

November 7 2014

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

Dear Trustees:

The Board of Trustees will meet in regular session on **Tuesday, November 11, 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. President’s Report

III. CONSENT AGENDA

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

IV. CONFIRMATION OF MONITORING REPORTS:

- A. Monitoring Reports and ENDS
 - A-1 Monitoring Report..... **Action**
 No reports scheduled
 - A-2 Review Monitoring Reports
 - A-2a Annual, Work Preparedness

V. OTHER

- A. Incidental Information.....pg. 24
- B. Report from Finney County Economic Development Corporation

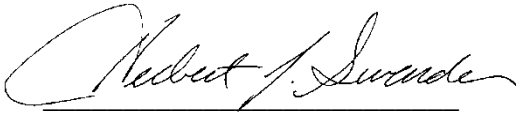
VI. OWNERSHIP LINKAGE:

Upcoming Calendar Dates:

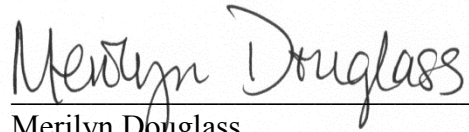
<u>Nov. 12</u>	Exploration Day
<u>Nov. 17</u>	Endowment Annual Meeting, Endowment Room, Beth Tedrow Student Center, 6:00 p.m.
<u>Nov. 23-27</u>	Thanksgiving Holiday
<u>Dec. 1</u>	Joint meeting, Seward County Community College, Dodge City Community College, at Dodge City
<u>Dec. 7-8</u>	KACCT Quarterly meeting at Fort Scott Community College
<u>Dec. 7</u>	Vespers, 3 p.m., Pauline Joyce Fine Arts Auditorium
<u>Dec. 8</u>	Guitar Concert, 7:30 p.m., Pauline Joyce Fine Arts Auditorium
<u>Dec. 9</u>	Monthly meeting of GCCC Board of Trustees, 6:00 p.m., Endowment Room, Beth Tedrow Student Center
<u>Dec. 13</u>	Tuba Christmas, 3 – 5 p.m., Pauline Joyce Fine Arts Auditorium
	Paramedic Graduation, 7:00 p.m., Ford County Sheriff Department, Dodge City
<u>Dec.21-Jan. 1</u>	Christmas Holiday
<u>Jan. 5</u>	Staff and Faculty Return
<u>Jan. 12</u>	Spring Classes Start

VII. Executive Session

IX. Adjournment



Dr. Herbert J. Swender, Sr.
President



Merilyn 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**

October 14, 2014

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

Others Present: Debra Atkinson, Deputy Clerk
Sarah Bradley, SGA President
Dr. Bruce Exstrom, Vice President of Instructional Services
Matthew High, Head Cross Country/Track and Field Coach
Angie Haflich, *Garden City Telegram*
Micah Kasriel, SSS Career & Leadership Advisor, Student Government Co-Advisor
Doug Marshall, Assistant Cross Country/Track and Field Coach
Stewart Nelson, Architect, Gibson, Mancini, Carmichael and Nelson
Don Reule, Community Member
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:

As Chair Douglass was running late Vice Chair Crist called the regular board meeting to order at 6:04 p.m.

COMMENTS FROM THE CHAIR:

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

- Congratulated Nancy Unruh as she 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.
- Extended congratulations to Kathy Blau. Kathy 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.
- Thanked all the volunteers that made the 2014 GCCC Endowment Association phonathon a success.
- Reminded fellow trustees that Saturday, October 18 Broncbusters play Fort Scott. This will be homecoming for the Busters. Game time is 7:00 p.m.

OPEN COMMENTS FROM PUBLIC:

Vice Chair Crist opened the meeting in the absence of Chair Douglass and noted that no one from the public had registered to make comments.

INTRODUCTION OF NEW EMPLOYEES:

Ryan Ruda, Vice President of Student Services/Athletic Director, introduced new GCCC employees, John Green, Assistant Director of Residential Life, and Doug Marshall, Assistant Cross Country/Track and Field Coach.

Dr. Swender welcomed all new employees and presented each with a GCCC Broncbuster lapel pin.

REPORT FROM STUDENT GOVERNMENT ASSOCIATION:

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

- SGA members staffed the phones for the 2014 GCCC Endowment Association Phonathon on September

29.

- Blizzard of Bucks was recently held and well attended.
- First and second round of GCCC homecoming elections have been held and a Queen and King have been chosen and will be crowned at half time of the October 18 GCCC Homecoming football game.
- Homecoming bonfire will take place at dusk on October 16. This year the bonfire will be held between the Access and Opportunity Center and the First Assembly church.

Bradley shared with trustees that SGA is hosting a campus food drive in conjunction with the Finney Co United Way. In an effort to get the most donations possible, a donation box has been placed at the main entrance of each building. The drive kicked off on Monday, October 6, and it will continue through November 14th.

A portion of the donations will be kept here on campus for GCCC students.

Vice Chair Christ thanked Bradley for her report.

REPORT FROM FACULTY SENATE:

Faculty Senate was not present and no report was given.

Chair Douglass arrived at 6:12 p.m. and continued to conduct business.

REPORTS:

Trustees received numerous informational reports as part of the electronic Board packet.

GCCC/NAU

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. NAU will offer a combination of distance delivery along with face-to-face classes beginning in the winter session which will begin mid December 2014.

Jeanne Clery Disclosure:

Dr. Swender noted that Trustees had been provided a copy of the campus crime statistics. 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. Dr. Swender expressed special appreciation to administrative services, student services, and security for their hard work in producing the report.

Scholarships, loans, grants:

Dr. Swender shared with trustees that over \$2,800,000 has been posted to student's accounts from scholarships, loans, and grants for the fall 2014 semester. The business office has issued 779 financial aid refund checks to students for \$975,599.51, which is a great stimulus for the community. Dr. Swender went on to share that GCCC's Cohort Default Rate for FY 11 is 7.9% which remains unchanged from the draft rate published earlier this year. Dr. Swender commented, "This is absolutely very big news and it is directly related to our institutional efforts in Student Services to take care of business."

Garden City Community College Part of \$12 Million Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant Award:

Garden City Community College is a participant in the only consortia grant awarded to Kansas. GCCC is in partner with four institutions of post-secondary education (Washburn University and Washburn Institute of Technology, Flint Hills Technical College and Wichita Area Technical College) that was awarded a \$12 million grant from the U.S. Department of Labor to support job-driven training efforts across Kansas. The grant which will be titled, KanTRAIN provides Kansas workers with opportunities to attain industry-recognized credentials

and training at Garden City Community College. Grant funds will expand and improve GCCC's ability to deliver education and career training programs to help job seekers attain the skills needed for high-wage, high-demand jobs in the advanced manufacturing industries.

Garden City Community College will receive \$1,975,549 through the KanTRAIN grant for expansion of the welding program and workforce development. Dr. Swender extended his thanks and appreciation to Angie Haflich, Garden City Telegram, for the excellent coverage received regarding the awarding of this grant to GCCC. Dr. Swender went on to explain that GCCC is exploring the possibility of locating the program in the south side of the newly acquired property adjacent to campus, formerly known as the Center for Independent Living. The new facility will provide increased capacity and the hope is to reduce training time from two years to an optional time frame of 18 weeks to complete basic certificate and workplace credentials.

Dodge City Community College Merger:

A special DCCC Board of Trustees meeting was held on Tuesday, October 7. The main agenda item was the merger of DCCC with Fort Hays State University. DCCC board of Trustee voted 3-3. The split vote essentially ended the merger discussion at this time. Dr. Swender stated that Garden City Community College supports the position of the DCCC board and their decision. Dr. Swender went on to say that he has not been approached by Dodge City Community College or Ft. Hays officials to be considered in a merger arrangement. He continued by stating that in his view this would not be a good move for GCCC.

Disney Institute:

Dr. Swender reminded members that Wednesday, October 29, 2014, Disney Institute will be held on our campus. GCCC has teamed up with NAU to offer this unique opportunity for business and industry leaders in our community that are looking for insight into the strategies that will be of value in growing and providing quality service. This will be the first of a series of Continuous Performance Improvement (CPI) seminars that will be offered on the GCCC campus.

Joint Board Meeting:

The joint board meeting (a traditional listening/discussion meeting) with Dodge City Community College, Seward County Community College and Garden City Community College has been scheduled for December 1. Dr. Swender asked trustees to let Debbie know of their availability for this event.

Conversations:

Preliminary conversations are taking place regarding the creation of a Western Kansas Community College System. This model would involve the six Western Kansas community colleges coming together to form one system with shared programs and processes. GCCC has agreed to participate in the study; however, there are no expectations for such actions from GCCC administration.

Dr. Swender introduced Mr. Stewart Nelson, architect with Gibson, Mancini, Carmichael and Nelson. Nelson presented a concept video and an artist rendering of a proposed athletic facility, complete with weight room, training area, four locker rooms, president's box seats and additional parking. Nelson explained that this video represented phase II of the Multi Sports Complex project and is a work in progress. Dr. Swender added that the facility would be located on the north end of the Broncbuster football stadium and financing of the project would be philanthropic.

Chair Douglass thanked Nelson for the contemporary presentation.

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-G as presented.

Motion:

Sterling moved, seconded by Schwartz, to approve consent agenda items, III-A-G as presented.

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

Nays: None

Motion carried: 6-0

Approved actions follow:

(A) APPROVED MINUTES of previous meeting (September 9, 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 Perceptive Software Annual Maintenance Agreement

Vendor: ImageNow

For: Annual Maintenance Agreement

Amount: \$24,192

D-2 Student Housing Furniture

Vendor: Leeder Furniture

For: Student Housing Furniture (new construction)

Amount: not to exceed \$70,000

D-3 Pauline Joyce Parking Lot

Vendor: JAG Construction

For: Class C Fly Ash

Amount: \$75,000

D-4 Network Connectivity and Wireless Access for Student Housing Complex (new construction)

Vendor: CDW-G

For: Network Connectivity and Wireless Access

Amount: \$30,406

(Supporting documents filed with official minutes.)

(E) APPROVED EDUKAN AUDIT

(Supporting documents filed with official minutes.)

(F) ACCEPT TAACCCT ROUND 4 GRANT

(Supporting documents filed with official minutes.)

(G) APPROVED AUTOMATIC TELLER MACHINE

(Supporting documents filed with official minutes.)

OTHER:

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. Mr. Stewart Nelson, architect with Gibson, Mancini, Carmichael and Nelson was in attendance to present renovation plans to the Beth Tedrow Student Center and address any questions. 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. 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.

Renovations are scheduled to begin at the end of the spring 2015 semester and be completed in time for the beginning of the fall 2015 semester.

All Trustees indicated approval and appreciation of the proposed floor plan.
(Supporting documents filed with official minutes.)

MONITORING REPORTS and ENDS REPORTS:

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

Annual, Work Preparedness

Quarterly, General Executive Constraints #7, #8

Quarterly, Asset Protection #5

Trustees agreed to accept monitoring reports as presented.

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

Trustees reviewed the following monitoring reports:

Annual, Essential Skills

Annual, Workforce Development

No changes were recommended at this time.

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION:

- The Senior Living Center on Campus Drive is moving forward and is currently taking bids from contractors.
- FCEDC has changed monthly meeting date to Tuesday, October 22, to better fit member schedules.
- FCEDC hosted the kREDA last month and was a big success. Thank you to everyone that was able to attend part of the two day meeting.
- FCEDC will host the KEDA annual meeting scheduled in October 2015. This will bring in economic development people from all over the state.
- Current housing shortage in Garden City continues to be a top priority for FCEDC.
- Clean up of the old packing plant is underway, however demolition of existing on site buildings will be negotiated with the purchaser of the property. An interested prospect will be visiting the site again soon.

There is a possibility that the prospect will not need the entire acreage and would consider selling part of it. TP & L is in need of more space and the location could work for them. As of December 31, 2013, 10,000 truckloads of wind turbine parts have hauled out of the TP&L Garden City site. Their contract to service area has now increased from a 500 mile radius to a 1,000 mile radius.

REPORT KACCT from TRUSTEE RON SCHWARTZ:

- KACCT met in Pratt September 12 & 13. Dr. Swender met with the EduKan Presidents while I attended the Trustee meeting to wordsmith and edit KACCT Guiding Principles.
- Representative Mike Pompeo gave a 30 minute campaign speech and an opportunity to visit one on one.
- Andy Tompkins and Chairman Wilk of KBOR attended and spoke to the group, sharing KBOR's 20/20 vision which is to have a 60% completion rate by year 2020. Community Colleges and Technical training will play a large role in accomplishing this goal.
- Noah Brown, CEO of The Association of Community College Trustees, spoke to members of KACCT. ACCT governs 1,200 schools; generate \$830 billion which is 7% of the GNP. Community Colleges are an enormous impact on the nation's economy. In these 1,200 community colleges, we serve 15 million students, 81,000 students in Kansas alone. Brown recommends that we strive to stay with local governance and keep state funding around 20% and 40% local.
- Challenges we face are accountability, we need to make sure people know who we are, insuring we are responsive to owner needs. If we are to survive as community colleges we need to live in the future and not continue living as in the past.
- Performance based funding is back even though it didn't work in the 80's, even though it sounded good, it finally went away. Sixteen States currently have some form of performance funding.
- There are things we can do as a community college.
 1. Get a good return on any new money
 2. Welcome students and make it convenient to enroll, i.e. one stop.
 3. Insure a strong association
 4. Communicate results of successes
- David Marshall, from Hutchinson Community College, shared a video presentation about Hutchinson Community College with the group. His IT/Marketing Department put together the video, highlighting Hutchinson's service to more than 10,000 students/year,
- Members of the Executive Committee answered questions from Jerry Cook, as moderator, regarding communication to fellow Board members following KACCT meetings. Questions and good discussion followed. Kansas Open Meetings Act (KOMA) concerns regarding email communication was discussed. Members were reminded that if a quorum is communicated with, it must be under KOMA rules
- Floris Jean Hampton, Dodge City Community College gave a brief update regarding the proposed merger between FHSU and DCCC.

OWNERSHIP LINKAGE:

Trustees indicated a positive response of the community to the new football facility.

Meeting adjourned at 8:15 p.m.

UPCOMING CALENDAR EVENTS:

Nov. 24-28 Thanksgiving Holiday
Dec. 7-8 KACCT Quarterly meeting at Fort Scott Community College
Dec. 7 Vespers, 3:00 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, 3:00-5:00 p.m., Pauline Joyce Fine Arts Auditorium
Dec.22-Jan.2 Christmas Holiday

Debra J. Atkinson
Deputy Clerk

Herbert J. Swender
President

Dr. Marilyn Douglass
Chair of the Board

Agenda No: III-B

Date: November 11, 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:



November 3, 2014

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

New Hire

Robert Casados, Groundskeeper, effective October 16, 2014
Pam Bunce, Accountant, effective October 23, 2014

Separations

Grace Ortiz, Custodian, effective October 10, 2014
Ruth Gonzales, Custodian, effective October 24, 2014
Teresa Baker, President's Receptionist, effective December 19, 2014

Transfers/Promotions

Angela Strickert, part-time to full-time Custodian, effective November 3, 2014

Vacancies

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

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 11/11/14)**

INSTRUCTOR	CLASS	AMOUNT
Falke, James	Technical Rescue I (FIRE-103-90) 10/7 – 10/18/14	2 hr(s) x \$500.00/hr = \$1,000.00
Hoover, Kevin	Nursing Home Med Aide (HELR-1033-LK) 10/13 – 12/9/14	3 hr(s) @ 500.00/hr = \$1,500.00
Hoover, Kevin	Nursing Home Med Aide Lab (HELR-103L-LK) 10/13 – 12/9/14	2 hrs @ 500.00/hr + \$400 ext amt= \$1,400.00
Lamb, Colin (Team-teaching w/ R. Ruda)	Teamleading/Collab Leadership (PSYC-206-50) 10/13 – 12/12/14	1.5 hr(s) x \$500.00/hr = \$750.00
Lowry, Joseph	Introduction to Programming (CSCI-102-30) 8/18 – 12/12/14 – <i>Pro-rated</i> <i>* Combined w/ 2 additional sections</i>	7/16 x 10 students @ 200.00/student = \$875.00
Myatt, Wade	Outdoor Recreation (HPER-202-90) 8/18 – 12/12/14	3 hr(s) x \$500.00/hr = \$1,500.00
Ruda, Ryan (Team-teaching w/ C. Lamb)	Teamleading/Collab Leadership (PSYC-206-50) 10/13 – 12/12/14	1.5 hr(s) x \$500.00/hr = \$750.00
Rupp, Karen	Woodworking (HMGD175-01) 9/9 – 12/16/14 – <i>Pro-rated</i>	8/14 x 42 hr(s) @ \$30.00/hr = \$720.00
Wilson, Mary	Excel Fundamentals (COMP301-02) 10/13 – 10/16/14	8 hr(s) @ \$30.00/hr = \$240.00
Wilson, Mary	Excel Intermediate (COMP302-02) 10/27 – 10/30/14	8 hr(s) @ \$30.00/hr = \$240.00

TOTAL ADJUNCT/OUTREACH FACULTY CONTRACTS **\$ 8,975.00**

**GARDEN CITY COMMUNITY COLLEGE
 SERVICE CONTRACTS FOR ADJUNCT FACULTY
 (Presented to Board of Trustees for Approval 11/11/14)**

INSTRUCTOR	CLASS	AMOUNT
Hernandez, Rachelle (Kansas Children's Service League)	Undrstdg Children's Temperamnt (ECHD-127-81) 9/29 – 10/24/14	1 student @ \$50.00/student = \$50.00
Hernandez, Rachelle (Kansas Children's Service League)	Child Abuse and Neglect: RRR(ECHD-122-81) 9/29 – 10/24/14	1 student @ \$50.00/student = \$50.00

TOTAL ADJUNCT SERVICE CONTRACTS **\$ 100.00**

Agenda No: III-C

Date: November 11, 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

November 2014

Purchases over \$20,000 requiring bid sheets

- Check #235977 to Harbin Construction LLC for \$723,395.97 for partial payment of construction on the student housing project. The Board approved this project at the July 2014 board meeting.
- Check #236335 to CDW Government Inc. for \$20,892.66 for various purchases. One purchase required a bid sheet which indicated the lowest bid was accepted.
- Check #236586 to JAG Construction Co. for \$71,953.20 for partial payment of JOYC parking lot replacement. The Board approved this project at the October 2014 board meeting.
- Check #236593 to Marianna Industries for \$20,991.39 for cosmetology supplies. The Board approved this purchase at the September 2014 board meeting.
- Check #236596 to Perceptive Software Inc. for \$24,192.00 for the Image Now annual software maintenance agreement. The Board approved this purchase at the October 2014 board meeting.
- Check #236603 to Royal Architecture Products for \$101,028.00 for hardware for the student housing project. The Board approved this purchase at the July 2014 board meeting.
- Check #236691 to Harbin Construction LLC for \$496,147.50 for partial payment of construction on the student housing project.

Payments over \$20,000 not requiring bid sheets

- Check #236195 to City of Garden City for \$79,690.69 for utilities.
- Check #236196 to Commerce Bank for \$69,376.60 for various purchase card purchases.
- Check #236205 to EduKan for \$80,800.00 for tuition and fees for online courses – Session 1 Fall 2014.
- Check #236515 to Blue Cross and Blue Shield of Kansas for \$92,830.14 for November health insurance premiums.
- Check #236582 to Great Western Dining for \$78,941.66 for various invoices.
- Check #236685 to EdKan for \$45,290.00 for tuition and fees for online courses - Session 2 Fall 2014.

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	4,675.00-	980,601.00-	1,950,000.00-	969,399.00-	49.71
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	814.00-	157,080.00-	275,000.00-	117,920.00-	42.88
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	300.00-	63,997.00-	75,000.00-	11,003.00-	14.67
11-00-0000-00000-4006 OUTREACH CREDIT HO	0.00	400.00-	56,758.00-	65,000.00-	8,242.00-	12.68
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	792.00-	174,300.00-	345,000.00-	170,700.00-	49.48
11-00-0000-00000-4008 TECHNOLOGY FEE-O :	0.00	200.00-	28,379.00-	42,000.00-	13,621.00-	32.43
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	284.00-	3,210.72-	50,000.00	53,210.72	106.42
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	828.00-	149,500.00-	225,000.00-	75,500.00-	33.56
11-00-0000-00000-4015 ONLINE COURSE FEE	0.00	280.00-	4,410.00-	10,000.00-	5,590.00-	55.90
11-00-0000-00000-4016 DROP FEE : GENERAL	0.00	1,070.00-	1,760.00-	10,000.00-	8,240.00-	82.40
11-00-0000-00000-4102 PRIVATE GIFTS/GRAN	0.00	0.00	0.00	20,000.00-	20,000.00-	100.00
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	0.00	5,000.00-	10,000.00-	5,000.00-	50.00
11-00-0000-00000-4512 VENDING MACHINES :	0.00	950.45-	1,407.25-	10,000.00-	8,592.75-	85.93
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	79.27-	100,216.02-	10,300,000.00-	10,199,783.98-	99.03
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	83,790.35-	380,826.06-	600,000.00-	219,173.94-	36.53
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	958.01-	4,595.44-	6,000.00-	1,404.56-	23.41
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	26,383.78-	72,257.60-	150,000.00-	77,742.40-	51.83
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	31,846.45	100,000.00-	131,846.45-	131.85
11-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	0.00	7,646.32-	5,000.00-	2,646.32	52.92-
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	544.28-	20,000.00-	19,455.72-	97.28
11-00-0000-00000-4811 TAX IN PROCESS : G	0.00	5.37	5.37	10,000.00-	10,005.37-	100.05
11-00-0000-00000-4813 D/S TRANSFER : GEN	0.00	0.00	2,846.24-	0.00	2,846.24	0.00
11-00-0000-00000-4814 COMMERCIAL VEHICLE	0.00	0.00	75,783.13-	0.00	75,783.13	0.00
11-00-0000-00000-4902 INTEREST INCOME :	0.00	0.00	406.22	35,000.00-	35,406.22-	101.16
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	0.00	50,518.95-	110,000.00-	59,481.05-	54.07
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	2,034.30-	83,361.86-	150,000.00-	66,638.14-	44.43
11-00-0000-00000-4912 TRANSCRIPTS : GENE	0.00	1,331.15-	5,493.05-	15,000.00-	9,506.95-	63.38
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	125,164.94-	3,241,821.88-	15,312,792.00-	12,070,970.12-	78.83
=====						
12-00-0000-00000-4002 AMMONIA REFG COURS	0.00	15,849.00-	54,597.00-	125,000.00-	70,403.00-	56.32
12-00-0000-00000-4005 ACAD COURSE FEE :	0.00	10,264.00-	146,233.00-	250,000.00-	103,767.00-	41.51
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	280.00-	3,115.00-	5,000.00-	1,885.00-	37.70
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	26,393.00-	710,411.00-	3,001,515.00-	2,291,104.00-	76.33

61-00-0000-00000-4803 AD VALOREM PROPERT	0.00	4.17-	5,109.92-	487,884.00-	482,774.08-	98.95
61-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	4,323.36-	19,648.72-	35,329.00-	15,680.28-	44.38
61-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	49.43-	237.13-	352.00-	114.87-	32.63
61-00-0000-00000-4807 DELINQUENT TAX : G	0.00	1,368.53-	3,747.98-	7,000.00-	3,252.02-	46.46
61-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	1,623.59	6,555.00-	8,178.59-	124.77
61-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	0.00	394.53-	0.00	394.53	0.00
61-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	30.06-	1,194.00-	1,163.94-	97.48
61-00-0000-00000-4811 TAX IN PROCESS : G	0.00	0.27	0.27	10,000.00-	10,000.27-	100.00
61-00-0000-00000-4813 D/S TRANSFER : GEN	0.00	0.00	145.11-	0.00	145.11	0.00
61-00-0000-00000-4814 COMMERCIAL VEHICLE	0.00	0.00	3,910.20-	0.00	3,910.20	0.00
=====						
Totals for FUND: 61 - CAPITAL OUTLAY	0.00	5,745.22-	31,599.79-	548,314.00-	516,714.21-	94.24
=====						
Totals for BUDGET.OFFICER: Unassigned	0.00	157,303.16-	3,983,832.67-	18,862,621.00-	14,878,788.33-	78.88

Fiscal Year: 2015

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	9,214.37	27,654.46	104,746.00	77,091.54	73.60
DEPARTMENT: 11020 - HUMANITIES	0.00	581.75	1,138.13	1,650.00	511.87	31.02
DEPARTMENT: 11021 - ENGLISH	25.00	30,670.22	89,472.26	355,268.00	265,770.74	74.81
DEPARTMENT: 11022 - SPEECH	0.00	6,061.87	14,608.29	51,410.00	36,801.71	71.58
DEPARTMENT: 11023 - PHILOSOPHY	0.00	538.25	538.25	0.00	538.25-	0.00
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	426.47	852.94	320.00	532.94-	166.53-
DEPARTMENT: 11025 - JOURNALISM	110.01	5,465.95	19,085.70	66,354.00	47,158.29	71.07
DEPARTMENT: 11026 - BROADCASTING	0.00	538.25	538.25	972.00	433.75	44.62
DEPARTMENT: 11030 - ART	0.00	12,010.51	44,982.43	138,018.00	93,035.57	67.41
DEPARTMENT: 11031 - DRAMA	0.00	6,731.79	20,884.95	76,252.00	55,367.05	72.61
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	6,844.72	20,753.96	80,200.00	59,446.04	74.12
DEPARTMENT: 11033 - INST MUSIC	1,906.73	17,061.11	27,233.39	87,643.00	58,502.88	66.75
DEPARTMENT: 11040 - SCIENCE	185.00	29,998.35	89,917.01	388,324.00	298,221.99	76.80
DEPARTMENT: 11050 - MATH	0.00	28,297.22	93,098.87	336,335.00	243,236.13	72.32
DEPARTMENT: 11060 - SOCIAL SCIENCE	75.00	33,276.05	102,732.02	400,592.00	297,784.98	74.34
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	17,519.92	60,719.69	195,413.00	134,693.31	68.93
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	8,845.50	30,409.55	81,886.00	51,476.45	62.86
DEPARTMENT: 11080 - ESSENTIAL SKILLS	0.00	349.57	695.57	720.00	24.43	3.39
DEPARTMENT: 11081 - READING	0.00	5,841.92	16,461.50	59,831.00	43,369.50	72.49
DEPARTMENT: 11082 - ESL	0.00	5,665.18	17,140.20	66,812.00	49,671.80	74.35
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	7,392.36	8,024.00	15,440.00	7,416.00	48.03
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	377.17	400.00	1,600.00	5,000.00	3,022.83	60.46
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	11,000.58	65,999.35	213,433.32	413,430.00	188,996.10	45.71
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	199.75	199.75	0.00	199.75-	0.00
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	199.75	199.75	0.00	199.75-	0.00
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	269.13	269.13	1,377.00	1,107.87	80.46
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	0.00	5,372.04	5,372.04	0.00	5,372.04-	0.00
DEPARTMENT: 32000 - BUSINESS & INDUSTR	0.00	5,263.60	20,952.87	63,856.00	42,903.13	67.19
DEPARTMENT: 41000 - LIBRARY	2,907.68	11,565.11	54,688.34	184,862.00	127,265.98	68.84
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	89.97	7,770.85	24,422.36	84,457.00	59,944.67	70.98
DEPARTMENT: 42000 - DEAN OF LEARNING S	487.98	20,521.80	74,462.41	713,202.00	638,251.61	89.49
DEPARTMENT: 42001 - DEAN OF ACADEMICS	0.00	1,792.85	5,173.01	19,661.00	14,487.99	73.69
DEPARTMENT: 42002 - OUTREACH	0.00	1,468.59	5,838.28	111,364.00	105,525.72	94.76
DEPARTMENT: 42003 - FACULTY SENATE	0.00	1,082.91	2,358.54	12,265.00	9,906.46	80.77
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	1,139.80	7,374.60	0.00	7,374.60-	0.00
DEPARTMENT: 43000 - TRANSITION	0.00	3,456.69	13,769.28	42,189.00	28,419.72	67.36
DEPARTMENT: 50000 - DEAN OF STUDENT SE	1,887.87	18,115.65	73,836.92	235,244.00	159,519.21	67.81
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	1,562.50	8,104.31	38,931.84	119,779.00	79,284.66	66.19
DEPARTMENT: 50011 - ASSESSMENT/TESTING	0.00	4,872.10	20,221.24	61,865.00	41,643.76	67.31
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	27,000.09	92,239.22	329,832.00	237,592.78	72.03
DEPARTMENT: 50030 - ADMISSIONS	1,323.98	10,788.23	41,436.42	143,732.00	100,971.60	70.25
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	2,560.90	11,253.86	45,613.03	148,910.00	100,736.07	67.65
DEPARTMENT: 50050 - STUDENT HEALTH SER	583.15	5,009.16	14,455.23	64,613.00	49,574.62	76.73
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	2,759.00	24,613.15	259,126.65	487,067.63	225,181.98	46.23
DEPARTMENT: 55001 - MEN'S BASKETBALL	3,348.00	13,894.32	38,707.77	111,487.00	69,431.23	62.28
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	5,989.50	7,974.66	33,229.09	104,039.40	64,820.81	62.30
DEPARTMENT: 55003 - MEN'S TRACK	578.31	8,210.51	13,995.17	55,592.57	41,019.09	73.79

DEPARTMENT: 55004 - WOMEN'S TRACK	578.31	8,051.66	12,381.93	54,112.57	41,152.33	76.05
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	7,560.00	7,644.54	31,196.50	107,594.00	68,837.50	63.98
DEPARTMENT: 55006 - FOOTBALL	845.00	28,728.67	124,006.45	298,094.52	173,243.07	58.12
DEPARTMENT: 55007 - BASEBALL	71.50	9,631.89	42,823.88	115,368.00	72,472.62	62.82
DEPARTMENT: 55008 - VOLLEYBALL	0.00	6,239.02	24,657.63	58,690.26	34,032.63	57.99
DEPARTMENT: 55009 - WOMEN'S SOCCER	643.00	12,995.60	33,466.56	71,397.75	37,288.19	52.23
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	0.00	5,000.00	5,000.00	100.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	4,035.97	17,113.39	36,822.08	19,708.69	53.52
DEPARTMENT: 55013 - DANCE TEAM	0.00	3,491.06	10,584.39	26,993.00	16,408.61	60.79
DEPARTMENT: 55014 - RODEO TEAM	5,426.90	13,732.41	53,940.64	140,920.00	81,552.46	57.87
DEPARTMENT: 55015 - MEN'S GOLF	0.00	12,738.37	29,728.79	77,146.22	47,417.43	61.46
DEPARTMENT: 55019 - ATHLETIC TRAINING	71.00	11,997.30	59,499.79	129,521.00	69,950.21	54.01
DEPARTMENT: 55020 - PEP BAND	2,738.00	3,519.82	13,899.62	47,173.00	30,535.38	64.73
DEPARTMENT: 61000 - PRESIDENT	7,174.58	30,667.68	140,453.69	484,656.00	337,027.73	69.54
DEPARTMENT: 61001 - BOARD OF TRUSTEES	596.36	709.11	2,372.45	24,840.00	21,871.19	88.05
DEPARTMENT: 61005 - ATTORNEY	0.00	90.00	1,308.00	35,000.00	33,692.00	96.26
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	37,799.42	50,577.50	249,328.14	1,718,820.00	1,431,692.44	83.30
DEPARTMENT: 62010 - HUMAN RESOURCES	0.00	10,667.16	44,412.12	144,870.00	100,457.88	69.34
DEPARTMENT: 62011 - ADA COMPLIANCE	4,000.00	4,120.24	12,406.56	63,005.00	46,598.44	73.96
DEPARTMENT: 62050 - ONE-TIME PURCHASES	314,595.19	83,327.12	95,654.90	940,000.00	529,749.91	56.36
DEPARTMENT: 63000 - INFORMATION SERVIC	20,682.12	12,521.72	31,407.81	181,072.00	128,982.07	71.23
DEPARTMENT: 64000 - INFORMATION TECHNO	16,300.50	55,938.69	277,751.72	758,104.00	464,051.78	61.21
DEPARTMENT: 65000 - CENTRAL SERVICES	2,426.00	12,540.30	52,839.89	153,694.00	98,428.11	64.04
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	540.90	19,685.74	61,583.75	183,936.00	121,811.35	66.22
DEPARTMENT: 71000 - BUILDINGS	38,030.00	39,425.56	106,245.78	420,176.00	275,900.22	65.66
DEPARTMENT: 72000 - CUSTODIAL SERVICES	6,943.50	50,614.12	158,809.66	516,485.00	350,731.84	67.91
DEPARTMENT: 73000 - GROUNDS	13,750.16	29,865.83	72,592.47	236,388.00	150,045.37	63.47
DEPARTMENT: 73001 - ATHLETIC FIELDS	5,196.00	22,513.00	33,175.83	71,414.00	33,042.17	46.27
DEPARTMENT: 74000 - VEHICLES	2,839.64	30,922.14	72,148.69	358,242.00	283,253.67	79.07
DEPARTMENT: 75000 - CAMPUS SECURITY	0.00	12,630.52	45,062.49	172,404.00	127,341.51	73.86
DEPARTMENT: 76000 - INSURANCE	0.00	9,933.97	217,428.75	340,954.00	123,525.25	36.23
DEPARTMENT: 77000 - UTILITIES	108.99-	87,441.39	240,618.75	860,000.00	619,490.24	72.03
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	3,286.75-	143,625.91-	62,000.00	205,625.91	331.65
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	165.00	13,443.00	33,087.00	19,644.00	59.37
DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	0.00	3,635.00	11,000.00	7,365.00	66.95
DEPARTMENT: 81004 - TUIT WAIVER CTZ IN	0.00	705.00	114,840.00	156,000.00	41,160.00	26.38
DEPARTMENT: 81006 - TUIT WAIVER FINE A	0.00	880.00-	44,165.00	55,194.00	11,029.00	19.98
DEPARTMENT: 94000 - STUDENT CENTER	1,635.32	3,493.08	13,442.55	49,341.00	34,263.13	69.44
DEPARTMENT: 98001 - CHILD CARE	0.00	4,428.66	22,143.30	40,000.00	17,856.70	44.64

=====

FUND: 11 - GENERAL	528,092.74	1,191,292.68	4,226,561.64	15,312,792.00	10,558,137.62	68.95
--------------------	------------	--------------	--------------	---------------	---------------	-------

Fiscal Year: 2015

FUND: 12 - PTE FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 12010 - ACCOUNTING	0.00	4,224.08	12,670.54	51,687.00	39,016.46	75.49
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	4,035.63	10,274.26	25,328.75	15,054.49	59.44
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	10,469.60	29,054.13	114,179.75	85,125.62	74.55
DEPARTMENT: 12200 - ADN PROGRAM	15.99	23,836.08	73,532.86	268,591.00	195,042.15	72.62
DEPARTMENT: 12201 - LPN PROGRAM	65.31	17,298.30	59,776.63	204,835.00	144,993.06	70.79
DEPARTMENT: 12202 - EMT	378.98	10,684.67	39,510.85	167,987.00	128,097.17	76.25
DEPARTMENT: 12203 - ALLIED HEALTH	392.38	15,390.94	37,577.63	169,694.00	131,723.99	77.62

DEPARTMENT: 12210 - AGRICULTURE	0.00	4,009.42	12,114.82	53,641.00	41,526.18	77.41
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	7,855.68	30,785.75	123,087.00	92,301.25	74.99
DEPARTMENT: 12212 - CULINARY PROGRAM	8.83	2,077.52	2,056.04	53,804.00	51,739.13	96.16
DEPARTMENT: 12220 - JOHN DEERE AG TECH	1,037.78	23,211.71	63,519.12	265,433.00	200,876.10	75.68
DEPARTMENT: 12225 - OIL TECH PROGRAM	0.00	0.00	0.00	10,000.00	10,000.00	100.00
DEPARTMENT: 12230 - AUTO MECHANICS	250.00	188.05	1,448.48	2,000.00	301.52	15.08
DEPARTMENT: 12240 - CRIMINAL JUSTICE	234.98	16,267.93	42,232.32	156,416.00	113,948.70	72.85
DEPARTMENT: 12241 - FIRE SCIENCE	800.90	6,364.04	17,512.24	71,876.00	53,562.86	74.52
DEPARTMENT: 12250 - COSMETOLOGY	0.00	13,167.09	34,959.63	166,296.00	131,336.37	78.98
DEPARTMENT: 12260 - DRAFTING	0.00	0.00	0.00	200.00	200.00	100.00
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	9,891.12	20,666.76	87,082.68	388,630.00	291,656.20	75.05
DEPARTMENT: 12271 - AUTOMATION ELECTRI	0.00	0.00	0.00	6,900.00	6,900.00	100.00
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	0.00	12,194.94	2,000.00	10,194.94-	509.74-
DEPARTMENT: 12273 - WELDING	6,951.36	13,847.31	48,156.75	170,519.00	115,410.89	67.68
DEPARTMENT: 42005 - DEAN OF TECHNICAL	349.00	33.72	861.90	485,410.50	484,199.60	99.75
DEPARTMENT: 62050 - ONE-TIME PURCHASES	0.00	0.00	0.00	43,000.00	43,000.00	100.00

=====

FUND: 12 - PTE FUND	20,376.63	193,628.53	615,321.57	3,001,515.00	2,365,816.80	78.82
---------------------	-----------	------------	------------	--------------	--------------	-------

Fiscal Year: 2015

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	6,077.04	5,320.69	13,767.72	129,694.00	109,849.24	84.70
DEPARTMENT: 55006 - FOOTBALL	469.00	2,000.00	1,646.93	3,000.00	884.07	29.47
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	1,731.15	1,731.15	3,753.96	2,022.81	53.88
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	1,295.00	1,295.00	8,000.00	6,705.00	83.81
DEPARTMENT: 55001 - MEN'S BASKETBALL	230.00	83.93-	83.93-	375.63	229.56	61.11
DEPARTMENT: 55012 - CHEERLEADING	1,229.12	768.10	566.16	2,807.19	1,011.91	36.05
DEPARTMENT: 55008 - VOLLEYBALL	99.00	0.00	5,927.30	7,831.12	1,804.82	23.05
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	550.00	168.78	368.77	7,500.00	6,581.23	87.75
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	549.02	13,598.04	62,550.00	48,951.96	78.26
DEPARTMENT: 55007 - BASEBALL	0.00	1,086.70	1,519.08	9,246.40	7,727.32	83.57
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	0.00	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	267.57	441.32	1,592.56	1,151.24	72.29
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	1,122.23	2,306.00	1,717.31	588.69-	34.27-
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	318.60	376.49	57.89	15.38

=====

FUND: 14 - ADULT SUPPLEMENTARY ED	8,654.16	14,225.31	57,180.01	278,444.66	212,610.49	76.36
-----------------------------------	----------	-----------	-----------	------------	------------	-------

Fiscal Year: 2015

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	393.22	218.04	370.51	8,000.00	7,236.27	90.45
DEPARTMENT: 94000 - STUDENT CENTER	12,448.27	1,185.40	29,942.62	166,500.00	124,109.11	74.54
DEPARTMENT: 95000 - STUDENT HOUSING	51,956.26	281,314.85	572,543.94	1,477,904.00	853,403.80	57.74
DEPARTMENT: 95001 - DIRECTOR'S APARTME	1,978.78	5,292.51	5,292.51	8,500.00	1,228.71	14.46
DEPARTMENT: 98000 - COSMETOLOGY	182.75	34,023.58	61,869.27	184,392.56	122,340.54	66.35
DEPARTMENT: 97000 - BOOKSTORE	83,047.63	20,785.53	316,228.79	953,500.00	554,223.58	58.13
DEPARTMENT: 91000 - ARENA	0.00	533.29	2,374.51	0.00	2,374.51-	0.00

=====

FUND: 16 - AUXILIARY ENTITIES	150,006.91	343,353.20	988,622.15	2,798,796.56	1,660,167.50	59.32
-------------------------------	------------	------------	------------	--------------	--------------	-------

Fiscal Year: 2015

GL Account	FUND: 22 - RESTRICTED GRANTS						
	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail	
DEPARTMENT: 50000 - DEAN OF STUDENT SE	500.00	0.00	6,500.00	0.00	7,000.00-	0.00	
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	4,500.00	4,500.00	4,500.00	0.00	0.00	
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	0.08-	0.00	16,824.08	0.00	16,824.00-	0.00	
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	4,057.56	36,329.49	0.00	36,329.49-	0.00	
DEPARTMENT: 12211 - ANIMAL SCIENCE	1,077.73	19,117.77	41,776.80	334,240.44	291,385.91	87.18	
DEPARTMENT: 50000 - DEAN OF STUDENT SE	850.00	0.00	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	25,179.65	36,875.09	11,695.44	31.72	
DEPARTMENT: 50000 - DEAN OF STUDENT SE	1,444.71	20,794.34	153,067.85	145,939.09	8,573.47-	5.86-	
DEPARTMENT: 14010 - AO-K	0.00	0.00	0.00	2,098.92	2,098.92	100.00	
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	24,723.19	30,000.00	5,276.81	17.59	
DEPARTMENT: 11040 - SCIENCE	0.00	169.98	12,657.47	13,976.41	1,318.94	9.44	
DEPARTMENT: 42000 - DEAN OF LEARNING S	399.60	3,153.27	3,430.77	8,047.02	4,216.65	52.40	
DEPARTMENT: 14010 - AO-K	842.45	349.00	1,091.82	2,204.03	269.76	12.24	
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	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	247.16	33,306.17	49,814.17	513,416.47	463,355.14	90.25	
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	3,164.15	11,752.85	46,655.00	34,902.15	74.81	
DEPARTMENT: 31000 - COMMUNITY SERVICE	396.88	5,996.67	12,556.80	101,150.00	88,196.32	87.19	
DEPARTMENT: 42005 - DEAN OF TECHNICAL	8,387.96	6,256.72	48,924.02	84,741.00	27,429.02	32.37	
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	6,402.45	28,303.04	97,245.00	68,941.96	70.90	
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	11,653.91	21,849.45	112,465.00	90,615.55	80.57	
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	1,650.00	55,000.00	53,350.00	97.00	
FUND: 22 - RESTRICTED GRANTS	14,146.41	124,769.71	537,166.04	1,746,413.84	1,195,101.39	68.43	

Fiscal Year: 2015

GL Account	FUND: 23 - OTHER RESTRICTED FUNDS						
	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail	
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	4,660.85	8,807.20	8,806.89	0.31-	0.00	
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	1.29	45.09	0.00	45.09-	0.00	
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	4,193.55	4,290.83	0.00	4,290.83-	0.00	
FUND: 23 - OTHER RESTRICTED FUNDS	0.00	8,855.69	13,143.12	8,806.89	4,336.23-	49.23-	

Fiscal Year: 2015

GL Account	FUND: 24 - ADULT EDUCATION						
	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail	
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	137.50	635.58	1,000.00	364.42	36.44	
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	40.00	4,000.00	3,960.00	99.00	
DEPARTMENT: 13301 - ADULT ED - INSTRUC	265.48	21,344.62	80,088.39	273,117.21	192,763.34	70.58	
DEPARTMENT: 13305 - ADULT ED - STAFF D	236.49	19.30	69.30	8,601.00	8,295.21	96.44	
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	3,751.19	13,841.47	76,483.00	62,641.53	81.90	
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	922.44	1,593.05	5,000.00	3,406.95	68.14	
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	5,259.78	17,581.13	69,682.00	52,100.87	74.77	
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	37,500.00-	37,500.00-	100.00	
DEPARTMENT: 13301 - ADULT ED - INSTRUC	150.00	7,567.70	33,917.78	137,500.00	103,432.22	75.22	
FUND: 24 - ADULT EDUCATION	651.97	39,002.53	147,766.70	537,883.21	389,464.54	72.41	

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	8,152.90	40,974.22	117,603.84	375,095.25	249,338.51	66.47
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	1,000.00	1,000.00	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	1,000.00	0.00	0.00	1,000.00	0.00	0.00
DEPARTMENT: 55004 - WOMEN'S TRACK	1,000.00	0.00	0.00	1,000.00	0.00	0.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 55006 - FOOTBALL	0.00	5,000.00	5,000.00	5,000.00	0.00	0.00
DEPARTMENT: 55007 - BASEBALL	0.00	1,000.00	1,000.00	1,000.00	0.00	0.00
DEPARTMENT: 55008 - VOLLEYBALL	336.00	90.00	558.00	1,000.00	106.00	10.60
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	1,000.00	1,000.00	0.00	0.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	1,000.00	1,000.00	1,000.00	0.00	0.00
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	500.00	500.00	500.00	0.00	0.00
DEPARTMENT: 94000 - STUDENT CENTER	0.00	0.00	1,614.69	0.00	1,614.69	0.00
DEPARTMENT: 99001 - STUDENT NEWSPAPER	5,091.34	1,144.73	1,530.23	65,850.00	59,228.43	89.94
DEPARTMENT: 50000 - DEAN OF STUDENT SE	1,825.00	1,069.36	1,140.12	13,050.00	10,084.88	77.28
FUND: 71 - ACTIVITY/ORGANIZATION FD	18,405.24	51,778.31	131,946.88	469,495.25	319,143.13	67.98

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	0.00	9,440.00	0.00	9,440.00	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	165.00	10,015.00	0.00	10,015.00	0.00
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	3,540.00	0.00	3,540.00	0.00
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	0.00	1,180.00	0.00	1,180.00	0.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	2,250.00	0.00	2,250.00	0.00
DEPARTMENT: 55006 - FOOTBALL	0.00	770.00	50,685.00	0.00	50,685.00	0.00
DEPARTMENT: 55007 - BASEBALL	0.00	0.00	3,375.00	0.00	3,375.00	0.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	5,625.00	0.00	5,625.00	0.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	12,610.00	0.00	12,610.00	0.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	15,200.00	0.00	15,200.00	0.00
DEPARTMENT: 55013 - DANCE TEAM	0.00	0.00	2,660.00	0.00	2,660.00	0.00
DEPARTMENT: 55014 - RODEO TEAM	0.00	0.00	13,940.00	0.00	13,940.00	0.00
DEPARTMENT: 55015 - MEN'S GOLF	0.00	0.00	4,335.00	0.00	4,335.00	0.00
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	0.00	15,420.00	0.00	15,420.00	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	0.00	6,290.00	0.00	6,290.00	0.00
DEPARTMENT: 11030 - ART	0.00	0.00	5,490.00	0.00	5,490.00	0.00
DEPARTMENT: 11031 - DRAMA	0.00	0.00	4,035.00	0.00	4,035.00	0.00
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	0.00	4,885.00	0.00	4,885.00	0.00
DEPARTMENT: 11033 - INST MUSIC	0.00	0.00	18,295.00	0.00	18,295.00	0.00
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	0.00	2,360.00	0.00	2,360.00	0.00
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	0.00	7,080.00	0.00	7,080.00	0.00
DEPARTMENT: 81005 - TUIT WAIVER FCHS	0.00	4,480.00	19,715.00	0.00	19,715.00	0.00
FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	5,085.00	218,425.00	0.00	218,425.00	0.00

Fiscal Year: 2015

FUND: 73 - EDUKAN CONSORTIUM FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	126,090.00	148,525.00	609,000.00	460,475.00	75.61
=====						
FUND: 73 - EDUKAN CONSORTIUM FUND	0.00	126,090.00	148,525.00	609,000.00	460,475.00	75.61

Garden City Community College
10/31/2014

	Amount	% Rate	
Cash in Bank:			
Commerce Bank	\$ 1,522,236.51	0.0000%	(includes Revenue Bond funds)
State Municipal Invest. Pool	\$ 194,936.27	0.0111%	
FNB of Garden City - Money Market	\$ 25,416.02	0.2500%	
FNB of Garden City - Insured Cash Sweep	\$ 5,021,044.73	0.2500%	
Commerce Bank - Money Market	\$ 155,524.16	0.0800%	
Landmark National Bank	\$ 2,044,605.43	0.0900%	
	<u>\$ 8,963,763.12</u>		

	Type	Amount	% Rate	Beg. Date	Maturity
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

\$ 4,000,000.00

Total

\$ 12,963,763.12

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

**Incidental Information
November 2014**

Ryan Ruda, Vice President of Student Services:

Financial Aid

Below are two financial aid reports to illustrate the amount of aid and a trend diagram for amount of loans being borrowed at GCCC. This assists in understanding the importance and magnitude of work that goes into default management.

FISCAL OPERATIONS REPORT AND APPLICATION TO PARTICIPATE (FISAP)

AWARD PERIOD	2011-2012	2012-2013	2013-2014
Number of Students (Undup Headcount)	2,899	3,192	3,009
Tuition and Fees	\$2,843,046	\$3,298,560	\$3,471,322
Pell Grant Expenditures	\$2,714,284	\$3,052,539	\$3,339,661
Academic Competitiveness Grant (ACG)**	n/a	n/a	n/a
State Grants & Scholarships***	\$15,353	\$10,314	\$113,125
Eligible Aid Applicants	1,459	1,550	1,642
Number of FSEOG Recipients	149	137	171
FSEOG funds paid to recipients	\$47,146	\$49,472	\$57,897
Number FWS Recipients	65	66	55
FWS Earned Compensation	\$75,183	\$73,067	\$73,953
FWS Students Employed in Comm. Serv. Activities	12	12	9
FWS Share of Comm. Serv. Earned Compensation*	\$15,883	\$18,377	\$13,010
% of FWS Share Spent in Community Service *	21.1%	25.2%	17.6%

FSEOG = Federal Supplemental Education Opportunity Grant

FWS = Federal Work Study

** ACG no longer funded after 2010-11

*** State of Kansas replaced Vocational Scholarship with Kansas Career Technical Workforce Grant

* Federal requirement is a minimum 7% utilized for Community Service Compensation

GCCC TRENDS IN BORROWING DIRECT LOANS (3 MOST RECENT COMPLETED YEARS)

Award Yr.	# borrowers*	Gross Loan amount		Avg. Loan Amt.
2013-2014	504	\$1,254,775	Subsidized	\$2,489.63
	285	\$688,755	Unsubsidized	\$2,416.68
	1	\$1,600	PLUS	\$1,600.00
	790	\$1,945,130		
2012-2013	472	\$1,142,037	Subsidized	\$2,419.57
	277	\$650,012	Unsubsidized	\$2,346.61
	0	\$0	PLUS	
	749	\$1,792,049		
2011-2012	438	\$1,000,653	Subsidized	\$2,284.60
	259	\$643,091	Unsubsidized	\$2,482.98
	5	\$17,589	PLUS	\$3,517.80
	702	\$1,661,333		

*some borrower have both Sub & Unsub Loans

Admissions

The admissions staff along with Helen Weeks coordinated the Presidential Scholarship Banquet which was held October 27th. Twenty (20) high school seniors were awarded with the Presidential Scholarship for next year at GCCC in the amount of \$1,000 annually. This presentation was made following a served dinner by Great Western.

Exploration Day will be held on November 12th at GCCC where students will get a hands on look at each of the technical programs offered at GCCC.

Health Services

Trish Miller has steady business since the beginning of school. In August, there were 33 students who sought out various healthcare needs. September saw 60 students coming to the health center and another 48 in October. There were also a variety of referrals being made by Trish to several community agencies as well as college resources in counseling and athletic training as well.

Additionally, Trish has been busy keeping updated and trained in Ebola protocol, conducting staff training for Blood Borne Pathogens and new employee orientations.

She will be travelling with a team from the college to a regional Title IX sexual misconduct training in Kansas City this November.

Athletics

The athletic administration lead by Colin and Dan worked collaboratively with Trish Miller and Rodney Dozier to coordinate a mandatory training for all student athletes and resident hall students. The training was conducted in October by Family Crisis employees on Sexual Harassment, misconduct, substance abuse and harassment. This training will be a mandatory annual training conducted by an agency or individual speaking specifically to these same topics.

Soccer concluded their season at home with a thrilling overtime win over Hesston College. Volleyball and Football will wrap their seasons up in this next week. Men's and women's basketball started their seasons on the road, but return home for an exciting line up of teams for the Pepsi Classic this first weekend of November.

Dr. Bruce Exstrom, Vice President for Instructional Services:

The fall semester 2014 is in the final weeks and will conclude next month. It is an important time for students to maintain attendance and keep working. Faculty put in extra efforts during this time as students may begin to look forward to the holiday break, but homework and other exams require study time. The GCCC Tutoring Center is fully staffed, and our writing tutors are scheduling specific appointments with students if needed. These appointments help students schedule one-on-one time with tutors rather than "walk-in" tutoring sessions. The new procedures for appointments is working well and helps with students' busy schedules as the fall semester comes closer to the end. The Comprehensive Learning Center (CLC) is staffed with both professional tutors and many of our own student tutors as well. This valuable service is fully funded by the College and the students are provided free tutoring.

The Kansas Council of Instructional Administrators (KCIA) met as part of the Kansas Board of Regents (KBOR) monthly meeting. The 19 community college instructional officers met to discuss common issues for all of the community colleges. Dr. Exstrom attended the KBOR meeting in Topeka along with the instructional meeting. The state-wide assessment report was discussed, as this report was the first to be produced in Kansas. Each community college provided some summary data on student learning assessment. At this time, there is no guideline or consistent assessment instruments being used state-wide, but there may be a request coming in the future to ask for consistent measures of student learning. This will be a big project, as getting 19 community colleges to utilize similar or identical measures of student learning will be a challenge. As a reminder, GCCC has been accepted into the Higher Learning Commission's (HLC) Student Learning Assessment Academy. The College Team will be leading our initiative to create a plan to document student learning outcomes. The HLC will be visiting our campus during 2016-2017, so our work has begun. The College began a process for student learning assessment in 2013-2014, and the work continues. Our first project for the Student Learning Assessment Academy will be in the writing area; we will begin documenting "writing across the curriculum" as our Open Pathways Project for College-wide Accreditation.

The GCCC Information Technology Department (IT) presented introductory training on our new mobile technology. Some of the "nuts and bolts" presented by our IT Department provided full-time faculty with some working knowledge of their new mobile technology. Phase II mobile technology will begin January 2015. The remaining full-time faculty will be receiving their laptops or surface tablets by the end of fall semester and be ready for implementation spring semester 2015. The joint efforts of IT and Instructional Services have provided a solid foundation to move forward with this important initiative. IT has provided training and expert consulting as we have begun to utilize the new mobile technology in the classroom. Each classroom has a wireless access for the laptops or surface tables that enable internet access and wireless access to the projection screen. The world of computers is in constant change, so GCCC is staying on the cutting edge and adapting to that change that our students expect. We are going through a "transition phase" that will eventually see the teacher computers disappear in the classroom as a permanent structure and be replaced by the mobile devices that faculty bring to the classroom. We will be leaving the classroom computers in the teacher stations until the transition is complete to make the wireless transition as smooth as possible and not interfere with teaching and learning. Looking ahead, GCCC will have our accreditation visit in 2016-2017 and we have begun to review which dates we will recommend for our campus visit. GCCC is using the "open pathways" accreditation method. Our project to be presented and reviewed in 2016-2017 will be to provide a plan and results for student learning assessment. Our college was accepted into the student learning assessment academy in summer 2014. Our initial project will be to evaluate writing across the

curriculum. Students are expected to write at a particular level as they graduate from the College. Our classes, across all programs, have a writing component that will be part of the project. Writing is an important skill and all classes have a component and assignment(s) that enhance writing skills. The College Assessment Team will be putting together a plan that will document writing samples and evaluate learning in that area.

Several representatives from Edukan and Pearson Company (eCollege) visited campus for a joint meeting with IT, Administrative Services, and Instructional Services to share any issues on our online learning course management system. Several points-of-view from various perspectives were shared. There have been some challenges in the online environment and some of our students have experienced difficulty in accessing certain modules of eCollege. Faculty shared some concerns and solutions will be created. Of course, the online environment is not always perfect and there are bumps along the road, but the discussion will provide solutions for students. Along with student perspective, GCCC staff also presented some areas of improvement with eCollege, and we hope those challenges will make for a better product and service in the future.

As our student demographics continue to change, Student Services and Instructional Services held a joint meeting to begin discussion on how to best advise students who may have language barriers. Many students may not have English as their first language and we want to do our best to increase chances for success by proper placement in classes. Admissions and the Advising process are critical to student success at GCCC we want to have faculty and staff working together to make the best academic plan for students. Our placement testing is one of the first steps in proper class enrollment. Faculty and staff are working together to put together a plan an potential policy changes to make for a learning environment that leads to increased student retention and graduation rates.

The spring semester schedule has been submitted and will be ready for early enrollment soon. Students begin to put their schedules together to work around employment and other college activities. We always attempt to provide flexibility in our schedules and a big Thanks to our College Registrar and College Admissions Departments who provide guidance to scheduling and all of the hard work it takes to put a semester schedule together to provide learning opportunities that work for our students and also allow for enrollment growth for the College. GCCC offers various delivery modes such as face-to-face, hybrid, online, and practical labs, clinicals, and internship opportunities for students.

Current searches for full-time faculty in Culinary Management and Paramedic programs continue. Search committees are evaluating applications and anticipated interviews will occur the last two weeks of November and first week of December. Selection of full-time faculty is important as our faculty provide not only instruction but critical duties such as student advising, recruiting, and curriculum development as well.

Dee Wigner, Executive Vice President:

Campus Police

The GCCC Multi-Jurisdictional Hazard Mitigation Plan was updated and submitted to Finney County Emergency Management. The information is subsequently forwarded to the Kansas Division of Emergency Management, making GCCC eligible for FEMA mitigation funding programs in the event of a disaster.

Payroll

Despite being shorthanded, with the help of Human Resource and Business Office staff, the Payroll Office has been able to meet several deadlines.

Open enrollment for the group health insurance coverage resulted in 15 enrollment and/or change forms.

During the month of October, several federally required notifications were sent to current and former employees. The annual CHIPRA (Children's Health Insurance Program Reauthorization Act of 2009) notice was prepared and sent out to 672 employees. In addition, Medicare Part D Disclosure notices were sent. The Credible Coverage Disclosure regarding our health insurance plan was completed at CMS.gov. The 3rd quarter 941 tax return and the unemployment tax report were completed. A KPERS representative met with 12 employees for pre-retirement consultation. These employees are typically within approximately 5 years of retirement.

Currently, full-time employee appointments are being scheduled for the Section 125 Open Enrollment that takes place the third week in November for the 2015 plan year. The Payroll and IT department are working together on the new KPERS pay period report that will be uploaded monthly through the KPERS Employer Web Portal beginning with the January payrolls. KPERS has recently provided a "practice" page to test new report uploads. KPERS contributions were previously reported annually.

Ellucian has come out with a Health Care Reform reporting module that will be tested and implemented as soon as time will allow.

Human Resources

Several positions were recently filled reducing the number of vacancies to approximately ten left to fill.

A social committee has been appointed by Dr. Swender and will begin planning employee activities.

Facilities

Work is progressing on both the student housing complex and the fine arts parking lot. The student housing buildings are in varying degrees of completion and are on schedule to be completed by December 31. The parking lot was delayed due to moisture in the soil, but work has begun again with concrete being poured this week.

The maintenance staff has been busy assisting the grounds department with sod installation as well as assisting the custodial staff with event setups and teardowns for football games. They completed re-staining and finishing the gazebo at Tangeman Fields. The staff is now into the normal routine of day to day activities and getting caught back up on work orders through campus.

The grounds crew finished laying the last of the sod at the multi-sports complex and at Williams Stadium. Other projects include irrigation repairs, trash pick-up at the dorms, painting and preparation of the soccer fields, installation of a quick connect at the softball field, spreading rock in the sports complex stadium and field preparation for games. Staff also assisted with tailgate set ups and tear downs.

The transportation coordinator has been busy scheduling vehicles and drivers for athletic and activity trips for the fall and spring semesters. Department of Transportation regulations were researched for out-of-state mobile classroom travel. As a government entity, the college is not required to comply with many of the federal regulations. We voluntarily comply with the regulations as much as is practical. As required, we are in compliance with the driver drug testing, through pre-employment and random tests. Drivers are limited to 10 hours of drive time per the regulation. All the buses and the International tractor have current annual DOT inspection, and the Tractor has a log book.

The custodial staff was extremely busy with setups and clean up for the Endowment phonathon, EMS Conference, Homecoming Bonfire, BAA luncheons, President's Honors Banquet and the Disney

Institute. In addition to completing help desk requests and delivering supplies, coverage was also provided for home football games and theater productions.

Printing Services

Production of football programs is now complete and work begins on the Shootout and Pepsi Classic roster/programs. Other projects include, Ocean Sunrise and Taylor Mali promotion pieces, President's Newsletter, brochures for STEM minority program, Disney Institute, Disney Certificates, directory sign for Vocational building, 13 digital advertisements for LED sign in gym, black and white photos for Fine Arts Lobby, Paramedic graduation, holiday invitations, football itinerary cards, fire drill notice, Financial Aid loan service info, various NAU printing and promotional file setup.

Business Office

Pam Bunce joined the office as an accountant. She will be assisting Deb Nicholson, with financial processes and reporting, as well as providing bookkeeping services to the endowment association.

Notices were sent to all students with past-due balances requesting they either pay the balance due or sign up for the NelNet payment plan by the end of the calendar year. In January, students with past due account balances will be sent to collections. Past practice has been to allow a student to avoid being turned over to collections by establishing own weekly or monthly payment plan with the Business Office. As a result, numerous small payments are received and it can often take a student many years to pay off their account.

Office staff is busy preparing for year-end 1098T process by verifying student information and social security numbers. Several individuals attended the Disney Institute and the employee workshop held the next day. The sessions were very informative and inspiring.