

March 2, 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 **Monday, March 6, 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 (February 14, 2017).....pg. 3
  - B. Approval of personnel Actions-Human Resources.....pg. 7
    - B-1 Human Resources Report .....pg. 8
    - B-2 Adjunct/Outreach Contracts .....pg. 9
  - C. Financial information .....pg. 14
    - C-1 Checks processed in excess of \$50,000 .....pg. 15
    - C-2 Revenues .....pg. 16
    - C-3 Expenses .....pg. 18
    - C-4 Cash in Bank.....pg. 25
  
- III. EXECUTIVE SESSION**
  
- IV. OTHER ACTION..... Action**
  - A. Acquisition of Real Property and Approval of 10 Year Lease Purchase Agreement.pg. 26
  - B. Residential Life Parking Lot Replacement, Sewer Line Replacement and a Portion of the Mechanical Tunnel Lid Replacement .....pg. 27
  
- V. CONFIRMATION OF MONITORING REPORTS ..... Action**
  - A. Monitoring Reports and ENDS
    - A-1 Monitoring Report – Annual, General Executive Constraints, Pg. 7, #1 .....pg. 29

*Board of Trustees Agenda March 6, 2017*

- B. Review Monitoring Report
  - B-1 Monitoring Report – Annual, Personal Enrichment
- C. Board Process and Policy Governance Review

**VI. OTHER:**

- A. Incidental Information.....pg. 30
- B. Report from Finney County Economic Development Corporation
- C. Report from KACCT

**VII. OWNERSHIP LINKAGE:**

**Upcoming Calendar Dates:**

March 9	Instrumental Concert, 7:30 PM, Pauline Joyce Fine Arts Auditorium
March 13-17	Spring Break, No Classes, Offices Closed March 16-17
March 28	Residence Life Appreciation Dinner 5:00 PM, Cafeteria
April 7	Garden City Endowment Association Annual Auction
April 11	GCCC Board of Trustee Meeting, 6:00 PM, Endowment Room of the Beth Tedrow Student Center
April 14 & 17	Easter Break, Campus Closed
April 27	GCCC Awards Banquet, 5:30 PM.-7:30 PM., Conestoga Arena, Dennis Perryman Athletic Complex
	Choral Pops Concert, 7:30 PM, Fine Arts Auditorium
May 1	Retirement Reception, 2-4 PM, Endowment Room of Beth Tedrow Student Center
	Athletic Banquet, 6:00 PM, Conestoga Arena, Dennis Perryman Athletic Complex
May 4	Band Pops Concert, 7:30 PM, Fine Arts Auditorium
May 5	Commencement, 7:00 PM, Conestoga Arena, Dennis Perryman Athletic Complex
May 6	Alternative School Graduation, 10:00 AM, Conestoga Arena, Dennis Perryman Athletic Complex
	Nursing Graduation, 2:00 PM, Conestoga Arena, Dennis Perryman Athletic Complex
May 7	ESL Graduation, Conestoga Arena, Dennis Perryman Athletic Complex
May 8	Guitar/Rock Ensemble, 7:00 PM, Fine Arts Auditorium

**VIII. EXECUTIVE SESSION**

**IX. 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**

**February 14, 2017**

Trustees Present: Jeff Crist, Dr. Marilyn Douglass, Steve Martinez, Melvin Neufeld, Dr. Blake Wasinger,  
Trustees Absent: Terri Worf  
Others Present: Nhicolas Aponte, SGA President  
Debra Atkinson, Deputy Clerk  
John Green, Athletic Director  
Josh Harbour, *Garden City Telegram*  
Chuck Pfeifer, Director of Information Technology  
Jeff Southern, Institutional Research and Special Projects  
Kristi Tempel, Public Relations/Marketing  
Phil Terpstra, Dean of Academics  
Tammy Tabor, SGA Student Advisor and Director of Enrollment Management  
Dee Wigner, Executive Vice President  
Herbert Swender, President

**CALL TO ORDER:**

Chair Crist, called the regular board meeting to order at 6:07 p.m.

**COMMENTS FROM THE CHAIR:**

Chair Crist made the following comments:

- Congratulated GCCC baseball coach Chris Finnegan for reaching his 400<sup>th</sup> career win.
- Recognized and congratulated the 215 student athletes that achieved a 3.0 GPA for the fall semester.
- Reminded Trustees that Wednesday, February 15, 2017 all Military will be honored at the basketball game. All military with the proper identification will get into the game free.
- Saturday, February 18 is “White-Out Night at the DPAC” Fans are encouraged to wear white, and proceeds from the event will go to Relay for Life.
- Chair Crist reminded Trustees that campus will be closed on Monday, February 20 in observance of President’s day.
- Special guest, Marie Bradley, Great Western Dining was recognized as a nominee for Garden City Chamber of Commerce small business of the year.

**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 took a few minutes to introduce Marie Bradley, Manager of Food Services with Great Western Dining, Inc. Marie and Great Western Dining, Inc. are one of the nominated businesses for the Garden City Chamber Business of the Year Award. Bradley and her staff were congratulated by Trustees and attendees of the meeting.

Dr. Swender shared that Dr. Bob Zellner, a civil rights activist, was the speaker at the Martin Luther King Celebration at Garden City Community College on Monday, January 16, 2017. Over 300 GCCC students, employees, and community members packed the gym to hear Zellner speak.

The Bronbuster Football team celebrated their national championship in the State Capitol, Wednesday, January 18, 2017. Athletic Director John Green, Dr. Swender, coaches, cheer team, and members of the football team, were on hand to be honored by the Kansas Governor, the Honorable Sam Brownback, Resolutions from The Kansas State House of Representatives, and the Kansas Senate.

GCCC displayed a table hosted by GCCC's Kristi Tempel and Stephanie Whitsell at Higher Education Days in the Capitol on Thursday, January 19. Various GCCC promotional materials and "goodies" were distributed throughout the day to visitors. GCCC baskets were delivered with the help of Trustee Melvin Neufeld to various friends and legislators who stopped by the booth for a visit.

The GCCC Endowment Association celebrated their 50<sup>th</sup> anniversary with a Gala on Saturday, January 21. The event was held in the Dining Hall at the Beth Tedrow Student Center. Over 80 guests attended the beautifully decorated event to celebrate the occasion. Dr. Swender and his wife Diana were in attendance and congratulated GCCC Endowment Director, Jeromy Gigot on a successful event.

The GCCC Ag Department helped with Finney County Farm Bureau "Friends on the Farm", on January 20 at the Finney County Fair Grounds. The program teaches area fourth grade students and their teachers about agriculture. Over 700 area fourth graders attended the event.

The GCCC Collegiate Farm Bureau Quiz team placed 3<sup>rd</sup> at the Young Farmers and Ranchers competition in Manhattan, January 28. Dr. Swender shared that a faculty/administration Quiz Bowl has been suggested in the near future.

The GCCC Ag Department hosted the Southwest District Speech, Sales, and Discussion FFA Competition on February 1<sup>st</sup> in the Beth Tedrow Student Center. Over 70 area FFA students participated in the competition.

Dr. Swender reported that he attended a press conference in Topeka on February 3 to support the Governor's initiative on \$15,000 Baccalaureate degrees. Dr. Swender stated that he shared three key points during the press conference.

- At Garden City Community College we support the Governor's goal to deliver high quality Kansas higher education at an affordable price.
- We look forward to working with our state universities to develop pathways toward \$15,000 Baccalaureate degree programs.
- The Kansas community college system and especially GCCC welcomes any opportunities to advance our greatest natural resource—our human resource.

The GCCC College Singers held a Valentine's Choral on Thursday, February 9. The theme for the evening was love songs with group performances and solos. The evening was a success, with a packed auditorium.

GCCC had a booth last week at the Kansas Gang Investigators Association Conference at the Clarion Inn. Many officers visited the booth to look at Cyber Security Courses as well as the Criminal Justice Program. GCCC awarded a \$500.00 general scholarship and a tuition scholarship for the Cyber Security courses.

On Wednesday, February 8, over 215 student-athletes were honored at the home Basketball Game vs. Hutch, for receiving a grade point average of 3.0 or above. Dr. Swender extended his congratulations to the student athletes.

Baseball won four games in two days of double-header action with Western Nebraska. With the four game sweep, coach Finnegan receives his 400<sup>th</sup> career win, Dr. Swender congratulated Coach Finnegan on this accomplishment.

Lady Buster softball won two games of their home double-header, Saturday, February 11 vs. Hesston to bring their record to 3-3.

**INTRODUCTION OF NEW EMPLOYEES:**

No introductions were made at this time.

**REPORT FROM STUDENT GOVERNMENT ASSOCIATION:**

Nhicolos Aponte, SGA President, reported that the group handed out candy and balloons on campus for Valentine’s Day. SGA is also considering implementing a bike depot where students can check out bikes for transportation. Aponte concluded with sharing that SGA is planning a summer themed party on February 23.

Trustees thanked Aponte for his report.

**REPORT FROM FACULTY SENATE:**

Larry Pander, Fire Science Instructor/Faculty Senate Representative, was unavailable to give the report. Dean of Academics, Phil Terpstra reported in Pander’s absence. Terpstra reported that Faculty Senate will be accepting nominations until March 8 for senate offices. Faculty Senate will host a luncheon on April 21. Terpstra shared with Trustees that the English Department had a successful implementation this spring of the Writing Center located in the library. The Student Success Center has received a grant to assist with computers; in addition, seventeen faculty members have committed to help in the center as tutors.

Trustees thanked Mr. Terpstra for his report.

**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 Wasinger to approve consent agenda items, II-A-D as presented.***

After discussion among Trustees and clarification of the recommendation, the vote was taken.

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

***Nays: None***

***Motion carried: 5-0***

**Approved actions follow:**

**(A) APPROVED MINUTES** of previous meeting (January 10, 2017)

(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 2017-2018 TUITION, FEES, ROOM AND BOARD**

(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, #10
- Annual, Budgeting/Financial Planning/Forecasting #3
- Annual, Personal Enrichment

Trustees accepted the monitoring report as presented.

**REVIEW OF MONITORING REPORTS:**

Trustees reviewed the following monitoring reports:

- Monitoring Report – General Executive Constraints (carried over from January 10, 2017)
- Monitoring Report – Financial Condition (carried over from January 10, 2017)
- Monitoring Report – Information and Advice
- Monitoring Report – Asset Protection

**BOARD PROCESS AND POLICY GOVERNANCE REVIEW:**

Policy Governance Officer, Dr. Marilyn Douglass, presented “Treatment of People” for review. After brief discussion regarding verbiage change, Trustees decided to review this report at future date.

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

Trustee Martinez reported the following:

- FCEDC had a very good attendance for their annual meeting.
- Dairy Farmer’s Association plant and the Transload facility continue to be FCEDC priority.
- Harbor Freight is open and doing well.
- Trustee Martinez encouraged attendance at Business Owner breakfasts that are held on the third Thursday of each month at 7:30 a.m. in the Finney County Community Service Building.

**REPORT FROM KACCT/COP:**

Trustee Neufeld reported the following:

- Trustee Neufeld reported KACCT Executive Committee would meet on February 15-16 to discuss legislature and possibilities regarding school funding.
- KACCT will continue to look at ways to further the Governor’s challenge on the \$15,000 tuition and fee initiative.

**OTHER INFORMATION:**

Dr. Swender shared with Trustees that during a special ceremony on February 13, he signed a Memorandum of Agreement that establishes a formal linkage between Garden City Community College (GCCC), the Kansas Army National Guard and Pittsburg State University (PSU). The linkage provides a path for GCCC students to take the first two years of the Senior Reserve Officers Training Corps (SROTC) curriculum 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 is one of a very few, if not the only full ROTC partnerships in the nation on a two year campus.

**OWNERSHIP LINKAGE:**

No linkage was reported

**EXECUTIVE SESSION:**

No Executive Session was held.

Meeting adjourned at 7:35 p.m.

**UPCOMING CALENDAR EVENTS:**

March 13-17	Spring Break no classes, Campus Closed March 16, 17
March 20-23	“Little Shop of Horrors”, Fine Arts Auditorium
March 31, April 1-2	GCCC Rodeo
April 7	GCCC Endowment Association Auction
May 5	Commencement 7:00 p.m., Main Gym, Athletic Building

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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: March 6, 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:**



March 6, 2017

**To:** Board of Trustees

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

New Hires

None to Report

**Diversity Recruitment Opportunity**

In researching effective ways of advertising GCCC faculty and other professional position vacancies, a more affordable alternative emerged recently. We place our national position advertising with a leading website called HigherEdJobs.com, and now the HEJ site has added an additional service. When we place a 60-day vacancy posting we are now having the same advertisement e-mailed to approximately 142,000 professionals who have identified themselves as minority educators seeking employment. The e-mail message allows interested professionals to contact us directly, and it also includes a link to the HEJ site, which allows an interested applicant to navigate to the GCCC website and apply online.



**GARDEN CITY COMMUNITY COLLEGE**  
**ADJUNCT FACULTY CONTRACTS**  
(Presented to Board of Trustees 2/27/2017)

INSTRUCTOR	CLASS	AMOUNT
Bates, A'lana	Intermediate English *** ENGL-091-90 - 3.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$1,500.00
Bitikofer, Jan	Developmental Psychology EDUC-110-90 - 3.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$1,500.00
Brockmeier, Allen	Applied Music: Instrumental I MUSC-1021-11, 1031-11 - 4 lessons x \$200.00 1/10/2017 - 5/12/2017	\$800.00
Brockmeier, Allen	Percussion Ensemble I & II MUSC-158-90, 163-90 - 1.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$500.00
Greathouse, Gregory	College Success PCDE-101-03 - 1.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$500.00
Gundy, Rebecca	Substance Abuse HPER-107-30 - 3.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$1,500.00
Gundy, Rebecca	College Success PCDE-101-01 - 1.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$500.00
Hands, Casey	Applied Music: Instrumental II MUSC-1031-06 - 1 lesson x \$100/lesson 1/10/2017 - 5/12/2017	\$100.00
Hands, Casey	Band I, II, III, IV MUSC-120, 121, 210, 211 - 1.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$500.00
Hands, Casey	Brass Choir I & II MUSC-157-90, 162-90 - 1.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$500.00
Hands, Casey	Woodwind Choir II MUSC-164-01 - 1.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$500.00
Hands, Casey	Music History and Appreciation MUSC-108-31 - 3.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$1,500.00
Hornbaker, Stephanie	Introduction to Corrections CRIM-114-90 - 3.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$1,500.00
Horton, Thomas	College Success PCDE-101-91 - 1.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$500.00

Hunter, Marian	Certified Nurse Aide Lab HELR-102L-02 - 2.00 credit hour(s) x \$500.00 2/7/2017 - 3/6/2017	\$1,000.00
Johnson, Christopher	Theory of Music II MUSC-151-01 - 3.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$1,500.00
Johnson, Christopher	Aural Skills II MUSC-152-30, 153-30 - 2.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$1,000.00
Johnson, Christopher	Theory of Music I MUSC-150-01 - 3.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$1,500.00
Johnson, Christopher	Music History and Appreciation MUSC-108-30 - 3.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$1,500.00
Johnson, Christopher	Jazz Ensemble II MUSC-125-02 - 1.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$500.00
Johnson, Christopher	Applied Music: Instrumental IV MUSC-102-10, 1031-08, 2041-06 - 4 lessons X \$100/lesson 1/10/2017 - 5/12/2017	\$400.00
Johnson, Makenzi	Applied Music: Instrumental I MUSC-102-05, 1021-04, 1031-04, 1031-02, 2031-04 - 7 lessons x \$200/lesson 1/10/2017 - 5/12/2017	\$1,400.00
Kelch, Joey	CrossFit Training I HPER-156-01, 157-01 - 1.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$500.00
Kelly, Cindy	English I ENGL-101-90 - 3.00 credit hour(s) x \$625.00 1/10/2017 - 5/12/2017	\$1,875.00
Kelly, Cindy	English II ENGL-102-90 - 3.00 credit hour(s) x \$625.00 1/10/2017 - 5/12/2017	\$1,875.00
Kemper, Mary	Public Speaking SPCH-111-90 - 3.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$1,500.00
Kemper, Mary	Interpersonal Communications I SPCH-113-90 - 3.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$1,500.00
Koksal, Micah	Academic Recovery & Success PCDE-110-90 - 1.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$500.00
Lebron, Daniel	Programming in Visual Basic CSCI-103-30 - 3.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$1,500.00

Lebron, Daniel	Programming in C CSCI-108-30 - 3.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$1,500.00
Lowry, Joseph	Class Piano I & II MUSC-111-01, 112-01 - 1.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$500.00
Lowry, Joseph	Jazz Ensemble I & II MUSC-124-01, 125-01 - 1.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$500.00
Lowry, Joseph	Music Software I, Music Theory II, & Audiology II MUSC-155-01, 165-01, 166-90 - 3.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$1,500.00
Lowry, Joseph	Rock Ensemble I & II MUSC-139-90, 140-90 - 1.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$500.00
Lowry, Joseph	Applied Music-Keyboards Instr I, II, III MUSC-104, 105, 1051-01 - 8 lessons x \$100.00/lesson 1/10/2017 - 5/12/2017	\$800.00
Marshall, Douglas	History & Prin. of Phys. Ed. HPER-291-30 - 3.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$1,500.00
Martinez, Hector	Security+ Network Security CSCI-230-90 - 3.00 credit hour(s) 1/2 of 3.00 credit hour(s) X \$500.00 = \$1500.00 1/10/2017 - 5/12/2017	\$750.00
Team Teach w/Ron Carlson		
McFee, Dan	Karate/Self-Defense Beg & Adv HPER 161A, 161B-90, 161B-91, CRIM-100A, 100B-90, 100B-91 2.00 credit hour(s) x \$500.00 = \$1,000.00	\$1,000.00
Meier, Shelley	Observation EDUC-1062-01 - 2.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$1,000.00
Neri, Elise	College Algebra MATH-108-50 - 3.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$1,500.00
Nichols, Kip	Bowling HPER-118-90 - 1.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$500.00
Owens, Glenda	Medical Terminology EMIC-104-GC - 3.00 credit hour(s) x \$500.00 01/10/17 - 03/03/17	\$1,500.00
Owens, Glenda	Medical Terminology EMIC-104-GD - 3.00 credit hour(s) x \$500.00 01/10/17 - 03/03/17	\$1,500.00
Owens, Glenda	Medical Terminology EMIC-104-SC - 3.00 credit hour(s) x \$500.00 01/10/17 - 03/03/17	\$1,500.00

Rainman, Valerie	Intro to Conv. Spanish I LANG-130-90 - 2.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$1,000.00
Routon, Timothy	Applied Music: Instrumental I MUSC-1021-90, 1031-90 - 7 lessons x \$200.00/lesson 1/10/2017 - 5/12/2017	\$1,400.00
Rupp, David	Law Enforcement Capstone CRIM-106-01 - 4.00 credit hour(s) x \$500.00 2/21/2017 - 5/12/2017	\$2,000.00
Rupp, David	Criminal Procedures CRIM-110-01 - 3.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$1,500.00
Saddler, Dru	American History Since 1865 HIST-104-90 - 3.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$1,500.00
Schneider, Mitch	Health & Movement Educ Methods EDUC-203-90 - 3.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$1,500.00
Seibert, Tyler	College Success PCDE-101-90 - 1.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$500.00
Shrimplin, Adam	Photography II PHOT-121-90 - 3.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$1,500.00
Spencer, Jarrod	Understanding New Testament LITR-231-90 - 3.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$1,500.00
Vadapally, Praveen	General Chemistry CHEM-105-50 - 5.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$2,500.00
Vadapally, Praveen	Astronomy, Descriptive PHSC-106-50 - 3.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$1,500.00
Vadapally, Praveen	Astronomy, Descriptive PHSC-106-51 - 3.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$1,500.00
	<b>TOTAL ADJUNCT CONTRACTS</b>	<b>\$ 63,900.00</b>

**ONLINE ADJUNCT FACULTY CONTRACTS**

<u>INSTRUCTOR</u>	<u>CLASS</u>	<u>AMOUNT</u>
Acevedo, Naysha	Organizational Leadership PSYC-106-51 - 3.00 credit Hour(s) x \$500 02/16/2017 - 05/12/2017	\$1,500.00
Acevedo, Naysha	Abnormal Psychology PSYC-201-51 - 3.00 credit Hour(s) x \$500 02/16/2017 - 05/12/2017	\$1,500.00

Ahmed, Nehleen	Basic Nutrition HMEC-115-51 - 3.00 credit Hour(s) x \$500 02/16/2017 - 05/12/2017	\$1,500.00
Albert, Kathleen	Public Speaking SPCH-111-50 - 3.00 credit Hour(s) x \$500 02/16/2017 - 05/12/2017	\$1,500.00
Albert, Kathleen	Interpersonal Communications SPCH-113-50 - 3.00 credit Hour(s) x \$500 02/16/2017 - 05/12/2017	\$1,500.00
Estes, Brittany	English II ENGL-102-50, 102-55 - 3.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$1,500.00
Green, Richard	English I ENGL-101-50 - 3.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$1,500.00
Hayes, David	Intermediate Algebra MATH-107-50 - 3.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$1,500.00
Seig, Kent	Survey of Civilization II HIST-102-51 - 3.00 credit hour(s) x \$500.00 02/16/2017 - 05/12/2017	\$1,500.00
Thompson, Kori	American History to 1865 HIST-103-50 - 3.00 credit hour(s) x \$500.00 1/10/2017 - 5/12/2017	\$1,500.00
<b>TOTAL ONLINE ADJUNCT CONTRACTS</b>		<b>\$ 15,000.00</b>

#### FACULTY CONTRACTS FOR NON-CREDIT CLASSES

INSTRUCTOR	CLASS	AMOUNT
Hommm, Mike	Women on Target - Range Assist 5.00 contact hrs @ \$20.00/hr CRMJ-315 02/18/17	\$100.00
Prewitt, Robert	Women on Target - Lead Instructor 10.00 contact hrs @ \$20.00/hr CRMJ-315 02/18/17	\$200.00
Unruh, Brandy	Women on Target - Range Assist 5.00 contact hrs @ \$20.00/hr CRMJ-315 02/18/17	\$100.00
<b>TOTAL NON-CREDIT CLASSES</b>		<b>\$400.00</b>

#### SERVICE CONTRACTS FOR ADJUNCT FACULTY

INSTRUCTOR	CLASS	AMOUNT
Fischer, Melanie	Certified Nurse Aide HELR-1023-02 - 3.00 credit hour(s) x \$500.00 2/7/2017 - 3/6/2017	\$1,500.00
<b>TOTAL SERVICE CONTRACTS</b>		<b>\$1,500.00</b>

**Agenda No: II-C**  
**Topic: Financial Information**

**Date: March 6, 2017**

**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

March 2017

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

None to report

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

- Check #253974 to Blue Cross-Blue Shield of Kansas for \$94,101.35 for February health insurance premiums for employees.
- Check #254160 to Great Western Dining for \$82,318.85 for various invoices.
- Check #254790 to Blue Cross-Blue Shield of Kansas for \$92,682.98 for March health insurance premiums for employees.

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	7,581.00-	1,923,075.00-	2,450,000.00-	526,925.00-	21.51
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	6,536.00	288,344.00-	370,000.00-	81,656.00-	22.07
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	363.00	68,554.00-	100,000.00-	31,446.00-	31.45
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	850.03-	417,080.25-	370,000.00-	47,080.25	12.71-
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	1,771.53-	4,891.20-	50,000.00	54,891.20	109.78
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	1,222.00-	115,902.00-	79,479.00-	36,423.00	45.82-
11-00-0000-00000-4014 TUITION BORDER STA	0.00	1,775.00-	205,332.00-	250,000.00-	44,668.00-	17.87
11-00-0000-00000-4015 ONLINE COURSE FEE	0.00	1,140.00-	134,193.00-	500.00-	133,693.00	738.59-
11-00-0000-00000-4016 DROP FEE : GENERAL	0.00	3,150.00-	12,900.00-	10,000.00-	2,900.00	28.99-
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	500.00-	13,660.00-	10,000.00-	3,660.00	36.59-
11-00-0000-00000-4512 VENDING MACHINES :	0.00	293.68-	3,322.34-	10,000.00-	6,677.66-	66.78
11-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	1,623,721.00-	1,623,721.00-	0.00	0.00
11-00-0000-00000-4803 AD VALOREM PROPRT	0.00	0.00	5,440,773.17-	8,837,798.00-	3,397,024.83-	38.44
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	546,765.42-	750,157.00-	203,391.58-	27.11
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	7,710.37-	9,485.00-	1,774.63-	18.71
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	111,925.91-	143,188.00-	31,262.09-	21.83
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	112,909.66-	134,270.00-	21,360.34-	15.91
11-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	0.00	13,866.12-	11,640.00-	2,226.12	19.11-
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	11,277.44-	16,526.00-	5,248.56-	31.76
11-00-0000-00000-4814 COMMERCIAL VEHICLE	0.00	0.00	16,841.53-	82,790.00-	65,948.47-	79.66
11-00-0000-00000-4815 WATERCRAFT CURRENT	0.00	0.00	2,180.19-	19,108.00-	16,927.81-	88.59
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: GENER	0.00	0.00	145,636.55	10,000.00	135,636.55-	356.36-
11-00-0000-00000-4902 INTEREST INCOME :	0.00	7,074.52-	11,597.49-	50,000.00-	38,402.51-	76.81
11-00-0000-00000-4904 REIMBURSED SALARY	0.00	1,212.00-	8,520.00-	15,000.00-	6,480.00-	43.20
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	0.00	62,497.64-	175,000.00-	112,502.36-	64.29
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	1,102.14-	14,680.54-	150,000.00-	135,319.46-	90.21
11-00-0000-00000-4912 TRANSCRIPTS : GENE	70.00	1,093.27-	6,812.16-	15,000.00-	8,257.84-	55.05
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	70.00	21,866.17-	11,033,582.89-	15,260,526.00-	4,227,013.11-	27.70
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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	15,126.00-	353,157.18-	394,900.00-	41,742.82-	10.57
12-00-0000-00000-4015 ONLINE COURSE FEE	0.00	1,080.00-	23,409.00-	50.00-	23,359.00	717.99-
12-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	972,414.00-	972,414.00-	0.00	0.00
12-00-0000-00000-4603 STATE PMT FOR TUIT	0.00	47,435.00-	47,435.00-	75,000.00-	27,565.00-	36.75
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	63,641.00-	1,414,564.18-	2,657,260.00-	1,242,695.82-	46.77



61-00-0000-00000-4803 AD VALOREM PROPERT	0.00	0.00	275,247.12-	470,000.00-	194,752.88-	41.44
61-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	27,703.74-	36,790.00-	9,086.26-	24.70
61-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	390.66-	378.00-	12.66	3.34-
61-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	5,355.15-	8,080.00-	2,724.85-	33.72
61-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	5,712.63-	5,010.00-	702.63	14.01-
61-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	0.00	702.58-	0.00	702.58	0.00
61-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	571.55-	750.00-	178.45-	23.79
61-00-0000-00000-4814 COMMERCIAL VEHICLE	0.00	0.00	853.38-	5,000.00-	4,146.62-	82.93
61-00-0000-00000-4815 WATERCRAFT CURRENT	0.00	0.00	110.49-	0.00	110.49	0.00
61-00-0000-00000-4816 TIF TAX : GENERAL	0.00	0.00	7,313.20	15,000.00	7,686.80	51.25
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	309,230.49-	811,008.00-	501,777.51-	61.87
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Totals for BUDGET.OFFICER: Unassigned	70.00	85,507.17-	12,757,377.56-	18,728,794.00-	5,971,486.44-	31.88

Fiscal Year: 2017

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	16,768.07	120,920.53	205,412.00	84,491.47	41.13
DEPARTMENT: 11020 - HUMANITIES	0.00	178.50	4,943.58	3,900.00	1,043.58-	26.75-
DEPARTMENT: 11021 - ENGLISH	0.00	30,066.05	242,501.97	373,509.38	131,007.41	35.07
DEPARTMENT: 11022 - SPEECH	0.00	590.43	24,440.37	6,930.00	17,510.37-	252.66-
DEPARTMENT: 11023 - PHILOSOPHY	0.00	0.00	3,739.91	0.00	3,739.91-	0.00
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	0.00	1,614.75	50.00	1,564.75-	129.49-
DEPARTMENT: 11025 - JOURNALISM	0.00	5,899.39	32,306.35	56,013.00	23,706.65	42.32
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	500.00	500.00	100.00
DEPARTMENT: 11030 - ART	0.00	15,411.81	98,395.65	137,449.00	39,053.35	28.41
DEPARTMENT: 11031 - DRAMA	0.00	9,363.64	46,913.11	78,510.00	31,596.89	40.25
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	8,532.22	51,318.90	83,783.00	32,464.10	38.75
DEPARTMENT: 11033 - INST MUSIC	633.87	11,563.12	82,000.31	89,790.00	7,155.82	7.97
DEPARTMENT: 11040 - SCIENCE	0.00	36,307.29	268,885.93	409,996.00	141,110.07	34.42
DEPARTMENT: 11050 - MATH	0.00	23,779.44	194,425.03	277,388.50	82,963.47	29.91
DEPARTMENT: 11060 - SOCIAL SCIENCE	75.00	32,065.70	264,854.78	370,781.51	105,851.73	28.55
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	1,091.27	38,921.98	58,784.25	19,862.27	33.79
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	5,176.08	53,744.54	115,345.00	61,600.46	53.41
DEPARTMENT: 11081 - READING	0.00	5,675.69	44,242.81	58,460.00	14,217.19	24.32
DEPARTMENT: 11082 - ESL	0.00	6,077.17	43,202.07	70,525.00	27,322.93	38.74
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	0.00	15,735.05	10,000.00	5,735.05-	57.34-
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	2,136.30	3,112.93	5,000.00	1,887.07	37.74
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	47,133.63	39,747.63	275,328.12	413,430.00	90,968.25	22.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	18,000.00	18,000.00	100.00
DEPARTMENT: 41000 - LIBRARY	3,745.58	12,955.20	110,751.09	189,039.00	74,542.33	39.43
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	19,941.34	6,920.27	50,486.19	86,033.00	15,605.47	18.14
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	12,140.49	89,452.39	490,510.65	401,058.26	81.76
DEPARTMENT: 42001 - DEAN OF ACADEMICS	0.00	9,375.03	80,393.20	172,156.00	91,762.80	53.30
DEPARTMENT: 42002 - OUTREACH	0.00	31,146.89	94,300.52	85,959.00	8,341.52-	9.69-
DEPARTMENT: 44000 - INSTRUCTIONAL DESI	0.00	5,279.78	52,626.17	64,505.00	11,878.83	18.42
DEPARTMENT: 46000 - DEVELOPMENTAL EDUC	9,825.45	7,027.62	46,003.63	68,599.00	12,769.92	18.62
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	18,159.31	161,869.05	271,149.00	109,279.95	40.30
DEPARTMENT: 50001 - STUDENT SUPPORT SE	0.00	0.00	13,225.00	18,935.00	5,710.00	30.16
DEPARTMENT: 50010 - COUNSELING & GUIDA	0.00	12,544.29	105,341.72	158,885.00	53,543.28	33.70
DEPARTMENT: 50011 - ASSESSMENT/TESTING	0.00	4,406.65	37,461.73	52,448.00	14,986.27	28.57
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	5,771.11	203,225.20	337,994.00	134,768.80	39.87
DEPARTMENT: 50030 - ADMISSIONS	66.50	9,991.10	93,047.64	150,059.00	56,944.86	37.95
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	0.00	12,541.07	103,608.12	165,286.71	61,678.59	37.32
DEPARTMENT: 50050 - STUDENT HEALTH SER	330.01	0.00	2,339.43	4,068.00	1,398.56	34.38
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	416.00	23,167.53	408,490.85	577,730.56	168,823.71	29.22
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	12,698.66	113,019.24	137,358.53	24,339.29	17.72

DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	11,581.93	96,376.36	134,646.00	38,269.64	28.42
DEPARTMENT: 55003 - MEN'S TRACK	0.00	9,556.74	47,489.75	69,609.00	22,119.25	31.78
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	9,893.84	45,424.43	68,111.47	22,687.04	33.31
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	11,299.07	81,649.74	126,707.50	45,057.76	35.56
DEPARTMENT: 55006 - FOOTBALL	0.00	36,634.27	365,565.00	508,790.83	143,225.83	28.15
DEPARTMENT: 55007 - BASEBALL	0.00	14,276.76	109,711.82	147,711.93	38,000.11	25.73
DEPARTMENT: 55008 - VOLLEYBALL	0.00	4,730.06	68,150.44	106,238.50	38,088.06	35.85
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	3,822.76	42,636.69	48,604.20	5,967.51	12.28
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	2,922.74	32,603.14	49,356.20	16,753.06	33.94
DEPARTMENT: 55012 - CHEERLEADING	0.00	11,316.28	63,808.75	76,946.68	13,137.93	17.07
DEPARTMENT: 55013 - DANCE TEAM	0.00	3,062.78	31,500.86	45,424.60	13,923.74	30.65
DEPARTMENT: 55014 - RODEO TEAM	682.96	12,724.55	101,011.68	158,244.00	56,549.36	35.74
DEPARTMENT: 55015 - MEN'S GOLF	0.00	4,712.19	32,050.99	40,965.00	8,914.01	21.76
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	19,804.03	119,782.87	129,407.00	9,624.13	7.44
DEPARTMENT: 55020 - PEP BAND	0.00	3,854.89	37,223.71	56,406.00	19,182.29	34.01
DEPARTMENT: 61000 - PRESIDENT	16,814.00	57,721.88	400,153.45	561,344.00	144,376.55	25.72
DEPARTMENT: 61001 - BOARD OF TRUSTEES	730.44	126.56	11,611.72	24,840.00	12,497.84	50.31
DEPARTMENT: 61005 - ATTORNEY	0.00	1,312.46	3,216.46	30,000.00	26,783.54	89.28
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	0.00	60,639.36	741,138.79	1,620,398.00	879,259.21	54.26
DEPARTMENT: 62010 - HUMAN RESOURCES	3,061.69	11,069.93	91,679.38	151,736.00	56,994.93	37.56
DEPARTMENT: 62011 - ADA COMPLIANCE	0.00	4,569.90	43,133.78	68,845.00	25,711.22	37.35
DEPARTMENT: 62050 - ONE-TIME PURCHASES	48,496.21	312.50	30,530.77-	450,000.00	432,034.56	96.01
DEPARTMENT: 63000 - INFORMATION SERVIC	8,321.40	5,392.74	104,980.95	158,584.00	45,281.65	28.55
DEPARTMENT: 64000 - INFORMATION TECHN	10,456.37	44,737.89	572,675.13	776,462.00	193,330.50	24.90
DEPARTMENT: 65000 - CENTRAL SERVICES	2,641.38	8,970.21	79,743.77	137,059.00	54,673.85	39.89
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	216.36	9,254.45	86,666.37	144,270.00	57,387.27	39.78
DEPARTMENT: 71000 - BUILDINGS	9,229.76	38,425.28	280,630.49	447,554.00	157,693.75	35.23
DEPARTMENT: 72000 - CUSTODIAL SERVICES	5,429.86	48,458.85	356,435.38	595,357.00	233,491.76	39.22
DEPARTMENT: 73000 - GROUNDS	4,013.26	23,349.90	151,771.62	278,105.00	122,320.12	43.98
DEPARTMENT: 73001 - ATHLETIC FIELDS	50.00	317.16	19,708.68	56,530.00	36,771.32	65.05
DEPARTMENT: 74000 - VEHICLES	3,728.49	14,144.89	163,689.86	387,280.00	219,861.65	56.77
DEPARTMENT: 75000 - CAMPUS SECURITY	0.00	14,571.66	121,083.97	233,284.00	112,200.03	48.10
DEPARTMENT: 76000 - INSURANCE	0.00	14,196.17	280,405.30	290,514.00	10,108.70	3.48
DEPARTMENT: 77000 - UTILITIES	0.00	55,590.37	467,605.93	850,000.00	382,394.07	44.99
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	1,858.68-	165,861.56-	62,000.00	227,861.56	367.52
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	0.00	1,425.00	5,000.00	3,575.00	71.50
DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	16,758.00	33,117.00	30,000.00	3,117.00-	10.38-
DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	4,104.00	13,883.00	11,000.00	2,883.00-	26.20-
DEPARTMENT: 81004 - TUIT WAIVER CTZ IN	0.00	102,068.00	224,725.00	169,613.00	55,112.00-	32.48-
DEPARTMENT: 81006 - TUIT WAIVER FINE A	0.00	45,030.00	94,320.00	55,194.00	39,126.00-	70.88-
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	9,366.00	17,832.00	0.00	17,832.00-	0.00
DEPARTMENT: 94000 - STUDENT CENTER	1,350.00	12,142.69	44,495.02	24,116.00	21,729.02-	90.09-

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FUND: 11 - GENERAL	197,389.56	1,195,519.86	9,161,911.79	15,260,526.00	5,901,224.65	38.67
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Fiscal Year: 2017

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	FUND: 12 - PTE FUND Available	% Avail
DEPARTMENT: 12010 - ACCOUNTING	0.00	5,732.01	41,432.92	67,300.00	25,867.08	38.44
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	296.01	16,058.16	61,350.00	45,291.84	73.83
DEPARTMENT: 12200 - ADN PROGRAM	0.00	12,819.89	114,573.83	231,392.00	116,818.17	50.48
DEPARTMENT: 12201 - LPN PROGRAM	0.00	24,265.94	173,613.85	218,647.00	45,033.15	20.60
DEPARTMENT: 12202 - EMT	1,744.21	16,395.48	91,144.56	99,027.00	6,138.23	6.20
DEPARTMENT: 12203 - ALLIED HEALTH	88.84	5,294.67	48,450.15	135,615.00	87,076.01	64.21
DEPARTMENT: 12210 - AGRICULTURE	749.00	4,041.64	32,260.26	59,143.00	26,133.74	44.19
DEPARTMENT: 12211 - ANIMAL SCIENCE	100.00	16,384.67	78,358.31	103,519.00	25,060.69	24.21
DEPARTMENT: 12212 - CULINARY PROGRAM	0.00	0.00	37,029.25	62,004.00	24,974.75	40.28
DEPARTMENT: 12220 - JOHN DEERE AG TECH	600.00	13,160.54	87,971.46	157,578.00	69,006.54	43.79
DEPARTMENT: 12225 - OIL TECH PROGRAM	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 12230 - AUTO MECHANICS	300.00	4,868.12	38,189.49	63,841.00	25,351.51	39.71
DEPARTMENT: 12240 - CRIMINAL JUSTICE	423.79	7,354.32	63,460.22	85,607.00	21,722.99	25.38
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	5,861.64	42,766.83	74,389.00	31,622.17	42.51
DEPARTMENT: 12250 - COSMETOLOGY	0.00	10,087.53	70,506.25	121,190.00	50,683.75	41.82
DEPARTMENT: 12260 - DRAFTING	0.00	0.00	0.00	200.00	200.00	100.00
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	6,092.00	17,729.64	207,209.18	308,965.00	95,663.82	30.96
DEPARTMENT: 12271 - AUTOMATION ELECTRI	0.00	0.00	0.00	1,743.00	1,743.00	100.00
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	2,632.66	5,882.40	10,250.00	4,367.60	42.61
DEPARTMENT: 12273 - WELDING	14,116.18	12,640.59	121,955.02	213,509.00	77,437.80	36.27
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	12,523.39	78,345.09	547,541.00	469,195.91	85.69
DEPARTMENT: 62050 - ONE-TIME PURCHASES	0.00	0.00	0.00	33,200.00	33,200.00	100.00
<b>FUND: 12 - PTE FUND</b>	<b>24,214.02</b>	<b>172,088.74</b>	<b>1,358,458.87</b>	<b>2,657,260.00</b>	<b>1,274,587.11</b>	<b>47.97</b>

Fiscal Year: 2017

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	FUND: 14 - ADULT SUPPLEMENTARY ED Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	3,230.99	51,491.55	89,326.00	37,834.45	42.36
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	0.00	0.00	7,594.56	8,000.00	405.44	5.07
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	175.00	500.00	325.00	65.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	6,599.44	10,156.29	10,200.00	43.71	0.43
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	7,475.21	10,000.00	2,524.79	25.25
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	765.00	741.25	6,255.58	20,000.00	12,979.42	64.90
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	452.22	2,717.87	3,750.00	1,032.13	27.52
DEPARTMENT: 55007 - BASEBALL	204.00	1,243.76	11,607.96	20,000.00	8,188.04	40.94
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	1,350.00	1,350.00	7,200.00	5,850.00	81.25
DEPARTMENT: 55013 - DANCE TEAM	0.00	446.21	3,440.10	3,800.00	359.90	9.47
DEPARTMENT: 31000 - COMMUNITY SERVICE	85.34	0.00	142.63	834.79	606.82	72.69
DEPARTMENT: 55009 - WOMEN'S SOCCER	1,710.00	0.00	365.19	2,103.41	28.22	1.34
DEPARTMENT: 55003 - MEN'S TRACK	0.00	362.08	1,718.08	4,000.00	2,281.92	57.05
<b>FUND: 14 - ADULT SUPPLEMENTARY ED</b>	<b>2,764.34</b>	<b>14,425.95</b>	<b>109,025.82</b>	<b>183,244.70</b>	<b>71,454.54</b>	<b>38.99</b>

Fiscal Year: 2017

FUND: 16 - AUXILIARY ENTITIES

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	2,367.30	12,500.00	10,132.70	81.06
DEPARTMENT: 94000 - STUDENT CENTER	2,205.00	1,122.31	72,646.70	287,810.00	212,958.30	73.99
DEPARTMENT: 95000 - STUDENT HOUSING	19,435.67	161,335.33	1,017,154.76	2,340,390.00	1,303,799.57	55.71
DEPARTMENT: 98000 - COSMETOLOGY	2,961.88	8,393.01	61,156.86	140,050.00	75,931.26	54.22
DEPARTMENT: 97000 - BOOKSTORE	16,804.38	33,506.87	516,177.44	999,000.00	466,018.18	46.65
DEPARTMENT: 91000 - ARENA	0.00	509.53	3,406.00	7,000.00	3,594.00	51.34
=====						
FUND: 16 - AUXILIARY ENTITIES	41,406.93	204,867.05	1,672,909.06	3,786,750.00	2,072,434.01	54.73

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	0.00	0.00	8,458.23	4,000.00	4,458.23	111.45
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	0.00	17,311.73	16,151.00	16,151.00	0.00	0.00
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	0.00	180.00	5,651.24	5,471.24	96.81
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	3.75	0.00	3.75	0.00
DEPARTMENT: 14010 - AO-K	0.00	0.00	792.20	2,990.72	2,198.52	73.51
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	4,357.71	4,357.71	0.00	0.00
DEPARTMENT: 12273 - WELDING	4,506.05	11,549.41	111,690.43	753,643.57	637,447.09	84.58
DEPARTMENT: 14010 - AO-K	0.00	0.00	0.00	2,998.06	2,998.06	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	1,006.55	141,379.51	169,685.06	28,305.55	16.68
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	308.93	2,861.24	11,251.64	8,390.40	74.57
DEPARTMENT: 11040 - SCIENCE	0.00	7,351.00	14,880.56	36,005.58	21,125.02	58.67
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	14,418.81	105,217.81	283,540.00	178,322.19	62.89
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	5,791.34	49,384.75	71,927.00	22,542.25	31.34
DEPARTMENT: 11040 - SCIENCE	0.00	3,037.00	7,343.00	42,623.00	35,280.00	82.77
DEPARTMENT: 42005 - DEAN OF TECHNICAL	17,220.00	9,736.78	73,407.14	112,416.00	21,788.86	19.38
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	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
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	7,345.00	7,345.00	7,345.00	0.00	0.00
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	0.00	875.00	875.00	100.00
=====						
FUND: 22 - RESTRICTED GRANTS	21,726.05	77,856.55	554,017.94	1,591,924.85	1,016,180.86	63.83

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	0.00	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
=====						
FUND: 23 - OTHER RESTRICTED FUNDS	4,297.86	0.00	13,872.76	47,041.00	28,870.38	61.37

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	1,102.35	1,649.00	546.65	33.15
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	12,662.48	86,632.25	175,610.00	88,977.75	50.67
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	1,548.05	2,985.99	8,780.00	5,794.01	65.99
DEPARTMENT: 13301 - ADULT ED - INSTRUC	150.00	6,541.54	58,442.36	264,709.39	206,117.03	77.87
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	332.50	1,091.84	12,500.00	11,408.16	91.27
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	5,338.18	40,129.76	71,052.00	30,922.24	43.52
DEPARTMENT: 00000 - GENERAL	0.00	0.00	37,500.00-	37,500.00-	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	99.59	4,666.38	46,278.69	85,280.00	38,901.72	45.62
=====						
FUND: 24 - ADULT EDUCATION	249.59	31,226.93	200,348.64	584,080.39	383,482.16	65.66

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	3,297.16	50,080.20	264,435.02	465,568.00	197,835.82	42.49
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	1,000.00	1,000.00	0.00	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	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	1,000.00	1,000.00	1,000.00	0.00	0.00
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	5,000.00	5,000.00	0.00	0.00
DEPARTMENT: 55007 - BASEBALL	0.00	0.00	1,000.00	1,000.00	0.00	0.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	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	0.00	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	4,900.80	39,119.32	63,340.00	24,220.68	38.24
DEPARTMENT: 99001 - STUDENT NEWSPAPER	343.69	3,414.81	22,311.50	62,000.00	39,344.81	63.46
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	136.50	9,689.33	24,500.00	14,810.67	60.45
=====						
FUND: 71 - ACTIVITY/ORGANIZATION FD	3,640.85	59,532.31	350,384.17	632,908.00	278,882.98	44.06

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	6,060.00	12,120.00	0.00	12,120.00-	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	2,367.00	4,791.00	0.00	4,791.00-	0.00
DEPARTMENT: 55003 - MEN'S TRACK	0.00	2,025.00	5,490.00	0.00	5,490.00-	0.00
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	2,367.00	4,791.00	0.00	4,791.00-	0.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	2,424.00	5,946.00	0.00	5,946.00-	0.00
DEPARTMENT: 55006 - FOOTBALL	0.00	15,543.00	49,038.00	0.00	49,038.00-	0.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	5,604.00	14,031.00	0.00	14,031.00-	0.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	4,632.00	10,233.00	0.00	10,233.00-	0.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	6,945.00	12,093.00	0.00	12,093.00-	0.00
DEPARTMENT: 55013 - DANCE TEAM	0.00	1,212.00	3,294.00	0.00	3,294.00-	0.00
DEPARTMENT: 55014 - RODEO TEAM	0.00	10,908.00	21,759.00	0.00	21,759.00-	0.00
DEPARTMENT: 55015 - MEN'S GOLF	0.00	2,196.00	4,563.00	0.00	4,563.00-	0.00
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	25,068.00	55,797.00	0.00	55,797.00-	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	4,677.00	12,648.00	0.00	12,648.00-	0.00
DEPARTMENT: 11030 - ART	0.00	5,547.00	13,290.00	0.00	13,290.00-	0.00
DEPARTMENT: 11031 - DRAMA	0.00	3,758.00	7,837.00	0.00	7,837.00-	0.00

DEPARTMENT: 11032 - VOCAL MUSIC	0.00	9,031.00	18,243.00	0.00	18,243.00-	0.00
DEPARTMENT: 11033 - INST MUSIC	0.00	30,875.00	85,326.00	0.00	85,326.00-	0.00
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	1,462.00	2,810.00	0.00	2,810.00-	0.00
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	10,452.00	21,189.00	0.00	21,189.00-	0.00
DEPARTMENT: 81005 - TUIT WAIVER FCHS	0.00	9,500.00	23,733.00	0.00	23,733.00-	0.00
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	22,314.00	49,773.00	0.00	49,773.00-	0.00

=====	=====	=====	=====	=====	=====	=====
FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	184,967.00	438,795.00	0.00	438,795.00-	0.00

Fiscal Year: 2017

FUND: 73 - EDUKAN CONSORTIUM FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
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DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	8,535.00	136,810.00	500,000.00	363,190.00	72.64
=====	=====	=====	=====	=====	=====	=====
FUND: 73 - EDUKAN CONSORTIUM FUND	0.00	8,535.00	136,810.00	500,000.00	363,190.00	72.64



Garden City Community College  
2/28/2017

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 617,815.44	0.0000%
State Municipal Invest. Pool	\$ 144,052.46	0.2862%
FNB of Garden City - Money Market	\$ 79.73	0.2500%
FNB of Garden City - Insured Cash Sweep	\$ 1,007,074.86	0.2500%
Commerce Bank - Money Market	\$ 5,832.38	0.0800%
Landmark National Bank	\$ 5,959,361.42	0.6600%
	<u>\$ 7,734,216.29</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%	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
Western State Bank	CD	\$ 1,000,000.00	0.9000%	2/10/2017	2/9/2018
		<u>\$ 5,000,000.00</u>			
 Total		 <u><u>\$ 12,734,216.29</u></u>			

**Agenda No: IV-A**

**Date: March 6, 2017**

**Topic:** Acquisition of Real Property and Approval of 10 Year Lease Purchase Agreement

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

**Background Information:**

The college has the opportunity to purchase the remaining four (4) apartment buildings located at 1703, 1707, 1709 and 1713E. Laurel Street. In addition, included in the purchase is an office/shop building located at 1705 E. Laurel Street. The property, currently owned by John and Carmen Wagner, will provide much needed housing for GCCC. The proposed property will be purchased through a lease-purchase agreement with Clayton Holdings, LLC which is affiliated with Garden City's Commerce Bank. The 10-year lease purchase will be repaid with proceeds from student room and board fees.

In accordance with Kansas Statutes, the college published an official notice to purchase and finance the purchase of property and replacement of the residence hall parking lot (south lot). The required 30-day protest period has passed with no protest being filed.

**Budget Information:**

Residential Life Auxiliary Fund – debt service commitment will be approximately \$375,000 annually

**Recommended Board Action:**

The Board authorizes Administration to negotiate a contract to purchase property at 1703, 1705, 1707, 1709 and 1713 E. Laurel St. not to exceed \$1,755,000. Additionally, the board authorizes the administration to enter into a lease/purchase agreement with Clayton Holdings, LLC not to exceed total financing costs of \$3 million that includes purchase of property, replacement of residence hall parking lot, and replacement of parking lot sewer line.

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

**Board Member Notes:**

**Agenda No:** IV-B

**Date:** March 6, 2017

**Topic:** Residential Life Parking Lot Replacement, Sewer Line Replacement and a Portion of the Mechanical Tunnel Lid Replacement

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

**Background Information:**

The original presentation on January 10, 2017, discussed financing of the Residence Hall (south) parking lot replacement and purchasing the remaining four units of the Wagner Apartments. The college’s architect designed and released specifications for the complete replacement of the residential life parking lot. Additionally included in the RFP was alternate proposals for replacing the sewer line, which is located under the residence hall parking lot and address needed repairs to a portion of the college’s tunnel system in the quad area. The tunnel system serves as a mechanical pathway for HVAC, electrical and communication lines—original to the 1968 campus construction.

The asphalt parking lot will be replaced with concrete, additional lighting will be added and water drainage improved. The sewer line replacement involves the sewer line from the west hall residential life units to the city main. The sewer line is also original to the late 1968 construction and should be replaced while the parking lot is under construction. The mechanical tunnel “lid replacement project” includes removal and replacement of the pedestrian sidewalk, which is structural to the top, and sidewalls portions of the tunnel. The area involves the sidewalk from the intersection between the Fouse and Fine Arts buildings going west to the west side of the Fine Arts building totaling approximately 160 feet.

Bids were received from three contractors; JAG Construction Co., Dodge City, Lee Construction Co., Garden City, and Multicon Builders, Wichita, Kansas. Administrations recommendation is to accept the best proposal from JAG Construction.

**Budget Information:**

Lease purchase through Clayton Holdings, Inc. (combined with property purchase 10 year lease purchase agreement)

\$996,301 – parking lot replacement

\$35.00 per linear foot – sewer line replacement as determined during construction

General Fund

\$76,503 – mechanical tunnel lid replacement

**Recommended Board Action:**

Authorize Administration to accept the proposal and enter into an agreement with JAG Construction for \$1,072,804.00 plus \$35.00 per linear foot for replacement of the sewer line, to replace the residential life parking lot with concrete and to repair a portion of the campus mechanical tunnel lid.

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

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

**Board Member Notes:**

# BID TABULATION FORM

## A New Replacement Dormitory Parking Lot for GARDEN CITY COMMUNITY COLLEGE

Garden City, Kansas  
Architect Project No. 201637  
February 28, 2017

CONTRACTOR	ADDENDUMS REC.	BID BOND 5%	BASE BID PROPOSAL	Alt. #1 Mechanical tunnel lid replacement	Alt. #2 Sewer Line replacement (unit cost)	TOTAL BID	Plumbing & Electrical Sub-Contractors
Builders Plus Constr. Wichita, Kansas 316-943-1720	1.		NO BID				
	2.						
	3.						
Dunlap Construction Garden City, Kansas 620-521-2964	1.		NO BID				
	2.						
	3.						
JAG Construction Co. Dodge City, Kansas 620-225-0061	1. X	x	\$996,301.00	\$76,503.00	\$35.00/lf	\$1,072,804.00	Davis Electric
	2. X						Tatro Plumbing
	3. X						
Lee Construction Co. Garden City, Kansas 620-276-3980	1. X	x	\$963,800.00	\$139,900.00	\$60.00/l.f.	\$1,103,700.00	3G Electric
	2. X						Lee Construction
	3. X						
Multicon Builders Wichita, Kansas 316-440-0830	1. X	x	\$974,456.00	\$118,107.00	\$150.00/l.f.	\$1,092,563.00	?
	2. X						?
	3. X						
Vogts-Parga Constr., LLC Newton, Kansas 316-284-2801	1.		NO BID				
	2.						
	3.						
	1.						
	2.						
	3.						

**MARCH 2017 MONITORING REPORT  
ANNUAL REPORT**

**EXECUTIVE LIMITATIONS**

**General Executive Constraint's #1**

**ANNUAL**

**Page 7**

**An open climate in the decision-making process shall not be discouraged.**

**CEO's Interpretation:**

Institutional and organizational success is achieved only through the results of reliable data and information that is collected seamlessly from the institution, thus affecting the decision-making process.

In this president's view, an open climate institution is cultivated in various ways, including information and conversations gleaned from students, employees, Board of Trustees, and community stakeholders. Achieving a positive perception toward a presidential open climate environment, I believe, rests solely in the minds of the evaluator. This president encourages and provides opportunities for exchange and input at multiple levels on and off-campus.

**Activities Encouraging an Open Climate culture by the president:**

- All employee monthly meetings
- Faculty breakfast and lunches
- Meetings with campus clubs and organizations
- Frequent meetings with Faculty Senate leadership
- President Involvement with community organizations
- MBWA—Management By Walking Around
- Attending student functions
- Attending Athletic events
- Advisory Board meetings
- State and Federal involvement regarding public policy affecting the college
- Chamber Activities
- Available via email, phone and personal visits from students, employees and constituents
- Service Club involvement
- Involvement with college's Endowment Association
- Department visits
- Interaction with area USD leadership
- Joining students and staff in cafeteria
- Comment/Suggestion box located outside the president's office

The above activities and engagements have resulted in an exchange of information and ideas campus and community-wide. On numerous occasions because of the above activities, I have perceived an institutional climate that values, appreciates and encourages meaningful communications throughout the organization. There are and will continue to be opportunities to develop even stronger linkages of decision-making awareness.

## **Incidental Information**

### **March 2017**

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

##### **Bookstore**

Virga West, bookstore manager, has been finishing spring book returns and getting summer book orders collected and processed. Fall books adoptions will soon follow--due by April 15. Suzanne has been busy rearranging the store and at the same time is conducting a full soft goods inventory.

Virga and Suzanne have been brainstorming, to come up with new ideas to create increased traffic in the store. They have also been working on completing a customer service survey utilizing the online software, Survey Monkey.

They have been shipping merchandise out to families with students signing to attend and play for GCCC! This has been the busiest semester to date for shipping merchandise to recruits-it has been awesome to help the families get what they need for their signings! Football championship gear has arrived. Short and long sleeve t-shirts and hoodies are now available. Ordering summer and fall merchandise will begin soon.

##### **Campus Police**

On February 21, 2017, campus police chief and GCCC Student Services staff attended Title IX training in Newton, Kansas. During the course, attendees received information regarding best practices for investigating sexual assaults and current requirements under Title IX. GCCC team members collaborated with each other to address the challenges of this important issue.

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

Planning is underway for the Garden City Home Show booth on March 11, and 12. The daily sign-up sheets have been sent to employees requesting volunteers to work during the show.

The spring season of activities is ramping up and focus has shifted to promoting the many activities of the college. The annual Endowment Association Scholarship Auction is scheduled for April 7. Kristi is getting the word out with ads, social media, etc. Work began on promotion of the Cyber Security Camp coming up this summer. Promotions and press releases have been sent out for the upcoming "Artist in Residence" jazz festival, Monday March 6. Assistance was provided to promote hunter education and gun courses at the college. Promotions were also developed for the Adult Learning Center's AO-K program that offers career pathways for adults with families who have not completed high school or a GED. Marketing is coordinating with the Chamber to reserve and decorate a table for the March 9 chamber banquet. A press release was sent to announce GCCC Phi Theta Kappa All-Kansas Academic Team honorees, Kaitlynn Hammond and Rileigh Greathouse. GCCC officials will be present at the McCommunity night at McDonalds on March 7 to benefit the Ronald McDonald House. The Marketing Department assisted with the promotion this event with posts on social media and radio mentions.

Visits from Senator Pat Roberts and senior enlisted advisers from National Guard Bureau were covered. Press conferences for both events went smoothly. Publicity for both events was successful with coverage on radio, newspaper, and TV. Dairy Farmers of America (DFA) employees trained at the GCCC fire tower and pictures and posts on social media were prepared for the event.

Basketball, cheer and dance pictures were sent to graphic designer, Tiffany Heit, to create posters for sophomore night at the home basketball game. Softball and baseball games were attended, with

photographs taken for sports media. Pictures from the signing of two softball players were released. Many game activities have been covered during the month of February including Military Appreciation Night, Sophomore Night, Hoops for Hope, and the new gym floor unveiling.

### Facilities

The custodial department has had many event setups this month including basketball game activities, the upcoming Jazz festival, and the KSHSAA Ensemble music festival Friday and Saturday.

Maintenance finished fire alarm testing for the year, worked on service problems in the food service area and worked on HVAC controls and air handling units. They completed work orders and replaced ballasts in the emergency lights in the Academic Building.

Ground keeping accomplishments for the month include putting up a windscreen for softball, painting of foul lines for softball and baseball, as well as dirt work on east campus.

### Business Office

The business office met as a group a couple of times in early February to work on the annual department review and to work on the plan for our department. The team met to provide information for the department review and our strategic plan for the next several years. Draft documents were submitted of the plan and review.

February 21 was the first day of Spring financial aid disbursement. Pell grants, student loans and scholarships were posted to student accounts. Many students have credit balances after all their aid is posted and refund checks must be issued to the student. The business office has written 524 refund checks to students for a total of \$721,274. Financial Aid will continue to transmit aid over the next few weeks.

### Print Shop

Tiffany Heit and Cecilia Miller have been producing materials for many departments this month. They have worked on sophomore posters, rodeo logo for 50<sup>th</sup> anniversary rodeo, rodeo posters, jazz festival tickets, FASFA flyers, tech program flyers, diplomas, and honors certificates. Ads were produced for Catch-It-Kansas Magazine and the State Basketball program.

### IT Department

New computers were received, imaged and prepared for installation. The IT Department developed schedules for updating computers in multiple classrooms/labs.

The classroom/student lab in ACAD 1101 was completely updated with new machines, keyboards, monitors, and mice. These new machines are utilizing wireless internet access and have the latest operating systems and software.

In February, a new server was installed that allows faculty, staff and students the opportunity to electronically access library search engines and resources as if they were sitting inside the library. This proxy server will also enhance and support our distance learning presence at GCCC.

The IT Department worked alongside the Payroll Office to implement a new employee time card system. The software, called TimeClock Plus, allows hourly employees to clock in and out during the work day via a computer that is connected to the campus' network. The software has many new features that will allow all supervisors and managers the ability to oversee hours worked by employees in their respective departments.

The Athletic Department and the IT Department have collaborated on multiple projects to provide a greater level of internet access at athletic events. This includes streaming video at softball games, wireless access at all basketball games and a Plum Case that will provide internet access for student athletes while travelling to games played at other venues.

The new Web Developer has been very busy working with Administrators on multiple projects involving the college website, including page development that supports accreditation, distance learning initiative and website compliance. New updates will be ongoing.

The department continues its departmental review, including a comprehensive examination of strengths and weaknesses to help guide the department and its recommendations regarding the use of technology across campus. The department is also continuing formal and informal meetings to discuss strategic goals for the upcoming fiscal year.

### Human Resources

The Human Resources Department has been working on spring reporting and recruiting for online adjuncts.

### Payroll Department

In January, payroll personnel processed W-2 forms for 657 employees and processed the Affordable Care Act 1095-C forms.

Dallas established a remote Manager (supervisor) training session with the TimeClock Plus (TCP) representative in preparation to add another 28 hourly employees to the electronic timekeeping software on February 1. At the end of February, approximately 15 more hourly employees will begin using the system. The implementation includes continuing training until all managers are trained and all hourly employees are keeping their time in the new system. Eventually, the system will be used for leave request submission and approval allowing the elimination of paper leave requests.

An electronic payroll survey was released at the end of January. The results will assist in identifying potential improvements within the department and in producing information for the payroll department review and strategic planning. The short survey resulted in 4.41 out of 5-star rating on the following questions: Friendliness/Customer Service; Accuracy/Thoroughness of Information; Response Time to Inquiries; Access to Payroll Personnel; Privacy/Confidentiality; Management of Payroll Deductions; Management of Leave Recording; & Overall Rating of Payroll Dept.

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

#### Instruction

Ron Carlson represented GCCC at the 2017 Career Day held at Leoti for the area schools.

Ron Carlson launched the registration process for the 2017 Cybersecurity Summer Camp for area high school students.

GCCC has joined the Cisco Networking Academy. This partnership allows GCCC to explore their instructional resources and may facilitate economic development of new college course offerings in the area of computer networking and computer security.

Thanks to Janice and the CLC tutors, the Writing Center now offers evening hours 5 nights a week, including Sunday!

Eleven chemistry students are working on individual research projects – a separate project for each student – to be displayed & discussed as poster presentations at the American Chemical Society conference, April 3, in San Francisco.



Trish Keller and Sheena Hernandez attended Great Plains conference on acceleration.

Clay Wright and Choral Music department presented a Valentine Concert at GCCC Pauline Joyce Auditorium with the GCCC Choirs.

Clay Wright, Casey Hands, Joe Lowry and Chris Johnson attended KMEA (Kansas Music Educators Association) convention in Wichita.

The College Players attended Region V's Kennedy Center, American College Theatre Festival in Des Moines Iowa. Jordan Harmon, Katie McDowell, Cort Peterson, and Victor Ramos (graduate, currently attending Kansas State) competed in Irene Ryan Competitions. They were partnered with Cindy Hernandez, Britani Wiser, Cesar Felix, and Gage Stielau (former student currently attending Kansas State). Katie McDowell also presented her costume design of *Truth; Will Out* at the region Design Expo.

The College Players held auditions for Little Shop of Horrors which will be performed April 20-23 as dinner theatre.

The College Players have been asked to participate in a medical conference to be held in Lakin March 5 and 6 as actors for the seminar. We are currently working on the scenarios.

Phil Hoke is currently coordinating our next Learning Community which will be an all employee Academic Challenge that will be hosted by Jeanie Ferguson on March 24.

Hosted an outreach coordinator, counselor and principal meeting on February 22, 2017 to discuss dual credit faculty qualifications, accuplacer and outreach pay structure starting in 2017-18. Also provided a tour of technical programs so that all outreach attendees see the quality programs and instruction taking place in these particular areas.

#### Financial Aid

Shajia and Melinda attended the Kansas Community College "Roundtable" meeting in Hutchinson; wherein all but 2 KS CC's were represented. This is an annual meeting. We share information about upcoming new year, have discussions about processes and/or new regulations coming down from feds and compare information/forms. It is a good meeting to get new ideas and reinforces that we are doing things correctly or if we need to come home and research regulations and rethink processes/procedures.

Hosting FAFSA Friday Labs at GCCC this month and continue to communicate our services to area high schools and the community. We are going back to GCHS to help with FAFSA during parent teacher conferences (we also went two days in October).

Jill updated & finalized our 2016-2017 policy and procedure manual for upcoming summer audit.

Melinda has been busy with gathering info/updating net price calculator and GE requirements.

Spring disbursement went great- as of today \$2.4 million transmitted-grants, loans & GCCC scholarships (off campus, KBOR, & a few others not included)

#### Residential Life

- Residential Life hosted a Valentine's Game Show on Tuesday, February 14, "How well do you know" and roommates, couples and best friends competed for a chance to win prizes. We also had an ice cream bar with multiple toppings. We had 60 residents attend.

- We are working with Great Western Dining to host a Mardi Gras bash on Tuesday, February 28 for lunch. The menu will be all the delicious Cajun entrees complete with Kings cake. Beads, hats and masks will be given away to those that want to dress up.
- Interviewed an applicant for the Residential Life Advisor position. Will be offering the position to him and hope to have him on campus in a few weeks.
- Preparing for new incoming students for the 2<sup>nd</sup> 8 weeks. Check-in will be on Sunday, March 5 from 2-4 PM.
- The Residential Life department will be hosting the Kansas Community College Residential Life (KCCRL) Conference on Thursday, March 2 in the Endowment room. This annual conference offers the opportunity for residential life professionals to discuss policies, topics and current developments related to housing. So far we have 12 Kansas Community Colleges attending (27 total participants).

### Admissions

Set up an information table at the GCHS parent-teacher conferences. February 22, 23

Attended career fairs:

February 23 at Wichita County High School

February 15 at Satanta High School

March 2-3 at KCA Conference. (Kansas Counselors Association)

Continuing with high school visits.

Campus visits are holding strong! For February 2017 we have had 39 (a/o 02/24 the month isn't over yet;) Compared to February 2016 we had 36

We have also received 13 new international student applications for the Fall 2017

Fall 2017 Enrollment Dates have been set and will start advertising.

#### Enrollment Dates:

Thursday, April 13 – Holcomb HS Students only

Saturday, April 29

Monday, May 8

Monday, June 12

Thursday, July 20

### Advising

Enrolling new students for 2<sup>nd</sup> 8 weeks courses.

Working out processes for ACCUPLACER and researching test scores.

Reviewing 2+2 programs with KSU

Elementary Education

Family Studies and Human Services

Pre-Dietetics and Didactic Program in Dietetics

Science Nutrition and Health

Fire Science

### Enrollment Management

Administer the CCSSE survey

Administer the Noel-Levitz Student Satisfaction Inventory (SSI)

Colin Lamb, Tammy Tabor, Trish Miller, Rodney Dozier and Melanie Hands Attended the Title IX training – February 21 in Newton, KS.

### Health Services

Blood Drive –February 15

Dental Screening/ Genesis- February 28

### Accreditation

Completing the revised program review template for full implementation in fall 2017. The revised template will include a four-year rotation of academic departments and programs.

Preparing an external survey to be available for community and external stakeholder feedback in preparation for strategic planning.

All departments are completing the annual plans for accomplishments, goals and budget requests. The divisions will each begin working to compile plans which will envelop into the college plan in preparation for budget planning.

Continuing work with the critical thinking committee. Have completed a definition for critical thinking and have begun working on competencies for critical thinking to incorporate into college success.

Discussion is also focused on assessment of critical thinking and the exploration of an E-Portfolio for student engagement and learning.