

April 5, 2018

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, April 10, 2018**. 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 (Requests to appear will be placed on a “first-come, first-served” basis. This portion of the meeting is limited to thirty minutes and shall be subject to a limitation of five minutes for each presentation with no extension of time permitted. Matters pertaining to personnel, litigation and violations of laws and ordinances are excluded from the agenda. Rules of decorum as provided in this code will be observed)
 - 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 (March 20, 2018).....pg. 3
 - B. Approval of personnel actions-Human Resources.....pg. 9
 - B-1 Human Resources Report.....pg. 10
 - B-2 Adjunct/Outreach Contracts.....pg. 11
 - 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. 24
 - D. Approval of Resolutions Non-Renewal of Employment Contracts
 - D-1 Resolution 2018-01.....pg. 25
 - D-2 Resolution 2018-02.....pg. 26
 - D-3 Resolution 2018-03.....pg. 27
- III. OTHER ACTION: Action**
- A. Approval of Roof Replacements.....pg. 28
 - DPAC, East Roof
 - Penka, North Roof
 - John Collins Vocational Building, South Roof
 - Pauline Joyce Fine Arts Building, West Roof

IV. CONFIRMATION OF MONITORING REPORTS:

- A. Monitoring Reports and ENDS **Consensus Approval**
Annual Ends, Academic Advancement Rescheduled to May board meeting
- B. Review Monitoring Report
Annual, Executive Limitations, General Executive Constraints
- C. Board Process and Policy Governance Review

V. OTHER:

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

VI. OWNERSHIP LINKAGE:

Upcoming Calendar Dates:

- April 13 Garden City Endowment Association Annual Auction
- April 16 Residence Life Appreciation Dinner, 5:00 p.m., cafeteria
- April 19-22 "Boys from Syracuse" 7:30 p.m. weekday, Sunday matinee
- April 25 SGA Banquet, 5:00 p.m., Conestoga Arena, Dennis Perryman Athletic Complex
- April 26 Jazz Concert, 7:30 p.m., Pauline Joyce Fine Arts, Auditorium
- April 27 Faculty Senate Luncheon, Endowment Room, 11:30 a.m.-1:00 p.m.
- April 28 Chancy Williams & Younger Brothers Band, Conestoga Arena, doors open at 6:30 p.m. 7:30 p.m. Aaron Woods Band, 9:00 p.m. Chancey Williams
- April 30 Athletic Banquet, 6:00 p.m., Conestoga Arena, Dennis Perryman Athletic Complex
- May 1 Band Concert, 7:30 p.m., Pauline Joyce Fine Arts, Auditorium
- May 2 GCCC Employee Retirement Reception, 2-3:30 p.m., Endowment Room, Beth Tedrow Student Center
- May 3 Department of Public Safety Graduation, 5:30 p.m., Endowment Room, Beth Tedrow Student Center
Choral Pops, 7:30 p.m., Pauline Joyce Fine Arts, Auditorium
- May 4 GCCC Commencement, 7:00 p.m., Conestoga Arena, Dennis Perryman Athletic Complex
- May 5 John Deere Breakfast, Cafeteria, 9:00 a.m.
- May 6 Nurses Pinning, Conestoga Arena, 2:00 p.m.
- May 7 Rock Ensemble, 7:00 p.m., Pauline Joyce Fine Arts, Auditorium
- May 8 Board of Trustee Meeting, 6:00 p.m., Beth Tedrow Student Center, Endowment Room

VII. EXECUTIVE SESSION

VIII. 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
March 20, 2018**

Trustees Present: Merilyn Douglass, Jeff Crist, Leonard Hitz, Steve Martinez, , Blake Wasinger, Terri Worf,

Others Present: Debra Atkinson, Deputy Clerk
Emily Clouse, Vice President of Administrative Services
Dallas Crist, GCCC Coordinator of Payroll
Rodney Dozier, GCCC Chief of Police
Andy Gough, Director of IT
John Green, Director of Athletic Department
Josh Harbour, *Garden City Telegram*
Eric Hollingsworth, Major, PSU ROTC Kansas Army National Guard
Sheena Hernandez/English Instructor/Faculty Senate
Colin Lamb, Dean of Student Services
Jacquelyn Messinger, Dean of IEPR
Deb Nicholson, GCCC Comptroller
Chuck Pfeifer, Dean of Technical/Work Force
Derek Ramos, Director of Facilities
Tyler Ramos, Instructor, Maintenance Tech
Lauren Rockhold, Coordinator, Student Activities, SGA Advisor
Ryan Ruda, Vice President of Instruction/Student Services
Phil Terpstra, Dean of Academics
Jodie Tewell, FOUSE Building Secretary
Sherri Williams, CNA Instructor
Clay Woydziak, SGA President
Herbert Swender, President

CALL TO ORDER:

Chair Martinez called the regular board meeting to order at 6:00 p.m.

OPEN COMMENTS FROM PUBLIC:

Chair Martinez noted that Eric Hollingsworth, Major, PSU ROTC Kansas Army National Guard, would publicly address the board regarding HB2541. Major Hollingsworth shared with Trustees how GCCC students who are enrolled in a partnership Senior Reserve Officer Training Corps program with Pittsburg State University. The ROTC program which began last fall, allows GCCC students to transfer to PSU to finish the final two years of the curriculum and receive a commission into the U. S. Army. Hollingsworth went on to share that HB 2541 if passed would amend the Kansas National Guard assistance act to assist qualifying Kansas Soldiers with educational expenses. Hollingsworth expressed his grateful appreciation to President Swender for his written testimony in support of HB 2541. The hearing for this bill will be conducted later this week..

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 shared with Trustees that GCCC Automotive Students have received their individual tool boxes complete with the tools which will be needed when moving on into the workforce.

Dr. Swender noted that GCCC Welding hosted their 2nd Annual Welding Competition on March 1. Area high schools were invited to send their best to compete for top welder of the year. The top three welders received prizes donated by industry partners. More than 40 students from area high schools attended the event.

Dr. Swender shared that Denim Rogers broke the national record in the indoor decathlon and took home the individual national championship gold, at the 2018 NJCAA Indoor Track Championships in Lubbock, TX on March 3.

Dr. Swender reported that GCCC Meats Team had another outstanding performance at the Houston, Texas contest on March 3. These young people just keep on winning, and winning. GCCC Meats placed 3rd and 4th overall. Great Job.

Dr. Swender expressed that GCCC was pleased to have the Garden City High School Advancement Via Individual Determination (AVID) students visit the campus. AVID is a global nonprofit organization dedicated to closing the achievement gap by preparing all students for college and other postsecondary opportunities. Established more than 35 years ago with one teacher in one classroom, AVID today impacts nearly 1.5 million students in 46 states and 16 other countries/territories. Students visited nursing, drama, fire science, EMT agriculture programs and the meats lab.

Dr. Swender stated that it was an honor to meet Garden City Chamber of Commerce annual banquet speaker, Lieutenant Colonel (retired) Robert J. Darling, United States Marine Corps, a true American Patriot and author of *“24 Hours Inside the President’s Bunker, 9/11/01: The White House”* on March 8.

Dr. Swender expressed his pleasure in having Abe Hubert 6th graders visit GCCC on Friday, March 9. Criminal Justice Instructor, Brandy Unruh, assisted visiting students doing some fingerprinting! Students also visited the EMST classroom. Awesome job of exposing young people to outstanding education.

Dr. Swender celebrated that GCCC Student Loan Cohort Default Rate will go from 8.1 to 6.6 for the coming year.....another big milestone for GCCC.

GCCC Cheer and Dance competed in the Regional Competition in Salina, March 11. GCCC Cheer won the conference championship with a program high score of 256.6 which swept both large and small divisions in scoring. GCCC Cheer also had the champion stunt team. GCCC dance team placed six out of the seven team field. They were only ten points off of a third place finish.

Dr. Swender promoted SGA River Cleanup, which will be held on April 21 from 10:00 am – 3:00 pm. SGA Facebook post regarding the cleanup has reached 19,588 people, has 119 shares, and has garnered multiple volunteers for the cleanup day.

Dr. Swender reminded everyone about the upcoming GCCC Endowment Association Annual Auction, Bootleggers Ball, held on April 13, in addition to GCCC Home Rodeo scheduled for April 6-8.

Chair Martinez thanked Dr. Swender for his report.

UPDATE ON ATHLETIC DEPARTMENT:

John Green, Director of Athletic Department, took this opportunity to introduce Stunt Champions Ruben & Louisa and NJCAA 2018 Heptathlon Champion Denim Rogers. Green went on to present a brief PowerPoint that recognized the progress and changes that have occurred in the athletic department in the last two years. Green noted that according to athletic records, this was the most accomplished semester in the history of GCCC athletics.

INTRODUCTION OF NEW EMPLOYEES:

Ryan Ruda, Vice President of Instruction/Student Services, introduced new employees Sherri Williams, CNA instructor and Jodie Tewell, Fouse Building Secretary.

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

REPORT FROM STUDENT GOVERNMENT ASSOCIATION:

Clay Woydziak, SGA President, reported that SGA continues to promote the river clean-up in celebration of Earth Day. Woydziak stated that all volunteers are welcome to join SGA members on April 21, from 10 a.m. to 3 p.m. in their efforts to make a difference in the riverbed.

Woydziak noted that work continues on the bike depot, and invited Trustees to the Student Awards Banquet on April 25. Woydziak feels that the Make it, Take it Tuesdays have been successful.

Trustees thanked Woydziak for his report.

REPORT FROM FACULTY SENATE:

Sheena Hernandez English Instructor/Faculty Senate President provided a written report to Trustees regarding Faculty Senate activities.

1. Faculty are steadily completing professional development. There have been no further requests for outside development at this time; however, all faculty will next participate in an assessment training set for April 13. This will be an all-day training and beneficial in our efforts to assist with HLC and help specify our processes going forward.
2. All building lunches (a joint effort between Dr. Swender and Faculty Senate) have concluded. Dr. Swender brought food to faculty of each building and spent time talking with them and addressing concerns. Meetings went well.
3. Faculty Senate nominations for the 2018-2019 year are concluded. New senators for next year are Lawrence (Larry) Jenkins and Seth Kristalyn. Amy Poteet will serve as alternate.
4. Faculty Senate Luncheon is April 27 from 11 a.m. to 1 p.m., food will be served starting at 11:30 a.m. and awards will begin at noon. All Board members are invited to attend. Please RSVP to Sheena Hernandez, Will Friesen, Faculty Senate Secretary.
5. Sheena Hernandez went on to reassure Trustees that faculty is fully committed to the college's effort regarding the upcoming assurance argument. There is a new energy in faculty as they work on committees, provide reports, engage in planning events, and work together for the future. Faculty understand the necessity of this work, and Sheena assured all members of the board that all faculty care deeply about the integrity and well-being of the college. Many faculty members are running one person programs, teaching overloads, taking on additional advisees, sponsoring organizations, while at the same time attempting to maintain healthy home relationships and contribute to the community. Sheena indicated that there are signs of stress, bringing to Trustees attention not to complain but to reinforce the true dedication of her colleagues. Faculty must often rearrange priorities that are dear in order to accommodate administrative needs. Faculty are aware that this work is important and that the processes being put into place are critical to the college's future success. Sheena went on to express the appreciation of all faculty for the leadership of Ryan Ruda, Jacquelyn Messinger, and Phil Terpstra.

Trustees thanked Hernandez for her written report.

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-E.

Motion:

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

After a brief discussion and clarification, regarding how to read expense reports, the vote was taken.

Ayes: Crist, Douglass, Martinez, Wasinger, Worf

Nays: Hitz

Motion carried: 5-1

Approved actions follow:

(A) APPROVED MINUTES of previous meeting (February 20, 2018)

(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 ANNUAL RENEWAL OF KANREN, as presented

(Supporting documents filed with official minutes.)

KanRen is a consortium, which supplies a statewide network for data communication for schools, libraries and hospitals. The annual cost of the current 5-year agreement has been reduced to \$57,090.75, which is less than the previous year's contract \$59,966.

(Supporting documents filed with official minutes.)

(E) APPROVED REVISION OF APPOINTMENTS, as presented

(Supporting documents filed with official minutes.)

MONITORING REPORTS and ENDS REPORTS:

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

- Annual, Executive Limitations, General Executive Constraints, #1, #10

Trustees agreed to accept the monitoring report as presented.

REVIEW OF MONITORING REPORT:

Trustees reviewed the following monitoring reports:

Annual, Executive Limitations Personal Enrichment

The following change was made to # 2 on page 7 of the Policy Handbook.

POLICY TITLE: PERSONAL ENRICHMENT

1. Recipients pursuing individual interests will be personally enriched.
2. Outreach will serve the needs of the Community.

#2 Revised to state:

2. GCCC will serve the needs of the Community through extended enrichment opportunities.

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

Policy Governance Officer, Dr. Marilyn Douglass asked Trustees to turn to page 25 in their Policy Governance Handbook to review President's Role and Job Description, no changes were recommended, and page 26 to review Delegation to the President. No changes were recommended.

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION:

Chair Martinez reported the following:

- Martinez reported that FCEDC is working to get "liquor by the drink" changed in Finney county. FCEDC feels that this change would benefit local breweries. This issue will be put on the ballot for the community to decide.

REPORT FROM KANSAS ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES

Trustee Crist reported the following:

- The next KACCT meeting will be in Kansas City, Kansas in June.

REPORT ON Higher Learning Commission:

Ryan Ruda, Vice President of Instruction/Student Services, reported HLC site visit has been set for November 5-7, 2018. A four member team will visit GCCC on those dates. This visit will resemble the previous site visit.

After the assurance argument has been submitted and reviewed GCCC will be contacted and informed on who the team would like to meet with and what they would like to see. Ruda went on to share that department annual planning has been completed, and work continues on an institutional update.

OWNERSHIP LINKAGE:

No report was given.

CALENDAR DATES:

Chair Martinez reviewed calendar dates and noted that many end of year activities are coming up.

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 consult with the board's attorney on a matter protected by the attorney-client privilege, to discuss potential claims. The open meeting will resume in the Endowment Room of the Beth Tedrow Student Center in 30 minutes.

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

Nays: None

Motion carried: 6 -0

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

Included in Executive Session:

Randy Grisell, Board Attorney

Dr. Herbert Swender, President Garden City Community College

Emily Clouse, Vice President of Administrative Services/Human Resources

Board reconvened into regular session at 7:50 p.m.

No official action was taken.

ADJOURNMENT:

Motion:

Douglass moved, seconded by Wasinger, to adjourn the March 20, 2018 Garden City Board of Trustee meeting.

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

Nays: None

Motion carried: 6-0

Meeting adjourned at 7:55 p.m.

UPCOMING CALENDAR EVENTS:

April 13	Annual Endowment Association Auction
April 19-22	"Boys from Syracuse" 7:30 p.m. weekday, Sunday Matinee
April 25	SGA Awards Banquet, 5:00 pm, Conestoga Arena
April 26	Jazz Concert, Pauline Joyce Fine Arts Auditorium, 7:30 p.m.
April 28	Chancey Williams & Younger Brothers Band, Conestoga Arena, doors open at 6:30 p.m., Aaron Wood Banquet 7:30 p.m., Chancey Williams 9:00 p.m.
April 30	Athletic Banquet, 6:00 pm, Conestoga Arena
May 1	Band Concert, Pauline Joyce Fine Arts Auditorium, 7:30 p.m.
May 2	Retirement Reception Faculty/Staff, 2-3:30 pm, Endowment Room
May 3	DPS Graduation, 5:30 pm, Endowment Room
	Choral Pops Concert, Pauline Joyce Fine Arts Auditorium, 7:30 p.m.
May 4	GCCC Commencement 7:00 pm, Conestoga Arena

May 5 John Deere Breakfast, 9:00 a.m., Cafeteria
May 6 Nurses Pinning, Conestoga Arena, 2:00 p.m.
May 7 Rock Ensemble, 7:00 p.m., Pauline Joyce Fine Arts, Auditorium
May 8 Board of Trustee Meeting 6:00 p.m., Beth Tedrow Student Center, Endowment Room

Debra J. Atkinson
Deputy Clerk

Herbert J. Swender
President

Steve Martinez
Chair of the Board

Agenda No: II-B

Date: April 20, 2018

**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:



April 4, 2018

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

New Hires

Christian “Gabe” Winger, John Deere Instructor, effective March 26, 2018.

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 4/03/2018)

INSTRUCTOR	CLASS	AMOUNT
ADJUNCT CONTRACTS		
Carmichael, Renee	Music History and Appreciation MUSC-108-40 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 3/19/2018 - 5/11/2018	\$ 1,500.00
Mitchell, Charinee	Health Education HPER-106-40 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 3/19/2018 - 5/11/2018	\$ 1,500.00
Nee, Patrick	Outdoor Recreation HPER-202-30 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 3/5/2018 - 5/11/2018	\$ 1,500.00
Owens, Glenda	Medical Terminology EMIC-104-GC - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 03/05/2018 - 05/04/2018	\$ 1,500.00
Sims, Lecia	Intro to Cultural Anthropology SOC1-105-40 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 3/19/2018 - 5/11/2018	\$ 1,500.00
Terpstra, Philip	Intermediate Algebra MATH-107-42 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 3/5/2018 - 5/11/2018	\$ 1,500.00
Weeks, Ben	Beginning Rappelling-Master Slave CRIM-150-30 - 1.00 credit hour(s), HPER-158-30 - 1.00 cr.hr 1.00 credit hour(s) X \$500.00 = \$500.00 3/19/2018 - 3/26/2018	\$ 500.00
Wenzel, Leslie	College Algebra MATH-108-41 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 3/5/2018 - 5/11/2018	\$ 1,500.00
TOTAL ADJUNCT CONTRACTS:		\$ 11,000.00

ONLINE ADJUCNT FACULTY CONTRACTS

Acevedo, Naysha	Abnormal Psychology PSYC-201-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 3/05/2018 - 5/11/2018	\$	1,500.00
Burrus, Cynthia	Intro to Computer Concepts & Applications CSCI-110-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 3/5/2018 - 5/11/2018	\$	1,500.00
Burrus, Cynthia	Intro to Political Science POLS-104-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 3/5/2018 - 5/11/2018	\$	1,500.00
Fisher, Maryln	Accounting II ACCT-103-51 - 3.00 credit hour(s) 1/3 of 3.00 credit hour(s) X \$500.00 = \$500.00 3/5/2018 - 5/11/2018	\$	500.00
Heaton, Tyrell	World Geography GEOG-101-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 3/5/2018 - 5/11/2018	\$	1,500.00
Komm, Adam	Marketing BSAD-123-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 3/5/2018 - 5/11/2018	\$	1,500.00
Piller, David	Intro to Criminal Justice CRIM-101-50 - 3.00 credit hour(s) 1/2 of 3.00 credit hour(s) X \$500.00 = \$750.00 3/5/2018 - 5/11/2018	\$	750.00
Pringle, Nisaphan	Managerial Accoutning ACCT-202-50 - 3.00 credit hour(s) 1/2 of 3.00 credit hour(s) X \$500.00 = \$750.00 3/5/2018 - 5/11/2018	\$	750.00
Spero, Susan	General Psychology PSYC-101-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 3/5/2018 - 5/11/2018	\$	1,500.00

TOTAL ONLINE ADJUCNT FACULTY CONTRACTS	\$	11,000.00
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NON-CREDIT ADJUNCT CONTRACTS

Burgardt, Tom	Kansas Conceal and Carry, Legal Instructor CRMJ-300-03 NON-CREDIT 3 contact hours @ \$30.00 = \$90.00 3/24/2018	\$	90.00
Hommm, Mike	Kansas Conceal and Carry, Range Assistant CRMJ-300-03 NON-CREDIT 4 contact hours @ \$30.00 = \$120.00 3/24/2018	\$	120.00
Landgraf, Rebecca	Kansas Conceal and Carry, Lead Instructor CRMJ-300-03 NON-CREDIT 10 contact hours @ \$30.00 = \$300.00 3/24/2018	\$	300.00
Pardo, Carlos	Kansas Conceal and Carry, Lead Range CRMJ-300-03 NON-CREDIT 4 contact hours @ \$30.00 = \$120.00 3/24/2018	\$	120.00

TOTAL NON-CREDIT ADJUNCT CONTRACTS	\$	630.00
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AJUNCT FACULTY SERVICE CONTRACTS

Steve Pickle American Implement	Harvesting Equipment JDAT-109-91 - 3.00 credit hour(s) 3.00 credit hour(s) x \$500.00 = \$1500.00 1/09/2018 - 3/02/2018	\$	1,500.00
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TOTAL AJUNCT FACULTY SERVICE CONTRACTS	\$	1,500.00
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Agenda No: II-C

Date: April 20, 2018

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

April 2018

Purchases over \$50,000 requiring bid sheets

- None

Payments over \$50,000 not requiring bid sheets

- Check #262269 to EduKan for \$55,075.00 for Spring 2018 Session 1 tuition and resource fees.
- Check #262278 to Great Western Dining for \$77,660.15 for various invoices.
- Check #262449 to City of Garden City for \$60,080.48 for monthly utilities
- Check #262465 to Great Western Dining for \$85,915.34 for various invoices.
- Check #262510 to Commerce Bank for \$80,556.37 for various purchase card purchases.
- Check #262596 to Blue Cross-Blue Shield of Kansas for \$93,024.49 for April 2018 health insurance premiums for employees.

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	5,871.25-	1,979,743.00-	2,450,000.00-	470,257.00-	19.19
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	9,600.00-	358,176.00-	350,000.00-	8,176.00	2.33-
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	310.00	93,372.00-	156,676.00-	63,304.00-	40.40
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	4,522.46-	485,616.33-	480,000.00-	5,616.33	1.16-
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	0.00	9,145.41-	11,669.05-	50,000.00	61,669.05	123.34
11-00-0000-00000-4013 TUITION INTERNATIO	0.00	4,116.00-	113,438.00-	125,000.00-	11,562.00-	9.25
11-00-0000-00000-4014 TUITION BORDER STA	0.00	6,975.00-	244,327.50-	250,000.00-	5,672.50-	2.27
11-00-0000-00000-4015 ONLINE COURSE FEE	0.00	3,360.00-	249,792.20-	195,000.00-	54,792.20	28.09-
11-00-0000-00000-4016 NO SHOW FEE : GENE	0.00	400.00-	12,100.00-	15,000.00-	2,900.00-	19.33
11-00-0000-00000-4020 INTERNATIONAL FEE	0.00	1,500.00-	1,500.00-	0.00	1,500.00	0.00
11-00-0000-00000-4021 TUITION ONLINE : G	0.00	2,601.00-	204,644.64-	0.00	204,644.64	0.00
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	2,130.01-	26,087.00-	17,500.00-	8,587.00	49.06-
11-00-0000-00000-4512 VENDING MACHINES :	0.00	432.92-	3,874.33-	6,000.00-	2,125.67-	35.43
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	140,162.91-	5,958,308.56-	9,452,140.00-	3,493,831.44-	36.96
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	580,747.48-	729,883.00-	149,135.52-	20.43
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	7,789.33-	8,138.00-	348.67-	4.28
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	34,895.99-	146,416.63-	136,633.00-	9,783.63	7.15-
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	72,150.23-	144,286.00-	72,135.77-	49.99
11-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	0.00	12,187.46-	12,000.00-	187.46	1.55-
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	875.04-	12,358.22-	16,000.00-	3,641.78-	22.76
11-00-0000-00000-4814 COMMERCIAL VEHICLE	0.00	41,825.28-	72,333.89-	85,000.00-	12,666.11-	14.90
11-00-0000-00000-4815 WATERCRAFT CURRENT	0.00	426.74-	3,000.60-	3,500.00-	499.40-	14.27
11-00-0000-00000-4816 TIF TAX : GENERAL	0.00	171,695.29	251,598.97	150,000.00	101,598.97-	67.72-
11-00-0000-00000-4817 NEIGH REVT : GENER	0.00	9,573.42	27,611.42	150,000.00	122,388.58	81.59
11-00-0000-00000-4902 INTEREST INCOME :	0.00	7,032.50-	83,334.09-	50,000.00-	33,334.09	66.66-
11-00-0000-00000-4904 REIMBURSED SALARY	0.00	912.50-	11,208.50-	45,000.00-	33,791.50-	75.09
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	2,425.91-	60,900.81-	125,000.00-	64,099.19-	51.28
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	6,639.09-	31,871.13-	100,000.00-	68,128.87-	68.13
11-00-0000-00000-4912 TRANSCRIPTS : GENE	0.00	684.60-	7,865.23-	15,000.00-	7,134.77-	47.57
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	0.00	104,955.90-	12,189,322.82-	14,999,599.00-	2,810,276.18-	18.74
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12-00-0000-00000-4002 AMMONIA REFG COURS	0.00	22,239.65-	212,932.80-	225,000.00-	12,067.20-	5.36
12-00-0000-00000-4005 ACAD COURSE FEE :	0.00	969.55	247,722.14-	263,324.00-	15,601.86-	5.92
12-00-0000-00000-4015 ONLINE COURSE FEE	0.00	180.00	39,084.00-	30,000.00-	9,084.00	30.27-
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	0.00	41,197.00-	80,000.00-	38,803.00-	48.50
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	21,090.10-	1,513,349.94-	2,812,616.00-	1,299,266.06-	46.19

61-00-0000-00000-4803 AD VALOREM PROPERT	0.00	7,082.76-	305,427.09-	477,343.00-	171,915.91-	36.02
61-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	29,429.55-	31,173.00-	1,743.45-	5.59
61-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	394.70-	412.00-	17.30-	4.20
61-00-0000-00000-4807 DELINQUENT TAX : G	0.00	1,768.83-	7,423.91-	6,912.00-	511.91	7.40-
61-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	3,645.95-	7,299.00-	3,653.05-	50.05
61-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	0.00	617.62-	0.00	617.62	0.00
61-00-0000-00000-4810 16/20 M TAX : GENE	0.00	44.33-	626.26-	750.00-	123.74-	16.50
61-00-0000-00000-4814 COMMERCIAL VEHICLE	0.00	2,115.88-	3,661.16-	5,000.00-	1,338.84-	26.78
61-00-0000-00000-4815 WATERCRAFT CURRENT	0.00	21.59-	151.79-	0.00	151.79	0.00
61-00-0000-00000-4816 TIF TAX : GENERAL	0.00	8,676.38	12,718.55	15,000.00	2,281.45	15.21
61-00-0000-00000-4817 NEIGH REVT : GENER	0.00	483.95	1,396.42	0.00	1,396.42-	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	1,873.06-	337,263.06-	750,000.00-	412,736.94-	55.03
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Totals for BUDGET.OFFICER: Unassigned	0.00	127,919.06-	14,039,935.82-	18,562,215.00-	4,522,279.18-	24.36

Fiscal Year: 2018

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	19,493.95	161,608.39	209,320.00	47,711.61	22.79
DEPARTMENT: 11020 - HUMANITIES	0.00	4,241.75	35,070.10	1,650.00	33,420.10	025.45-
DEPARTMENT: 11021 - ENGLISH	0.00	31,990.70	249,779.38	342,565.00	92,785.62	27.09
DEPARTMENT: 11022 - SPEECH	0.00	8,589.03	69,034.80	69,531.00	496.20	0.71
DEPARTMENT: 11023 - PHILOSOPHY	0.00	1,614.75	4,844.25	0.00	4,844.25-	0.00
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	0.00	1,614.75	0.00	1,614.75-	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	4,179.45	41,144.61	51,990.00	10,845.39	20.86
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	500.00	500.00	100.00
DEPARTMENT: 11030 - ART	248.25	13,687.45	115,369.23	143,688.00	28,070.52	19.54
DEPARTMENT: 11031 - DRAMA	0.00	8,349.38	57,608.60	79,633.00	22,024.40	27.66
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	7,205.58	61,933.62	84,860.00	22,926.38	27.02
DEPARTMENT: 11033 - INST MUSIC	0.00	12,627.98	106,169.75	98,249.00	7,920.75-	8.05-
DEPARTMENT: 11040 - SCIENCE	35,744.45	37,149.99	261,935.70	335,591.00	37,910.85	11.30
DEPARTMENT: 11050 - MATH	0.00	27,241.70	222,707.09	275,490.00	52,782.91	19.16
DEPARTMENT: 11060 - SOCIAL SCIENCE	0.00	36,613.18	311,166.91	379,168.00	68,001.09	17.93
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	7,473.57	69,834.50	58,438.00	11,396.50-	19.49-
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	5,604.07	49,932.21	78,710.00	28,777.79	36.56
DEPARTMENT: 11081 - READING	0.00	5,053.40	48,986.89	59,536.00	10,549.11	17.72
DEPARTMENT: 11082 - ESL	0.00	5,139.86	48,511.12	72,280.00	23,768.88	32.88
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	894.25	21,286.60	20,000.00	1,286.60-	6.42-
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	413.97	7,837.89	5,000.00	2,837.89-	56.75-
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	0.00	8,543.29	294,819.47	413,430.00	118,610.53	28.69
DEPARTMENT: 12242 - CHALLENGE COURSE	0.00	0.00	538.26	0.00	538.26-	0.00
DEPARTMENT: 41000 - LIBRARY	2,950.60	14,844.55	133,524.77	184,472.00	47,996.63	26.02
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	45.60	5,375.89-	64,015.15	87,116.00	23,055.25	26.47
DEPARTMENT: 42000 - DEAN OF LEARNING S	3,307.25	13,579.00	108,187.65	523,649.00	412,154.10	78.71
DEPARTMENT: 42001 - DEAN OF ACADEMICS	0.00	11,366.24	107,712.50	231,074.00	123,361.50	53.39
DEPARTMENT: 42002 - OUTREACH	0.00	1,653.87	96,433.93	86,193.00	10,240.93-	11.87-
DEPARTMENT: 44000 - INSTRUCTIONAL DESI	0.00	5,369.60	55,360.84	65,581.00	10,220.16	15.58
DEPARTMENT: 46000 - DEVELOPMENTAL EDUC	0.00	5,798.99	52,103.72	69,675.00	17,571.28	25.22
DEPARTMENT: 50000 - DEAN OF STUDENT SE	400.79	27,522.04	241,508.25	303,277.00	61,367.96	20.23
DEPARTMENT: 50001 - STUDENT SUPPORT SE	0.00	0.00	13,225.00	13,225.00	0.00	0.00
DEPARTMENT: 50010 - COUNSELING & GUIDA	0.00	12,841.85	117,171.61	162,201.00	45,029.39	27.76
DEPARTMENT: 50011 - ASSESSMENT/TESTING	141.99	4,165.16	38,707.66	53,570.00	14,720.35	27.48
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	28,649.41	239,840.54	348,266.00	108,425.46	31.13
DEPARTMENT: 50030 - ADMISSIONS	355.79	11,812.82	111,436.73	153,974.00	42,181.48	27.40
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	589.00	15,228.06	118,506.06	168,536.00	49,440.94	29.34
DEPARTMENT: 50050 - STUDENT HEALTH SER	186.82	223.70	1,261.18	3,268.00	1,820.00	55.69
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	2,283.52	20,554.64	434,367.58	623,150.00	186,498.90	29.93
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	16,141.93	144,790.65	173,405.00	28,614.35	16.50
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	11,829.29	126,836.41	165,386.51	38,550.10	23.31
DEPARTMENT: 55003 - MEN'S TRACK	0.00	8,063.22	50,124.05	76,575.00	26,450.95	34.54
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	6,147.98	44,324.89	73,609.69	29,284.80	39.78
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	19.00	10,022.51	95,857.59	131,364.50	35,487.91	27.01
DEPARTMENT: 55006 - FOOTBALL	0.00	30,686.57	400,874.79	518,645.05	117,770.26	22.71
DEPARTMENT: 55007 - BASEBALL	0.00	13,014.85	130,655.55	171,517.00	40,861.45	23.82
DEPARTMENT: 55008 - VOLLEYBALL	39.47	3,885.84	78,525.12	111,755.39	33,190.80	29.70
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	4,929.73	47,938.71	66,721.00	18,782.29	28.15
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	5,294.88	53,157.39	69,847.00	16,689.61	23.89

DEPARTMENT: 55012 - CHEERLEADING	0.00	5,208.67	69,919.17	65,628.86	4,290.31-	6.53-
DEPARTMENT: 55013 - DANCE TEAM	0.00	3,330.54	30,708.46	42,050.00	11,341.54	26.97
DEPARTMENT: 55014 - RODEO TEAM	6,843.78	10,340.46	118,753.81	163,626.00	38,028.41	23.24
DEPARTMENT: 55015 - MEN'S GOLF	0.00	3,604.19	28,333.36	39,975.00	11,641.64	29.12
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	9,426.20	140,597.86	133,115.00	7,482.86-	5.61-
DEPARTMENT: 55020 - PEP BAND	0.00	4,140.25	40,091.29	58,837.00	18,745.71	31.86
DEPARTMENT: 61000 - PRESIDENT	142.80	50,633.99	392,481.74	580,511.00	187,886.46	32.37
DEPARTMENT: 61001 - BOARD OF TRUSTEES	446.00	522.11	6,246.20	14,840.00	8,147.80	54.90
DEPARTMENT: 61005 - ATTORNEY	0.00	2,686.00	10,480.35	25,000.00	14,519.65	58.08
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	125.90	71,237.14	662,419.77	1,339,102.00	676,556.33	50.52
DEPARTMENT: 62010 - HUMAN RESOURCES	413.60	5,680.18	89,669.84	156,002.00	65,918.56	42.25
DEPARTMENT: 62011 - ADA COMPLIANCE	0.00	9,581.39	54,522.55	69,932.00	15,409.45	22.03
DEPARTMENT: 62050 - ONE-TIME PURCHASES	17,156.25	10,189.00	211,424.40	235,706.00	7,125.35	3.02
DEPARTMENT: 63000 - MARKETING/PR	5,316.52	18,633.99	116,076.30	159,660.00	38,267.18	23.97
DEPARTMENT: 64000 - INFORMATION TECHNO	20,765.90	16,049.12	476,047.70	580,599.00	83,785.40	14.43
DEPARTMENT: 65000 - CENTRAL SERVICES	891.72	11,178.74	92,186.52	139,265.00	46,186.76	33.16
DEPARTMENT: 67000 - INSTITUTION EFFECT	0.00	16,452.17	97,496.10	189,792.00	92,295.90	48.63
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	1,457.07	10,797.87	108,126.42	159,047.80	49,464.31	31.10
DEPARTMENT: 71000 - BUILDINGS	8,725.00	35,206.85	280,688.32	418,524.00	129,110.68	30.85
DEPARTMENT: 72000 - CUSTODIAL SERVICES	4,079.30	45,158.77	420,399.41	583,323.00	158,844.29	27.23
DEPARTMENT: 73000 - GROUNDS	2,633.25	19,261.97	171,126.38	311,937.20	138,177.57	44.30
DEPARTMENT: 73001 - ATHLETIC FIELDS	980.40	320.00	13,764.80	35,000.00	20,254.80	57.87
DEPARTMENT: 74000 - VEHICLES	2,876.55	59,870.69	232,774.01	388,399.00	152,748.44	39.33
DEPARTMENT: 75000 - CAMPUS SECURITY	0.00	13,388.32	113,716.49	203,608.00	89,891.51	44.15
DEPARTMENT: 76000 - INSURANCE	0.00	4,461.04	225,529.54	283,514.00	57,984.46	20.45
DEPARTMENT: 77000 - UTILITIES	0.00	81,356.24	564,187.93	850,000.00	285,812.07	33.62
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	666.41-	54,022.68-	62,000.00	116,022.68	187.13
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	0.00	1,411.00	5,000.00	3,589.00	71.78
DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	122.00-	28,439.00	30,000.00	1,561.00	5.20
DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	0.00	8,193.00	11,000.00	2,807.00	25.52
DEPARTMENT: 81004 - TUIT WAIVER CTZ IN	0.00	183.00-	293,044.00	169,613.00	123,431.00-	72.76-
DEPARTMENT: 81006 - TUIT WAIVER FINE A	0.00	0.00	127,368.00	55,194.00	72,174.00-	130.75-
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	0.00	24,432.00	0.00	24,432.00-	0.00
DEPARTMENT: 94000 - STUDENT CENTER	0.00	3,070.64	16,646.05	24,116.00	7,469.95	30.98

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FUND: 11 - GENERAL	119,166.57	1,045,173.26	10,561,461.53	14,999,599.00	4,318,970.90	28.79
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Fiscal Year: 2018

FUND: 12 - PTE FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 12010 - ACCOUNTING	0.00	6,532.06	43,813.29	58,631.00	14,817.71	25.27
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	61.46	137.55	250.00	112.45	44.98
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	7,040.90	47,274.17	64,025.00	16,750.83	26.16
DEPARTMENT: 12200 - ADN PROGRAM	0.00	25,499.03	200,508.15	291,731.00	91,222.85	31.27
DEPARTMENT: 12201 - LPN PROGRAM	0.00	22,583.77	214,566.85	303,973.00	89,406.15	29.41
DEPARTMENT: 12202 - EMT	741.95	34,302.79	135,400.53	173,256.28	37,113.80	21.42
DEPARTMENT: 12203 - ALLIED HEALTH	0.00	14,072.24	106,987.28	140,646.00	33,658.72	23.93
DEPARTMENT: 12210 - AGRICULTURE	0.00	4,131.36	40,558.37	60,098.00	19,539.63	32.51
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	10,920.45	90,783.86	106,695.00	15,911.14	14.91
DEPARTMENT: 12220 - JOHN DEERE AG TECH	1,880.92	664.62	100,108.11	163,588.00	61,598.97	37.65
DEPARTMENT: 12225 - OIL TECH PROGRAM	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 12230 - AUTO MECHANICS	1,268.87	5,708.79	58,461.50	85,369.00	25,638.63	30.03
DEPARTMENT: 12240 - CRIMINAL JUSTICE	0.00	8,177.63	75,620.50	90,729.00	15,108.50	16.65
DEPARTMENT: 12241 - FIRE SCIENCE	77.29	7,152.02	53,461.08	76,407.00	22,868.63	29.93
DEPARTMENT: 12250 - COSMETOLOGY	0.00	10,439.78	86,907.16	123,343.00	36,435.84	29.54
DEPARTMENT: 12260 - DRAFTING	0.00	0.00	0.00	200.00	200.00	100.00
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	3,370.00	17,251.69	182,737.38	290,678.00	104,570.62	35.97
DEPARTMENT: 12271 - AUTOMATION ELECTRI	0.00	0.00	0.00	1,743.00	1,743.00	100.00
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	3,080.12	24,817.60	56,298.00	31,480.40	55.92
DEPARTMENT: 12273 - WELDING	5,406.90	17,944.73	143,299.84	218,760.00	70,053.26	32.02
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	13,234.85	130,563.03	485,195.72	354,632.69	73.09
DEPARTMENT: 62050 - ONE-TIME PURCHASES	0.00	0.00	0.00	20,000.00	20,000.00	100.00
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FUND: 12 - PTE FUND	12,745.93	208,798.29	1,736,006.25	2,812,616.00	1,063,863.82	37.82

Fiscal Year: 2018

FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	3,331.29	7,313.08	47,750.00	40,436.92	84.68
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	0.00	2,104.43	2,550.00	445.57	17.47
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	205.20	7,458.56	9,028.92	1,570.36	17.39
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	344.00	508.71	164.71	32.38
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	0.00	148,926.15	0.00	148,926.15-	0.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	5,604.00	5,604.00	0.00	0.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	4,808.16	3,027.76	1,780.40-	58.79-
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	138.60	273.03	7,830.25	13,875.27	5,906.42	42.57
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	178.20	2,976.84	19,500.00	16,523.16	84.73
DEPARTMENT: 55007 - BASEBALL	0.00	0.00	14,535.92	14,951.84	415.92	2.78
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	88.00	88.00	6,850.00	6,762.00	98.72
DEPARTMENT: 55013 - DANCE TEAM	0.00	44.92	5,256.26	5,979.02	722.76	12.09
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	196.00	788.98	592.98	75.16
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FUND: 14 - ADULT SUPPLEMENTARY ED	138.60	4,120.64	207,441.65	130,444.50	77,135.75-	59.12-

Fiscal Year: 2018

FUND: 16 - AUXILIARY ENTITIES

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	21.74	742.70	4,845.25	23,500.00	18,633.01	79.29
DEPARTMENT: 94000 - STUDENT CENTER	1,648.95	132,734.88	222,502.25	231,415.00	7,263.80	3.14
DEPARTMENT: 95000 - STUDENT HOUSING	12,268.54	447,508.11	2,086,722.87	2,662,085.00	563,093.59	21.15
DEPARTMENT: 98000 - COSMETOLOGY	501.08	25,331.89	82,396.93	132,080.00	49,181.99	37.24
DEPARTMENT: 97000 - BOOKSTORE	2,316.38	15,897.37	549,823.64	999,000.00	446,859.98	44.73
DEPARTMENT: 91000 - ARENA	0.00	3,016.87	8,043.29	0.00	8,043.29-	0.00
=====						
FUND: 16 - AUXILIARY ENTITIES	16,756.69	625,231.82	2,954,334.23	4,048,080.00	1,076,989.08	26.60

Fiscal Year: 2018

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	12,122.64	4,000.00	8,122.64-	203.06-
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	0.00	0.00	16,111.02	16,151.00	39.98	0.25
DEPARTMENT: 12273 - WELDING	112,882.99	42,943.88	282,388.65	560,442.49	165,170.85	29.47
DEPARTMENT: 14010 - AO-K	0.00	372.50	939.48	2,998.06	2,058.58	68.66
DEPARTMENT: 50000 - DEAN OF STUDENT SE	34.25-	0.00	5,254.83	5,254.83	34.25	0.65
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	195.19	2,363.14	2,656.44	293.30	11.04
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	0.00	0.00	0.00	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	0.00	112,286.84	117,422.04	5,135.20	4.37
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	3,230.33	52,444.52	49,214.19	93.84
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	0.00	11,612.00	69,256.09	57,644.09	83.23
DEPARTMENT: 00000 - GENERAL	0.00	0.00	13,225.00-	13,225.00-	0.00	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	21,833.87	143,342.52	303,854.00	160,511.48	52.83
DEPARTMENT: 12241 - FIRE SCIENCE	1,452.71	0.00	23,847.29	25,300.00	0.00	0.00
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	1,247.04	1,247.04	9,070.00	7,822.96	86.25
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	5,809.64	55,153.55	77,027.00	21,873.45	28.40
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	0.00	13,005.00	13,005.00	100.00
DEPARTMENT: 11040 - SCIENCE	0.00	1,332.16	20,070.05	38,352.00	18,281.95	47.67
DEPARTMENT: 42005 - DEAN OF TECHNICAL	6,855.00	30,146.86	91,073.85	113,122.00	15,193.15	13.43
DEPARTMENT: 11040 - SCIENCE	0.00	5,198.31	17,683.23	55,000.00	37,316.77	67.85
=====						
FUND: 22 - RESTRICTED GRANTS	121,156.45	109,079.45	785,501.46	1,464,020.02	557,362.11	38.07

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	137.60	1,231.21	401.00	830.21-	207.02-
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	1,151.33	1,217.90	66.57	5.47
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	3,450.45	32,833.67	176,045.93	143,212.26	81.35
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	276.22	10,177.77	9,901.55	97.29
DEPARTMENT: 13301 - ADULT ED - INSTRUC	250.00	15,973.12	109,685.65	188,000.00	78,064.35	41.52
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	1,986.40	8,108.16	9,400.00	1,291.84	13.74
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	7,873.85	72,690.92	119,840.00	47,149.08	39.34
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	37,500.00-	37,500.00-	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	6,491.00	57,685.81	110,653.00	52,967.19	47.87
=====						
FUND: 24 - ADULT EDUCATION	250.00	35,912.42	283,662.97	578,235.60	294,322.63	50.90

Fiscal Year: 2018

FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	9,688.42	250.00	41,495.18-	750,000.00	781,806.76	104.24
=====						
FUND: 61 - CAPITAL OUTLAY	9,688.42	250.00	41,495.18-	750,000.00	781,806.76	104.24

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	10,855.36	20,865.60	306,141.10	428,637.50	111,641.04	26.05
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	0.00	0.00	304.00	500.00	196.00	39.20
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	0.00	304.00	500.00	196.00	39.20
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	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	0.00	0.00	500.00	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	0.00	0.00	500.00	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	4,994.52	44,836.81	60,000.00	15,163.19	25.27
DEPARTMENT: 99001 - STUDENT NEWSPAPER	0.00	801.18	4,125.52	33,700.00	29,574.48	87.76
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	1,359.08	6,826.13	21,151.29	14,325.16	67.73
=====						
FUND: 71 - ACTIVITY/ORGANIZATION FD	10,855.36	28,020.38	368,037.56	552,488.79	173,595.87	31.42

Fiscal Year: 2018

FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 00000 - GENERAL	0.00	0.00	50,000.00-	0.00	50,000.00	0.00
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	2,552.00	0.00	2,552.00-	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	4,982.00	0.00	4,982.00-	0.00
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	18,235.00	0.00	18,235.00-	0.00
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	61.00	14,824.00	0.00	14,824.00-	0.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	8,749.00	0.00	8,749.00-	0.00
DEPARTMENT: 55006 - FOOTBALL	0.00	183.00-	19,252.00	0.00	19,252.00-	0.00
DEPARTMENT: 55007 - BASEBALL	0.00	0.00	2,669.00	0.00	2,669.00-	0.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	4,738.00	0.00	4,738.00-	0.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	14,940.00	0.00	14,940.00-	0.00
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	6,858.00	0.00	6,858.00-	0.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	9,542.00	0.00	9,542.00-	0.00
DEPARTMENT: 55013 - DANCE TEAM	0.00	0.00	10,081.00	0.00	10,081.00-	0.00
DEPARTMENT: 55014 - RODEO TEAM	0.00	0.00	31,534.00	0.00	31,534.00-	0.00
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	0.00	57,710.00	0.00	57,710.00-	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	0.00	8,444.00	0.00	8,444.00-	0.00
DEPARTMENT: 11030 - ART	0.00	0.00	13,609.00	0.00	13,609.00-	0.00
DEPARTMENT: 11031 - DRAMA	0.00	0.00	12,264.00	0.00	12,264.00-	0.00
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	300.00	20,584.00	0.00	20,584.00-	0.00
DEPARTMENT: 11033 - INST MUSIC	0.00	183.00-	127,415.00	0.00	127,415.00-	0.00
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	0.00	13,772.00	0.00	13,772.00-	0.00
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	0.00	21,143.00	0.00	21,143.00-	0.00
DEPARTMENT: 81005 - TUIT WAIVER FCHS	0.00	1,103.00	29,148.00	0.00	29,148.00-	0.00
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	122.00-	17,645.00	0.00	17,645.00-	0.00
=====						
FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	976.00	420,690.00	0.00	420,690.00-	0.00

Fiscal Year: 2018

FUND: 73 - EDUKAN CONSORTIUM FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	102,940.00	223,530.00	500,000.00	276,470.00	55.29
=====						
FUND: 73 - EDUKAN CONSORTIUM FUND	0.00	102,940.00	223,530.00	500,000.00	276,470.00	55.29

Garden City Community College
3/31/2018

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 205,872.97	0.0000%
State Municipal Invest. Pool	\$ 151,683.66	1.0184%
FNB of Garden City - Money Market	\$ 102.23	0.0000%
FNB of Garden City - Insured Cash Sweep	\$ 46.35	0.3500%
Commerce Bank - Money Market	\$ 19,500.68	0.0800%
Landmark National Bank	\$ 5,610,501.14	1.4300%
	<u>\$ 5,987,707.03</u>	

	<u>Type</u>	<u>Amount</u>	<u>% Rate</u>	<u>Beg. Date</u>	<u>Maturity</u>
Investments:					
FNB of Garden City	CDARS	\$ 1,000,000.00	1.3000%	11/10/2017	5/10/2018
Valley State Bank	CD	\$ 1,000,000.00	1.6000%	1/26/2018	7/26/2018
American State Bank	CD	\$ 1,000,000.00	1.4800%	11/9/2017	11/9/2018
FNB of Garden City	CDARS	\$ 1,000,000.00	1.8700%	1/26/2018	1/26/2019
Commerce Bank	CD	\$ 1,000,000.00	1.9000%	2/13/2018	2/13/2019
		<u>\$ 5,000,000.00</u>			
Total		<u><u>\$ 10,987,707.03</u></u>			

Agenda No: II D-1

Date: April 10, 2018

Topic: Resolution 2018-01
Non-renewal of contract

Presenter: Dr. Herbert J. Swender

Background Information:

Tyler Ramos has been employed at Garden City Community College since January 3, 2017. It is the recommendation of administration to not extend the offer of a contract to Tyler Ramos the 2018-19 academic year.

Budget Information:

NA

Recommended Board Action:

Approve Resolution 2018-01 directing the Clerk of the Board of Trustees to give written notice to Tyler Ramos of the Board's intent to non-renew his contract for the 2018-19 school year.

Board Action Taken: Approved Disapproved
 Ayes Nays No Action

Board Member Notes:

Agenda No: II D-2

Date: April 10, 2018

Topic: Resolution 2018-02
Non-renewal of contract

Presenter: Dr. Herbert J. Swender

Background Information:

Thomas Nevarez has been employed at Garden City Community College since August 28, 2017. It is the recommendation of administration to not extend the offer of a contract to Thomas Nevarez the 2018-19 academic year.

Budget Information:

NA

Recommended Board Action:

Approve Resolution 2018-02 directing the Clerk of the Board of Trustees to give written notice to Thomas Nevarez of the Board's intent to non-renew his contract for the 2018-19 school year.

Board Action Taken: Approved Disapproved
 Ayes Nays No Action

Board Member Notes:

Agenda No: II D-3

Date: April 10, 2018

Topic: Resolution 2018-03
Non-renewal of contract

Presenter: Dr. Herbert J. Swender

Background Information:

Dallas Babcock has been employed at Garden City Community College since July 1, 1999. It is the recommendation of administration to not extend the offer of a contract to Dallas Babcock the 2018-19 academic year.

Budget Information:

NA

Recommended Board Action:

Approve Resolution 2018-03 directing the Clerk of the Board of Trustees to give written notice to Dallas Babcock of the Board's intent to non-renew his contract for the 2018-19 school year.

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

Board Member Notes:

Agenda No: III A

Date: April 10, 2018

Topic: Roof Replacement – DPAC Practice Gym Roof
Penka Roof
Alt. #1 Fine Arts
Alt. #2 JCVT

Presenter: Dr. Herbert J. Swender

Background Information:

A roof prioritization was completed to determine which roofs should be replaced. The majority of the roofs on campus are over 40 years old. The roof prioritization included looking at the areas with constant leaks and the value of the items below the roof.

An RFP was released and two bids were received (bid tabulation attached).

Recommended Board Action:

At the board's pleasure, administration will enter into an agreement for replacement of the roofs.

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

Board Member Notes:

**Garden City Community College
Bid Tabulation**

Roof Replacement
March 29, 2018

VENDOR	DPAC Practice Gym Roof	Penka Roof	Alt. #1 JCVT	Alt. #2 Fine Arts
DV Douglass Garden City, KS	\$97,750.00	\$98,500.00	\$58,900.00	\$43,225.00
Wray Roofing Newton, KS	\$105,725.00	\$105,944.00	\$59,687.00	\$46,425.00

DV Douglas Total: \$298,375.00

**Wray Roofing
Total: \$317,781.00**

GCCC BOARD INCIDENTAL INFORMATION
April 2018

Ryan Ruda, Vice President of Instruction/Student Services

Student Services

Admissions:

The GCHS AVID group was here for a campus visit on March 8. They brought 55 high school students who saw criminal justice, fire, EMT, Cosmo, Nursing, Computer Science, Campus Tour, and had lunch with our students. They also got to have a student led panel and they also talked about scholarships like drama, band, academic challenge etc.

The college welcomed the Abe Hubert 6th grade class on campus. They visited with nursing, cosmo, criminal justice, fire science, EMT and enjoyed the chemistry magic show. Also touring campus was the The International Flying Farmers, 22 retired farmers mostly from the surrounding area, like Ulysses, but some were from Iowa. They saw criminal justice, Meat's lab and John Deere.

We have had 33 individual campus visits for the month of March.

We have had 125 applications for the month of March.

We have 14 new international student applications, for Fall.

Admissions is also busy getting ready for enrollment days. We are contacting all of the service area high school counselors telling them the dates. We will start enrollment on Friday, April 27 with Holcomb and Garden City High School students. There are days scheduled throughout the summer. Our next enrollment date will be May 22.

Coming up in April, the Admissions Representative / International Advisor, will be attending the Kansas International Educators meeting in Hays. We will be on the Broncbuster Minute and Radio interviews announcing enrollment dates. Our field representative from the Department of Homeland Security / SEVP division, which is our online database system for international students, will be on campus April 13 to introduce himself and answer questions.

We are working on scheduling campus tours and an orientation program for the next class of GED students.

Advising:

We had many universities visit campus this month to recruit our students.

Kansas Wesleyan University

Tuesday March 6

Washburn University

Wednesday March 7

Kansas State University-Engineering

Tuesday March 27

Wichita State University

Wednesday March 28

Ft. Hays State University will be here April 16.

Training is occurring for the design and set up of the Student Planning module. We are still in the “testing” mode and hope to start a pilot group soon.

Coming up in April, multiple trainings are scheduled for all new faculty advisors on advising and ADA accommodations.

Student Health Services:

March 28, Student Health Services Vision Screening- 120 students had vision screening done

Financial Aid:

It's a busy time of year for GCCC Financial Aid! We continue to assist current students, completing 2017-2018 FAFSA files, and helping students apply for last minute loans. We've also geared up and began summer 2018 awarding/processing and it's been exciting as students can now receive “year-round pell grant” which means if they were full time both fall and spring- they now have additional pell to attend summer session (which was never possible in the past)!

Additionally, we began processing for next year-2018-2019 FAFSAs in February 2018. In that time, we have reviewed 1,735 FAFSA applications for 1,197 individual/unique students and counting. These numbers reflect both new/prospective students and returning students. At GCCC, we process all FAFSA applications we receive, regardless of whether a student has applied for admission. Our hope is that a financial aid package/award will work as a recruiting tool for students who are considering applying.

In addition, we have held FAFSA Friday labs/workshops on Fridays (10-11 AM and 2-3 PM in the ACAD bldg.) in February and March, and will continue to do so in April. There are fewer, if any, classes in session during this day and we make our services known for current students to renew their 2018-2019 FAFSA. Our FAFSA labs are also open to the public, and we have publicized the program through our area high school counselors, to assist college-bound seniors and their parents, as well. We continue to assist current and prospective students daily through walk-ins, appointments and we have presented at numerous other community and on-campus events to promote financial aid awareness and our services.

Student Support Services:

GCCC TRIO Student Support Services submitted their Annual Performance Report (for the 2016-2017 academic year) to the US Department of Education on March 12, 2018. The program met or exceeded all of its designated objectives for that year.

Disability Service/Compliance:

We launched a campus climate survey for students to complete on the topics of accessibility, sexual harassment/ assault, and general welfare. Survey will close on the 17 of April.

Registrar's Office:

Commencement 2018 is just around the corner, and is planned for Friday, May 4 at 7:00 p.m. Preparations are underway for our 98th graduation ceremony. At this time, we have received a total of 513 graduation applications (and 386 prospective graduates have indicated their intent to participate in this exciting event).

Enrollment for the Fall 2018 semester is set to open on Friday, April 13 for our currently enrolled students. Open enrollment will begin on Monday, April 30.

Instruction:

Writing Center

In the month of March, our Writing Center tutors:

- Held a total of 104 tutoring sessions, working with 80 different students.
- Saw 19 of those students on multiple occasions.
- Logged a total of 35.8 total face-to-face hours with students from seven different disciplines (English, A&P, Psychology, Calculus, Political Science, Substance Abuse, Today's Music).

Professional Development

Three faculty members representing math and English attended the Great Plains Conference on Acceleration in March at Butler Community College. This conference provided sessions and workshops on new strategies and methods for teaching developmental students and how institutions have adopted accelerated learning into practice. Faculty members who attended presented information on their workshops and sessions once returning to campus.

Four faculty and staff members representing Student Success, math, English and social science attended the National Association of Developmental Educators conference in Maryland in February. This conference provides national trends and information on best practices for improving retention and student success among developmental students. Many ideas have been brought back to campus to be reviewed and analyzed for consideration.

Faculty, bookstore staff, business office staff and administration have been meeting with Cengage Publishing to explore a new program that the publisher has available for institutions and book adoption. Cengage has developed a new program for e-books to be adopted by institutions where the cost of the textbooks for students can be paid either through a semester basis, annual basis, two-year basis or per class. Through this program, students would be able to get all texts on a semester basis for \$119.99 or \$179.99 for an annual basis if utilizing Cengage texts. Faculty are reviewing options currently and determining textbook adoptions for the 2018-19 academic year. A great deal of discussion still needs to occur with faculty and students to determine what the best decision for GCCC is going forward. The main goal that has transpired from these conversations is consideration of overall cost of texts and evaluating alternative methods for textbook adoption to help off-set student cost. The book industry is vastly changing and the college is working to be prepared for implementing as change happens.

Technical Education and Workforce Development:

The Tech Ed division has remained busy through the month of March. Here are some of the highlights from Tech Ed and Workforce Dev:

- EMT/Paramedic
 - Completed their self-study, which is a requirement of the program's accreditation.
- Meats Judging Team
 - Competed in their last meat judging competition of the school year. The competition was in Houston, TX on March 5. They placed 3rd and 4th overall.

- John Deere Ag Tech
 - New faculty member in JDAT. He started on March 26th.
- DPS - Criminal Justice, Fire Science EMS
 - Several elementary and middle school students visited the DPS departments in March.
 - Gearing up for several fundraising events where the CJ students offer security and other assistance.
- Welding
 - Hosted their 2nd Annual High School Welding competition. The competition serves as a great recruiting tool as several local high schools participated.

Summary:

- The end of the grant year is fast approaching and staff has continued to work on several grants including KanTrain and Perkins (3 different Perkins grants).

Emily Clouse, Vice President for Administrative Services

Bookstore:

Administration and faculty have been meeting with Cengage and Pearson on a new program that will immensely help with the high cost of books for GCCC students and the college scholarship program. The companies are offering a single access code that will allow students to access all the book titles with that company. This would mean the students and the college would only have to purchase one product that will be able to access all their class textbook needs with that one publisher. The Cengage product offers additional study aids, and other sources that can also be accessed. The committee will make a determination by the middle of April. This will allow time to implement the new program for the fall semester.

Bookstore staff is placing new clothing and gift orders for the fall. They are excited for the new and fun fall items. They are also preparing for graduation. Graduation announcements are available for pick up in the bookstore. Caps and gowns will be available on April 16.

Marketing and Public Relations:

Members of the Marketing and Public Relations Department attended the National Community College Marketing Convention (NCMPR) March 18 – 20. NCMPR is a great way to learn best practices from other community colleges and a way to share ideas. Some of the sessions provided ideas that will help GCCC enhance their social media and marketing strategies to increase enrollment.

Press releases and promos have started for many college activities including the Chancey Williams Band Concert (April 28), The GCCC Rodeo (April 6-8), Endowment Auction (April 13), SGA River Clean-up and GED Classes at the Adult Learning Center as well as a Hunter Safety Education Course.

As part of increasing community marketing, Garden City Community College had a booth at the Better Home and Living Show on March 24 and 25. New pop-up displays represented every program and GCCC personnel helped to visit with the community and pass out materials. There was a steady stream of people stopping by the booth to learn about offerings at GCCC and

upcoming events. The cosmetology group and criminal justice department sent students to help. This was a great way to pass out information about the many great things happening at GCCC.

Campus Police:

On March 8 2018, Chief Dozier attended a meeting of State college directors/police chiefs at Kansas Wesleyan University in Salina. Many important topics were discussed, including firearm policies, concealed carry on campus, surveillance camera systems, body camera systems, emergency preparedness, safety protocols, Clery reporting and organizational structure. The meeting was very informative.

On March 21 2018, members of the GCCC Police Department attended the Opioid Summit, which was hosted by Live Well – Finney County and St. Catherine Hospital. The event was very informative and provided an opportunity for all stakeholders to collaborate about this important issue. A solid foundation is being formed to address this problem in Finney County.

As part of preparing for severe weather season all campus police officers reviewed tornado protocols. Also, during the month of March, one campus police officer attended severe weather training in Garden City, which was hosted by Finney County Emergency Management.

Director of Facilities

Facilities Administration:

- An RFP for four Roofing projects was sent out. Bids were accepted until March 29 at 2:00 p.m. Stewart Nelson of GMCN assisted Facilities with the specs and drawings for each roofing project.
- Staff consulted with construction contractors regarding the left center light pole at Williams Stadium. The grounds crew noticed the pole base had deteriorated to where the pole was swaying in the heavy wind. Panhandle Steel Erectors came out and laid the pole down with the help of a crane. GCCC staff is working with construction contractors to determine if the original base can be repaired or if it needs a complete replacement.
- Soon RFP's for the South Tunnel Cap Lid replacement and the South Hydronic Hot Water pipe replacement will be sent to vendors.

Maintenance:

- Mounted all the security cameras ordered at this time for the welding lab and for the annex for IT. Cable will be run in the near future.
- Communicated with Dick Construction for help with their front-end loaders and end dump trucks to clean out our sand pit. National Guard plans to use it for a Navigational training course.
- Repaired emergency lights on campus.
- Remodeled the front end of the horse palace, including painting floors, walls, ceilings, doors and jambs. Bathrooms at the Horse Palace were also refreshed. Work was complete to make sure everything was ready to go and looked nice for the Rodeo weekend.
- Continuing to keep up on our work orders in a campus wide manner. Construction, Plumbing, Electrical, Locks, Doors, painting, etc.
- Replacement of new weight room doors in DPAC.
- Irrigation repair and sprinklers.

- Painted Foul lines for Baseball and Softball.
- Library Landscaping
- Continue work on help desk requests.
- Ordered custodial supplies

Print Shop:

The print shop has been working on the Fall Course Schedule, Home Show Materials and Buttons, Endowment Auction Postcards, Posters, Table Tents, admissions postcards, rodeo programs, President's Circle Newsletter, NCMPR Conference and ongoing web training.

Payroll Department:

During the month of March:

- Formed and facilitated committee meetings to explore enhancement of processes and communications for the Online and Traditional Adjunct Instructor.
 - In March, we paid 32 Online adjunct contracts, in addition to our traditional adjunct course offerings
 - We currently employ 19 Out of State online adjunct instructors
- Prepared Payroll piece of Financial Aid Payroll data on Residential Assistants for Fall 2017.
- Prepared 2018 Annual Survey of Public Employment & Payroll survey for the US Department of Commerce.
- Sent K.S.A. 74-4940 Lump Sum notification to faculty members – option for lump sum payout of base contract in May payroll for May, June and July. Eligible faculty are those whose contractual duties have been met by the May payroll date.
- Submitted quarterly 941 return for payroll taxes
- Submitted quarterly unemployment returns for Kansas and five additional states
- March 9 pay date – Student and Part-time; March 23 pay date – Full-time and Adjunct Instructors.

IT Department:

The IT Department has started the Campus Camera Project. They will soon start replacing the existing security cameras across campus.

Business Office:

GCCC participates in the State of Kansas Setoff Program. The program sets off money the State of Kansas owes to debtors against moneys owed to the State of Kansas. GCCC is allowed to claim past due student accounts as funds owed. The business office makes several efforts to collect on student accounts. If the student still owes for past terms, the state can help us collect on those funds. We submit a list of past due accounts to the state for the Setoff program. The program is most successful in the spring when tax refunds are being processed. Since January 2018, the college has received about \$25,000 from the Setoff program

Human Resources:

Human Resources has been busy working on updating current job descriptions. The department has also been busy coordinating interviews. They have also been assisting the President.