

January 6, 2017

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, January 10, 2017**. 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

**II. CONSENT AGENDA ..... Action**

- A. Approval of minutes of previous meetings (December 13, 2016).....pg. 6
- B. Approval of personnel Actions-Human Resources.....pg. 7
  - B-1 Human Resources Report.....pg. 8
  - B-2 Adjunct/Outreach Contracts.....pg. 9
- C. Financial information.....pg. 10
  - C-1 Checks processed in excess of \$50,000.....pg. 11
  - C-2 Revenues.....pg. 12
  - C-3 Expenses.....pg. 14
  - C-4 Cash in Bank.....pg. 20
- D. Reserve Officers Training Corps (ROTC) Program.....pg. 21

**III. OTHER ACTION:**

- A. Resolution 2017-01 Financing of Property and Capital Improvement.....**Action**

**IV. CONFIRMATION OF MONITORING REPORTS:**

- A. Monitoring Reports and ENDS
  - Monitoring Report..... **Action**
  - A-1 Monitoring Report – Quarterly, General Executive Constraints, #7, #8.....pg. 24
  - A-2 Monitoring Report – Quarterly, Asset Protection #5.....pg. 25
  - A-3 Monitoring Report – Annual, Information and Advice #2, #3, #5.....pg. 27
  - A-4 Monitoring Report – Annual, Asset Protection #1, #2, #3, #4, #6, #7.....pg. 28

- B. Review Monitoring Report
  - B-1 Monitoring Report – General Executive Constraints
  - B-2 Monitoring Report – Financial Condition
- C. Board Process and Policy Governance Review

**V. OTHER:**

- A. Incidental Information.....pg. 33
- B. Report from Finney County Economic Development Corporation
- C. Report from KACCT

**VI. OWNERSHIP LINKAGE:**

**Upcoming Calendar Dates:**

February 14	Board of Trustee Meeting 6:00 p.m., Beth Tedrow Student Center, Endowment Room
February 20	President’s Day, Campus Closed, No Classes

**VII. EXECUTIVE SESSION**

**VIII. ADJOURNMENT**

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Dr. Herbert J. Swender, Sr.  
President

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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*

**MEETING OF TRUSTEES  
GARDEN CITY COMMUNITY COLLEGE**

**December 13, 2016**

Trustees Present: Jeff Crist, Dr. Marilyn Douglass, Steve Martinez, Melvin Neufeld, Dr. Blake Wasinger, Terri Worf,  
Others Present: Matt Allen, City of Garden City, Manager  
Nicolás Aponte, SGA President  
Danielle Aronof, Assistant Softball Coach  
Debra Atkinson, Deputy Clerk  
Charles Claar, Jr., Lewis, Hooper & Dick  
Theresa Dasenbrock, Lewis, Hooper & Dick  
Carol Davidson, City of Garden City  
John Green, Athletic Director  
Josh Harbour, *Garden City Telegram*  
Chris Law, Garden City Mayor  
Chuck Pfeifer, Director of Information Technology  
Ryan Ruda, Vice President of Instruction/Student Services  
Jeff Southern, Institutional Research and Special Projects  
Tammy Tabor, SGA Student Advisor and Director of Enrollment Management  
Dee Wigner, Executive Vice President  
Eric Wilson, Lewis, Hooper & Dick  
Herbert Swender, President

**CALL TO ORDER:**

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

**COMMENTS FROM THE CHAIR:**

Chair Crist made the following comments:

- Congratulated the Buster Football team on their 11-0 perfect season and 2016 NJCAA National Championship.
- Chair Crist noted that the community has been treated to various fine arts events, including Jazz Ensemble, College Band and Vespers concert, Rock Ensemble and Guitar concert and Tuba Christmas.
- Noted upcoming Endowment Association 50<sup>th</sup> Gala Event scheduled for January 21.

**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 celebrated with Chair Crist the success of the 2016 Broncbuster Football Team in completing its regular season with a perfect 10-0 record earning its 13<sup>th</sup> Jayhawk Conference Title; and the 2016 Broncbuster win of the national title game over Arizona Western 25-22, ending their season a perfect 11-0, capturing GCCC's first NJCAA national football championship.

Dr. Swender went on to note that over 90 faculty, staff, students and community members gathered in the Dennis Perryman Athletic Complex parking lot to welcome back the GCCC Band and football team with signs and cheers.

After a trip of approximately 1200 miles and a 19-hour bus ride GCCC county and city police escorted the 47 players into town and directly to the DPAC parking lot. Dr. Swender expressed his thanks to Chief Utz and Sheriff Bascue, both GCCC graduates, for providing the escort. Dr. Swender extended his congratulations to Coach Jeff Sims and GCCC assistant coaches, and John Green, Director of Athletics on the NJCAA National Title win.

GCCC participated in Downtown Vision's Annual Christmas Parade, on Sunday, December 4. The GCCC HALO club had a float, and the Broncbuster Football team carried their national championship banner and trophy.

The GCCC Block and Bridle Club, and Collegiate Farm Bureau worked with Burtis Motors, Inc. to help kids in need at Christmas time. The students gathered new, unwrapped toys to deliver to the Salvation Army.

Dr. Swender noted that the community has been treated to various fine arts events including the annual Community Christmas Vespers Concert, GCCC guitar and rock ensemble and tuba Christmas.

Dr. Swender shared that GCCC representatives, and Kansas Wesleyan University representatives updated articulation agreements for the Associate of Arts and Associate of Science degrees. Additionally, a transfer agreement was updated for a 2+2 agreement for Fire Science and Emergency Management. The final renewal of agreements signed was a reverse transfer agreement between the two schools.

**INTRODUCTION OF NEW EMPLOYEES:**

John Green, Athletic Director, introduced new employee, Danielle Aronof, Assistant Softball Coach.

Dr. Swender welcomed the GCCC employee and presented him with a GCCC Broncbuster lapel pin.

**REPORT FROM STUDENT GOVERNMENT ASSOCIATION:**

Nhicolos Aponte, SGA President, reported that SGA made a donation to the GCCC Campus Closet, a place where students can go for necessities. SGA is working on arrangements for Martin Luther King Day that is scheduled for January 16. Aponte indicated that SGA Treasure Brittne Nichols would be transferring this semester and a person would be chosen to assume her duties.

Trustees thanked Aponte for his report.

**REPORT FROM FACULTY SENATE:**

No report was given.

**PROCLAMATION:**

Garden City Mayor, Chris Law, took this opportunity to present GCCC with an official proclamation that designated December 3 as NJCAA Football National Champions Day. The City of Garden City encouraged all citizens to celebrate this day for years to come.

GCCC Board of Trustees and President, Dr. Swender expressed their sincere appreciation to the City of Garden City for this prestigious honor.

**REPORT FORM GARDEN CITY MANAGER:**

Garden City Manager, Matt Allen, and Assistant Director of Neighborhood & Development Services, Carol Davidson, were in attendance to present up-to-date community housing statistics to Garden City Community College, one of the four taxing entities serving Garden City. The report documented demand for housing as defined by a third party in the most recent Community Housing Assessment Tool (CHAT), detailed housing developments that occurred this year and forecasts development for the foreseeable future based on existing and known new developments.

**REPORT FROM CHARLES CLaar, LEWIS, HOOPER AND DICK, RE: 2015-2016 AUDIT:**

Trustees had previously received copies of the 2015-2016 audit report. Mr. Charles Claar highlighted key areas:

- Garden City Community College received an unmodified opinion. This is the highest opinion rating available for financial audits.
- No findings or questioned costs on federal funds and programs.
- No Kansas statutory violations noted.
- Total assets of all College funds equal \$45,177,115
- Total revenue in all college funds
  - Operating: \$6,321,427
  - Non-operating: \$18,547,957
- Debt Outstanding 6/30/2016
 

Dorm and Student Union Lease Purchase	\$678,285
Cooling Loop, Software and “Front Door” Project Refinancing Lease Purchase	\$1,932,885
Multi-Sports Facility Lease Purchase	\$2,084,924
Student Housing Lease Purchase	\$1,684,265
Broncbuster Housing	\$4,010,000
Kansas Development Finance Authority Infrastructure Improvement Project	\$ 268,643

The audit included audits for the Garden City Endowment Association and the Broncbuster Athletic Association.

(Supporting documents filed with official minutes)

Chair Crist expressed appreciation to GCCC staff for the successful audit and to Mr. Claar for their professionalism during the audit process.

**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 II-A-D.

***Motion:***

***Martinez moved, seconded by Worf to approve consent agenda items, II-A-D as presented.***

***Ayes: Crist, Douglass, Martinez, Neufeld, Wasinger, Worf***

***Nays: None***

***Motion carried: 6-0***

Approved actions follow:

**(A) APPROVED MINUTES** of previous meeting (November 8, 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 ACCEPTANCE OF THE GCCC 2015-2016 AUDIT**

(Supporting documents filed with official minutes.)

**MONITORING REPORTS and ENDS REPORTS:**

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

- Annual, General Executive Constraints, #12 Safe and Healthy Environment

Trustees accepted the monitoring report as presented.

**REVIEW OF MONITORING REPORTS:**

- Annual, Workforce Preparedness

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

**BOARD PROCESS AND POLICY GOVERNANCE REVIEW:**

No review was scheduled for this meeting.

**REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION:**

Trustee Martinez reported the following:

- FCEDC has moved into their new office at 114 W. Pine.
- FCEDC is working on the assisted living for seniors
- There is a shortage of RN, CNA, CMA’s in Garden City, FCEDC discussion with GCCC to assist with possible solutions to provide additional health care professionals.
- FCEDC is working with smaller towns in the area to help fill positions for shift work in the medical field.

**REPORT FROM KACCT/COP:**

Trustee Neufeld reported the following:

- Neufeld attended the quarterly KACCT meeting held in Parsons on December 3-4.
- Neufeld shared that concern was stated about larger universities working to get more vocational technical funding.
- Discussion also took place regarding principles of effective college trustees. Neufeld stated that the discussion looked much like the method already in place at GCCC.

**OWNERSHIP LINKAGE:**

No linkage was reported.

**EXECUTIVE SESSION:**

No Executive Session was held.

Meeting adjourned at 7:45 p.m.

**UPCOMING CALENDAR EVENTS:**

February 14	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

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Debra J. Atkinson  
Deputy Clerk

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Herbert J. Swender  
President

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Jeff Crist  
Chair of the Board

**Agenda No: II-B**

**Date: January 10, 2017**

**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:**



January 10, 2017

**To:** Board of Trustees

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

New Hires

Jennifer Hill, Secretary – Nursing/Penka, effective January 3, 2017

Tyler Ramos, Industrial Maintenance Technology Instructor, effective January 3, 2017

Karen Adams, HPER/Psychology/Math Instructor, effective January 3, 2017

David Loving, Programmer, effective January 4, 2017

Shakuntala Fathepure, Report Writer, effective January 4, 2017

**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 1/3/2017)

INSTRUCTOR	CLASS	AMOUNT
Gundy, Rebecca	Substance Abuse HPER 107-50 3.00 credit hour(s) X \$500.00 12/12/2016 - 12/30/2016	\$1,500.00
Lamb, Colin Team Teach w/Ryan Ruda	Organizational Leadership PSYC 106-51 1/2 of 3.00 credit hour(s) X \$500.00 12/12/2016 - 12/30/2016	\$750.00
Ruda, Ryan Team Teach w/Colin Lamb	Organizational Leadership PSYC 106-51 1/2 of 3.00 credit hour(s) X \$500.00 12/12/2016 - 12/30/2016	\$750.00
Sims, Lecia	Intro to Anthropology SOCI 105-50 3.00 credit hour(s) X \$500.00 12/12/2016 - 12/30/2016	\$1,500.00
Wenzel, Leslie	Health Education HPER 106-50 3.00 credit hour(s) X \$500.00 12/12/2016 - 12/30/2016	\$1,500.00
<b>TOTAL ADJUNCT FACULTY CONTRACTS</b>		<b>\$6,000.00</b>

**Agenda No: II-C**

**Date: January 10, 2017**

**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

January 2017

### Purchases over \$50,000 requiring bid sheets

- Check #253307 to Lee Construction for \$130,720.00 for partial payment for the maintenance building construction. This project was previously approved by the Board.

### Payments over \$50,000 not requiring bid sheets

- Check #252981 to Blue Cross and Blue Shield for \$91,479.50 for December health insurance premiums.
- Check #253286 to City of Garden City for \$67,247.30 for utilities.
- Check #253287 to Commerce Bank for \$66,204.42 for various purchase card purchases.
- Check #253485 to Great Western Dining for \$83,380.26 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	9,120.00-	1,059,411.00-	2,450,000.00-	1,390,589.00-	56.76
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	760.00-	164,996.00-	370,000.00-	205,004.00-	55.41
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	1,700.00-	229,625.55-	370,000.00-	140,374.45-	37.94
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	358.46-	4,110.55-	50,000.00	54,110.55	108.22
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	55,178.00-	79,479.00-	24,301.00-	30.58
11-00-0000-00000-4014 TUITION BORDER STA	0.00	852.00-	118,996.00-	250,000.00-	131,004.00-	52.40
11-00-0000-00000-4015 ONLINE COURSE FEE	0.00	8,550.00-	66,348.00-	500.00-	65,848.00	169.59-
11-00-0000-00000-4016 DROP FEE : GENERAL	0.00	50.00	7,400.00-	10,000.00-	2,600.00-	26.00
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	0.00	8,400.00-	10,000.00-	1,600.00-	16.00
11-00-0000-00000-4512 VENDING MACHINES :	0.00	0.00	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 REV T : 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	10,025.53-	4,018.28	50,000.00-	54,018.28-	108.04
11-00-0000-00000-4904 REIMBURSED SALARY	0.00	1,104.00-	6,732.00-	15,000.00-	8,268.00-	55.12
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	0.00	53,968.70-	175,000.00-	121,031.30-	69.16
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	974.14-	12,152.01-	150,000.00-	137,847.99-	91.90
11-00-0000-00000-4912 TRANSCRIPTS : GENE	0.00	581.86-	4,799.87-	15,000.00-	10,200.13-	68.00
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	0.00	32,847.99-	3,228,193.46-	15,260,526.00-	12,032,332.54-	78.85
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12-00-0000-00000-4002 AMMONIA REFG COURS	0.00	0.00	18,149.00-	225,000.00-	206,851.00-	91.93
12-00-0000-00000-4005 ACAD COURSE FEE :	0.00	7,897.00-	243,394.18-	394,900.00-	151,505.82-	38.37
12-00-0000-00000-4015 ONLINE COURSE FEE	0.00	1,026.00-	16,758.00-	50.00-	16,708.00	415.99-
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	8,923.00-	764,508.18-	2,657,260.00-	1,892,751.82-	71.23

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
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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	0.00	41,770.99-	4,021,769.58-	18,728,794.00-	14,707,024.42-	78.53

Fiscal Year: 2017

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	16,759.27	87,384.77	205,412.00	118,027.23	57.46
DEPARTMENT: 11020 - HUMANITIES	0.00	2,818.21	4,765.08	3,900.00	865.08	22.17
DEPARTMENT: 11021 - ENGLISH	0.00	46,764.41	182,525.34	373,509.38	190,984.04	51.13
DEPARTMENT: 11022 - SPEECH	0.00	10,385.14	22,905.31	6,930.00	15,975.31	230.51
DEPARTMENT: 11023 - PHILOSOPHY	0.00	712.08	3,739.91	0.00	3,739.91	0.00
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	538.25	1,614.75	50.00	1,564.75	129.49
DEPARTMENT: 11025 - JOURNALISM	0.00	4,301.14	22,307.57	56,013.00	33,705.43	60.17
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	500.00	500.00	100.00
DEPARTMENT: 11030 - ART	953.33	12,416.57	68,941.21	137,449.00	67,554.46	49.15
DEPARTMENT: 11031 - DRAMA	0.00	5,799.20	32,058.04	78,510.00	46,451.96	59.17
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	6,913.51	35,871.56	83,783.00	47,911.44	57.19
DEPARTMENT: 11033 - INST MUSIC	0.00	11,604.72	63,259.09	89,790.00	26,530.91	29.55
DEPARTMENT: 11040 - SCIENCE	3,782.15	39,752.27	195,773.10	409,796.00	210,240.75	51.30
DEPARTMENT: 11050 - MATH	0.00	33,079.68	146,582.02	277,388.50	130,806.48	47.16
DEPARTMENT: 11060 - SOCIAL SCIENCE	65.00	40,086.83	195,169.05	370,781.51	175,547.46	47.35
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	3,458.72	33,200.70	58,784.25	25,583.55	43.52
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	5,420.00	42,436.45	115,345.00	72,908.55	63.21
DEPARTMENT: 11081 - READING	0.00	6,688.02	33,439.77	58,460.00	25,020.23	42.80
DEPARTMENT: 11082 - ESL	0.00	5,821.01	31,303.33	70,525.00	39,221.67	55.61
DEPARTMENT: 11083 - COLLEGE SKILLS	6,026.00	2,143.09	9,890.66	10,000.00	5,916.66	59.16
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	400.00	700.00	5,000.00	4,300.00	86.00
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	17,291.31	13,042.71	225,871.80	413,430.00	170,266.89	41.18
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	18,000.00	18,000.00	100.00
DEPARTMENT: 41000 - LIBRARY	1,503.32	14,359.43	84,520.18	189,039.00	103,015.50	54.49
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	19,941.34	7,012.53	39,036.69	86,033.00	27,054.97	31.45
DEPARTMENT: 42000 - DEAN OF LEARNING S	2,077.74	11,981.55	64,321.08	490,710.65	424,311.83	86.47
DEPARTMENT: 42001 - DEAN OF ACADEMICS	0.00	9,436.77	61,643.14	172,156.00	110,512.86	64.19
DEPARTMENT: 42002 - OUTREACH	0.00	17,167.29	61,559.34	85,959.00	24,399.66	28.39
DEPARTMENT: 44000 - INSTRUCTIONAL DESI	0.00	5,279.63	42,316.81	64,505.00	22,188.19	34.40
DEPARTMENT: 46000 - DEVELOPMENTAL EDUC	0.00	5,691.20	33,285.27	68,599.00	35,313.73	51.48
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	22,255.80	123,273.77	271,149.00	147,875.23	54.54
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	12,544.81	80,253.14	158,885.00	78,631.86	49.49
DEPARTMENT: 50011 - ASSESSMENT/TESTING	422.34	4,767.86	29,097.17	52,448.00	22,928.49	43.72
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	33,217.17	174,225.76	337,994.00	163,768.24	48.45
DEPARTMENT: 50030 - ADMISSIONS	1,342.89	12,605.00	72,051.97	150,059.00	76,664.14	51.09
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	0.00	16,629.55	78,570.98	165,286.71	86,715.73	52.46
DEPARTMENT: 50050 - STUDENT HEALTH SER	73.70	615.88	2,339.43	3,268.00	854.87	26.16
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	3,376.90	28,317.38	362,009.35	585,049.62	219,663.37	37.55
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	15,504.35	90,034.49	137,840.10	47,805.61	34.68
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	16,579.61	74,674.19	135,576.00	60,901.81	44.92
DEPARTMENT: 55003 - MEN'S TRACK	2,961.50	4,196.51	29,790.11	68,909.00	36,157.39	52.47
DEPARTMENT: 55004 - WOMEN'S TRACK	2,961.50	4,196.46	27,920.86	67,429.00	36,546.64	54.20
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	4,592.00	11,058.74	57,790.54	126,707.50	64,324.96	50.77
DEPARTMENT: 55006 - FOOTBALL	386.84	56,146.30	294,001.12	504,547.17	210,159.21	41.65
DEPARTMENT: 55007 - BASEBALL	7,076.00	11,009.40	77,857.25	147,545.93	62,612.68	42.44
DEPARTMENT: 55008 - VOLLEYBALL	0.00	5,380.89	59,188.27	106,238.50	47,050.23	44.29
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	6,443.94	36,074.82	48,604.20	12,529.38	25.78
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	6,768.30	26,962.62	49,356.20	22,393.58	45.37
DEPARTMENT: 55012 - CHEERLEADING	1,417.26	10,177.13	45,500.67	74,162.18	27,244.25	36.74
DEPARTMENT: 55013 - DANCE TEAM	0.00	5,587.94	25,221.30	45,270.60	20,049.30	44.29

DEPARTMENT: 55014 - RODEO TEAM	6,019.50	12,591.30	73,952.06	158,244.00	78,272.44	49.46
DEPARTMENT: 55015 - MEN'S GOLF	0.00	3,052.05	26,441.89	40,965.00	14,523.11	35.45
DEPARTMENT: 55019 - ATHLETIC TRAINING	515.10	10,192.04	89,200.62	129,407.00	39,691.28	30.67
DEPARTMENT: 55020 - PEP BAND	0.00	4,149.71	26,966.57	56,406.00	29,439.43	52.19
DEPARTMENT: 61000 - PRESIDENT	0.00	39,324.84	278,927.24	561,344.00	282,416.76	50.31
DEPARTMENT: 61001 - BOARD OF TRUSTEES	98.10	2,075.93	11,022.09	24,840.00	13,719.81	55.23
DEPARTMENT: 61005 - ATTORNEY	0.00	800.00	1,904.00	30,000.00	28,096.00	93.65
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	12,774.00	53,520.01	568,785.76	1,621,198.00	1,039,638.24	64.13
DEPARTMENT: 62010 - HUMAN RESOURCES	998.02	9,852.78	63,206.03	151,736.00	87,531.95	57.69
DEPARTMENT: 62011 - ADA COMPLIANCE	0.00	4,774.07	33,993.98	68,845.00	34,851.02	50.62
DEPARTMENT: 62050 - ONE-TIME PURCHASES	138,983.46	146,436.56	126,985.92-	450,000.00	438,002.46	97.33
DEPARTMENT: 63000 - INFORMATION SERVIC	9,069.15	7,320.18	86,997.93	158,584.00	62,516.92	39.42
DEPARTMENT: 64000 - INFORMATION TECHNO	16,313.42	49,562.40	447,808.09	776,462.00	312,340.49	40.23
DEPARTMENT: 65000 - CENTRAL SERVICES	201.96	5,917.80	62,836.86	137,059.00	74,020.18	54.01
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	8,095.54	9,381.58	60,328.18	144,270.00	75,846.28	52.57
DEPARTMENT: 71000 - BUILDINGS	22,526.19	37,209.60	205,331.02	447,554.00	219,696.79	49.09
DEPARTMENT: 72000 - CUSTODIAL SERVICES	1,728.70	42,264.68	265,681.05	595,357.00	327,947.25	55.08
DEPARTMENT: 73000 - GROUNDS	6,959.24	22,137.66	113,228.65	278,105.00	157,917.11	56.78
DEPARTMENT: 73001 - ATHLETIC FIELDS	508.86	1,600.00	19,132.31	56,530.00	36,888.83	65.26
DEPARTMENT: 74000 - VEHICLES	5,024.10	26,378.15	120,128.30	387,280.00	262,127.60	67.68
DEPARTMENT: 75000 - CAMPUS SECURITY	0.00	14,322.11	90,353.61	233,284.00	142,930.39	61.27
DEPARTMENT: 76000 - INSURANCE	0.00	8,985.05	258,175.18	290,514.00	32,338.82	11.13
DEPARTMENT: 77000 - UTILITIES	0.00	55,981.24	353,961.88	850,000.00	496,038.12	58.36
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	11,285.77-	105,394.55-	62,000.00	167,394.55	269.99
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	171.00	15,960.00	30,000.00	14,040.00	46.80
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	900.00	122,657.00	169,613.00	46,956.00	27.68
DEPARTMENT: 81006 - TUIT WAIVER FINE A	0.00	57.00-	49,290.00	55,194.00	5,904.00	10.70
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	0.00	8,466.00	0.00	8,466.00-	0.00
DEPARTMENT: 94000 - STUDENT CENTER	0.00	3,058.31	29,797.30	24,116.00	5,681.30-	23.55-

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FUND: 11 - GENERAL	306,066.46	1,184,452.53	6,855,989.96	15,260,526.00	8,098,469.58	53.07
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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	5,667.55	30,027.57	67,300.00	37,272.43	55.38
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	0.00	9,251.64	250.00	9,001.64	600.65-
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	7,402.46	13,985.72	61,350.00	47,364.28	77.20
DEPARTMENT: 12200 - ADN PROGRAM	0.00	17,027.84	90,078.26	229,319.00	139,240.74	60.72
DEPARTMENT: 12201 - LPN PROGRAM	0.00	24,412.98	126,831.13	211,370.00	84,538.87	40.00
DEPARTMENT: 12202 - EMT	103.06	10,846.92	63,469.11	104,135.00	40,562.83	38.95
DEPARTMENT: 12203 - ALLIED HEALTH	0.00	13,841.76	37,427.93	135,615.00	98,187.07	72.40
DEPARTMENT: 12210 - AGRICULTURE	0.00	5,146.49	23,976.98	59,143.00	35,166.02	59.46
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	10,171.29	55,392.08	103,519.00	48,126.92	46.49
DEPARTMENT: 12212 - CULINARY PROGRAM	119.80	5,328.91	25,979.97	62,004.00	35,904.23	57.91
DEPARTMENT: 12220 - JOHN DEERE AG TECH	265.29	11,219.02	63,603.51	157,578.00	93,709.20	59.47
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	5,029.47	28,562.85	63,841.00	35,278.15	55.26
DEPARTMENT: 12240 - CRIMINAL JUSTICE	0.00	8,473.19	50,326.62	85,607.00	35,280.38	41.21
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	6,527.33	31,043.55	74,389.00	43,345.45	58.27
DEPARTMENT: 12250 - COSMETOLOGY	0.00	10,086.82	50,331.19	121,190.00	70,858.81	58.47
DEPARTMENT: 12260 - DRAFTING	0.00	0.00	0.00	200.00	200.00	100.00
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	17,170.86	36,636.23	162,050.27	308,965.00	129,743.87	41.99
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	592.09	10,250.00	9,657.91	94.22
DEPARTMENT: 12273 - WELDING	8,764.20	16,655.95	89,539.58	221,546.00	123,242.22	55.63
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	8,394.32	56,915.54	543,746.00	486,830.46	89.53
DEPARTMENT: 62050 - ONE-TIME PURCHASES	0.00	0.00	0.00	33,200.00	33,200.00	100.00
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FUND: 12 - PTE FUND	26,423.21	202,868.53	1,009,385.59	2,657,260.00	1,621,451.20	61.02

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	2,222.65	40,314.96	89,326.00	49,011.04	54.87
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	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	187.80	0.00	7,375.15	8,000.00	437.05	5.46
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	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	0.00	3,403.00	7,475.21	10,250.00	2,774.79	27.07
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	2,820.32	5,469.04	20,000.00	14,530.96	72.65
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	2,142.65	3,000.00	857.35	28.58
DEPARTMENT: 55007 - BASEBALL	0.00	2,043.50	10,299.21	20,000.00	9,700.79	48.50
DEPARTMENT: 55013 - DANCE TEAM	2,111.40	0.00	682.49	3,000.00	206.11	6.87
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	85.13	834.79	749.66	89.80
DEPARTMENT: 55009 - WOMEN'S SOCCER	1,710.00	62.12	365.19	2,103.41	28.22	1.34
DEPARTMENT: 55003 - MEN'S TRACK	0.00	288.00	1,356.00	4,000.00	2,644.00	66.10
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FUND: 14 - ADULT SUPPLEMENTARY ED	4,009.20	10,839.59	83,332.68	168,544.70	81,202.82	48.18



Fiscal Year: 2017			FUND: 16 - AUXILIARY ENTITIES			
GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	100.00	969.50	2,532.26	12,500.00	9,867.74	78.94
DEPARTMENT: 94000 - STUDENT CENTER	4,845.00	21,315.38	71,337.13	287,810.00	211,627.87	73.53
DEPARTMENT: 95000 - STUDENT HOUSING	7,189.52	162,607.24	804,238.82	2,340,390.00	1,528,961.66	65.33
DEPARTMENT: 98000 - COSMETOLOGY	10.50	1,259.58	52,753.35	140,050.00	87,286.15	62.32
DEPARTMENT: 97000 - BOOKSTORE	61,272.54	41,396.71	337,555.10	999,000.00	600,172.36	60.08
DEPARTMENT: 91000 - ARENA	0.00	371.31	1,894.45	7,000.00	5,105.55	72.94
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FUND: 16 - AUXILIARY ENTITIES	73,417.56	227,919.72	1,270,311.11	3,786,750.00	2,443,021.33	64.51

Fiscal Year: 2017			FUND: 22 - RESTRICTED GRANTS			
GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	7,000.00	0.00	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	3,682.01	0.00	3,682.01-	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	180.00	180.00	0.00	180.00-	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	3.75	0.00	3.75-	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	6,129.59	19,200.47	82,053.86	753,643.57	665,460.12	88.30
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	1,664.90	140,017.06	169,685.06	29,668.00	17.48
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	241.20	2,197.34	11,251.64	9,054.30	80.47
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	20,065.36	79,345.09	283,540.00	204,194.91	72.02
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	5,833.35	35,925.01	71,927.00	36,001.99	50.05
DEPARTMENT: 11040 - SCIENCE	0.00	4,306.00	4,306.00	42,623.00	38,317.00	89.90
DEPARTMENT: 42005 - DEAN OF TECHNICAL	55,320.83	8,439.34	30,512.81	112,416.00	26,582.36	23.65
DEPARTMENT: 11040 - SCIENCE	0.00	2,583.60	2,583.60	55,000.00	52,416.40	95.30
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	4,300.00	0.00	4,300.00-	0.00
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FUND: 22 - RESTRICTED GRANTS	68,450.42	62,514.22	396,132.07	1,574,053.61	1,109,471.12	70.48

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	0.00	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-	0.00	0.00	0.00
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	7,592.00	7,592.00	0.00	7,592.00-	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	0.00	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
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FUND: 23 - OTHER RESTRICTED FUNDS	4,297.86	7,592.00	13,872.76	47,041.00	28,870.38	61.37

Fiscal Year: 2017

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	FUND: 24 - ADULT EDUCATION		
				Annual Budget	Available	% Avail
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	137.80	826.75	1,649.00	822.25	49.86
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	1,185.40	2,000.00	814.60	40.73
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	12,552.27	67,939.16	175,610.00	107,670.84	61.31
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	370.95	1,348.21	8,780.00	7,431.79	84.64
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	9,858.96	45,647.30	264,709.39	219,062.09	82.76
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	703.50	759.34	12,500.00	11,740.66	93.93
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	5,216.02	29,938.89	71,052.00	41,113.11	57.86
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	37,500.00-	37,500.00-	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	4,860.22	37,659.65	85,280.00	47,620.35	55.84
<b>FUND: 24 - ADULT EDUCATION</b>	<b>0.00</b>	<b>33,699.72</b>	<b>185,304.70</b>	<b>584,080.39</b>	<b>398,775.69</b>	<b>68.27</b>

Fiscal Year: 2017

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

Fiscal Year: 2017

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	FUND: 71 - ACTIVITY/ORGANIZATION FD		
				Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	5,036.67	18,850.77	186,465.44	426,568.00	235,065.89	55.11
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	1,000.00	1,000.00	1,000.00	0.00	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	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	0.00	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	0.00	1,000.00	1,000.00	0.00	0.00
DEPARTMENT: 55014 - RODEO TEAM	0.00	890.00	890.00	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	29,317.72	63,340.00	34,022.28	53.71
DEPARTMENT: 99001 - STUDENT NEWSPAPER	0.00	1,227.60	18,708.67	62,000.00	43,291.33	69.82
DEPARTMENT: 50000 - DEAN OF STUDENT SE	595.00	7,086.00	7,873.23	23,500.00	15,031.77	63.96
<b>FUND: 71 - ACTIVITY/ORGANIZATION FD</b>	<b>5,631.67</b>	<b>33,956.52</b>	<b>256,194.06</b>	<b>592,908.00</b>	<b>331,082.27</b>	<b>55.84</b>

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	912.00	33,495.00	0.00	33,495.00-	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	19,540.00	54,451.00	0.00	54,451.00-	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	705.00	14,233.00	0.00	14,233.00-	0.00
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	684.00	27,459.00	0.00	27,459.00-	0.00
=====						
FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	21,841.00	253,999.00	0.00	253,999.00-	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	0.00	123,775.00	500,000.00	376,225.00	75.25
=====						
FUND: 73 - EDUKAN CONSORTIUM FUND	0.00	0.00	123,775.00	500,000.00	376,225.00	75.25

Garden City Community College  
12/31/2016

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 427,747.45	0.0000%
State Municipal Invest. Pool	\$ 37,678.92	0.1350%
FNB of Garden City - Money Market	\$ 94.73	0.2500%
FNB of Garden City - Insured Cash Sweep	\$ 1,006,668.03	0.2500%
Commerce Bank - Money Market	\$ 5,831.61	0.0800%
Landmark National Bank	\$ 1,892.48	0.4100%
	<u>\$ 1,479,913.22</u>	

	<u>Type</u>	<u>Amount</u>	<u>% Rate</u>	<u>Beg. Date</u>	<u>Maturity</u>
Investments:					
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>\$ 5,000,000.00</u>			
 Total		 <u><u>\$ 6,479,913.22</u></u>			

**Agenda No:** II-D

**Date:** January 10, 2017

**Topic:** Reserve Officers Training Corps (ROTC) Program

**Presenter:** Dr. Herbert J. Swender

**Background Information:**

The Army ROTC would like to establish formal linkage between Pittsburg State University (PSU) and Garden City Community College. The linkage will establish a path for students at GCCC to take the first two years of the Senior Reserve Officer Training Corps at GCCC and then transfer to PSU to finish the final two years of the SROTC curriculum and receive a commission into the U. S. Army. This will be the first ROTC partnership at a community college in Kansas and considered a national model.

The program will begin fall 2017 on the GCCC campus. The terms of the MOU are being finalized with a formal signing later this month.

**Budget Information:**

None

**Recommended Board Action:**

Authorize Administration to enter into a MOU with Pittsburg State University to establish a ROTC program on the GCCC campus.

**Board Action Taken:**                    \_\_\_\_\_Approved                    \_\_\_\_\_Disapproved  
   \_\_\_\_\_Ayes                    \_\_\_\_\_Nays                    \_\_\_\_\_No Action

**Board Member Notes:**

**Agenda No:** III-A

**Date:** January 10, 2017

**Topic:** Resolution 2017 – 01  
Purchase of property  
Parking lot replacement

**Presenter:** Dr. Herbert J. Swender

**Background Information:**

The college recently purchased four apartment buildings from local private owners. The adjacent property located at 1703 – 1713 East Laurel is now available for purchase. The additional apartment complex will accommodate up to 80 additional students and be available beginning with the fall 2017 semester. In addition to the proposed four additional apartment buildings, the property includes a structure which may serve as an additional apartment/garage/maintenance building. Based on availability, the additional housing will provide students with the opportunity to rent private living quarters. An additional option will be to make available for rent, affordable on-campus housing for full-time employees.

In conjunction with the proposed housing purchase there is an opportunity to include financing of the Residential Life parking lot. The parking lot has exceeded its maximized lifespan and is in need of costly repairs. Cost estimates to replace the asphalt parking lot with long-lasting concrete is \$1,100,000.

Costs of construction are expected to escalate and the interest rates are projected to increase. Combing the financing for these two projects will result in a lower interest rate. Local financing is available at approximately 3% fixed rate for 10 years. At a projected 80% occupancy, the income generated from the new housing units will cover the portion of the note attributed to the new property purchased. The remaining amount of the annual note will come from general fund where parking lot replacement is budgeted.

The governing board is required to approve a resolution to publish their intent to finance projects that meet the threshold of Kansas State Statutes. Once adopted, the resolution will be published in the local newspaper and is subject to protest. After 30 days, the Board may take action to finance the purchase of capital improvements.

It is the recommendation of administration to proceed with the combined financing of these two projects.

**Budget Information:**

Lease purchase payments for the purchase of property and capital improvements will be made from proceeds from Residential Life auxiliary fund and the general fund.

**Recommended Board Action:**

Approve Resolution 2017-01 giving notice of intent to enter into a ten-year lease purchase agreement to purchase additional student housing and parking lot replacement, not to exceed \$3,750,000.

**Board Action Taken:** \_\_\_\_\_ **Approved**      \_\_\_\_\_ **Disapproved**

\_\_\_\_\_ **Ayes**      \_\_\_\_\_ **Nays**      \_\_\_\_\_ **No Action**

**Board Member Notes:**

**RESOLUTION**

BE IT RESOLVED THAT:

The Board of Trustees of Garden City Community College (GCCC) shall be authorized to enter into a lease-purchase agreement (agreement) for a period of time not to exceed 11 years in an amount not to exceed \$3,750,00.00. The purpose for which the agreement is entered is as follows:

Purchase of real property for student housing. The real property is located at 1703-1713 East Laurel Street, Garden City, Finney County, Kansas.

Replacement of residential life parking lot located at 611 Campus Drive, Garden City, Finney County, Kansas

The total of all payments to be made under the agreement is as follows:

The agreement authorized by this resolution may be adopted, unless a protest petition, signed by not less than five percent (5%) of the qualified electors of GCCC, is filed with the appropriate county election officer of Finney County, Kansas, within thirty (30) days after the last publication of this resolution. If a protest petition is filed, the agreement shall not take effect unless approved by a majority of the qualified voters of GCCC voting at an election thereon. If no such protest petition is filed, the Board of Trustees of GCCC may enter into the agreement.

CERTIFICATE

This is to certify that the above resolution was duly adopted by the Board of Trustees of Garden City Community College, on the \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jeff B. Crist, Chairperson  
Board of Trustees  
Garden City Community College

ATTEST:

\_\_\_\_\_  
Debra Atkinson, Clerk

## JANUARY 2017 MONITORING REPORT

### EXECUTIVE LIMITATIONS

QUARTERLY

General Executive Constraints #7

Page 7

**There shall be no conflict of interest in awarding purchases or other contracts.**

**CEO's Interpretation:** It is the administrative intent to determine if a Board member, administrator or employee recommending a purchase or contract has a personal or professional interest in a contract or purchase being considered.

**Data directly addressing the CEO's interpretation:** It will be the responsibility of the board member, cabinet level administrator or employee to notify the appropriate administrator of any association or potential conflicts of interest. When purchases of \$50,000 or more are presented to the board for approval, the board member with direct or personal interest may choose to recuse themselves from the action.

All contracts are reviewed by no less than two college employees. At a minimum, contracts are reviewed by the employee requesting the contract and the CFO. If the CFO originates the contract, the document is reviewed by an appropriate administrator or college counsel.

Purchases are approved by at least one administrator. Purchases over \$5,000 require two approvers and purchases over \$20,000 require three approvers.

Purchases for the past quarter were reviewed. Administration is not aware of any conflicts of interest.

### EXECUTIVE LIMITATIONS

QUARTERLY

General Executive Constraints #8

Page 7

**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.**

**CEO's Interpretation:** Preference shall always be given to the best bid. However, a local business (defined as a Finney County property tax payer) may be considered with a 10% margin of purchases between \$10,000 and \$50,000, except for purchases utilizing federal funds.

**Data directly addressing the CEO's interpretation:** Purchases over \$10,000 require a Bid Sheet with written comparative prices. The Bid Sheet is reviewed by Accounts Payable to assure college policy has been followed.

Purchases over \$10,000 made during the previous three-month period were reviewed;

- ❖ Eight purchases required bid sheets.
  - One purchase was approved by the Board.
  - Five purchases were considered sole source vendors with no local available.
  - Two purchases indicated there was no local vendor.



**EXECUTIVE LIMITATIONS****QUARTERLY****Asset Protection****#5****Page 12**

**The President shall not make any purchase (a) of over \$20,000 without competitive bids and due consideration regarding cost, quality, and service; and (b) of over \$50,000.**

**CEO's Interpretation:** Unless purchases are made under contract or through exclusive providers such as City of Garden City, competitive bids are required on all purchases over \$20,000.

**Data directly addressing the CEO's interpretation:** Purchase orders for purchases over \$20,000 are not processed until proper documentation is submitted to the Accounts Payable Coordinator. Each month the Board receives a report indicating checks written for \$20,000 or more. Purchases over \$50,000, not covered under contract or exclusivity, received Board approval.

**JANUARY 2017 MONITORING REPORT**

**EXECUTIVE LIMITATIONS**

**Information and Advice #2**

**ANNUAL**

**Page 11**

**The President Shall not permit the Board to be unaware of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions significant external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.**

**CEO's Interpretation and its Justification:** The Board needs to be able to address questions and concerns with the public; therefore, the President must inform the Board of pertinent items between Board meetings. These include items that could be picked up by the local media. The President will make the board aware of administrative policy changes.

**Data directly addressing CEO's interpretation:** The President advises the Board of any adverse legal or media coverage thru the use of U.S. mail or electronic communication and personal contact when an incidents arise. Significant internal changes are communicated through updates on progress, such as negotiations and administrative policy changes. A weekend memo is provided to inform the Board of campus activities and events and presidential engagements. The President's report at Board meetings includes relevant trends, procedure changes and updates regarding the college and items of interest. The Board receives professional newsletters and magazines relevant to college governance.

**EXECUTIVE LIMITATIONS**

**Information and Advice #3**

**ANNUAL**

**Page 11**

**The President shall not fail to advise the Board if, in the President's opinion, the Board is not in compliance with its own policies on GOVERNANCE PROCESS and BOARD-PRESIDENT RELATIONSHIP, particularly in the case of Board behavior which is detrimental to the work relationship between the Board and President.**

**CEO's Interpretation:** The President is charged with leading the college and to administer the Board Policies as provided. When issues and challenges arise it is the President's responsibility to utilize adopted board policies and procedures to seek solutions. Should an occasion arise when it is determined by the President that there is conflict with the governance process, it is the responsibility of the President to openly discuss the conflict or detrimental behavior or activity with the board chair or the entire board.

**Data directly addressing CEO's interpretation:** No reportable incidents were communicated with the board chair or governing board by the CEO since the last annual report. The Governing Board regularly reviews policies and studies the Carver model at workshops, through newsletters, and during Board meetings. In September Miriam Carver with the Carver Institute was present to hold professional development workshop on policy governance for new and existing board members in concert with administrative personnel.

**EXECUTIVE LIMITATIONS****ANNUAL****Information and Advice #5****Page 11****The President shall not fail to deal with the Board as a whole except when fulfilling or responding to individuals or committees duly charged by the Board.**

**CEO's Interpretation:** The President acts upon the direction of the board relating to policy and procedures and not as individual board members. The President openly invites request for information that will assist the board member with fulfilling their duties and responsibilities as a Trustee of the college's governing board.

**Data directly addressing CEO's interpretation:** Individual requests for information are usually discussed with the Board as a whole. Since the last reporting cycle no requests for information were received by an individual board member.

# JANUARY 2017 MONITORING REPORT

## ASSET PROTECTION

<b>EXECUTIVE LIMITATIONS</b>	<b>ANNUAL</b>
<b>Asset Protection #1</b>	<b>Page 12</b>
<b>The President shall not fail to insure against property and casualty losses or against liability losses to board members, staff, or the organization itself in an amount prudent and advisable under Kansas law.</b>	

**CEO’s Interpretation:** The administration will coordinate with an independent insurance agency to periodically review property and casualty coverage to insure that the college is adequately protected against financial loss. Insurance and asset protection information will be provided to the Board annually for review.

**Data directly addressing the CEO’s interpretation:** Property insurance coverage is provided by MHEC (Midwest Higher Education Compact). There are a number of carriers providing coverage in this program. Liability, Crime and Automobile coverage is provided by Wright Specialty, which uses Catlin as the carrier. Our agent is IMA, Inc.

The following are current values (July 1, 2016 – June 30, 2017):

Buildings .....	\$68,631,657
Personal property including, Mobile classroom and Contractors Equipment.....	\$14,099,130
Business Income/Extra Expense.....	\$ 5,000,000
Electronic Data Processing Equipment/Data & Media.....	\$ 1,955,719
Fine Arts .....	<u>\$ 50,000</u>
 TOTAL BLANKET LIMIT FOR ALL COVERAGE	 \$89,736,506

Current coverage:

Blanket Limit Above at Replacement Cost/Agreed Amount  
\$25,000 deductible, except Earthquake

<b>General liability:</b>	
General aggregate limit .....	\$2,000,000
Each occurrence limit.....	\$1,000,000
Medical expense limit.....	\$ 5,000

<b>Law Enforcement Liability:</b>	
Aggregate for each policy term.....	\$1,000,000
Each occurrence.....	\$1,000,000
Deductible – per claim.....	\$ 2,500

<b>School District Educators Legal Liability:</b>	
Aggregate for each policy term.....	\$1,000,000

Each occurrence.....	\$1,000,000
Deductible – per claim.....	\$ 5,000
Commercial Umbrella “liability”:	
Aggregate limit.....	\$3,000,000
Occurrence limit.....	\$3,000,000
Cyber Risk	
Third Party Liability Limit.....	\$1,000,000
Deductible – per claim.....	\$ 5,000

Insurance for college vehicle fleet

Liability		
Bodily injury/property damage.....	\$ 1,000,000	single limit
Medial payments.....	\$ 5,000	each person
Uninsured motor vehicle bodily injury.....	\$1,000,000	per accident
Comprehensive on newer vehicles.....	\$ 500	deductible
Collision on newer vehicles .....	\$ 500	deductible

Worker’s Compensation                      July 1, 2016 to June 30, 2017

Kansas Association of School Boards  
Workers Compensation:                      Statutory Benefits

These policies protect the institution adequately against possible property losses and personal liabilities. They meet the legal requirements of the state.

<b>EXECUTIVE LIMITATIONS</b>	<b>ANNUAL</b>
<b>Asset Protection                      #2</b>	<b>Page 12</b>
<b>The President shall not allow unbonded personnel access to significant amounts of funds.</b>	

**CEO’s Interpretation:** The College maintains a Treasurer’s Bond on the Executive Vice President. The Bond provides coverage for employee dishonest and faithful performance of duties by the CFO. The college also maintains employee dishonesty insurance that protects the institution form employee theft.

**Data directly addressing the CEO’s interpretation:** Employees are bonded by Catlin Insurance, part of Wright Specialty Insurance. Our agent is IMA Inc. A Treasurer’s Bond is provided at \$100,000. A blanket bond – Public Employee Dishonesty Coverage – is provided in the amount of \$100,000. All persons are covered (\$1,000 deductible per employee). This policy meets the requirements for bonding personnel who handle money.

Employer's Liability	\$1,000,000 bodily injury by accident – each accident
	\$1,000,000 bodily injury by disease – each employee
	\$1,000,000 bodily injury by disease – each policy limit

The insurance coverage is sufficient to protect college assets.

<b>EXECUTIVE LIMITATIONS</b>		<b>ANNUAL</b>
<b>Asset Protection</b>	<b>#3</b>	<b>Page 12</b>
<b>The President shall not fail to provide proper oversight of physical plant.</b>		

**CEO's Interpretation:** The president shall remain apprised of the needs for general maintenance and upkeep for all buildings and equipment.

**Data directly addressing the CEO's interpretation:** While maintaining over 20 major facilities representing Garden City Community College, it is imperative to incorporate priority budgeting and planning. This past year the following campus needs and improvements have been met:

- Replaced DPAC asphalt parking lot with concrete
- Replaced the asphalt bus parking lot with concrete
- Constructed maintenance building at the multi-sport complex
- Purchased four apartment buildings named "Broncbuster Suites" to increase student housing.
- Refurbished apartments at Broncbuster Suites as necessary for occupancy
- Remodeled space to accommodate the Kansas National Guard Training Center
- Installed exterior lighting at Broncbuster Suites
- Replaced floors, repaired drain line and completed other maintenance at East Garden Village
- Replaced water circulating pump in DPAC
- Repacked seals in the cooling tower pump
- Replaced flooring with carpet in Mercer Gallery
- Refurbished break room/kitchen in cosmetology
- Refurbished the Director of Residential Life's apartment
- Installed sod and sprinkler system at Broncbuster Housing
- Upgraded and expanded the campus phone system software
- Upgraded the college network infrastructure to expand network capabilities
- Refurbished the Allied Health Lab
- Relocated the testing center from the library to upstairs in the Student and Community Service Center
- Repairs across campus as necessary

<b>EXECUTIVE LIMITATIONS</b>		<b>ANNUAL</b>
<b>Asset Protection</b>	<b>#4</b>	<b>Page 12</b>
<b>The President shall not unnecessarily expose the organization, its board or staff to claims of liability.</b>		

**CEO’s Interpretation:** The President shall have prudent controls and assessments of assets, agreements and human resources to ensure the maximum protection to the institution, employees and governing board.

**Data directly addressing the CEO’s interpretation:** Institutional practices and procedures are reviewed by the college’s legal counsel and in consultation with Kansas Association of School Boards for compliance and institutional asset protection. The president meets regularly with the college’s administrative cabinet and College Council to provide opportunities to discuss activities of the college and determine if there may be any negative exposure, concerns or liabilities for the board, staff or institution.

<b>EXECUTIVE LIMITATIONS</b>		<b>ANNUAL</b>
<b>Asset Protection</b>	<b>#6</b>	<b>Page 12</b>
<b>The President shall not receive, process, or disburse funds under controls that are insufficient to meet the auditor’s standards.</b>		

**CEO’s Interpretation:** All processes that involve receiving, processing or disbursing funds are evaluated internally and the auditors review processes and internal controls during their annual audit.

**Data directly addressing the CEO’s interpretation:** The college undergoes annual financial audits in accordance with state, federal and GASB requirements. The FY2016 audit was recently completed and presented to the board. There were no errors or reportable conditions.

<b>EXECUTIVE LIMITATIONS</b>		<b>ANNUAL</b>
<b>Asset Protection</b>	<b>#7</b>	<b>Page 12</b>
<b>The President shall not acquire or dispose of assets valued over \$50,000.</b>		

**CEO’s Interpretation:** Current Board policy requires Board approval on purchases of \$50,000 or more therefore any items appraised or valued at \$50,000 or more will be presented to the Board for action to sell or dispose. Values will be determined utilizing the best information available to the administration i.e., vendor or certified real property appraisers. It is the intent of administration to maintain a clutter free and clean campus, which on occasion may require disposal of accumulated property.

**Data directly addressing the CEO’s interpretation:** The Board approved of the purchase of four apartment buildings located south of the campus to be used for student housing. The Board

approved the construction of a maintenance building at the multi-sports complex. The building will also serve as a locker room for visiting teams.

The Board authorized several purchases of technology that exceeded \$50,000. Technology purchased included software and hardware equipment.

In 2016, there were no property disposals of assets valued over \$50,000.



## **Incidental Information**

### **January 2017**

#### **Dee Wigner, Executive Vice President**

Jeremy Gigot, Endowment Association Executive Director, announced the award of several grants through the Mary Jo Williams Charitable Trust and mini-grants through the GCCC Endowment Association. The following grants were funded:

- ❖ Mary Jo Williams Charitable Trust – 5 of 8 funded
  - Furniture for testing center – Joann Garrier - \$20,000
  - Cybersecurity summer camp – Ron Carlson - \$17,515
  - Computers & equipment for student success center and writing center – Leslie Wenzel - \$12,325
  - Star Rez software for Res Life – Christine Dillingham - \$20,000
  - Cubicles for MJ Williams CLC & library – Janice Urie - \$19,941
- ❖ Nine mini-grants were funded by the Endowment Association
  - Two guitars and one amplifier for the Rock Ensemble - \$949.97
  - Sensors, anemometer and lab books for the science department - \$953.09
  - 50” TV and stand for John Deere Ag Tech Program - \$783.04
  - Two robotics kits for the mathematics department - \$961.19
  - 14-person buzzer system for the agriculture department - \$749.00
  - Portable drying rack for art department - \$769.00
  - Tools and materials for robotics competition for Science and Math Club - \$680.91
  - Medical equipment and materials for CNA program- \$908.94
  - Digital camera and lighting backdrop for art studio - \$810.00

#### **Bookstore**

Bookstore staff is stocking book shelves and checking supply stock inventory. New clothing and gift items will be arriving soon. After book shelves are set, Virga will start pulling and sacking books for the spring scholarship students.

#### **Campus Police**

On December 8, 2016 Executive Vice-President Dee Wigner and Campus Police Chief Rodney Dozier met with Dodge City Community College administration and their new security director. The purpose of the meeting was for DCCC officials to glean information regarding the steps necessary to implement a State recognized campus police department. Additionally, in depth conversations were initiated involving campus police philosophies, safety, infrastructure and budget issues. The meeting was very informative for both colleges.

During the 2017 Spring semester, GCCCPD will be partnering with the Department of Homeland Security to initiate a very important safety campaign for our college community. “If You See Something, Say Something” is a national campaign that raises public awareness of the indicators of terrorism and terrorism-related crime, as well as the importance of reporting suspicious activity to state and local law enforcement. Informed, alert communities play a critical role in keeping our nation safe. Campaign messages and outreach materials are distributed, including Public Service Announcements (PSAs).

#### **Marketing and Public Relations**

The Marketing and PR department has been busy getting ready for the 2017 spring semester. Kristi assisted the endowment association with their annual report which has now been submitted to the print shop. Work continues on the 2016 GCCC annual report which will be submitted to the print shop for production as soon as possible.

Spring events are already coming in for the new year including fine arts events and sporting events. Press releases and radio announcements have been prepared to inform the public of the Martin Luther King Celebration, January 16<sup>th</sup> at 10:30 p.m. in the Dennis Perryman Athletic Complex. Bob Zellner, a prominent civil rights activist and author, will be the speaker for the event.

Work began on the fine arts offerings for the spring 2017 semester and a flyer will be distributed in the paper to inform the public of upcoming events. Sports photo shoots are being scheduled for softball and baseball. Additional photos of the football team and individual players have been sent to various news outlets.

Planning meetings are scheduled with the print shop staff to prepare for upcoming events in the new year. An email was sent to employees giving them an opportunity to sign up for radio slots to promote their programs on the Monday radio show. Plans are also underway for a booth in the spring home show with Western Kansas Broadcast Center this coming March.

### **Director of Facilities**

Work orders have been keeping the maintenance department busy with 12 to 15 work orders per day. During the holidays, maintenance and grounds staff checked the campus daily to make sure there were no water leaks, that doors were locked, and that everything was in working order. Special projects included resurfacing the practice gym, repairing storm damage to the library roof and repairing broken pipes at Tangeman field. New chairs were placed in the cafeteria and old chairs have been moved to storage. During the break, the transportation coordinator worked on bus startups and routine maintenance of vehicles.

### **Business Office Comptroller**

During 2016, over \$400,000 in payments were collected on the Nelnet student payment system. Last year, less than \$100,000 was collected through Nelnet.

### **Print Shop**

The print shop has been keeping up with print requests and planning for the new semester. In December, the print shop prepared social media prints for the National Championship and also prepared social media blasts for enrollment. Staff started text book production for the spring semester.

### **Human Resources**

The staff of the Human Resources Department had a successful employee in-service on January 3<sup>rd</sup>, with the theme "We are the Champions". Several new employees were welcomed to the campus.

### **Payroll Department**

December is another short month for the payroll department. Processing 4 payrolls in 8 days was a bit of a challenge this year. Staff did their utmost to plan well and continues to work on efficiencies in the department.

This month, staff identified and trained a pilot group of hourly employees and their supervisors on a new time and attendance system, TimeClock Plus. The payroll staff is very excited with the features this software program offers. As they continue to work through the implementation, they have good expectations for this end-user friendly program that will eventually make time and attendance more of a minor habit rather than a major drudgery. The plan is to bring more hourly employees onto the system and integrate everyone into TimeClock Plus over the next few months.

Dallas worked over the break to get the Form W-2 processing started.

## **Ryan Ruda, Vice President Instruction/Student Services:**

### **Admissions**

Staying busy processing applications.

Will help sponsor the High Plains Basketball Tournament – Jan 19 – 21

Will continue with high school visits, concentrating on SWKS.

Busy with campus visitors. Will report January numbers next month.

### **Advising**

Enrolling new and current students for spring and summer session.

### **Instruction**

Cybersecurity courses will be starting this spring for the new program. Additionally, Ron Carlson submitted a grant and it was approved to fund a Cybersecurity camp this summer for high school students interested in this field. This camp will run a week long being held on campus.

The writing center will expand coverage with student tutors this spring with three certified tutors assisting in the lab along with full-time faculty. This is a great resource available to all students at GCCC to assist in preparation of writing assignments and research.

### **Accreditation**

All faculty completed course reviews at the end of the fall semester. This process is a new review system that analyzes all courses each semester. The review analyzes retention and completion with faculty reviewing student evaluations and responding with goals for changes moving into the following semester. The process also requests that faculty review 25% of the student learning outcomes for each course on an annual basis. The course review provides a snapshot into student success for faculty and administration that has feedback from administration back to faculty.

The faculty committee reviewing the program review process has been working through the fall on development and refining the program review template. This template will be piloted on two general education and two technical education departments this spring. This pilot will provide feedback to drive the changes and implementation of the revised program review template in the fall 2017 semester.

### **Distance Education**

Distance education enrollment has seen a significant spike in the past year as indicated in the chart below. Several new adjuncts have been hired that meet the HLC qualifications to instruct online courses starting this spring. New courses are being developed to continue to expand distance education enrollment. The fall 2015 to fall 2016 has seen an increase of 210 students generating an increase of 993 credit hours through GCCC online.

Fall 2015 Distance Education	Fall 2016 Distance Education hours
129 students with 444 credit hours	339 students with 1,437