America	
Workers Compensation:	Statutory Benefits
Employer’s Liability	\$1,000,000 bodily injury by accident – each accident
	\$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: GCCC maintains over 20 major facilities located on 52 acres and covering 430,000 square feet. As a matter of practice the college's administration incorporates priority budgeting and planning. This past year the following campus needs and improvements have been addressed:

- Athletic Director Offices received new paint and furniture
- Men's basketball and football coaches offices were remodeled and received new furniture
- Women's basketball coaches' office received new furniture
- Former storage room in DPAC was converted into office and study hall with mini-computer lab for athletes
- IT Director and programmers moved in remodeled classroom
- All-purpose athletic field installed to accommodate soccer, football and track programs
- Rental property at 2316 Schulman destroyed
- Land purchased at 1706 E Spruce was cleared of structures and debris
- Animal science program received complete redesign and new equipment as the result of the TRAC 7 grant
- Turf was added to the baseball batting cage
- Sidewalk trip hazards on campus were repaired or concrete replaced
- Street south of DPAC was repaired
- New water lines were ran at the indoor arena
- Irrigation across campus and athletic fields was repaired or replaced
- Trees were trimmed, diseased trees removed and new trees planted as part of the continuous campus beautification
- The field at Williams Stadium was laser leveled, sod laid and re-planted as needed
- Unreliable bus was traded in on new bus
- New van was purchased to replace vehicle with high mileage

EXECUTIVE LIMITATIONS**Asset Protection****#4****ANNUAL****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 on a regular basis with the College Council, which represents the line administrators of the institution. These meetings provide opportunities to discuss activities and events of the college which directly assists in the discussion of protecting human and fiscal assets of the college.

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 financial audits in accordance with state, federal and GASB requirements. The FY2013 audit was recently completed and presented to the board. 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: Administration recommended the purchase of property at 1706 E Spruce and the indoor arena; the Board approved the purchase. In 2013 there was no real property disposed of valued over \$20,000.

Incidental Information
December 2013

Dr. Beverly Schmidt-Glass, Executive Director of Public Relations and Marketing:

Department News

- Cathy McKinley resigned as marketing coordinator effective January 6 having accepted the regional sales manager position with KSNG-TV
- A series of front page banner ads touting enrollment for the spring semester was launched in the GC Telegram on December 27 with a January 17 end date.
- In 2013, GCCC received 1,925 social media and website hits as reported by Meltwater News Report. This will serve as a baseline for future month-by-month demographic and resource analysis on who is viewing our sites, what they are reading or browsing, which demographic prefers what media, etc.
- The Print Shop will undergo a major room rearrangement to move Tiffany Heit & staff away from computer processors and that ongoing noise pollution. Their desks will be near the entry for better customer service and production flow.
- Public Relations & Marketing (PR/M) policies and procedures are being written and will be reviewed by staff before sending them on for formal review; PR/M is working in tandem with the college's Security department on a comprehensive crisis communications plan
- Once the executive director's office is readied we will be adding a white editorial board where all new and in-process projects will be listed. This board will reflect where each project is in development along with responsible parties/contact, copy and/or photography needs, etc.
- All PR/M employees will be cross-trained to handle all aspects of the department including advertising, copywriting, news releases, reports, social media, website changes, and campaign development and event planning.

Upcoming Events

January 6-20—Financial Aid Nights at area high schools

January 14-16—Extended hours in Admissions, Business, Counseling, Financial Aid, and Records offices

Wednesday, January 15—First day or morning, afternoon, and evening classes

Finney County Economic Development Corp. Annual Meeting; GCCC Endowment Room; 11 a.m., meal & presentation to follow

Saturday, January 18—Women's & Men's Basketball with Colby at DPAC; games times 5:30 & 7:30 p.m. respectively

Sunday, January 19—National Western Meat Judging Contest hosted by JBS USA in Greeley, CO

Monday, January 20—Martin Luther King Day Celebration featuring award-winning speaker, actress, and author Angela Ray as keynote speaker. Program begins at 10 a.m. in DPAC Main Gym.

Wednesday, January 22—Women's & Men's Basketball against Pratt at DPAC

January 22-23—Kansas Workforce Symposium in Topeka

January 22-24—Garden City Farm & Ranch Show

January 23-24—HiPlains League Basketball Tournament at DPAC

Monday, January 27—Southwest Kansas Night Out in Topeka

Friday, January 31—Clay wheel throwing demonstration and lecture by Josh Novak, FHSU graduate candidate in ceramics; 9 a.m. to 3 p.m.; Reception to follow at 4 p.m. in Mercer gallery

Saturday, February 1—Women's & Men's Basketball against Barton County at DPAC

Sunday, February 2—Southwestern Meats Judging Contest hosted by Frontier Meats, Fort Worth, TX

Wednesday, February 12—Red Cross Bloodmobile 9:30 a.m. to 1:30 p.m.; DPAC

Save the Date

Sunday, February 23—College Goal Sunday

Thursday, March 6—Fine Arts Day at GCCC

April 3-4—Kansas Economic Outlook Symposium at GCCC featuring Herman Cain, keynote speaker

December 2013 Recap

- Mercer Gallery featured art from faculty and graduate students from Fort Hays state University. The exhibit is ongoing through January 31. Josh Novak, graduate candidate in ceramics, will be on GCCC campus on Friday, January 31st to provide a lecture and demonstration on clay wheel throwing from 9 a.m. to 3 p.m. The day will conclude with an artist's reception in the Mercer Gallery from 4 to 6 p.m.
- The Fine and Performing Arts were well represented in programs held throughout December. The art students had their annual art sale on December 11. The Winter Band Concert was December 12 and included programs from both the Concert Band and Jazz Ensemble. Celebrating the 40th Anniversary of TubaChristmas in America, many students were involved in the annual Downtown TubaChristmas Concert on Grant Avenue sponsored by Commerce Bank on December 14 The Annual Vespers Concert was held December 15 and featured numbers by the College Concert Choir and College Singers
- The Employees' Christmas Luncheon was December 20th.

Dr. Bruce Exstrom, Vice President of Instructional Services:

Instructional Services is hosting in-services for faculty and adjunct instructors in January. The spring adjunct in-service will take place January 13 in the Saffell Library. Several GCCC officials will address campus events and updates regarding instruction, copyright guidelines and hybrid course learning with our adjunct faculty. As part of the in-service activities, a joint training session over Busterweb, Gradebook and eCollege will be offered to ensure classroom management.

Full-time Faculty will meet January 31 to usher in the spring semester. We are working jointly with student services to provide important information on student behaviors in the classroom and on campus. Faculty and staff are working closely together to identify any student issues that may adversely affect learning at the college. Faculty will be trained on how to submit information to our advisers and counselors to support the learning environment. Included in our discussions will be Rodney Dozier, Director of Campus Security, to share the ongoing draft of the college's campus security plan and how we can all work together for continued campus safety.

We will be delivering our first culinary management classes this spring semester. We have been busy creating a culinary facility in the Penka Building and have utilized Perkins funding for additional instructional materials and small equipment. We will also be offering some personal enrichment classes through our Continuing Education Division in the Penka Building kitchen; classes such as cake decorating, special sauce creations, and knife skills will be provided. These classes not only provide new skills and opportunities for community members but also will now bring them to our campus providing built-in positive public relations and marketing.

Dr. Exstrom recently visited with Itzel Rodriguez, GCCC Project Destiny Site Coordinator and Dr. Robert Fanning, Kansas State University Project Destiny Director, to discuss current updates with Project Destiny. Project Destiny includes locations in Kansas and Colorado. Project Destiny assists and supports migrant workers in obtaining their GED credential. Project Destiny was recognized in the Top 5 of federal programs regarding GED related grant projects. The rating was based upon the number of GED completers and participants.

Our continued partnership with Seaboard Foods included awarding three scholarships to students in the amount of \$1,000 for the 2013-2014 year. Student recipients are from the welding and industrial maintenance areas, and these scholarships will help defray college expenses. Seaboard Foods hosted a dinner for the scholarship recipients December 9, which was attended by Dr. Exstrom, President Swender and Jeremy Gigot, Endowment Association Executive Director. Seaboard Foods is arranging for internship opportunities and facility visits for scholarship winners and other students beginning in 2014.

A student exhibit and pottery sale was conducted by the Art Department December 11. Many faculty, staff and community members viewed and purchased various work created by art students. The show and sale is a great way for students to display their work and creates a learning opportunity for them as well. Sales will fund future arts scholarships.

GCCC Paramedic Graduation took place in Lakin December 13. This is the culmination of dedication and hard work of students that include many hours assigned to county emergency services and shifts at all hours of the day and night. These graduates will be performing important services to the local areas as they begin their careers as licensed EMTs.

The Tobacco-Free Campus Policy has been implemented. We appreciate the input from personnel across campus to develop and implement the policy.

Dee Wigner, Executive Vice President:

Broncbuster Bookstore

Scholarship books have been sacked and are waiting for the arrival of students. Book vouchers were issued this week allowing students to pick up their textbooks prior to financial aid disbursement. New clothing and gift merchandise has arrived and shelves are stocked and ready for the spring semester.

SBDC

As the 2013 year comes to a close and we reflect back on the year, it was a very good year with many exciting activities, opportunities, new businesses as well as challenges which develop into growth and rewards for Southwest Kansas. If appointments already scheduled for January is any indication of what 2014 will bring, there will certainly be a variety of different business and industry types to work with and staff are excited for the new year.

The GCCC KSBDC Outreach Center at Seward County Community College/ATS experienced a lot of growth in 2013 serving many new clients and businesses in the furthest 7 counties of SW Kansas. Mike O'Kane, the consultant in that office, and has really increased the service to that area.

Mike, Megan and Cheryl attended the Western Kansas Rural Economic Development Alliance (WKREDA) quarterly meeting in Hays, December 4th & 5th.

In January 2014, the client satisfaction and economic impact survey process begins. The purpose for the collection of this data, which is through the Docking Institute at our statewide host institution, Fort Hays State University, is to measure our true economic impact of business starts, jobs created, capital infusion and increased sales in the economy not only by region but statewide. The economic impact final statistics for 2013 should be completed in April. In addition, the first quarter of each year includes Legislative Days at the State Capitol in February to meet with legislators and to recognize the Emerging and Existing Business Award winners in March. The SBDC staff anticipates many new opportunities for "Growing Kansas Entrepreneurs" in Southwest Kansas in 2014!

Campus Safety

The Department of Campus Safety is in the process of developing a "verbal judo" tip card to assist GCCC office personnel when dealing with angry or demanding individuals by phone. The tip card will

be in bookmark form and displays Broncbuster graphics and colors. The card will be provided for each employee. Over the next few months Campus Safety will propose crime prevention tips using the same format.

A comprehensive flipchart is being developed with regard to enhancing our emergency procedures at GCCC. The project (assessment, research and proposal) took approximately 45 days to complete. Law enforcement, Emergency Management, USD 457 and other colleges were contacted during this assignment. Policies and procedures for the department are being reviewed and updated as time allows.

Business Office

Business Office staff have been preparing for the 1098T year-end process. As required by federal law, 1098Ts will be issued in January for all students who incurred tuition costs during the 2013 calendar year. The 1098T form includes tuition information that can be used as a tax credit on the student's income tax return. The college outsources the printing and distribution of the forms. This year a new processing company, ESCI, was selected due to additional services available. A file containing approximately 3,500 student's names, addresses and social security numbers was sent to ESCI so that four different tests to verify student information are conducted. ESCI sent the file back noting 140 records with possible errors. Most of the errors reported by ESCI are the names not matching the SS card. GCCC Admissions Department reviewed the errors and made corrections when possible. The final file will be uploaded for processing mid-January. Unfortunately, college staff cannot require a student to show their social security card when enrolling. However, the college is responsible to report on the 1098T form accurate social security numbers and name as they appear on the Social Security Card.

Institutional Research

The Trac-7 Mobile classroom traveled to Salina Area Technical College for ServSafe training in November. Garden City Community College has now mobilized to train at five of the seven institutions involved in the Trac-7 Grant and is the only institution to have trained on other campuses. More than 200 participants have received college credit or an industry recognized credential in food science through this Dept. of Labor TAACCCT grant.

Human Resources

Human Resource staff has been very busy with vacancies. Several positions have been filled. Several more vacancies will be advertised once the semester gets underway.

The college is participating in WorkWell Kansas which is a group of seven businesses that have each been given a grant of \$1000 to be used for one of three projects; activities, smoking cessation, and nutrition. The money will be pooled to work a group project – activities, that will be of benefit to the community. One of the activities being discussed is a compilation of maps of walking trails in the community and on the GCCC campus. Pads of the maps will be distributed to all motels and hotels in town for guests. Developing several trails on campus was a popular idea because of the security and the good lighting available.

Payroll Report

The fall months were filled with processing paperwork for new employees in all categories; full time, part time, adjunct instructors, and work study students. Staff began the slow process of document imaging, which will allow the electronic storage and archival of payroll records. Policies and procedures for payroll and personnel were updated and posted to the GCCC website.

Payroll staff has also been busy with:

- Distributing notifications to approximately 650 employees regarding Children's Health Insurance Program (CHIP) and the Health Care Reform Employee Exchange notice.
- Research on employer requirements for Health Care Reform is ongoing. Reporting requirements begin in 2014 for previous plan year, beginning Oct 2013.
- KPERS rate changes for Tier 1 employees from 4% to 5% effective January 2014. The rate will rise again January 2015 to 6% (same as Tier 2 – all new employees)
- Open enrollment for newly offered spousal disability through Minnesota Life (contract with KPERS) was held Sept 1 – Oct 15
- Health Insurance open enrollment which was held during the month of September with new HI rates effective Oct 1;
- Section 125 open enrollment for 2014 plan year which was held Nov 15 – 22.
- The late settlement of the negotiated agreement required additional work load over holiday break to calculate retroactive salaries and overload adjustments.

Maintenance

The football office remodel project began prior to the holiday break. The carpet was removed as well as ceiling tile, lighting and the old furniture. The area was painted and new carpet installed. New ceiling tile was hung and new lighting installed. All the registers and grilles were replaced and new furniture is currently being assembled. The next project will be remodeling offices for dance/cheer and golf coaches and the DPAC mailroom.

Maintenance has continued to keep up on work orders as well as assist in setting up for events, games, and the Christmas party. During the Christmas break maintenance was on call and were on campus each day to do walk-throughs to make sure the campus was in working order.

Grounds

Grounds staff were busy in December decorating for the VIP Christmas Party in the Beth Tedrow Student Center, as well as cleaning up the campus for break. Staff built the bonfire and then cleaned it up. Anthony Bennett did an amazing job with the loader moving and packing dirt for a landscape berm which was built on the south end of the new athletic field. The softball fence at Tangeman field was re-built, sod was laid at Williams Stadium and the infield was re-planted to maintain growth.

Custodial

Custodians have been keeping up with the daily up-keep of the campus, facilities, and surrounding areas as well as setting up for special events. They assisted the Grounds crew in the cleanup and setup for the President's VIP Christmas Party and for the Campus Christmas Dinner. Custodians also worked the home basketball games. The next big event is the spring welcome back luncheon on January 10th.

IT

Within the last few weeks, the campus experienced two server failures, GCAPS (Datatel) and Exchange (email). On Friday December 13, 2013, a restart of the Datatel server was attempted, it failed to restart. The failed restart was caused by a malfunctioning SCSI controller card. GCCC has extended maintenance contracts that cover faulty hardware, with next business day delivery. Unfortunately, by

the time the faulty card was diagnosed, it was too late to get the card shipped for Monday December 16, 2013 so its arrival was expected on Tuesday December 17, 2013. Knowing that it was the end of the term and that the campus could not be down on the following Monday and Tuesday, the IT Department worked thru the night in an effort to bring the server backup and implemented a temporary successful fix at about 10:00 am on December 14, 2013. Because of the way the server was configured, no data was lost; this down time was caused by faulty hardware. We now have a spare SCSI controller card onsite for this server.

On Friday December 27, 2013, IT Department Personnel discovered that 2 hard drives had failed in the Exchange Server (email). The hardware vendor was notified and the replacement hard drives were expected to arrive at 10:00 am on Monday December 30, 2013. Unfortunately, there was no way to implement a temporary fix for 2 failed hard drives. The drives did not arrive as expected. UPS was contacted and arrangements were made to pick up the hard drives at the local UPS center late in the afternoon on December 30, 2013. The new drives were installed, the arrays were rebuilt, the operating system was loaded, and the exchange software was recovered along with Forefront (anti T spam/antimalware). Because of the way the server was configured, no email was lost; this down time was caused by a hardware failure.

With the almost total reliance on some of our more critical systems, it has been determined that having backups, disaster recovery plans, and extended maintenance plans with next business day delivery is not enough. The IT Department is currently creating a list of hardware that will be kept onsite as spares in attempt to mitigate extended down time for some of our more critical systems.

Ryan Ruda, Vice President of Student Services

Enrollment

The Spring 2014 enrollment goal has been set at 19,200 credit hours. Currently as of January 8th, enrollment is at 75% of the goal. Considerable enrollment is continuing leading up to the start of the semester. Outreach enrollment has also not been factored in. When met, this goal would equate to a 2.8% increase in enrollment from last spring.

Financial Aid/Admissions

Financial Aid and Admissions staff have started travelling and hosting financial aid awareness and information nights at many local area high schools and communities. These nights provide information on how to complete the FAFSA, scholarship information and general information about GCCC.

Athletics

Men's and Women's basketball completed the pre-conference schedule very competitively. The Men finished with a 14-2 record and the women finished with an 8-7 record. Both teams open conference play with Seward CC on January 11th at home.

Fall academics have been figured for all teams. Overall the athletic cohort GPA was at a 2.72 GPA. Additionally, there were four programs that finished with above a cumulative 3.0 GPA, with three of those actually finishing with above a 3.25. Much credit goes to the coaches on instilling an emphasis on academics and high moral character within the programs.

Retention

An overall retention plan is in the formative stages for GCCC. Student Services staff and Institutional Research are starting to analyze data and put some initial development of a plan into place. Throughout the spring 2014 semester, work will be done and discussions will be held with all factions of campus to

work towards developing an overall retention plan that can be implemented for fall 2014 and beyond. Considerable work and analysis will go into the plan and it will be a continually evolving document. This retention plan will transform into an overall enrollment plan to provide direction on recruitment, advising and programs as it evolves.

Activities

Martin Luther King, Jr. celebration will be held at GCCC on January 20th at 10 a.m. This is an annual community celebration that GCCC helps to sponsor.

GCCC will be hosting the Hi-Plains League basketball tournament at DPAC on January 23-25. This will bring many area high schools and community members to campus and is a great opportunity for GCCC to host and showcase programs and recruit.