

December 8, 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, December 12, 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 **Cyber Café** next to Broncbuster Book Store, 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 Charles Claar, Lewis, Hooper & Dick, re: 2016-2017 audit
 - F. Report from Student Government Association
 - G. Report from Faculty Senate
- II. CONSENT AGENDA Action**
- A. Approval of minutes of previous meetings (November 14, 2017).....pg. 3
 - B. Approval of personnel actions-Human Resources.....pg. 10
 - B-1 Human Resources Report.....pg. 11
 - B-2 Adjunct/Outreach Contracts.....pg. 12
 - C. Financial information.....pg. 16
 - C-1 Checks processed in excess of \$50,000.....pg. 17
 - C-2 Revenues.....pg. 18
 - C-3 Expenses.....pg. 20
 - C-4 Cash in Bank.....pg. 25
 - D. Acceptance of the GCCC 2016-2017 audit
 - E. Finney County Economic Development Annual Partnership Fee.....pg. 27
- III. CONFIRMATION OF MONITORING REPORTS:**
- A. Monitoring Reports and ENDS **Consensus Approval**
 - A-1 General Executive Constraints, #10 Safe and Healthy Environment....pg. 29
 - B. Review Monitoring Report
 - B-1 Annual, Executive Limitations, Asset Protection
 - C. Board Process and Policy Governance Review
- IV. OTHER**
- A. Incidental Information.....pg. 32
 - B. Report from Finney County Economic Development Corporation

- C. Report from KACCT
- D. Report on HLC

V. OWNERSHIP LINKAGE:

Upcoming Calendar Dates:

December 18-January 1	Campus Closed, No Classes, Christmas Holiday
January 2, 2018	Campus Reopens, Faculty and Staff report
January 9	GCCC Board of Trustee Meeting, 6:00 p.m., Endowment Room, Beth Tedrow Student Center
February 19	President's Day, Campus Closed, No Classes

VI. EXECUTIVE SESSION

VII. ADJOURNMENT

Dr. Herbert J. Swender, Sr.
President

Steve Martinez
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
November 14, 2017**

Trustees Present: Meryllyn Douglass, Jeff Crist, Steve Martinez, Melvin Neufeld, Blake Wasinger, Terri Worf,

Others Present: Debra Atkinson, Deputy Clerk
Emily Clouse, Director of Human Resources
John Green, Athletic Director
Josh Harbour, *Garden City Telegram*
Phil Hoke, Drama Instructor/Faculty Senate Representative
Jeremy Gigot, Executive Director, GCCC Endowment Association
Andy Gough, Director of IT
Micah Koksall, SGA Student/Academic Advisor
Jacquelyn Messinger, Dean of IEPR
Chuck Pfeifer, Dean of Technical/Work Force
Ryan Ruda, Vice President of Instruction/Student Services
Kristi Tempel, Public Relations/Marketing
Phil Terpstra, Dean of Academics
Dee Wigner, Executive Vice President
Clay Woydziak, SGA President
Diana Swender, Special Guest
Herbert Swender, President

CALL TO ORDER:

Chair Martinez called the regular board meeting to order at 6:00 p.m. and congratulated Trustees Douglass and Wasinger for their recent re-election to the GCCC Board of Trustees. Martinez went on to thank Trustee Neufeld for his dedicated service to GCCC and expressed his hope that Neufeld would remain active in the promotion of GCCC.

OPEN COMMENTS FROM PUBLIC:

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

PRESIDENT'S REPORT:

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

Dr. Swender noted that the GCCC Quiz Bowl team hosted a tournament on October 21, with participants from western Kansas and Oklahoma. The GCCC "A" team tied for first place, and the GCCC "B" team placed second.

The 2017 Meats judging team closed out their season with a 3rd place finish at the High Plains Contest in Friona, TX. October 29. Kerstan Schneider was named as 1st Team All-American for 2017. Denise Guerva was National Champion Individual in the Placings category.

Dr. Swender shared with Trustees that GCCC John Deere Instructor, Greg Unger, had received the Workforce Education Excellence in teaching Award, on November 6. Dr. Swender went on to say that under the leadership of Unger the program doubled in size.

Dr. Swender noted that on November 2, GCCC football players gave deserving Buffalo Jones students Adidas tennis shoes. Through contacts at Adidas GCCC secured 30 pairs of shoes as a donation. USD 457 was contacted and students in need were identified at Buffalo Jones School. GCCC players and coaches were honored to participate in the delivery of the shoes to the appreciative students. Dr. Swender went on to share

with Trustees, a communication received from a hotel owner praising the conduct of GCCC student athletes that had recently stay in his Fort Scott Hotel. GCCC student athletes and coaches strive to demonstrate a high level of college representation and respect.

GCCC Sophomore volleyball players played their last game in Conestoga Arena on October 30, and closed out the season with a win over Colby. GCCC volleyball traveled to Butler on November 1, and beat number 3 ranked Butler to earn a berth in the regional tournament for the first time in 12 years. The team did lose to Hutchinson in the regional tournament, but finished very strong in the last half of the season.

Dr. Swender noted that GCCC had hosted the Region VI Cross Country meet at Buffalo Dunes on October 30. GCCC Sandra Szpott finished second at the NJCAA Cross Country National Championships in Fort Dodge, IA. Szpott was also named a first-team All-American. Szpott has signed with Southern Mississippi University. GCCC Women's Cross Country placed 27th.

Dr. Swender shared that area high school juniors and seniors visited GCC on two separate occasions. Discovery Day, October 26, afforded students the opportunity to learn about scholarships and offerings in fine arts. On November 2, students once again traveled to GCCC for Exploration Day, to learn about GCCC Tech programs. The students visited various technical programs, and were able to participate in hands on sessions.

Dr. Swender reported that he was honored to participate in a filmed segment for the Industrial Maintenance and Welding commercial produced professionally under the KanTrain grant to promote the programs. Chuck Pfeifer, Dean of Technical/Workforce coordinated the activity.

GCCC Endowment Scholarship Dinner was on November 9. The dinner brings together students and donors to celebrate how donors help GCCC students with scholarships and equipment. Toni Douglass was the recipient of the Outstanding Service Award, and Great Western Dining received the Outstanding Business Service award.

Dr. Swender applauded The Finney County Convention & Tourism Bureau and the Marine Corps Veterans of Western Kansas for hosting Mark "Oz" Geist at Conestoga Arena on Friday, November 10, in celebration of Veteran's day. Geist gave an inside account of what happened in Benghazi that fateful day on September 11, 2012, and spoke on critical leadership skills. There were over 200 community members and students in attendance.

Dr. Swender announced GCCC bowl bid for the GCCC Broncbuster Football Team. The Busters, currently ranked as number 12, will be taking on Trinity Valley, ranked 8, in Bulldawg Stadium in the Heart of Texas Bowl on December 2, at Copperas Cove, Texas.

Chair Martinez thanked Dr. Swender for his report.

INTRODUCTION OF NEW EMPLOYEES:

There were no new employees attending this meeting.

REPORT FROM STUDENT GOVERNMENT ASSOCIATION:

Clay Woydziak, SGA President, reported the following:

Past events that the group has hosted include:

October 16-19 SGA has a full week of events planned for homecoming week.

Monday, October 16 Festival in the Quad from 11:00 a.m. to 2:00 p.m.
Clubs will participate in the Festival with their own activity or booth. SGA will pass out homecoming T-shirts to students, a variety of food, dancing, Jousting Pitt, Photo Booth, and removable tattoos are part of the festival.

Tuesday, October 17 Airbrush Event in BTSC from 10:00 a.m. to 2:00 p.m., students can select art work to be airbrushed onto hats, mouse pads or tote bags and they get to keep it for free!

Wednesday, October 18 Dodge ball Tournament at 7:00 p.m. in the DPAC back gym. Students will be signing up on Monday at the Festival to make teams of 4-6 for the dodge ball tournament. The teams will compete in full costume. Best costume receives a prize.

Thursday, October 19 Bonfire and Car Bash at 7:30 p.m., in the vacant lot next to First Assembly Church.

Friday, October 20 SGA and club members will be chalking the sidewalk that leads to the stadium.

Woydziak felt that the homecoming activities were a success with good attendance.

Woydziak shared that SGA is working on a recycling grant from the GCCC Endowment Association's Mary Jo Williams Charitable Trust to help place recycling bins around campus. SGA also participated in the Veteran's Day event, with Woydziak introducing guest speaker, Mark "Oz" Geist. Woydziak went on to share that scholarship positions were still open on the SGA board, and current members were talking to freshman success classes in an effort to fill the positions of graduating students.

Chair Martinez thanked Woydziak for his report.

REPORT FROM FACULTY SENATE:

Phil Hoke, Drama Instructor/Faculty Senate Representative, reported that Faculty Senate had hosted three learning communities and that future learning communities have been scheduled through the fall semester. Faculty Senate has revised and approved its bylaws, bringing them up to Higher Learning commission standards. Faculty Senate has coordinated with Dr. Swender in the scheduling of faculty lunches by building. The Penka building is first on the list followed by the remaining buildings. Hoke related these lunches with the President fosters open communication between faculty and administration. Faculty senate is also joining forces with GC3 educators to work on the MOU for class cap sizes.

Trustees thanked Hoke for his report.

REPORT FROM GCCC ENDOWMENT ASSOCIATION:

Jeremy Gigot, the Director of the GCCC Endowment Association, gave a report to the board on current activities. Gigot reported that they had raised \$28,955 on a recent mail in campaign and received \$53,352 in pledges from the student phonathon. These activities helped to exceed the goal of raising over \$80,000.00 for the fall campaign. The GCCC Endowment Association has awarded and administered over \$541,619 in scholarships and \$128,000 in equipment and materials. Gigot reports that assets for 2016 were \$6,540,338.36. Gigot has been working on grants for the Community Foundation, and is finalizing two grant proposals for an out of area foundation. Grant money awarded to the GCCC Endowment Association will update simulators for nursing students, and equipment in the Fine Arts Building.

GCCC Endowment Association hosted the Chamber After Hours Tailgate at the first home GCCC football game in coordination with President's Circle and Broncbuster Athletic Association, Shoot For Scholarships, which helps with funding DPS student scholarships and the Endowment Scholarship Celebration. The Scholarship Celebration serves to bring students and donors together to celebrate. Upcoming events for the Endowment Association will be "Giving Tuesday" on November 28. This is a day when donors can give money to the GCCC Endowment Association by visiting their website at www.gcccendowment.com. All donations are tax deductible. GCCC Endowment Association annual auction has been scheduled for April 13, 2018.

CONSENT AGENDA:

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

Chair Martinez then asked for a motion approving consent agenda items II A-C.

Motion:

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

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

Nays: None

Motion carried: 6-0

Approved actions follow:

(A) APPROVED MINUTES of previous meeting (September 12, 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.)

APPROVED OTHER ACTIONS, as presented

(A) APPROVED RESOLUTION 2017-06, as presented.

The college has levied one mill for capital outlay since 1972. The levy is assessed for a period not to exceed five years. Per state of Kansas requirement, the college's board is required to take formal action to extend the Capital Outlay mill levy. Upon Board approval, the resolution will be published in the local newspaper for three consecutive weeks

Motion:

Douglass moved, seconded by Wasinger to approve resolution 2017-06, as presented.

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

Nays: None

Motion carried: 6-0

(Supporting documents filed with official minutes.)

(B) KACCT BOARD REPRESENTATIVE for 3 YEARS, as presented

Dr. Swender took a few minutes to commend with the highest regard Trustee Melvin Neufeld for his guidance and direction as a devoted member of the GCCC Board of Trustees. Dr. Swender went on to thank Neufeld for his leadership in working with the Kansas Association of Community College Trustees (KACCT). A brief discussion about replacing representation at KACCT took place. The board tabled this issue until more information could be gathered with the following motion.

Motion

Worf moved, seconded by Douglass to table the discussion of KACCT Representative Replacement until more information can be gathered regarding time commitment. The Board will re-visit at the December 2017 meeting.

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

Nays: None

Motion carried: 6-0

MONITORING REPORTS and ENDS REPORTS:

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

- Annual, Essential Skills, Work Preparedness

Dr. Swender commended Chuck Pfeifer, Dean of Technical/Work Force for his work on a Carl D. Perkins Grant, which was awarded to GCCC. Funds from the grant will aid in marketing and recruiting of non-traditional students in Automotive and Fire Science.

Trustees agreed to accept monitoring reports as presented.

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

- Annual, Work Preparedness

No change was indicated.

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

Dr. Marilyn Douglass, Policy Governance Officer, began a review of the Policy Governance Policy titled Governing Style (Governance Process).

The policy states:

The board process will emphasize outward vision rather than an internal preoccupation, encouragement of diversity in viewpoints, strategic leadership more than administrative detail, clear distinction of board and President roles, collective rather than individual decisions, future rather than past or present, and proactivity rather than reactivity.

Trustee Douglass reviewed the following with the board:

The Board will:

2. Enforce upon it whatever discipline is needed to govern with excellence, allowing no officer, committee, or individual to impede fulfillment of this responsibility. A quorum of four board members will be required to conduct binding business at any meeting, and a majority vote of the entire board (four) will be required to approve any action by the board. Discipline will apply to matters such as attendance, meeting preparation, policy-making principles, respect of roles, and speaking officially with one voice.

3. Direct, control, and inspire the college through careful establishment of the broadest values and perspectives in the form of written policies.

4. Focus chiefly on intended long-term impacts on students and community (ENDS), not on the administrative or programmatic means of attaining those effects.

5. Be an initiator of policy, not merely a reactor to staff initiatives. The board, not the staff, will be responsible for board performance.

Trustee Douglass stated that the current board does a great job on the above points, speaking with one voice, supporting the vote, even though each member has individual thoughts and opinions. Review of this policy and others will continue with the next meeting.

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION:

Chair Martinez reported the following:

- FCEDC is working with Downtown Vision in bring business to the downtown area.
- FCEDC is working on renovation projects for Plaza shopping area.
- Martinez shared that FCEDC is close to bringing a restaurant to the downtown area.
- Martinez noted that Dairy Farmers of America powdered milk plant hosted their grand opening.

GCCC Chair, Martinez, commended GCCC Campus Police Chief, Rodney Dozier, for initiating a new campaign to recognize members of the GCCC community for “doing the right thing”. The campaign recognizes students, faculty and staff who are setting positive examples by following established safety guidelines. Recipients are awarded randomly when campus police recognize good behavior; for example, a student was awarded for properly using the crosswalk. Trustee Douglass also thanked GCCC Student Services for hard work in preparing the many activities over the last month, including admission events, Exploration and Discovery Days, HALO Day, and admission attendance at 25 fairs on behalf of the college.

REPORT FROM KACCT/COP:

Trustee Neufeld reported the following:

- Trustee Neufeld reported that that state funding continues to be a concern.
- KACCT continues to monitor the Kansas Board of Regents proposal to change the Technical Education funding process.
- Work continues on formulas for state funding of K-12.

REPORT ON HLC:

Ryan Ruda, Vice President of Instruction/Student Services, reported Criterion teams are established and working on collecting evidence for the assurance argument which is due October 2018. Very in-depth work has also begun on Kansas Core Outcomes to make sure competencies align with transfer to four-year level courses. Faculty are documenting and mapping curriculum course outcomes, to ensure students are completing course emphasis and essential skills. A mapping template gives faculty a tool to help fine tune and solidify evaluation of course processes.

REPORT ON COHORT DEFAULT RATE:

Ryan Ruda, Vice President of Instruction/Student Services updated Trustees on the three-year Cohort Default Rate for the college. The Cohort Default Rate is a headcount of borrowers who enter repayment during a federal fiscal year (FFY) compared to the number in the group that default by the end of the specified timeframe. The denominator comprises the group of borrowers who entered repayment during a particular fiscal year. The numerator is comprised of those borrowers in the denominator who defaulted between 10/1/2013 and 9/30/2016. The rate for GCCC is 8.1%, well below average for public 2-year colleges of 18.3%.

Dr. Swender commended Student Support Services with educating GCCC students on responsible borrowing and cited that as a factor in GCCC attaining one of the lowest rates in the State of Kansas.

OWNERSHIP LINKAGE:

Trustees had positive comments regarding the newly revised and updated View Book, “Menu”, that will be a major recruiting tool for new students. Shaped much like a restaurant menu, the piece contains simplified information about GCCC. The marketing piece is a collaboration between Student Services and Marketing. Tiffany Heit developed the eye catching design.

EXECUTIVE SESSION:

Motion:

Douglass moved, seconded by Worf to recess for a five-minute break at 7:15 p.m. and reconvene into executive session at 7:20 p.m., to discuss confidential employee information pursuant to the open meetings exception for personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and that President Swender be included. The open meeting will resume in the Kinney Room of the Beth Tedrow Student Center in 20 minutes.

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

Nays: None

Motion carried: 6-0

Board recessed into executive session at 7:20 p.m.

Included in Executive Session:

GCCC Board of Trustees

Dr. Herbert J. Swender, President

Board reconvened into regular session at 7:40 p.m.

No official action was taken, and the meeting adjourned at 7:45 p.m.

UPCOMING CALENDAR EVENTS:

December 18-January 1 Campus Closed, No Classes, Holiday Break

January 2, 2018 Campus Reopens, Faculty, Staff return

January 9 Monthly meeting of GCCC Board of Trustee, 6:00 p.m., Endowment Room, Beth Tedrow Student Center.

Debra J. Atkinson
Deputy Clerk

Herbert J. Swender
President

Steve Martinez
Chair of the Board

Agenda No: IIB

Date: December 12, 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:



December 12, 2017

To: Board of Trustees
From: Alexis Saenz, Human Resources Assistant

New Hires

Amanda Harms, Administrative Assistant to the VP for Instruction and Student Services, effective, November 13, 2017.

Susan Rivera, Head GED Instructor, effective, November 27, 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 for Approval 12/05/2017)

INSTRUCTOR	CLASS	AMOUNT
ADJUNCT CONTRACTS		
Altman, Tamra	Certified Nurse Aide Lab HELRL-102L-LE - 2.00 credit hour(s) 2.00 credit hour(s) X \$500.00 = \$1000.00 11/11/2017 - 11/16/2017	\$1,000.00
TOTAL ADJUNCT CONTRACTS		<u><u>\$1,000.00</u></u>

NON-CREDIT CLASS CONTRACTS		
Landgraf, Rebecca 11/18/2017	Women On Target-NRA Basic Pistol Non-credit - 5 Hours 10 contact hours @ \$20.00/hr = \$200.00	\$ 200.00
Pardo, Carlos 11/18/2017	Women On Target-NRA Basic Pistol Non-credit - 5 Hours 5 contact hours @ \$20.00/hr = \$100.00	\$ 100.00
TOTAL NON-CREDIT CLASS CONTRACTS		<u><u>\$ 300.00</u></u>

SERVICE CONTRACTS FOR OUTREACH FACULTY FALL 2017

DEERFIELD - USD 216 FALL 2017

LAST NAME	FIRST NAME		Total Pay
Gerwitz	Ryan	Online Monitor	\$ 375.00
Meinzer	Tracy	Online Monitor	\$ 375.00
Morales	Judith	Online Monitor	\$ 375.00
Wieberg	Jennifer	Online Monitor	\$ 375.00
			\$ 1,500.00

DIGHTON - USD 216 FALL 2017

LAST NAME	FIRST NAME	SEC TITLE	DATES	Credit Hrs	Rate	Total Pay
Linenberger	Whitney	English I ENGL-101-DI	08/14/2017 - 12/15/2017	3	\$ 375.00	\$ 1,125.00
						\$ 1,125.00

GARDEN CITY - USD 216 FALL 2017

LAST NAME	FIRST NAME	SEC TITLE	DATES	Credit Hrs	Rate	Total Pay
Ayers	Misty	Principles of Biology BIOL-105-GC	08/14/2017 - 12/15/2017	5	\$ 375.00	\$ 1,875.00
Anderson	Amy	Intro Computer Concepts & CSCI-110-GC	08/14/2017 - 12/15/2018	3	\$ 375.00	\$ 1,125.00
Anderson	Amy	Intro Computer Concepts & CSCI-110-GD	08/14/2017 - 12/15/2019	3	\$ 375.00	\$ 1,125.00
Turpin	Jenette	Observation EDUC-1062-GC	09/05/2017 - 12/08/2017	2	\$ 375.00	\$ 750.00
Turpin	Jenette	Observation EDUC-1062-GD	09/05/2017 - 12/08/2018	2	\$ 375.00	\$ 750.00
Turpin	Jenette	Working With Children EDUC-114-GC	09/05/2017 - 12/08/2019	3	\$ 375.00	\$ 1,125.00

**GARDEN CITY COMMUNITY COLLEGE
 ADJUNCT/OUTREACH FACULTY CONTRACTS**
 (Presented to Board of Trustees for Approval 12/05/2017)

Turpin	Jenette	Working With Children EDUC-114-GD	09/05/2017 - 12/08/2020	3	\$	375.00	\$	1,125.00
Terpstra	Wendi	English I ENGL-101-GC	08/14/2017 - 12/15/2020	3	\$	375.00	\$	1,125.00
Terpstra	Wendi	English I ENGL-101-GD	08/14/2017 - 12/15/2021	3	\$	375.00	\$	1,125.00
Atchley	Beth	College Algebra MATH-108-GC	08/14/2017 - 12/15/2022	3	\$	375.00	\$	1,125.00
Turpin	Jenette	General Psychology PSYC-101-GC	08/14/2017 - 12/15/2023	3	\$	375.00	\$	1,125.00
Saddler	Dru	Introduction to Sociology SOC1-102-GC	08/14/2017 - 12/15/2024	3	\$	375.00	\$	1,125.00
Tidwell	Russell	Public Speaking SPCH-111-GC	08/14/2017 - 12/15/2025	3	\$	375.00	\$	1,125.00
Smith	Nathan	Online Monitor					\$	375.00
							\$	11,250.00

HOLCOMB - USD 216 FALL 2017

LAST NAME	FIRST NAME	SEC TITLE	DATES	Credit Hrs		Rate		Total Pay
Kelly	Cindy	English I ENGL-101-HO	08/24/2017 - 11/10/2017	3	\$	375.00	\$	1,125.00
Van Dolah	Patricia	Public Speaking SPCH-111-HO	08/24/2017 - 11/10/2018	3	\$	375.00	\$	1,125.00
							\$	2,250.00

LAKIN - USD 216 FALL 2017

LAST NAME	FIRST NAME	SEC SHORT TITLE	DATES	Credit Hrs		Rate		Total Pay
Thompson	Kevin	English I ENGL-101-LA	08/24/2017 - 11/10/2017	3	\$	375.00	\$	1,125.00
White	Blain	American Government POLS-105-LA	08/24/2018 - 12/15/2017	3	\$	375.00	\$	1,125.00
Bachman	Jennifer	Online Monitor	08/24/2018 - 12/15/2018				\$	375.00
							\$	2,625.00

**GARDEN CITY COMMUNITY COLLEGE
 ADJUNCT/OUTREACH FACULTY CONTRACTS
 (Presented to Board of Trustees for Approval 12/05/2017)**

LEOTI - USD 216 FALL 2017

LAST NAME	FIRST NAME	SEC TITLE	DATES	Credit Hrs	Rate	Total Pay
Niswonger	Leslie	English I ENGL-101-LE	08/15/2017 - 12/15/2017	3	\$ 375.00	\$ 1,125.00
Brown	Nathan	American History to 1865 HIST-103-LE	08/15/2017 - 12/15/2018	3	\$ 375.00	\$ 1,125.00
Conard	Julie	Public Speaking SPCH-111-LE	08/15/2017 - 12/15/2019	3	\$ 375.00	\$ 1,125.00
						\$ 3,375.00

SCOTT CITY - USD 216 FALL 2017

LAST NAME	FIRST NAME	SEC TITLE	DATES	Credit Hrs	Rate	Total Pay
Anil	Preeti	General Chemistry CHEM-105-SC	08/17/2017 - 12/15/2017	5	\$ 375.00	\$ 1,875.00
Kucharik	Steven	English I ENGL-101-SC	08/17/2017 - 12/15/2018	3	\$ 375.00	\$ 1,125.00
Kucharik	Steven	English I ENGL-101-SD	08/17/2017 - 12/15/2019	3	\$ 375.00	\$ 1,125.00
Wasinger	Shairlyn	Public Speaking SPCH-111-SC	08/17/2017 - 12/15/2020	3	\$ 375.00	\$ 1,125.00
Whipple	Valarie	Online Monitor	08/17/2017 - 12/15/2021			\$ 375.00
						\$ 5,625.00

SYRACUSE - USD 216 FALL 2017

LAST NAME	FIRST NAME	SEC TITLE	DATES	Credit Hrs	Rate	Total Pay
Hefty	Steven	College Chemistry I CHEM-109-SY	08/14/2017 - 12/14/2017	5	\$ 375.00	\$ 1,875.00
Hefty	Steven	College Algebra MATH-108-SY	08/14/2017 - 12/14/2018	3	\$ 375.00	\$ 1,125.00
McAllister	Steve	American Government POLS-105-SY	08/14/2017 - 12/14/2019	3	\$ 375.00	\$ 1,125.00
VanArsdale	Kassi	Online Monitor	08/14/2017 - 12/14/2020			\$ 375.00
						\$ 4,500.00

**GARDEN CITY COMMUNITY COLLEGE
 ADJUNCT/OUTREACH FACULTY CONTRACTS**
 (Presented to Board of Trustees for Approval 12/05/2017)

TRIBUNE - USD 216 FALL 2017

LAST NAME	FIRST NAME	SEC TITLE	DATES	Credit Hrs	Rate	Total Pay
Jenlink	Sara	English I ENGL-101-TB	08/17/2017 - 12/15/2017	3	\$ 375.00	\$ 1,125.00
Jenlink	Sara	Public Speaking SPCH-111-TB	08/17/2017 - 12/15/2018	3	\$ 375.00	\$ 1,125.00
Lackey	Mark	Online Monitor	08/17/2017 - 12/15/2019			\$ 375.00
						\$ 2,625.00
TOTAL SERVICE CONTRACTS FOR OUTREACH FACULTY FALL 2017						<u>\$ 34,875.00</u>

PAYMENTS TO OUTREACH SITE COORDINATORS FALL 2017

LOCATION	COORDINATOR	CONTRACT TOTAL
Deerfield	Lisa Bowser	\$ 638.75
Dighton	Debbie Dowell	\$ 608.78
Garden City	Ryan Meng	\$ 6,107.12
Holcomb	Jennifer LaSalle	\$ 1,869.41
Lakin	Jennifer Bachman	\$ 1,034.56
Leoti	Sara Brown	\$ 919.55
Scott City	Valarie Whipple	\$ 1,226.80
Syracuse	Paul Zuzelski	\$ 882.52
Tribune	Brandy Clevenger	\$ 850.10
PAYMENTS TO OUTREACH SITE COORDINATORS FALL 2017		<u>\$ 14,137.59</u>

Agenda No: II-C

Date: December 12, 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

December 2017

Purchases over \$50,000 requiring bid sheets

- Check #259979 to Alexander Open Systems for \$137,480.29 for a technology hardware (SAN). The Board approved this purchase at the September 2017 board meeting.

Payments over \$50,000 not requiring bid sheets

- Check #260219 to Blue Cross and Blue Shield of Kansas for \$93,229.66 for November group health insurance premiums.
- Check #260187 to Great Western Dining for \$118,551.70 for various invoices.
- Check #259985 to City of Garden City for \$64,451.78 for monthly utilities.
- Check #259986 to Commerce Bank for \$100,586.16 for various purchase card purchases.

Fiscal Year: 2018

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	5,002.00	1,109,721.00-	2,450,000.00-	1,340,279.00-	54.71
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	720.00-	244,336.00-	350,000.00-	105,664.00-	30.19
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	54.00-	64,277.00-	156,676.00-	92,399.00-	58.97
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	1,039.35	255,886.15-	480,000.00-	224,113.85-	46.69
11-00-0000-00000-4008 TECHNOLOGY FEE-O :	0.00	0.00	0.00	0.00	0.00	0.00
11-00-0000-00000-4011 MISC STUDENT BILL	107.25	362.24	390.35	50,000.00	49,502.40	99.00
11-00-0000-00000-4013 TUITION INTERNATIO	0.00	0.00	56,010.00-	125,000.00-	68,990.00-	55.19
11-00-0000-00000-4014 TUITION BORDER STA	0.00	300.00-	140,152.50-	250,000.00-	109,847.50-	43.94
11-00-0000-00000-4015 ONLINE COURSE FEE	0.00	6,725.20-	89,960.60-	195,000.00-	105,039.40-	53.87
11-00-0000-00000-4016 DROP FEE : GENERAL	0.00	100.00-	8,000.00-	15,000.00-	7,000.00-	46.67
11-00-0000-00000-4021 TUITION ONLINE : G	0.00	14,152.00-	23,962.64-	0.00	23,962.64	0.00
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	2,375.00-	14,627.00-	17,500.00-	2,873.00-	16.42
11-00-0000-00000-4512 VENDING MACHINES :	0.00	0.00	2,014.47-	6,000.00-	3,985.53-	66.43
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	191,639.87-	9,452,140.00-	9,260,500.13-	97.97
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	329,346.47-	729,883.00-	400,536.53-	54.88
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	4,844.18-	8,138.00-	3,293.82-	40.47
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	51,875.89-	136,633.00-	84,757.11-	62.03
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	0.00	144,286.00-	144,286.00-	100.00
11-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	0.00	7,288.07-	12,000.00-	4,711.93-	39.27
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	0.00	16,000.00-	16,000.00-	100.00
11-00-0000-00000-4814 COMMERCIAL VEHICLE	0.00	0.00	15,195.40-	85,000.00-	69,804.60-	82.12
11-00-0000-00000-4815 WATERCRAFT CURRENT	0.00	0.00	186.66-	3,500.00-	3,313.34-	94.67
11-00-0000-00000-4816 TIF TAX : GENERAL	0.00	0.00	79,903.68	150,000.00	70,096.32	46.73
11-00-0000-00000-4817 NEIGH REVT : GENER	0.00	0.00	18,038.00	150,000.00	131,962.00	87.97
11-00-0000-00000-4902 INTEREST INCOME :	0.00	9,866.41-	50,423.99-	50,000.00-	423.99	0.84-
11-00-0000-00000-4904 REIMBURSED SALARY	0.00	1,080.00-	6,912.00-	45,000.00-	38,088.00-	84.64
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	0.00	35,638.44-	125,000.00-	89,361.56-	71.49
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	427.72-	4,220.64-	100,000.00-	95,779.36-	95.78
11-00-0000-00000-4912 TRANSCRIPTS : GENE	0.00	229.05	3,691.68-	15,000.00-	11,308.32-	75.39
11-00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	1,241,878.00	1,241,878.00	100.00
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Totals for FUND: 11 - GENERAL	107.25	29,167.69-	3,423,739.62-	14,999,599.00-	11,575,966.63-	77.18
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12-00-0000-00000-4002 AMMONIA REFG COURS	0.00	29,208.00-	144,308.15-	225,000.00-	80,691.85-	35.86
12-00-0000-00000-4005 ACAD COURSE FEE :	0.00	0.00	137,170.69-	263,324.00-	126,153.31-	47.91
12-00-0000-00000-4015 ONLINE COURSE FEE	0.00	2,652.00	16,464.00-	30,000.00-	13,536.00-	45.12
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	80,000.00-	80,000.00-	100.00
12-00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	1,241,878.00-	1,241,878.00-	100.00
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Totals for FUND: 12 - PTE FUND	0.00	26,556.00-	784,149.84-	2,812,616.00-	2,028,466.16-	72.12

61-00-0000-00000-4803 AD VALOREM PROPERT	0.00	0.00	9,694.49-	477,343.00-	467,648.51-	97.97
61-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	16,689.74-	31,173.00-	14,483.26-	46.46
61-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	245.46-	412.00-	166.54-	40.42
61-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	2,634.32-	6,912.00-	4,277.68-	61.89
61-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	0.00	7,299.00-	7,299.00-	100.00
61-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	0.00	369.33-	0.00	369.33	0.00
61-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	0.00	750.00-	750.00-	100.00
61-00-0000-00000-4814 COMMERCIAL VEHICLE	0.00	0.00	770.05-	5,000.00-	4,229.95-	84.60
61-00-0000-00000-4815 WATERCRAFT CURRENT	0.00	0.00	9.45-	0.00	9.45	0.00
61-00-0000-00000-4816 TIF TAX : GENERAL	0.00	0.00	4,042.17	15,000.00	10,957.83	73.05
61-00-0000-00000-4817 NEIGH REVT : GENER	0.00	0.00	912.47	0.00	912.47-	0.00
61-00-0000-00000-9999 CONTINGENCY ACCOUN	0.00	0.00	0.00	236,111.00-	236,111.00-	100.00
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Totals for FUND: 61 - CAPITAL OUTLAY	0.00	0.00	25,458.20-	750,000.00-	724,541.80-	96.61
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Totals for BUDGET.OFFICER: Unassigned	107.25	55,723.69-	4,233,347.66-	18,562,215.00-	14,328,974.59-	77.19

Fiscal Year: 2018

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	25,908.66	82,438.98	209,320.00	126,881.02	60.62
DEPARTMENT: 11020 - HUMANITIES	770.62	9,545.99	19,346.91	1,650.00	18,467.53	119.23
DEPARTMENT: 11021 - ENGLISH	0.00	38,057.64	121,481.06	342,565.00	221,083.94	64.54
DEPARTMENT: 11022 - SPEECH	0.00	8,588.81	33,360.29	69,531.00	36,170.71	52.02
DEPARTMENT: 11023 - PHILOSOPHY	0.00	1,076.50	2,153.00	0.00	2,153.00	0.00
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	538.25	1,076.50	0.00	1,076.50	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	4,179.45	22,626.81	51,990.00	29,363.19	56.48
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	500.00	500.00	100.00
DEPARTMENT: 11030 - ART	251.16	14,925.20	57,825.84	140,683.00	82,606.00	58.72
DEPARTMENT: 11031 - DRAMA	0.00	5,605.60	25,407.42	79,633.00	54,225.58	68.09
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	8,128.36	31,807.31	84,860.00	53,052.69	62.52
DEPARTMENT: 11033 - INST MUSIC	0.00	13,050.57	59,543.88	98,249.00	38,705.12	39.39
DEPARTMENT: 11040 - SCIENCE	288.65	42,910.84	140,486.79	331,311.00	190,535.56	57.51
DEPARTMENT: 11050 - MATH	0.00	33,806.02	117,465.20	275,490.00	158,024.80	57.36
DEPARTMENT: 11060 - SOCIAL SCIENCE	334.59	49,568.42	156,503.22	379,168.00	222,330.19	58.64
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	10,515.88	39,378.69	56,402.00	17,023.31	30.18
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	5,310.40	28,100.06	78,710.00	50,609.94	64.30
DEPARTMENT: 11081 - READING	0.00	11,458.58	27,696.79	59,536.00	31,839.21	53.48
DEPARTMENT: 11082 - ESL	0.00	6,032.15	24,319.34	72,280.00	47,960.66	66.35
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	3,651.33	17,387.34	20,000.00	2,612.66	13.06
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	1,597.49	3,625.43	5,000.00	1,374.57	27.49
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	9,675.44	24,274.98	259,264.48	413,430.00	144,490.08	34.95
DEPARTMENT: 41000 - LIBRARY	3,065.87	14,865.14	77,655.05	184,472.00	103,751.08	56.24
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	0.00	9,060.86	36,823.17	87,116.00	50,292.83	57.73
DEPARTMENT: 42000 - DEAN OF LEARNING S	675.00	15,141.83	57,295.55	532,970.00	474,999.45	89.12
DEPARTMENT: 42001 - DEAN OF ACADEMICS	143.78	21,503.32	63,207.81	231,074.00	167,722.41	72.58
DEPARTMENT: 42002 - OUTREACH	0.00	1,653.87	8,278.09	86,193.00	77,914.91	90.40
DEPARTMENT: 44000 - INSTRUCTIONAL DESI	9,060.00	5,369.43	29,352.65	65,581.00	27,168.35	41.43
DEPARTMENT: 46000 - DEVELOPMENTAL EDUC	0.00	5,802.92	28,903.72	69,675.00	40,771.28	58.52
DEPARTMENT: 50000 - DEAN OF STUDENT SE	135.49	28,171.96	131,767.06	303,277.00	171,374.45	56.51
DEPARTMENT: 50001 - STUDENT SUPPORT SE	0.00	0.00	0.00	13,225.00	13,225.00	100.00
DEPARTMENT: 50010 - COUNSELING & GUIDA	0.00	13,121.43	65,014.24	162,201.00	97,186.76	59.92
DEPARTMENT: 50011 - ASSESSMENT/TESTING	0.00	4,711.34	22,043.77	53,570.00	31,526.23	58.85
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	28,670.47	131,686.01	348,266.00	216,579.99	62.19
DEPARTMENT: 50030 - ADMISSIONS	333.59	14,850.36	63,201.90	153,974.00	90,438.51	58.74
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	2,520.00	12,807.31	64,246.57	168,536.00	101,769.43	60.38
DEPARTMENT: 50050 - STUDENT HEALTH SER	647.05	0.00	708.35	3,268.00	1,912.60	58.53
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	2,503.28	22,126.25	342,885.16	646,228.13	300,839.69	46.55
DEPARTMENT: 55001 - MEN'S BASKETBALL	3,429.00	17,318.49	82,852.55	179,560.00	93,278.45	51.95
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	2,268.00	12,434.61	76,686.82	167,436.51	88,481.69	52.84
DEPARTMENT: 55003 - MEN'S TRACK	0.00	4,844.07	27,504.30	73,775.00	46,270.70	62.72
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	4,928.24	26,101.93	71,995.00	45,893.07	63.74
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	5,099.50	11,796.49	48,810.13	126,472.50	72,562.87	57.37
DEPARTMENT: 55006 - FOOTBALL	659.74	41,487.94	247,464.05	509,818.00	261,694.21	51.33
DEPARTMENT: 55007 - BASEBALL	1,745.00	13,732.79	73,347.32	162,431.00	87,338.68	53.77
DEPARTMENT: 55008 - VOLLEYBALL	240.00	8,388.28	50,717.96	110,652.00	59,694.04	53.95
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	5,407.40	27,734.62	66,721.00	38,986.38	58.43
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	5,676.19	29,387.73	67,097.00	37,709.27	56.20
DEPARTMENT: 55012 - CHEERLEADING	0.00	8,643.39	42,002.15	65,628.86	23,626.71	36.00
DEPARTMENT: 55013 - DANCE TEAM	0.00	3,609.88	17,386.30	42,050.00	24,663.70	58.65
DEPARTMENT: 55014 - RODEO TEAM	6,784.70	11,526.74	66,215.01	163,626.00	90,626.29	55.39
DEPARTMENT: 55015 - MEN'S GOLF	0.00	5,570.41	18,986.79	39,765.00	20,778.21	52.25
DEPARTMENT: 55019 - ATHLETIC TRAINING	577.64	9,479.51	87,807.64	133,115.00	44,729.72	33.60

DEPARTMENT: 55020 - PEP BAND	0.00	4,180.77	23,343.64	58,837.00	35,493.36	60.32
DEPARTMENT: 61000 - PRESIDENT	2,457.99	41,711.91	213,079.95	570,511.00	354,973.06	62.22
DEPARTMENT: 61001 - BOARD OF TRUSTEES	948.46	123.10	3,920.42	24,840.00	19,971.12	80.40
DEPARTMENT: 61005 - ATTORNEY	0.00	416.00	997.50	25,000.00	24,002.50	96.01
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	6,524.93	60,396.60	382,007.04	1,339,102.00	950,570.03	70.99
DEPARTMENT: 62010 - HUMAN RESOURCES	1,249.02	9,863.70	39,978.79	156,002.00	114,774.19	73.57
DEPARTMENT: 62011 - ADA COMPLIANCE	0.00	5,597.08	29,718.50	69,932.00	40,213.50	57.50
DEPARTMENT: 62050 - ONE-TIME PURCHASES	60,643.72	152,539.36	144,081.07	235,706.00	30,981.21	13.14
DEPARTMENT: 63000 - MARKETING/PR	1,127.24	6,540.36	73,346.08	159,660.00	85,186.68	53.36
DEPARTMENT: 64000 - INFORMATION TECHNO	26,394.73	45,313.78	457,042.28	580,599.00	97,161.99	16.73
DEPARTMENT: 65000 - CENTRAL SERVICES	1,388.44	9,060.88	49,550.50	139,265.00	88,326.06	63.42
DEPARTMENT: 67000 - INSTITUTION EFFECT	0.00	8,553.91	31,688.92	189,792.00	158,103.08	83.30
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	1,198.98	11,181.02	56,866.19	152,563.00	94,497.83	61.94
DEPARTMENT: 71000 - BUILDINGS	20,267.98	65,706.79	132,367.69	418,524.00	265,888.33	63.53
DEPARTMENT: 72000 - CUSTODIAL SERVICES	5,779.30	46,449.00	237,937.36	583,323.00	339,606.34	58.22
DEPARTMENT: 73000 - GROUNDS	4,089.70	22,973.72	95,898.00	318,422.00	218,434.30	68.60
DEPARTMENT: 73001 - ATHLETIC FIELDS	379.90	1,185.00	13,089.64	35,000.00	21,530.46	61.52
DEPARTMENT: 74000 - VEHICLES	4,678.34	25,154.53	97,156.80	388,399.00	286,563.86	73.78
DEPARTMENT: 75000 - CAMPUS SECURITY	0.00	12,124.47	63,859.87	203,608.00	139,748.13	68.64
DEPARTMENT: 76000 - INSURANCE	0.00	6,801.86	207,801.03	283,514.00	75,712.97	26.71
DEPARTMENT: 77000 - UTILITIES	1,790.97	54,018.44	297,621.13	850,000.00	550,587.90	64.78
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	318.82	82,860.46	62,000.00	144,860.46	233.65
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	0.00	679.00	5,000.00	4,321.00	86.42
DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	732.00	14,836.00	30,000.00	15,164.00	50.55
DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	0.00	5,354.00	11,000.00	5,646.00	51.33
DEPARTMENT: 81004 - TUIT WAIVER CTZ IN	0.00	1,478.00	152,589.00	169,613.00	17,024.00	10.04
DEPARTMENT: 81006 - TUIT WAIVER FINE A	0.00	0.00	65,392.00	55,194.00	10,198.00	18.47
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	0.00	12,338.00	0.00	12,338.00	0.00
DEPARTMENT: 94000 - STUDENT CENTER	0.00	666.71	7,565.70	24,116.00	16,550.30	68.63
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FUND: 11 - GENERAL	190,127.80	1,274,519.85	6,144,615.38	14,999,599.00	8,664,855.82	57.77

Fiscal Year: 2018

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	FUND: 12 - PTE FUND Available	% Avail
DEPARTMENT: 12010 - ACCOUNTING	0.00	5,461.51	20,908.61	58,631.00	37,722.39	64.34
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	25.20	25.20	250.00	224.80	89.92
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	5,425.62	21,703.89	64,025.00	42,321.11	66.10
DEPARTMENT: 12200 - ADN PROGRAM	3,219.00	21,713.54	95,920.74	284,146.00	185,006.26	65.11
DEPARTMENT: 12201 - LPN PROGRAM	0.00	28,513.55	112,352.11	289,169.00	176,816.89	61.15
DEPARTMENT: 12202 - EMT	1,175.95	12,343.59	53,699.74	184,145.28	129,269.59	70.20
DEPARTMENT: 12203 - ALLIED HEALTH	0.00	15,261.69	50,543.71	136,646.00	86,102.29	63.01
DEPARTMENT: 12210 - AGRICULTURE	0.00	8,661.88	21,427.31	59,798.00	38,370.69	64.17
DEPARTMENT: 12211 - ANIMAL SCIENCE	865.90	9,350.29	38,977.42	104,218.00	64,374.68	61.77
DEPARTMENT: 12220 - JOHN DEERE AG TECH	1,169.84	17,319.93	57,817.91	163,588.00	104,600.25	63.94
DEPARTMENT: 12225 - OIL TECH PROGRAM	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 12230 - AUTO MECHANICS	1,008.07	6,495.36	22,690.56	74,369.00	50,670.37	68.13
DEPARTMENT: 12240 - CRIMINAL JUSTICE	636.01	18,902.33	43,382.89	87,908.00	43,889.10	49.93
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	8,339.95	26,933.59	75,920.00	48,986.41	64.52
DEPARTMENT: 12250 - COSMETOLOGY	0.00	13,993.94	45,148.05	123,343.00	78,194.95	63.40
DEPARTMENT: 12260 - DRAFTING	0.00	0.00	0.00	200.00	200.00	100.00
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	7,559.00	23,579.87	111,829.73	290,678.00	171,289.27	58.93
DEPARTMENT: 12271 - AUTOMATION ELECTRI	0.00	0.00	0.00	1,743.00	1,743.00	100.00
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	3,088.73	12,356.50	56,298.00	43,941.50	78.05
DEPARTMENT: 12273 - WELDING	7,723.01	17,724.45	73,854.60	208,760.00	127,182.39	60.92
DEPARTMENT: 42005 - DEAN OF TECHNICAL	209.75	14,491.10	74,827.87	527,780.72	452,743.10	85.78
DEPARTMENT: 62050 - ONE-TIME PURCHASES	0.00	0.00	0.00	20,000.00	20,000.00	100.00
=====						
FUND: 12 - PTE FUND	23,566.53	230,692.53	884,400.43	2,812,616.00	1,904,649.04	67.72

Fiscal Year: 2018

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	FUND: 14 - ADULT SUPPLEMENTARY ED		
				Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	689.99	2,084.96	47,750.00	45,665.04	95.63
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	0.00	30.00	30.00	100.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	1,784.13	2,104.43	2,550.00	445.57	17.47
DEPARTMENT: 31000 - COMMUNITY SERVICE	481.64	4,153.22	6,771.72	9,028.92	1,775.56	19.67
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	100.00	153.71	53.71	34.94
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	5,604.00	5,604.00	0.00	0.00
DEPARTMENT: 55008 - VOLLEYBALL	28.00	0.00	4,755.16	3,027.76	1,755.40	57.97
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	2,206.00	3,831.22	4,764.22	13,875.27	6,905.05	49.77
DEPARTMENT: 31000 - COMMUNITY SERVICE	74.33	883.86	1,784.09	19,500.00	17,641.58	90.47
DEPARTMENT: 55007 - BASEBALL	3,255.00	1,896.32	3,611.90	14,951.84	8,084.94	54.07
DEPARTMENT: 55013 - DANCE TEAM	1,207.14	1,148.35	1,938.10	5,979.02	2,833.78	47.40
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	196.00	788.98	592.98	75.16
FUND: 14 - ADULT SUPPLEMENTARY ED	7,252.11	14,387.09	33,714.58	123,239.50	82,272.81	66.76

Fiscal Year: 2018

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	FUND: 16 - AUXILIARY ENTITIES		
				Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	286.00	26.56	3,074.74	14,000.00	10,639.26	75.99
DEPARTMENT: 94000 - STUDENT CENTER	6,557.92	12,330.07	79,527.68	236,415.00	150,329.40	63.59
DEPARTMENT: 95000 - STUDENT HOUSING	67,805.21	258,354.94	1,275,492.04	2,657,085.00	1,313,787.75	49.44
DEPARTMENT: 98000 - COSMETOLOGY	3,415.82	183.47	48,814.64	132,080.00	79,849.54	60.46
DEPARTMENT: 97000 - BOOKSTORE	94,116.45	19,199.18	284,497.38	999,000.00	620,386.17	62.10
DEPARTMENT: 91000 - ARENA	655.94	249.84	2,122.61	0.00	2,778.55	0.00
FUND: 16 - AUXILIARY ENTITIES	172,837.34	290,344.06	1,693,529.09	4,038,580.00	2,172,213.57	53.79

Fiscal Year: 2018

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	FUND: 22 - RESTRICTED GRANTS		
				Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	8,490.00	684.70	2,734.50	4,000.00	7,224.50	180.60
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	0.00	11,676.60	11,676.60	16,151.00	4,474.40	27.70
DEPARTMENT: 12273 - WELDING	36,813.41	21,999.45	105,125.47	560,442.49	418,503.61	74.67
DEPARTMENT: 14010 - AO-K	0.00	0.00	422.72	2,998.06	2,575.34	85.90
DEPARTMENT: 50000 - DEAN OF STUDENT SE	34.25	0.00	5,289.08	5,254.83	0.00	0.00
DEPARTMENT: 42000 - DEAN OF LEARNING S	51.46	465.05	1,927.04	2,656.44	677.94	25.52
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	3,904.00	0.00	3,904.00	0.00
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	0.00	0.00	10,399.79	10,399.79	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	3,547.50	112,232.59	117,422.04	5,189.45	4.42
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	0.00	1,489.76	1,489.76	100.00
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	5,387.83	52,444.52	47,056.69	89.73
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	0.00	6,923.00	69,256.09	62,333.09	90.00
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	13,225.00	13,225.00	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	21,850.21	59,626.13	303,854.00	244,227.87	80.38
DEPARTMENT: 12241 - FIRE SCIENCE	18,163.71	5,625.00	5,625.00	25,300.00	1,511.29	5.97
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	0.00	0.00	9,070.00	9,070.00	100.00
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	5,781.70	29,038.15	77,027.00	47,988.85	62.30
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	5,616.00	38,352.00	32,736.00	85.36
DEPARTMENT: 42005 - DEAN OF TECHNICAL	13,420.53	6,482.90	28,962.67	113,122.00	70,738.80	62.53
DEPARTMENT: 11040 - SCIENCE	0.00	231.80	231.80	55,000.00	54,768.20	99.58
FUND: 22 - RESTRICTED GRANTS	76,904.86	78,344.91	384,722.58	1,451,015.02	989,387.58	68.19

Fiscal Year: 2018		FUND: 23 - OTHER RESTRICTED FUNDS					
GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail	
DEPARTMENT: 50000 - DEAN OF STUDENT SE	4,297.86	0.00	4,297.86-	0.00	0.00	0.00	
FUND: 23 - OTHER RESTRICTED FUNDS	4,297.86	0.00	4,297.86-	0.00	0.00	0.00	

Fiscal Year: 2018		FUND: 24 - ADULT EDUCATION					
GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail	
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	137.79	680.62	401.00	279.62-	69.72-	
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	502.95	653.94	1,217.90	563.96	46.31	
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	2,822.65	21,701.55	176,045.93	154,344.38	87.67	
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	90.00	126.75	10,177.77	10,051.02	98.75	
DEPARTMENT: 13301 - ADULT ED - INSTRUC	89.30	14,457.04	57,697.29	188,000.00	130,213.41	69.26	
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	2,040.28	2,477.73	9,400.00	6,922.27	73.64	
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	6,980.84	35,459.66	119,840.00	84,380.34	70.41	
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	37,500.00-	37,500.00-	100.00	
DEPARTMENT: 13301 - ADULT ED - INSTRUC	7,382.88	6,586.94	28,049.70	110,653.00	75,220.42	67.98	
FUND: 24 - ADULT EDUCATION	7,472.18	33,618.49	146,847.24	578,235.60	423,916.18	73.31	

Fiscal Year: 2018		FUND: 61 - CAPITAL OUTLAY					
GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail	
DEPARTMENT: 71000 - BUILDINGS	31,836.49	795.00	61,449.59-	750,000.00	779,613.10	103.95	
FUND: 61 - CAPITAL OUTLAY	31,836.49	795.00	61,449.59-	750,000.00	779,613.10	103.95	

Fiscal Year: 2018		FUND: 71 - ACTIVITY/ORGANIZATION FD					
GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail	
DEPARTMENT: 50000 - DEAN OF STUDENT SE	29,777.69	18,342.01	172,420.49	408,637.50	206,439.32	50.52	
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	500.00	500.00	0.00	0.00	
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	0.00	500.00	500.00	100.00	
DEPARTMENT: 55003 - MEN'S TRACK	304.00	0.00	0.00	500.00	196.00	39.20	
DEPARTMENT: 55004 - WOMEN'S TRACK	304.00	0.00	0.00	500.00	196.00	39.20	
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	500.00	500.00	500.00	0.00	0.00	
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	2,500.00	2,500.00	0.00	0.00	
DEPARTMENT: 55007 - BASEBALL	500.00	0.00	0.00	500.00	0.00	0.00	
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	500.00	500.00	0.00	0.00	
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	0.00	500.00	500.00	100.00	
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	0.00	500.00	500.00	100.00	
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	500.00	500.00	0.00	0.00	
DEPARTMENT: 55013 - DANCE TEAM	500.00	0.00	0.00	500.00	0.00	0.00	
DEPARTMENT: 55014 - RODEO TEAM	0.00	0.00	0.00	500.00	500.00	100.00	
DEPARTMENT: 55015 - MEN'S GOLF	0.00	0.00	0.00	500.00	500.00	100.00	
DEPARTMENT: 94000 - STUDENT CENTER	0.00	4,990.49	24,862.76	60,000.00	35,137.24	58.56	
DEPARTMENT: 99001 - STUDENT NEWSPAPER	0.00	1,489.13	2,287.57	33,700.00	31,412.43	93.21	
DEPARTMENT: 50000 - DEAN OF STUDENT SE	1,441.48	945.73	3,309.98	21,151.29	16,399.83	77.54	
FUND: 71 - ACTIVITY/ORGANIZATION FD	32,827.17	26,267.36	207,380.80	532,488.79	292,280.82	54.89	

Fiscal Year: 2018

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS		
				Annual Budget	Available	% Avail
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	1,276.00	0.00	1,276.00-	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	2,552.00	0.00	2,552.00-	0.00
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	9,969.00	0.00	9,969.00-	0.00
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	0.00	7,351.00	0.00	7,351.00-	0.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	4,921.00	0.00	4,921.00-	0.00
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	6,863.00	0.00	6,863.00-	0.00
DEPARTMENT: 55007 - BASEBALL	0.00	915.00-	1,576.00	0.00	1,576.00-	0.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	2,308.00	0.00	2,308.00-	0.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	8,352.00	0.00	8,352.00-	0.00
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	4,428.00	0.00	4,428.00-	0.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	6,075.00	0.00	6,075.00-	0.00
DEPARTMENT: 55013 - DANCE TEAM	0.00	0.00	6,375.00	0.00	6,375.00-	0.00
DEPARTMENT: 55014 - RODEO TEAM	0.00	0.00	15,251.00	0.00	15,251.00-	0.00
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	0.00	33,654.00	0.00	33,654.00-	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	0.00	4,860.00	0.00	4,860.00-	0.00
DEPARTMENT: 11030 - ART	0.00	0.00	7,473.00	0.00	7,473.00-	0.00
DEPARTMENT: 11031 - DRAMA	0.00	0.00	7,819.00	0.00	7,819.00-	0.00
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	0.00	10,251.00	0.00	10,251.00-	0.00
DEPARTMENT: 11033 - INST MUSIC	0.00	0.00	58,967.00	0.00	58,967.00-	0.00
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	0.00	6,819.00	0.00	6,819.00-	0.00
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	0.00	10,147.00	0.00	10,147.00-	0.00
DEPARTMENT: 81005 - TUIT WAIVER FCHS	0.00	0.00	15,170.00	0.00	15,170.00-	0.00
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	0.00	9,491.00	0.00	9,491.00-	0.00
=====						
FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	915.00-	241,948.00	0.00	241,948.00-	0.00

Fiscal Year: 2018

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	FUND: 73 - EDUKAN CONSORTIUM FUND		
				Annual Budget	Available	% Avail
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	18,420.00	112,930.00	500,000.00	387,070.00	77.41
=====						
FUND: 73 - EDUKAN CONSORTIUM FUND	0.00	18,420.00	112,930.00	500,000.00	387,070.00	77.41

Garden City Community College
11/30/2017

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 115,846.90	0.0000%
State Municipal Invest. Pool	\$ 85,353.65	0.7500%
FNB of Garden City - Money Market	\$ 102.23	0.0000%
FNB of Garden City - Insured Cash Sweep	\$ 321,325.04	0.7500%
Commerce Bank - Money Market	\$ 19,495.55	0.0800%
Landmark National Bank	\$ 2,741,713.01	1.1700%
	<u>\$ 3,283,836.38</u>	

	<u>Type</u>	<u>Amount</u>	<u>% Rate</u>	<u>Beg. Date</u>	<u>Maturity</u>
Investments:					
Western State Bank	CD	\$ 1,000,000.00	0.9000%	2/10/2017	2/9/2018
FNB of Garden City	CDARS	\$ 1,000,000.00	1.3000%	11/10/2017	5/10/2017
American State Bank	CD	\$ 1,000,000.00	1.4800%	11/9/2017	11/9/2018
		<u>\$ 3,000,000.00</u>			
Total		<u><u>\$ 6,283,836.38</u></u>			

Agenda No: II-D

Date: December 12, 2017

Topic: Board Action Regarding Acceptance of the 2016-17 Audit

Presenter: Dr. Herbert J. Swender

Background Information:

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

Budget Information:

The cost to the college for the annual financial audits (including BAA and endowment) is \$72,500.00.

Recommended Board Action:

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

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

Board Member Notes:

Agenda No: II-D

Date: December 12, 2017

Topic: Finney County Economic Development

Presenter: Dr. Herbert J. Swender

Background Information:

Since 2007, the college has financially supported the Finney County Economic Development Corporation through an annual partnership fee. As part of the partnership fee, the college receives one seat on the development board. The annual fee for 2017-18 is \$15,000.

Budget Information:

\$15,000 from general fund.

Recommended Board Action:

The pleasure of the board.

Board Action Taken: Approved Disapproved

 Ayes Nays No Action

Board Member Notes:

Invoice

Garden City, KS 67846

Date	Invoice No.
11/6/2017	21659

Bill To
Garden City Community College 801 Campus Drive Garden City, KS 67846

Description	Qty	Rate	Amount
2017 funds		15,000.00	15,000.00
Total			\$15,000.00
Phone No.	Fax #	E-mail	Web Site
620.271.0388	620.271.0588	fcedc@ficoedc.com	www.ficoedc.com

DECEMBER 2017 MONITORING REPORT

EXECUTIVE LIMITATIONS

ANNUAL

General Executive Constraints

#10

Page 9

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

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

Data directly addressing interpretation: Below are some of the activities for 2017.

Campus Police Department

- During the month of January, Campus Police and Administration updated the Emergency Response Plan desk reference guide for employees. In addition to minor adjustments, new information was added regarding safety precautions during earthquakes. The GCCC Print Shop provided graphics and the guides were disseminated to college employees.
- On February 21 2017, the 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.
- On March 23 2017, Chief Dozier attended a meeting of State college directors/police chiefs at Kansas Wesleyan University in Salina. Many important topics were discussed, to include concealed carry on campus, surveillance camera systems, body camera systems, ALICE, safety protocols and department budgets. The meeting was very informative,
- During the month of March, two campus police officers attended severe weather training, which was hosted by Finney County Emergency Management. Over the course of the year, updated severe weather information, to include shelter locations was posted in all campus buildings and housing areas.
- On April 11-12 2017, Chief Dozier attended a Campus Emergency Prevention, Response and Recovery Course, which was held in Wichita. Through presentations and tabletop exercises, attendees managed mock higher-education disasters utilizing the National Incident Management System (NIMS) and Incident Command (IC). Chief Dozier plans to collaborate with college leaders, at all levels, to provide introductory information on the benefits of NIMS and IC.
- On April 30 2017, a severe snowstorm swept through Finney County causing power outages and many road closures on US and State highways. There was a coordinated effort between Facilities, Residential Life and Campus Police to ensure proper precautions were taken to protect our students and staff, who remained on campus during the storm. Generators and heaters were set-up in the cafeteria, which was utilized as a safety area for students due to the power outage. Great Western Dining served meals for students and was prepared to continue cold-meal service for several days, if needed. Campus Police also collaborated with personnel from Finney County, the City of Garden City and Emergency Management during the storm. The east gym in the DPAC was identified as an alternate shelter for citizens of our community. Campus Police Chief Dozier would like to commend all GCCC personnel who assisted during this challenging period!
- During the month of June, a campus police officer attended armed intruder training with the Garden City Police Department. The seven-hour course was held at a USD 457 elementary school. During the session, officers utilized response tactics that included movement, communication and trauma first aid. Campus Police will continue to work with local first-responders in the upcoming months to enhance our skills in this area.

- Additionally, during June 2017, the Kansas National Guard sponsored a suicide prevention course, which was attended by members of Student Services and a campus police officer. Attendees received information that will assist them as they work with troubled individuals on our campus.
- On July 7 2017, Chief Dozier attended a four-hour armed intruder exercise that was held at Garden City High School. The event was coordinated by Finney County Emergency Management, and included participants from local law enforcement, Finney County Emergency Medical Services, Garden City Fire, USD 457 and St. Catherine’s Hospital. During the exercise, many elements of the emergency response were evaluated to include; command & control, communications, tactical decision making, public health and mass casualty capabilities. This was a great learning experience for all involved.
- On August 7 2017, three Garden City Community College (GCCC) police officers attended an officer safety & terrorism workshop, which was sponsored by the Kansas Law Enforcement Training Center. The event was held at the Academic Building and was free for Kansas certified officers. Session topics included recognizing behavioral indicators of terrorists, an overall briefing of the current threat picture and officer safety. Many professionals from all over the State attended the training.
- A memorandum was sent to Dr. Swender to recognize numerous faculty & staff members for actions taken during a medical emergency, which occurred in the Penka Building August 18, 2017. An unresponsive student, who had recent heart surgery, was locked alone in a restroom, which was locked. The door was breached and immediate medical assistance was provided. Chief Dozier is very appreciative and proud of all who contributed on this day (this is a perfect example of the success of our Building Emergency Leader Program).
- During the month, Chief Dozier received an invitation from the Kansas City Division of the FBI to attend a presentation regarding the FBI’s Child Abduction Rapid Deployment (CARD) team, and to discuss the formation of a Joint Child Abduction Rapid Deployment (JCARD) team in the region. The event was held at the Finnup Center on September 15, 2017 and most of the southwest Kansas law enforcement agencies were represented. The FBI will provide one-week training sessions in early 2018, to all members committed to this important issue. Although campus police resources are much smaller than most of the larger agencies, Chief Dozier plans to commit at least one officer to this endeavor. We would like to continue to support all law enforcement efforts in our State.
- During the month of October, GCCC Campus Police initiated a new campaign to recognize members of our community for “doing the right thing.” Please review the campaign message recently sent to all students, faculty and staff: “As the Campus Police Chief, I am pleased to announce a new campaign designed to thank students, faculty and staff personnel for doing the right thing. Over the course of the next 8 weeks, campus police officers will formally recognize and thank members of our GCCC team for actions taken to help others, follow safety rules/laws and for setting a positive example. Recipients will receive a “cool” reward from campus officers that was purchased from our GCCC bookstore.
- Additionally, during the month of October 2017, Chief Dozier attended the Missouri Safe Schools and Colleges Conference. Topics of instruction included: Bystander Intervention, Social Media & Sexting Investigations, Verbal De-Escalation Techniques, Understanding the Clery Act, Cyber Security, Hate Crimes and a discussion panel focusing on Higher Ed. Campus Safety.
- The Campus Drive crosswalk was established.
- Annual campus crime statistics were compiled and reported as required by the federal government. The statistics can be found on the GCCC website.

Student Health Services

- Annual faculty and staff trainings include blood borne pathogens and sexual harassment training.
- Automatic External Defibrillators- monthly maintenance checks (currently 8 AED's on campus)
- The Red Flag Campaign against dating violence. RFC events included informational booths on campus and at football game, as well as Detective Clint Brock presentation to students, "Sexual Violence in the Digital Age".
- Student Health Services, Residential Life & Title IX coordinator and Title IX Investigators attend Heartland Safety Summit/Jana's Campaign November 2017
- Family Crisis GCCC Campus Advocate attends all student health services informational booths. The Advocate has an office on campus and is available to all students, faculty and staff.
- The on campus Blood Mobile gives opportunity to students to volunteer and learn.
- Free annual biometric screenings are conducted for full-time employees.
- Spring 2017 Student Health Services informational booths:
 - STD Awareness
 - Skin Cancer Awareness.
 - Alcohol/Drunk Driving Awareness: SIDNE (simulated impaired driving experience)
- Fall 2017/Spring 2018 informational booths:
 - "Home Sweet Home"- Homesickness
 - "Keep It Safe"- Healthy Relationships/Campus Safety
 - Red Flag Campaign- Dating/Domestic Violence Bystander Intervention
 - "Manage Your Stress"- Stress/Anxiety
 - "Happy Holidays"- Holiday Depression
 - STD Awareness
 - Skin Cancer Awareness.
 - Alcohol/Drunk Driving Awareness: SIDNE (simulated impaired driving experience)
- Spring 2017 Screenings
 - Vision Screening
 - Dental Screening
- Spring 2018 Screenings
 - Vision Screening
 - Dental Screening
- Student Health Services Committee's served:
 - SANE/SART: Sexual Assault Nurse Examiner/Sexual Assault Response Team: monthly meetings
 - Finney County Prevention Taskforce: monthly meetings

Human Resources

Effective January 1, 2016, GCCC employees had access to a new Employee Assistance Program through New Directions Behavior Health. The employee assistance program is a life management tool which provides face-to-face or 24-hour telephone access to employees with counseling services, health coaching, crisis management services, a legal resource center and financial advice. This confidential service provides a limited number of services at no cost and additional services at a reduced cost to the employee and their immediate family members. As of September 30, 2017, 32 individuals had utilized the counseling, legal, financial or work/life resources. This was an increase of usage from the previous year of 41%. Of the 32 individuals, 94% indicated overall satisfaction with the service with 97% indicating they would use EAP again.

Incidental Information December 2017

Dee Wigner, Executive Vice President

As the school year progresses, the Administrative Services Division has been focusing on the college priorities established by the Strategic Planning Council and approved by college leadership. The semi-annual review of those priorities revealed several accomplishments and several items near completion.

1. The SAN (server access network) has been replaced
2. The internal backbone will soon be updated to 10Gig
3. Video camera surveillance system is currently being designed and installation of Phase I will begin early 2018
4. In lieu of purchasing a new chiller, an existing ammonia chiller has been refurbished and will soon be on-line
5. As a way of reducing textbook costs to students, a pilot textbook rental program will begin Spring 2018
6. Installation of the student portal is in the final stages. Students will be able to access the portal in the spring, with faculty and staff implementation to follow
7. A new web page design has been approved and information on the current website will be converted to the new format Spring 2018

Bookstore

Virga and Suzanne have been finishing holiday decorating and getting everything ready for buyback and the return of scholarship books. Their busy week will be the week of finals-December 4-8. The week after that will be spent cleaning up and pre-sacking scholarship books for the spring semester. Virga plans on having all scholarship books pre-sacked before she leaves for Christmas break.

Dee, Ryan, Phil, Chuck, Deb and Virga are still working on the new rental pilot program. The goal is to implement the pilot for the spring semester. Six titles have been chosen to start the rental program. The titles chosen range from very expensive to inexpensive, which will help to gauge if price is a factor for rental. The pilot titles chosen are *Biology*, *Business*, *Psychology*, *Sociology*, *Speech* and *This is Where it Ends* (a reading textbook). The pilot program will be tracked to determine if the program is successful in reducing costs and expanding market share. If the rental program proves successful, the plan will be to add more titles to the program for the fall. Virga will share the results in late spring.

Each year several programs/departments undergo a review process. Once a department has completed the process, the review will occur on a 5-year cycle. Dee and Virga have completed the first program/department review for the bookstore and have submitted it to their assigned committee. They are waiting for feedback from the review committee.

Virga and Suzanne would like to wish you all a very Merry Christmas and Happy New Year! They both feel very blessed to be fortunate enough to work at such a wonderful place and be a part of the GCCC family.

Marketing and Public Relations

Kristi and Tiffany have implemented a new short video for social media called the “Broncbuster Minute”. “Broncbuster Minute” highlights students, and gives current updates on the different programs at Garden City Community College. The first student highlighted was Brianna Pauley, a female fire science student. Kristi will schedule interviews each week to keep the “Broncbuster Minute” current.

Promotions for the month have included various holiday musical offerings, Veteran’s Day, bowl promotions, art club activities, Fill a Ford, and the DPS Travis Bachman Stocking Drive. Media releases were sent promoting Automotive and Industrial Maintenance classes in conjunction with the Adult Learning Center. The promotion allows students without high school diplomas to work toward a High School Equivalency Diploma at the same time they are attending college classes in the Automotive Technology Program or the Industrial Maintenance program. A new offering of a Tuesday night welding class has been promoted via news release, social media and radio announcements.

Kristi worked with Amanda White and Chuck Pfeifer to get proposals from media outlets to help promote welding and industrial maintenance. New commercials produced through the KanTrain grant will be airing this December for spring enrollment.

Upcoming activities for Marketing will be getting a new radio schedule to fill the Monday radio time slots and video production.

Director of Facilities

Work on the band building is nearing completion. Framing, electrical work, and sheetrock are completely finished and painting has begun. Installation of bathroom fixtures is currently underway. In the next week, maintenance will be laying carpet, putting up baseboard and painting the entire project. Completion date for the band building is estimated to be in two weeks. When the band building is complete, maintenance will move to the old welding lab to begin updates and remodeling making it a suitable classroom for EMS. Carpet, lights, baseboard and ceiling tile replacement are planned for the lab. Including demolition of the lab, this classroom project should only take 4-6 uninterrupted working days. An office for the EMS Instructor will be created in the room off the new ambulance bay. Carpet in a library office is being replaced due to water damage suffered during a leak.

Facilities staff continue to work on setups and teardowns for campus events, including the annual Christmas party. We are taking care of work orders throughout campus. Grounds crew is finished winterizing the campus as well as replacing exterior lights and checking valves.

Transportation has arranged buses for basketball men’s and women’s as well as the trip to nationals for cross-country. Transportation has also finished arranging for the bowl game trip for football, cheer and band. Continued service for the GCCC fleet and buses is an ongoing process.

Business Office Comptroller

Enrollment for Spring 2018 classes has begun. Students that have an unpaid balance on their student account have a 'hold' on their account and are not allowed to enroll in spring semester courses or get an official transcript. On November 15, Kim Harrison attended a VA/National guard workshop in Topeka. The workshop focused on VA education benefits such as Federal Tuition Assistance, KBOR & State education benefits, ROTC, Post 9-11 GI Bill, etc. The college has between 20 and 25 students currently receiving some form of military education benefits. The number of students receiving these benefits continues to grow each year.

1098T forms are issued to students each year. The IRS is mandating changes to the form in 2018. Kim and Deb Nicholson have watched a few webinars on the 1098T form changes. They are also running preliminary reports in preparation of the year end process.

Business Office personnel have been working with Nelnet on two new projects. NelNet is the student payment vendor that accepts electronic payments on student accounts. The first project was to update the Nelnet site for past due student accounts. In the past, students were sent the link to sign up for a past due payment plan. The student would go to the Nelnet site enter their information and set up the terms for their payment plan. Students were frequently entering the wrong balance or stretching out their payment plans too long. The new site has been developed so that GCCC personnel enter the student's information. The student is sent an email through the Nelnet site inviting them to sign up for a plan and select specific options for the terms on their plans.

The second project is working with residential life on their new software, StarRez. The student will sign up for housing on the StarRez software. As students enter their information into StarRez, they will be sent to a Nelnet hosted payment page to make their dorm deposit. The business office will receive an email when the student completes their payment. When payments hit the GCCC bank account, they will be posted.

Print Shop

Tiffany filmed, edited and prepared the segment "Broncbuster Minute". A new introduction for the segment was designed and Tiffany edited the footage of the interview with fire science student Brianna Pauley.

Projects for the month include the President's Newsletter, basketball program, Endowment auction items, President's Christmas card, Broncbuster Shootout program/roster, Fill a Ford, and social media blasts.

Payroll Department

- On November 3, American Fidelity agent, John Adams, presented an overview of our Section 125 benefits and answered questions to interested employees, the week prior to open enrollment.
- Section 125 Open Enrollment was held the week of November 10 -17. Participation was close to 100%

- Payroll personnel arranged KPERS pre-retirement appointments to employees within 5 years of retirement on the afternoon of November 8.
- During the month, Dallas Crist participated on the Sick Leave Pool and Wellness committees

Human Resources

The Department of Human Resources has been busy conducting interviews for vacant positions. Employees recently hired will start in January due to the holiday break. Emily Clouse, Director of HR, is impressed with the quality of applicants that have been interviewed. The quality of candidates shows that GCCC is an employer of choice in the area.

Planning is ongoing with the President's Office for the employee in-service in January. The in-service is a great opportunity for the organization to work on team building and focusing on customer service skills.

Updates to personnel policies have begun. As part of the process of updating policies, new stakeholder groups are providing input. This process has helped to gain a better understanding of organizational needs.

IT Department

IT has implemented the new Server/SAN solution. Data from the old servers has been migrated to the new hardware. Network security on campus has improved by adjusting the firewall/spam/antivirus solutions to work as a single unit.

Ryan J. Ruda, Vice President Instruction and Student Services

General Education

Social Science

1. We all made it to finals week!!!
2. We are working hard to help our students finish the semester strong.
3. Phi Theta Kappa donated 6 boxes to Operation Christmas Child.
4. Our classes that offer Service Learning opportunities serviced over 30 non-profit organizations in the community this semester. The number of students who participate in the Service Learning opportunities went up this semester.
5. Campus Closet serviced over 110 students during Thanksgiving Break.

Fine Arts

Art

Brian McCallum and Michael Knutson taught a workshop/course at CSU Pueblo on October 1, 2017. Brian McCallum and Michael Knutson taught workshops/classes for Kansas Artist Craftsmen association in Lindsborg, KS. On November 3-4, 2017.

The GCCC Art Club had a successful Fundraiser in December, raising \$2000 for student travel and opportunities

The GCCC Professional Arts Practices class collaborated with Big Brothers/Big sisters to teach 8th grade art courses on two occasions in November.

Choir

1. Vespers with Community Choir, FUMC Choir, Community Instrumentalists, and College Choir Combined. 75 performers in all
2. Networking with Community, High School choral department, GC First United Methodist Church, and Bible Christian church for performances.
3. Combined rehearsals and two performances of the Choral Cantata Fantasia Noel at GCCC for Vespers and a Friday, December 8, 7 PM concert at FUMC in Garden City.

Drama

Auditions were held for the upcoming dinner theatre in February *The American Bullet Train*.

Madison Adler, Jaqueline Chavez, and Adaryll (Monte) LeGrant were nominated for Irene Ryan Nominations for the Kennedy Center American College Theatre Festival, (Region V)

The students will represent GCCC at the region festival January 21-28 in Des Moines, Iowa. Arlette Hinstroza will have her work displayed in Design Expo for the same festival. (All students are freshmen)

Instrumental Music

Performed annual Jazz band and Concert band concerts. For the first time, the concert band presentation included three sectional performances including a clarinet choir, saxophone, choir, and brass ensemble. All three performed independent pieces and were student conducted. Heather Rundell, Sophomore music major, made her conducting debut as she led the brass ensemble.

The band accompanied the football team to the bowl game.

Media

GC3 Media sent a photographer and videographer to the Heart of Texas Bowl Game. Breakaway magazine is printing and should be out by the end of this week. Final fall issue of Silhouette will distribute December 7.

Student Services

From Patricia Miller

- Informational Booth: "Manage Your Stress" – students made stress balls
- Attended Heartland Safety Summit/ Jana's Campaign
-

Kurt Peterson

- GCCC TRIO Student Support Services is having a December graduate reception Tuesday, December 5 from 2-4 pm. The program has eleven fall graduates.
-

Tammy Tabor

Admissions

- Campus visits are still up from last year. For November:
 - 2016 had 39 campus visitors
 - 2017 had 42 campus visitors

- We have received 243 applications for November
- Essdack is a non-profit service center that provides leadership, innovation, services, products and solutions to educators. They hosted their 2nd annual technical career fair in Hutchinson on November 7. Several of the technical programs attended and the admissions staff were in attendance.
- November 29 we hosted the GCHS Early grads for an enrollment day. We had 18 early graduates on campus.
- The YouVisit Virtual tour is currently going through a total makeover. A technical crew from YouVisit was on campus November 27-30 doing a walking tour of campus, taking new video and pictures for the web. The expected launch date will be the week of December 11.
- November 2 we hosted our Exploration Day. We had over 400 high school juniors and seniors on campus visiting various technical programs. We gave away three \$500 scholarships to area students.

Advising

- Conducting many degree checks and enrolling students for the Spring semester.

Technical Education

The Animal Science department under the leadership of Dr. Clint Alexander has partnered with the US Department of Agriculture to provide online training and certification for employees across the country.

GCCC Paramedic Graduation was held December 2, 2017. The ceremony was well attended with five students graduating.

Dean Pfeifer submitted two grants recently. Notice has been received that both of the grants have been funded. One Grants deals with non-traditional student participation and the other Grant deals with Adult Basic Education (ABE) instruction in CTE programs. The former would result in funds for the College to be used to promote and highlight the automotive program and the fire science program in order to recruit female students. The latter is a collaborative project with Hector Martinez in the Adult Learning Center and would result in funds for training instructors and developing curriculum specifically aimed at improving outcomes for students who qualify for supplemental instruction and other services.