

October 10, 2014

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

Dear Trustees:

The Board of Trustees will meet in regular session on **Tuesday, October 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 Senate

II. REPORTS:

- A. Incidental Information.....pg. 40
- B. Report from Finney County Economic Development Corporation
- C. Report from KACCT quarterly meeting Pratt Community College

III. CONSENT AGENDA

	Action
A. Approval of minutes of previous meetings (September 9, 2014)	pg. 3
B. Approval of personnel actions-Human Resources.....	pg. 7
B-1 Human Resources Report	pg. 8
B-2 Adjunct/Outreach Contracts.....	pg. 9
C. Financial information.....	pg. 12
C-1 Checks processed in excess of \$20,000.....	pg. 13
C-2 Revenues.....	pg. 14
C-3 Expenses.....	pg. 16
C-4 Cash in Bank.....	pg. 22
D. Purchases over \$20,000	
D-1 Perceptive Software Annual Maintenance.....	pg. 23
D-2 Student Housing Furniture.....	pg. 25
D-3 Pauline Joyce Parking Lot.....	pg. 26
D-4 Network Connectivity and Wireless Access for Student Housing Complex..	pg.27
E. EduKan Audit.....	pg. 28
F. Accept TAACCCT Round 4 Grant	pg. 29
G. Automatic Teller Machine.....	pg. 30

IV. OTHER:

A. Beth Tedrow Student Center Renovation.....pg. 31

V. CONFIRMATION OF MONITORING REPORTS:

A. Monitoring Reports and ENDS

- A-1 Monitoring Report..... **Action**
- A-1a Monitoring Report- Annual-Work Preparedness.....pg. 33
- A-1b Monitoring Report-Quarterly-General Executive Constraints #7, #8..pg. 38
- Monitoring Report-Quarterly-Asset Protection #5.....pg. 39
- A-2 Review Monitoring Reports
- A-2a Annual, Essential Skills
- A-2b Annual, Workforce Development

VI. OWNERSHIP LINKAGE:

Upcoming Calendar Dates:

- Oct. 23 – 26 Fall Theater Production: *Ocean Sunrise*, Thursday – Saturday 7:30 p.m. and Sunday 2:30 p.m. Pauline Joyce Fine Arts Auditorium
- Nov. 23-27 Thanksgiving Holiday
- Dec. 7-8 KACCT Quarterly meeting at Fort Scott Community College
- Dec. 7 Vespers, 3 p.m., Pauline Joyce Fine Arts Auditorium
- Dec. 8 Guitar Concert, 7:30 p.m., Pauline Joyce Fine Arts Auditorium
- Dec. 9 Monthly meeting of GCCC Board of Trustees, 6:00 p.m., Endowment Room, Beth Tedrow Student Center
- Dec. 13 Tuba Christmas, 3 – 5 p.m., Pauline Joyce Fine Arts Auditorium
- Dec.21-Jan. 1 Christmas Holiday

VII. Executive Session

IX. Adjournment

Dr. Herbert J. Swender, Sr.
President

Marilyn Douglass
Chairman

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

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

Purposes for Executive Sessions

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

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

September 9, 2014

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

Trustees Absent: Steve Sterling

Others Present: Debra Atkinson, Deputy Clerk
Kale Baker, Student
Sarah Bradley, SGA President
Dr. Bruce Exstrom, Vice President of Instructional Services
Angie Haflich, *Garden City Telegram*
Terry Lee, Faculty Senate President/ Science Instructor
Ryan Ruda, Vice President of Student Services/Athletic Director
Herbert Swender, President
Tammy Tabor, Student Services Specialist
Dee Wigner, Executive Vice President

CALL TO ORDER:

Chari Douglass called the regular board meeting to order at 6:02 p.m.

COMMENTS FROM THE CHAIR:

Chair Douglass thanked everyone for attending the GCCC Board of Trustee meeting and made the following comments:

- Congratulated GCCC Football team on their first win of the season, on August 30 vs Highland Community College. This was the first football game to be played at the new athletic complex.
- Expressed appreciation to everyone involved in preparing the stadium for use. Quality and excellence was truly reflected in the signage, parking and walkways to the seating.
- Thanked First Assembly of God Church for the use of their facilities.
- Kudos to GCCC Cheer and Dance squad, and Pep Band. Outstanding representation and performances.
- Noted that fall sports including soccer and volleyball are currently active.
- Congratulated GCCC staff and faculty on increased enrollment and for surpassing the 2014 goal of 22,100 credit hour.
- Stated that even though the Busters lost to Dodge City Community College last weekend, GCCC is proud of the conduct of players on and off the field. Busters displayed a high level and quality of sportsmanship.

OPEN COMMENTS FROM PUBLIC:

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

INTRODUCTION OF NEW EMPLOYEES:

Vice President of Instructional Services, Dr. Bruce Exstrom, introduced new GCCC Meghan Abeyta, Cosmetology Instructor.

Dr. Swender welcomed Megan and presented her with a GCCC Broncbuster lapel pin.

REPORT FROM STUDENT GOVERNMENT ASSOCIATION:

Sarah Bradley, SGA President, reported that SGA has hosted the following events:

- Clearly You Crystals on September 4, over 100 students participated and had a good time.
- Breakfast Bingo begins tonight at 8:30.

Bradley took a few minutes to extend an invitation to Trustees to attend the 9-11 Observance on Thursday, September 11 at 10:30. Location will be north flag pole of administration building (SCSC). Service will begin at 10:30 lasting approximately 15-20 minutes.

Future events:

- Constitution Day on September 17
- GCCC Homecoming October 18

Chair Douglass thanked Bradley for her report.

REPORT FROM FACULTY SENATE:

Terry Lee, Faculty Senate President/ Science Instructor, shared with Trustees that faculty senate meets on a regular bi-weekly basis. Classes are up and running and students have begun to settle in. Phase I of the mobile technology initiative has begun. Lee reported that approximately one-half of full-time faculty have been provided their mobile devices to utilize in the classroom and in the office. Phase II of the mobile technology has begun with the other one-half of full-time faculty receiving their mobile technology. January 2015 is target date to have all mobile technology up and running smoothly.

Douglass thanked Lee for his report.

REPORTS:

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

President's Report:

Incidental Information:

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

Broncbuster Athletic Complex Dedication:

September 27 is the date that has been scheduled for the dedication of the Broncbuster Athletic complex. Busters will play Independence Community College in a 1:00 p.m. game. Various activities are in the planning stage and will be communicated at a later date. President Swender will host a "President's Circle" tailgate at 11:30 a.m.-12:30 p.m. in the newly designated tailgate area.

Campus Police:

President Swender expressed his appreciation to GCCC Campus Police Chief, Rodney Dozier, for his efforts in raising awareness about campus safety.

Workforce Development:

Jerrad Webb who is currently EMST instructor (has been recruited by our administrative team and has agreed to accept the position of Director of Workforce Development). Jerrad will begin his new duties January 2015.

Pauline Joyce Parking Lot:

Re-surfacing and re-engineering of the Pauline Joyce Parking lot is scheduled to begin next week. The asphalt parking lot will be replaced with concrete with sufficient slope to address proper drainage. The projected completion date is 120 days from beginning. Arrangements are being made for alternative parking.

Listening Sessions:

President Swender reported that four scheduled listening sessions with employees were concluded. The college was divided into four sectors: General academic faculty; Technical faculty; classified staff/administration; and athletic staff/coaches. President Swender stated that excellent feedback has been received.

Disney Institute:

GCCC is moving forward in hosting Disney Institute on October 29 with NAU. The seminar will be limited to 150 people at a cost of \$399, with \$349 for corporate rate. Flyers will be going in Garden City Area Chamber of Commerce packets and sent out on an email blast.

Presidential Summit:

President Swender shared with trustees that within the next 30-45 days GCCC will host a President's Workforce Summit. Select area business and industry leaders will be invited to attend and share what their challenges and issues are in acquiring and training a skilled workforce.

KACCT Discussion Topic:

Presidents will be meeting in Pratt this weekend to attend the Kansas Association of Community College Trustees quarterly meeting. Anticipated topics of discussion in the Council of Presidents meeting will deal with a regional community college concept (six southwest Kansas CC's) and the proposed merger between Ft. Hays and Dodge City Community College. Also to be discussed will be the Performance Based Funding (state funding) that is on the hot topic list.

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION:

- Multi-National company is planning another site visit within the month.
- Update on Holcomb project: Contract has been signed with truck/travel center for 8-10 acres, there are 90 days of the due diligence period remaining.
- FCEDC is negotiating with the owners of the former Monfort site to facilitate restoration of the property to a shovel-ready industrial site.
- Prairie View Acres housing develop should start with infrastructure this month. Vertical construction is anticipated to begin in January 2015.
- Midwest Health Senior Living is moving forward and anticipation completion in less than 18 months.

REPORT KACCT:

- Trustee Schwartz shared with trustees that he would be attending the quarterly KACCT meeting in Pratt on September 12 and 13.
- Trustee Schwartz gave a brief overview of the Guiding Principles of the Kansas Association of Community College Trustees. The goal is make sure that Kansas State Board of Regent and legislators are aware of what KACCT is in support of and what KACCT does not support.

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 III- A-D as presented.

Motion:

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

Ayes: Clifford, Crist, Douglass, Schwartz, Worf

Nays: None

Motion carried: 5-0

Approved actions follow:

(A) APPROVED MINUTES of previous meeting (August 12, 2014)

(Supporting documents filed with official minutes.)

(B) APPROVED PERSONNEL ADJUNCT/OUTREACH CONTRACTS, as presented
(Supporting documents filed with official minutes.)

(C) APPROVED SUBMITTED FINANCIAL INFORMATION, as presented
(Supporting documents filed with official minutes.)

(D) APPROVED PURCHASES OVER \$20,000

D-1 Cosmetology Kits

Vendor: Marianna Industries

For: 24 Student Cosmetology Kits

Amount: \$26,515.44

(Supporting documents filed with official minutes.)

MONITORING REPORTS and ENDS REPORTS:

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

Annual, Workforce Development

Trustees agreed to accept monitoring reports as presented.

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

Trustees reviewed the following monitoring reports:

Annual, Treatment of People #1, #3, #4, #6

No changes were recommended at this time.

OWNERSHIP LINKAGE:

Trustees indicated that they had not received any communications.

Meeting adjourned at 7:05 p.m.

UPCOMING CALENDAR EVENTS:

Oct. 14 Regular monthly Board of Trustee Meeting, Endowment Room, 6:00 p.m.

Oct. 18 GCCC Football vs Fort Scott Community College, 7:00 p.m.

Oct. 23-26 Ocean Sunrise Play Thursday-Friday 7:30 p.m., Sunday 2:30 p.m., Pauline Joyce Fine Arts Auditorium

Oct. 28 President's Workforce Summit, Endowment Room, Beth Tedrow Student Center, 11:30 a.m.-1:00 p.m.

Oct. 29 Disney Institute, 8:00 a.m.-4:30 p.m., Warren Fouse Lecture Hall

Nov. 24-28 Thanksgiving Holiday

Dec. 22-Jan. 2 Christmas Holiday

Debra J. Atkinson
Deputy Clerk

Herbert J. Swender
President

Dr. Merilyn Douglass
Chair of the Board

Agenda No: III-B

Date: October 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:



October 7, 2014

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

New Hire

Kendrick Richardson, Assistant Cross Country/Track & Field Coach, effective September 10, 2014
Stephanie Whitesell, Workforce Training Office Manager, effective September 15, 2014
Darrell Shropshire, Assistant Football Coach, effective September 16, 2014
Amanda White, TRAC-7 Facilitator, effective September 22, 2014
John Green III, Assistant Director of Residential Life, effective September 29, 2014
Kerri Powers, Technical Building Secretary, effective October 20, 2014
Travis Montgomery, Campus Safety Officer, effective October 13, 2014
Doug Marshall, Assistant Cross Country Coach, effective October 9, 2014

Separations

Steven Vincent, Assistant Football Coach, effective September 9, 2014
Diane Garvey, ABE/ASE Coordinator, effective September 15, 2014
Kendrick Richardson, Assistant Cross Country/Track & Field Coach, effective September 23, 2014
Jake Ripple, Assistant Athletic Director for Academic Success, Division Director for HPER and Math/Science, effective September 26, 2014
Sandy Baldrige, Campus Safety Officer, effective September 26, 2014

Transfers/Promotions

Ruth Drees, Administrative Assistant to the Executive Vice President to Cashier, effective September 1, 2014
Jerrad Webb, Paramedic Instructor to Director of Workforce Development, effective January 1, 2014
Velia Mendoza, Refugee Program Coordinator to ETS Educational Advisor, effective October 1, 2014

Vacancies

Webmaster
ETS Advisor
Campus Safety Officer
Culinary Instructor
Public Relations Director
Science Lab Coordinator
Groundskeeper
Accountant
Athletic Academic Advisor
Custodian
Paramedic Instructor
Migrant Family Literacy Coordinator
Administrative Assistant to the Executive Vice President

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 10/14/14)

INSTRUCTOR	CLASS	AMOUNT
Atchley, Beth	Intermediate Algebra (MATH-107-90) 8/18 – 12/12/14	3 hr(s) x \$500.00/hr = \$1,500.00
Cole, Christina	ServSafe (ANSI-135-01) 8/20 – 12/11/14	1 hr(s) x \$500.00/hr = \$500.00
Cole, Christina	Basic Food Preparation (CLMG-101-01) 8/18 – 12/12/14	3 hr(s) x \$500.00/hr = \$1,500.00
Cole, Christina	Intro Hospitality Management (CLMG-102-01) 8/18 – 12/12/14	3 hr(s) x \$500.00/hr = \$1,500.00
Cole, Christina	Food Preparation I (CLMG-110-01) 8/18 – 12/12/14	3 hr(s) x \$500.00/hr = \$1,500.00
Cruz, Anthony	Quickbooks Fundamentals (COMP701-02) 9/23 – 9/25/14	6 hr(s) @ \$30.00/hr = \$180.00
Garvey, Diane	College Success (PCDE-101-07) 8/18 – 10/10/14	1 hr(s) x \$500.00/hr = \$500.00
Garvey, Diane	College Success (PCDE-101-20) 8/18 – 10/10/14	1 hr(s) x \$500.00/hr = \$500.00
Hands, Casey	Pep Band I (MUSC-137-01) 8/18 – 12/12/14 <i>* Combined w/ 3 additional sections</i>	1 hr(s) x \$500.00/hr = \$500.00
Hoover, Kevin	Certified Nurse Aide (HELR-1023-LK) 8/18 – 10/07/14	3 hr(s) x \$500.00/hr = \$1,500.00
Hoover, Kevin	Certified Nurse Aide Lab (HELR-102L-LK) 8/18 – 10/07/14	2 hr(s) x \$500.00/hr = \$1,000.00
Hoover, Kevin	Certified Nurse Aide Lab (HELR-102L-LKA) 8/18 – 10/07/14	2 hr(s) x \$500.00/hr = \$1,000.00
Hornbaker, Stephanie	Juvenile Delinquency & Justice (CRIM-108-90) 8/18 – 12/12/14	3 hr(s) x \$500.00/hr = \$1,500.00
Hornbeck, Debra	Strategic Team Building I (CRIM-165-05) 9/13 – 11/7/14	1 hr(s) x \$500.00/hr = \$500.00
Horton, Thomas	College Success (PCDE-101-90) 8/18 – 10/10/14	1 hr(s) x \$500.00/hr = \$500.00
Horton, Thomas	Prev & Care Ath. Injuries (HPER-211-30) 8/18 – 12/12/14	3 hr(s) x \$500.00/hr = \$1,500.00
Kelch, Joey	CrossFit Training I (HPER-156-01) 8/18 – 12/12/14	1 hr(s) x \$500.00/hr = \$500.00
Kelly, Cindy	English II (ENGL-102-90) 8/18 – 12/12/14	3 hr(s) x \$625.00/hr = \$1,875.00
Kemper, Mary	Public Speaking (SPCH-111-90) 8/18 – 12/12/14	3 hr(s) x \$500.00/hr = \$1,500.00
Kemper, Mary	Interpersonal Communication I (SPCH-113-90) 8/18 – 12/12/14	3 hr(s) x \$500.00/hr = \$1,500.00

King, Kara	Intro to Massage Therapy (COSM-101-90/HPER-101-90) 8/18 – 12/12/14	3 hr(s) x \$500.00/hr = \$1,500.00
Lamb, Colin (Team-teaching w/ R. Ruda)	Organizational Leadership (PSYC-106-51) 8/18 – 12/12/14	1.5 hr(s) x \$500.00/hr = \$750.00
Lebron, Daniel	Comprehensive Database Concept (CSCI-114-31) 8/18 – 12/12/14	3 hr(s) x \$500.00/hr = \$1,500.00
Long, Charles	International Business (BSAD-140-30) 8/18 – 12/12/14	3 hr(s) x \$500.00/hr = \$1,500.00
Long, Charles	Business Ethics (BSAD-220-30) 8/18 – 12/12/14	3 hr(s) x \$500.00/hr = \$1,500.00
Long, Charles	Health Education (HPER-106-90) 8/18 – 12/12/14	3 hr(s) x \$500.00/hr = \$1,500.00
Long, Patricia	College Reading (READ-101-37) 8/18 – 12/12/14	3 hr(s) x \$500.00/hr = \$1,500.00
Lowry, Joseph	App Music-Keybd Instr I: Piano (MUSC-1041-01) 8/18 – 12/12/14 * Combined w/ MUSC-2051-01	8 students @ \$200.00/student = \$1,600.00
Lowry, Joseph	Class Piano I (MUSC-111-02) 8/18 – 12/12/14 * Combined w/ MUSC-254-02	1 hr(s) x \$500.00/hr = \$500.00
Martin, Raechal	Anatomy and Physiology (BIOL-210-01) 8/18 – 12/12/14 – Pro-rated	12/16 x 5 hr(s) x \$500.00/hr = \$1,875.00
Martin, Raechal	College Success (PCDE-101-26) 8/18 – 10/10/14	1 hr(s) x \$500.00/hr = \$500.00
McFee, Dan (Team-teaching w/ K. Kolbeck)	Karate/Self Defense (HPER-161B-90) 8/18 – 12/12/14	1 hr(s) x \$500.00/hr = \$500.00
McFee, Dan (Team-teaching w/ K. Kolbeck)	Karate/Self Defense (HPER-161B-91) 8/18 – 12/12/14 * Combined w/ HPER-161A-90	1 hr(s) x \$500.00/hr = \$500.00
McVey, Michael	Understanding Old Testament (LITR-230-90) 8/18 – 12/12/14	3 hr(s) x \$500.00/hr = \$1,500.00
McVey, Michael	Introduction to Philosophy (PHIL-101-01) 8/18 – 12/12/14	3 hr(s) x \$500.00/hr = \$1,500.00
Meier, Shelley	Observation (EDUC-1062-01) 8/18 – 12/12/14	2 hr(s) x \$500.00/hr = \$1,000.00
Meng, Jennifer	Introduction to Social Work (SOC1-210-90) 8/18 – 12/12/14	3 hr(s) x \$500.00/hr = \$1,500.00
Musick, Andrew	Public Speaking (SPCH-111-LK) 9/1 – 12/15/14	3 hr(s) x \$500.00/hr = \$1,500.00
Myers, Shawn	Introduction to Broadcasting (JRNL-109-90) 8/18 – 12/12/14	3 hr(s) x \$500.00/hr = \$1,500.00
Neri, Elise	Beginning Algebra *** (MATH-006-90) 8/18 – 12/12/14	3 hr(s) x \$500.00/hr = \$1,500.00
Neuman, Jeri	Anatomy & Physiology I (BIOL-211-30) 8/18 – 12/12/14	4 hr(s) x \$542.50/hr = \$2,170.00
Neuman, Jeri	Anatomy & Physiology I (BIOL-211-90) 8/18 – 12/12/14	4 hr(s) x \$542.50/hr = \$2,170.00

Nichols, Kip	Bowling (HPER-118-90) 8/18 – 12/12/14	1 hr(s) x \$500.00/hr = \$500.00
Ochs, Edward (Team-teaching w/ L. Pander)	Beginning Rappelling (CRIM-150-01) 9/20 – 9/21/14	0.50 hr(s) x \$500.00/hr = \$250.00
Pardo, Carlos	KS Carry Concealed – 8 Hour Class (CRMJ300-08) 9/27/14	4 hr(s) @ \$30.00/hr = \$120.00
Pauley, Paul	Strategic Team Building I (CRIM-165-02) 9/13 – 11/7/14	1 hr(s) x \$500.00/hr = \$500.00
Pollart, Susan	College Success (PCDE-101-03) 8/18 – 10/10/14	1 hr(s) x \$500.00/hr = \$500.00
Pollart, Susan	College Success (PCDE-101-09) 8/18 – 10/10/14	1 hr(s) x \$500.00/hr = \$500.00
Rainman, Valerie	Intro to Conv. Spanish I (LANG-130-90) 8/18 – 12/12/14	2 hr(s) x \$500.00/hr = \$1,000.00
Reyes, Vanessa	Medical Terminology (EMIC-104-90) 8/18 – 12/12/14	3 hr(s) x \$500.00/hr = \$1,500.00
Routon, Timothy	Applied Music: Instr I-Guitar (MUSC-1021-90) 8/18 – 12/12/14 <i>* Combined w/ 2 additional sections</i>	10 students @ \$200.00/student = \$2,000.00
Routon, Timothy	Woodworking (HMGD175-01) 9/9 – 12/6/14	42 hr(s) @ \$30.00/hr = \$1,260.00
Ruda, Ryan (Team-teaching w/ C. Lamb)	Organizational Leadership (PSYC-106-51) 8/18 – 12/12/14	1.5 hr(s) x \$500.00/hr = \$750.00
Schneider, Jane	Strategic Team Building I (CRIM-165-03) 9/13 – 11/7/14	1 hr(s) x \$500.00/hr = \$500.00
Soldner, Jerry	KS Carry Concealed – 8 Hour Class (CRMJ300-08) 9/27/14	3 hr(s) @ \$30.00/hr = \$90.00
Spindler, Christopher	Web Animation (CSCI-122-90) 8/18 – 12/12/14	3 hr(s) x \$500.00/hr = \$1,500.00
Tasch, Alexander	Health Education (HPER-106-31) 8/18 – 12/12/14	3 hr(s) x \$500.00/hr = \$1,500.00
Tasch, Alexander	Psychology of Coaching (HPER-290-30) 8/18 – 12/12/14	3 hr(s) x \$500.00/hr = \$1,500.00
Unruh, Brandy	Strategic Team Building I (CRIM-165-01) 9/13 – 11/7/14	1 hr(s) x \$500.00/hr = \$500.00
Williams, Douglas	KS Carry Concealed – 8 Hour Class (CRMJ300-08) 9/27/14	10 hr(s) @ \$30.00/hr = \$300.00

TOTAL ADJUNCT/OUTREACH FACULTY CONTRACTS

\$ 65,390 .00

Agenda No: III-C

Date: October 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) 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

October 2014

Purchases over \$20,000 requiring bid sheets

- Check #234763 to BSN/Passons/GSC/Conlin for \$23,882.74 for various purchases of athletic equipment. One purchase required a bid sheet which indicated lowest price selected.
- Check #234778 to Hammeke Electric Inc. for \$57,539.00 for installation of fiber to the athletic complex. The Board approved this expense at the July 8, 2014 board meeting.
- Check #235016 to CDW Government Inc. for \$31,660.00 for various technology purchases. One purchase required a bid sheet which indicated lowest price and received board approval at the August 12, 2014 board meeting.
- Check #235051 to RT Sporting Goods for \$42,428.95 for multiple invoices. One purchase required a bid sheet which indicated single source provider.
- Check #235756 to Luminous Neon for \$35,128.60 for a LED sign. The Board approved this purchase at the May 13, 2014 board meeting.

Payments over \$20,000 not requiring bid sheets

- Check #234777 to Great Western Dining for \$25,297.17 for various invoices.
- Check #234937 to City of Garden City for \$69,395.99 for utilities.
- Check #234940 to Commerce Bank for \$62,643.86 for purchase card purchases.
- Check #234959 to Lewis Hooper & Dick LLC for \$32,582.00 for partial payment of auditing services. The board previously approved the multi-year auditing agreement.
- Check #235029 to Great Western Dining for \$42,295.92 for multiple invoices.
- Check #235102 to Blue Cross and Blue Shield for \$92,768.32 for October health insurance premiums.
- Check #235772 to Ranson Financial Consulting for \$27,229.75 for professional fees related to the issuance of revenue bonds. The student housing project was approved by the board at the May 31, 2014 board meeting.

Fiscal Year: 2015

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	63,971.00-	975,926.00-	1,950,000.00-	974,074.00-	49.95
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	5,106.00	156,266.00-	275,000.00-	118,734.00-	43.18
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	267.00	63,697.00-	75,000.00-	11,303.00-	15.07
11-00-0000-00000-4006 OUTREACH CREDIT HO	0.00	24,620.00-	56,358.00-	65,000.00-	8,642.00-	13.30
11-00-0000-00000-4007 TECHNOLOGY FEE-C	0.00	207.00-	173,508.00-	345,000.00-	171,492.00-	49.71
11-00-0000-00000-4008 TECHNOLOGY FEE-O :	0.00	12,310.00-	28,179.00-	42,000.00-	13,821.00-	32.91
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	91.11	2,926.72-	50,000.00	52,926.72	105.85
11-00-0000-00000-4013 TUITION INTERNATIO	0.00	0.00	6,900.00-	27,000.00-	20,100.00-	74.44
11-00-0000-00000-4014 TUITION BORDER STA	0.00	11,046.00-	148,672.00-	225,000.00-	76,328.00-	33.92
11-00-0000-00000-4015 ONLINE COURSE FEE	0.00	455.00-	4,130.00-	10,000.00-	5,870.00-	58.70
11-00-0000-00000-4016 DROP FEE : GENERAL	0.00	520.00-	690.00-	10,000.00-	9,310.00-	93.10
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	4,500.00-	5,000.00-	10,000.00-	5,000.00-	50.00
11-00-0000-00000-4512 VENDING MACHINES :	0.00	129.67-	456.80-	10,000.00-	9,543.20-	95.43
11-00-0000-00000-4515 CHILD CARE FEES :	0.00	0.00	11,000.00-	25,000.00-	14,000.00-	56.00
11-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	845,688.00-	1,691,376.00-	845,688.00-	50.00
11-00-0000-00000-4803 AD VALOREM PROPERT	0.00	100,136.75-	100,136.75-	10,300,000.00-	10,199,863.25-	99.03
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	297,035.71-	297,035.71-	600,000.00-	302,964.29-	50.49
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	3,637.43-	3,637.43-	6,000.00-	2,362.57-	39.38
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	45,873.82-	45,873.82-	150,000.00-	104,126.18-	69.42
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	31,846.45	31,846.45	100,000.00-	131,846.45-	131.85
11-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	7,646.32-	7,646.32-	5,000.00-	2,646.32	52.92-
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	544.28-	544.28-	20,000.00-	19,455.72-	97.28
11-00-0000-00000-4811 TAX IN PROCESS : G	0.00	0.00	0.00	10,000.00-	10,000.00-	100.00
11-00-0000-00000-4813 D/S TRANSFER : GEN	0.00	2,846.24-	2,846.24-	0.00	2,846.24	0.00
11-00-0000-00000-4814 COMMERCIAL VEHICLE	0.00	75,783.13-	75,783.13-	0.00	75,783.13	0.00
11-00-0000-00000-4902 INTEREST INCOME :	0.00	1,315.84-	4,127.48-	35,000.00-	30,872.52-	88.21
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	0.00	45,965.51-	110,000.00-	64,034.49-	58.21
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	4,833.97-	89,938.06-	150,000.00-	60,061.94-	40.04
11-00-0000-00000-4912 TRANSCRIPTS : GENE	0.00	798.29-	4,161.90-	15,000.00-	10,838.10-	72.25
11-00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	1,343,584.00	1,343,584.00	100.00
11-00-0000-00000-9999 CONTINGENCY ACCOUN	0.00	0.00	0.00	425,000.00-	425,000.00-	100.00
=====						
Totals for FUND: 11 - GENERAL	0.00	620,899.89-	3,125,247.70-	15,312,792.00-	12,187,544.30-	79.59
=====						
12-00-0000-00000-4002 AMMONIA REFG COURS	0.00	8,817.00-	38,748.00-	125,000.00-	86,252.00-	69.00
12-00-0000-00000-4005 ACAD COURSE FEE :	0.00	14,518.00-	135,969.00-	250,000.00-	114,031.00-	45.61
12-00-0000-00000-4006 OUTREACH CREDIT HO	0.00	0.00	0.00	20,000.00-	20,000.00-	100.00
12-00-0000-00000-4015 ONLINE COURSE FEE	0.00	700.00-	2,835.00-	5,000.00-	2,165.00-	43.30
12-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	506,466.00-	1,012,931.00-	506,465.00-	50.00
12-00-0000-00000-4603 STATE PMT FOR HS T	0.00	0.00	0.00	245,000.00-	245,000.00-	100.00
12-00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	1,343,584.00-	1,343,584.00-	100.00
=====						
Totals for FUND: 12 - PTE FUND	0.00	24,035.00-	684,018.00-	3,001,515.00-	2,317,497.00-	77.21

61-00-0000-00000-4803 AD VALOREM PROPERT	0.00	5,105.75-	5,105.75-	487,884.00-	482,778.25-	98.95
61-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	15,325.36-	15,325.36-	35,329.00-	20,003.64-	56.62
61-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	187.70-	187.70-	352.00-	164.30-	46.68
61-00-0000-00000-4807 DELINQUENT TAX : G	0.00	2,379.45-	2,379.45-	7,000.00-	4,620.55-	66.01
61-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	1,623.59	1,623.59	6,555.00-	8,178.59-	124.77
61-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	394.53-	394.53-	0.00	394.53	0.00
61-00-0000-00000-4810 16/20 M TAX : GENE	0.00	30.06-	30.06-	1,194.00-	1,163.94-	97.48
61-00-0000-00000-4811 TAX IN PROCESS : G	0.00	0.00	0.00	10,000.00-	10,000.00-	100.00
61-00-0000-00000-4813 D/S TRANSFER : GEN	0.00	145.11-	145.11-	0.00	145.11	0.00
61-00-0000-00000-4814 COMMERCIAL VEHICLE	0.00	3,910.20-	3,910.20-	0.00	3,910.20	0.00
=====						
Totals for FUND: 61 - CAPITAL OUTLAY	0.00	25,854.57-	25,854.57-	548,314.00-	522,459.43-	95.28
=====						
Totals for BUDGET.OFFICER: Unassigned	0.00	670,789.46-	3,835,120.27-	18,862,621.00-	15,027,500.73-	79.67

Fiscal Year: 2015

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	9,218.69	18,440.09	104,746.00	86,305.91	82.40
DEPARTMENT: 11020 - HUMANITIES	56.70	556.38	556.38	1,650.00	1,036.92	62.84
DEPARTMENT: 11021 - ENGLISH	117.40	29,449.92	64,776.62	355,268.00	290,373.98	81.73
DEPARTMENT: 11022 - SPEECH	0.00	4,449.52	10,726.33	51,410.00	40,683.67	79.14
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	426.47	426.47	320.00	106.47-	33.26-
DEPARTMENT: 11025 - JOURNALISM	0.00	8,768.35	13,729.76	66,354.00	52,624.24	79.31
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	972.00	972.00	100.00
DEPARTMENT: 11030 - ART	0.00	15,612.88	32,971.92	138,018.00	105,046.08	76.11
DEPARTMENT: 11031 - DRAMA	0.00	9,018.48	14,153.16	76,252.00	62,098.84	81.44
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	7,461.11	13,909.24	80,200.00	66,290.76	82.66
DEPARTMENT: 11033 - INST MUSIC	1,835.74-	14,960.96	23,334.36	87,643.00	66,144.38	75.47
DEPARTMENT: 11040 - SCIENCE	2,716.35-	28,514.85	62,645.77	387,974.00	328,044.58	84.55
DEPARTMENT: 11050 - MATH	0.00	27,003.52	64,801.65	336,335.00	271,533.35	80.73
DEPARTMENT: 11060 - SOCIAL SCIENCE	50.00-	35,901.07	80,413.61	400,492.00	320,128.39	79.93
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	14,983.04	43,199.77	195,413.00	152,213.23	77.89
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	7,832.67	21,654.48	81,886.00	60,231.52	73.56
DEPARTMENT: 11080 - ESSENTIAL SKILLS	0.00	349.57	1,153.38	720.00	433.38-	60.18-
DEPARTMENT: 11081 - READING	0.00	5,311.57	10,619.58	59,831.00	49,211.42	82.25
DEPARTMENT: 11082 - ESL	0.00	5,967.58	14,543.05	66,812.00	52,268.95	78.23
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	582.64	1,169.89	15,440.00	14,270.11	92.42
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	377.17	1,200.00	1,200.00	5,000.00	3,422.83	68.46
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	34,119.01-	31,660.83	203,776.64	413,430.00	243,772.37	58.96
DEPARTMENT: 12014 - FINNUP LAB	0.00	0.00	0.00	405.00	405.00	100.00
DEPARTMENT: 12090 - BSIS COMPETITION T	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 12242 - CHALLENGE COURSE	0.00	0.00	269.13	1,377.00	1,107.87	80.46
DEPARTMENT: 32000 - BUSINESS & INDUSTR	0.00	5,263.60	15,689.27	63,856.00	48,166.73	75.43
DEPARTMENT: 41000 - LIBRARY	4,247.10-	11,379.52	49,108.85	184,862.00	140,000.25	75.73
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	157.46	6,133.99	16,651.51	84,457.00	67,648.03	80.10
DEPARTMENT: 42000 - DEAN OF LEARNING S	1,680.12	22,400.78	53,940.61	713,552.00	657,931.27	92.21
DEPARTMENT: 42001 - DEAN OF ACADEMICS	0.00	1,590.93	3,380.16	19,661.00	16,280.84	82.81
DEPARTMENT: 42002 - OUTREACH	34,841.36-	11,380.59	39,594.99	111,464.00	106,710.37	95.74
DEPARTMENT: 42003 - FACULTY SENATE	0.00	1,275.63	1,275.63	12,265.00	10,989.37	89.60
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	1,139.80	6,234.80	0.00	6,234.80-	0.00
DEPARTMENT: 43000 - TRANSITION	0.00	3,456.69	10,312.59	42,189.00	31,876.41	75.56
DEPARTMENT: 50000 - DEAN OF STUDENT SE	242.13-	19,779.80	56,101.27	235,244.00	179,384.86	76.25
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	11,722.06	32,390.03	119,779.00	87,388.97	72.96
DEPARTMENT: 50011 - ASSESSMENT/TESTING	0.00	4,917.12	15,349.14	61,865.00	46,515.86	75.19
DEPARTMENT: 50020 - FINANCIAL AID OFFI	590.00-	22,701.68	65,829.13	329,832.00	264,592.87	80.22
DEPARTMENT: 50030 - ADMISSIONS	364.29-	11,347.40	32,600.34	143,732.00	111,495.95	77.57
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	0.00	11,926.41	34,359.17	148,910.00	114,550.83	76.93
DEPARTMENT: 50050 - STUDENT HEALTH SER	1,282.07	4,648.67	9,446.07	64,613.00	53,884.86	83.40
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	60,815.53-	75,085.18	300,638.18	507,290.70	267,468.05	52.72
DEPARTMENT: 55001 - MEN'S BASKETBALL	5,726.00	9,097.95	24,813.45	108,139.00	77,599.55	71.76
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	2,763.50	15,240.38	25,254.43	99,826.00	71,808.07	71.93
DEPARTMENT: 55003 - MEN'S TRACK	12,427.61-	14,978.08	23,009.77	55,592.57	45,010.41	80.96
DEPARTMENT: 55004 - WOMEN'S TRACK	12,502.62-	16,288.09	21,630.39	54,112.57	44,984.80	83.13
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	4,398.62-	10,572.01	27,783.68	100,034.00	76,648.94	76.62
DEPARTMENT: 55006 - FOOTBALL	729.50	61,201.98	96,117.78	298,094.52	201,247.24	67.51
DEPARTMENT: 55007 - BASEBALL	1,494.00	16,453.36	33,191.99	115,368.00	80,682.01	69.93

DEPARTMENT: 55008 - VOLLEYBALL	0.00	10,820.05	18,418.61	58,690.26	40,271.65	68.62
DEPARTMENT: 55009 - WOMEN'S SOCCER	4,204.40	11,673.93	20,417.74	67,387.00	42,764.86	63.46
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	0.00	5,000.00	5,000.00	100.00
DEPARTMENT: 55012 - CHEERLEADING	4,915.50-	13,078.89	17,992.92	36,822.08	23,744.66	64.48
DEPARTMENT: 55013 - DANCE TEAM	0.00	2,913.02	7,093.33	26,993.00	19,899.67	73.72
DEPARTMENT: 55014 - RODEO TEAM	3,683.40	24,576.09	40,208.23	140,920.00	97,028.37	68.85
DEPARTMENT: 55015 - MEN'S GOLF	0.00	5,738.39	16,990.42	76,055.30	59,064.88	77.66
DEPARTMENT: 55019 - ATHLETIC TRAINING	1,884.26	29,022.72	46,813.54	129,521.00	80,823.20	62.40
DEPARTMENT: 55020 - PEP BAND	0.00	4,323.81	10,379.80	47,173.00	36,793.20	78.00
DEPARTMENT: 61000 - PRESIDENT	199.32	46,276.76	109,555.76	484,656.00	374,900.92	77.35
DEPARTMENT: 61001 - BOARD OF TRUSTEES	105.90	668.15	1,663.34	24,840.00	23,070.76	92.88
DEPARTMENT: 61005 - ATTORNEY	2,567.54-	1,020.48	3,785.54	35,000.00	33,782.00	96.52
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	31,916.87	75,517.52	200,406.67	1,718,820.00	1,486,496.46	86.48
DEPARTMENT: 62010 - HUMAN RESOURCES	472.43-	13,533.24	34,217.39	144,870.00	111,125.04	76.71
DEPARTMENT: 62011 - ADA COMPLIANCE	117.95-	4,120.40	12,404.27	63,005.00	50,718.68	80.50
DEPARTMENT: 62050 - ONE-TIME PURCHASES	245,726.62	100,911.06	147,774.38	940,000.00	546,499.00	58.14
DEPARTMENT: 63000 - INFORMATION SERVIC	10,528.64	13,407.07	21,794.57	181,072.00	148,748.79	82.15
DEPARTMENT: 64000 - INFORMATION TECHNO	7,686.30-	40,389.43	240,197.13	758,104.00	525,593.17	69.33
DEPARTMENT: 65000 - CENTRAL SERVICES	413.50-	8,541.73	42,851.09	153,694.00	111,256.41	72.39
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	400.90	19,732.92	42,038.01	183,936.00	141,497.09	76.93
DEPARTMENT: 71000 - BUILDINGS	41,225.39-	55,718.78	149,047.43	420,176.00	312,353.96	74.34
DEPARTMENT: 72000 - CUSTODIAL SERVICES	3,704.26-	36,882.21	126,369.47	516,485.00	393,819.79	76.25
DEPARTMENT: 73000 - GROUNDS	9,954.08-	19,526.54	70,653.63	236,388.00	175,688.45	74.32
DEPARTMENT: 73001 - ATHLETIC FIELDS	68,171.32-	13,188.61	108,209.83	71,414.00	31,375.49	43.93
DEPARTMENT: 74000 - VEHICLES	115.39-	15,739.06	45,588.44	358,242.00	312,768.95	87.31
DEPARTMENT: 75000 - CAMPUS SECURITY	24,258.89-	12,598.81	56,690.86	172,404.00	139,972.03	81.19
DEPARTMENT: 76000 - INSURANCE	0.00	11,637.42	207,572.15	340,954.00	133,381.85	39.12
DEPARTMENT: 77000 - UTILITIES	65,454.42-	81,698.97	218,522.79	860,000.00	706,931.63	82.20
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	138,827.33-	140,339.16-	62,000.00	202,339.16	326.35
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	0.00	770.00	9,020.00	8,250.00	91.46
DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	12,430.00	13,278.00	33,087.00	19,809.00	59.87
DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	3,635.00	3,635.00	11,000.00	7,365.00	66.95
DEPARTMENT: 81004 - TUIT WAIVER CTZ IN	0.00	114,135.00	114,135.00	156,000.00	41,865.00	26.84
DEPARTMENT: 81006 - TUIT WAIVER FINE A	0.00	45,045.00	45,045.00	55,194.00	10,149.00	18.39
DEPARTMENT: 94000 - STUDENT CENTER	1,781.50	8,334.78	9,949.47	49,341.00	37,610.03	76.22
DEPARTMENT: 98001 - CHILD CARE	0.00	4,428.66	17,714.64	40,000.00	22,285.36	55.71

=====

FUND: 11 - GENERAL	83,391.60-	1,351,648.97	3,775,019.80	15,312,792.00	11,621,163.80	75.89
--------------------	------------	--------------	--------------	---------------	---------------	-------

Fiscal Year: 2015

FUND: 12 - PTE FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 12010 - ACCOUNTING	0.00	4,226.00	8,446.46	51,687.00	43,240.54	83.66
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	2,856.53	8,055.22	25,129.00	17,073.78	67.94
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	9,653.30	21,652.56	113,980.00	92,327.44	81.00
DEPARTMENT: 12200 - ADN PROGRAM	4,430.53-	22,103.99	54,127.31	268,591.00	218,894.22	81.50
DEPARTMENT: 12201 - LPN PROGRAM	1,407.87-	24,592.35	43,886.20	204,835.00	162,356.67	79.26
DEPARTMENT: 12202 - EMT	0.00	12,963.53	28,826.18	167,987.00	139,160.82	82.84
DEPARTMENT: 12203 - ALLIED HEALTH	1,184.14	10,590.56	24,245.24	169,694.00	144,264.62	85.01
DEPARTMENT: 12210 - AGRICULTURE	0.00	4,256.16	8,105.40	53,641.00	45,535.60	84.89
DEPARTMENT: 12211 - ANIMAL SCIENCE	161.76	15,451.80	22,930.07	123,087.00	99,995.17	81.24
DEPARTMENT: 12212 - CULINARY PROGRAM	0.00	21.48-	21.48-	53,804.00	53,825.48	100.04
DEPARTMENT: 12220 - JOHN DEERE AG TECH	1.87	20,981.63	42,794.94	265,433.00	222,636.19	83.88

DEPARTMENT: 12225 - OIL TECH PROGRAM	0.00	0.00	0.00	10,000.00	10,000.00	100.00
DEPARTMENT: 12230 - AUTO MECHANICS	0.00	810.43	1,260.43	2,000.00	739.57	36.98
DEPARTMENT: 12240 - CRIMINAL JUSTICE	3,412.58	12,550.88	26,152.89	156,416.00	126,850.53	81.10
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	5,644.96	11,148.20	71,876.00	60,727.80	84.49
DEPARTMENT: 12250 - COSMETOLOGY	4,690.66-	16,029.05	26,483.20	166,296.00	144,503.46	86.90
DEPARTMENT: 12260 - DRAFTING	0.00	0.00	0.00	200.00	200.00	100.00
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	1,335.86-	26,259.56	74,630.91	388,630.00	315,334.95	81.14
DEPARTMENT: 12271 - AUTOMATION ELECTRI	0.00	0.00	0.00	6,900.00	6,900.00	100.00
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	970.00-	5,374.93	13,164.94	2,000.00	10,194.94-	509.74-
DEPARTMENT: 12273 - WELDING	10,010.48	16,918.09	34,309.44	170,519.00	126,199.08	74.01
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	0.00	828.18	485,810.00	484,981.82	99.83
DEPARTMENT: 62050 - ONE-TIME PURCHASES	0.00	0.00	0.00	43,000.00	43,000.00	100.00

=====

FUND: 12 - PTE FUND	1,935.91	211,242.27	451,026.29	3,001,515.00	2,548,552.80	84.91
---------------------	----------	------------	------------	--------------	--------------	-------

Fiscal Year: 2015

FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	5,918.17	6,262.71	10,361.07	129,694.00	113,414.76	87.45
DEPARTMENT: 55006 - FOOTBALL	2,000.00	1,328.50	77.53	3,000.00	922.47	30.75
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	542.00	0.00	0.00	3,753.96	3,211.96	85.56
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	0.00	375.63	375.63	100.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	235.00-	201.94-	2,807.19	3,009.13	107.19
DEPARTMENT: 55008 - VOLLEYBALL	0.00	5,389.04	5,927.30	7,831.12	1,903.82	24.31
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	199.99	199.99	4,500.00	4,300.01	95.56
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	549.02	13,049.02	62,550.00	49,500.98	79.14
DEPARTMENT: 55007 - BASEBALL	0.00	176.22	432.38	9,246.40	8,814.02	95.32
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	3,300.47	13,777.87	0.00	13,777.87-	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	40,000.00	40,000.00	100.00
DEPARTMENT: 00000 - GENERAL	0.00	173.75	173.75	1,592.56	1,418.81	89.09
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	638.64	1,183.77	1,717.31	533.54	31.07
DEPARTMENT: 55003 - MEN'S TRACK	0.00	350.60	350.60	376.49	25.89	6.88

=====

FUND: 14 - ADULT SUPPLEMENTARY ED	8,460.17	18,133.94	45,331.34	267,444.66	213,653.15	79.89
-----------------------------------	----------	-----------	-----------	------------	------------	-------

Fiscal Year: 2015

FUND: 16 - AUXILIARY ENTITIES

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	82.42	152.47	8,000.00	7,847.53	98.09
DEPARTMENT: 94000 - STUDENT CENTER	8,088.47	31,228.43	31,882.22	166,500.00	126,529.31	75.99
DEPARTMENT: 95000 - STUDENT HOUSING	62,540.42	111,234.98	374,417.86	1,477,904.00	1,040,945.72	70.43
DEPARTMENT: 95001 - DIRECTOR'S APARTME	0.00	0.00	0.00	8,500.00	8,500.00	100.00
DEPARTMENT: 98000 - COSMETOLOGY	29,971.69	28,363.48	32,945.67	184,392.56	121,475.20	65.88
DEPARTMENT: 97000 - BOOKSTORE	1,566.37-	61,341.74	325,609.48	953,500.00	629,456.89	66.02
DEPARTMENT: 91000 - ARENA	0.00	833.89	1,841.22	0.00	1,841.22-	0.00

=====

FUND: 16 - AUXILIARY ENTITIES	99,034.21	233,084.94	766,848.92	2,798,796.56	1,932,913.43	69.06
-------------------------------	-----------	------------	------------	--------------	--------------	-------

Fiscal Year: 2015

FUND: 22 - RESTRICTED GRANTS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	500.00	6,500.00	6,500.00	0.00	7,000.00-	0.00
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	0.00	0.00	4,500.00	4,500.00	100.00
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	0.08-	16,824.08	16,824.08	0.00	16,824.00-	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	4,057.56	12,100.48	0.00	12,100.48-	0.00
DEPARTMENT: 12211 - ANIMAL SCIENCE	3,112.81-	12,736.24	26,433.37	334,240.44	310,919.88	93.02
DEPARTMENT: 50000 - DEAN OF STUDENT SE	850.00	1,360.27	2,544.29	3,503.84	109.55	3.13
DEPARTMENT: 14010 - AO-K	0.00	0.00	175.00	5,876.02	5,701.02	97.02
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	5,847.72	17,410.40	36,875.09	19,464.69	52.79
DEPARTMENT: 50000 - DEAN OF STUDENT SE	20,099.61	21,400.35	132,365.66	145,939.09	6,526.18-	4.46-
DEPARTMENT: 14010 - AO-K	0.00	0.00	0.00	2,098.92	2,098.92	100.00
DEPARTMENT: 11040 - SCIENCE	178.98	7,181.93	12,487.49	13,976.41	1,309.94	9.37
DEPARTMENT: 42000 - DEAN OF LEARNING S	607.64	377.50	277.50	8,047.02	7,161.88	89.00
DEPARTMENT: 14010 - AO-K	0.00	711.20	742.82	2,204.03	1,461.21	66.30
DEPARTMENT: 11040 - SCIENCE	0.00	527.69	11,028.58	45,957.40	34,928.82	76.00
DEPARTMENT: 14010 - AO-K	0.00	0.00	2,536.72	9,953.11	7,416.39	74.51
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	72,000.00	72,000.00	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	191.01	16,508.00	16,508.00	513,416.47	496,717.46	96.75
DEPARTMENT: 12273 - WELDING	0.00	0.00	19,950.00	20,570.00	620.00	3.01
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	3,164.03	8,588.70	46,655.00	38,066.30	81.59
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	6,331.12	12,572.91	101,150.00	88,577.09	87.57
DEPARTMENT: 42005 - DEAN OF TECHNICAL	3,198.00	32,730.17	42,667.30	84,741.00	38,875.70	45.88
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	6,647.66	21,900.59	97,245.00	75,344.41	77.48
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	13,547.05	34,918.73	112,465.00	77,546.27	68.95
DEPARTMENT: 11040 - SCIENCE	0.00	1,650.00	1,650.00	55,000.00	53,350.00	97.00
FUND: 22 - RESTRICTED GRANTS	22,512.35	158,102.57	400,182.62	1,716,413.84	1,293,718.87	75.37

Fiscal Year: 2015

FUND: 23 - OTHER RESTRICTED FUNDS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	4,650.00	2,308.35	4,146.35	8,806.89	10.54	0.12
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	43.80	43.80	0.00	43.80-	0.00
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	97.28	97.28	0.00	97.28-	0.00
FUND: 23 - OTHER RESTRICTED FUNDS	4,650.00	2,449.43	4,287.43	8,806.89	130.54-	1.47-

Fiscal Year: 2015

FUND: 24 - ADULT EDUCATION

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	137.50	498.08	1,000.00	501.92	50.19
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	40.00	40.00	4,000.00	3,960.00	99.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	31,386.27-	27,480.97	94,888.64	273,117.21	209,614.84	76.75
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	50.00	50.00	8,601.00	8,551.00	99.42
DEPARTMENT: 13301 - ADULT ED - INSTRUC	277.45	3,508.18	10,090.28	76,483.00	66,115.27	86.44
DEPARTMENT: 13305 - ADULT ED - STAFF D	198.00	93.39-	670.61	5,000.00	4,131.39	82.63
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	5,725.10	12,321.35	69,682.00	57,360.65	82.32
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	37,500.00-	37,500.00-	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	6,842.41	26,350.08	137,500.00	111,149.92	80.84
FUND: 24 - ADULT EDUCATION	30,910.82-	43,690.77	144,909.04	537,883.21	423,884.99	78.81

Fiscal Year: 2015

GL Account	FUND: 61 - CAPITAL OUTLAY					
	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	0.00	548,314.00	548,314.00	100.00
FUND: 61 - CAPITAL OUTLAY	0.00	0.00	0.00	548,314.00	548,314.00	100.00

Fiscal Year: 2015

GL Account	FUND: 71 - ACTIVITY/ORGANIZATION FD					
	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	18,305.26	43,399.92	89,988.76	375,095.25	266,801.23	71.13
DEPARTMENT: 55001 - MEN'S BASKETBALL	1,000.00	0.00	0.00	1,000.00	0.00	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	1,000.00	0.00	0.00	1,000.00	0.00	0.00
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 55006 - FOOTBALL	5,000.00	0.00	0.00	5,000.00	0.00	0.00
DEPARTMENT: 55007 - BASEBALL	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	468.00	468.00	1,000.00	532.00	53.20
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	1,000.00	1,000.00	1,000.00	0.00	0.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 55014 - RODEO TEAM	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 55015 - MEN'S GOLF	0.00	0.00	0.00	500.00	500.00	100.00
DEPARTMENT: 94000 - STUDENT CENTER	0.00	0.00	1,614.69	0.00	1,614.69	0.00
DEPARTMENT: 99001 - STUDENT NEWSPAPER	1,856.62	395.43	2,787.83	65,850.00	64,918.79	98.59
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	70.76	70.76	13,050.00	12,979.24	99.46
FUND: 71 - ACTIVITY/ORGANIZATION FD	23,448.64	45,334.11	95,930.04	469,495.25	350,116.57	74.57

Fiscal Year: 2015

GL Account	FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS					
	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	9,440.00	9,440.00	0.00	9,440.00	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	10,180.00	10,180.00	0.00	10,180.00	0.00
DEPARTMENT: 55003 - MEN'S TRACK	0.00	3,540.00	3,540.00	0.00	3,540.00	0.00
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	1,180.00	1,180.00	0.00	1,180.00	0.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	2,250.00	2,250.00	0.00	2,250.00	0.00
DEPARTMENT: 55006 - FOOTBALL	0.00	49,915.00	49,915.00	0.00	49,915.00	0.00
DEPARTMENT: 55007 - BASEBALL	0.00	3,375.00	3,375.00	0.00	3,375.00	0.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	5,625.00	5,625.00	0.00	5,625.00	0.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	12,610.00	12,610.00	0.00	12,610.00	0.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	15,200.00	15,200.00	0.00	15,200.00	0.00
DEPARTMENT: 55013 - DANCE TEAM	0.00	2,660.00	2,660.00	0.00	2,660.00	0.00
DEPARTMENT: 55014 - RODEO TEAM	0.00	13,940.00	13,940.00	0.00	13,940.00	0.00
DEPARTMENT: 55015 - MEN'S GOLF	0.00	4,335.00	4,335.00	0.00	4,335.00	0.00
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	15,420.00	15,420.00	0.00	15,420.00	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	6,290.00	6,290.00	0.00	6,290.00	0.00
DEPARTMENT: 11030 - ART	0.00	5,490.00	5,490.00	0.00	5,490.00	0.00
DEPARTMENT: 11031 - DRAMA	0.00	4,035.00	4,035.00	0.00	4,035.00	0.00
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	4,885.00	4,885.00	0.00	4,885.00	0.00
DEPARTMENT: 11033 - INST MUSIC	0.00	18,295.00	18,295.00	0.00	18,295.00	0.00
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	2,360.00	2,360.00	0.00	2,360.00	0.00
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	7,080.00	7,080.00	0.00	7,080.00	0.00
DEPARTMENT: 81005 - TUIT WAIVER FCHS	0.00	15,235.00	15,235.00	0.00	15,235.00	0.00
FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	213,340.00	213,340.00	0.00	213,340.00	0.00

Fiscal Year: 2015

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available % Avail
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	22,435.00	0.00	22,435.00- 0.00
FUND: 73 - EDUKAN CONSORTIUM FUND	0.00	0.00	22,435.00	0.00	22,435.00- 0.00

Garden City Community College
9/30/2014

	<u>Amount</u>	<u>% Rate</u>	
Cash in Bank:			
Commerce Bank	\$ 4,721,974.28	0.0000%	(includes Revenue Bond funds)
State Municipal Invest. Pool	\$ 123,659.32	0.0050%	
FNB of Garden City - Money Market	\$ 25,410.62	0.2500%	
FNB of Garden City - Insured Cash Sweep	\$ 5,019,978.86	0.2500%	
Commerce Bank - Money Market	\$ 155,513.59	0.0800%	
Landmark National Bank	\$ 1,967,158.36	0.1000%	
	<u>\$ 12,013,695.03</u>		

	<u>Type</u>	<u>Amount</u>	<u>% Rate</u>	<u>Beg. Date</u>	<u>Maturity</u>
Investments:					
First National Bank of Garden City	CDARS	\$ 2,000,000.00	0.3200%	1/30/2014	1/29/2015
First National Bank of Garden City	CDARS	\$ 1,000,000.00	0.3000%	3/13/2014	3/12/2015
First National Bank of Garden City	CDARS	\$ 1,000,000.00	0.3200%	3/13/2014	9/12/2015
		<u>\$ 4,000,000.00</u>			
Total		<u><u>\$ 16,013,695.03</u></u>			

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

Agenda No: III-D-1

Date: October 14, 2014

Topic: Perceptive Software Annual Maintenance

Presenter: Dr. Herbert J. Swender

Background Information:

Garden City Community College uses “ImageNow” provided by Perceptive Software to store electronic documents for several offices on campus including Financial Aid, Admissions, Human Resources and the Business Office. “ImageNow” is integrated with our student information system, Datatel’s “Colleague”.

This is an annual maintenance agreement in the amount of \$24,192.00, which is the same cost as last year. This is a single source vendor as we are purchasing directly from the software vendor and not a third party.

Budget Information:

\$24,192.00 – General Fund

Recommended Board Action:

Approve payment of \$24,192.00 for “ImageNow” maintenance agreement.

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

Board Member Notes:

53753

perceptive software

from Lexmark

22701 West 68th Street
SHAWNEE,KS 66226-3567
+1 913 422 7525

INVOICE

Company	Invoice No	Date	Page
5097	9007347771	Sep/12/2014	1 of 1

Remit to : Perceptive Software
PO Box 846281
Dallas, TX 75284-6261
(800)847-4778

Sales Order: 17501676

Bill to : Garden City Community College
ATTN: Andy Gough
801 Campus Drive

Ship to : Garden City Community College
ATTN: Andy Gough
801 Campus Drive

Garden City, KS 67846

Garden City, KS 67846

Customer No.	Opportunity ID	Customer PO Number	Currency	Terms	Due Date
272902		Renewal	USD	Net 30 From Invoice Date	Oct/12/2014

No	Description/Comments	Quantity	Units	Rate	Extended Price
10	SMSA-ImageNow Client Concurrent License	50	EA	384.00	19,200.00
20	SMSA-CaptureNow Adrenaline	8	EA	299.00	2,392.00
30	SMSA-ImageNow iScript	1	EA	600.00	600.00
40	SMSA-Test-CaptureNow Adrenaline	5	EA	30.00	150.00
50	SMSA-Test-ImageNow Client Seat License	5	EA	32.00	160.00
60	SMSA-ImageNow Server	1	EA	1,000.00	1,000.00
70	SMSA-Test-ImageNow Server-Legacy	1	EA	690.00	690.00

Renewal valid from 10/01/2014 to 09/30/2015

Subtotal	24,192.00
Sales Tax	0.00
Invoice Total	24,192.00

Payment Information

ACH
Bank of America
Routing : 111000012
Account : 4427065310
Swift code : BOFAUS3N
Phone Number : 800-285-2632

Wire
Bank of America
Routing : 026009593
Account : 4427065310
Swift code : BOFAUS3N

Agenda No: III-D-2

Date: October 14, 2014

Topic: Furniture for new student housing

Presenter: Dr. Herbert J. Swender

Background Information:

In order to have new student housing ready for the spring semester, it is necessary to order furniture. Furniture being purchased includes: couch, two chairs, a dining table and four chairs for the commons area of each building. In addition, each student will have a 3-drawer chest, student desk and chair. Beds were previously purchased.

As per practice, an advertisement requesting proposals was placed in The Garden City Telegram. Request for Proposals were sent to known vendors. Proposals were received from eight vendors.

A committee with representatives from Student Services, Residential Life and the Business Office reviewed the proposals. The committee unanimously agreed the best proposal was from Leeder Furniture. Items of consideration were price, style, warranty and construction.

Note: Proposals received consisted of numerous pages with varying selection options. All backup documentation will be at the board meeting or available at the business office.

Budget Information:

Residential Life Auxiliary Fund
Not to exceed \$70,000

Recommended Board Action:

Board authorizes administration to work with Leeder Furniture's base bid and consider any options and/or upgrades that may be available. Price of total purchase not to exceed \$70,000.

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

Board Member Notes:

Agenda No: III-D-3

Date: October 14, 2014

Topic: Fine Arts Parking Lot

Presenter: Dr. Herbert J. Swender

Background Information:

The replacement of the Fine Arts parking lot was previously approved by the Board. Asphalt has been removed and the site preparation is underway. A second soil test has indicated higher than acceptable levels of moisture in the base. There are several factors contributing to the problem, 1) there has been an unusual amount of moisture this year, 2) over the years the deterioration of surface asphalt has allowed water to seep into the ground, and 3) the parking lot is on the north side of the building which blocks the sun from the parking lot and prohibits the south wind from drying the area. After reviewing several options it has been determined and recommended by the college's architect that the best solution is to mix special fly ash (class C) to achieve ASTM D-698 moisture content.

Budget Information:

General Fund
\$75,000 – budgeted for parking lot replacement

Recommended Board Action:

Authorize Administration to take steps necessary to address the moisture issue. \$75,000.

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

Board Member Notes:

Agenda No: III-D-4

Date: October 14, 2014

Topic: Network connectivity and wireless access for new student housing complex

Presenter: Dr. Herbert J. Swender

Background Information:

It is necessary to purchase hardware to connect the student housing complex to the network and to install wireless access to the internet. The equipment will be installed during the construction of the structures. CDW-G is a single source provider for the Enterasys/Extreme Set switches and accompanying hardware, warranty and support.

Budget Information:

Residential Life Auxiliary Fund
\$30,406

Recommended Board Action:

Board authorizes administration to purchase from CDW-G the equipment, warranty and support necessary to connect to the network and install wireless access in the new student housing complex at a cost of \$30,406.

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

Board Member Notes:

Agenda No: III-E

Date: October 14, 2014

Topic: EduKan Financial Audit for Year Ended June 30, 2013

Presenter: Dr. Herbert J. Swender

Background Information:

The EduKan Chief Executive Office has requested that the audited financial statements of the Western Kansas Community College Virtual Education Consortium be acted upon by the six member institutions. The audit was conducted by D. McMillen, Chartered, Great Bend, Kansas. The audit resulted in an unqualified opinion which is the highest opinion rating available for financial audits.

The entire audit document is posted on the GCCC website.

Budget Information:

The financial audit was an expense of EduKan

Recommended Board Action:

Accept the audited EduKan financial statements for 2013 as presented.

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

Board Member Notes:

Agenda No: III-F

Date: October 14, 2014

Topic: Accept TAACCCT Grant

Presenter: Dr. Herbert J. Swender

Background Information:

This past summer GCCC worked in conjunction with Washburn University to submit a grant application to the U.S. Department of Labor, Trade Adjustment Assistance Community College and Career Training Grant. The request was for \$12 million, which included Washburn Institute of Technology, Flint Hills Technical College, Emporia and Wichita Area Technical College was successful.

GCCC will be receiving \$1,975,549, with a focus on expanding the capacity of the Welding Program through enhanced facilities and a redesigned curriculum that includes latticed credentials and an accelerated career pathway to increase access.

This marks the second DOL grant that GCCC has received in three years. GCCC was also a recipient of the TRAC-7 DOL grant in the first round of applications in 2011.

Budget Information:

No increase

Recommended Board Action:

Accept the US Department of Labor grant funds with grateful appreciation. And, special recognition to Washburn University for including GCCC in their TAACCCT Grant submission.

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

Board Member Notes:

Agenda No: III-G

Date: October 14, 2014

Topic: Automated Teller Machine

Presenter: Dr. Herbert J. Swender

Background Information:

The 5-year rental agreement for an on-campus ATM machine between Commerce Bank and GCCC recently expired. The renewal terms were determined to be cost prohibitive and the machine was removed this summer. An RFP was developed and, as per practice, an advertisement requesting proposals was placed in The Garden City Telegram. RFPs were sent to local banks listed in the phonebook.

One bank sent a courtesy email declining to bid. An additional bank was directly contacted by the business office to solicit a bid but declined.

First National Bank of Garden City submitted the only proposal. The successful proposal included placing an ATM machine on our campus with the First National Bank assuming all costs associated with placement, connectivity, maintenance and servicing. There will be no rental fee or servicing fee and the college will receive 10% of net revenue produced by the ATM. The term of the agreement is negotiable.

Budget Information:

No more monthly fee of \$200 plus First National will pay percentage of net revenue.

Recommended Board Action:

Board authorizes Administration to negotiate a multi-year agreement for an on-campus ATM.

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

Board Member Notes:

Agenda No: IV-A

Date: October 14, 2014

Topic: Beth Tedrow Student Center renovation

Presenter: Dr. Herbert J. Swender

Background Information:

This past summer, the GCCC board took action to fund renovation and construction dollars for campus housing construction and student center renovations. Revenue bonds have been secured through GCCC's financial advisor, Ransom Financial Services. The Student Center renovation plans include: ADA restrooms, relocation of meeting rooms, moving the Broncbuster Bookstore to the main level, and the addition of a snack bar/coffee shop. Proposed floor plan is included.

Renovation of the Student Union will increase the square footage of both the Endowment Room and the Kinney Room. The general "flow" of the building will be improved. Both meeting rooms will be near an exterior door and restroom facilities. The men's and women's restrooms will be completely remodeled. The entrance to the cafeteria will be moved to the south set of doors on the east side of cafeteria. Those entering the cafeteria will walk past the "store front" display of the relocated bookstore. Students will be able to relax in the new updated commons area or enjoy the new snack bar. The commons area will be modernized and designed to encourage small group gatherings and student socialization.

The lower level will receive minor aesthetic updates. Student games such as pool tables and ping pong will be moved downstairs to the current location of the bookstore. The area will be enclosed to reduce ambient noise. Two existing small rooms downstairs will become one nice size SGA office.

Budget Information:

Revenue bonds which will be repaid by bookstore and student center auxiliary funds.

Recommended Board Action:

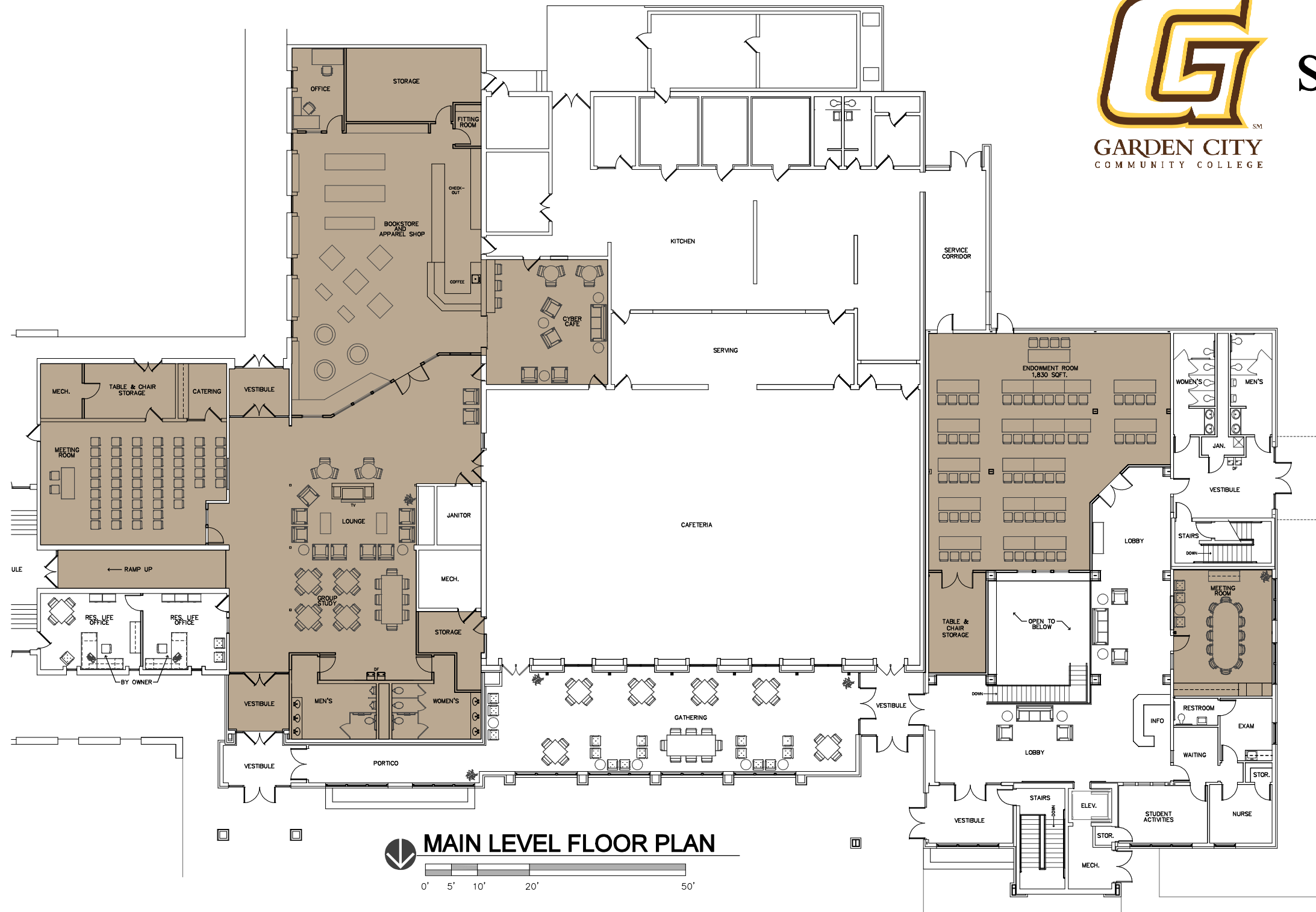
Board authorizes Administration to proceed with renovation as presented.

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

Board Member Notes:



STUDENT CENTER



MAIN LEVEL FLOOR PLAN
0' 5' 10' 20' 50'

GMCH
Architects/planners
gibson mancini carmichael & nelson p.a.
architects planners
115 east laurel ■ garden city, kansas 67846 ■ (620) 276-3244

OCTOBER 2014 MONITORING REPORT

ENDS

SEMI-ANNUAL

Work Preparedness

#1

Page 3

- 1. Students will have the skills and knowledge required for successful entry into the workplace.**
- 2. Students will have the work ethics, discipline and collaborative skills necessary to be successful in the workplace.**
- 3. Students will have the skills and knowledge necessary to maintain, advance or change their employment or occupation.**

CEO's Interpretation:

Students taking certificate and degree programs at GCCC will have the technical skills and soft skills necessary to enter the workforce. The training provided to students enrolled in courses and program curriculum upgrade skills with industry standard practices and allow people to gain skills necessary to maintain, advance or change their career.

- 1. Students will have the skills and knowledge required for successful entry into the workplace.**

Garden City Community Students focus on connecting theory and real world applications. The use of such real-world situations and simulations such as:

- Clinical Rotations
- Internships
- Cooperative Learning
- Computer Labs
- Science Labs
- Agriculture Labs

The utilization of simulated and on-the-job site scenarios provide students with the opportunity to reach an "application" level of learning by working with employers, faculty, and on-site supervisors to implement theory to practice.

Faculty work closely with off-campus learning opportunities for our students. All clinical rotations and internships involve working with an employee of the organization that the off campus learning activity is performed. The close contact with employees of health organizations along with business and industry provide students with the entry-level expectations of the particular industry. Students are evaluated by the faculty member along

with the “proctor” on-site. The evaluation of learning includes the skills observed by faculty along with input from the on-site personnel. Internship opportunities provide “field” experience in business and industry that provides students to work directly with customers to enhance organizational skills and particularly communication skills that are an increasing need according to employers. The new Student Learning Assessment Academy sponsored by the Higher Learning Commission will include an evaluation of student writing across the curriculum.

Currently, all Perkins Grant funded programs in the technical education area are required to conduct an annual advisory committee meeting. This group of employers in the local region provides faculty and staff with insight as to “cutting-edge” technology that is being used in the industry. The advisory committee provides direction on curriculum development and curriculum changes to keep teaching and learning relevant. Our advisory committees have been very valuable in our recent recommendations for the purchase of welding equipment this year as a response to the changing need for mobile equipment in the field. The paramedic curriculum has been enhanced with cardiac monitoring equipment that was also recommended by advisory committee input.

All courses delivered at GCCC are required to have a course syllabus. This syllabus outlines and describes the student learning outcomes. The learning outcomes are reviewed on a regular basis to make sure the outcomes are current and meet employment needs. The College is entering the Student Learning Assessment Academy sponsored by the Higher Learning Commission and the documentation and verification of learning outcomes is critical for each program. New courses must be approved by the GCCC Curriculum Committee prior to including in any curriculum; this allows for a thorough review of the learning outcomes and pedagogy involved in new course development.

2. Students will have the work ethic, discipline and collaborative skills necessary to be successful in the workplace.

All programs emphasize the importance of attendance, staying on task, and professional behavior during lecture, lab, and simulated exercises. Attendance guidelines are listed in the current College Catalog 2014-2016 (page 21):

1. Attendance at Garden City Community College is mandatory.
2. The student is responsible for contacting each of his or her instructors regarding an absence.
3. GCCC supports the right of instructors to recommend withdrawal prior to the published withdrawal date or to fail any student whose absences are excessive in the opinion of that instructor.

Final examinations and/or projects are required for all classes. This final exam and project provides a learning evaluation of the course and program to determine student learning outcomes as prescribed by each course, curriculum, and advisory committee input. It is important to provide “capstone” experiences in classes to ensure job readiness upon completion of the curriculum and program. The following is Instructional Services Policy:

Policy Statement: Students absent on the day of an announced examination may be permitted to make up the examination at the discretion of the instructor. Final examinations at the close of each semester are college requirements for all students.

Procedures: In case of an emergency such as bereavement or hospitalization, a student may be permitted to deviate from the announced schedule of examinations with permission from the Vice President of Instructional Services. The academic calendar for the entire year is printed in the calendar section of the catalog as well as in each semester’s Schedule of Courses. Students should refer to the schedule **prior** to making travel arrangements so that there will be **no** conflict with the final examinations schedule. All classes are expected to have some kind of culminating experience during final exams week. This may be an exam, presentations, projects, etc. and will vary from discipline to discipline as appropriate. Final exams for full-semester courses are based on a two-hour time period and published in the appropriate course schedule.

The College also measures student course completions, appropriate grades, and academic progress to determine if appropriate progress in learning outcomes is achieved as described in Instructional Services Policy as follows:

Policy Statement: Assessment of the progress of students in completion of course objectives will be made by instructors. Academic progress will be measured both during the term and over continuous terms of enrollment.

Procedures: To encourage satisfactory progress throughout continuous terms of enrollment, the College has adopted an academic progress procedure which is published in the College Catalog and Financial Aid and Scholarship Handbook. A student must be make “satisfactory academic progress” toward a degree or transfer program leading to a bachelor’s degree to be eligible to receive federal financial aid. GCCC will review each student requesting financial assistance from the college to determine if satisfactory academic progress is being met; the review will be based on all academic transcripts.

- 3. Students will have the skills and knowledge necessary to maintain, advance or change their employment or occupation.**

Technical program performance is measured annually based on six core indicators as identified in the Carl Perkins Grant Fund (statistics from Kansas Board of Regents and Kansas Department of Labor)

1. Skill Attainment – Graduate must demonstrate mastery of summative program knowledge and skills.
2. Credential/Certificate/Diploma Achievement – Percent of students enrolled in a program who earns a credential within a 2-year period.
3. Retention/Transfer – Students who achieved “concentrator status” (12 credit hours within a program) and were enrolled or transferred to another institution in the fall of the next year.
4. Student Placement – Graduates must remain employed six months after graduating from the program or continue their education or enter the military.
5. Non-traditional Placement (gender equity) – Students enrolled in programs underrepresented by their gender.
6. Non-traditional Graduation – Graduates of programs under-represented by their gender.

Results 2013-2014:

1. Skill Attainment:	92%
2. Credential/Certificate/Diploma Achievement:	78%
3. Retention/Transfer	80%
4. Student Placement	89%
5. Non-traditional Placement	49%
6. Non-traditional Graduation	8%

Garden City College also provides students the opportunity to maintain, advance, or change their employment or occupation through our Adult Learning Center and Continuing Education Division.

Students also have the opportunity to change their employment status by earning a GED, enrolling in developmental classes that prepare them for college-level work, and enrolling in other college-level classes. The Adult Learning Center served 657 students during the 2014 fiscal year.

A summary of educational gains and employment advancement through the Adult Learning Center:

Total Students Served Adult Learning Center 657

Entered Employment	119
Retained/Improved Employment	327
Entered Postsecondary Education	70 (571 credit hours)

OCTOBER 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.

Purchases for the past quarter were reviewed. There were no reportable conflict of interest submitted.

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: Purchase 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 month period were reviewed;

- Nine purchases were approved by the Board
- Five purchases were awarded to a local vendor
- Seven purchases indicated best bid was accepted, local bidder not awarded
- Twenty purchases indicated best bid was accepted with no local bidder

OCTOBER 2014 MONITORING REPORT

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.

Incidental Information **October 2014**

Ryan Ruda, Vice President of Student Services:

Admissions

The Presidential Honors Banquet will be on Monday, October 27. Technical Exploration Day will be on Wednesday, November 12th.

Admissions staff continues on the road, attending 49 College Planning Conferences and 54 High school visits from September 8 through November 6 in pursuit of the 2015-16 incoming class.

Student Support Services

Garden City Community College will be competing in the 2015 Student Support Services Grant Competition for continued funding. The staff is in the process of writing to the new objectives. The SSS grant has been hosted by GCCC since 1993.

The Student Support Services Tutoring Program started this semester with Eight (8) SSS participants using the Tutor.com Website tutoring for 15.75 hours. Tutor.com is staffed by College Instructors from around the United States twenty four hours a day seven days a week. The SSS participants use Tutor.com for Mathematics courses above College Algebra and Science Courses. Forty five students used 250 hours of in person tutoring. These numbers include both individual and group tutoring. The SSS Tutoring Lab has placed an emphasis on enrichment materials for Science Courses. We now have a Life Size Model of the Human Skeleton. We have also purchased a model Human Torso which includes all the systems studied in Anatomy and Physiology and Nursing. We are anxiously waiting for the arrival of our Fetal Pig Model. We also have enrichment materials for Chemistry, Biology, and General Physical Science. Melanie Hands has done an outstanding job of developing the Tutoring program for SSS Participants.

Highlights

Nancy Unruh was recognized at the annual Kansas Association of Collegiate Registrars and Admissions Officers conference with the Dick Elkins Special Service Award. This honor is bestowed for outstanding leadership and special dedication to KACRAO. Active members who have made, or are currently providing significant contributions to the organization should be considered for this award. Nancy is an outstanding resource at GCCC and is well-respected within her field as evidenced by this award.

Kathy Blau received recognition at the annual GCCC Endowment Association scholarship celebration for Outstanding Service to Students. Kathy is a terrific advocate for students and a tremendous resource to connect students to financial assistance.

LSAMP-STEM at GCCC

1st step – **Recruitment**: Eight Students were recruited through area high school visits and on-campus recruitment efforts such as providing students with the information on STEM programs, make them aware of tuition assistance, faculty advisor, stipends, intensive summer camps at K-State, options to transfer to a 4-year school, participate in on-campus activities such as scientific demonstrations and projects etc.

2nd step – **Training**: For those who were selected received the following benefits:

These students have participated in math & science tutoring sessions 20 hours/week on campus. During these sessions students were assigned real-time projects, had an opportunity to look into the research in STEM areas and understand the process of scientific research. Also, were trained how to write scientific

lab reports, how to read and interpret scientific journal articles and how to prepare and present research at national and regional conferences.

3rd step – **Application**:

We have sent students who were trained at GCCC to K-State to attend intensive summer camp called Research immersion pathways to STEM (RiPS). GCCC Students received the following benefits from this summer program:

- Visited with professors in different disciplines to understand their research goals and objectives.
- Selected their major area of research in STEM.
- Assigned a faculty mentor or research advisor who helped them with the research project.
- Worked with Faculty research advisors in their research group on funded research program
- Presented their research work to the group.
- Received \$3,000 stipend in addition to free accommodation & food for the entire 6-weeks program.

Once they were back in GCCC

- Their thinking & understanding levels were comparatively higher. Then they were challenged by the coordinator to present their research work at a national conference.
- With this goal to present their work, they worked on writing up their research project using scientific method. They all chose to present a research poster.
- Completed writing up their project using scientific method and
- Successfully submitted their abstracts to Emerging Research National Conference (ERN) in February 2015 at Washington D.C.
- They will represent our GCCC at this national conference.
- On October 16 & 17, we are taking students to K-State to attend ‘Transfer visit days’ so as to facilitate easy transfer to K-State from GCCC.
- Currently they are working on the individual scientific projects assigned by their science & math tutors and trying to meet & exceed program coordinator’s expectations.
- Next month, they will be presenting their mini research projects to all faculty, staff and students on-campus.

Financial Aid

Below is a chart showing the amount of disbursement through certification day this Fall 2014.

Pell	SEOG	Sub Loans	Unsub Loans	PLUS loans	TOTAL FED AID	Scholarships + GIAs	TOTAL AID
\$3,475	\$0	\$1,732	\$0	\$0	\$5,207	\$1,484	\$6,691
\$1,406,167	\$22,310	\$304,449	\$166,881	\$14,851	\$1,914,658	\$686,270	\$2,600,928
\$13,375	-\$250	\$12,196	-\$309	\$0	\$25,012	\$45,576	\$70,588
\$10,606	\$0	\$14,802	\$11,820	\$718	\$37,946	-\$698	\$37,248
\$2,531	\$62	\$18,198	\$11,158	\$0	\$31,949	-\$660	\$31,289
\$10,375	\$0	\$8,451	\$2,406	\$0	\$21,232	\$2,890	\$24,122
\$2,865	-\$250	\$21,971	\$12,456	\$0	\$37,042	\$528	\$37,570
\$5,998	\$0	\$17,862	\$13,990	\$0	\$37,850	\$5,804	\$43,654
\$19,218	\$0	\$7,696	\$1,557	\$0	\$28,471	-\$60	\$28,411
\$1,474,610	\$21,872	\$407,357	\$219,959	\$15,569	\$2,139,367	\$741,134	\$2,880,501
(KMIN=925; KNUR=12,500; KSTS=1000; and							\$42,925

KCTWG=28,500)							
(Outside scholarships, 3rd party payments, etc.)							\$306,964
						GRAND TOTAL	\$3,230,390

Dr. Bruce Exstrom, Vice President for Instructional Services:

The fall semester 2014 is progressing quickly as the 20-day certification rosters are now official. The enrollment figures indicate an increase from last fall certification numbers; GCCC is only one of two community colleges to experience an increase in enrollment compared to fall 2013. Many sections are at or above maximum capacity, but faculty have adjusted their classes to allow additional students if possible. There is a slate of 8-week classes that will begin soon to will provide additional opportunities for students to enroll in classes. The 8-week classes allow students to enroll if they need additional credit hours for graduation or if they need a second chance for classes that they may not have experienced previous success. The 8-week classes allow students to fit classes into their busy schedules or create opportunities for earlier graduation or transfer. The semester class is the standard, but the 8-week courses are another option to enhance learning and increase success and retention rates.

Our program directors have begun in-class observations of faculty, especially newly hired faculty. These initial observations assist our new faculty in discovering methods to continually improve their teaching. Directors and assigned mentors work closely with new faculty during the first year to support and encourage them as the semester commences. The mentoring process is especially beneficial as peer-to-peer discussion helps faculty improve teaching and provide for professional growth.

Current data indicates 79% of our incoming students require at least one developmental class. This is a slight decrease from 86% last year to students are in need of additional work to become college ready. The faculty is now working on some innovative teaching methods and class scheduling to increase chances for success for our developmental students. The faculty will be putting together some recommendations and plans for the coming summer and fall 2015 semester to create opportunities for teaching initiatives that will address developmental needs. A developmental education team will be assembled and begin exploring ideas. A team attended the National Association of Developmental Education conference last spring, those “best practices” will be explored. A potential position may be created in the future to address the administration of developmental education as the number of students continues to grow. The developmental education team will also explore how the English as a Second Language (ESL) and the Adult Learning Center may contribute to students as well.

Kent Kolbeck, John Deere Program Leader, and Dr. Bruce Exstrom attended the annual administrators meeting for John Deere Technical programs in Moline, Illinois. The emphasis was on what are the learning outcomes needed in industry, especially as relating to technology needs in equipment and diagnostic tools. Our students are continually upgrading their technology skills and knowledge through curriculum design. The John Deere Program has historically had 100% graduate placement and we often hear back from graduates about what skills are needed for entry level technicians, so this combination of information continually provides insight into what training to provide in the program.

Our high school outreach program has experienced enrollment growth compared to last fall. Through October 1, over 2,500 student credits have been generated at nine sites, including Garden City High School. Preliminary figures indicate an increase of over 500 credit hours from fall 2013. The outreach program is an opportunity for high school students to enroll in college level courses at their respective high schools. This jump start on College is a great cost savings to students and their families, but more importantly a way to start their college career with college credit even before they step on any college campus. The Instructional Services Office provides enrollment direction and support to our local high

schools to provide scheduling, teacher qualifications and approval, along with support to increase opportunities for high school students. Erinn Reyes, campus outreach coordinator, has done an outstanding job of coordinating classes and enrollments with the individual sites and will visit with site coordinators and school administrators over the next several months to encourage expanding offerings, including introducing SB155-qualifying classes which provide tuition waivers for students. Many of our high schools are small, so we have concentrated on not only working closely with our high school coordinators, but also encouraging students to enroll in multiple college courses during their junior and senior years of high school.

Many high schools experienced notable increases while others maintained enrollment numbers from previous years:

- 600 students from Garden City High School are enrolled in dual classes, an increase of 100 students from last year. With larger numbers, GCHS is offering multiple sections of general education classes this semester, including English I, Principles of Biology, Entrepreneurship, and American Government. New to the schedule this fall are two sections of Intro to AWS Welding, with 34 total students enrolled. Intermediate AWS Welding will proceed in the spring.
- 17 seniors at Syracuse High School are taking college classes this semester. We offer 4 classes worth 14 total credit hours – English I, College Algebra, College Chemistry I and American Government; 15 of 17 students are taking two or more classes. Up from 10 students from Fall 2013.
- 19 juniors and seniors at Greeley County High School (Tribune) are taking college classes this semester. We offer 5 classes worth 19 total credit hours – A&P, General Chemistry, US History Since 1865, General Psychology and American Government; 17 of 19 students are taking two or more classes. Up from 14 students from Fall 2013.
- Deerfield High School added General Psychology and Interpersonal Communications I to their concurrent schedule and maintained student counts from the previous year. USD 216 has expressed interest in adding SB-155 classes back to their schedule, and we'll meet with officials soon to determine such courses.
- Dighton, Holcomb, Lakin and Leoti are maintaining enrollment figures compared to last year.
- Scott City High School enrollment and class offerings were at their lowest since Fall 2010. The drops were attributed to scheduling conflicts and low testing scores.
- No classes are being offered at Healy this semester, though a few students are taking EduKan classes.

Phase I of the mobile technology initiative has begun. Approximately one-half of full-time faculty have been provided their mobile devices to utilize in the classroom and in the office. The launch began this semester, and the results are favorable. Of course there are some adjustments to be made. The IT staff will be conducting training for all faculty this month to provide the basics for wireless technology and how to utilize the technology in the classroom. Phase II participants have selected their mobile technology and the hardware will be ordered soon. Anticipated implementation is January 2015. By the end of spring semester we will have all full-time faculty in full implementation of the mobile technology and we will continue to tweak how technology is utilized for learning. Instructional Services is working closely with our IT Department to make the launch and implementation successful. The cultural shift has begun, and with the flexibility of faculty, the strong support from IT, and a willingness to adapt from everyone the launch and sustainability of the mobile technology initiative is taking hold.

Of special significance, National American University (NAU) representatives visited GCCC, and most of the hard work to create seamless articulation in the Business Administration, Marketing, Accounting, and Criminal Justice programs is complete. Many hours have been spent on working together to create a partnership that will increase opportunities for students to earn a bachelor's degree without leaving home. NAU will offer a combination of distance delivery along with face-to-face classes beginning in

the winter session (beginning December 1). It is an advantage to have a physical presence on our campus to provide not only learning opportunities but advising services, too. The representatives from NAU and our GCCC faculty and staff have created a partnership that will increase opportunities for bachelor's attainment. The partnership will continue to grow as we work together to enhance the learning culture in our area. We look forward to continuing our relationship with NAU and anticipate growth in the future.

Dee Wigner, Executive Vice President:

Campus Police

The annual security report and Crime Statistics were entered into the federal data base as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. In addition, the statistics have been posted on the GCCC website as well as the annual safety and security report and the fire safety report. Crime Statistics brochures have been printed and distributed to appropriate offices.

Business Office

To date, over \$2,800,000 was posted to students accounts from scholarships, loans, and grants. After the first week of financial aid distribution, the business office had issued 779 refund checks to students for \$975,599.51. Several grants have year-end dates of August 31st and September 30th. Business Office staff works closely with the grant directors on their year-end reports and spending. In addition, the office staff trained several new employees on purchasing procedures and reporting in Datatel.

An agreement between GCCC and the GCCC Endowment Association is being finalized. GCCC Business Office staff will be providing bookkeeping services for the association based on a billable hourly rate. The endowment bookkeeping processes in Datatel are unique and separate from the college financial database. The college will be able to cross-train staff as backup for the endowment bookkeeping if it should ever become necessary.

Broncbuster Bookstore

The bookstore is busy finishing up and closing out fall semester, and gearing up for spring!! Apparel sales at home football games have been good. New merchandise arrives weekly. Please look for us at the next home game. We are located at the north entrance to the sports complex.

Virga is in the process of ordering new clothing items for winter and spring. Clothing representatives will be coming in to show us their new spring apparel. Fun items for the holidays are also being ordered. Any ideas or comments for new items you would like to see in the bookstore are always welcome.

Human Resources

The following positions have been filled: Workforce Training Office Manager, Technical Building Secretary, TRAC-7 Facilitator, ETS Advisor, Director of Workforce Development, Assistant Cross Country/Track & Field Coach, Campus Safety Officer, and a Temporary Football Coach.

Cricket Turley attended the SHRM Conference in Wichita and the grand opening of the Marriott Towne Place Suites here in Garden City. Sam's Club was on campus for one day renewing and selling new memberships to employees. Memberships offered were \$45 and in return, employees received a \$15 gift card to be used at either Sam's Club or Walmart.

Facilities

The maintenance workers have almost completed the renovation of the apartment of the Assistant Director of Residential Life. The remodeling was quite extensive and included; removal of carpet and installation of wood flooring, carpet squares and tile; painting all walls; replacing bathroom fixtures, plumbing and lighting.

Maintenance and grounds crews have been busy laying additional sod at the multi-sports complex. The last load of sod should be delivered and installed before the end of October. This is a very time-consuming project, but the outcome is well worth the effort.

All facility workers have been involved in setting up and tearing down athletic events and the sports complex. Considerable amount of time has been devoted to the athletic fields in preparation of practice and competition use. Projects at Tangeman Fields include installation of a new fence at the softball field and the installation of new irrigation quick connects so that water can be accessible throughout the winter.

Repair work to the residential life parking lot and the street north of the student center is complete. Next year, we plan to schedule repair work during the summer months.

Fall landscaping projects include the entrance to Fouse Science and Math, the east side of the Student and Community Service Center, the entrance to Fine Arts and the flower bed in the center quad. Crews are also devoting time to picking up trash around campus, particularly focusing on the dorm area.

The transportation coordinator has been very busy scheduling vehicles and drivers for the fall and spring athletic competitions. Routine duties include ongoing bus and fleet maintenance.

The custodial staff has kept very busy with numerous campus activities such as; SSS transfer orientation, on campus meetings, scholarship banquet, phonathon, fiesta pageant, multi-cultural conference and luncheon, football games, and tailgating. Between events custodians are busy with routine cleaning, help desk work orders and delivering supplies.