

November 4, 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, November 8, 2016**. The meeting will be held in **The Endowment Room of the Beth Tedrow Student Center**, Garden City Community College Campus.

5:00 PM 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. President’s Report
- D. Introduction of new employees
- E. Report from Student Government Association
- F. Report from Faculty Senate
- G. Report from Endowment Association

II. PRESIDENT’S REPORT:

- A. 3-year Default Ratepg. 3

III. CONSENT AGENDA Action

- A. Approval of minutes of previous meetings (October 11, 2016, October 17, 2016 Special Meeting) pg 6
- B. Approval of personnel Actions-Human Resources.....pg. 13
 - B-1 Human Resources Reportpg. 14
 - B-2 Adjunct/Outreach Contractspg. 15
- C. Financial informationpg. 17
 - C-1 Checks processed in excess of \$50,000pg. 18
 - C-2 Revenuespg. 19
 - C-3 Expensespg. 21
 - C-4 Cash in Bankpg. 27

IV. CONFIRMATION OF MONITORING REPORTS:

- A. Monitoring Reports and ENDS
 - Monitoring Report..... Action
 - A-1- Monitoring Reports-none scheduled
 - A-2 Review Monitoring Reports
 - A-2a Annual, Work Preparedness
- C. Board Process and Policy Governance Review

V. OTHER:

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

VI. OWNERSHIP LINKAGE:

Upcoming Calendar Dates:

November 21-25	No Classes, Campus Closed Thanksgiving Break
December 13	GCCC Board of Trustee Meeting, 6:00 p.m., Endowment Room, Beth Tedrow Student Center
December 19-January 1	No Classes, Campus Closed for Christmas Break
January 2	Campus Reopens, Faculty and Staff report
February 19	President's Day, Campus Closed, No Classes

VII. EXECUTIVE SESSION

VIII. 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*

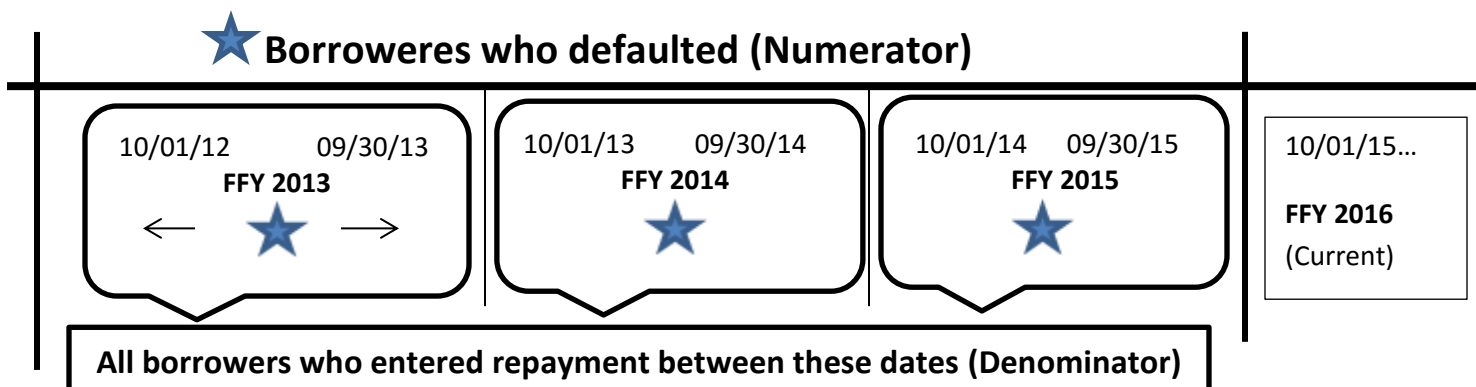
2013 3YR Cohort Default Report

The following information is Garden City Community College's Default Study for 2013 3-year Cohort Default Rate (CDR).

What is a Cohort Default Rate (CDR)?

- A CDR is a headcount of borrowers who enter repayment during a federal fiscal year (FFY) compared to the number in that group that default by the end of the specified time frame.
- The denominator is made up of the group of borrowers that enter repayment during a particular FFY, FY 2012 for example.
- The numerator is comprised of those borrowers in the denominator who defaulted between 10/1/2012 and 9/30/2015.

How to Calculate a FFY 2013 3-Year CDR



2013 3YR CDR at GCCC:

Numerator		
Denominator		
FY 13	FY14	FY15
5	5	5
263		

$$\frac{15}{263} = 5.7\%$$

The 2013 national borrower default rate = 11.3% (for all institutions – public, private, proprietary, etc.)
 Public 2-year colleges = 18.5%... GC3 leads the state and is one of the lowest default rates in the nation!

DEFAULT STUDY

2013 3YR Cohort at Garden City Community College

A. REPORTED DATA AND HISTORY

1. Borrowers in Default: 15
 Borrowers in Repayment: 263
 Dollars in Default: \$71,552
 Dollars in Repayment: \$1,522,472
 FY 2013 Default Rate: 5.7%

2.

Fiscal Year	# of Borrowers Entering Repayment	# of Borrowers in Default	2YR Official Cohort Default Rate	3YR Unofficial Cohort Default Rate	3YR Official Cohort Default Rate
1995	189	23	12.1%		
1996	211	33	15.6%		
1997	205	33	16%		
1998	218	30	13.7%		
1999	231	19	8.6%		
2000	214	21	9.8%		
2001	220	23	10.4%		
2002	252	30	11.9%		
2003	226	19	8.4%		
2004	308	24	7.7%		
2005	306	15	4.9%	10.7%	
2006	360	19	5.2%	13.7%	
2007	342	26	7.6%	14.3%	
2008	275	15	5.4%	13.4%	
2009	244	23	9.4%	12.2%	12.3%
2010	283	24	8.4%	10.6%	10.6%
2011	313	25	4.4	7.9%	7.9%
2012	328	28	N/A	8.5%	8.5%
2013	263	15	N/A	5.6%	5.7%

2011 is the first year that only the 3YR CDR is counted for schools. The 2YR rate is no longer monitored

3. Year of Loan**:
 2008-09 _____ 2
 2009-10 _____ 1
 2010-11 _____ 3
 2011-12 _____ 6
 2012-13 _____ 4

(**Some students had more than one loan)

	NEW Fiscal Year 2013 Official				Fiscal Year 2012 Official				Fiscal Year 2011 Official			
	# of Schools	Borrower Default Rate (%)	# of Borrowers Defaulted	# of Borrowers Entered Repayment	# of Schools	Borrower Default Rate (%)	# of Borrowers Defaulted	# of Borrowers Entered Repayment	# of Schools	Borrower Default Rate (%)	# of Borrowers Defaulted	# of Borrowers Entered Repayment
Public	1,675	11.3%	305,516	2,691,995	1,667	11.7%	301,453	2,563,157	1,637	12.9%	292,012	2,252,334
Less than 2 yrs	152	13.0%	1,414	10,823	148	12.2%	1,241	10,151	146	13.6%	1,196	8,750
2-3 yrs	846	18.5%	176,206	948,515	854	19.1%	173,628	905,058	841	20.6%	158,104	767,073
4yrs(+)	677	7.3%	127,896	1,732,657	665	7.6%	126,584	1,647,948	650	8.9%	132,712	1,476,511
Private	1,734	7.0%	78,659	1,118,051	1,727	6.8%	73,747	1,083,328	1,712	7.2%	70,186	969,156
Less than 2 yrs	50	20.6%	2,194	10,649	49	22.4%	2,318	10,336	43	25.0%	1,644	6,567
2-3 yrs	161	15.3%	6,593	42,974	161	14.6%	6,193	42,274	161	12.0%	2,026	16,861
4yrs(+)	1,523	6.5%	69,872	1,064,428	1,517	6.3%	65,236	1,030,718	1,508	7.0%	66,516	945,728
Proprietary	2,326	15.0%	208,570	1,387,815	2,294	15.8%	235,384	1,486,162	2,277	19.1%	288,126	1,500,812
Less than 2 yrs	1,214	16.9%	29,719	175,717	1,199	17.7%	33,393	188,549	1177	20.6%	38,686	187,209
2-3 yrs	755	16.8%	52,187	310,345	747	17.7%	62,650	353,777	762	19.8%	77,441	390,649
4 yrs(+)	357	14.0%	126,664	901,753	348	14.7%	139,341	943,836	338	18.6%	171,999	922,954
Foreign	418	3.6%	407	11,272	431	3.3%	372	11,266	428	3.8%	403	10,488
Unclassified	2	1.2%	30	2,398	2	0.0%	0	5	1	0.0%	0	3
TOTAL	6,155	11.3%	593,182	5,211,531	6,121	11.8%	610,956	5,143,918	6,055	13.7%	650,727	4,732,793

**Comparison of FY 2013 Official National Cohort Default Rates to Prior Two Official Cohort Default Rates
Calculated August 6, 2016**

**MEETING OF TRUSTEES
GARDEN CITY COMMUNITY COLLEGE**

October 11, 2016

Trustees Present: Dr. Marilyn Douglass, Steve Martinez, Melvin Neufeld, Dr. Blake Wasinger, Terri Worf,

Trustees Absent: Jeff Crist

Others Present: Nhicolas Aponte, SGA President
Ismael Arteaga, Skilled Maintenance
Debra Atkinson, Deputy Clerk
Cody Cundiff, Admissions Representative
Jason Gundy, Assistant Baseball Coach
Josh Harbour, *Garden City Telegram*
Patricia Keller, English Instructor
Yvonte Neal, Assistant Women's Basketball Coach
Tyler Seibert, Assistant Baseball Coach
Ryan Ruda, Vice President of Instruction/Student Services
Tammy Tabor, SGA Student Advisor and Director of Enrollment Management
Kristi Tempel, Public Relations
Dee Wigner, Executive Vice President
Herbert Swender, President

CALL TO ORDER:

In the absence of Chair Crist, Vice Chair Worf called the regular board meeting to order at 6:05 p.m.

COMMENTS FROM THE CHAIR:

Vice Chair Worf made the following comments:

- Welcomed new GCCC Board of Trustee Member Dr. Blake Wasinger, who will fill the unexpired term of the late Ron Schwartz.
- Welcomed Garden City Telegram Education reporter, Josh Harbour.
- Reminded Trustees of the upcoming Higher Learning Commission site visit on October 17 and 18. GCCC Trustees will have dinner with site visitors at 6:00 p.m. on Monday, October 17, in the Endowment Room of the Beth Tedrow Student Center.
- Vice Chair Worf noted that this is the last week of Endowment Association's phonathon.
- Encouraged Trustees to contact Debbie for tickets to the upcoming play, "Truth; Will Out" held October 28, 29 at 7:30 p.m. and October 30 at 2:30 p.m.
- Vice Chair Worf congratulated GCCC Criminal Justice Students for their success at the Region 3 competition.

OPEN COMMENTS FROM PUBLIC:

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

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 Hispanic Latin American Organization celebrated Mexico's Independence Day on the quad September 15.

The GCCC Endowment Celebration was held September 15. Dr. Swender stated that the celebration is an opportunity to thank donors, and to bring them together with scholarship recipients. Every year the Endowment Association recognizes two donors who have made generous contributions benefitting GCCC. The first award is to honor an individual or family, and second award is presented to a business. The 2016 recipients were Otis and Mary Lee Molz Cooperative Scholarship, and the Garden City Coop.

Continuing an update on GCCC athletics, Dr. Swender went on to report that Broncbuster football played the first home game of the season at Broncbuster stadium, on Saturday, September 3 with a win over Highland. GCCC is beginning new traditions which include setting off a Howitzer cannon at the completion of the National Anthem and after every Broncbuster touchdown. GCCC's partnership with Task Force Broncbuster and the Kansas Army and Air National Guard provided this opportunity.

Dr. Swender shared that several GCCC student groups, hula hooped on the quad in a celebration of world peace, on September 21.

Dr. Swender reported that on September 29, GCCC students, faculty, and staff honored Carolyn Klassen with a dedication ceremony of Carolyn's Garden in front of the JOYC Fine Arts Building. The garden is dedicated in loving memory of Carolyn Klassen who taught music courses and accompanied choirs at GCCC for 29 years.

GCCC Celebrated Military Appreciation Night, First Responders Night, and Pink Out night at the home football game vs. Butler. The athletic training department raised \$3,200.00 for the Breast Center at St. Catherine Hospital. The stands were full, and GCCC shut out Butler 43-0.

Dr. Swender commended the Broncbuster band and drumline for attending the Victor Ornelas walk to school day on Wednesday, October 5. Dr. Swender thanked the Broncbuster band for their work out in the community. The drumline marched in the Deerfield homecoming parade on October 5, performed at HALO student day at GCCC, and are slated to perform at Kenneth Henderson Middle School at 2:00 p.m. on Thursday, October 13.

Dr. Swender recognized GCCC John Deere Program which received the College of Tomorrow Award. The award is given based on a checklist from John Deere that covers everything from instructor training, professionalism, appearance of the facility, and quality of training. This is the second award the GCCC program has received. They received the Bronze level in 2015 and most recently received the Silver level.

Several GCCC Representatives attended the Multi-cultural breakfast hosted by the City of Garden City at the Clarion Inn on October 6. Dr. Mirta Martin, President of Fort Hays State University was the keynote speaker.

GCCC HALO hosted the 29th Annual Hispanic Student Day at GCCC on Friday, October 7. The Pauline Joyce Fine Arts auditorium was filled with students interested in coming to GCCC.

The GCCC first ever "All Stars Exhibition" opened in Mercer Gallery on Friday. The exhibition opened with artist talk from former GCCC alumni student Armando Minjarez. The exhibit features work from GCCC alumni and will run through the end of October.

GCCC's Coordinator of Workforce Training, represented GCCC at the RETA national convention in Las Vegas, Nevada, this last week to promote the ammonia program.

Dr. Swender added his congratulations to GCCC DPS Criminal Justice students for their success at the Region 3 competition.

Dr. Swender noted that the first week of Endowment Association Phonathon went extremely well. DPS, Nursing, Meats Judging, and Fine Arts were on tap last week, and they raised \$18,625, out of the \$40,000.00 goal. Jeremy Gigot, Executive Director feels confident that they will reach their goal.

Dr. Swender invited Trustees to view a student video that reflected the numerous activities and excitement that was clearly present at the October 1 football game VS Butler Community College. GCCC student David Fernandez voluntarily put together an amazing video that captured the excitement of the event.

Dr. Swender expressed his appreciation to faculty and staff for an increase in credit hour enrollments. Dr. Swender shared that this is the fifth year that GCCC has had an increase in credit hours. As of this time GCCC has generated 23,108 credit hours which represents an increase of 2.5% over fall of 2015, in fact this number will likely increase due to open entry open exit classes that occur throughout the semester, in addition to the numerous on-line classes offered by GCCC.

INTRODUCTION OF NEW EMPLOYEES:

Ryan Ruda, Vice President of Student Services/Instruction, introduced new employees, Patricia Keller, English Instructor, Cody Cundiff, Admissions Representative, Tyler Siebert, Assistant Baseball Coach, Yvonte Neal, Assistant Women's Basketball Coach, Jason Gundy, Assistant Baseball Coach. Executive Vice President, Dee Wigner, introduced new employee, Ismael Arteaga, Skilled Maintenance.

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

REPORT FROM STUDENT GOVERNMENT ASSOCIATION:

Nhicolos Aponte, SGA President, reported that SGA has hosted the following events:

Past Events:

- September 12 International Peace Day
Food Drive for Emmaus House, SGA gifted \$100 to the student organization that contributed the most donations, Phi Theta Kappa received the \$100
- October 9 Casino Night, approximately 120 students participated

Upcoming Activities:

- November 5 SGA is planning Homecoming at GCCC at Broncbuster Stadium, many activities have been planned

Trustees thanked Aponte for his report.

REPORT FROM FACULTY SENATE:

Larry Pander, Fire Science Instructor/Faculty Senate Representative, was unable to attend however Vice President of Instruction/Student Services shared that faculty are busy with mid-term testing and grades. Ruda went on to say that approximately 30 new courses have been submitted to Curriculum Committee for approval. Courses consist of automotive and several computer classes. Many faculty have developed on-line courses and enrollment in on-line courses is up significantly. Clarification on testing center hours were made this week in an effort to accommodate more students that need the service. As of this date a student can obtain an associate's degree entirely on-line.

HIGHER LEARNING COMMISSION OVERVIEW:

Ryan Ruda, Vice President of Student Services/Instruction, Ryan Ruda, distributed the Assurance Argument (the document that encompasses five criteria for accreditation) to all Trustees for review. Ruda stated that the site-team will be on campus October 17 and until noon on October 18. The agenda for the visit is driven by the needs of the team. Board role will be to share about the governance structure of GCCC and how the college operates, as well as Board responsibility in delegation of duties. Ruda has been meeting with various focus groups in preparation of the visit.

Vice President Worf commended Ruda and GCCC for preparing for the visit from Higher Learning Commission site team.

UPDATE FROM JOHN DEERE PROGRAM:

Greg Unger, John Deere Instructor, announced to GCCC Trustees that the John Deere program had received the silver “College of Tomorrow” award. This is the second year that GCCC John Deere program has been a recipient of this award. The award is given based on a checklist from John Deere that covers everything from instructor training, professionalism, appearance of the facility, and quality of training.

OTHER BUSINESS:

Newly appointed board member, Dr. Blake Wasinger, DC, was sworn in by Clerk of the Board, Debra Atkinson. Wasinger was appointed to the board in a special session on Tuesday, September 20, to fill the vacant seat left by the passing of Ron Schwartz this last April.

CONSENT AGENDA:

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

Vice Chair Worf then asked for a motion approving consent agenda items IV-A-D.

Motion:

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

Ayes: Douglass, Martinez, Neufeld, Wasinger, Worf

Nays: None

Motion carried: 5-0

Approved actions follow:

(A) APPROVED MINUTES of previous meeting (September 13, 2016, September 20, 2016, September 21, 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.)

(D) APPROVED PURCHASES OVER \$20,000, as presented

D-1 Lexmark Annual Maintenance

Vendor: Lexmark Enterprise Software

For: “Image Now” Software for storage of electronic documents

Amount: \$25,694.00

(Supporting documents filed with official minutes)

MONITORING REPORTS and ENDS REPORTS:

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

- Annual, Work Preparedness
- Quarterly, General Executive Constraints #7, #8
- Quarterly, Asset Protection #5

Trustees accepted the monitoring report as presented.

REVIEW OF MONITORING REPORTS:

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

- Annual, Essential Skills
- Annual, Workforce Development

Trustees agreed to accept monitoring reports as presented. No changes.

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

Policy Governance Officer, Trustee Marilyn Douglass, met with GCCC President Swender, and Executive Vice President, Dee Wigner to review and revise the current document. The edited document was then distributed electronically to all Trustees. A few minutes at each board meeting will be dedicated to updating and revising the Policy Governance Manual.

Trustees reviewed General Executive Constraints, page 7, #8.

By consensus of the GCCC Board of Trustees the above stated policy will now read as follows (changes in underlined red):

8. The president shall not allow for purchases between \$10,000 and \$50,000 without first giving consideration to local (Finney County) businesses, with a maximum ten percent premium.

Trustees reviewed Asset Protection, page 12, #5.

By consensus of the GCCC Board of Trustees the above stated policy will now read as follows (changes in red):

5. Make any purchase: (a) of over \$10,000 without competitive bids and due consideration regarding cost, quality, and service; and (b) of over \$50,000.

Trustees reviewed Asset Protection, page 12, #7.

By consensus of the GCCC Board of Trustees the above stated policy will now read as follows (changes in red):

7. Acquire, or dispose of real assets valued over \$50,000.

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION:

Trustee Martinez reported the following:

- The transload facility had broken ground, and that construction could be complete by December 1.
- Lona DuVall and staff appreciate GCCC for their support in promoting Garden City and projects.
- Finney County Economic Development Corporation will host a reverse job fair on Thursday, October 13.
- FCEDC will be moving their offices from Fulton Terrace to 114 W. Pine after the first of the year.

REPORT FROM KACCT/COP:

Trustee Neufeld reported the following:

- Strides have been made in working with the Kansas Board of Regents.
- KBOR CEO, Blake Flanders, and board chair, Zoie Newton, had recently visited GCCC.

OWNERSHIP LINKAGE:

No linkage was reported.

JAYHAWK CONFERENCE UPDATE:

Dr. Swender, took a few minutes to update Trustees on concerns regarding roster limitations and other restrictions unique to the Jayhawk Conference. For the sport of football, the Jayhawk conference bases residency/citizen status on the state that the student graduated from high school. Students are considered out of state, even if they have completed the requirements with the state of Kansas to become a legal Kansas resident. This restriction is not considered for other Jayhawk Conference sports such as softball, baseball or volleyball since there are no out of state restrictions.

Recently eight community colleges, that are members of the Jayhawk Conference, sent formal notice to conference leadership, as required by Conference rules, of their intent to meet for the purpose of discussing forming an athletic conference separate from the Jayhawk Conference. Reasons for this discussion are to address archaic and antiquated rules and regulations. Continuing with the current Jayhawk guidelines may be challenged legally by students claiming bias and prejudicial since all sports are not treated the same. Football and Basketball are the only two sports that have out of state restrictions and limitations. Should a new conference be considered, the new conference would adhere to the rules set forth by National Junior College Athletic Association (NJCAA). The eight community colleges would base the new conference on four guiding principles that they have agreed upon.

1. Collectively agree to the amount of student athlete scholarship aid that is in keeping with NJCAA conditions.
2. Allow maximum student athlete roster participation as per NJCAA conditions.
3. Allow maximum out-of-state student athlete roster participation as per NJCAA conditions.
4. Self-Monitor NJCAA Compliance – Rotating Commissioner responsibilities to part-time status similar to most NJCAA conferences.

Trustee Marilyn Douglass, concurred with Dr. Swender and urged the GCCC board to continue its unwavering support of Dr. Swender and his staff as they support all student athletes and make it fair and equitable for all in their pursuit of a higher education at GCCC. President Swender stated that he is hopeful that the current 19 conference colleges will do the right thing and unanimously support students by modifying its outdated and discriminatory practices that are clearly unfair.

EXECUTIVE SESSION:

No Executive Session was held.

Meeting adjourned 8:04 p.m.

UPCOMING CALENDAR EVENTS:

- November 12 Buster Football, HOME VS. Ft. Scott, 1:00 p.m. kickoff
- November 19 Buster Basketball, HOME VS. Cowley County Community College, Women 6:00 p.m., Men 8:00 p.m.
- November 21-25 Thanksgiving, No Classes, Offices Closed
- December 12 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

SPECIAL MEETING BOARD OF TRUSTEES

GARDEN CITY COMMUNITY COLLEGE

Monday, October 17, 2016

Trustees Present: Jeff Crist, Marilyn Douglass, Steven Martinez, Melvin Neufeld, Blake Wasinger, Terri Worf

Others Present: Debra Atkinson, Deputy Clerk
Dr. Joan Kuzma Costello, Higher Learning Commission
Dr. Kristin L. Mallory, Higher Learning Commission
Dr. Herbert Swender, President
Dr. Krystal H. Thraikill, Higher Learning Commission
Ryan Ruda, Vice President Instruction/Student Services
Dee Wigner, Executive Vice President

The Board of Trustees met in special session at 6:00 p.m. on October 17, 2016, at the Endowment Room of the Beth Tedrow Student Center.

CALL TO ORDER:

Chair Crist called the meeting to order at 6:00 p.m.

This dinner meeting was structured as a social occasion to host Higher Learning Commission site visitors.

No official business was discussed and no action was taken.

ADJOURNMENT:

Dinner meeting adjourned at 7:00 p.m.

Debra J. Atkinson
Deputy Clerk

Herbert J. Swender
Secretary

Jeff Crist
Chair of the Board

Agenda No: III-B

Date: November 8, 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:



November 8, 2016

To: Board of Trustees

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

New Hires

Stacy Michelle, Paramedic Instructor, effective November 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/OUTREACH FACULTY CONTRACTS
 (Presented to Board of Trustees 11/01/2016)**

INSTRUCTOR	CLASS	AMOUNT
Hoeme, Anita Team teach w/E. Wampler	Advanced Clinical Skills NURS 200-01 37.35 contact hours X \$32.00 = \$1,195.20 8/16/2016 - 9/1/2016	\$1,195.20
Hoeme, Anita Team teach w/E. Wampler & P. Zeller	Health Alterations Clinical NURS 202-01 224.10 contact hours X \$32.00 = \$7,171.20 8/31/2016 - 12/8/2016	\$7,171.20
Hulett, Renee Team teach w/E. Wampler	Maternal Child II NURS 201-01 16.0 contact hours X \$32.00 = \$512.00 8/22/2016 - 10/3/2016	\$512.00
Hunter, Marian	Certified Nurse Aide HELR 1023-90 3.00 credit hour(s) X \$500.00 = \$1500.00 10/3/2016 - 11/5/2016	\$1,500.00
Hunter, Marian	Certified Nurse Aide Lab HELR 102L-90 2.00 credit hour(s) X \$500.00 = \$1,000.00 10/3/2016 - 11/5/2016	\$1,000.00
Hunter, Marian	Certified Nurse Aide Lab HELR 102L-90A 2.00 credit hour(s) X \$500.00 = \$1000.00 10/3/2016 - 11/5/2016	\$1,000.00
Jenkins, Lawrence Team teach w/E. Wampler	IV Certification for the LPN HELR 120-30 90.7 contact hours \$27.00 = \$2,448.90 8/16/2016 - 10/7/2016	\$2,448.90
Lamb, Colin	Organizational Leadership PSYC 106-52 3.00 credit hour(s) X \$500.00 = \$1500.00 10/10/2016 - 12/9/2016	\$1,500.00
Scott, Judy	Art Appreciation ARTS 120-32 3.00 credit hour(s) X \$500.00 = \$1500.00 10/10/2016 - 12/9/2016	\$1,500.00
Terpstra, Philip	College Algebra MATH 108-31 3.00 credit hour(s) X \$500.00 = \$1500.00 10/10/2016 - 12/9/2016	\$1,500.00
Terpstra, Philip	Intermediate Algebra MATH 107-31 3.00 credit hour(s) X \$500.00 = \$1500.00 8/16/2016 - 10/7/2016	\$1,500.00
Weeks, Ben	Police Firearms III CRIM 223-01 1.00 credit hour(s) X \$500.00 = \$500.00 10/21/2016 - 12/2/2016	\$500.00

Wenzel, Leslie	Intermediate Algebra MATH 107-30 3.00 credit hour(s) X \$500.00 = \$1500.00 10/10/2016 - 12/9/2016	\$1,500.00
Wenzel, Leslie	College Math MATH 105-07 3.00 credit hour(s) X \$500.00 = \$1500.00 8/16/2016 - 12/9/2016	\$1,500.00
Wenzel, Leslie	Beginning Algebra MATH 106-30 3.00 credit hour(s) X \$500.00 = \$1500.00 8/16/2016 - 10/7/2016	\$1,500.00
Zeller, Patricia Team teach w/E. Wampler & A. Hoeme	Health Alterations Clinical NURS 202-01 1/3 of 3.00 credit hour(s) X \$500.00 8/31/2016 - 12/8/2016	\$500.00
Zeller, Patricia Team teach w/E. Wampler	Health Alterations NURS 204-01 1/2 of 3.00 credit hour(s) X \$500.00 9/6/2016 - 12/6/2016	\$750.00
TOTAL ADJUNCT FACULTY CONTRACTS		\$27,077.30

FACULTY CONTRACTS FOR NON-CREDIT CLASSES

INSTRUCTOR	CLASS	AMOUNT
Douglass, Lucille	KS Carry Conceal - Legal - 10/23/16 3.00 contact hrs @ \$30.00/hr CRMJ-300-07 14-00-8033-31000-5270	\$90.00
Lappin, Jerry	KS Carry Conceal - Range Assist - 10/23/16 4.00 contact hrs @ \$30.00/hr CRMJ-300-07 14-00-8033-31000-5270	\$120.00
Landgraf, Rebecca	KS Carry Conceal - Lead Instructor - 10/23/16 10.00 contact hrs @ \$30.00/hr CRMJ-300-07 14-00-8033-31000-5270	\$300.00
Williams, Doug	KS Carry Conceal - Lead Range - 10/23/16 4.00 contact hrs @ \$30.00/hr CRMJ-300-07 14-00-8033-31000-5270	\$120.00
TOTAL NON-CREDIT CLASSES		\$630.00

Agenda No: III-C

Date: November 8, 2016

Topic: Financial Information

Presenter: Dr. Herbert J. Swender

Background Information:

Presentation of monthly financial documents:

- Checks over \$50,000
- 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 \$50,000

November 2016

Purchases over \$50,000

- Check #252036 to EduKan for \$53,795.00 for Fall 2016 Session 1 tuition and resource fees.
- Check #252148 to City of Garden City for \$79,586.93 for monthly utilities.
- Check #252149 to Commerce Bank for \$86,190.56 for various purchase card purchases.
- Check #252417 to Great Western Dining for \$88,221.27 for multiple invoices for dining services.

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	1,596.00	1,040,943.00-	2,450,000.00-	1,409,057.00-	57.51
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	2,432.00-	158,840.00-	370,000.00-	211,160.00-	57.07
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	17.00	44,998.00-	100,000.00-	55,002.00-	55.00
11-00-0000-00000-4006 OUTREACH CREDIT HO	0.00	0.00	357.00-	105,000.00-	104,643.00-	99.66
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	70.07-	225,349.55-	370,000.00-	144,650.45-	39.09
11-00-0000-00000-4008 TECHNOLOGY FEE-O :	0.00	0.00	500.00-	71,760.00-	71,260.00-	99.30
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	1,328.56	2,217.65-	50,000.00	52,217.65	104.44
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	1,128.00-	56,400.00-	79,479.00-	23,079.00-	29.04
11-00-0000-00000-4014 TUITION BORDER STA	0.00	639.00	116,511.00-	250,000.00-	133,489.00-	53.40
11-00-0000-00000-4015 ONLINE COURSE FEE	0.00	1,026.00	47,538.00-	500.00-	47,038.00	407.59-
11-00-0000-00000-4016 DROP FEE : GENERAL	0.00	450.00-	7,450.00-	10,000.00-	2,550.00-	25.50
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	1,200.00-	7,700.00-	10,000.00-	2,300.00-	23.00
11-00-0000-00000-4512 VENDING MACHINES :	0.00	0.00	1,131.64-	10,000.00-	8,868.36-	88.68
11-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	811,861.00-	1,623,721.00-	811,860.00-	50.00
11-00-0000-00000-4803 AD VALOREM PROPERT	0.00	206.33	107,920.62-	8,837,798.00-	8,729,877.38-	98.78
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	81,778.68-	390,178.83-	750,157.00-	359,978.17-	47.99
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	898.78-	5,796.46-	9,485.00-	3,688.54-	38.89
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	27,372.69-	52,670.38-	143,188.00-	90,517.62-	63.22
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	3,138.55-	134,270.00-	131,131.45-	97.66
11-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	0.00	7,907.63-	11,640.00-	3,732.37-	32.07
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	301.22-	16,526.00-	16,224.78-	98.18
11-00-0000-00000-4814 COMMERCIAL VEHICLE	0.00	6,360.01-	14,981.11-	82,790.00-	67,808.89-	81.90
11-00-0000-00000-4815 WATERCRAFT CURRENT	0.00	36.64-	161.43-	19,108.00-	18,946.57-	99.16
11-00-0000-00000-4816 TIF TAX : GENERAL	0.00	0.00	969.99	250,000.00	249,030.01	99.61
11-00-0000-00000-4817 NEIGH REVT : GENER	0.00	0.00	2,045.63	10,000.00	7,954.37	79.54
11-00-0000-00000-4902 INTEREST INCOME :	0.00	0.00	15,077.43	50,000.00-	65,077.43-	130.15
11-00-0000-00000-4904 REIMBURSED SALARY	0.00	1,164.00-	4,620.00-	15,000.00-	10,380.00-	69.20
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	0.00	46,500.85-	175,000.00-	128,499.15-	73.43
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	4,401.90-	7,540.18-	150,000.00-	142,459.82-	94.97
11-00-0000-00000-4912 TRANSCRIPTS : GENE	35.00	939.80-	3,907.61-	15,000.00-	11,127.39-	74.18
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	35.00	123,419.68-	3,149,328.66-	15,260,526.00-	12,111,232.34-	79.36
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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	26,196.00-	210,308.00-	394,900.00-	184,592.00-	46.74
12-00-0000-00000-4015 ONLINE COURSE FEE	0.00	3,078.00-	15,048.00-	50.00-	14,998.00	995.99-
12-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	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	29,274.00-	730,814.00-	2,657,260.00-	1,926,446.00-	72.50

61-00-0000-00000-4803	AD VALOREM PROPERT	0.00	10.45	5,468.87-	470,000.00-	464,531.13-	98.84
61-00-0000-00000-4805	MOTOR VEHICLE PROP	0.00	4,143.60-	19,769.75-	36,790.00-	17,020.25-	46.26
61-00-0000-00000-4806	RECREATIONAL VEHIC	0.00	45.54-	293.68-	378.00-	84.32-	22.31
61-00-0000-00000-4807	DELINQUENT TAX : G	0.00	1,397.02-	2,346.01-	8,080.00-	5,733.99-	70.97
61-00-0000-00000-4808	PAYMENTS IN LIEU O	0.00	0.00	159.05-	5,010.00-	4,850.95-	96.83
61-00-0000-00000-4809	RENTAL EXCISE TAX	0.00	0.00	400.67-	0.00	400.67	0.00
61-00-0000-00000-4810	16/20 M TAX : GENE	0.00	0.00	15.39-	750.00-	734.61-	97.95
61-00-0000-00000-4814	COMMERCIAL VEHICLE	0.00	322.27-	759.10-	5,000.00-	4,240.90-	84.82
61-00-0000-00000-4815	WATERCRAFT CURRENT	0.00	1.85-	8.18-	0.00	8.18	0.00
61-00-0000-00000-4816	TIF TAX : GENERAL	0.00	0.00	49.15	15,000.00	14,950.85	99.67
61-00-0000-00000-4817	NEIGH REVT : GENER	0.00	0.00	103.61	0.00	103.61-	0.00
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	5,899.83-	29,067.94-	811,008.00-	781,940.06-	96.42
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Totals for BUDGET.OFFICER: Unassigned		35.00	158,593.51-	3,909,210.60-	18,728,794.00-	14,819,618.40-	79.13

Fiscal Year: 2017

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	16,758.89	51,114.23	205,412.00	154,297.77	75.12
DEPARTMENT: 11020 - HUMANITIES	605.28	769.07	803.95	1,650.00	240.77	14.59
DEPARTMENT: 11021 - ENGLISH	0.00	32,644.65	97,240.87	360,150.00	262,909.13	73.00
DEPARTMENT: 11022 - SPEECH	0.00	3,635.14	8,885.03	180.00	8,705.03	836.12
DEPARTMENT: 11023 - PHILOSOPHY	0.00	712.07	2,315.75	0.00	2,315.75	0.00
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	538.25	538.25	50.00	488.25	976.49
DEPARTMENT: 11025 - JOURNALISM	0.00	4,301.14	13,705.29	56,013.00	42,307.71	75.53
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	500.00	500.00	100.00
DEPARTMENT: 11030 - ART	0.00	11,346.56	41,860.79	137,449.00	95,588.21	69.54
DEPARTMENT: 11031 - DRAMA	0.00	7,493.97	20,466.80	78,510.00	58,043.20	73.93
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	7,035.30	22,044.54	83,783.00	61,738.46	73.69
DEPARTMENT: 11033 - INST MUSIC	0.00	14,031.78	39,513.94	89,790.00	50,276.06	55.99
DEPARTMENT: 11040 - SCIENCE	50.77	36,881.05	111,659.90	407,921.00	296,210.33	72.61
DEPARTMENT: 11050 - MATH	0.00	24,077.81	76,676.48	273,451.00	196,774.52	71.96
DEPARTMENT: 11060 - SOCIAL SCIENCE	0.00	34,335.25	105,009.76	365,719.00	260,709.24	71.29
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	2,690.21	27,051.96	58,503.00	31,451.04	53.76
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	5,177.78	31,838.67	115,345.00	83,506.33	72.40
DEPARTMENT: 11081 - READING	0.00	6,687.94	16,511.36	58,460.00	41,948.64	71.76
DEPARTMENT: 11082 - ESL	0.00	5,821.01	19,661.31	70,525.00	50,863.69	72.12
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	1,551.02	1,985.40	10,000.00	8,014.60	80.15
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	0.00	300.00	5,000.00	4,700.00	94.00
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	13,687.91	16,885.56	203,297.89	413,430.00	196,444.20	47.52
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	18,000.00	18,000.00	100.00
DEPARTMENT: 41000 - LIBRARY	3,166.08	12,762.93	54,323.49	189,039.00	131,549.43	69.59
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	0.00	7,107.91	24,136.71	86,033.00	61,896.29	71.94
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	11,508.66	36,958.59	524,302.00	487,343.41	92.95
DEPARTMENT: 42001 - DEAN OF ACADEMICS	125.25	9,284.99	38,092.67	172,156.00	133,938.08	77.80
DEPARTMENT: 42002 - OUTREACH	0.00	1,630.62	42,761.43	85,959.00	43,197.57	50.25
DEPARTMENT: 44000 - INSTRUCTIONAL DESI	0.00	5,279.63	31,757.55	64,505.00	32,747.45	50.77
DEPARTMENT: 46000 - DEVELOPMENTAL EDUC	0.00	5,677.01	21,895.40	68,599.00	46,703.60	68.08
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	23,521.51	83,767.26	271,149.00	187,381.74	69.11
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	12,969.44	55,163.89	158,885.00	103,721.11	65.28
DEPARTMENT: 50011 - ASSESSMENT/TESTING	54.54	4,317.54	20,165.84	52,448.00	32,227.62	61.45
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	37,909.74	107,818.96	337,994.00	230,175.04	68.10
DEPARTMENT: 50030 - ADMISSIONS	626.62	11,502.02	45,342.33	150,059.00	104,090.05	69.37
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	3,650.00	12,696.66	49,367.08	165,211.00	112,193.92	67.91
DEPARTMENT: 50050 - STUDENT HEALTH SER	130.00	1,513.08	2,056.55	3,268.00	1,081.45	33.09
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	2,252.58	23,384.83	310,303.60	629,257.64	316,701.46	50.33
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	24,200.79	58,533.02	133,560.00	75,026.98	56.17
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	19,395.82	44,087.19	132,076.00	87,988.81	66.62
DEPARTMENT: 55003 - MEN'S TRACK	0.00	5,294.84	21,302.29	68,909.00	47,606.71	69.09
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	4,957.56	19,864.21	67,429.00	47,564.79	70.54
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	9,673.11	36,312.31	122,115.50	85,803.19	70.26

DEPARTMENT: 55006 - FOOTBALL	0.00	61,044.78	189,724.26	488,122.86	298,398.60	61.13
DEPARTMENT: 55007 - BASEBALL	0.00	15,309.48	56,500.94	140,276.00	83,775.06	59.72
DEPARTMENT: 55008 - VOLLEYBALL	51.00	22,393.78	44,762.33	104,330.00	59,516.67	57.05
DEPARTMENT: 55009 - WOMEN'S SOCCER	3,461.50	5,421.44	26,345.61	48,604.20	18,797.09	38.67
DEPARTMENT: 55010 - MEN'S SOCCER	3,671.00	5,444.63	16,814.72	49,356.20	28,870.48	58.49
DEPARTMENT: 55012 - CHEERLEADING	5,822.59	6,130.42	30,708.03	70,039.00	33,508.38	47.84
DEPARTMENT: 55013 - DANCE TEAM	0.00	6,948.54	15,736.34	44,360.60	28,624.26	64.53
DEPARTMENT: 55014 - RODEO TEAM	540.00	12,808.87	47,198.89	158,244.00	110,505.11	69.83
DEPARTMENT: 55015 - MEN'S GOLF	0.00	6,143.08	19,702.81	39,765.00	20,062.19	50.45
DEPARTMENT: 55019 - ATHLETIC TRAINING	868.90	12,999.62	66,054.65	129,407.00	62,483.45	48.28
DEPARTMENT: 55020 - PEP BAND	0.00	4,604.37	19,281.55	56,406.00	37,124.45	65.82
DEPARTMENT: 61000 - PRESIDENT	1,214.00	44,153.53	193,324.95	561,344.00	366,805.05	65.34
DEPARTMENT: 61001 - BOARD OF TRUSTEES	196.20	1,523.76	8,590.19	24,840.00	16,053.61	64.63
DEPARTMENT: 61005 - ATTORNEY	0.00	256.00	1,024.00	30,000.00	28,976.00	96.59
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	12,853.29	221,086.75	463,058.64	1,621,198.00	1,145,286.07	70.64
DEPARTMENT: 62010 - HUMAN RESOURCES	0.00	10,686.78	43,414.76	151,736.00	108,321.24	71.39
DEPARTMENT: 62011 - ADA COMPLIANCE	0.00	10,715.45	24,649.46	68,845.00	44,195.54	64.20
DEPARTMENT: 62050 - ONE-TIME PURCHASES	366,508.79	51,293.76	363,683.79-	450,000.00	447,175.00	99.37
DEPARTMENT: 63000 - INFORMATION SERVIC	14,148.00	12,759.13	65,125.64	158,584.00	79,310.36	50.01
DEPARTMENT: 64000 - INFORMATION TECHNO	10,456.37	65,124.66	360,145.42	776,462.00	405,860.21	52.27
DEPARTMENT: 65000 - CENTRAL SERVICES	5,492.52	7,463.77	40,314.20	137,059.00	91,252.28	66.58
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	561.81	9,477.75	41,803.03	144,270.00	101,905.16	70.64
DEPARTMENT: 71000 - BUILDINGS	14,412.88	36,606.64	133,357.28	447,554.00	299,783.84	66.98
DEPARTMENT: 72000 - CUSTODIAL SERVICES	4,198.65	48,168.98	177,565.63	595,357.00	413,592.72	69.47
DEPARTMENT: 73000 - GROUNDS	2,589.60	23,410.37	75,487.18	278,105.00	200,028.22	71.93
DEPARTMENT: 73001 - ATHLETIC FIELDS	221.93	2,111.10	17,360.31	56,530.00	38,947.76	68.90
DEPARTMENT: 74000 - VEHICLES	2,689.46	26,165.47	70,030.08	387,280.00	314,560.46	81.22
DEPARTMENT: 75000 - CAMPUS SECURITY	0.00	14,997.98	60,192.80	233,284.00	173,091.20	74.20
DEPARTMENT: 76000 - INSURANCE	0.00	37,058.69	234,044.56	290,514.00	56,469.44	19.44
DEPARTMENT: 77000 - UTILITIES	0.00	77,808.67	230,877.05	850,000.00	619,122.95	72.84
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	1,098.62-	93,788.73-	62,000.00	155,788.73	251.27
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	57.00	798.00	5,000.00	4,202.00	84.04
DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	399.00	15,846.00	30,000.00	14,154.00	47.18
DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	0.00	9,779.00	11,000.00	1,221.00	11.10
DEPARTMENT: 81004 - TUIT WAIVER CTZ IN	0.00	37.00	121,757.00	169,613.00	47,856.00	28.21
DEPARTMENT: 81006 - TUIT WAIVER FINE A	0.00	171.00-	49,347.00	55,194.00	5,847.00	10.59
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	0.00	8,466.00	0.00	8,466.00-	0.00
DEPARTMENT: 94000 - STUDENT CENTER	0.00	2,790.31	22,192.70	24,116.00	1,923.30	7.98

FUND: 11 - GENERAL	474,307.52	1,340,095.08	4,540,401.03	15,260,526.00	10,245,817.45	67.14
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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	5,823.90	16,961.62	67,300.00	50,338.38	74.80
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	0.00	3,768.16	250.00	3,518.16	407.25
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	1,614.76	4,968.47	60,225.00	55,256.53	91.75
DEPARTMENT: 12200 - ADN PROGRAM	490.65	11,661.22	48,998.25	229,319.00	179,830.10	78.42
DEPARTMENT: 12201 - LPN PROGRAM	62.00	22,550.25	77,953.58	211,370.00	133,354.42	63.09
DEPARTMENT: 12202 - EMT	0.00	8,262.37	26,357.89	104,135.00	77,777.11	74.69
DEPARTMENT: 12203 - ALLIED HEALTH	1,209.83	4,988.51	14,079.29	135,615.00	120,325.88	88.73
DEPARTMENT: 12210 - AGRICULTURE	0.00	4,284.26	12,569.33	59,143.00	46,573.67	78.75
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	10,423.51	35,755.26	103,519.00	67,763.74	65.46
DEPARTMENT: 12212 - CULINARY PROGRAM	42.89	5,497.67	15,331.47	62,004.00	46,629.64	75.20
DEPARTMENT: 12220 - JOHN DEERE AG TECH	1,918.16	14,909.96	38,995.99	157,578.00	116,663.85	74.04
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	5,073.71	18,974.97	63,841.00	44,866.03	70.28
DEPARTMENT: 12240 - CRIMINAL JUSTICE	0.00	11,947.48	25,353.40	85,607.00	60,253.60	70.38
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	5,812.15	18,215.75	74,389.00	56,173.25	75.51
DEPARTMENT: 12250 - COSMETOLOGY	0.00	10,086.82	30,157.40	121,190.00	91,032.60	75.12
DEPARTMENT: 12260 - DRAFTING	0.00	0.00	0.00	200.00	200.00	100.00
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	5,635.00	21,620.36	103,537.82	308,965.00	199,792.18	64.66
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	6,196.88	17,599.92	58,206.37	221,546.00	157,142.75	70.93
DEPARTMENT: 42005 - DEAN OF TECHNICAL	20.87	8,404.62	39,714.83	544,871.00	505,135.30	92.71
DEPARTMENT: 62050 - ONE-TIME PURCHASES	0.00	0.00	0.00	33,200.00	33,200.00	100.00
FUND: 12 - PTE FUND	15,576.28	170,561.47	589,899.85	2,657,260.00	2,051,783.87	77.21

Fiscal Year: 2017

FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	1,800.00	3,625.53	32,920.67	89,326.00	54,605.33	61.13
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	405.01	0.00	405.01	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	728.50	4,055.50	3,555.50	8,000.00	3,716.00	46.45
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	3,056.85	4,000.00	943.15	23.58
DEPARTMENT: 55008 - VOLLEYBALL	0.00	1,722.40	4,072.21	5,250.00	1,177.79	22.43
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	1,288.51	1,545.04	20,000.00	18,454.96	92.27
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	1,464.45	3,000.00	1,535.55	51.19
DEPARTMENT: 55007 - BASEBALL	0.00	559.30	1,932.91	20,000.00	18,067.09	90.34
DEPARTMENT: 55013 - DANCE TEAM	183.00	164.10	443.10	3,000.00	2,373.90	79.13
DEPARTMENT: 31000 - COMMUNITY SERVICE	42.63	0.00	42.50	834.79	749.66	89.80
DEPARTMENT: 55009 - WOMEN'S SOCCER	1,710.00	0.00	303.07	2,103.41	90.34	4.29
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	1,068.00	4,000.00	2,932.00	73.30
FUND: 14 - ADULT SUPPLEMENTARY ED	4,464.13	11,415.34	50,809.31	159,514.20	104,240.76	65.35

Fiscal Year: 2017

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
FUND: 16 - AUXILIARY ENTITIES						
DEPARTMENT: 31000 - COMMUNITY SERVICE	200.00	1,753.81	2,828.55	12,500.00	9,471.45	75.77
DEPARTMENT: 94000 - STUDENT CENTER	13,476.20	23,387.97	36,697.63	287,810.00	237,636.17	82.57
DEPARTMENT: 95000 - STUDENT HOUSING	10,572.64	225,817.80	479,858.79	2,340,390.00	1,849,958.57	79.04
DEPARTMENT: 98000 - COSMETOLOGY	2,181.82	3,079.82	47,150.14	140,050.00	90,718.04	64.78
DEPARTMENT: 97000 - BOOKSTORE	18,678.97	25,437.23	268,035.44	999,000.00	712,285.59	71.30
DEPARTMENT: 91000 - ARENA	0.00	347.24	1,433.46	7,000.00	5,566.54	79.52
=====						
FUND: 16 - AUXILIARY ENTITIES	45,109.63	279,823.87	836,004.01	3,786,750.00	2,905,636.36	76.73

Fiscal Year: 2017

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
FUND: 22 - RESTRICTED GRANTS						
DEPARTMENT: 50000 - DEAN OF STUDENT SE	7,000.00	0.00	0.00	0.00	7,000.00-	0.00
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	0.00	0.00	1,160.73-	16,151.00	17,311.73	107.19
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	3,685.76	3,685.76	0.00	3,685.76-	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	0.00	4,357.71	4,357.71	0.00	0.00
DEPARTMENT: 12273 - WELDING	14,032.65	15,757.62	43,914.60	753,643.57	695,696.32	92.31
DEPARTMENT: 14010 - AO-K	0.00	0.00	0.00	2,998.06	2,998.06	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	197.36	11,498.11	132,121.43	169,685.06	37,366.27	22.02
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	1,956.14	11,251.64	9,295.50	82.61
DEPARTMENT: 11040 - SCIENCE	0.00	1,136.49	7,529.56	36,005.58	28,476.02	79.09
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	0.00	0.00	11,464.27	11,464.27	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	19,851.25	39,139.26	296,765.00	257,625.74	86.81
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	5,791.02	23,264.09	71,927.00	48,662.91	67.66
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	0.00	42,623.00	42,623.00	100.00
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	5,076.85	21,091.26	112,416.00	91,324.74	81.24
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	1,242.63	0.00	1,242.63-	0.00
=====						
FUND: 22 - RESTRICTED GRANTS	21,230.01	62,797.10	277,141.71	1,532,278.61	1,233,906.89	80.53

Fiscal Year: 2017

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
FUND: 23 - OTHER RESTRICTED FUNDS						
DEPARTMENT: 11026 - BROADCASTING	0.00	4,617.77	4,617.77	40,000.00	35,382.23	88.46
DEPARTMENT: 50000 - DEAN OF STUDENT SE	4,297.86	0.00	4,297.86-	0.00	0.00	0.00
=====						
FUND: 23 - OTHER RESTRICTED FUNDS	4,297.86	4,617.77	319.91	40,000.00	35,382.23	88.46

Fiscal Year: 2017

GL Account	FUND: 24 - ADULT EDUCATION					
	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	137.77	551.15	1,649.00	1,097.85	66.58
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	745.09	2,000.00	1,254.91	62.75
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	15,875.26	42,242.87	175,610.00	133,367.13	75.95
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.68	811.54	8,780.00	7,968.46	90.76
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	7,058.92	25,408.94	264,709.39	239,300.45	90.40
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	55.84	12,500.00	12,444.16	99.55
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	5,840.08	19,054.58	71,052.00	51,997.42	73.18
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	37,500.00-	37,500.00-	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.06	5,680.95	26,285.37	85,280.00	58,994.57	69.18
FUND: 24 - ADULT EDUCATION	0.06	34,593.66	115,155.38	584,080.39	468,924.95	80.28

Fiscal Year: 2017

GL Account	FUND: 61 - CAPITAL OUTLAY					
	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	116.25	811,008.00	810,891.75	99.99
FUND: 61 - CAPITAL OUTLAY	0.00	0.00	116.25	811,008.00	810,891.75	99.99

Fiscal Year: 2017

GL Account	FUND: 71 - ACTIVITY/ORGANIZATION FD					
	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	9,256.74	16,885.02	145,891.42	426,568.00	271,419.84	63.63
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	0.00	0.00	5,000.00	5,000.00	0.00	0.00
DEPARTMENT: 55007 - BASEBALL	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	945.00	1,000.00	55.00	5.50
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	1,000.00	1,000.00	1,000.00	0.00	0.00
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	1,000.00	1,000.00	1,000.00	0.00	0.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	1,000.00	1,000.00	1,000.00	0.00	0.00
DEPARTMENT: 55013 - DANCE TEAM	1,000.00	0.00	0.00	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	0.00	500.00	500.00	100.00
DEPARTMENT: 94000 - STUDENT CENTER	0.00	4,902.15	19,513.42	63,340.00	43,826.58	69.19
DEPARTMENT: 99001 - STUDENT NEWSPAPER	364.22	1,074.07	1,369.66	62,000.00	60,266.12	97.20
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	367.69	15,500.00	15,132.31	97.63
FUND: 71 - ACTIVITY/ORGANIZATION FD	10,620.96	25,861.24	176,087.19	584,908.00	398,199.85	68.08

Fiscal Year: 2017

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	6,060.00	0.00	6,060.00-	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	2,424.00	0.00	2,424.00-	0.00
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	3,465.00	0.00	3,465.00-	0.00
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	0.00	2,424.00	0.00	2,424.00-	0.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	3,522.00	0.00	3,522.00-	0.00
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	32,583.00	0.00	32,583.00-	0.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	8,427.00	0.00	8,427.00-	0.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	5,601.00	0.00	5,601.00-	0.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	5,148.00	0.00	5,148.00-	0.00
DEPARTMENT: 55013 - DANCE TEAM	0.00	0.00	2,082.00	0.00	2,082.00-	0.00
DEPARTMENT: 55014 - RODEO TEAM	0.00	0.00	10,851.00	0.00	10,851.00-	0.00
DEPARTMENT: 55015 - MEN'S GOLF	0.00	0.00	2,367.00	0.00	2,367.00-	0.00
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	1,041.00	30,729.00	0.00	30,729.00-	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	0.00	7,971.00	0.00	7,971.00-	0.00
DEPARTMENT: 11030 - ART	0.00	0.00	7,914.00	0.00	7,914.00-	0.00
DEPARTMENT: 11031 - DRAMA	0.00	500.00	4,079.00	0.00	4,079.00-	0.00
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	300.00	9,212.00	0.00	9,212.00-	0.00
DEPARTMENT: 11033 - INST MUSIC	0.00	0.00	34,911.00	0.00	34,911.00-	0.00
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	0.00	1,348.00	0.00	1,348.00-	0.00
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	0.00	10,737.00	0.00	10,737.00-	0.00
DEPARTMENT: 81005 - TUIT WAIVER FCHS	0.00	460.00	13,528.00	0.00	13,528.00-	0.00
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	0.00	26,220.00	0.00	26,220.00-	0.00
=====						
FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	2,301.00	231,603.00	0.00	231,603.00-	0.00

Fiscal Year: 2017

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	96,740.00	102,000.00	500,000.00	398,000.00	79.60
=====						
FUND: 73 - EDUKAN CONSORTIUM FUND	0.00	96,740.00	102,000.00	500,000.00	398,000.00	79.60

Garden City Community College
10/31/2016

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 191,367.44	0.0000%
State Municipal Invest. Pool	\$ 348.75	0.0486%
FNB of Garden City - Money Market	\$ 25,543.58	0.2500%
FNB of Garden City - Insured Cash Sweep	\$ 711,680.81	0.2500%
Commerce Bank - Money Market	\$ 155,827.90	0.0800%
Landmark National Bank	\$ 751,812.27	0.4000%
	<u>\$ 1,836,580.75</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>\$ 8,836,580.75</u></u>			

Incidental Information November 2016

Ryan Ruda, Vice President Instruction/Student Services:

Admissions:

Has been busy traveling to exotic places. We attended 19 CPC's in KS. As well as CPC's in the Oklahoma panhandle and will attend a few in eastern Colorado in November.

We also held pizza parties for all high school seniors at our service area schools as well as going to high school visits. We will continue high school visits until Christmas break.

Kansas Governor Brownback has officially signed a proclamation declaring October as College Application Month statewide in support of the Apply Kansas: College Application Month initiative!! Cody Cundiff, Admissions Representative and Rebekah Fitzpatrick attended a day-long workshop at GCHS to help students fill out college applications. This year GCCC received 150 applications from GCHS alone! In 2015 for the month of October we received 280 total. So far, October 2016 we have received 335 applications total as of Oct 27th.

We will be drawing for 2 scholarships. One from GCHS and one other that also applied in the month of October

Campus visits are up as well. As of today (October 28) we've had 36 campus visitors for the month of October 2016, October 2015 we had 24.

We are expecting 4 more international students to start in the Spring 2017, bringing our total to 45.

Trying to get all the inquiries entered in system and will run recruitment reports for all faculty. We will provide an Admissions 101 training for faculty on November 4.

Advising:

Held a training with NAU about Smart Paths on Friday, October 28.

Smart Paths have been outlined to ensure GCCC graduates transfer to NAU.

- Accounting
- Business Administration
- Criminal Justice
- Healthcare Management
- Information Technology
- Management
- Nursing (Online RN-BSN)

Getting ready for Spring enrollment!

On December 2 all GCHS early grads are invited to campus for a Spring 2017 enrollment day. This year GCHS has 120 early grads. We will be offering them a \$100 scholarship when they enroll.

General:

Ninety-three students attended Fine Arts Day from several school districts, they came from:

- Cimarron
- GCHS
- Ingalls

- Holcomb
- Sublette
- Quinter
- Wallace County
- Scott City
- Southwestern Heights
- Satanta
- Holcomb
- Syracuse
- Sublette
- Dighton
- Stanton County

Accomplishments of the 2016 Meats Team during the last year and the records they set individually and as a team:

Team:

Champions – National Western
 Champions – Southwestern
 Reserve Champions – Houston
 Reserve Champions – Beef Empire Days
 Reserve Champions – American Royal
 Selected to represent the US in Australia

National Champions: Beef Judging
 Reserve National Champions: Placings

Team Records:

4th Highest Team Score of 3728 at the American Royal
 5th Highest Team Score of 3723 at Beef Empire Days
 6th Highest Team Score of 3712 at National Western
 *This is out of around 170 contests all time for GCCC

Individual Records (in 30 year history of GCCC):

Beef Judging – Eddie Davilla – 2nd All-time
 Lamb Judging – Kyle Hickok – 1st All-time (tied with 9 other people with perfect score)
 Questions – Kyle Abernathy – 1st All-Time (tied with 1 person), Leah Parsons is has 3rd and 4th all time score; Rebecca Roe and Leah (3 more times) tied for 5th all-time
 Pork Judging – Rebecca Roe – 1st All-time (tied with 3 people), Brock Sheppard and Leah Parsons tied for 5th All-time

Total Contest Score (All-time):

1st – Leah Parsons (tied with 1 person)
 4th – Leah Parsons
 8th – Leah Parsons

3 All-American's ties a GCCC record for most in a year with 2009 and 2013 teams (only 8 selected each year).

Financial Aid:

GCCC was chosen as one of three winners (out of 65 other participating schools!) from our SALT Know Your Money Day, held October 4! We had the highest increase in percentage of SALT registrations from our tabling event in front of the library and cafeteria. The outreach was a great opportunity to share SALT resources with students regarding money management, financial aid awareness and loans.

Dee Wigner, Executive Vice President

Bookstore

Virga and Suzanne are busy rearranging the store with the new fall merchandise that is starting to arrive. Many new items will be arriving between now and January 1. Make sure to keep the bookstore in mind when you start your Christmas shopping! Christmas specials are just around the corner.

Virga and Deb Nicholson will be attending a fall forum at MBS Books in Columbia, Missouri. Virga and Deb are going to check into the possibility of implementing a book rental program at the bookstore. Virga wants to start the process of trying to recapture our lost cash sales to the internet book competitors. Virga is excited to do the last minute training and transferring merchandise to the new online bookstore. Plans are to have the online store ready for orders by Thanksgiving break.

Suzanne and Virga are gearing up to help promote GCCC football season-they have conference winner t-shirts on the way. They will have them for sale at the November 5 home football game! Go Busters!!

Fall semester is winding down and Virga is gearing up for spring. Book adoptions were due October 21. Virga still has a few missing adoptions that she will try to get taken care of by the end of October. Once that process is completed, the buyback process will begin. Then, preparation for the spring semester begins by setting shelves, ordering spring books and re-sacking scholarship books.

Campus Police

On October 19–21, 2016 Campus Police Officer Travis Montgomery attended an advanced police interviewing course, which was presented by Sergeant Brian Harris (Houston PD) and sponsored by the Garden City Police Department. During the sessions, various techniques were taught that are designed to enhance communication and the overall effectiveness of interviews conducted. Officer Montgomery will be tasked with developing in-service training in this area for our department.

Marketing and Public Relations

Kristi Tempel has been promoting the college in multiple areas this month. Events promoted and covered include Shoot for Scholarships, Truth: Will; Out Play, Fine Arts Day, Endowment Phonathon, Red Flag Campaign, and sports game day promotions. Photo shoots have been held for basketball promotions and for the Automotive program brochure. Help has also been given to Buster Athletics to produce slide shows for the Buster Athletic Association.

Scripts are in production for a new TV commercial and students are helping to prepare promotions for our live streaming GCCC TV. New radio spots and brochures are being prepared to promote the Automotive Technical Program coming this spring. Enrollment ads on TV and radio ads will begin soon to promote the spring semester.

Director of Facilities

Maintenance:

- Remodel kitchen area in cosmetology. Tear out old carpet and cove base and replace with new carpet and cove base and paint walls and restructure lockers.
- East Garden Village – Tear out rotting floors in the men’s bathroom and the front entryway. Also, replaced front door. Repairs to a drain line were also fixed.
- Installed lockable doorknobs on all the mechanical rooms in all the suites.
- Communicate with college architect on the level of degradation of the concrete on the slab area of the tunnel in front of the Fine Arts.
- Helped grounds with the concrete, bench and arbor setup for Carolyn Klassen memorial in front of fine arts.
- Assisted with the installation of glass doors in the upstairs of SCSC for the new testing center.
- Tear off old wall pads off the gymnasium wall underneath each goal post and replace with new pads with broncbuster logo.
- Install new led lights in front of DPAC.
- Install exterior lighting at the broncbuster suites.
- Continuing to knock work orders out with an average of 15 per day and keeping them down to around 30.

Grounds:

- Tree trimming
- Mowed, edged, weeded
- Paint athletic fields and band field
- Irrigation repairs and sprinklers
- Grooming football field

Custodial:

- Preparation for football, volleyball and soccer games
- Preparation for basketball camp/ scrimmage
- Fiesta held in Fine Arts Building
- Fine Arts Day / juniors/ seniors 100 students on campus
- Red flag campaign
- Fine Arts four-day theater performance Truth: Will; Out Play
- Purchased new carpet extractor for Residential life area

Transportation:

- The cars were the top three utilized vehicles this month.
- Buses logged 16,347.5 miles this month
- Total fleet miles 46,456.10

Business Office

Spring enrollment for current students begins November 7th. Statements have been sent to students that have outstanding balance. Students will not be allowed to enroll for the spring semester unless their account is paid in full or the student has signed up for a payment plan through NelNet.

Print Shop

The print shop has worked on numerous projects over the month of October. Projects include updating of crime statistics information, sophomore night posters for athletics, football and volleyball digital media promos, basketball tickets, BAA VIP passes, President’s Circle brochure update and print, various t-shirt designs and department flier updates.

Human Resources

The Human Resource Department had a biometric screening for employees last Friday. Approximately 65 employees attended the screening. Work is underway for the holiday luncheon and spring in-service.

Payroll Department

September was Open Enrollment month for group health insurance. There were 37 employee requests for changes to their plan and/or option. The enhanced benefits and the increase to the employer paid premium resulted in many employee requests for additional information. For payroll, this is a labor intensive process that requires much proofing for the 22 different health & dental codes.

The payroll department sent out the annual notification for the 403(b) deferred compensation plan in September which also generated interest and an increased number of enrollments. This was done in conjunction with the KPERS employee notifications that ask members to look closely at their retirement portfolios and offer pre-retirement calculators and tools.

At the end of September, the department uploaded an employee annual wage file to the Section 125 company to use in calculating the short-term disability rates. This process has been followed for the last few years and it has helped to reduce errors on the disability premiums that are populated on the employee's benefit election forms for the upcoming plan year.

At the beginning of October, other federally mandated health related notifications are due to all employees who have worked for GCCC in the past 12 months and to our 65+ yrs. old employees who are working for GCCC and are covered under group health insurance.

In October, the payroll department started looking at the new TimeClock Plus system and implementation plan. The plan is to have a pilot group of non-exempt employees on the system by the first part of November. After several meetings and discussions, the department is closer to getting the setups and configurations in place.

In the October payroll, GCCC offered a one-time employer contribution of \$500.00 to employees eligible for health savings account on the Single High Deductible Health Plan. Employees were vetted to make sure they met all the requirements and were not ineligible due to other enrollment factors by a spouse or other benefit enrollment that would preclude them.

Payroll has learned that GCCC will be paying out of-state employees, adjunct instructors, next spring. This is a first for this department so information is being gathered on how to handle multi-state taxation for employees of GCCC. Tax laws vary from state to state; sometimes by county and city.

The payroll department is preparing the employee benefits report to send to American Fidelity in preparation for the November Section 125 Open Enrollment. Notices will be sent out for scheduling along with an AFA's link to a GCCC page on their site that explains most of our benefit choices.

Payroll and HR are working closely with IT on a Faculty & Staff CUPA report that is due the middle of November.