

December 5, 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, December 9, 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
- F. Report from Charles Claar, Lewis, Hooper & Dick, re: 2013-2014 audit

II. REPORTS:

- A. President’s Report

III. CONSENT AGENDA

	Action
A. Approval of minutes of previous meetings (November 11, 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 Technology Purchase.....	pg. 23
D-2 Architectural Services for U.S. Department of Labor Grant (welding facility renovation)..	pg. 25
E. Acceptance of the 2013-2014 audit.....	pg. 26

IV. CONFIRMATION OF MONITORING REPORTS:

A. Monitoring Reports and ENDS.....	pg. 27
A-1 Monitoring Report.....	Action
General Executive Constraints, #12	
A-2 Review Monitoring Reports	
A-2a Quarterly, Asset Protection	
B. Board Process and Policy Governance Review	

V. OTHER

- A. Incidental Information.....pg. 28
- B. Report from Finney County Economic Development Corporation

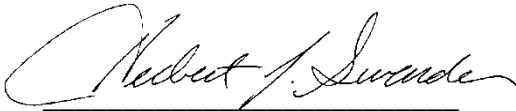
VI. OWNERSHIP LINKAGE:

Upcoming Calendar Dates:

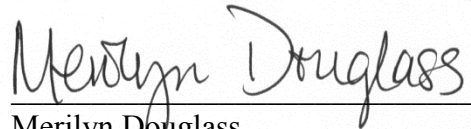
Dec. 8-11	Finals
Dec. 11	SSS Fall Awards Celebration, 7-10 pm
Dec. 13	Tuba Christmas, 3 – 5 p.m., Pauline Joyce Fine Arts Auditorium Paramedic Graduation, 7:00 p.m., Ford County7 Sheriff Department, Dodge City
Dec.21-Jan. 1	Christmas Holiday/Campus Closed
Jan. 5	Staff and Faculty Return
Jan. 12	Spring Classes Start
Jan.13	Monthly meeting of GCCC Board of Trustees, 6:00 p.m., Endowment Room, Beth Tedrow Student Center

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**

November 11, 2014

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

Trustees Absent: Steve Sterling

Others Present: Debra Atkinson, Deputy Clerk
Pam Bunce, GCCC Accountant
Sarah Bradley, SGA President
Robert Casados, GCCC Groundskeeper
Dr. Joel Erskin, National American University Campus Dean
Dr. Bruce Exstrom, Vice President of Instructional Services
Angie Haflich, *Garden City Telegram*
Kate Inchun, Student
Travis Montgomery, GCCC Campus Safety Officer
Angela Strickert, GCCC Custodian
Zander Tasch, GCCC Super Circuit/Men's Basketball
Herbert Swender, President
Dee Wigner, Executive Vice President
Amanda White, GCCC TRAC-7 Facilitator
Stephanie Whitesell, GCCC Workforce Training Office Manager

CALL TO ORDER:

Chair Douglass called the regular board meeting to order at 6:05 p.m.

COMMENTS FROM THE CHAIR:

Chair Douglass, introduced herself, and thanked everyone for attending the GCCC Board of Trustee meeting. Douglass reminded attendees that all were welcome to remain for the entire meeting or that participants could leave as their business was completed.

- Congratulated Phil Hoke and the drama department on a successful presentation of the fall play "*Oceans Sunrise*".
- Extended congratulations to GCCC's Academic Excellence Challenge Team. They placed second and fifth out of eight teams in the first tournament of the season, hosted by Dodge City Community College.
- Noted that more than 150 people had attended the Disney Institute at GCCC on October 29.
- Stated that both men and women's basketball did an awesome job at last weekend's Shoot Out. Both were very exciting to watch.
- Reminded Trustees that the campus and cafeteria would be closed November 23-27 for the Thanksgiving holiday.
- Chair Douglass asked Trustees to notify Debbie if they would be attending the December 1 joint board of trustee meeting hosted at DCCC.
- KACCT/COP quarterly meeting will be at Fort Scott Community College December 7-8.

OPEN COMMENTS FROM PUBLIC:

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

INTRODUCTION OF NEW EMPLOYEES:

Dee Wigner, Executive Vice President, introduced new GCCC employees, Zander Tasch, Super Circuit/Men's

Basketball, Stephanie Whitesell, Workforce Training Office Manager, Amanda White, TRAC-7 Facilitator, Robert Casados, Groundskeeper, Pam Bunce, Accountant, Travis Montgomery, Campus Safety Officer and Angela Strickert, Custodian. Dr. Swender introduced Dr. Joel Erskin, National American University Campus Dean.

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

Erskin, a Garden City native and 21-year veteran of the U.S. Air Force, thanked the board and Dr. Swender for the unique opportunity of serving in a dual capacity for GCCC/NAU.

Chair Douglass stated that members of the community have wanted a four-year institution in Garden City for some time and that this arrangement, is meeting that need and, is exciting.

REPORT FROM STUDENT GOVERNMENT ASSOCIATION:

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

- Intensity Game Show October 15
- Homecoming bond fire & hot dog eating contest October 16
- Homecoming October 18
- Mind Tripping October 27
- Casino Night October 30
- Phone Skins November 6
- Lazer Tag November 11

Kate Inchun, student athlete, women’s basketball, addressed trustees and encouraged support by the purchase of a t-shirt through women’s basketball.

Chair Douglass thanked Bradley for her report.

REPORT FROM FACULTY SENATE:

Faculty Senate was not present and no report was given.

PRESIDENT’S REPORTS:

Athletics:

Soccer, Volleyball and Football have concluded their seasons. Men’s and women’s basketball did an outstanding job last week at the Buster Shootout.

Exploration Day:

Tomorrow November 12, 2014, students from area high schools will have the opportunity to visit GCCC and take a look at each of the technical programs offered.

Operation Campus Pride-Prevent Littering :

Dr. Swender shared with Trustees that approximately three weeks ago he launched an initiative regarding campus pride. The purpose of the initiative is to establish an environment for GCCC which is not contaminated by discarded objects and or substances (trash). Campus Police officers will be authorized to issue citations to those persons littering on any campus property. GCCC Campus Police Chief has drafted a policy and procedures document regarding the initiative. Further, GCCC Campus Police Chief submitted a letter to GCCC student newspaper, Silhouette. The letter spoke to the GCCC campus community challenging them to help keep our campus beautiful. Dr. Swender went on to say that rewards and accolades would be given to those who are mindful of keeping offices and the campus clean and free from clutter.

Disney Institute Success:

Wednesday, October 29, 2014, Disney Institute was hosted at GCCC. Over one hundred fifty local business and industry owners and their staff were on hand to experience the quality and excellence of the Disney Institute. This is one of many Continuous Performance Improvement seminars that will be hosted by at GCCC in conjunction with National American University.

Presidential Scholarship Banquet:

On October 27, 2014 twenty high school seniors and their parents were invited to attend the third annual Presidential Scholarship Banquet. Each senior was awarded with the Presidential Scholarship for next year at GCCC in the amount of \$1,000 annually.

Ebola:

Dr. Swender reassured Trustees that our school nurse is keeping updated and trained in Ebola protocol. GCCC school nurse is conducting staff training for Blood Borne Pathogens and new employee orientations.

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-C as presented.

Motion:

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

Ayes: Clifford, Crist, Douglass, Schwartz, Worf

Nays: None

Motion carried: 5-0

Approved actions follow:

(A) APPROVED MINUTES of previous meeting (October 14, 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.)

MONITORING REPORTS and ENDS REPORTS:

No monitoring/ends reports were scheduled for review.

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

Trustees reviewed the following monitoring report:

Annual, Work Preparedness

No changes were recommended at this time; however, Trustees discussed language as written for this monitoring report. Trustee Clifford will bring suggestions for language revision to the December 9 board of trustee meeting.

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION:

- A second senior living prospect is looking at options in Garden City.

- The Star Bond district does include undeveloped GCCC property; however there is no commitment or formal request to include GCCC property, in the proposed Star Bond site. The property is included so that sales tax generated on that property would be included should any portion of the ground be sold for retail.
- Two prospects returned to visit in the last 30 days. One prospection would be a \$300 million project and the other is an \$800 million project.

REPORT KACCT from TRUSTEE RON SCHWARTZ:

Trustee Schwartz distributed KACCT guiding principles to trustees and administration for their review. (Supporting documents filed with official minutes.)

December 7-8, 2014 KACCT/COP meetings will be held at Ft. Scott Community College. Dr. Swender will be in Mobile Alabama attending The Energy Council meetings and trustee Schwartz will not be in attendance.

OWNERSHIP LINKAGE:

Trustees mentioned that assistant residence life director is very proactive with students and is doing a great job.

Meeting adjourned at 7:15p.m.

UPCOMING CALENDAR EVENTS:

<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

Debra J. Atkinson
Deputy Clerk

Herbert J. Swender
President

Dr. Marilyn Douglass
Chair of the Board

Agenda No: III-B

Date: December 9, 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:



December 2, 2014

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

New Hire
Jeff Sims, Head Football Coach, effective December 1, 2014

Separations
Matt Miller, Head Football Coach, effective November 11, 2014

Transfers/Promotions

Vacancies
Webmaster
ETS Advisor
Campus Safety Officer
Culinary Instructor
Public Relations Director
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 12/9/14)**

INSTRUCTOR	CLASS	AMOUNT
Bachman, Jennifer	Outreach Coordinator Contract Fall 2014	\$200.00 base + 222 hr(s) @ 6.15/hr = \$1,565.30
Boger, Darrell	Fuel Gas Piping (TECH800-02) 11/8/14	Flat rate of \$750.00
Boger, Darrell	Gas Appliance Venting (TECH800-03) 11/8/14	Flat rate of \$750.00
Bowser, Lisa	Outreach Coordinator Contract Fall 2014	\$200.00 base + 60 hr(s) @ 6.40/hr = \$584.00
Dowell, Debra	Outreach Coordinator Contract Fall 2014	\$200.00 base + 57 hr(s) @ 7.57/hr = \$631.49
Hess, Elizabeth	Outreach Coordinator Contract Fall 2014	\$200.00 base + 108 hr(s) @ 6.40/hr = \$891.20
Hunter, Marian	Certified Nurse Aide (HELR-1025-31) 11/3 – 12/1/14	2 hr(s) x \$500.00/hr = \$1,000.00
Kreutzer, Janis	Outreach Coordinator Contract Fall 2014	\$200.00 base + 111 hr(s) @ 7.46/hr = \$1,028.06
LaSalle, Jennifer	Outreach Coordinator Contract Fall 2014	\$200.00 base + 171 hr(s) @ 6.62/hr = \$1,332.02
Lehman, Jennifer	Outreach Coordinator Contract Fall 2014	\$200.00 base + 175 hr(s) @ 6.27/hr = \$1,297.25
Ochs, Edward (Team-teaching w/ L. Pander)	Intermediate Rappelling (CRIM-151-01) 10/4 – 10/5/14	0.5 hr(s) x \$500.00/hr = \$250.00
Scott, Renee	Outreach Coordinator Contract Fall 2014	\$200.00 base + 1,269 hr(s) @ 6.04/hr = \$7,864.76
Woelk, Angela	Outreach Coordinator Contract Fall 2014	\$200.00 base + 167 hr(s) @ 6.27/hr = \$1,247.09
TOTAL ADJUNCT/OUTREACH FACULTY CONTRACTS		\$ 19,191.17

**GARDEN CITY COMMUNITY COLLEGE
 SERVICE CONTRACTS FOR ADJUNCT FACULTY
 (Presented to Board of Trustees for Approval 12/9/14)**

INSTRUCTOR	CLASS	AMOUNT
Ackerman, Linda	Intro Computer Concepts & Appl (CSCI-110-GC) 8/14 – 12/19/14	3 hr(s) x \$375.00/hr = \$1,125.00
Ackerman, Linda	Intro Computer Concepts & Appl (CSCI-110-GD) 8/14 – 12/19/14	3 hr(s) x \$375.00/hr = \$1,125.00

Anderson, Amy	Intro Computer Concepts & Appl (CSCI-110-GE) 8/14 – 12/19/14	3 hr(s) x \$375.00/hr = \$1,125.00
Atchley, Beth	College Algebra (MATH-108-GC) 8/14 – 12/19/14	3 hr(s) x \$375.00/hr = \$1,125.00
Bowser, Michael	English I (ENGL-101-DE) 8/18 – 12/19/14 – <i>Pro-rated</i>	6/8 x \$375.00/hr x 3 hr(s) = \$843.75
Bowser, Michael	Interpersonal Communication I (SPCH-113-DE) 8/18 – 12/19/14 – <i>Pro-rated</i>	6/8 x \$375.00/hr x 3 hr(s) = \$843.75
Brown, Richard	College Algebra (MATH-108-SY) 8/19 – 12/18/14	3 hr(s) x \$375.00/hr = \$1,125.00
Brown, Nathan	American History to 1865 (HIST-103-LE) 8/25 – 12/19/14	3 hr(s) x \$375.00/hr = \$1,125.00
Butt, Clifton	English I (ENGL-101-LE) 8/25 – 12/19/14 – <i>Pro-rated</i>	7/8 x \$375.00/hr x 3 hr(s) = \$984.38
Conard, Julie	Public Speaking (SPCH-111-LE) 8/25 – 12/19/14	3 hr(s) x \$375.00/hr = \$1,125.00
Fischer, Melanie	Certified Nurse Aide (HELR-1025-31) 11/3 – 12/1/14	3 hr(s) x \$500.00/hr = \$1,500.00
Kelly, Cindy	English I (ENGL-101-HO) 8/18 – 12/19/14	3 hr(s) x \$375.00/hr = \$1,125.00
Kucharik, Stephen	English I (ENGL-101-SC) 8/25 – 12/19/14	3 hr(s) x \$375.00/hr = \$1,125.00
Lehman, Jennifer	English I (ENGL-101-SY) 8/19 – 12/18/14	3 hr(s) x \$375.00/hr = \$1,125.00
Mcallister, Steve	American Government (POLS-105-SY) 8/19 – 12/18/14	3 hr(s) x \$375.00/hr = \$1,125.00
Murrell, Donald	Introduction to AWS Welding (WELD-110-GC) 8/14 – 12/19/14	3 hr(s) x \$375.00/hr = \$1,125.00
Murrell, Donald	Introduction to AWS Welding (WELD-110-GD) 8/14 – 12/19/14	3 hr(s) x \$375.00/hr = \$1,125.00
Saddler, Dru	Introduction to Sociology (SOC1-102-GC) 8/14 – 12/19/14	3 hr(s) x \$375.00/hr = \$1,125.00
Shearer Morse, Ashley	English I (ENGL-101-DI/101-DJ) 8/21 – 12/19/14	3 hr(s) x \$375.00/hr = \$1,125.00
Summers, Marcus	General Psychology (PSYC-101-GC) 8/14 – 12/19/14	3 hr(s) x \$375.00/hr = \$1,125.00
Terpstra, Wendi	English I (ENGL-101-GC) 8/14 – 12/19/14	3 hr(s) x \$375.00/hr = \$1,125.00
Terpstra, Wendi	English I (ENGL-101-GE) 8/14 – 12/19/14	3 hr(s) x \$375.00/hr = \$1,125.00
Thompson, Kevin	English I (ENGL-101-LK) 8/20 – 11/14/14	3 hr(s) x \$375.00/hr = \$1,125.00
Tidwell, Russell	Public Speaking (SPCH-111-GC) 8/14 – 12/19/14	3 hr(s) x \$375.00/hr = \$1,125.00
Upton, Kathryn	English I (ENGL-101-GD) 8/14 – 12/19/14	3 hr(s) x \$375.00/hr = \$1,125.00
Upton, Kathryn	English I (ENGL-101-GF)	3 hr(s) x \$375.00/hr = \$1,125.00

	8/14 – 12/19/14	
Van Dolah, Patricia	Public Speaking (SPCH-111-HO) 8/18 – 12/19/14	3 hr(s) x \$375.00/hr = \$1,125.00
White, Blain	American Government (POLS-105-LK) 8/20 – 12/19/14	3 hr(s) x \$375.00/hr = \$1,125.00

TOTAL ADJUNCT SERVICE CONTRACTS

\$ 31,171.88

Agenda No: III-C

Date: December 9, 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

December 2014

Purchases over \$20,000 requiring bid sheets

- Check #237051 to Office Solutions for \$27,449.34 for various invoices. One purchase required bid sheet which indicated single source vendor for office chairs.
- Check #237163 to JAG Construction Co. for \$168,520.95 for partial payment on fine arts parking lot replacement. The Board approved this project at the October 2014 board meeting.

Payments over \$20,000 not requiring bid sheets

- Check #237012 to City of Garden City for \$66,392.70 for utilities.
- Check #237144 to Commerce Bank for \$62,119.62 for various purchase card purchases.
- Check #237149 to EduKan for \$23,025.00 for tuition and fees for Fall 2014 Session 3.
- Check #237290 to Blue Cross and Blue Shield of Kansas for \$92,202.86 for December health insurance premiums.
- Check #237334 to Great Western Dining for \$98,339.02 for various invoices.
- Check #237350 to New Sunflower Inn & Suites for \$27,598.48 for motel room rental for students.

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	5,225.00-	984,451.00-	1,950,000.00-	965,549.00-	49.52
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	4,070.00-	160,484.00-	275,000.00-	114,516.00-	41.64
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	950.00-	64,472.00-	75,000.00-	10,528.00-	14.04
11-00-0000-00000-4006 OUTREACH CREDIT HO	0.00	0.00	56,758.00-	65,000.00-	8,242.00-	12.68
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	1,575.00-	175,452.00-	345,000.00-	169,548.00-	49.14
11-00-0000-00000-4008 TECHNOLOGY FEE-O :	0.00	0.00	28,379.00-	42,000.00-	13,621.00-	32.43
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	1,269.00-	4,479.72-	50,000.00	54,479.72	108.96
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	1,725.00-	150,328.00-	225,000.00-	74,672.00-	33.19
11-00-0000-00000-4015 ONLINE COURSE FEE	0.00	875.00-	5,285.00-	10,000.00-	4,715.00-	47.15
11-00-0000-00000-4016 DROP FEE : GENERAL	0.00	2,680.00-	4,540.00-	10,000.00-	5,460.00-	54.60
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	500.00-	5,500.00-	10,000.00-	4,500.00-	45.00
11-00-0000-00000-4512 VENDING MACHINES :	0.00	0.00	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	0.00	100,216.02-	10,300,000.00-	10,199,783.98-	99.03
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	380,826.06-	600,000.00-	219,173.94-	36.53
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	4,595.44-	6,000.00-	1,404.56-	23.41
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	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	0.00	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	829.69-	35,000.00-	34,170.31-	97.63
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	0.00	56,311.13-	110,000.00-	53,688.87-	48.81
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	612.04-	83,973.90-	150,000.00-	66,026.10-	44.02
11-00-0000-00000-4912 TRANSCRIPTS : GENE	0.00	485.00-	5,978.05-	15,000.00-	9,021.95-	60.15
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	19,966.04-	3,265,080.01-	15,312,792.00-	12,047,711.99-	78.68
=====						
12-00-0000-00000-4002 AMMONIA REFG COURS	0.00	7,125.00-	61,722.00-	125,000.00-	63,278.00-	50.62
12-00-0000-00000-4005 ACAD COURSE FEE :	0.00	10,603.00-	155,786.00-	250,000.00-	94,214.00-	37.69
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	210.00-	3,325.00-	5,000.00-	1,675.00-	33.50
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
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Totals for FUND: 12 - PTE FUND	0.00	17,938.00-	727,299.00-	3,001,515.00-	2,274,216.00-	75.77

61-00-0000-00000-4803 AD VALOREM PROPERT	0.00	0.00	5,109.92-	487,884.00-	482,774.08-	98.95
61-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	19,648.72-	35,329.00-	15,680.28-	44.38
61-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	237.13-	352.00-	114.87-	32.63
61-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	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	0.00	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
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Totals for FUND: 61 - CAPITAL OUTLAY	0.00	0.00	31,599.79-	548,314.00-	516,714.21-	94.24
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Totals for BUDGET.OFFICER: Unassigned	0.00	37,904.04-	4,023,978.80-	18,862,621.00-	14,838,642.20-	78.67

Fiscal Year: 2015

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	9,215.00	36,869.46	104,746.00	67,876.54	64.80
DEPARTMENT: 11020 - HUMANITIES	0.00	538.25	1,676.38	1,650.00	26.38-	1.59-
DEPARTMENT: 11021 - ENGLISH	0.00	32,397.05	121,869.31	355,268.00	233,398.69	65.70
DEPARTMENT: 11022 - SPEECH	0.00	6,061.87	20,670.16	51,410.00	30,739.84	59.79
DEPARTMENT: 11023 - PHILOSOPHY	0.00	538.25	1,076.50	0.00	1,076.50-	0.00
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	426.47	1,279.41	320.00	959.41-	299.81-
DEPARTMENT: 11025 - JOURNALISM	110.01	5,765.95	24,851.65	66,354.00	41,392.34	62.38
DEPARTMENT: 11026 - BROADCASTING	0.00	538.25	1,076.50	972.00	104.50-	10.74-
DEPARTMENT: 11030 - ART	0.00	11,071.38	56,053.81	138,018.00	81,964.19	59.39
DEPARTMENT: 11031 - DRAMA	0.00	6,120.00	27,004.95	76,252.00	49,247.05	64.58
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	7,611.82	28,365.78	80,200.00	51,834.22	64.63
DEPARTMENT: 11033 - INST MUSIC	1,003.74	8,958.26	36,191.65	87,643.00	50,447.61	57.56
DEPARTMENT: 11040 - SCIENCE	0.00	38,439.29	128,356.30	388,324.00	259,967.70	66.95
DEPARTMENT: 11050 - MATH	0.00	35,927.84	129,026.71	336,335.00	207,308.29	61.64
DEPARTMENT: 11060 - SOCIAL SCIENCE	399.00	44,322.65	147,054.67	400,647.00	253,193.33	63.20
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	19,214.01	79,933.70	195,413.00	115,479.30	59.09
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	9,392.75	39,802.30	81,886.00	42,083.70	51.39
DEPARTMENT: 11080 - ESSENTIAL SKILLS	0.00	349.57	1,045.14	720.00	325.14-	45.15-
DEPARTMENT: 11081 - READING	0.00	6,431.16	22,892.66	59,831.00	36,938.34	61.74
DEPARTMENT: 11082 - ESL	0.00	5,665.18	22,805.38	66,812.00	44,006.62	65.87
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	9,803.09	17,827.09	15,440.00	2,387.09-	15.45-
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	677.17	0.00	1,600.00	5,000.00	2,722.83	54.46
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	10,215.08	11,624.21	225,057.53	413,430.00	178,157.39	43.09
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	0.00	199.75	0.00	199.75-	0.00
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	0.00	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: 12202 - EMT	0.00	36.33	36.33	0.00	36.33-	0.00
DEPARTMENT: 12220 - JOHN DEERE AG TECH	0.00	203.60	203.60	0.00	203.60-	0.00
DEPARTMENT: 12242 - CHALLENGE COURSE	0.00	0.00	269.13	1,377.00	1,107.87	80.46
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	0.00	5,372.04	10,744.08	0.00	10,744.08-	0.00
DEPARTMENT: 32000 - BUSINESS & INDUSTR	0.00	5,263.46	26,216.33	63,856.00	37,639.67	58.94
DEPARTMENT: 41000 - LIBRARY	944.28	14,626.30	69,314.64	184,862.00	114,603.08	61.99
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	0.00	6,834.78	31,257.14	84,457.00	53,199.86	62.99
DEPARTMENT: 42000 - DEAN OF LEARNING S	14.71	26,704.47	101,166.88	713,147.00	611,965.41	85.81
DEPARTMENT: 42001 - DEAN OF ACADEMICS	0.00	1,591.85	6,764.86	19,661.00	12,896.14	65.59
DEPARTMENT: 42002 - OUTREACH	0.00	1,468.59	7,306.87	111,364.00	104,057.13	93.44
DEPARTMENT: 42003 - FACULTY SENATE	0.00	1,358.22	3,716.76	12,265.00	8,548.24	69.70
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	1,139.80	8,514.40	0.00	8,514.40-	0.00
DEPARTMENT: 42006 - DEAN OF CONT ED CO	0.00	3,193.30	3,193.30	0.00	3,193.30-	0.00
DEPARTMENT: 43000 - TRANSITION	0.00	3,456.69	17,225.97	42,189.00	24,963.03	59.17
DEPARTMENT: 50000 - DEAN OF STUDENT SE	1,750.00	18,738.22	92,575.14	235,244.00	140,918.86	59.90
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	9,658.48	48,590.32	119,779.00	71,188.68	59.43
DEPARTMENT: 50011 - ASSESSMENT/TESTING	0.00	4,912.98	25,134.22	61,865.00	36,730.78	59.37
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	30,627.08	122,866.30	329,832.00	206,965.70	62.75

DEPARTMENT: 50030 - ADMISSIONS	1,323.98	13,399.16	54,835.58	143,732.00	87,572.44	60.93
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	0.00	13,863.97	59,477.00	148,910.00	89,433.00	60.06
DEPARTMENT: 50050 - STUDENT HEALTH SER	0.00	5,141.82	19,597.05	64,613.00	45,015.95	69.67
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	674.03	22,554.52	281,681.17	473,907.63	191,552.43	40.42
DEPARTMENT: 55001 - MEN'S BASKETBALL	3,348.00	10,665.75	49,373.52	117,487.00	64,765.48	55.13
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	260.00	14,531.87	47,760.96	110,039.40	62,018.44	56.36
DEPARTMENT: 55003 - MEN'S TRACK	578.31	3,181.30	17,176.47	55,592.57	37,837.79	68.06
DEPARTMENT: 55004 - WOMEN'S TRACK	578.31	3,535.48	15,917.41	54,112.57	37,616.85	69.52
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	7,560.00	7,412.94	38,609.44	107,594.00	61,424.56	57.09
DEPARTMENT: 55006 - FOOTBALL	961.55	30,076.04	154,082.49	298,094.52	143,050.48	47.99
DEPARTMENT: 55007 - BASEBALL	0.00	7,474.54	50,298.42	115,368.00	65,069.58	56.40
DEPARTMENT: 55008 - VOLLEYBALL	455.00	5,587.33	30,244.96	59,850.26	29,150.30	48.71
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	8,804.05	42,720.61	71,397.75	28,677.14	40.17
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	0.00	5,000.00	5,000.00	100.00
DEPARTMENT: 55012 - CHEERLEADING	12.90	2,522.60	19,635.99	36,822.08	17,173.19	46.64
DEPARTMENT: 55013 - DANCE TEAM	0.00	3,185.29	13,769.68	26,993.00	13,223.32	48.99
DEPARTMENT: 55014 - RODEO TEAM	2,421.80	12,061.90	66,002.54	140,920.00	72,495.66	51.44
DEPARTMENT: 55015 - MEN'S GOLF	0.00	7,443.93	37,172.72	77,146.22	39,973.50	51.82
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	9,346.78	68,846.57	129,521.00	60,674.43	46.85
DEPARTMENT: 55020 - PEP BAND	0.00	6,026.82	19,926.44	47,173.00	27,246.56	57.76
DEPARTMENT: 61000 - PRESIDENT	1,107.74	35,917.74	176,371.43	484,656.00	307,176.83	63.38
DEPARTMENT: 61001 - BOARD OF TRUSTEES	254.16	357.91	2,730.36	24,840.00	21,855.48	87.99
DEPARTMENT: 61005 - ATTORNEY	0.00	975.00	2,283.00	35,000.00	32,717.00	93.48
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	32,602.85	56,918.77	306,246.91	1,718,820.00	1,379,970.24	80.29
DEPARTMENT: 62010 - HUMAN RESOURCES	662.05	11,090.25	55,502.37	144,870.00	88,705.58	61.23
DEPARTMENT: 62011 - ADA COMPLIANCE	4,000.00	4,229.57	16,636.13	63,005.00	42,368.87	67.25
DEPARTMENT: 62050 - ONE-TIME PURCHASES	130,151.29	192,722.55	288,377.45	940,000.00	521,471.26	55.48
DEPARTMENT: 63000 - INFORMATION SERVIC	23,192.20	1,543.00	32,950.81	181,072.00	124,928.99	68.99
DEPARTMENT: 64000 - INFORMATION TECHNO	10,354.90	44,163.33	321,915.05	758,104.00	425,834.05	56.17
DEPARTMENT: 65000 - CENTRAL SERVICES	3,746.40	10,982.25	63,822.14	153,694.00	86,125.46	56.04
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	757.26	13,188.69	74,772.44	183,936.00	108,406.30	58.94
DEPARTMENT: 71000 - BUILDINGS	29,014.30	39,646.73	145,892.51	420,176.00	245,269.19	58.37
DEPARTMENT: 72000 - CUSTODIAL SERVICES	5,365.89	36,228.25	195,037.91	516,485.00	316,081.20	61.20
DEPARTMENT: 73000 - GROUNDS	8,871.99	24,797.28	97,389.75	236,388.00	130,126.26	55.05
DEPARTMENT: 73001 - ATHLETIC FIELDS	5,196.00	0.00	33,175.83	71,414.00	33,042.17	46.27
DEPARTMENT: 74000 - VEHICLES	1,280.00	31,536.43	103,685.12	358,242.00	253,276.88	70.70
DEPARTMENT: 75000 - CAMPUS SECURITY	0.00	12,849.68	57,912.17	172,404.00	114,491.83	66.41
DEPARTMENT: 76000 - INSURANCE	0.00	9,279.81	225,976.93	340,954.00	114,977.07	33.72
DEPARTMENT: 77000 - UTILITIES	108.99-	64,495.27	305,114.02	860,000.00	554,994.97	64.53
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	722.72-	144,348.63-	62,000.00	206,348.63	332.82
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	550.00	13,993.00	33,087.00	19,094.00	57.71
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	990.00-	113,850.00	156,000.00	42,150.00	27.02
DEPARTMENT: 81006 - TUIT WAIVER FINE A	0.00	0.00	44,165.00	55,194.00	11,029.00	19.98
DEPARTMENT: 94000 - STUDENT CENTER	323.50	3,141.50	16,584.05	49,341.00	32,433.45	65.73
DEPARTMENT: 98001 - CHILD CARE	0.00	4,428.66	26,571.96	40,000.00	13,428.04	33.57

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FUND: 11 - GENERAL

290,059.41 1,189,744.53 5,416,024.54 15,312,792.00 9,606,708.05 62.74

Fiscal Year: 2015

FUND: 12 - PTE FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 12010 - ACCOUNTING	0.00	4,519.41	17,189.95	51,687.00	34,497.05	66.74
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	4,262.94	14,537.20	25,328.75	10,791.55	42.61
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	17,770.08	46,824.21	114,246.05	67,421.84	59.01
DEPARTMENT: 12200 - ADN PROGRAM	0.00	20,759.33	94,292.19	268,591.00	174,298.81	64.89
DEPARTMENT: 12201 - LPN PROGRAM	0.00	17,956.90	77,733.53	204,835.00	127,101.47	62.05
DEPARTMENT: 12202 - EMT	295.98	16,265.12	55,775.97	167,987.00	111,915.05	66.62
DEPARTMENT: 12203 - ALLIED HEALTH	0.00	12,871.22	50,448.85	169,694.00	119,245.15	70.27
DEPARTMENT: 12210 - AGRICULTURE	0.00	7,699.68	19,814.50	53,641.00	33,826.50	63.06
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	9,888.69	40,674.44	123,087.00	82,412.56	66.95
DEPARTMENT: 12212 - CULINARY PROGRAM	0.00	2,414.58	4,470.62	53,804.00	49,333.38	91.69
DEPARTMENT: 12220 - JOHN DEERE AG TECH	133.07	26,787.22	90,306.34	265,433.00	174,993.59	65.93
DEPARTMENT: 12225 - OIL TECH PROGRAM	0.00	0.00	0.00	10,000.00	10,000.00	100.00
DEPARTMENT: 12230 - AUTO MECHANICS	550.00	1,964.29	3,412.77	2,000.00	1,962.77	98.13
DEPARTMENT: 12240 - CRIMINAL JUSTICE	249.01	25,944.21	68,176.53	156,416.00	87,990.46	56.25
DEPARTMENT: 12241 - FIRE SCIENCE	159.79	8,439.08	25,951.32	71,876.00	45,764.89	63.67
DEPARTMENT: 12250 - COSMETOLOGY	0.00	19,218.20	54,177.83	166,296.00	112,118.17	67.42
DEPARTMENT: 12260 - DRAFTING	0.00	0.00	0.00	200.00	200.00	100.00
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	3,322.31	31,611.74	118,694.42	388,630.00	266,613.27	68.60
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	4,400.00	21,631.75	69,788.50	170,519.00	96,330.50	56.49
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	5,972.87	6,834.77	485,344.20	478,509.43	98.59
DEPARTMENT: 62050 - ONE-TIME PURCHASES	0.00	0.00	0.00	43,000.00	43,000.00	100.00
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FUND: 12 - PTE FUND	9,110.16	255,977.31	871,298.88	3,001,515.00	2,121,105.96	70.67

Fiscal Year: 2015

FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	1,082.04	9,654.51	23,422.23	129,694.00	105,189.73	81.11
DEPARTMENT: 55006 - FOOTBALL	360.00	109.00	1,755.93	3,000.00	884.07	29.47
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	418.56	0.00	1,731.15	3,753.96	1,604.25	42.73
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	1,295.00	8,000.00	6,705.00	83.81
DEPARTMENT: 55001 - MEN'S BASKETBALL	648.00	230.00	146.07	1,229.47	435.40	35.41
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	698.00	698.00	0.00	698.00	0.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	1,373.55	1,939.71	2,807.19	867.48	30.90
DEPARTMENT: 55008 - VOLLEYBALL	0.00	398.94	6,326.24	7,831.12	1,504.88	19.22
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	8.00	1,533.00	1,901.77	7,500.00	5,590.23	74.54
DEPARTMENT: 31000 - COMMUNITY SERVICE	90.00	0.00	13,598.04	62,550.00	48,861.96	78.12
DEPARTMENT: 55007 - BASEBALL	365.85	5,605.38	7,124.46	9,246.40	1,756.09	18.99
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	595.23	1,036.55	1,592.56	556.01	34.91
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	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
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FUND: 14 - ADULT SUPPLEMENTARY ED	2,972.45	20,197.61	77,377.62	279,298.50	198,948.43	71.23

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	357.18	727.69	8,000.00	7,272.31	90.90
DEPARTMENT: 94000 - STUDENT CENTER	9,258.68	8,222.62	38,165.24	166,500.00	119,076.08	71.52
DEPARTMENT: 95000 - STUDENT HOUSING	166,973.53	160,535.20	733,079.14	1,617,904.00	717,851.33	44.37
DEPARTMENT: 95001 - DIRECTOR'S APARTME	1,809.55	169.23	5,461.74	8,500.00	1,228.71	14.46
DEPARTMENT: 98000 - COSMETOLOGY	380.36	1,159.18	63,028.45	184,392.56	120,983.75	65.61
DEPARTMENT: 97000 - BOOKSTORE	96,537.11	22,426.60	341,697.89	953,500.00	515,265.00	54.04
DEPARTMENT: 91000 - ARENA	0.00	77.97	2,452.48	0.00	2,452.48-	0.00
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FUND: 16 - AUXILIARY ENTITIES	274,959.23	192,947.98	1,184,612.63	2,938,796.56	1,479,224.70	50.33

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	0.00	6,500.00	0.00	7,000.00-	0.00
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	0.00	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	40,387.05	0.00	40,387.05-	0.00
DEPARTMENT: 12211 - ANIMAL SCIENCE	4,009.48	9,379.65	54,574.11	334,240.44	275,656.85	82.47
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	850.00	3,394.29	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	31,027.37	36,875.09	5,847.72	15.86
DEPARTMENT: 50000 - DEAN OF STUDENT SE	590.41	2,016.73	145,845.20	145,939.09	496.52-	0.33-
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	0.00	12,657.47	13,976.41	1,318.94	9.44
DEPARTMENT: 42000 - DEAN OF LEARNING S	300.00	1,265.54	4,718.51	8,047.02	3,028.51	37.64
DEPARTMENT: 14010 - AO-K	0.00	842.45	1,934.27	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	3,536.50	35,776.58	94,951.67	513,416.47	414,928.30	80.82
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	3,200.32	15,689.58	46,655.00	30,965.42	66.37
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	30,000.00	30,000.00	100.00
DEPARTMENT: 12273 - WELDING	0.00	1,650.00	1,650.00	1,577,055.00	1,575,405.00	99.90
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	3,414.90	15,971.70	71,150.00	55,178.30	77.55
DEPARTMENT: 42005 - DEAN OF TECHNICAL	8,542.65	4,327.95	53,251.97	84,741.00	22,946.38	27.08
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	6,402.45	36,688.76	97,245.00	60,556.24	62.27
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	10,939.27	32,788.72	112,465.00	79,676.28	70.85
DEPARTMENT: 11040 - SCIENCE	0.00	1,069.78	2,719.78	55,000.00	52,280.22	95.05
=====						
FUND: 22 - RESTRICTED GRANTS	17,478.96	91,040.90	634,488.02	3,323,468.84	2,671,501.86	80.38

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	0.00	0.00	8,807.20	8,806.89	0.31-	0.00	
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	45.09	0.00	45.09-	0.00	
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	0.00	4,290.83	0.00	4,290.83-	0.00	
FUND: 23 - OTHER RESTRICTED FUNDS	0.00	0.00	13,143.12	8,806.89	4,336.23-	49.23-	

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	773.08	1,000.00	226.92	22.69	
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	0.00	20,308.70	100,397.09	273,117.21	172,720.12	63.24	
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	236.49	305.79	8,601.00	8,295.21	96.44	
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	3,558.61	17,400.08	76,483.00	59,082.92	77.25	
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	79.65-	1,513.40	5,000.00	3,486.60	69.73	
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	7,770.38	25,351.51	69,682.00	44,330.49	63.62	
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	37,500.00-	37,500.00-	100.00	
DEPARTMENT: 13301 - ADULT ED - INSTRUC	150.00	7,804.56	41,722.34	137,500.00	95,627.66	69.55	
FUND: 24 - ADULT EDUCATION	150.00	39,736.59	187,503.29	537,883.21	350,229.92	65.11	

Fiscal Year: 2015			FUND: 61 - CAPITAL OUTLAY				
GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail	
DEPARTMENT: 71000 - BUILDINGS	0.00	1,185.00	1,185.00	548,314.00	547,129.00	99.78	
FUND: 61 - CAPITAL OUTLAY	0.00	1,185.00	1,185.00	548,314.00	547,129.00	99.78	

Fiscal Year: 2015			FUND: 71 - ACTIVITY/ORGANIZATION FD				
GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail	
DEPARTMENT: 50000 - DEAN OF STUDENT SE	8,726.12	14,580.49	132,184.33	380,095.25	239,184.80	62.93	
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	1,000.00	1,000.00	0.00	0.00	
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	1,000.00	1,000.00	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	1,000.00	0.00	0.00	1,000.00	0.00	0.00	
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	5,000.00	5,000.00	0.00	0.00	
DEPARTMENT: 55007 - BASEBALL	0.00	0.00	1,000.00	1,000.00	0.00	0.00	
DEPARTMENT: 55008 - VOLLEYBALL	0.00	346.00	904.00	1,000.00	96.00	9.60	
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	1,000.00	1,000.00	0.00	0.00	
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	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	0.00	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	3,872.69	1,881.75	3,411.98	65,850.00	58,565.33	88.94	
DEPARTMENT: 50000 - DEAN OF STUDENT SE	412.00	1,494.96	2,635.08	13,050.00	10,002.92	76.65	
FUND: 71 - ACTIVITY/ORGANIZATION FD	16,010.81	19,303.20	151,250.08	474,495.25	307,234.36	64.75	

Fiscal Year: 2015

FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	9,440.00	0.00	9,440.00-	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	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	300.00	50,985.00	0.00	50,985.00-	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	715.00-	14,485.00	0.00	14,485.00-	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	165.00-	5,325.00	0.00	5,325.00-	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	220.00-	18,075.00	0.00	18,075.00-	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	0.00	19,715.00	0.00	19,715.00-	0.00
=====						
FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	800.00-	217,625.00	0.00	217,625.00-	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	23,025.00	171,550.00	609,000.00	437,450.00	71.83
=====						
FUND: 73 - EDUKAN CONSORTIUM FUND	0.00	23,025.00	171,550.00	609,000.00	437,450.00	71.83

Garden City Community College
11/30/2014

	Amount	% Rate
Cash in Bank:		
Commerce Bank	\$ 540,296.19	0.0000%
State Municipal Invest. Pool	\$ 211,116.16	0.0118%
FNB of Garden City - Money Market	\$ 25,420.89	0.2500%
FNB of Garden City - Insured Cash Sweep	\$ 5,022,076.38	0.2500%
Commerce Bank - Money Market	\$ 155,533.70	0.0800%
Landmark National Bank	\$ 1,625,153.59	0.0700%
	<u>\$ 7,579,596.91</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

\$ 11,579,596.91

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

Agenda No: III-D-1

Date: December 9, 2014

Topic: Technology purchase

Presenter: Dr. Herbert J. Swender

Background Information:

A mobile technology initiative for instructors has been implemented on campus. Last year, a pilot group tested various types of technology and made recommendations. This year, the pilot group was expanded and several additional faculty tested the new hardware. It is now time to purchase equipment so that all instructors have the new mobile technology.

As per practice, an RFP was released and an advertisement placed in The Garden City Telegram. No response was received from the print advertisement. Information was sent to eight vendors. Four companies responded to the RFP. One vendor declined to bid, two vendors submitted partial bids and one vendor submitted a complete bid. No local bid was received.

CDW-Government provided the best bid and is the recommended vendor of choice. The college has previous experience with CDW-G who has proven to provide reliable delivery and service.

Budget Information:

General Fund
\$55,193.61

Recommended Board Action:

Board authorizes administration to purchase hardware as proposed from CDW-Government at a total cost of \$55,193.61.

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

Board Member Notes:

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

Computer Equipment
Bid Tabulation Form
December 2, 2014

VENDOR	BASE BID AMOUNT
CDW-G Chicago, IL	\$55,193.61
Genisys Corp	Declined to bid
MTC Kansas City, KS	\$15,537.76 Partial Bid
Zones Auburn, Washington	\$49,890.80 Partial Bid

Agenda No: III-D-2

Date: December 9, 2014

Topic: Architectural Services for U.S.Department of Labor Grant (welding facility renovation).

Presenter: Dr. Herbert J. Swender

Background Information:

In July of 2014, the administration submitted a response to a Trade Adjustment Assistance Community College and Career Training (TAACCCT) competitive grant program which is co-administered by the U.S. Department of Labor and U.S. Department of Education. via a consortia, (Garden City Community College, Washburn University and Washburn Institute of Technology, Flint Hills Technical College, and Wichita Area Technical College.) led by Washburn University. GCCC’s portion of the “KanTRAIN” grant was \$1,975,549 million.

Grant funds will expand and improve GCCC’s ability to deliver education and career training programs that help job seekers attain the skills needed for high-wage, high-demand jobs in the advanced manufacturing industries. Moreover, the objective of the grant will be to develop a State-of-the-Art Welding Training. The college was notified early this fall that we were the successful recipients of the grant and that \$400,000 will be allocated toward renovations of the property located 1802 E. Spruce Street.

The college’s administration released a public notice requesting proposals for architectural services; two responses were received. After careful consideration of both proposals, it is the recommendation of the administration to contract with Gibson, Mancini, Carmichael and Nelson (GMCN) for architectural services at a cost of 6.5%. Estimated costs for services at a projected construction cost of \$400,000 will be \$26,000.

Budget Information:

Grant Funds:
6.5% of the construction cost of the project

Recommended Board Action:

Authorize the administration to contract with GMCN Architects for services at 6.5% of construction costs.

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

Board Member Notes:

Agenda No: III-E

Date: December 9, 2014

Topic: Board Action Regarding Acceptance of the 2013-2014 Audit

Presenter: Dr. Herbert J. Swender

Background Information:

The annual financial audit was conducted by Lewis, Hooper & Dick, LLC. This year the audit includes audits for the Garden City Endowment Association and the Broncbuster Athletic Association. Although the audit for the endowment association indicated material weakness over control procedures, the audit for the college resulted in an unmodified opinion which is the highest opinion rating available for financial audits. The endowment association finding will not affect the college's good standing in regards to federal grants/funding.

Budget Information:

The total cost to the college for the annual financial audits (including BAA and endowment) is \$65,163.

Recommended Board Action:

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

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

Board Member Notes:

DECEMBER 2014 MONITORING REPORT

EXECUTIVE LIMITATIONS

General Executive Constraints

#12

ANNUAL

Page 7

The president shall not fail to insure a safety and health environment on campus.

CEO's Interpretation: The President must ensure the campus is safe for all students, staff and community members. In addition, the president will promote a healthy campus.

Data directly addressing interpretation: On July 1, 2014, a police department was established on the college campus. The GCCC Police Chief oversees department personnel. This past year, an Emergency Response Plan was developed as well as informational items promoting campus safety. The GCCC Police Chief along with other college employees promoted "Blow the Whistle on Sexual Violence" by distributing flyers and keychain whistles.

Shrubs are being removed by entrances and exterior lighting is routinely monitored to assure safety on campus at night. The college recently underwent audits conducted by the property and liability insurance companies and the GC Fire Marshal is currently inspecting all campus buildings. Recommendations by auditing agencies will be reviewed and implemented where necessary.

Each year the college completes the Clery Act reporting requirements which include documentation of campus crime, a safety report and a fire report. All safety reports are easily accessible via the campus website.

Incidental Information December 2014

Ryan Ruda, Vice President of Student Services:

Admissions

Over 300 area high school students converged on GCCC campus for the annual technical exploration day this past month. Admissions and the technical division coordinated together so that all technical programs were represented.

Student Support Services

The Garden City Community College Student Support Services has successfully submitted the Annual Performance Report for the 2013-2014 Award Year. The Student Support Services Program received all 15 of the possible prior experience points. The Student Support Services Program will have 15 points in addition to the possible 100 points in the upcoming SSS Grant Competition.

The SSS grant served 200 students for the 2013-2014 year. The persistence goal for the grant was 42%. The grant had 81% of the participants persist from one fall semester to the next fall semester. The good academic standing objective for the grant was to have 65% of our participants have a 2.0 or above. Ninety one percent of our participants had a 2.0 or above. Of the 98 participants who started in the 2010-2011 cohort, 50% of them completed an associate degree or certificate in four years. Of the same cohort, 37% went on to complete an associate degree and then go on to transfer to a four year institution to pursue their Bachelor's degree. The 2014-2015 year is the last year of this grant cycle. The SSS program is currently preparing an application for the 2015 SSS Grant Competition.

General information

Friday, December 5th, admissions and advisors will be at Garden City High School completing enrollment for early high school graduates. There are currently 35 early graduates who have signed up to register for spring 2015. This is the second year that we have gone to the high school campus to meet with and register the early graduates.

The spring 2015 enrollment goal has been set at 20,100 credit hours, which represents a 3.8% increase over last spring.

Athletics

- **All-Conference/All-Region Awards**
- **Women's Cross-country: Neysa Harman**—All Jayhawk West and All Region VI
- **Volleyball: Taylor Linenberger**—2nd team All-Conference
- **Football: Brandon Snell**-1st Team All-Conference, **Anfene Turner**- Honorable Mention Offensive Tackle, **Matt McDonald**- Honorable Mention Running Back, **Ben Harper**- Honorable Mention Defensive Tackle, **Alex Neuschafer**- 2nd team Linebacker, **Sam Green**- Honorable Mention Safety
- **Women's Soccer: Ashlie Rojas**—1st Team All-Conference and 1st team All Region VI Goal Keeper, **Sandra Mendoza**- 2nd team forward,

Community Service—Each year, every athletic program is required to complete at least 10 hours of community service. This helps our student athletes be connected to the community that supports them as well as gets the community familiar with the student athletes as well. One example of service to community occurred this fall. In October, athletes from football, track, softball, men's and women's basketball, cheer, volleyball and golf went to each of the elementary schools in Garden City and had

lunch with the elementary students. This week long activity was coordinated with the USD and was received very favorably by both sides.

Dr. Bruce Exstrom, Vice President for Instructional Services:

The 2014 fall semester is in the final weeks and drawing to conclusion this 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 final exams and projects require preparation and study time. Per Instructional Services policy, all classes are required to have a final project or exam during scheduled finals week. The academic calendar was modified for 2014-2015 compared to previous years as finals week is conducted Monday through Thursday. Previously, finals week was delivered Monday through Wednesday, but the extra day built in this year provides extra study time and the schedule is easier to manage for our students. The new finals week schedule also allows our evening classes to meet during finals week allowing for an additional class for all evening classes. Our tutoring center is busy this time of year as students seek extra assistance with tutors or use the group study rooms.

Dr. Exstrom attended the November KBOR meeting in Topeka. The conversation for reverse transfer continues. The reverse transfer allows students who have credits at 4-year institutions to transfer back to community colleges across the state and obtain an associate degree with a few extra classes taken at the local community college. This will potentially help completion rates for community colleges and also provide greater numbers of graduates in the state to address the 2020 Foresight Goals of greater number of citizens with higher education credentials

Two important initiatives in the Instructional Services area are now launched; the Student Learning Assessment Team and the Developmental Education Team have met during fall semester and will be providing leadership in those areas for the remainder of this academic year and beyond. The first initiative will be to “document” the assessment of writing across the College. All classes now have a writing component, and random samples will be collected to assess writing skills of students. This important task will be part of our student learning assessment project and provide the foundation for our visit from the Higher Learning Commission in 2016-2017 for College re-accreditation. As the numbers of students requiring developmental education continues to be a majority of our students, the Developmental Education Team will be exploring new methods of teaching to improve success and decrease the amount of time in developmental education curriculum. Research shows that if students can progress through developmental education their chances of graduation increases dramatically. faculty will be developing some innovative techniques and class structure to address those developmental needs. The advising portion is also an important component; staff from our Student Services department is part of the Developmental Education Team as well. A combination of proper advising along with excellent teaching will enhance the opportunities for student success at GCCC.

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 last month. The Dean’s Council for EduKan met via conference call and follow-up to some of the issues were addressed. The Dean’s Council meets on a monthly basis and provides guidance to enhance student learning. The online environment continues to grow and we must make sure academic rigor is met in all online classes. The online courses are assessed for content and learning outcomes on a periodic basis. Some GCCC faculty are in the initial stages of exploring how to convert their hybrid courses to fully online. The process is time consuming but in the future GCCC will be exploring avenues to expand online offerings. Students continue to enroll in larger numbers, so we will be prepared.

The spring semester schedule is available for student enrollment. 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 Registrar and 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. Students are becoming more familiar with planning their own schedules online and then meet with their advisor to approve and officially register. We are creating a culture where students pre-plan their schedules prior to meeting with their advisor. This saves time for the registration and class scheduling and allows more time for discussing career options and academic progress rather than just schedule making. Students who do not have a declared major or who enroll in less than 8 credit hours may enroll online without advisor approval. We strongly suggest a meeting with a faculty advisor even if a student is part-time.

GCCC Continuing Education offices have moved into the Gary Jarmer Annex building. This move provides for a new working relationship with our Ammonia/Refrigeration Program as our new Office Manager, Stephanie Whitesell, is able to assist both our Continuing Education and Ammonia/Refrigeration programs with registrations, marketing, and other essential duties to promote and manage class offerings. Continuing Education offered a state-required continuing education hours for plumbing, HVAC, and electricity last month. A record-breaking 55 plumbers and HVAC mechanics were on campus for the Fuel Gas Piping Class and 42 attended the Gas Appliance Venting class. Continuing Education also hosted 8 electricians for a Control Circuits class as well. We also offered an area-wide insurance class to provide licensure required continuing education hours to 12 licensed agents and worked closely with Accurate Safety, a vendor focusing on oil field safety, to provide a 3-day Hazwoper training certification.

Current searches for full-time faculty in Culinary Management and Paramedic programs continue. Interviews have taken place and reference and background checks are in progress. 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:

Construction on the student housing complex is progressing nicely and is on schedule. With warmer weather in the forecast, the ground is being prepared for the installation of concrete sidewalks. Furniture has been ordered and will arrive the first week of January. Everything is scheduled to be complete prior to the student's arrival on January 10.

Although much work has been accomplished on the fine arts parking lot, the recent cold weather slowed the pouring of concrete. They are back to work this week and hope to make considerable progress before the next cold front.

Campus Security

On November 12-13, 2014 the Campus Police Chief and other key Title IX administrators attended the Heartland Campus Safety Summit which was held at Johnson County Community College. The event addressed issues relating to Title IX, the Jeanne Clery Act and strategies which focus on preventing and responding to sexual violence on college campuses.

Business Office

The business office staff is busy preparing for the calendar year-end and end of the fall term. Holds have been placed on any student account that has an unpaid balance. The hold stops the student from enrolling for the spring term or getting a transcript until their balance is paid in full or the student signs up for the online payment plan. A student is unable to obtain an official transcript if there is any outstanding balance on their account.

A validation file has been sent to Heartland ESCI. ESCI is the company that will process the Form 1098T for students. The validation file will run four different tests to try to verify we have the student's name and social security name in our system correctly. Staff from both the Business Office and Admissions will work to correct the files before filing the 1098Ts with the federal government.

GCCC has been participating in the State of Kansas off-set program, which assists in the collection of student debt. A list of past due student accounts is sent to the state each month. If a student with a past due account files for an income tax refund from the State of Kansas, the past due account balance is withheld from the refund and that money is sent to GCCC as a payment on the student's account. Beginning March 1, 2015 the State of Kansas will be partnering with the Federal Treasury Offset Program (TOP) to match State of Kansas non-tax debts against Federal non-tax payments making more funds available for payment on past due student accounts. All past due student accounts will be sent first to the State/Federal Offset program before being turned over to a local collection agency.

Printing Services

Projects during the month of November included Shootout and Thanksgiving-Pepsi Classic roster/programs, President's Newsletter, Christmas cards, business cards, bookstore bookmarks and the first draft of the continuing education catalog. After Thanksgiving break, production will begin on the men's and women's basketball program.

Broncbuster Bookstore

Faculty and Staff Appreciation Days were November 20th and 21st. There was a nice turn out for the in-store discount.

Staff are preparing for the end of semester activities which include textbook buyback and the return of scholarship books. It is really nice this time of year to see the students excited to be heading home for the holiday break. Once buyback is complete, pre-sacking of spring scholarship books will begin.

Human Resources

There are several positions open and interviews are ongoing. The third annual biometrics screening was held on November 21. Sixty individuals participated in the screening. Other activities include preparing for the holiday dinner.

Facilities

Maintenance is back into a normal routine of day to day activities and starting to get caught back up on work orders throughout campus. Current projects include remodel of the old mat room to make way for a new weight room for athletics, remodel the main lobby of the science and math building and remodel the office of the new director of workforce development.

Irrigation lines have been winterized and grounds crews have been busy preparing for the winter snow removal process. Several individuals from the grounds department participated in the Kansas Turf Grass conference in Kansas City. The residential life parking lot has been cleaned, patched and painted.

Custodians were extremely busy this past month with the Thanksgiving basketball tournament and numerous other activities. Activities on campus will continue into December with multiple concerts and holiday events.

Special projects include cleaning walls and carpets in the Beth Tedrow Student Center, replacing all soap/hand sanitizers on campus, completing work orders and ordering and delivering custodial supplies.