

September 9, 2016

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, September 13, 2016**. The meeting will be held in **The Endowment Room of the Beth Tedrow Student Center**, Garden City Community College Campus.

5:00 PM Dinner Kinney Room of the Beth Tedrow Student Center
6:00 PM Regular board meeting called to order in the Endowment Room of the Beth Tedrow Student Center

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. Higher Learning Commission Overview
 - G. Report from Broncbuster Athletic Association

- II. REPORTS:**
 - A. President’s Report
 - A-1 Review Institutional Goals from 2015-2016
 - A-2 Present Institutional Goals 2016-2017
 - A-3 ACEN Notice of Accreditationpg. 3

- III. OTHER BUSINESS: Action**
 - A. Consideration of Student Health Care Agreementpg. 4

- IV. CONSENT AGENDA Action**
 - A. Approval of minutes of previous meetings (August 9, 2016).....pg. 7
 - B. Approval of personnel actions-Human Resources.....pg. 12
 - B-1 Human Resources Reportpg. 13
 - B-2 Adjunct/Outreach Contractspg. 14
 - C. Financial information.....pg. 16
 - C-1 Checks processed in excess of \$20,000pg. 17
 - C-2 Revenues.....pg. 18
 - C-3 Expensespg. 20
 - C-4 Cash in Bank.....pg. 25
 - D. Purchases over \$20,000
 - D-1 Cosmetology Kit and Textbook Purchase.....pg. 26

Board of Trustees Agenda September 13, 2016

V. CONFIRMATION OF MONITORING REPORTS:

- A. Monitoring Reports and ENDS **Action**
 - A-1 Annual, Essential Skills, Workforce Development.....pg. 28
- B. Review Monitoring Report
 - B-1 Annual, Executive Limitations, Treatment of People
- C. Board Process and Policy Governance Review

VI. OTHER

- A. Incidental Information.....pg. 31
- B. Report from Finney County Economic Development Corporation
- C. Report from KACCT

VII. OWNERSHIP LINKAGE:

Upcoming Calendar Dates:

- September 15 Endowment Association Scholarship Celebration, 5:30-7:30 p.m., back gym, DPAC
- September 16 Constitution Day
- September 23 All Employee Meeting, 11:00 a.m.-Noon, Auditorium
- September 24-25 National Guard Drill Weekend
- October 3-8 Endowment Association Phonathon, Endowment Room
- October 10-13 Endowment Association Phonathon, Endowment Room
- October 9-11 National Preview Golf
- October 11 GCCC Board of Trustee Meeting, 6:00 p.m., Kinney Room BTSC
- October 17-18 Higher Learning Commission GCCC Site Visit (on Campus)
- October 22-23 National Guard Drill Weekend
- October 28 All Employee Meeting, 11:00 a.m.-Noon, Auditorium
- November 5 Endowment Association Golden Gala, GCCC Cafeteria/Portico
Broncbuster Football 1:00 p.m. HOME VS Iowa Central-GCCC Homecoming
- September 15 GCCC Endowment Association Scholarship Celebration 5:30-7:00 p.m., Practice Gym
- September 17 Broncbuster Football 12:00 p.m. VS Hutchinson Community College
- September 21 Policy Governance Training, Endowment Room, Beth Tedrow Student Center, 8:00 a.m. – 4:00 p.m.

VIII. EXECUTIVE SESSION

IX. ADJOURNMENT

Dr. Herbert J. Swender, Sr.
President

Jeff Crist
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



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August 5, 2016

Herbert Swender, PhD
President
Garden City Community College
801 Campus Drive
Garden City, KS67846

Dear Dr. Swender:

This letter is formal notification of the action taken by the Accreditation Commission for Education in Nursing (ACEN) at its meeting on July 14-15, 2016. The Board of Commissioners voted to accept the Follow-Up Report and grant continuing accreditation to the associate nursing program with removal of conditions as the program is in compliance with all Accreditation Standards and Criteria reviewed. The Commission also affirmed the next onsite accreditation review for the Fall 2021 cycle. The details of the decision put forth by the Board of Commissioners have been sent to the program's nurse administrator.

We look forward to continued successes for your nursing program. On behalf of the ACEN Board of Commissioners, we thank you and your colleagues for your commitment to quality nursing education. If you have questions about this action or about ACEN policies and procedures, please contact me.

Sincerely,

Marsal P. Stoll (handwritten signature)

Marsal P. Stoll, EdD, MSN
Chief Executive Officer

RECEIVED

AUG 16 2016

PRESIDENT'S OFFICE

Agenda No: III-A

Date: September 13, 2016

Topic: Student Health Services

Presenter: Dr. Herbert J. Swender

Background Information:

A Request for Proposal (RFP) was developed for medical services for students and athletes. The proposal was sent to nine medical providers. Four providers provided proposals which were reviewed by the Wellness Committee.

If administration wishes to continue to offer medical services to students, the committee recommends the proposal submitted by St. Catherine Hospital. Benefits of the proposal include:

Two clinics covered under agreement

Sienna Medical Clinic – 311 E. Spruce

Convenient Care – 2051 E. Mary Street

Bus transportation from GCCC campus to 3 bus stops near clinic on Mary St.

Hours of operation Monday – Friday 8:00 am – 7:30 pm

Saturday 9:00 am – 4:30 pm

Sunday 12:00 pm – 5:00 pm

Primary care (clinic visit, basic lab and x-ray)

Additional medical services submitted to student’s insurance and/or student billed by provider

Costs associated with the agreement:

\$6,000 annual fee for student medical services

\$15,000 annual fee

three one-day sports physical examinations

assignment of team physician with weekly on-campus evaluation of injured athletes

Orthopedic care for athlete’s

25% discount on customary billed charges for student athlete medical services

\$20 per student physical (outside the three one-day examinations)

\$10 co-pay to be paid by uninsured student – insured student’s covered under basic agreement

Budget Information:

Auxiliary Fund

General Fund

SGA Fund

\$21,000 annual fee

\$2,000 – estimated fee for physicals

Recommended Board Action:

Board authorizes administration to negotiate agreement with St. Catherine Hospital for student health services.

Board Action Taken: _____ **Approved** _____ **Disapproved**

_____ **Ayes** _____ **Nays** _____ **No Action**

Board Member Notes:

Garden City Community College Request for Proposal Student Health Services

Date: September 1, 2016
Bid Closing Date: September 9, 2016

The Board of Trustees of Garden City Community College is accepting proposals for student health services. At a minimum, the proposal should include the following services:

- Student Physicals
 - Sports physicals
 - Nursing, Paramedic and EMT student physicals
- General Medical Evaluation, Treatment and Referrals for Students
 - TB testing
 - Office visits
 - Laceration repair
 - Routine laboratory testing
- Treatment or Referral of Minor Athletic Injury

Provider must be licensed to provide medical services in the state of Kansas. Proposal should include an annual fee for all services. Payment will be made in twelve (12) equal monthly payments by the 10th of the month. The term of service would begin October 1, 2016 and end September 30, 2017. Both parties may agree to extend the agreement for one year. The agreement can be terminated by either party upon sixty (60) days written notice.

The Provider will maintain and provide to GCCC a list of patients and detailed charges based on the Centers for Medicare and Medicaid (CMS) Reimbursement to Physician's table (for the calendar year said contract is in force) to allow GCCC to audit overall utilization of Student Health Services.

Students covered under the agreement must be enrolled at Garden City Community College in at least nine (9) credit hours during the fall and spring semesters and six (6) credit hours during the summer. Students will be referred by either the college student health nurse or a GCCC athletic trainer. Upon awarding of the bid, a referral form will be developed and approved by the provider and GCCC.

Insurance claims may be submitted by the provider for those students with current health insurance. Insurance payment will be made directly to the provider or insured with no effect on this agreement. GCCC assumes no responsibility for the processing or payment of claims.

GGCC carries insurance for student athletes. The \$1,000 deductible will be assumed by the provider. Claims over \$1,000 may be filed with the college's insurance carrier.

Provider will be required to comply with all federal and state laws regarding patient confidentiality.

Provider must provide proof of medical malpractice, professional liability coverage of not less than \$1,000,000 per occurrence and \$3,000,000 in aggregate. Provider must also provide proof of worker's compensation covering provider employed personnel.

This agreement does not establish an employer/employee relationship. The provider will be considered an independent contractor.

The College reserves the right to evaluate bids, to reject any and all bids and proposals, to waive informalities and technicalities within the scope of authority, and specifically, the College reserves the right to make the award in the best interest of the College.

Non-Discrimination Clause:

Garden City Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, age, height, weight, marital status, sexual orientation, or other non-merit reasons, or handicap, nor will sexual harassment be tolerated, in its employment practices and/or educational programs or activities. Those concerned about the above should contact Sarah Koehn, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-9574.

ADA/Equal Access

Garden City Community College is complying with the Americans with Disabilities Act, and is committed to equal and reasonable access to facilities and programs for all employees, students and visitors. Those with ADA concerns, or who need special accommodations, should contact Melanie Hands, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-9638.

Written proposals should be received by mail, fax or e-mail no later than 10:00 a.m. on Friday, September 9, 2016. Proposals should be clearly marked "**Student Health Services.**" Proposals should be sent to Dee Wigner, Executive Vice President, at 801 Campus Drive, Garden City, Kansas, 67846. Phone: 620-276-9577 Fax: 620-276-0464. Email: dee.wigner@gcccks.edu

Questions should be directed in writing to Dee Wigner. Written response will be directed to all providers receiving this request.

The college has approximately 400 athletes and a full-time student population of 1,200. There are approximately 60-70 athletic injuries per year. Approximately 100 athletic physicals were performed on-site at the beginning of the semester.

The college was under contract with a local medical provider from June 1 2015 to May 31, 2016. During that time:

- 150 students received medical services
 - 68 were sports physicals for late arrivals
 - 82 received other services - summary of medical service codes is attached

**MEETING OF TRUSTEES
GARDEN CITY COMMUNITY COLLEGE**

August 9, 2016

Trustees Present: Merilyn Douglass, Jeff Crist, Steve Martinez, Melvin Neufeld, Terri Worf,

Others Present: Debra Atkinson, Deputy Clerk
Ron Carlson, Physics/Cyber Security Instructor
Dr. William Friesen, Chemistry Instructor
John Green, Athletic Director
Ryan Grubbs, Automotive Instructor
Ammie Jones, Psychology/Social Science Instructor
Shelli Lalicker, Biology Instructor
Larry Pander, Fire Science Instructor/Faculty Senate Representative
Ryan Ruda, Vice President of Student Services/Instruction
Perla Salazar, Math Instructor
Susan Sharp, *Telegram*
Jeff Southern, IT Director
Jane Stevenor, English Instructor
Tammy Tabor, SGA Student Advisor and Director of Enrollment Management
Kristi Tempel, Public Relations
Elizabeth Tharman, Anatomy and Physiology Instructor
Samantha Trejo, Admissions Assistant
Jerrad Webb, Director of Workforce
Dee Wigner, Executive Vice President
Herbert Swender, President

CALL TO ORDER:

Chair Crist called the regular board meeting to order at 5:51 p.m.

COMMENTS FROM PUBLIC REGARDING BUDGET:

Chair Crist noted that no one from the public had registered to make comments regarding proposed budget.

Chair Crist then asked for comments or questions from the board regarding the 2016-2017 budget, which had been reviewed in depth at the July 12 board of trustee meeting and published in the Garden City Telegram July 25.

Motion:

Neufeld moved, seconded by Martinez, that the Board of Trustees certify that the budget hearing was held, that the budget was duly approved and adopted as the maximum expenditure for the various funds for the year 2016-2017, certify the 2016tax to be Levied at \$8,842,437 (19.988 mills) General Fund and \$447,267 for Capital Outlay (1.011 mills).

Ayes: Crist, Douglass, Martinez, Neufeld, Worf

Nays: None

Motion carried: 5-0

Chair Crist commended the administration for their efforts in keeping the mill levy at the same level as last year, with no recommended tax increase. Chair Crist praised GCCC administration, staff, and faculty for all the things taking place that have helped with the continued enrollment growth. Chair Crist went on to state that

what is transpiring at GCCC comparatively speaking to enrollment levels at other colleges is very impressive, and GCCC is head and shoulders above the rest in their efforts.

Chair Crist moved immediately into the business of the regular board meeting.

COMMENTS FROM THE CHAIR:

- Chair Crist made the following comments:
- Fall Classes will begin at GCCC August 16.
- Chair Crist extended a warm welcome to all students, faculty and staff for the 2016-2017 school year.
- Chair Crist reminded Trustees that the Policy Governance retreat will be held September 21, from 8:00a.m.-4:40 p.m.
- Chair Crist noted that Busters first home football game is September 3.

OPEN COMMENTS FROM PUBLIC:

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

INTRODUCTION OF NEW EMPLOYEES:

Ryan Ruda, Vice President of Student Services/Instruction, introduced new employees, Samantha Trejo, Admissions Assistant, Ron Carlson, Physics/Cyber Security Instructor, Ammie Jones, Psychology/Social Science Instructor, Ryan Grubbs, Automotive Technology Instructor, Perla Salazar, Math Instructor, Dr. William Friesen, Chemistry Instructor, Shelli Lalicker, Biology Instructor, Jane Stevenor, English Instructor, Elizabeth Tharman, Anatomy and Physiology Instructor.

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

PRESIDENT'S REPORT:

This portion of the meeting is related to student accomplishments, activities, campus visitors, and special events that have taken place in the GCCC campus community since the last Board of Trustee meeting.

Dr. Swender noted that GCCC Meats Judging Team left on July 1 for Wagga Wagga, Australia to compete in the world championship. GCCC was the only community college meats judging team invited to participate at the world championship at Charles Sturt University. Official results had GCCC placing fifth overall in the fourteen team field. GCCC Meats Team participant Leah Parsons was second overall.

Progress is being made on the athletic complex parking lot. The project is on schedule and should be complete for the first part of September.

Task Force Broncbuster Ribbon Cutting was held on July 27 to celebrate the new partnership between GCCC and Kansas National Guard. The new linkage will provide an opportunity for soldiers to gain valuable civilian and military education in a traditional student setting on the Garden City Community College campus. In addition to educational access, this new partnership will provide Kansas National Guard soldiers with access to a Readiness Center for use in accomplishing military training. The Kansas National Guard will have offices located on the main campus of GCCC. This unique partnership will focus on soldier academic and military success, made possible by soldiers' ability to utilize GCCC's infrastructure to train and get a degree at the same time. This arrangement is the first of its kind amongst community colleges in Kansas. The new linkage will provide an opportunity for soldiers to gain valuable civilian and military education in a traditional student setting on the Garden City Community College campus.

Dr. Swender shared that the memorial garden and bench in memory of Carolyn Klassen has been completed. A dedication ceremony will take place after Labor Day.

Dr. Swender commended Resident Life Assistants (RA's). All were introduced at GCCC's employee in-service.

GCCC Employee in-service was held Monday, August 8. Anna Wynn, District Recruiter for "The Buckle", was the keynote speaker. Anna is the area manager of The Buckle based in Liberal, Kansas, and currently oversees several stores. Anna spoke on the theme of "Who Moved the Cheese", and talked about changing mindsets to moving forward towards excellence. Wynn talked about the difference between "interested" employees and "committed" employees. She also encouraged employees to anticipate change, not to get comfortable, and to adapt quickly.

Over 25 area law enforcement personnel from the Sheriff's Department, City of Garden City Police Department, Garden City Community College Police, State Patrol, and the Finney County Game Warden were on hand Monday, August 8 to be honored at a VIP Law Enforcement Dinner. The dinner was designed to connect law enforcement personnel with GCCC coaches and college personnel to create a sense of community, as well as honoring our local law enforcement for their service.

Dr. Swender noted that new student orientation will be held August 11 – 13. Students will all be checked into residential dorms and housing on Thursday, and activities are planned for Friday and Saturday.

Dr. Swender reminded trustees that GCCC will have a marching band this year. GCCC Band and Drum Line had their very first practice earlier today.

Dr. Swender stated that Broncbuster's first home football game is Saturday, September 3. Kickoff is at 1:00 p.m. with tailgating beginning around 11:30.

Dr. Swender drew Trustees attention to the 2015 Annual report of Garden City Community College. This document also serves as archive of the history of the college for the past year. Dr. Swender commended all involved in the compilation of this data.

Chair Crist thanked Dr. Swender for his report and remarked that the above events and activities speak to the progressive leadership of the college.

HIGHER LEARNING COMMISSION OVERVIEW:

Ryan Ruda, Vice President of Student Services/Instruction, reported that GCCC has been preparing two documents for the accreditation process including the Assurance Argument, and the Federal Compliance Packet. The documents are undergoing edits, and will be uploaded once complete. Listening sessions will continue with employees and formal preparation for the visit will be coordinated via faculty, staff and administration. The Higher Learning Commission visit is scheduled for October 17-19, 2016.

REPORT FROM STUDENT GOVERNMENT ASSOCIATION:

No report was given.

Dr. Swender took this opportunity to introduce five-time national champion and two-time stunt champ, Oklahoma State Head Cheer coach, Dr. Lindsay Bracken to all in attendance. Dr. Bracken, at the invitation of GCCC Head Cheer Coach, Bryce Knapp, is at GCCC holding a cheer clinic for Buster Cheer Squad. President Swender is also an OSU alum.

REPORT FROM FACULTY SENATE:

Larry Pander, Fire Science Instructor/Faculty Senate Representative, shared that a memorial bench and garden had been completed in front of the Pauline Joyce Fine Arts Building earlier this week. Dedication will take place after Labor Day.

Pander thanked everyone involved in helping to make the memorial happen. Preparations for the new year are underway, with the first faculty senate meeting held on Thursday, August 11. Pander went on to say that lines of communication between faculty and administration were very open and information is being shared freely regarding new programs and ideas.

Dr. Swender took a few minutes to report to Trustees regarding a recent Kansas Jayhawk Community College Conference meeting. Discussion revolved around the fact that the National Junior College Athletic Association (NJCAA) rules have been updated over the years. The nineteen schools in the Kansas Jayhawk conference have not updated many of their rules and regulations, and in fact, rules currently impose out of state student limits to rosters for football, and basketball. There are currently no limits for the other 14 of the 17 Kansas NJCAA sports like softball, baseball, or volleyball, etc. Dr. Swender went on to share that The National Junior College Athletic Association (NJCAA) rules have been updated over the years, but in his view the KJCCC has chosen arbitrarily to keep the same early 1960's rules.

GCCC administration has proposed to the conference that these rules are subjective and clearly outdated. Restrictions are in place that limit students who want to come play and pay their own way. Dr. Swender went on to share that students are hurt when denied access and opportunity to try out and play intercollegiate sports; and losing enrollment is detrimental to the business model of the GCCC and all Kansas community colleges. As an example, current restrictions for football (20 out of state students) adversely affected the number of students that could have played GCCC football. 47% of the rosters over the last 9 years have not had a full Kansas roster. Last year alone, there were 40 unfilled position for Kansas students to play football. Dr. Swender noted that other conferences and colleges that GCCC compete against like the Iowa colleges do not fall under the same restrictions. In summary, this is an issue that may need to get focused attention at the next KACC trustees meeting. At this point the conference presidents are literally split on the decision to make any changes to our 1960's rules and regulations.

At this time the following motion was made.

Motion:

Douglass moved, seconded by Worf to as a Board, verbally, support Dr. Swender, GCCC President, John Green, GCCC Athletic Director, and Melvin Neufeld, GCCC board member, in their efforts to change Jayhawk conference rules concerning athletics.

Ayes: Crist, Douglass, Martinez, Neufeld, Worf

Nays: None

Motion carried: 5-0

Dr. Swender indicated that the next step would be to prepare for the next meeting in March.

CONSENT AGENDA:

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

Chair Crist then asked for a motion approving consent agenda items III-A-D.

Motion:

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

Ayes: Crist, Douglass, Martinez, Neufeld, Worf

Nays: None

Motion carried: 5-0

Approved actions follow:

(A) APPROVED MINUTES of previous meeting (July 12, 2016, July 20, 2016)

(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.)

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

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

- Annual, Executive Limitations, Treatment of People Preamble, #1, #6

Trustees agreed to accept monitoring reports as presented.

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION:

No report was given.

REPORT FROM KACCT/COP:

- Next KACCT quarterly meeting will be held on the campus of Seward County Community College in September.

OWNERSHIP LINKAGE:

Chair Crist reported that the GCCC Board of Trustees are actively engaged in determination of board vacancy selection and will have an appointment by the September 21 Policy Governance Retreat.

EXECUTIVE SESSION:

No Executive Session was held.

Meeting adjourned 8:00 p.m.

UPCOMING CALENDAR EVENTS:

September 15	Scholarship Celebration, 5:30-7:00 p.m., DPAC, back gym
September 17	Buster Football @ Hutchinson Community College, 12:00 p.m.
September 21	Policy Governance Retreat, 8:00 a.m.-4:00 p.m., Endowment Room, Beth Tedrow Student Center
October 1	Buster Football @ HOME, VS Butler Community College, 7:00 p.m.
October 3-14	GCCC Endowment Association Phonathon
October 11	Monthly meeting of GCCC Board of Trustees, 6:00 p.m., Endowment Room, Beth Tedrow Student Center

Debra J. Atkinson
Deputy Clerk

Herbert J. Swender
President

Jeff Crist
Chair of the Board

Agenda No: III-B

Date: September 13, 2016

**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 and transfers/promotions 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:



September 13, 2016

To: Board of Trustees

From: Sara Koehn, PHR, SHRM-CP Director of Human Resources

New Hires

Shillalie Jones, Assistant Women's Basketball Coach, effective August 15, 2016

Tyler Seibert, Assistant Baseball Coach, effective August 15, 2016

Transfers

Daniel McKinney, Super Circuit Assistant to Assistant Football Coach, effective September 1, 2016

David Overstreet, Super Circuit Assistant to Assistant Football Coach, effective September 1, 2016

Nanumi Lolohea, Super Circuit Assistant to Assistant Football Coach, effective September 1, 2016

Ivan Leal, Super Circuit Assistant to Assistant Men's Basketball Coach, effective September 1, 2016

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 FACULTY CONTRACTS**

(Presented to Board of Trustees for Approval 9/6/2016)

INSTRUCTOR	CLASS	AMOUNT
Babcock, Dallas	Industrial NH3 Refrig Oper I INPR-211-05 - 3.00 credit hour(s)	\$1,200.00
Team Teach w/W. Blackburn	1/2 of 3.00 credit hour(s) X \$800.00 7/25/2016 - 7/29/2016	
Babcock, Dallas	Industrial NH3 Refrig Oper II INPR-212-04 - 3.00 credit hour(s)	\$1,200.00
Team Teach w/ T. Crain	1/2 of 3.00 credit hour(s) X \$800.00 8/8/2016 - 8/12/2016	
Blackburn, Wayne	Industrial NH3 Refrig Oper I INPR-211-05 - 3.00 credit hour(s)	\$1,200.00
Team Teach w/D. Babcock	1/2 of 3.00 credit hour(s) X \$800.00 7/25/2016 - 7/29/2016	
Crain, Terry	Industrial NH3 Refrig Oper II INPR-212-04 - 3.00 credit hour(s)	\$1,200.00
Team Teach w/D. Babcock	1/2 of 3.00 credit hour(s) X \$800.00 8/8/2016 - 8/12/2016	
Lamb, Colin	Organizational Leadership PSYC-106-51 - 3.00 credit hour(s)	\$656.25
Team Teach w/R. Ruda	Pro-rate(7 students) 1/2 of 3.00 credit hour(s) X \$500.00 7/25/2016 - 8/12/2016	
Lamb, Colin	Organizational Leadership PSYC-106-30 - 3.00 credit hour(s)	\$187.50
	Pro-rate (1 student) 3.00 credit hour(s) X \$500.00 8/8/2016 - 8/12/2016	
Neale, Ashton	Lifetime Fitness HPER-121-03 - 2.00 credit hour(s)	\$1,000.00
	2.00 credit hour(s) X \$500.00 8/1/2016 - 8/12/2016	
Rupp, David	Police Firearms I CRIM-121-02 - 1.00 credit hour	\$500.00
	1.00 credit hour X \$500.00 8/24/16 - 9/28/16	

Ruda, Ryan	Organizational Leadership	\$656.25
	PSYC-106-51 - 3.00 credit hour(s)	
Team Teach w/C. Lamb	Pro-rate(7 students) 1/2 of 3.00 credit hour(s) X \$500.00	
	7/25/2016 - 8/12/2016	
	Total Adjunct Contracts	\$7,800.00

FACULTY CONTRACTS FOR NON-CREDIT CLASSES

<u>INSTRUCTOR</u>	<u>CLASS</u>	<u>AMOUNT</u>
Douglass, Lucille	KS Carry Conceal - Legal - 8/27/16 3.00 contact hrs @ \$30.00/hr CRMJ-300-02 14-00-8033-31000-5270	\$90.00
Landgraf, Rebecca	KS Carry Conceal - Range Assist - 8/27/16 4.00 contact hrs @ \$30.00/hr CRMJ-300-02 14-00-8033-31000-5270	\$120.00
Lappin, Jerry	KS Carry Conceal - Lead Instructor - 8/27/16 10.00 contact hrs @ \$30.00/hr CRMJ-300-02 14-00-8033-31000-5270	\$300.00
Pardo, Carlos	KS Carry Conceal - Lead Range - 8/27/16 4.00 contact hrs @ \$30.00/hr CRMJ-300-02 14-00-8033-31000-5270	\$120.00
	Total Non-Credit Contracts	\$630.00

Agenda No: II-C

Date: September 13, 2016

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

September 2016

Purchases over \$20,000 requiring bid sheets

- Check #250453 to Matheson Tri-Gas, Inc. for \$34,780.00. This purchase was for three engine drive welders for the welding program and was approved by the board at the June 14, 2016 board meeting.
- Check #250729 to Dell Marketing, L.P. for \$29,821.23 for the purchase of 51 Dell computers and monitors. The board approved this purchase at the June, 14, 2016 meeting.

Payments over \$20,000 not requiring bid sheets

- Check #250533 to City of Garden City for \$68,762.05 for monthly utilities.
- Check #250534 to Commerce Bank for \$56,684.78 for various purchase card purchases.
- Check #250613 to Great Western Dining for \$43,536.25 for multiple invoices for dining services.
- Check# 250629 to Pearson Education for \$57,553.66 for textbooks and access codes for resale in the bookstore.
- Check #250677 to Blue Cross and Blue Shield for \$84,865.30 for October employee health insurance premiums.
- Check #250746 to Lee Construction, Inc. for \$275,737.97 for partial payment of replacement of the DPAC parking lot and maintenance building construction. These projects were previously approved by the board.
- Check #250757 to Pearson Education for \$38,488.47 for textbooks and access codes for inventory for the bookstore.

Fiscal Year: 2017

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	956,916.00-	959,946.00-	2,450,000.00-	1,490,054.00-	60.82
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	165,756.00-	171,228.00-	370,000.00-	198,772.00-	53.72
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	45,425.00-	45,325.00-	100,000.00-	54,675.00-	54.68
11-00-0000-00000-4006 OUTREACH CREDIT HO	0.00	84.00	357.00-	105,000.00-	104,643.00-	99.66
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	209,667.95-	210,009.95-	370,000.00-	159,990.05-	43.24
11-00-0000-00000-4008 TECHNOLOGY FEE-O :	0.00	40.00	500.00-	71,760.00-	71,260.00-	99.30
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	361.39-	1,421.84-	50,000.00	51,421.84	102.84
11-00-0000-00000-4012 B & I WORKSHOP REV	0.00	0.00	0.00	75,000.00-	75,000.00-	100.00
11-00-0000-00000-4013 TUITION INTERNATIO	0.00	54,708.00-	54,708.00-	79,479.00-	24,771.00-	31.17
11-00-0000-00000-4014 TUITION BORDER STA	0.00	98,122.00-	98,193.00-	250,000.00-	151,807.00-	60.72
11-00-0000-00000-4015 ONLINE COURSE FEE	0.00	48,906.00-	48,906.00-	500.00-	48,406.00	681.19-
11-00-0000-00000-4016 DROP FEE : GENERAL	0.00	3,700.00-	4,100.00-	10,000.00-	5,900.00-	59.00
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	5,500.00-	6,500.00-	10,000.00-	3,500.00-	35.00
11-00-0000-00000-4512 VENDING MACHINES :	0.00	195.46-	439.64-	10,000.00-	9,560.36-	95.60
11-00-0000-00000-4601 STATE OPERATING GR	0.00	811,861.00-	811,861.00-	1,623,721.00-	811,860.00-	50.00
11-00-0000-00000-4803 AD VALOREM PROPERT	0.00	0.00	0.00	8,837,798.00-	8,837,798.00-	100.00
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	0.00	750,157.00-	750,157.00-	100.00
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	0.00	9,485.00-	9,485.00-	100.00
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	0.00	143,188.00-	143,188.00-	100.00
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	0.00	134,270.00-	134,270.00-	100.00
11-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	0.00	0.00	11,640.00-	11,640.00-	100.00
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	0.00	16,526.00-	16,526.00-	100.00
11-00-0000-00000-4814 COMMERCIAL VEHICLE	0.00	0.00	0.00	82,790.00-	82,790.00-	100.00
11-00-0000-00000-4815 WATERCRAFT CURRENT	0.00	0.00	0.00	19,108.00-	19,108.00-	100.00
11-00-0000-00000-4816 TIF TAX : GENERAL	0.00	0.00	0.00	250,000.00	250,000.00	100.00
11-00-0000-00000-4817 NEIGH REVT : GENER	0.00	0.00	0.00	10,000.00	10,000.00	100.00
11-00-0000-00000-4902 INTEREST INCOME :	0.00	7,641.76-	15,540.15	50,000.00-	65,540.15-	131.08
11-00-0000-00000-4904 REIMBURSED SALARY	0.00	1,278.00-	2,436.00-	15,000.00-	12,564.00-	83.76
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	40,076.95-	40,076.95-	175,000.00-	134,923.05-	77.10
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	1,261.11-	2,290.41-	150,000.00-	147,709.59-	98.47
11-00-0000-00000-4912 TRANSCRIPTS : GENE	175.00	1,083.25-	2,175.00-	15,000.00-	13,000.00-	86.67
11-00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	989,896.00	989,896.00	100.00
11-00-0000-00000-9999 CONTINGENCY ACCOUN	0.00	0.00	0.00	625,000.00-	625,000.00-	100.00
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Totals for FUND: 11 - GENERAL	175.00	2,452,335.87-	2,444,933.64-	15,260,526.00-	12,815,767.36-	83.98
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12-00-0000-00000-4002 AMMONIA REFG COURS	0.00	0.00	19,251.00-	225,000.00-	205,749.00-	91.44
12-00-0000-00000-4005 ACAD COURSE FEE :	0.00	143,203.00-	151,752.00-	394,900.00-	243,148.00-	61.57
12-00-0000-00000-4015 ONLINE COURSE FEE	0.00	12,483.00-	12,483.00-	50.00-	12,433.00	865.99-
12-00-0000-00000-4601 STATE OPERATING GR	0.00	486,207.00-	486,207.00-	972,414.00-	486,207.00-	50.00
12-00-0000-00000-4603 STATE PMT FOR TUIT	0.00	0.00	0.00	75,000.00-	75,000.00-	100.00
12-00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	989,896.00-	989,896.00-	100.00
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Totals for FUND: 12 - PTE FUND	0.00	641,893.00-	669,693.00-	2,657,260.00-	1,987,567.00-	74.80

61-00-0000-00000-4803 AD VALOREM PROPERT	0.00	0.00	0.00	470,000.00-	470,000.00-	100.00
61-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	0.00	36,790.00-	36,790.00-	100.00
61-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	0.00	378.00-	378.00-	100.00
61-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	0.00	8,080.00-	8,080.00-	100.00
61-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	0.00	5,010.00-	5,010.00-	100.00
61-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	0.00	750.00-	750.00-	100.00
61-00-0000-00000-4814 COMMERCIAL VEHICLE	0.00	0.00	0.00	5,000.00-	5,000.00-	100.00
61-00-0000-00000-4816 TIF TAX : GENERAL	0.00	0.00	0.00	15,000.00	15,000.00	100.00
61-00-0000-00000-9999 CONTINGENCY ACCOUN	0.00	0.00	0.00	300,000.00-	300,000.00-	100.00
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Totals for FUND: 61 - CAPITAL OUTLAY	0.00	0.00	0.00	811,008.00-	811,008.00-	100.00
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Totals for BUDGET.OFFICER: Unassigned	175.00	3,094,228.87-	3,114,626.64-	18,728,794.00-	15,614,342.36-	83.37

Fiscal Year: 2017

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	16,627.69	16,627.69	205,412.00	188,784.31	91.91
DEPARTMENT: 11020 - HUMANITIES	0.00	0.00	0.00	1,650.00	1,650.00	100.00
DEPARTMENT: 11021 - ENGLISH	3.99	34,713.85	34,636.95	360,150.00	325,509.06	90.38
DEPARTMENT: 11022 - SPEECH	0.00	2,153.00	2,153.00	180.00	1,973.00-	096.10-
DEPARTMENT: 11023 - PHILOSOPHY	0.00	1,603.68	1,603.68	0.00	1,603.68-	0.00
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	0.00	0.00	50.00	50.00	100.00
DEPARTMENT: 11025 - JOURNALISM	0.00	4,104.84	4,104.84	56,013.00	51,908.16	92.67
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	500.00	500.00	100.00
DEPARTMENT: 11030 - ART	864.99	14,717.62	13,195.24	137,449.00	123,388.77	89.77
DEPARTMENT: 11031 - DRAMA	449.25-	5,834.50	5,385.25	78,510.00	73,574.00	93.71
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	6,762.34	6,762.34	83,783.00	77,020.66	91.93
DEPARTMENT: 11033 - INST MUSIC	11,519.21-	6,012.44	10,098.86	89,790.00	91,210.35	101.58
DEPARTMENT: 11040 - SCIENCE	2,655.99-	40,025.58	38,422.79	407,921.00	372,154.20	91.23
DEPARTMENT: 11050 - MATH	447.71-	32,659.54	29,623.30	273,451.00	244,275.41	89.33
DEPARTMENT: 11060 - SOCIAL SCIENCE	315.00-	37,417.94	37,417.99	365,719.00	328,616.01	89.85
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	6,424.67	23,285.25	58,503.00	35,217.75	60.20
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	11,341.22	15,017.92	115,345.00	100,327.08	86.98
DEPARTMENT: 11081 - READING	0.00	4,858.33	4,858.33	58,460.00	53,601.67	91.69
DEPARTMENT: 11082 - ESL	0.00	7,719.29	7,719.29	70,525.00	62,805.71	89.05
DEPARTMENT: 11083 - COLLEGE SKILLS	43.50	0.00	163.83	10,000.00	9,792.67	97.93
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	0.00	0.00	5,000.00	5,000.00	100.00
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	3,197.30-	31,409.02	119,304.67	413,430.00	297,322.63	71.92
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	18,000.00	18,000.00	100.00
DEPARTMENT: 41000 - LIBRARY	180.44	16,419.27	27,169.51	189,039.00	161,689.05	85.53
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	0.00	7,234.68	10,512.56	86,033.00	75,520.44	87.78
DEPARTMENT: 42000 - DEAN OF LEARNING S	164.69	9,412.08	14,518.19	528,302.00	513,619.12	97.22
DEPARTMENT: 42001 - DEAN OF ACADEMICS	0.00	9,347.23	19,263.64	172,156.00	152,892.36	88.81
DEPARTMENT: 42002 - OUTREACH	0.00	15,562.43	39,500.19	85,959.00	46,458.81	54.05
DEPARTMENT: 44000 - INSTRUCTIONAL DESI	0.00	14,117.12	17,570.10	64,505.00	46,934.90	72.76
DEPARTMENT: 46000 - DEVELOPMENTAL EDUC	0.00	5,560.95	10,541.38	68,599.00	58,057.62	84.63
DEPARTMENT: 50000 - DEAN OF STUDENT SE	80.00	21,930.07	39,295.84	267,149.00	227,773.16	85.26
DEPARTMENT: 50001 - STUDENT SUPPORT SE	0.00	0.00	0.00	18,935.00	18,935.00	100.00
DEPARTMENT: 50010 - COUNSELING & GUIDA	0.00	12,957.18	29,018.14	158,885.00	129,866.86	81.74
DEPARTMENT: 50011 - ASSESSMENT/TESTING	670.00	6,445.74	9,390.81	52,448.00	42,387.19	80.82
DEPARTMENT: 50020 - FINANCIAL AID OFFI	1,665.00-	28,872.47	41,674.70	337,994.00	297,984.30	88.16
DEPARTMENT: 50030 - ADMISSIONS	1,419.25-	10,629.19	22,518.89	150,059.00	128,959.36	85.94
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	835.00	12,840.75	21,960.53	165,211.00	142,415.47	86.20
DEPARTMENT: 50050 - STUDENT HEALTH SER	340.00	398.09	398.09	3,268.00	2,529.91	77.41
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	2,206.74	22,110.56	255,050.14	678,469.00	421,212.12	62.08
DEPARTMENT: 55001 - MEN'S BASKETBALL	5,495.16	10,574.08	17,486.30	120,054.00	97,072.54	80.86
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	2,584.40	6,864.90	13,064.27	120,488.00	104,839.33	87.01
DEPARTMENT: 55003 - MEN'S TRACK	1,399.98	4,247.90	7,420.66	68,909.00	60,088.36	87.20
DEPARTMENT: 55004 - WOMEN'S TRACK	1,399.97	4,061.31	7,165.22	67,429.00	58,863.81	87.30
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	2,404.89-	11,367.49	14,775.89	120,218.00	107,847.00	89.71

DEPARTMENT: 55006 - FOOTBALL	18,746.86	38,781.81	66,191.26	484,082.00	399,143.88	82.45
DEPARTMENT: 55007 - BASEBALL	1,716.76	21,438.19	28,553.42	140,276.00	110,005.82	78.42
DEPARTMENT: 55008 - VOLLEYBALL	3,524.50	7,772.48	10,210.96	100,580.00	86,844.54	86.34
DEPARTMENT: 55009 - WOMEN'S SOCCER	9,546.11	2,614.14	9,281.52	47,168.00	28,340.37	60.08
DEPARTMENT: 55010 - MEN'S SOCCER	4,749.45	2,614.14	5,998.14	47,920.00	37,172.41	77.57
DEPARTMENT: 55012 - CHEERLEADING	1,388.25	4,777.88	8,452.69	64,039.00	54,198.06	84.63
DEPARTMENT: 55013 - DANCE TEAM	2,847.04	2,958.40	5,575.78	38,804.00	30,381.18	78.29
DEPARTMENT: 55014 - RODEO TEAM	7,432.63	9,747.70	17,213.81	158,244.00	133,597.56	84.43
DEPARTMENT: 55015 - MEN'S GOLF	1,100.00	4,896.04	5,791.37	39,765.00	32,873.63	82.67
DEPARTMENT: 55019 - ATHLETIC TRAINING	6,471.32	14,928.09	23,827.30	129,407.00	99,108.38	76.59
DEPARTMENT: 55020 - PEP BAND	14,203.28-	20,384.07	9,219.65	56,406.00	61,389.63	108.84
DEPARTMENT: 61000 - PRESIDENT	1,148.21	36,456.57	102,478.28	561,344.00	457,717.51	81.54
DEPARTMENT: 61001 - BOARD OF TRUSTEES	761.06	828.26	888.26	24,840.00	23,190.68	93.36
DEPARTMENT: 61005 - ATTORNEY	400.00-	512.00	576.00	30,000.00	29,824.00	99.41
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	57,903.90	71,321.85	145,166.57	1,621,198.00	1,418,127.53	87.47
DEPARTMENT: 62010 - HUMAN RESOURCES	209.77	10,369.53	19,818.51	151,736.00	131,707.72	86.80
DEPARTMENT: 62011 - ADA COMPLIANCE	4,000.00-	8,575.36	9,364.18	68,845.00	63,480.82	92.21
DEPARTMENT: 62050 - ONE-TIME PURCHASES	517,875.52-	275,737.97	517,745.05-	450,000.00	1,485,620.57	330.14
DEPARTMENT: 63000 - INFORMATION SERVIC	40,028.12	13,918.10	16,574.29	158,584.00	101,981.59	64.31
DEPARTMENT: 64000 - INFORMATION TECHNO	16,878.24-	34,297.87	209,536.72	776,462.00	583,803.52	75.19
DEPARTMENT: 65000 - CENTRAL SERVICES	4,203.60-	23,241.29	22,903.94	137,059.00	118,358.66	86.36
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	5,328.12	9,134.84	17,155.95	144,270.00	121,785.93	84.42
DEPARTMENT: 71000 - BUILDINGS	17,348.86	38,055.71	60,572.24	447,554.00	369,632.90	82.59
DEPARTMENT: 72000 - CUSTODIAL SERVICES	7,418.68	47,423.98	83,220.25	595,357.00	504,718.07	84.78
DEPARTMENT: 73000 - GROUNDS	855.27-	24,569.71	32,716.86	278,105.00	246,243.41	88.54
DEPARTMENT: 73001 - ATHLETIC FIELDS	5,603.62	6,427.03	4,164.46	56,530.00	46,761.92	82.72
DEPARTMENT: 74000 - VEHICLES	219.69	18,414.71	14,226.32	387,280.00	372,833.99	96.27
DEPARTMENT: 75000 - CAMPUS SECURITY	1,050.00-	21,693.51	30,800.42	233,284.00	203,533.58	87.25
DEPARTMENT: 76000 - INSURANCE	0.00	10,470.15	195,056.59	290,514.00	95,457.41	32.86
DEPARTMENT: 77000 - UTILITIES	57,060.68-	66,616.62	80,064.94	850,000.00	826,995.74	97.29
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	0.00	250.12-	62,000.00	62,250.12	100.40
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	741.00	741.00	5,000.00	4,259.00	85.18
DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	0.00	399.00	30,000.00	29,601.00	98.67
DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	0.00	0.00	11,000.00	11,000.00	100.00
DEPARTMENT: 81004 - TUIT WAIVER CTZ IN	0.00	0.00	0.00	169,613.00	169,613.00	100.00
DEPARTMENT: 81006 - TUIT WAIVER FINE A	0.00	0.00	0.00	55,194.00	55,194.00	100.00
DEPARTMENT: 94000 - STUDENT CENTER	967.50	6,209.98	6,209.98	24,116.00	16,938.52	70.24

FUND: 11 - GENERAL	429,870.88-	1,351,268.02	1,713,631.76	15,260,526.00	13,976,765.12	91.59
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Fiscal Year: 2017

FUND: 12 - PTE FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 12010 - ACCOUNTING	0.00	5,515.54	5,515.54	67,300.00	61,784.46	91.80
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	3,869.96	3,768.16	250.00	3,518.16-	407.25-
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	2,906.66	3,353.71	60,225.00	56,871.29	94.43
DEPARTMENT: 12200 - ADN PROGRAM	4,412.65	14,258.71	16,265.03	226,444.00	205,766.32	90.87
DEPARTMENT: 12201 - LPN PROGRAM	1,769.16	27,322.35	25,074.07	211,370.00	184,526.77	87.30
DEPARTMENT: 12202 - EMT	887.90	13,609.24	8,498.00	104,135.00	94,749.10	90.99
DEPARTMENT: 12203 - ALLIED HEALTH	114.76	4,866.01	4,866.01	135,615.00	130,634.23	96.33
DEPARTMENT: 12210 - AGRICULTURE	0.00	5,966.59	4,244.19	59,143.00	54,898.81	92.82
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	7,126.76	6,743.76	103,519.00	96,775.24	93.49
DEPARTMENT: 12212 - CULINARY PROGRAM	8,323.00-	13,503.40	3,459.30	62,004.00	66,867.70	107.84
DEPARTMENT: 12220 - JOHN DEERE AG TECH	2,200.70	11,003.32	10,943.32	157,578.00	144,433.98	91.66
DEPARTMENT: 12225 - OIL TECH PROGRAM	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 12230 - AUTO MECHANICS	0.00	4,563.94	9,342.85	63,841.00	54,498.15	85.37
DEPARTMENT: 12240 - CRIMINAL JUSTICE	0.00	5,699.15	5,699.15	85,607.00	79,907.85	93.34
DEPARTMENT: 12241 - FIRE SCIENCE	790.00	5,753.42	5,753.42	74,389.00	67,845.58	91.20
DEPARTMENT: 12250 - COSMETOLOGY	0.00	9,983.76	9,983.76	121,190.00	111,206.24	91.76
DEPARTMENT: 12260 - DRAFTING	0.00	0.00	0.00	200.00	200.00	100.00
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	5,301.89	41,486.94	51,819.39	308,965.00	251,843.72	81.51
DEPARTMENT: 12271 - AUTOMATION ELECTRI	0.00	0.00	0.00	1,743.00	1,743.00	100.00
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	0.00	0.00	10,250.00	10,250.00	100.00
DEPARTMENT: 12273 - WELDING	1,996.47-	21,188.16	19,879.85	221,546.00	203,662.62	91.93
DEPARTMENT: 42005 - DEAN OF TECHNICAL	109.99-	12,055.74	22,511.42	547,746.00	525,344.57	95.91
DEPARTMENT: 62050 - ONE-TIME PURCHASES	0.00	0.00	0.00	33,200.00	33,200.00	100.00
=====						
FUND: 12 - PTE FUND	5,047.60	210,679.65	217,720.93	2,657,260.00	2,434,491.47	91.62

Fiscal Year: 2017

FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	490.59	16,142.96	26,083.68	89,326.00	62,751.73	70.25
DEPARTMENT: 55006 - FOOTBALL	216.00-	216.00	0.00	0.00	216.00	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	253.00-	658.01	405.01	0.00	152.01-	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	8,000.00	8,000.00	100.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	64.56	41.15-	0.00	41.15	0.00
DEPARTMENT: 55008 - VOLLEYBALL	171.00	646.30	646.30	5,250.00	4,432.70	84.43
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	106.53	0.00	0.00	20,000.00	19,893.47	99.47
DEPARTMENT: 31000 - COMMUNITY SERVICE	1,624.00-	581.45	610.25	3,000.00	4,013.75	133.79
DEPARTMENT: 55007 - BASEBALL	605.61	768.00	768.00	20,000.00	18,626.39	93.13
DEPARTMENT: 55013 - DANCE TEAM	0.00	0.00	0.00	3,000.00	3,000.00	100.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	834.79	834.79	100.00
=====						
FUND: 14 - ADULT SUPPLEMENTARY ED	719.27-	19,077.28	28,472.09	149,410.79	121,657.97	81.43

Fiscal Year: 2017

FUND: 16 - AUXILIARY ENTITIES

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	1,915.79	100.13	143.63	12,500.00	10,440.58	83.52
DEPARTMENT: 94000 - STUDENT CENTER	5,492.84	6,548.22	2,794.18-	287,810.00	285,111.34	99.06
DEPARTMENT: 95000 - STUDENT HOUSING	12,042.45	126,649.66	39,959.05	2,340,390.00	2,288,388.50	97.78
DEPARTMENT: 98000 - COSMETOLOGY	13,746.48	0.00	0.00	140,050.00	126,303.52	90.18
DEPARTMENT: 97000 - BOOKSTORE	191.89	180,036.38	181,056.44	999,000.00	817,751.67	81.86
DEPARTMENT: 91000 - ARENA	89.68-	392.10	714.57	0.00	624.89-	0.00
=====						
FUND: 16 - AUXILIARY ENTITIES	33,299.77	313,726.49	219,079.51	3,779,750.00	3,527,370.72	93.32

Fiscal Year: 2017

FUND: 22 - RESTRICTED GRANTS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	7,000.00	0.00	0.00	0.00	7,000.00-	0.00
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	15,525.00-	14,364.27	1,160.73-	16,151.00	32,836.73	203.31
DEPARTMENT: 31000 - COMMUNITY SERVICE	275.00-	0.00	0.00	0.00	275.00	0.00
DEPARTMENT: 14010 - AO-K	0.00	0.00	0.00	2,990.72	2,990.72	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	4,357.71	4,357.71	4,357.71	0.00	0.00
DEPARTMENT: 12273 - WELDING	45,929.96-	41,883.84	21,217.67-	361,471.53	428,619.16	118.58
DEPARTMENT: 14010 - AO-K	0.00	0.00	0.00	2,998.06	2,998.06	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	8,457.64	81,802.71	108,326.08	169,685.06	52,901.34	31.18
DEPARTMENT: 42000 - DEAN OF LEARNING S	252.41-	1,813.90	5,266.00	11,251.64	6,238.05	55.44
DEPARTMENT: 11040 - SCIENCE	0.00	2,745.07	2,745.07	36,005.58	33,260.51	92.38
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	0.00	0.00	11,464.27	11,464.27	100.00
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	5,796.55	8,097.94	71,927.00	63,829.06	88.74
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	459.12	659.12	112,416.00	111,756.88	99.41
=====						
FUND: 22 - RESTRICTED GRANTS	46,524.73-	153,223.17	107,073.52	800,718.57	740,169.78	92.44

Fiscal Year: 2017

FUND: 23 - OTHER RESTRICTED FUNDS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	4,297.86-	0.00	4,297.86	0.00
=====						
FUND: 23 - OTHER RESTRICTED FUNDS	0.00	0.00	4,297.86-	0.00	4,297.86	0.00

Fiscal Year: 2017

FUND: 24 - ADULT EDUCATION

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	137.81	1,649.00	1,511.19	91.64
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	180.12	180.12	2,000.00	1,819.88	90.99
DEPARTMENT: 13301 - ADULT ED - INSTRUC	1,361.70	9,041.44	11,357.37	175,610.00	162,890.93	92.76
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	417.21	810.86	8,780.00	7,969.14	90.76
DEPARTMENT: 13301 - ADULT ED - INSTRUC	2,053.06	4,213.07	5,899.94	264,709.39	256,756.39	97.00
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	0.00	12,500.00	12,500.00	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	3,946.41	7,763.71	71,052.00	63,288.29	89.07
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	37,500.00-	37,500.00-	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	27.20	5,670.09	8,033.21	78,080.00	70,019.59	89.68
FUND: 24 - ADULT EDUCATION	3,441.96	23,468.34	34,183.02	576,880.39	539,255.41	93.48

Fiscal Year: 2017

FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	0.00	2,961.25	8,253.25-	811,008.00	819,261.25	101.02
FUND: 61 - CAPITAL OUTLAY	0.00	2,961.25	8,253.25-	811,008.00	819,261.25	101.02

Fiscal Year: 2017

FUND: 71 - ACTIVITY/ORGANIZATION FD

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	515.33	46,418.57	65,982.20	407,468.00	340,970.47	83.68
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 55006 - FOOTBALL	5,000.00	0.00	0.00	5,000.00	0.00	0.00
DEPARTMENT: 55007 - BASEBALL	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 55008 - VOLLEYBALL	945.00	0.00	0.00	1,000.00	55.00	5.50
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 55013 - DANCE TEAM	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 55014 - RODEO TEAM	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 55015 - MEN'S GOLF	0.00	0.00	0.00	500.00	500.00	100.00
DEPARTMENT: 94000 - STUDENT CENTER	0.00	4,902.15	9,709.12	63,340.00	53,630.88	84.67
DEPARTMENT: 99001 - STUDENT NEWSPAPER	0.00	0.00	0.00	62,000.00	62,000.00	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	0.00	13,500.00	13,500.00	100.00
FUND: 71 - ACTIVITY/ORGANIZATION FD	6,460.33	51,320.72	75,691.32	563,808.00	481,656.35	85.43

Garden City Community College
8/31/2016

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 421,303.46	0.0000%
State Municipal Invest. Pool	\$ 41,324.78	0.0497%
FNB of Garden City - Money Market	\$ 25,532.91	0.2500%
FNB of Garden City - Insured Cash Sweep	\$ 1,311,181.73	0.2500%
Commerce Bank - Money Market	\$ 155,807.12	0.0800%
Landmark National Bank	\$ 1,595,805.09	0.3900%
	<u>\$ 3,550,955.09</u>	

	<u>Type</u>	<u>Amount</u>	<u>% Rate</u>	<u>Beg. Date</u>	<u>Maturity</u>
Investments:					
Western State Bank	CD	\$ 1,000,000.00	0.5000%	12/18/2014	12/18/2016
First National Bank of Garden City	CDARS	\$ 1,000,000.00	0.6500%	12/24/2015	12/22/2016
Commerce Bank	CD	\$ 1,000,000.00	0.7000%	2/3/2016	2/3/2017
Commerce Bank	CD	\$ 1,000,000.00	0.7000%	5/2/2016	5/2/2017
First National Bank of Garden City	CDARS	\$ 1,000,000.00	0.7500%	12/24/2015	6/22/2017
Commerce Bank	CD	\$ 1,000,000.00	0.9000%	2/3/2016	8/3/2017
Valley State Bank	CD	\$ 1,000,000.00	0.9500%	8/12/2016	8/12/2017
		<u>\$ 7,000,000.00</u>			
Total		<u><u>\$ 10,550,955.09</u></u>			

Agenda No: IV-D-1

Date: September 13, 2016

Topic: Cosmetology Kit and Textbook Purchase

Presenter: Dr. Herbert J. Swender

Background Information:

Students in the cosmetology program pay course fees to cover the purchase textbooks and cosmetology kits. The kits are designed by the instructors and are comprised of supplies and tools needed in class. Prices for 17 kits were obtained from the two major suppliers, Marianna Industries and Pivot Point International, Inc.

The best proposal was from Pivot Point, which included all items requested.

Budget Information:

Auxiliary Funds - the kits are paid from course fees collected from the cosmetology students.
\$29,741.00

Recommended Board Action:

Board authorizes administration to purchase student cosmetology textbooks and kits from Pivot Point International, Inc. for a total cost of \$29,741.00.

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

Board Member Notes:

Garden City Community College
Bid Tabulation

Cosmetology Kits and Textbooks
September 7, 2016

VENDOR	KITS	TEXTBOOKS	TOTAL
Marianna Industries	\$19,805.00	no bid	\$19,805.00
Pivot Point International	\$19,091.00	\$10,650.00	\$29,741.00

SEPTEMBER 2016 MONITORING REPORT

Workforce Development

#1

Page 6

Workforce Development will be responsive to community economic development and employer needs.

CEO's Interpretation:

To address critical needs of local and regional workforce development, Garden City Community College provides training for both the non-credit and credit programs of the College. Industry leaders provide input via advisory committees, partnerships, and close working relations with College faculty and staff to determine workforce needs. Student evaluations provide feedback as to the relevance of training and the enhancement of workplace skills and knowledge. College Administration works closely with faculty and staff to conduct environmental scanning, workforce surveys, and on-site visits to continually assess the needs of business and industry and determine which programs and classes to offer in response to employer needs.

Data supporting GCCC involvement:

Garden City Community College Technical Education, along with Continuing Education, continue to strive to meet the needs of area employers and economic development. All Career & Technical Education programs are required to have an advisory committee that meets a minimum of once per semester. There has been a focus in the last year to develop advisory boards made up of industry professionals for each of our CTE programs to gain feedback on current trends and needs in the field. Most of our technical programs have very strong advisory committee involvement which allows for better communication with the community as well as avenues for students to enter employment upon completion.

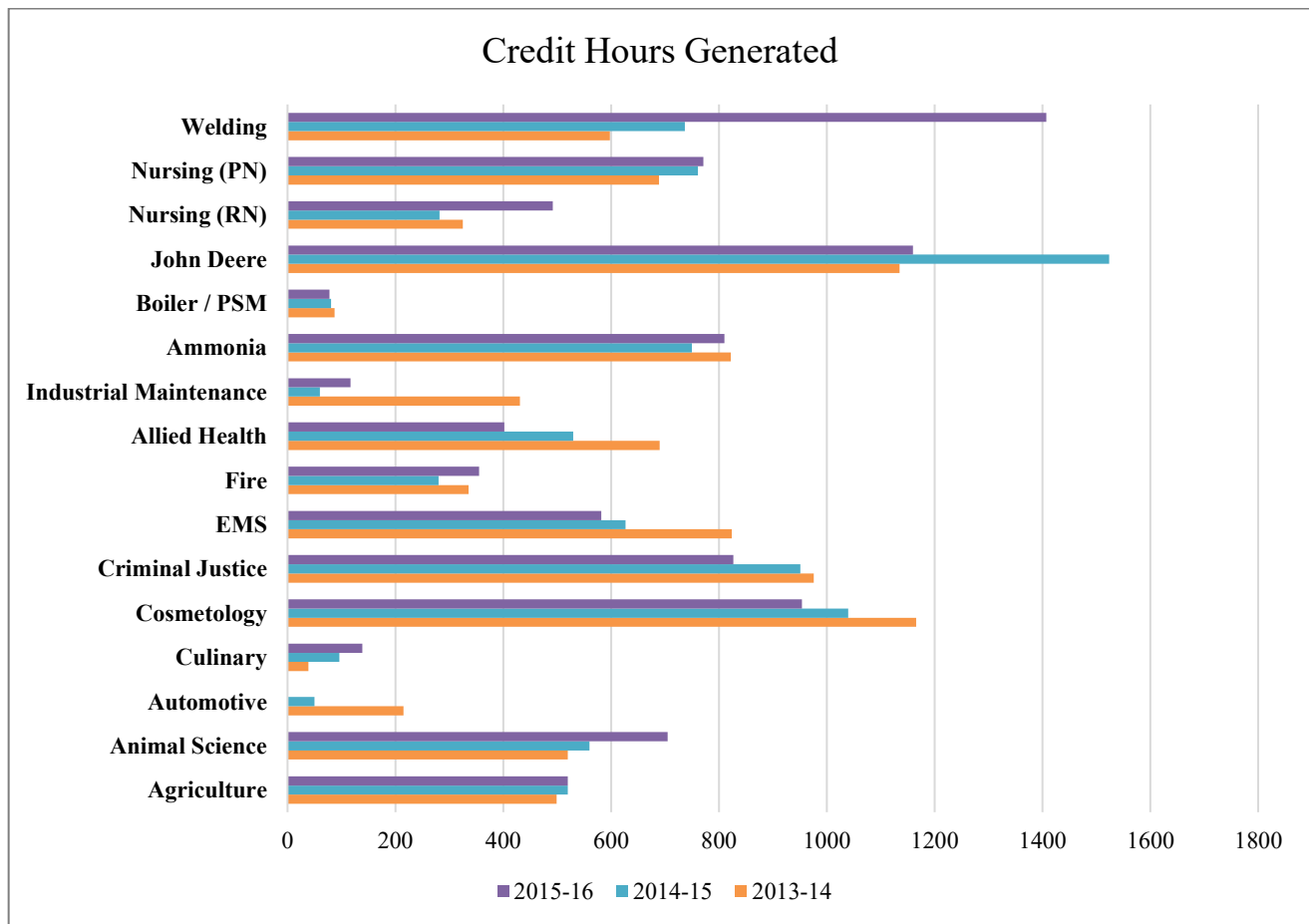
GCCC personnel continue to meet with community members, businesses and local school personnel striving to provide the appropriate training and education to our region. Through these conversations, it became evident that there was a strong desire to revitalize the Automotive, Industrial Maintenance and Paramedic Programs. We have been able to hire an automotive instructor and plan to begin offering classes Spring 2017. He is currently working to realign our program with KBOR standards along with regaining our NATEF certification. The positions of Industrial Maintenance and Paramedic instructor have also been posted and we are in the process of gathering applications and starting the interview process.

The Department of Commerce released an RFP for a second Workforce AID training in the Garden City area. We were awarded the bid for a second round of training in conjunction with the Department of Commerce, Tatro Plumbing, Davis Electric, Midwest Energy, WorkforceONE and Finney County Economic Development. The training was focused on safety and industrial

maintenance allowing students to gain multiple certifications including OSHA-10, NCCER Core,

NCCER Millwright, Forklift Operator and CPR. There have been ongoing discussions with the Workforce Center to provide similar trainings in the future with local funding through employers and the Workforce Center.

Enrollment in the CTE programs has remained steady over the last few years overall. There has been some restructuring of personnel in certain departments and some departments are struggling to hire qualified personnel causing limitations on enrollment. The graph below shows the previous three years in our CTE programs at GCCC.



During the last year we have focused on growing the Ammonia Program at GCCC. Stephanie Whitesell was originally hired as an office manager and housed in the Annex assisting both the faculty and the Director of Continuing Education. With the retirement of Jean Warta, Stephanie took over the continuing education department and has also been charged with assisting the ammonia faculty in recruitment for their program. She has attended several conferences over the last year and we have seen a direct impact on our enrollment shown by the fact that all of our courses are full through the end of December and into January.

Our Continuing Education (CE) department continues to adapt to the needs of the community. We

have offered contract trainings for businesses in the area consisting of topics such as:

- Forklift Training
- QuickBooks Level I
- QuickBooks Level II
- Adobe Photoshop

We continue to offer courses that are open enrollment allowing citizens to gain continuing education or personal enrichment. Some of those courses include:

- Woodworking
- Cake Decorating
- Insurance CEU's
- HVAC CEU's
- Electrical CEU's

The mission of GCCC remains the focus of our entire Career and Tech Ed Division which is being demonstrated by actively seeking to hire instructors in the areas of Industrial Maintenance, Nursing and Paramedic. These are all areas that the community has indicated a need and GCCC is striving to fulfill that need by offering education to students to enter the workforce trained in a manner that allows them to be successful throughout their careers.

Incidental Information September 2016

Ryan Ruda, Vice President Instruction/Student Services:

Enrollment Management:

Admissions is hitting the road!! All admission representatives will be travelling to high schools and area College Planning Conferences

Susan Miller is now on the GCCC scholarship committee.

Cody Cundiff will be serving on the Youth Development Committee with the Finney Co Workforce. Samantha Garcia will be the alternate.

Tammy has been elected to serve as VP of Outreach for KACRAO.

We are going to visit GCHS, Holcomb and Deerfield counselors to introduce ourselves and give them important dates to know.

A new program is being implemented communication and recruitment. Pizza parties will be scheduled in all of our service area schools. Admissions will take lunch to each of the area high schools over the lunch period to talk with all seniors about GCCC. So far we have pizza parties schedule in 4 service area school beginning Sept 19.

The admissions staff will also attend the annual state conference, KACRAO, September 27-30. The College Planning Conference, CPC's, then start the first week of October. This year we will be attending 3 weeks of the CPC's. Garden City High School will be hosting our area on October 25th. In attendance at GCHS will be the juniors and seniors of GCHS, Deerfield, Holcomb and Cimarron (first year here for Cimarron).

SERVICE AREA HIGH SCHOOL GRADUATES (Fall 2016)																		
Graduates Who Attended GCCC The Following Fall Semester																		
High School	Grad 2012	Fall 2012	Fall 2012%	Grad 2013	Fall 2013	Fall 2013%	Grad 2014	Fall 2014	Fall 2014%	Grad 2015	Fall 2015	Fall 2015%	Grad 2016	Fall 2016	Fall 2016%	Grad 2017	Fall 2017	Fall 2017%
Deerfield		10	#DIV/0!	15	6	40.00%	20	7	35.00%	15	8	53.33%	16	5	31.25%			#DIV/0!
Dighton	19	1	5.26%	9	0		22	2	9.09%	13	1	7.69%	12	2	16.67%			#DIV/0!
Garden City HS	383	149	38.90%	406	153	37.68%	412	137	33.25%	391	128	32.74%	427	170	39.81%			#DIV/0!
Greeley Co/Tribune	17	0	0.00%	16	2	12.50%	7	1	14.29%	11	1	9.09%	15	0	0.00%			#DIV/0!
Healy		0	#DIV/0!		1		4	1	25.00%	7	2	28.57%	7	0	0.00%			#DIV/0!
Holcomb		20	#DIV/0!		25		47	27	57.45%	48	22	45.83%	62	43	69.35%			#DIV/0!
Lakin	44	15	34.09%	38	8	21.05%	35	12	34.29%	40	8	20.00%	38	12	31.58%			#DIV/0!
Scott City	55	12	21.82%	63	4	6.35%	68	5	7.35%	46	9	19.57%	80	6	7.50%			#DIV/0!
Syracuse	33	5	15.15%	28	6	21.43%	21	1	4.76%	28	7	25.00%	44	9	20.45%			#DIV/0!
Wichita Co/Leoti		4	#DIV/0!		6		34	6	17.65%	34	4	11.76%	26	3	11.54%			#DIV/0!
			#DIV/0!						#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
			#DIV/0!						#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
			#DIV/0!						#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
			#DIV/0!						#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
Totals	551	216	39.20%	575	211	36.70%	670	199	29.70%	633	190	30.02%	727	250	34.39%			#DIV/0!

Advising is helping with no-shows, and clean up rosters. Caleb, the athletic advisor, is busy updating degree plans, and following up with attendance reports.

Instruction:

Jerrad and Phil are attending a Faculty Evaluation workshop in Kansas City on September 9th. The workshop focuses on enhancing skills related to faculty evaluation, development, and the use of related data in outcomes assessment and accreditation efforts. The information gathered will assist in expansion of the evaluative process and utilization of data.

All technical faculty attended a one-day workshop on Workplace Skills and Ethics in August. The training is specific to improving skills of entering employees to the workforce. Plans are being developed for the technical faculty to conduct training to share the best practices with all faculty.

A new format of course offerings was put into place this fall. A 12-week schedule of courses was developed with classes commencing on September 6th. This format was developed to allow for students who may enroll after the fall semester had started or students desiring to pick up additional credits. Thirty-four credits hours were offered within this session, with strong enrollment in all of the courses. By offering this option, students have more flex entry into courses and don't have to wait until October to pick up additional credits for a second 8 weeks course. With the success of the model, the college will continue to offer and expand this session throughout the fall and spring semesters.

Accreditation:

Final edits and reviews are in place for the assurance argument with plans to upload the argument and federal compliance document by the end of the second week of September. Many staff and faculty have been involved in the writing and review process in preparation for the submission of these documents.

Records

The cleanup rosters are being collected from all faculty and processed in the records office in preparation for certification day. Certification day is September 13. The records office is also working through all of the outreach enrollments and processing them prior to certification day.

As of September 2, 2016, fall enrollment currently stands at a 3.6% increase in credit hours over last fall. Final numbers will be known by September 17 on the 20th day certification numbers, but enrollment is ongoing. Expansion of late starting courses and flex entry courses continues and enrollment will continue to climb throughout the end of the fall semester.

Freshman Orientation:

A new approach to freshman orientation was embraced in August 2016. The orientation took place over two full days to better prepare, engage and inform students of services available at GCCC. Leslie Wenzel in her new role as the Director of Student Success coordinated the orientation and did a terrific job of keeping students involved and engaged throughout the two days. Over 450 students participated in the orientation which is also tied to part of the course grade that students receive for College Success.

Throughout the two days, students learned how to access email, Canvas and grades while also being trained on campus safety and title ix information. Students also attended a campus organization fair where they could learn about different student groups and how to get involved in the campus. Overall the session was well received with many faculty and staff assisting

Dee Wigner, Executive Vice President:

Bookstore

Virga and Suzanne have been busy making sure that students have what they need for their classes; books, supplies and even a new shirt or two to wear. It is well into the second week of classes and the bookstore staff are still seeing students coming in to get their books. After this second week, book sales should quiet down.

The next step will be to reorganize and reset merchandise and get ready for fall and football games. Virga and Suzanne will be at all the home football games with Buster gear ready to sell. In the store, they will start putting away the summer items and bring out the hoodies!

The bookstore staff is excited to be introducing a new online presence. In the near future, plans are to go live with a new site aptly named “Insite Book and Clothing Site”. The new site will allow students, parents, and family to order books, clothing, and gifts online. We think this will ultimately help our sales, and make purchasing bookstore items much more visible and accessible.

The fashion show for the faculty and staff in-service went very well. Everyone, including the models, seemed to really enjoy it. Due to the success of the fashion show, planning is in the works to make the fashion show an annual event. Next time around we plan to include some little models for our new children and infant clothing. Plans are also underway for a Christmas open-house fashion event.

Campus Police

Rodney Dozier, Campus Police Chief, reported that pedestrian traffic appears to be increasing in the 700-800 blocks of Campus Avenue. In an effort to enhance safety for our students, faculty and staff GCCC officials are working with the City of Garden City to establish a crosswalk in this area. On August 11, 2016 Campus Police conducted a “snapshot” count of all pedestrians crossing in this area from 7:00 a.m. until 6:00 p.m. A total of 190 students crossed, most were GCCC student athletes attending practice at Broncbuster Stadium. This information was passed on at the conclusion of the August 2016, City of Garden City traffic study release to Commissioners and various stakeholders in the community. Campus Police Chief Dozier and our administration would appreciate any and all support for this very important issue.

Marketing and Public Relations

GCCC commercials aired on KSN during the Olympics. Kristi received positive feedback from people who saw the commercials. Yearly contracts for advertising are currently being drafted and will be put in place for the start of the fall semester. Radio Ads have been airing on Dodge, Garden City, and Lamar, Colorado stations for the enrollment push.

Digital banners are up and running. The banner plays a GCCC commercial and links directly in to our website admissions.

Photographs from the beginning of the year events have been posted on social media. Kristi is helping the print shop with photos for beginning of the year sports programs, flyers, and more.

A new video made by Trevor Hands for Finney County has been posted to GCCC social media. The video promotes Finney County as a great place to live and work. Dr. Swender and the community college are featured.

Kristi met with the marketing & advertising NCO, SFC James Hubbard, to visit about marketing strategies for Task Force Broncbuster.

Planning is in the works for a new commercial campaign--meetings with TV are scheduled for the first part of the month to write scripts, and get film times organized.

A new GCCC official Instagram account has been started—you can view photos under gc3broncbusters.

Payroll Department

August has been an exciting month filled with all kinds of activity in anticipation of another successful school year. The payroll department processed 20 new full-time employees for the August payroll – which may be a record number! With the new employee processing and data entry, new position set-ups to satisfy the Fair Labor Standards Act requirements, funding changes and raises (for which we are most grateful), this particular payroll grew into something of mammoth proportions.

Payroll staff have participated with Financial Aid staff in three work-study (WS) orientations in August to enroll groups of WS employees into payroll rather than a few at a time. The number of work-study students each semester runs around 100, so it is taking a few weeks to get everyone hired or re-hired for the fall semester. In correlation, the new adjunct instructors and part-time help employment worksheets are being processed for the current year.

Dallas attended an Employment Law workshop on August 4th, hosted by The First National Bank. Pam and Dallas have been working on the Payroll Page for our GCCC portal, as time permits. We look forward to offering helpful information and forms for our employees in this more convenient way. The payroll staff is preparing for the health insurance open enrollment that takes place during the month of September. The Wellness Committee has been working together to offer employees more health benefits to our employees, we are anticipating the new health insurance rates to come in lower than originally expected.

Director of Facilities

The maintenance department has been busy with several projects this month. Projects include:

- Finish security wall in the upstairs of SCSC for the testing center
- Start and finish remodel in Allied Health
- Set forms and pour concrete for Carolyn Klassen dedication
- Get the racquetball courts ready for National Guard Drill Weekend
- Replace all exterior locks on the Broncbuster Suites
- Finished on working with getting utilities set for Broncbuster Suites
- Change filters for HVAC
- Continue to knock out work orders, regular maintenance

The custodial department has been busy with various projects throughout the month:

- Volleyball games/ gym preparations
- Football home games / tailgate set - up
- Soccer games / labor weekend
- Endowment Molz award reception
- Day of Remembrance set-up by flag pole
- Endowment scholarship celebration set- up east gym
- Special board meeting/ Policy Governance Retreat/ cyber café

The grounds team has also worked on multiple projects to start the year:

- Sod at Broncbuster housing, Center Quad, and DPAC
- Paint all athletic fields for, Football, Soccer, Baseball, and Marching Band
- Fine Arts Flower Bed
- Irrigation Repairs
- Sod for Girls Softball Field
- General Mowing, Weed Eating, and Edging
- National Guard Set-up
- Work Orders

Transportation:

Back to school is here, and with full parking lots, there is competition between the students and fleet vehicles for parking spaces. New weather proof cord reels for the buses have been installed to replace the sun damaged cords. There has not been much small vehicle fleet travel for September, but there are many sport bus trips being scheduled each week. Total fleet miles for August travel is 15,134.50.

Business Office Comptroller

NelNet, the on-line payment service, launched a new service last August. Students can now make payments online, see their account balance, and set up an authorized user on their account (parent, grandparent, etc). All these actions are done through their BusterWeb login on. As of today, more than 700 students have used this service. \$278,000 in student payments have been collected through Nelnet.

Print Shop

The print shop staff has been busy with beginning of the semester projects. Print shop staff has been working on back to school copy work, textbooks, handbooks, business cards, Endowment 50-year logo, shooting for scholarships logo, BusterNation logo, football program, academic catalog, annual report layout, seasonal passes, football stadium tickets for fall season, and the endowment drive letter. The new paper cutter has been installed and is now operational.

Human Resources

Fourteen employees attended the new employee orientation on August 12. Employee in-service had a great turnout. Guest speaker for employee in-service was Anna Wynn, area manager for the Buckle. Wynn spoke about how good leaders deal with change. The Broncbuster clothing fashion show put on by the bookstore, was well received at employee in-service.