

December 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, December 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 in the 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 Matt Allen, Garden City Managerpg. 3
- H. Report from Charles Claar, Lewis, Hooper & Dick, re: 2015-2016 audit

II. CONSENT AGENDA Action

- A. Approval of minutes of previous meetings (November 8, 2016)pg. 5
- B. Approval of personnel Actions-Human Resources.....pg. 10
 - B-1 Human Resources Report.....pg. 11
 - B-2 Adjunct/Outreach Contractspg. 12
- C. Financial information.....pg. 17
 - C-1 Checks processed in excess of \$50,000pg. 18
 - C-2 Revenuespg. 19
 - C-3 Expenses.....pg. 21
 - C-4 Cash in Bankpg. 27
- D. Acceptance of the GCCC 2015-2016 audit.....pg. 28

III. CONFIRMATION OF MONITORING REPORTS:

- A. Monitoring Reports and ENDS
 - Monitoring Report..... **Action**
 - A-1 General Executive Constraints, #12 Safe and Healthy Environmentpg. 29
 - A-2 Review Monitoring Reports
 - A-2a Annual, Work Preparedness

C. Board Process and Policy Governance Review

IV. OTHER:

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

V. OWNERSHIP LINKAGE:

Upcoming Calendar Dates:

December 19-January 2	No Classes, Campus Closed for Christmas Break
January 3	Campus Re-opens, Faculty and Staff report
January 10	GCCC Board of Trustee Meeting, 6:00 p.m., Endowment Room, Beth Tedrow Student Center
	Spring Classes begin
February 20	President’s Day, Campus Closed, No Classes

VI. EXECUTIVE SESSION

VII. 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*



MEMORANDUM

TO: Garden City Commissioners
Finney County Commissioners
Garden City Community College Trustees
USD457 Board Members
FROM: Matt Allen, City Manager
DATE: November 30, 2016
RE: **Annual update to the four taxing entities serving Garden City regarding housing and the use of Rural Housing Incentive Districts**

CITY COMMISSION
J. CHRISTOPHER LAW,
Mayor

ROY CESSNA

MELVIN L. DALE

JANET A. DOLL

DAN FANKHAUSER

ISSUE

The governing bodies of the four taxing entities serving Garden City are asked to review the findings of the most recent Community Housing Assessment Tool (CHAT), evaluate the suggested demand represented in the CHAT in relationship to current and completed projects, and give input regarding the continued use of the Rural Housing Incentive Districts (RHID) as a development tool.

BACKGROUND

As 2016 comes to a close, City of Garden City staff is presenting up-to-date community housing statistics to the four taxing entities that serve Garden City. This report documents demand for housing as defined by a third party in the most recent Community Housing Assessment Tool (CHAT), details housing development that occurred this year, and forecasts development for the foreseeable future based on existing and known new developments.

Addressing the housing shortage was the top priority identified in 2008 by the elected officials of all the taxing entities in Finney County. Since that time, there has been considerable effort to meet the documented demand. There is some evidence of keeping pace with annual demand but not much of an impact in the initial defined housing gap.

The most productive tool that has been adopted and used to help meet our needs is the Rural Housing Incentive District (RHID). This program has been used in all newly developed subdivisions inside the City. Staff believes it is crucial in our efforts to increase our housing stock and satisfy the ongoing housing need in Garden City. Nonetheless, when our partner entities agreed to use the tool we also agreed to annually evaluate supply and demand and indicate our collective interest in keeping the tool in play. In other words, there is no request or intention of RHID always being a tool for residential development in Garden City.

The CAOs of all four taxing entities and the Neighborhood & Development Services staff of the City/County have reviewed the attached reports regarding the progress of our current RHIDs and the prospects for future housing as well. We agree the relationship between supply and demand remains consistent as we look to our actual needs one to two years out in overall owner-occupied housing and overall rental housing. That would suggest that, provided there is no policy

MATTHEW C. ALLEN
City Manager

MELINDA A. HITZ, CPA
Finance Director

RANDALL D. GRISELL
City Counselor

CITY ADMINISTRATIVE
CENTER
301 N. 8TH
P.O. Box 998
GARDEN CITY, KS
67846-0998
620.276.1160
FAX 620.276.1169
www.garden-city.org



CITY COMMISSION

J. CHRISTOPHER LAW,
Mayor

ROY CESSNA

MELVIN L. DALE

JANET A. DOLL

DAN FANKHAUSER

MATTHEW C. ALLEN
City Manager

MELINDA A. HITZ, CPA
Finance Director

RANDALL D. GRISELL
City Counselor

CITY ADMINISTRATIVE
CENTER
301 N. 8TH
P.O. Box 998
GARDEN CITY, KS
67846-0998
620.276.1160
FAX 620.276.1169
www.garden-city.org

position change among the four governing bodies on this topic, Neighborhood & Development Services would continue to indicate the availability of the RHID tool to potential developers. Please note, the statutory process for approving individual RHIDs provides for a period in which a taxing entity could protest the use of the tool and remove the use of the tool on a project in its entirety.

The following is background on the Rural Housing Incentive District (RHID) tool:

RHID helps developers pay for infrastructure costs of their development by rebating a portion of the property taxes over 15 years. With an RHID in place, the amount of money each taxing entity receives from property tax revenue will remain the same, as if the land was never developed. Although property tax will increase on the developed land, the developers will receive that incremental tax in the form of a rebate of certain eligible expense, not the City, for 15 years. However, once the 15 years are up (or the list of eligible expenses is exhausted), each taxing entity will receive the full amount of the property tax generated by the new construction.

ALTERNATIVES

1. Continue to promote to developers the availability of RHIDs, subject to the statutory process for application, consideration, approval and protest period.
2. Oppose the continued use of the same.
3. Establish a new, jointly-held policy position regarding housing development among the four taxing entities serving Garden City.
4. Vary among the four taxing entities serving Garden City in our policy positions regarding housing development.

RECOMMENDATION

No action is necessary at this time.

FISCAL NOTE

There is no cost to the taxing entities for participate in the RHID program. Each entity will continue to receive property tax revenue on RHID developed property at the same rate it was before it was developed. After 15 years or the repayment of all eligible expenses (whichever comes first), all taxing entities will receive the full property tax revenue for each RHID parcel.

**MEETING OF TRUSTEES
GARDEN CITY COMMUNITY COLLEGE**

November 8, 2016

Trustees Present: Jeff Crist, Dr. Marilyn Douglass, Steve Martinez, Dr. Blake Wasinger,
Terri Worf,

Trustee Absent: Melvin Neufeld

Others Present: Debra Atkinson, Deputy Clerk
Jeremy Gigot, GCCC Endowment Association Director
John Green, Athletic Director
Brett Marshall, *Garden City Telegram*
Stacy Michelle, Paramedic Instructor
Larry Pander, Fire Science Instructor/Faculty Senate Representative
Chuck Pfeifer, Director of Information Technology
Kristi Tempel, Public Relations
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 6:01 p.m.

COMMENTS FROM THE CHAIR:

Chair Crist made the following comments:

- Stated that GCCC host the Future Farmers of America (FFA) horse judging at Broncbuster Arena, Wednesday, November 9. Judging begins at 9:00 a.m.
- Announced that Thursday, November 10, Marine Corps Veterans speaker Manfred A. Rietsch will be at GCCC Pauline Joyce Auditorium at 10:30 a.m.
- Crist extended congratulations to GCCC 2016 Meats Team for their 3rd place ranking at the National Contest at Friona, Texas. The team finished third overall, and were National Champions in the Beef Judging portion and Reserve National Champions in Placings.
- Congratulations to Drama Instructor, Phil Hoke on a successful presentation of an original play, "Truth; Will Out".
- Big congratulations to Broncbuster Football. They remain undefeated and number one in the nation.

OPEN COMMENTS FROM PUBLIC:

Chair Crist 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 Fine Arts Day took place on October 20. GCCC Student showcase featured performances from Buster Band and Drumline, Art Club, College Singers, Jazz Band, Theatre, Dance, and Rock Ensemble. Over 100 area high school students attended the event.

DPS Shoot for Scholarships was held on Saturday, October 20. A total of ten teams participated in the shoot and Dr. Swender reported that he was honored to fire the first ceremonial round.

Shooters spent the day competing in pistol, shotgun, and rifle competitions. DPS raised an estimated \$5,000 for scholarships. Dr. Swender extended his appreciation to GCCC Endowment Association Director, Jeremy Gigot, and Criminal Justice/Department of Public Safety Instructor, Brandy Unruh. Both Unruh and Gigot look forward to building on the success of this year's event.

Dr. Swender added his congratulations to GCCC Meats team in their third overall finish in the National Competition. The team finished as National Champions in Beef judging, and Reserve National Champions in Placings.

Dr. Swender noted that the soccer team made a great post season run, beating Johnson County 1-0, and winning over Barton County in overtime 7-6. The team went to the Plains District semi-finals, where they were one win away from making Nationals, but lost to Hill City 4-1. Volleyball ended their season with a loss to Hutchinson, Tuesday, Nov. 1. Plagued by injuries, the team had a rough season, but will look forward to next year. Libero, Bailey Martinez, was a stellar player throughout the year earning conference player of the week on two occasions.

Congratulations were extended to Broncbuster football for the 35-0 win over Iowa Central. Busters will return to Broncbuster Stadium this Saturday at 1:00 p.m. to take on Fort Scott. Busters. Busters currently sit atop the NJCAA Ranking at #1! Chair Crist expressed Board appreciation for the changes that have taken place this year, marching band, cheer and dance team, our horse Victory; clearly GCCC football games have a collegiate feel.

Dr. Swender shared with Trustees that the latest student loan default rate study indicates that Garden City Community College had the lowest rate among Kansas Community Colleges. GCCC currently has a 5.7 default loan rate. The study includes students that take out loans and how the loans are repaid, or the loans that go into default. Dr. Swender credits GCCC Student Services staff and GCCC faculty for the continually decreasing default rate. Students are counseled on student debt and the importance of meeting their obligations.

INTRODUCTION OF NEW EMPLOYEES:

Dee Wigner, Executive Vice President, introduced new employee, Chuck Pfiefer, Director of Information Technology, and announced that current Director Jeff Southern will become Director of Institutional Research and Special Projects. Jerrad Webb, Director of Workforce, introduced new employee Stacy Michelle, Paramedic Instructor.

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

REPORT FROM STUDENT GOVERNMENT ASSOCIATION:

Student Government was not available to give a report.

REPORT FROM FACULTY SENATE:

Larry Pander, Fire Science Instructor/Faculty Senate Representative, commended Department of Public Safety and GCCC Endowment Association on the excellent Shoot for Scholarship fundraiser. Approximately \$5,000 was raised for their scholarship fund. Pander went on to share that new Paramedic Instructor, Stacy Michelle, will be able to teach twelve students based upon a 6 to 1 ratio of students to instructor. Fine Arts Faculty recently went to lunch with Dr. Swender. Lunches with all departments will be planned this academic year, which provides a great way to keep communication open between faculty and administration.

Learning Communities activities continue this Friday with a visit to Cosmetology. Alert Lockdown Inform, Counter, and Evacuate, ALICE, intruder training, is scheduled for GCCC employees November 12. Pander reported that faculty had been fully engaged in the recent Higher Learning Commission Visit, and that he had received positive feedback from faculty about the accreditation process.

Faculty Curriculum Committee is in the process of approving approximately 40 new classes that will be sent to the Kansas Board of Regent for their approval. Classes include computer and automotive classes and additional classes for band. Pander is currently working on an articulation agreement with Illinois Southern and Army for Fire Science.

GCCC ENDOWMENT ASSOCIATION UPDATE:

Jeremy Gigot, Executive Director of the Endowment Association, reported that the Endowment Association had awarded and administered \$588,275 in scholarships to GCCC students. Gigot went on to share that \$121,274 in equipment and education internal grants had been distributed to GCCC departments and programs. Gigot shared that the phonathon held this last October, had been a success, and that students had done a great job of getting pledges. Approximately \$50,600 was pledged during the phonathon.

Gigot also shared that the Endowment Association had received money from a family will, and those funds would also bolster the Endowment Scholarship fund. Gigot expressed appreciation for the service of the GCCC Endowment Board, and shared that campus tours had been scheduled for Endowment board members.

Endowment Association had received mini-grant applications for equipment, and they were currently working on awarding money for those grant applications received. Mary Jo Williams Grant Applications will be due on November 14 for consideration. Lastly, Gigot shared that the Endowment Foundation would be holding a Golden Gala event to celebrate the 50th anniversary of the GCCC Endowment Association. The event will be held at the Beth Tedrow Student Center on January 21. Tickets will be \$50 each, with a limit of 250 tickets available.

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-C.

Motion:

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

Ayes: Crist, Douglass, Martinez, Wasinger, Worf

Nays: None

Motion carried: 5-0

Approved actions follow:

(A) APPROVED MINUTES of previous meeting (October 11, 2016, October 17, 2016 Special Meeting)
(Supporting documents filed with official minutes.)

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

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

MONITORING REPORTS and ENDS REPORTS:

No monitoring reports were scheduled for the November 8, 2016 meeting.

REVIEW OF MONITORING REPORTS:

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

- Annual, Work Preparedness

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

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

As an ongoing review and revision of GCCC Policy Governance Manual, Policy Governance Officer, Trustee Merilyn Douglass, presented handouts reflecting the current policy regarding General Executive Constraints.

Trustees reviewed General Executive Constraints, page 7, #1-7 and #9-12

By consensus of the GCCC Board of Trustees agreed to eliminate #1 to reduce redundancy, and to remove #9.

- 1. Dealings with students, employees, volunteers, and the community shall not be inhumane, unfair, or undignified.*
- 9. The president shall not fail to provide programs and technology which are appropriate for students to attend the ENDS as prescribed by the board.*

All other General Executive Constraints on page 7 will remain as written.

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION:

Trustee Martinez reported the following:

- More manufacturing possibilities are in the works for Garden City.
- Renovations are ongoing for the FCEDC office.
- FCEDC will have a special meeting on Thursday, November 10 regarding the trans load facility.
- Workforce issues and the need of additional employees to fill current job vacancies were discussed, FCEDC is currently working with consulting groups to provide training for area jobs.
- Dr. Swender noted at this time that this also opened up synergies between the college and economic development, and that future partnerships to help with training would be discussed.

REPORT FROM KACCT/COP:

Trustee Neufeld was not available to report, however Dr. Swender shared the following:

- KACCT will hold quarterly meetings in Labette December 4-5, Trustee Neufeld will attend.

OWNERSHIP LINKAGE:

No linkage was reported.

EXECUTIVE SESSION:

No Executive Session was held.

Meeting adjourned at 7:48 p.m.

UPCOMING CALENDAR EVENTS:

December 19-January 2 No Classes/Campus Closed Christmas Break
January 3 Campus Reopens, Faculty Report
January 10 Spring 2017 Classes Begin
January 12 Monthly meeting of GCCC Board of Trustees, 6:00 p.m., Endowment Room, Beth Tedrow Student Center
February 20 No Classes/Campus Closed for President's Day

Debra J. Atkinson
Deputy Clerk

Herbert J. Swender
President

Jeff Crist
Chair of the Board

Agenda No: III-B

Date: December 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:



December 13, 2016

To: Board of Trustees

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

New Hires

Chuck Pfeifer, Director of IT, effective November 7, 2016

Danielle Aronoff, Assistant Softball Coach, effective November 18, 2016

Transfer

Jeff Southern, Director of IT to Director of Institutional Research/Special Projects, effective November 7, 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 Payroll 12/1/2016)

INSTRUCTOR	CLASS	AMOUNT
Altman, Tamra	Certified Nurse Aide HELR-1023-LE 3.00 credit hour(s) X \$500.00 = \$1500.00 10/18/2016 - 11/20/2016	\$1,500.00
Altman, Tamra	Certified Nurse Aide Lab HELR-102L-LE 2.00 credit hour(s) X \$500.00 = \$1000.00 10/18/2016 - 11/20/2016	\$1,000.00
Hunter, Marian	Certified Nurse Aide Lab HELR-102L-04 2.00 credit hour(s) X \$500.00 = \$1000.00 11/1/2016 - 12/5/2016	\$1,000.00
TOTAL ADJUNCT FACULTY CONTRACTS		\$3,500.00

SERVICE CONTRACTS

Fischer, Melanie We Care Online	Certified Nurse Aide HELR-1023-04 3.00 credit hour(s) X \$500.00 = \$1500.00 11/1/2016 - 12/5/2016	\$1,500.00
TOTAL SERVICE CONTRACTS		\$1,500.00

PAYMENTS TO OUTREACH COORDINATORS FALL 2016

Location	Coordinator	Total Student Cr. Hr.	Rate per Cr. Hr.	Salary	Contract Total
Deerfield 11-00-0000-42002-5160	Lisa Bowser	66	6.62	436.92 <u>200.00</u> Base	\$ 636.92
Dighton 11-00-0000-42002-5160	Debra Dowell	66	7.57	499.62 <u>200.00</u> Base	\$ 699.62
Garden City 11-00-0000-42002-5160	Ryan Meng	886	5.91	5236.26 <u>200.00</u> Base	\$ 5,436.26
Holcomb 11-00-0000-42002-5160	Jennifer LaSalle	270	6.87	1854.90 <u>200.00</u> Base	\$ 2,054.90
Lakin 11-00-0000-42002-5160	Jennifer Bachman	126	6.40	806.40 <u>200.00</u> Base	\$ 1,006.40
Leoti 11-00-0000-42002-5160	Sara Brown	132	6.04	797.28 <u>200.00</u> Base	\$ 997.28
Scott City 11-00-0000-42002-5160	Valerie Whipple	251	5.91	1483.41 <u>200.00</u> Base	\$ 1,683.41
Syracuse	Paul Zuzelski	99	5.91	585.09	

11-00-0000-42002-5160				<u>200.00</u>	Base	\$	785.09
-----------------------	--	--	--	---------------	------	----	--------

Tribune	Angela Woelk	143	6.52	932.36			
11-00-0000-42002-5160				<u>200.00</u>	Base	\$	<u>1,132.36</u>

TOTAL OUTREACH COORDINATOR PAYMENTS \$ 14,432.24

SERVICE CONTRACTS FOR OUTREACH FACULTY FALL 2016

DEERFIELD - USD 216

INSTRUCTOR	CLASS	DATES	CR HRS	RATE	AMOUNT
Michael Bowser	English I	8/15/2016	3	375.00	984.37
11-00-0000-11021-6610	ENGL 101-DE	12/20/2016			
	Pro-rate 7/8 x 375 x 3 cr hrs				
Michael Bowser	Interper. Commun.	8/15/2016	3	375.00	1125.00
11-00-0000-11022-6610	SPCH 113-DE	12/20/2016			
Judith Morales	Developmental Psych	8/15/2016	3	375.00	140.63
11-00-0000-11060-6610	EDUC 110-DE	12/20/2016			
	Pro-rate 1/8 x 375 x 3 cr hrs				
					<u>\$2,250.00</u>

DIGHTON - USD 482

INSTRUCTOR	CLASS	DATES	CR HRS	RATE	AMOUNT
Whitney Linenberger	English I	8/15/2016	3	375.00	1125.00
11-00-0000-11021-6610	ENGL 101-DI	12/16/2016			
					<u>\$1,125.00</u>

GARDEN CITY - USD 457

INSTRUCTOR	CLASS	DATES	CR HRS	RATE	AMOUNT
Amy Anderson	Intro Computer Concepts	8/15/2016	3	375.00	1125.00
12-00-0000-12012-6610	CSCI 110-GC	12/20/2016			
Misty Ayers	Principles of Biology	8/15/2016	5	375.00	1875.00
11-00-0000-11040-6610	BIOL 105-GC	12/20/2016			
Dru Saddler	Intro to Sociology	8/15/2016	3	375.00	1125.00
11-00-0000-11060-6610	SOCI 102-GC	12/20/2016			
Jenette Turpin	General Psychology	8/15/2016	3	375.00	1125.00
11-00-0000-11060-6610	PSYC 101-GC	12/20/2016			
Wendi Terpstra	English I	8/15/2016	3	375.00	1125.00
11-00-0000-11021-6610	ENGL 101-GC	12/20/2016			
Wendi Terpstra	English I	8/15/2016	3	375.00	1125.00

11-00-0000-11021-6610	ENGL 101-GD	12/20/2016			
Wendi Terpstra	English I	8/15/2016	3	375.00	1125.00
11-00-0000-11021-6610	ENGL 101-GE	12/20/2016			
Russell Tidwell	Public Speaking	8/15/2016	3	375.00	1125.00
11-00-0000-11022-6610	SPCH 111-GC	12/20/2016			
Russell Tidwell	Public Speaking	8/15/2016	3	375.00	1125.00
11-00-0000-11022-6610	SPCH 111-GD	12/20/2016			
Beth Atchley	College Algebra	8/15/2016	3	375.00	1125.00
11-00-0000-11050-6610	MATH 108-GC	12/20/2016			
					\$ 12,000.00

HOLCOMB - USD 363

INSTRUCTOR	CLASS	DATES	CR HRS	RATE	AMOUNT
Michelle Baier	College Algebra	8/17/2016	3	375.00	1125.00
11-00-0000-11050-6610	MATH 108-HP	12/20/2016			
Michelle Baier	College Algebra	8/17/2016	3	375.00	1125.00
11-00-0000-11050-6610	MATH 108-HQ	12/20/2016			
Cindy Kelly	English I	8/17/2016	3	375.00	1125.00
11-00-0000-11021-6610	ENGL 101-HO	12/20/2016			
Chad Novack	Lifetime Fitness	8/17/2016	2	375.00	281.25
11-00-0000-11070-6610	POLS 105-HO	12/20/2016			
	Pro-rate 3/8 x 375 x 3 cr hrs				
Patricia Van Dolah	Public Speaking	8/17/2016	3	375.00	1125.00
11-00-0000-11022-6610	SPCH 111-HO	12/20/2016			
					\$ 4,781.25

LAKIN - USD 215

INSTRUCTOR	CLASS	DATES	CR HRS	RATE	AMOUNT
Kevin Thompson	English I	8/18/2016	3	375.00	703.13
11-00-0000-11021-6610	ENGL 101-LA	11/11/2016			
	Pro-rate 6/8 x \$375 x 3 cr hrs				
Kevin Thompson	English I	8/18/2016	3	375.00	984.38
11-00-0000-11021-6610	ENGL 101-LK	11/11/2016			
	Pro-rate 7/8 x \$375 x 3 cr hrs				
Blain White	American Government	8/18/2016	3	375.00	281.25
11-00-0000-11060-6610	POLS 105-LK	12/20/2016			

Pro-rate 2/8 x \$375 x 3 cr hrs

Blain White 11-00-0000-11060-6610	American Government POLS 105-LL Pro-rate 4/8 x \$375 x 3 cr hrs	8/18/2016 12/20/2016	3	375.00	562.50
\$2,531.26					

LEOTI - USD 467

INSTRUCTOR	CLASS	DATES	CR HRS	RATE	AMOUNT
Nathan Brown 11-00-0000-11020-6610	American History to 1865 HIST 103-LE	8/16/2016 12/16/2016	3	375.00	1125.00
Leslie Niswonger 11-00-0000-11021-6610	English I ENGL 101-LE	8/16/2016 12/16/2016	3	375.00	1125.00
Julie Conard 11-00-0000-11022-6610	Public Speaking SPCH 111-LE	8/16/2016 12/16/2016	3	375.00	1125.00
\$3,375.00					

SCOTT CITY - USD 466

INSTRUCTOR	CLASS	DATES	CR HRS	RATE	AMOUNT
Sharily Wasinger 11-00-0000-11022-6610	Public Speaking SPCH 111-SC	8/15/2016 12/20/2016	3	375.00	1125.00
Mr. Stephen G. Kucharik 11-00-0000-11021-6610	English I ENGL-101-SC	8/15/2016 12/20/2016	3	375.00	1125.00
Mr. Stephen G. Kucharik 11-00-0000-11021-6610	English I ENGL-101-SD	8/15/2016 12/20/2016	3	375.00	1125.00
Mr. Stephen G. Kucharik 11-00-0000-11021-6610	English I ENGL-101-SE Pro-rate 4/8 x \$375 x 3 cr hrs	8/15/2016 12/20/2016	3	375.00	562.50
\$3,937.50					

SYRACUSE - USD 494

INSTRUCTOR	CLASS	DATES	CR HRS	RATE	AMOUNT
Steve McAllister 11-00-0000-11060-6610	American Govt POLS 105-SY	8/15/2016 12/15/2016	3	375.00	1125.00
T. V. Hagenesh 11-00-0000-11021-6610	English I ENGL 101-SY	8/15/2016 12/15/2016	3	375.00	1125.00
\$2,250.00					

TRIBUNE - USD 200

INSTRUCTOR	CLASS	DATES	CR HRS	RATE	AMOUNT
Andrew Helfrich 11-00-0000-11020-6610	American History since 1865 HIST 104-TR	8/15/2016 12/22/2016	3	375.00	1125.00
Andrew Helfrich 11-00-0000-11060-6610	American Government POLS 105-TR Pro-rate 5/8 x \$375 x 3 cr hrs	8/15/2016 12/22/2016	3	375.00	703.13
Joshua Platt 11-00-0000-11050-6610	College Algebra MATH 108-TR Pro-rate 4/8 x \$375 x 3 cr hrs	8/15/2016 12/22/2016	3	375.00	562.50
					\$2,390.63

Agenda No: III-C

Date: December 13, 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

December 2016

Purchases over \$50,000 requiring bid sheets

- None to report

Payments over \$50,000 not requiring bid sheets

- Check #252644 to Lee Construction for \$78,660.00 for partial payment for the maintenance building construction. This project was previously approved by the Board.
- Check #252758 to City of Garden City for \$72,254.18 for monthly utilities.
- Check #252759 to Commerce Bank for \$99,151.32 for various purchase card purchases.
- Check #252777 to Great Western Dining for \$88,107.54 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	9,348.00-	1,050,291.00-	2,450,000.00-	1,399,709.00-	57.13
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	5,396.00-	164,236.00-	370,000.00-	205,764.00-	55.61
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	0.00	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	2,576.00-	227,925.55-	370,000.00-	142,074.45-	38.40
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	1,534.44-	3,752.09-	50,000.00	53,752.09	107.50
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	94.00	56,306.00-	79,479.00-	23,173.00-	29.16
11-00-0000-00000-4014 TUITION BORDER STA	0.00	1,633.00-	118,144.00-	250,000.00-	131,856.00-	52.74
11-00-0000-00000-4015 ONLINE COURSE FEE	0.00	10,260.00-	57,798.00-	500.00-	57,298.00	459.59-
11-00-0000-00000-4016 DROP FEE : GENERAL	0.00	0.00	7,450.00-	10,000.00-	2,550.00-	25.50
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	700.00-	8,400.00-	10,000.00-	1,600.00-	16.00
11-00-0000-00000-4512 VENDING MACHINES :	0.00	1,205.81-	2,337.45-	10,000.00-	7,662.55-	76.63
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	0.00	107,920.62-	8,837,798.00-	8,729,877.38-	98.78
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	390,178.83-	750,157.00-	359,978.17-	47.99
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	5,796.46-	9,485.00-	3,688.54-	38.89
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	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	0.00	14,981.11-	82,790.00-	67,808.89-	81.90
11-00-0000-00000-4815 WATERCRAFT CURRENT	0.00	0.00	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	159.14-	14,043.81	50,000.00-	64,043.81-	128.09
11-00-0000-00000-4904 REIMBURSED SALARY	0.00	1,008.00-	5,628.00-	15,000.00-	9,372.00-	62.48
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	0.00	49,256.14-	175,000.00-	125,743.86-	71.85
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	3,637.69-	11,177.87-	150,000.00-	138,822.13-	92.55
11-00-0000-00000-4912 TRANSCRIPTS : GENE	35.00	673.90-	4,218.01-	15,000.00-	10,816.99-	72.11
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
=====						
Totals for FUND: 11 - GENERAL	35.00	38,037.98-	3,190,632.91-	15,260,526.00-	12,069,928.09-	79.09
=====						
12-00-0000-00000-4002 AMMONIA REFG COURS	0.00	1,102.00	18,149.00-	225,000.00-	206,851.00-	91.93
12-00-0000-00000-4005 ACAD COURSE FEE :	0.00	25,189.18-	235,497.18-	394,900.00-	159,402.82-	40.37
12-00-0000-00000-4015 ONLINE COURSE FEE	0.00	684.00-	15,732.00-	50.00-	15,682.00	363.99-
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
=====						
Totals for FUND: 12 - PTE FUND	0.00	24,771.18-	755,585.18-	2,657,260.00-	1,901,674.82-	71.57

61-00-0000-00000-4803 AD VALOREM PROPERT	0.00	0.00	5,468.87-	470,000.00-	464,531.13-	98.84
61-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	19,769.75-	36,790.00-	17,020.25-	46.26
61-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	293.68-	378.00-	84.32-	22.31
61-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	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	0.00	759.10-	5,000.00-	4,240.90-	84.82
61-00-0000-00000-4815 WATERCRAFT CURRENT	0.00	0.00	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
=====						
Totals for FUND: 61 - CAPITAL OUTLAY	0.00	0.00	29,067.94-	811,008.00-	781,940.06-	96.42
=====						
Totals for BUDGET.OFFICER: Unassigned	35.00	62,809.16-	3,975,286.03-	18,728,794.00-	14,753,542.97-	78.77

Fiscal Year: 2017

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	19,511.27	70,625.50	205,412.00	134,786.50	65.62
DEPARTMENT: 11020 - HUMANITIES	29.98	1,142.92	1,946.87	1,650.00	326.85-	19.80-
DEPARTMENT: 11021 - ENGLISH	0.00	38,520.06	135,760.93	360,150.00	224,389.07	62.30
DEPARTMENT: 11022 - SPEECH	0.00	3,635.14	12,520.17	180.00	12,340.17-	855.64-
DEPARTMENT: 11023 - PHILOSOPHY	0.00	712.08	3,027.83	0.00	3,027.83-	0.00
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	538.25	1,076.50	50.00	1,026.50-	052.99-
DEPARTMENT: 11025 - JOURNALISM	0.00	4,301.14	18,006.43	56,013.00	38,006.57	67.85
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	500.00	500.00	100.00
DEPARTMENT: 11030 - ART	0.00	14,663.85	56,524.64	137,449.00	80,924.36	58.88
DEPARTMENT: 11031 - DRAMA	0.00	5,792.04	26,258.84	78,510.00	52,251.16	66.55
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	6,913.51	28,958.05	83,783.00	54,824.95	65.44
DEPARTMENT: 11033 - INST MUSIC	89.75	12,140.43	51,654.37	89,790.00	38,045.88	42.37
DEPARTMENT: 11040 - SCIENCE	0.00	44,360.93	156,020.83	407,921.00	251,900.17	61.75
DEPARTMENT: 11050 - MATH	0.00	36,825.86	113,502.34	273,451.00	159,948.66	58.49
DEPARTMENT: 11060 - SOCIAL SCIENCE	0.00	50,072.46	155,082.22	365,719.00	210,636.78	57.60
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	2,690.02	29,741.98	58,503.00	28,761.02	49.16
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	5,177.78	37,016.45	115,345.00	78,328.55	67.91
DEPARTMENT: 11081 - READING	0.00	10,240.39	26,751.75	58,460.00	31,708.25	54.24
DEPARTMENT: 11082 - ESL	0.00	5,821.01	25,482.32	70,525.00	45,042.68	63.87
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	5,762.17	7,747.57	10,000.00	2,252.43	22.52
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	0.00	300.00	5,000.00	4,700.00	94.00
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	17,187.16	9,531.20	212,829.09	413,430.00	183,413.75	44.36
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	18,000.00	18,000.00	100.00
DEPARTMENT: 41000 - LIBRARY	2,353.10	15,837.26	70,160.75	189,039.00	116,525.15	61.64
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	108.89	7,887.45	32,024.16	86,033.00	53,899.95	62.65
DEPARTMENT: 42000 - DEAN OF LEARNING S	1,999.00	15,380.94	52,339.53	524,302.00	469,963.47	89.64
DEPARTMENT: 42001 - DEAN OF ACADEMICS	0.00	14,113.70	52,206.37	172,156.00	119,949.63	69.67
DEPARTMENT: 42002 - OUTREACH	0.00	1,630.62	44,392.05	85,959.00	41,566.95	48.36
DEPARTMENT: 44000 - INSTRUCTIONAL DESI	0.00	5,279.63	37,037.18	64,505.00	27,467.82	42.58
DEPARTMENT: 46000 - DEVELOPMENTAL EDUC	0.00	5,698.67	27,594.07	68,599.00	41,004.93	59.77
DEPARTMENT: 50000 - DEAN OF STUDENT SE	264.09	17,250.71	101,017.97	271,149.00	169,866.94	62.65
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	12,544.44	67,708.33	158,885.00	91,176.67	57.39
DEPARTMENT: 50011 - ASSESSMENT/TESTING	0.00	4,163.47	24,329.31	52,448.00	28,118.69	53.61
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	33,189.63	141,008.59	337,994.00	196,985.41	58.28
DEPARTMENT: 50030 - ADMISSIONS	436.91	14,104.64	59,446.97	150,059.00	90,175.12	60.09
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	3,650.00	12,574.35	61,941.43	165,211.00	99,619.57	60.30
DEPARTMENT: 50050 - STUDENT HEALTH SER	657.44	333.00-	1,723.55	3,268.00	887.01	27.14
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	3,456.84	23,388.37	333,691.97	613,497.64	276,348.83	45.04
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	15,997.12	74,530.14	133,560.00	59,029.86	44.20
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	2,153.55	14,007.39	58,094.58	132,076.00	71,827.87	54.38
DEPARTMENT: 55003 - MEN'S TRACK	0.00	4,291.31	25,593.60	68,909.00	43,315.40	62.86
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	3,860.19	23,724.40	67,429.00	43,704.60	64.82
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	1,897.50	10,419.49	46,731.80	122,115.50	73,486.20	60.18
DEPARTMENT: 55006 - FOOTBALL	632.09	48,130.56	237,854.82	497,622.86	259,135.95	52.07
DEPARTMENT: 55007 - BASEBALL	0.00	10,346.91	66,847.85	140,276.00	73,428.15	52.35
DEPARTMENT: 55008 - VOLLEYBALL	0.00	9,045.05	53,807.38	105,930.00	52,122.62	49.20
DEPARTMENT: 55009 - WOMEN'S SOCCER	3,461.50	3,285.27	29,630.88	48,604.20	15,511.82	31.91
DEPARTMENT: 55010 - MEN'S SOCCER	3,671.00	3,379.60	20,194.32	49,356.20	25,490.88	51.65
DEPARTMENT: 55012 - CHEERLEADING	5,822.59	4,615.51	35,323.54	72,589.00	31,442.87	43.32
DEPARTMENT: 55013 - DANCE TEAM	2,285.60	3,897.02	19,633.36	45,270.60	23,351.64	51.58

DEPARTMENT: 55014 - RODEO TEAM	5,777.96	14,161.87	61,360.76	158,244.00	91,105.28	57.57
DEPARTMENT: 55015 - MEN'S GOLF	0.00	3,687.03	23,389.84	40,965.00	17,575.16	42.90
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	12,953.93	79,008.58	129,407.00	50,398.42	38.95
DEPARTMENT: 55020 - PEP BAND	0.00	3,535.31	22,816.86	56,406.00	33,589.14	59.55
DEPARTMENT: 61000 - PRESIDENT	1,214.00	46,277.45	239,602.40	561,344.00	320,527.60	57.10
DEPARTMENT: 61001 - BOARD OF TRUSTEES	626.20	355.97	8,946.16	24,840.00	15,267.64	61.46
DEPARTMENT: 61005 - ATTORNEY	0.00	80.00	1,104.00	30,000.00	28,896.00	96.32
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	12,774.00	51,509.73	515,265.75	1,621,198.00	1,093,158.25	67.43
DEPARTMENT: 62010 - HUMAN RESOURCES	0.00	9,938.49	53,353.25	151,736.00	98,382.75	64.84
DEPARTMENT: 62011 - ADA COMPLIANCE	0.00	4,570.45	29,219.91	68,845.00	39,625.09	57.56
DEPARTMENT: 62050 - ONE-TIME PURCHASES	286,703.46	90,261.31	273,422.48-	450,000.00	436,719.02	97.05
DEPARTMENT: 63000 - INFORMATION SERVIC	6,989.80	14,552.11	79,677.75	158,584.00	71,916.45	45.35
DEPARTMENT: 64000 - INFORMATION TECHNO	19,844.37	38,100.27	398,245.69	776,462.00	358,371.94	46.15
DEPARTMENT: 65000 - CENTRAL SERVICES	282.38	16,604.86	56,919.06	137,059.00	79,857.56	58.27
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	561.81	9,143.57	50,946.60	144,270.00	92,761.59	64.30
DEPARTMENT: 71000 - BUILDINGS	14,848.66	34,764.14	168,121.42	447,554.00	264,583.92	59.12
DEPARTMENT: 72000 - CUSTODIAL SERVICES	3,331.50	45,850.74	223,416.37	595,357.00	368,609.13	61.91
DEPARTMENT: 73000 - GROUNDS	12,016.01	15,603.81	91,090.99	278,105.00	174,998.00	62.93
DEPARTMENT: 73001 - ATHLETIC FIELDS	1,650.00	172.00	17,532.31	56,530.00	37,347.69	66.07
DEPARTMENT: 74000 - VEHICLES	8,520.01	23,720.07	93,750.15	387,280.00	285,009.84	73.59
DEPARTMENT: 75000 - CAMPUS SECURITY	0.00	15,838.70	76,031.50	233,284.00	157,252.50	67.41
DEPARTMENT: 76000 - INSURANCE	0.00	16,078.16	250,080.39	290,514.00	40,433.61	13.92
DEPARTMENT: 77000 - UTILITIES	0.00	67,103.59	297,980.64	850,000.00	552,019.36	64.94
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	320.05-	94,108.78-	62,000.00	156,108.78	251.79
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	0.00	798.00	5,000.00	4,202.00	84.04
DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	57.00-	15,789.00	30,000.00	14,211.00	47.37
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	0.00	121,757.00	169,613.00	47,856.00	28.21
DEPARTMENT: 81006 - TUIT WAIVER FINE A	0.00	0.00	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	4,546.29	26,738.99	24,116.00	2,622.99-	10.87-

=====

FUND: 11 - GENERAL	425,297.15	1,131,371.61	5,672,427.69	15,260,526.00	9,162,801.16	60.04
--------------------	------------	--------------	--------------	---------------	--------------	-------

Fiscal Year: 2017

FUND: 12 - PTE FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 12010 - ACCOUNTING	0.00	7,398.40	24,360.02	67,300.00	42,939.98	63.80
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	5,483.48	9,251.64	250.00	9,001.64-	600.65-
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	1,614.79	6,583.26	60,225.00	53,641.74	89.07
DEPARTMENT: 12200 - ADN PROGRAM	0.00	24,052.17	73,050.42	229,319.00	156,268.58	68.14
DEPARTMENT: 12201 - LPN PROGRAM	0.00	24,464.57	102,418.15	211,370.00	108,951.85	51.55
DEPARTMENT: 12202 - EMT	0.00	26,264.30	52,622.19	104,135.00	51,512.81	49.47
DEPARTMENT: 12203 - ALLIED HEALTH	162.00	9,506.88	23,586.17	135,615.00	111,866.83	82.49
DEPARTMENT: 12210 - AGRICULTURE	840.00	6,261.16	18,830.49	59,143.00	39,472.51	66.74
DEPARTMENT: 12211 - ANIMAL SCIENCE	840.00	9,465.53	45,220.79	103,519.00	57,458.21	55.50
DEPARTMENT: 12212 - CULINARY PROGRAM	761.55	5,319.59	20,651.06	62,004.00	40,591.39	65.47
DEPARTMENT: 12220 - JOHN DEERE AG TECH	400.00	13,388.50	52,384.49	157,578.00	104,793.51	66.50
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	4,558.41	23,533.38	63,841.00	40,307.62	63.14
DEPARTMENT: 12240 - CRIMINAL JUSTICE	0.00	16,500.03	41,853.43	85,607.00	43,753.57	51.11
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	6,300.47	24,516.22	74,389.00	49,872.78	67.04
DEPARTMENT: 12250 - COSMETOLOGY	0.00	10,086.97	40,244.37	121,190.00	80,945.63	66.79
DEPARTMENT: 12260 - DRAFTING	0.00	0.00	0.00	200.00	200.00	100.00

DEPARTMENT: 12270 - AMMONIA REFRIGERAT	5,701.68	21,876.22	125,414.04	308,965.00	177,849.28	57.56
DEPARTMENT: 12271 - AUTOMATION ELECTRI	0.00	0.00	0.00	1,743.00	1,743.00	100.00
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	592.09	592.09	10,250.00	9,657.91	94.22
DEPARTMENT: 12273 - WELDING	6,368.49	14,677.26	72,883.63	221,546.00	142,293.88	64.23
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	8,806.39	48,521.22	544,871.00	496,349.78	91.09
DEPARTMENT: 62050 - ONE-TIME PURCHASES	0.00	0.00	0.00	33,200.00	33,200.00	100.00

=====

FUND: 12 - PTE FUND	15,073.72	216,617.21	806,517.06	2,657,260.00	1,835,669.22	69.08
---------------------	-----------	------------	------------	--------------	--------------	-------

Fiscal Year: 2017

FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	5,171.64	38,092.31	89,326.00	51,233.69	57.36
DEPARTMENT: 55006 - FOOTBALL	0.00	4,130.79	4,130.79	3,530.50	600.29-	16.99-
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	405.01	0.00	405.01-	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	3,819.65	7,375.15	8,000.00	624.85	7.81
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	175.00	175.00	500.00	325.00	65.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	3,056.85	4,000.00	943.15	23.58
DEPARTMENT: 55008 - VOLLEYBALL	3,403.00	0.00	4,072.21	10,250.00	2,774.79	27.07
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	2,422.50	1,103.68	2,648.72	20,000.00	14,928.78	74.64
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	678.20	2,142.65	3,000.00	857.35	28.58
DEPARTMENT: 55007 - BASEBALL	0.00	6,322.80	8,255.71	20,000.00	11,744.29	58.72
DEPARTMENT: 55013 - DANCE TEAM	0.00	239.39	682.49	3,000.00	2,317.51	77.25
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	42.63	85.13	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	288.00	0.00	1,068.00	4,000.00	2,644.00	66.10

=====

FUND: 14 - ADULT SUPPLEMENTARY ED	7,823.50	21,683.78	72,493.09	168,544.70	88,228.11	52.35
-----------------------------------	----------	-----------	-----------	------------	-----------	-------

Fiscal Year: 2017

FUND: 16 - AUXILIARY ENTITIES

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	200.00	0.00	2,828.55	12,500.00	9,471.45	75.77
DEPARTMENT: 94000 - STUDENT CENTER	24,328.00	13,324.12	50,021.75	287,810.00	213,460.25	74.17
DEPARTMENT: 95000 - STUDENT HOUSING	9,600.83	161,772.79	641,631.58	2,340,390.00	1,689,157.59	72.17
DEPARTMENT: 98000 - COSMETOLOGY	1,231.68	4,343.63	51,493.77	140,050.00	87,324.55	62.35
DEPARTMENT: 97000 - BOOKSTORE	28,035.02	26,708.70	296,158.39	999,000.00	674,806.59	67.55
DEPARTMENT: 91000 - ARENA	0.00	89.68	1,523.14	7,000.00	5,476.86	78.24

=====

FUND: 16 - AUXILIARY ENTITIES	63,395.53	206,238.92	1,043,657.18	3,786,750.00	2,679,697.29	70.77
-------------------------------	-----------	------------	--------------	--------------	--------------	-------

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	299.00	299.00	0.00	7,299.00-	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	0.00	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	13,588.21	14,124.01	58,038.61	753,643.57	682,016.75	90.50
DEPARTMENT: 14010 - AO-K	0.00	0.00	0.00	2,998.06	2,998.06	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	6,230.73	138,352.16	169,685.06	31,332.90	18.47
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	0.00	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	58,990.51	283,540.00	224,549.49	79.19
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	5,791.02	30,049.33	71,927.00	41,877.67	58.22
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	0.00	42,623.00	42,623.00	100.00
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	4,039.58	22,073.47	112,416.00	90,342.53	80.36
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	0.00	55,000.00	55,000.00	100.00
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	4,300.00	0.00	4,300.00-	0.00
FUND: 22 - RESTRICTED GRANTS	20,588.21	50,335.59	328,471.52	1,574,053.61	1,224,993.88	77.82

Fiscal Year: 2017

FUND: 23 - OTHER RESTRICTED FUNDS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11026 - BROADCASTING	0.00	5,960.85	10,578.62	40,000.00	29,421.38	73.55
DEPARTMENT: 50000 - DEAN OF STUDENT SE	4,297.86	0.00	4,297.86-	3,041.02	3,041.02	100.00
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	0.00	0.00	3,999.98	3,999.98	100.00
FUND: 23 - OTHER RESTRICTED FUNDS	4,297.86	5,960.85	6,280.76	47,041.00	36,462.38	77.51

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	137.80	688.95	1,649.00	960.05	58.22
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	440.31	1,185.40	2,000.00	814.60	40.73
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	13,025.98	55,268.85	175,610.00	120,341.15	68.53
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	165.72	977.26	8,780.00	7,802.74	88.87
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	7,218.89	34,431.23	264,709.39	230,278.16	86.99
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	5,598.47	24,653.05	71,052.00	46,398.95	65.30
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	37,500.00-	37,500.00-	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	6,454.69	32,740.06	85,280.00	52,539.94	61.61
FUND: 24 - ADULT EDUCATION	0.00	33,041.86	150,000.64	584,080.39	434,079.75	74.32

Fiscal Year: 2017

FUND: 61 - CAPITAL OUTLAY

GL Account	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

FUND: 71 - ACTIVITY/ORGANIZATION FD

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	8,191.31	21,723.25	167,614.67	426,568.00	250,762.02	58.79
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	994.00	994.00	1,000.00	6.00	0.60
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	1,000.00	1,000.00	1,000.00	0.00	0.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	945.00	1,000.00	55.00	5.50
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	1,000.00	1,000.00	0.00	0.00
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	1,000.00	1,000.00	0.00	0.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	1,000.00	1,000.00	0.00	0.00
DEPARTMENT: 55013 - DANCE TEAM	0.00	1,000.00	1,000.00	1,000.00	0.00	0.00
DEPARTMENT: 55014 - RODEO TEAM	890.00	0.00	0.00	1,000.00	110.00	11.00
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	24,415.57	63,340.00	38,924.43	61.45
DEPARTMENT: 99001 - STUDENT NEWSPAPER	728.44	16,111.41	17,481.07	62,000.00	43,790.49	70.63
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	419.54	787.23	15,500.00	14,712.77	94.92
=====						
FUND: 71 - ACTIVITY/ORGANIZATION FD	9,809.75	46,150.35	222,237.54	584,908.00	352,860.71	60.33

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	0.00	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	0.00	4,079.00	0.00	4,079.00-	0.00
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	0.00	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	0.00	13,528.00	0.00	13,528.00-	0.00
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	555.00	26,775.00	0.00	26,775.00-	0.00

=====

FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	555.00	232,158.00	0.00	232,158.00-	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	21,775.00	123,775.00	500,000.00	376,225.00	75.25
=====	=====	=====	=====	=====	=====	=====
FUND: 73 - EDUKAN CONSORTIUM FUND	0.00	21,775.00	123,775.00	500,000.00	376,225.00	75.25

Garden City Community College
11/30/2016

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 291,004.91	0.0000%
State Municipal Invest. Pool	\$ 39,927.89	0.0407%
FNB of Garden City - Money Market	\$ 25,548.83	0.2500%
FNB of Garden City - Insured Cash Sweep	\$ 311,771.42	0.2500%
Commerce Bank - Money Market	\$ 5,831.23	0.0800%
Landmark National Bank	\$ 1,891.84	0.4000%
	<u>\$ 675,976.12</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>\$ 7,675,976.12</u></u>			

Agenda No: III-D

Date: December 13, 2016

Topic: Board Action Regarding Acceptance of the 2015-16 Audit

Presenter: Dr. Herbert J. Swender

Background Information:

The annual financial audit was conducted by Lewis, Hooper & Dick, LLC. The audit includes the Garden City Endowment Association and the Broncbuster Athletic Association. The audit resulted in an unmodified opinion which is the highest opinion rating available for financial audits.

Budget Information:

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

Recommended Board Action:

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

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

Board Member Notes:

DECEMBER 2016 MONITORING REPORT

EXECUTIVE LIMITATIONS

ANNUAL

General Executive Constraints

#12

Page 7

The president shall not fail to insure a safe and healthy environment on campus.

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

Data directly addressing interpretation: On July 1, 2014, a police department was established on the college campus. Below are some of the activities for 2016.

- Annual campus crime statistics were compiled and reported as required by the federal government. The statistics can be found on the GCCC website.
- During the month of April, campus police sent three officers to storm spotter training, which was hosted by Finney County Emergency Management. Over the course of the year severe weather information, including shelter locations, was posted in all campus buildings and housing areas.
- On April 13-14, Garden City Community College hosted the ALICE Armed Intruder Instructor Course. A total of 49 individuals registered for the class representing businesses, school districts, colleges and law enforcement from around the state. Many positive comments were received regarding the course content and our campus facilities. Campus Police Chief Dozier is extremely proud of the efforts of our participants - Jerrad Webb, Larry Pander, Craig Lurtz, Greg Greathouse and Officer Travis Montgomery. The GCCC ALICE instructors were organized, thorough and very professional during the interactive course presentations.
- During the month of April, two campus police officers attended a Taser recertification course, which was hosted by the Garden City Police Department (GCPD). There was no cost for the training.
- On May 10-12, Chief Dozier, traveled to Dodge City for the Kansas Association of Chiefs of Police Spring Conference. During the event, he attended the following training sessions: Virginia Tech Shooting-Case Study, Boston Bombing-Case Review, Aurora Colorado Theater Shooting-Case Study, and Law Enforcement and the National Media. Chief Dozier reported that all presentations were outstanding and the information gleaned will assist Campus Police as they continue with efforts to prepare for impending emergencies.
- Students Services, IT and Campus Police initiated an effort to research the capabilities of the Rave Notification System to enhance safety and services provided by GCCC. Due to the superior benefits of Rave, when compared to our current system, Regroup. The Rave system will be offered to students, faculty and staff. Rave will enable us to make mass emergency and administrative announcements more efficient and faster.
- All campus police personnel have completed on-line training provided by the State, which is designed to encourage bias-free policing for law enforcement officers and to enhance professional skills to better serve our diverse community.
- Over 100 full-time GCCC employees have successfully completed on-line ALICE armed intruder training and are certified at the civilian level. GCCC ALICE instructors have conducted enhanced scenario based exercises with over 50 employees. This training involves the use of air-soft replica firearms and safety equipment. Attendees used ALICE strategies during the real-life situations to reinforce the importance of reacting quickly to armed intruder attacks. This training will continue to be offered to all interested employees and students on campus.

- GCCC student/employee 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 September 27-29, Chief Dozier attended the annual Safe Schools and College's Conference which was hosted by the Missouri Center for Education Safety. The following topics were discussed: Essential Elements of Effective Behavioral Threat Management, Cyber Security, Human Trafficking, Countering Violent Extremism and Transgender Issues/Litigation. The highlight of the conference was the keynote speaker LTCOL Dave Grossman, Director of the Killology Research Group. LTCOL Grossman addressed the psychology of school attackers and lessons learned from the violent incidents. His message also touched on "soft targets" in the United States that could be exploited by terrorists. LTCOL Grossman reinforced GCCC Campus Police leadership's view that we are progressing quite well with our safety efforts and we will remain committed to our established goals. **We are all making GCCC a safer place!**

Annual faculty and staff trainings include blood borne pathogens and sexual harassment training. The Red Flag campaign against dating violence included educational and visual aids. The college nurse provides information booths for Breast Cancer Awareness and Skin Cancer Awareness. A vision screening was available for students and a dental screening is schedule for this spring. The on campus Blood Mobile gives opportunity to students to volunteer and learn. Free annual biometric screenings are conducted for full-time employees. Discounted testing is available to employee family members and retirees.

Effective January 1, 2016, GCCC employees had access to a new Employee Assistance Program through New Directions Behavior Health. The employee assistance program is a life management tool which provides face-to-face or 24-hour telephone access to employees with counseling services, health coaching, crisis management services, a legal resource center and financial advice. This confidential service provides a limited number of services at no cost and additional services at a reduced cost to the employee and their immediate family members. As of September 30, 2016, 19 individuals had utilized the counseling, legal, financial or work/life resources. Of the 19 individuals, 91% indicated overall satisfaction with the service with 90% indicating they would use EAP again.

Incidental Information December 2016

Ryan Ruda, Vice President Instruction/Student Services:

Student Support Services:

The Student Support Services Program turned in their Annual Performance Report to the Department of Education on November 29, 2016.

A Fall Graduate Reception was held for those students who will be Fall Semester 2016 Graduates. Each Graduate received a card signed by attendees at the event.

Martha Lisk, SSS Director, will be retiring from GCCC after 15 years of service on January 31, 2017.

Admissions:

This fall, the admissions staff has visited 38 of high schools. On target!

Hopefully starting a new trend...Hugoton HS brought 16 seniors for a campus visit on Nov 18.

Assisted with Exploration Day, Nov 10. Had approx. 397 students from 18 different schools across the state. Last year we had about 450 students. We missed having Holcomb HS this year. There was a conflict in the schedule and they hope to make it next year.

December 2, we enrolled 22 Garden City High School early graduates for the Spring semester. I cannot find the exact number from last year, but I believe we're down about 6-7 students. I'll continue working with the counselor to assist those still wanting to enroll. We were able to offer them a tuition scholarship if they enrolled in 6 hours.

We have had 42 campus visitors for the month of November. Last year we had 19 in the month of November. We are also processing 14 new international applications for the Spring 17 semester. Which will bring us to a total of 55. (If all Visa's are approved)

Advising:

Trainings were held:

Admissions 101 – November 4

The effects of financial aid on advising – December 8

Trainings for new faculty advisors

All advisors are busy enrolling students for the Spring 2017 semester!! Enrollment opened to all students (new, current) November 28.

Enrollment:

Fall enrollment is coming to a close with the winter session courses. Currently, fall enrollment is up 4.2%. Spring enrollment is continuing and several new course options being offered to increase enrollment.

Transfer agreements:

Three transfer agreements were signed by Dr. Swender, GCCC President and Ryan Ruda, Vice President of Instruction/Student Services, with Kansas Wesleyan University. The first agreement is for a 2+2 agreement between Fire Science at GCCC and Emergency Management at Kansas Wesleyan University. The second agreement was a reverse transfer agreement to assist students from GCCC who have not earned their associate and transfer to Kansas Wesleyan University. The last agreement is a general transfer agreement that assists students in the transferability of courses to Kansas Wesleyan once they earn the Associate degree from GCCC.

Strategic Enrollment Management:

Tammy Tabor, Nancy Unruh and Ryan Ruda attended the national Strategic Enrollment Management conference in San Antonio in October. This conference provided insight into establishing and improving processes for retention and completion efforts. Garden City Community College is developing a structured plan for setting up processes to increase retention and degree completion at Garden City Community College. This plan will involve faculty, staff and administration at GCCC to develop a comprehensive plan. Plans are to have a fully developed plan to implement in fall 2017.

Student Success:

Leslie Wenzel, Phil Terpstra and Ryan Ruda will be travelling to Austin Community College on December 8, 2016. The visit will be with Austin Community College faculty and staff focused specifically on their efforts and programs in place specific to student success strategies such as tutoring, assessment, co-requisite model of education, accelerated model of education and other strategies that can be incorporated at GCCC. The meeting will encompass nine hours with staff and faculty at Austin Community College and explore methods for improving student success and academic assistance programs for students at GCCC.

Other Information:

Educational Talent Search has completed their Annual Performance Report to the U.S. Department of Education. This completes the grant and closes the program out at Garden City Community College.

Dee Wigner, Executive Vice President

Bookstore:

Virga West, Bookstore Manager, has been analyzing spring enrollment numbers and placing orders for books and supplies for next semester. The Bookstore is preparing to display new spring clothing that has started to arrive.

The first two weeks of December will be fast and furious with fall buyback and year end processes. Broncbuster Bookstore is looking forward to wishing all GCCC students happy holidays and safe travels home. The students are always so excited and happy this time of year.

Staff at Broncbuster Bookstore would also like to take this opportunity to wish everyone a very Merry Christmas and Happy New Year and to thank you for all you do for GCCC!!

Campus Police:

On November 11, 2016 GCCC ALICE instructors conducted scenario based armed intruder training with 37 members of faculty, staff and administrators (as of this date over 50 employees have participated in the sessions). This training involves the use of air-soft replica firearms and safety equipment. Attendees used ALICE strategies during real-life situations to reinforce the importance of reacting quickly to armed intruder attacks. The instructors were extremely pleased with the efforts of the participants and the outstanding questions asked during the session. They recognized that some of the participants were outside their comfort zone during the scenarios and appreciated their initiative and courage. Training will resume in the spring. We are all making GCCC a safer place!

Marketing and Public Relations:

The month has been busy with enrollment ads, promoting concerts and student events. GCCC Block and Bridle and Collegiate Farm Bureau held a Fill-A-Ford with Toys to donate toys to the Salvation Army. That event was on radio and students were able to get a good amount of toys to send to children in need.

TV ads have been refreshed and different technical programs were added in to the "I'm a Buster" series, including the EMT program and the new Automotive Program that will start in the spring.

Ads for enrollment have been ramped up on TV and on radio to promote the spring enrollment. We have also expanded coverage into the Oklahoma panhandle and into the Lamar, Colorado area.

GCCC had very positive media coverage over the month of November. Press releases resulted in three opportunities to be on TV in a positive manner. We also had great coverage for the press conference for the football announcement of the bowl with both TV stations, radio stations and newspaper covering the event. Press releases for the Adult Learning Center also resulted in a TV interview and newspaper article on their programs. In addition, Dr. Swender did a segment on Public Television to promote the area and the college.

The success of the GCCC Football team has been very positive for the public relations and marketing of the college. There have been numerous social media posts regarding the success of the football team and some of those posts have had over 47,000 views with numerous shares. "Sports in Kansas" also promoted the college by picking up pictures and promoting the college with Friday night football game posts.

The preseason planning and football photo shoots before the season paid off. Photos taken in the GCCC marketing studio were used by the marketing/print shop department to make very nice ads and promotional items. All information was organized and on hand to send to the El Toro Bowl Championship.

Director of Facilities:

The facilities department staff covered numerous athletic events and special events including homecoming, Pepsi Classic, VIP Reception, Exploration Day and EMT graduation. The grounds crew has completed shutting off all irrigation systems, winterizer was applied to the east and main campus, crosswalks and speedbumps were painted and gutters have been swept.

Maintenance projects this month include the installation of flat top grills for the kitchen, plumbing repairs, door replacement, HVAC filter replacement, moving office furniture and adding exterior lights to the front of DPAC.

Business Office Comptroller:

The Business Office staff has been preparing for the end of the term and the end of calendar year processes which include the processing of 1098T and 1099 forms. A validation file is being prepared to send to an outside vendor which will assist in the preparation of 1098T's for the college. The validation file will help us report accurate information on 1098T's in January.

Spring 2017 enrollment has begun. Students that have a balance on their account has a "hold" placed on their account and are not allowed to enroll or get a transcript.

Print Shop:

The print shop team helped PR & Marketing prepare and send promotional materials and team/player information requested by Western Arizona for the El Toro Bowl. Digital media was created for the football team season performance and spring enrollment series. The automotive program information was added to the course catalog and the 2016 basketball program was finalized. Activity in the print shop is increasing with copy work for course finals, departmental inventory, holiday cards and holiday events.

Human Resources:

The Human Resource Department is planning the Employee Holiday Luncheon on December 12, and planning for Employee In-Service in January.

Payroll Department:

During the first week of November, Payroll Department staff provided individual pre-retirement meetings with a KPERS representative for employees that are within five years of retirement. These meetings have proved to be beneficial to employees by providing information that assists them in making a well informed decision about their retirement.

November 11 – 25 was the Section 125 Open Enrollment period. GCCC payroll staff makes a concerted effort for each employee to have the opportunity to meet one-on-one with one of our insurance agents from American Fidelity. This helps to offer the best customer service to our employees regarding their benefits.

As GCCC on-line course offerings expand, it is necessary to hire out-of-state adjunct instructors. In preparation of this transition, the payroll staff participated in a Multi-State Taxation seminar that provided information regarding the processing of payroll for employees outside of Kansas. Due to the fact that withholding and unemployment tax laws vary from state to state, this promises to be a somewhat complicated endeavor.

Now that changes have been made to the Affordable Care Act 1095-C forms, Dallas Crist will be attending seminars to find out what those changes entail and what reporting changes need to be made with the processing the 1095-C forms, associated reporting, and electronic filing of the data.