

November 8, 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, November 13, 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. Introduction of new employees
- C. Open comments from the public (Thirty (30) minutes total, five (5) minutes per person. Time per person can be reduced dependent on the number of persons desiring to make comments.)
- D. GCCC Update
- E. Report from Student Government Association
- F. Report from Faculty Senate
- G. **Executive Session**.....**NO BINDING ACTION**
To discuss confidential employee information which will include discussion of individual employee's performance 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. The open meeting will resume in the Endowment Room in 60 minutes.
- H. Discussion of Presidential Search

II. CONSENT AGENDA Action

- A. Approval of minutes of previous meetings (October 9, 2018).....pg. 3
- B. Approval of personnel Actions-Human Resources.....pg. 11
 - B-1 Human Resources Report.....pg. 12
 - B-2 Adjunct/Outreach Contracts.....pg. 13
- C. Financial information.....pg. 16
 - C-1 Checks processed in excess of \$50,000pg. 17
 - C-2 Revenues.....pg. 18
 - C-3 Expensespg. 20
 - C-4 Cash in Bank.....pg. 21
- D. Revision of Appointments.....pg. 27

III. CONFIRMATION OF MONITORING REPORTS:

- A. Monitoring Reports and ENDS **Consensus Approval**
No reports were scheduled for review.
- B. Review Monitoring Report
 - B-1 Annual, Ends, Work Preparedness
- C. Board Process and Policy Governance Review

IV. OTHER:

- A. Incidental Information.....pg. 28
- B. Report from Finney County Economic Development Corporation
- C. Report from KACCT
- D. Report on HLC

V. OWNERSHIP LINKAGE:

Upcoming Calendar Dates:

December 2-3	KACCT Quarterly meeting at Independence Community College
December 11	Regular meeting of GCCC Board of Trustees, 6:00 p.m., Endowment Room of the Beth Tedrow Student Center
December 17-January 1, 2019	Christmas break, campus closed, no classes
January 2	Campus reopens, staff report
January 3	Faculty report
January 7	Classes begin
January 11	Regular meeting of GCCC Board of Trustees, 6:00 p.m., Endowment Room of the Beth Tedrow Student Center
February 18	President's Day, campus closed, no classes

VI. EXECUTIVE SESSION

VII ADJOURNMENT

Steve Martinez
Chairman

Ryan Ruda
Interim President

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
October 9, 2018**

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

Others Present: Craig Atkinson, National American University
Debra Atkinson, Deputy Clerk
Eugene Atkinson, Community Member
Holly Chandler, Reading Instructor
Nicole Dick, Math Instructor
Mark Douglass, Community Member
Toni Douglass, Community Member
Rodney Dozier, GCCC Chief of Police
Elenor Everett, Community Member
Liz Everett, GCCC Student
Kim Francis, GCCC Assistant Cross Country/Track and Field Coach
Amber Friend, *Garden City Telegram*
Randy Grisell, Attorney for Garden City Community College
Phil Hoke, Drama Instructor, Faculty Senate President
Clara Jackson, SGA President
David Larson, GCCC Computer Technician
Jimmy Lee Joseph, Head Cross Country/Track and Field Coach
Andrew Knoll, GCCC Network Manager
Aaron Kucharik, Community Member
Colin Lamb, Dean of Student Services/Interim Athletic Director
Winsom Lamb, Social Science Instructor
Robert Lewis, Attorney
Craig Lurtz, Transportation Coordinator
Jacquelyn Messinger, Vice President of Institutional Effectiveness and Accountability.
LaRae Munk, Community Member
Deb Nicholson, GCCC Interim Chief Financial Officer
Chuck Pfeifer, Dean of Workforce Technology
Derek Ramos, Dean of Physical Planning & Facilities Management:
Ashley Salazar, Director of Public Relations
Lauren Rockhold, Coordinator-Student Activities/SGA Advisor
Ryan Ruda, Interim President/Vice President for Instruction/Student Services
David Rupp, Community Member
Phil Terpstra, Dean of Academics
Cricket Turley, Human Resources Assistant

CALL TO ORDER:

In Chair Martinez's absence, Vice Chair, Terri Worf called the regular board meeting to order at 6:00 p.m.

COMMENTS FROM THE VICE CHAIR:

Vice Chair Worf drew Trustees attention to the Shoot for Scholarships flyer that was at each place, and encouraged everyone to support this event.

Vice Chair Worf explained that the Endowment Association's annual phonathon was currently being held in the Endowment Room and for that reason the GCCC Board of Trustee meeting was being held in the Kinney Room

INTRODUCTION OF NEW EMPLOYEES:

Colin Lamb, Dean of Student Services/Interim Athletic Director, introduced new employees Kimberly Francis, Assistant Cross Country/Track and Field Coach, and Jesse Cagle, Administrative Assistant to the Vice President for Instruction/Student Services. Phil Terpstra, Dean of Academics, introduced new employee Traci Thummel, Academic Building Secretary.

Interim President Ruda welcomed the new GCCC employees and presented each with a GCCC Broncbuster lapel pin.

OPEN COMMENTS FROM THE PUBLIC:

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

PRESIDENTIAL SEARCH:

Trustee Douglass, Trustee Hitz and Trustee Crist proposed a presidential job description, based on the college's last search in 2010. Trustee Douglass noted that the job description was broad, calling for skills such as leadership, financial management and growing partnerships and communication. Candidates must have at least 10 years of experience and a doctoral degree. Trustee Hitz encouraged members to have a "cooling off time" of at least 6 months before any search began. Timeline and community input were discussed. Trustee Douglass noted that the actual process is a slow one, Trustee Wasinger suggested that decisions are made on a preliminary logistical procedures and progresses quickly, so that the board could move forward quickly when the time came.

Motion:

Wasinger moved, seconded by Crist to approve the presidential job description as presented for the purpose of conducting a national presidential search.

Ayes: Crist, Douglass, Hitz, Wasinger, Worf

Nays:

Motion carried: 5-0

The Board charged Interim President Ruda with gathering estimates and complete research on the cost of hiring an outside firm for an all-inclusive proposal to conduct the presidential search for the college. In addition, Interim President Ruda will gather an estimate on the cost for the college to conduct the search independently.

GCCC UPDATE:

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. Interim President Ruda recognized Ashley Salazar as the Director of Public Relations and welcomed her to the GCCC team.

Interim President, Ryan Ruda shared the following information with Trustees.

Meat Judging Beef Empire Contest:

Interim President Ruda shared that the Meats Team showed great talent at the 2018 Beef Empire Contest here in Garden City on September 22 and 23. The Team earned the Reserve Champions title, and had the 8th highest overall team score in GCCC History!

GCCC Won Champion Team in:

- Lamb Judging
- Beef Judging
- Placings
- Total Beef

GCCC Won 2nd in:

- Beef Grading
- Pork Judging
- Questions (although we tied for 1st)

GCCC Meats Team did a tremendous job representing GCCC.

Football Undefeated and Family Weekend:

Interim President Ruda extended his congratulations to Coach Sims and the Broncbuster football team. Buster Football has had a tremendous run so far this season. The team moved to #2 in the Nation after a great win this month—and arguably one of the most exciting games for GCCC in some time—against Iowa Western. The team is now sitting undefeated at 6-0, after Saturday’s Homecoming win against Iowa Central.

Football also hosted parents and families for Family Weekend the last weekend in September. Parents and family members were welcomed to various activities before the game, including breakfast with Coach Sims on game day.

Cross Country Color Run:

Interim President Ruda noted that Saturday, September 22, Head Track and Cross Country Coach, Jimmy Joseph and his team hosted a community wide Color Run. The group met at the Beth Tedrow Student Center and ran a 5K with lots of color. Coach Joseph and the athletic department are preparing for GCCC, Buffalo Dunes, and Garden City to host the 2018 NJCAA National Cross Country Championships November 10.

9/11 Memorial Ceremony:

“A Day of Remembrance”, a 9/11 memorial ceremony for the victims of the terror attacks that occurred in 2001, was hosted by Interim President, Ryan Ruda on September 11, 2018. GCCC is proud to continue this tradition each year. Interim Ruda stated that we will never forget the events of that day and that GCCC will continue to honor those who currently serve and those that gave their lives to help others.

Seaboard Foods:

Interim President Ruda proudly announced that GCCC has begun to establish an exciting relationship (coordinated by Dean of Workforce Technology, Chuck Pfeifer) with Seaboard Foods. Recruiters from Seaboard Foods, and other large food companies are looking for not only food workers, but individuals to work in Information Technology, Nursing, Industrial Maintenance, and Engineering. Representatives of Seaboard were at GCCC on September 27 and have plans to return on a regular basis.

Student Support Services (SSS):

Interim President Ruda shared that SSS hosted a parent workshop on Friday, September 22 that was very well attended. The workshop provided an opportunity for many families to learn about financial aid among other college-life topics. The families enjoyed watching and listening to the GCCC Marching Band perform.

Collaboration Day:

LPN, RN, and Paramedic students came together for two days of scenario-based practice and collaboration between the programs. Day two included multiple geriatric scenarios. Students, faculty, and staff worked together to teach and learn in a fun way. This was the 2nd annual Collaboration Day on the campus.

Constitution Day:

Each year, as required by the Department of Education, GCCC holds a Constitution Day celebration. This year in partnership with National American University, Garden City Community College Student Government Association hosted a voter registration booth and a cookie decorating booth in recognition of Constitution Day. Community members and student volunteers from the criminal justice program helped to run the booths.

Homecoming Week:

Interim President Ruda reported that numerous pre-homecoming events took place on campus this month. Student Government Association did an outstanding job in planning special daily activities including a scavenger hunt, Super Mario on the Wii, a banana split bar, and a huge pep rally/bonfire. Culmination of the events took place on Saturday, October 6, at the Broncbuster football game with the crowning of Remi Emeriu and Alondra Hermosillo as homecoming King and Queen. Assisting in the ceremony as crown bearers were Jude Cundiff, son of GCCC faculty member Cody Cundiff and Zoe Wenzel, daughter of GCCC staff/faculty members Kurt and Leslie Wenzel. Interim President Ruda expressed his appreciation to Lauren Rockhold, Coordinator-Student Activities/SGA Advisor, and SGA students for an excellent job in planning the event.

BUSTERSfirst:

Interim President Ruda was excited to share that Garden City Community College has launched an aggressive Public Relations campaign recently, called #BUSTERSfirst. The campaign is aimed at highlighting the valuable, dedicated and student focused employees at GCCC. In addition, the campaign will improve the communication from campus to community, ensuring that community members think of GCCC as their college. Interim President Ruda pledged to run GCCC with Bold Innovation, Unwavering Integrity, Service and Collegiality, Trust, Transparency, Accountability, Empowered Creativity, Responsible Leadership and maintain a Student centered focus.

Facebook Live:

On September 26 Interim President, Ryan Ruda, hosted his first Facebook Live session. Questions were submitted in advance and in real time for Interim President Ruda to address. The forty-five-minute live session received very positive feedback and plans are currently underway to host additional live sessions with Interim President Ruda. The desire is to foster and remain transparent and open with the community about what is happening and plans at GCCC.

Endowment Scholarship Celebration and Phonathon:

The Endowment Association Celebrated with donors and students at the annual scholarship celebration on September 20. Jason and Jennifer Dougherty were presented with the Outstanding Service Award from the Endowment Association Executive Director, Jeremy Gigot.

The Annual Phonathon wrapped up week one on Thursday, October 4 with a total of \$38,467 in pledges. The Department of Public Safety, Phi Theta Kappa, Nursing, Meats, Journalism, and Cosmetology groups have all spent an evening on the phones helping raise funds for scholarships. Interim President Ruda thanked all donors and volunteers for a great first week. The Phonathon continues through October 11.

Interim President Ruda directed Trustees attention to page 50 of the electronic board packet (Resolution 2746-2018 Rural Housing Incentive District), not as an action item, just as an informational item.

In addition, Interim President Ruda, brought Trustees attention to page 58. As requested at the September 11 Board of Trustee meeting, Garden City Community College Performance Report AY 2017 which was submitted to the Kansas Board of Regent is attached for Trustees examination.

Vice Chair Worf thanked Interim Ruda for his report.

REPORT FROM STUDENT GOVERNMENT ASSOCIATION:

Clara Jackson, SGA President reported the following:

- Jackson reported that Student Government Association members also enjoyed the homecoming activities, football game and various weekly activities.

- SGA is planning for the Red Flag campaign event, which addresses sexual assault, dating violence, and stalking on college campuses. This campaign will begin October 15, and on October 17 SGA will have a booth in the quad to distribute information.
- Jackson reported that work continues on the “Bike Depot” project. SGA is working closely with GCCC maintenance department to find a base for the bike rack that will provide stability.
- Every second Wednesday, SGA will have Pizza with the President, beginning on Wednesday, October 10, 2018.
- SGA has received approval to attend a leadership conference in Chicago November 7-11.
- In Partnership with Live Well, SGA will host “Send Silence Packing” event on May 6. This event was brought to our attention by Finney County LiveWell. Send Silence Packing event includes personal stories from individuals who have lost a loved one to suicide. The stories are a powerful way to raise awareness. The donation of stories and backpacks (numerous backpacks will be displayed in a designated area, representing a lost loved one) also become a meaningful outlet for the grief of survivors. “Send Silence Packing is a powerful event that provides a strong visual reminder of the impact that suicide has on all of us through stories and examples.

Vice Chair Worf thanked Jackson for her report.

REPORT FROM FACULTY SENATE:

Phil Hoke, Drama Instructor/Faculty Senate President, began his report by drawing Trustees attention to a hand out that was distributed earlier, that lists the upcoming holiday events that will be held on GCCC campus. Hoke went on to share that faculty is focused on working with students, and a successful re-accreditation. Hoke expressed his appreciation to Jacquelyn Messinger, Dean of Institutional Effectiveness, Research, and Planning, for the upcoming HLC training and to Interim President Ruda for the continued effort in transparency and communication.

Faculty Senate has had two meetings since the last report. Hoke announced that meetings would be held the first and third Friday of each month usually beginning at 8:15 a.m. Everyone is welcome to attend. Hoke also shared that meetings would begin with different departments giving a report of their programs and activities. Stacy Michelle, EMST Instructor, was the first program overview given. GC3 Educators are developing a faculty handbook and initial MOU discussions have taken place. Hoke also indicated that Amy Poteet and Jeanie Ferguson had received professional development approval for the Adobe Acrobat training. Renee’ Harbin has received professional development approval to attend League of Innovation conference in New York. The next Learning Community has been scheduled for October 19. Stacey Michelle, EMST Instructor, will give a presentation on using a light board in the class room.

Vice Chair Worf thanked Hoke for his report.

CONSENT AGENDA:

Vice Chair Worf asked if Trustees wished to remove any items from the consent agenda. Item D-1 Wireless Access Points and Cameras was removed for separate discussion and vote.

Vice Chair Worf then asked for a motion approving consent agenda items II A, B, C, E.

Motion:

Douglass moved, seconded by Wasinger to approve consent agenda items, II A, B, C, E as presented.

Ayes: Crist, Douglass, Hitz, Wasinger, Worf

Nays:

Motion carried: 5-0

Approved actions follow:

(A) APPROVED MINUTES of previous meeting (September 11, 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.)

(E) APPROVED REVISION OF APPOINTMENTS, as presented
(Supporting documents filed with official minutes.)

PULLED CONSENT AGENDA ITEM: D-1 WIRELESS ACCESS POINTS AND CAMERAS:

Interim President Ryan Ruda, reported that our current wireless infrastructure has not received an update since 2009. GCCC's present wireless controller is obsolete and no longer supported by the manufacturer. It cannot be repaired when it fails. Failure would mean all wireless internet access would be down indefinitely.

The current Enterasys C4110 hardware wireless controller will be completely "end of support" on 12/31/2018. This means Extreme Networks will no longer be able to provide support with software or hardware on the device if any issues were to arise after that date. In anticipation of this, we purchased and implemented a new Extreme Networks V2110 virtual wireless controller in May of 2017.

Our current access points will also no longer be supported after March 2020. The new V2110 virtual wireless controller requires new access points with a minimum version of 10.0. The old access points cannot be used on the new wireless controller. The proposal is to purchase and implement 85 Cameras with access points, these will go at the doors of every building for surveillance and 80 Regular access points to improve campus wireless connection. Administration has been discussing the update since spring. This is one step that would help to improve our current infrastructure. After appropriate discussion the following motion was made.

Motion:

Douglass moved, seconded by Wasinger to approve consent agenda item D-1 Wireless Access Points and Cameras as presented.

Ayes: Crist, Douglass, Hitz, Wasinger, Worf

Nays:

Motion carried: 5-0

APPROVED PURCHASES OVER \$50,000, as presented

D-1 Wireless Access and Cameras

Vendor: Network Computer Solutions

Amount: General Fund: \$60,916.51

Residential Life Auxiliary: \$29,377.04

(Supporting documents filed with official minutes.)

MONITORING REPORTS and ENDS REPORTS:

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

- Annual, Ends, Workforce Preparedness

Trustees agreed to accept the monitoring report as presented.

REVIEW OF MONITORING REPORTS:

- Annual, Ends, Workforce Development
- Bi-Annual, Executive Limitations, Essential Skills

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

Policy Governance Officer, Dr. Marilyn Douglass asked Trustees to turn to page 9 in their Policy Governance Handbook.

At the September 11, 2018 Board of Trustee meeting the following statement was added to General Executive Constraints, #4 Compensation and benefits for staff shall not deviate significantly from market, as item “a”.

a. *Employment contracts shall be reviewed by legal counsel and approved by the board.*

Clarification is needed to determine which employee contracts are intended for review. This item requires more explanation. Randy Grisell, Attorney for Garden City Community College, will develop appropriate language that clarifies which contracts are intended for review by legal counsel and approved by the board.

Trustee Worf, distributed a draft proposal to members that called for the GCCC president to “maintain a policy to prevent sexual misconduct by administrators, faculty, staff, volunteers and/or students in any capacity affiliated with GCCC. Annual training for all individuals listed will be mandatory.”

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION:

Trustee Martinez was unavailable to give a report.

REPORT FROM KANSAS ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES

Trustee Crist reported the following:

- Trustee Crist indicated that he had attended the recent quarterly meetings held at Highland Community College.
- Approximately 28% of Highland’s enrollment is on-line. There is an increase in online and concurrent class enrollment.
- Discussion on how to engage legislators, and freezing property tax was discussed.
- Precision Agriculture has become a big tech program.
- Discussion on Fraud, IT must be diligent in house to prevent fraud.
- Demographics are changing.
- Concerns regarding number of Kansas athletes playing at Kansas colleges. Perhaps best to address this issue before the legislature tells colleges what to do and how many Kansas athletes will be required on roster.

REPORT ON HIGHER LEARNING COMMISSION:

Jacquelyn Messinger, Vice President for Institutional Effectiveness / Planning and Research, distributed copies of the 2019 and Beyond Strategic Plan to Trustees, which Trustees had received earlier in the year. Messinger highlighted the four Pillars of Progress, Student Success, Institutional Partnerships, Fiscal Solvency, and Sustainable Infrastructure. Messinger noted that these four pillars must remain for an institution to remain successful. Messinger went on to review Mission, Vision, and Buster Values. Messinger stated that the plan is “the driving force of the institution”. The plan lays out goals and strategies for long-term planning for student success, institutional partnerships, fiscal solvency and sustainable infrastructure.

OWNERSHIP LINKAGE:

Trustee Wasinger reminded attendees about the availability of fresh meat through Buster Red Meats at GCCC. Buster Red Meats will also have a meat case at Klaus Wood Pellets downtown providing the community an additional opportunity to purchase GCCC Buster Red Meats.

Trustees discussed getting a GCCC email address that would allow direct communication between the community and Trustees. Several concerns were discussed including the inability to guarantee confidentiality of email that is forwarded to the private email accounts of Trustees. The Board asked Interim President Ruda to provide potential solutions at the November 11 Board of Trustee Meeting.

Clery Report:

Trustees had the annual security report and Crime Statistics brochure. These Crime Statistics were entered into the federal data base as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. In addition, the statistics have been posted on the GCCC website. Crime Statistics brochures have been printed and distributed to appropriate offices.

CALENDAR DATES:

Vice Chair Worf reviewed calendar dates with Trustees and reminded them that Higher Learning Commission will make their site visit November 5, 6, 7.

EXECUTIVE SESSION:

No Executive Session was held.

ADJOURNMENT:

Motion:

Douglass moved, seconded by Wasinger to adjourn the October 9, 2018 Garden City Board of Trustee meeting.

Ayes: Crist, Douglass, Hitz, Wasinger, Worf

Nays: None

Motion carried: 5-0

Meeting adjourned at 8:00 p.m.

UPCOMING CALENDAR EVENTS:

November 15	Exploration/Discovery Day
November 19-23	Thanksgiving Break, No Classes, Offices Closed
November 28	Jazz Ensemble, 7:30 p.m., Pauline Joyce Fine Arts Auditorium
November 30	Concert Band, 7:30 p.m., Pauline Joyce Fine Arts Auditorium
December 2	Choral Vespers, 3:00 p.m., Pauline Joyce Fine Arts Auditorium
December 7	Mercer Gallery Reception Annual Student Art Exhibit, 3:00 p.m., Mercer Gallery
December 9	Polar Express Parade Downtown Garden City, 6:00 p.m.
December 17-January 2	Christmas Break, No Classes, Offices Closed
January 2	Campus Re-Opens
January 3	Faculty Report Back
January 8	GCCC Board of Trustee Meeting, 6:00 p.m., Endowment Room of Beth Tedrow Student Center
January 9, 2019	Spring 2019 Classes Begin

Debra J. Atkinson
Deputy Clerk

Ryan Ruda
Interim President

Steve Martinez
Chair of the Board

Agenda No: II-B

Date: November 13, 2018

**Topic: Approval of Personnel Actions-Human Resources
Adjunct/Outreach Contracts**

Presenter: Acting Interim President, Ryan Ruda

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:



November 6, 2018

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

New Hires

Karla Armstrong, Vice President of Administrative Services/Chief Financial Officer, effective October 29, 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 11/13/2018)

INSTRUCTOR	CLASS	AMOUNT
ADJUNCT CONTRACTS		
Carr, Stacey	Interpersonal Communications I SPCH-113-41 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 10/8/2018 - 12/6/2018	\$ 1,500.00
Davis, Troy Team Teach w/G.Valerio	EVOC CRIM-142-30 – 1.00 credit hour(s) ½ of 1.00 credit hour(s) x \$500.00 = \$250.00 10/13/2018 – 10/28/2018	\$ 250.00
Hands, Casey	Music History and Appreciation MUSC-108-40 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 10/8/2018 - 12/6/2018	\$ 1,500.00
Jenkins, Kelli	Intro to Sport Administration HPER-250-31 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 10/8/2018 - 12/6/2018	\$ 1,500.00
Ochs, Edward	Intermediate Rappelling MASTER SLAVE CRIM-151-30 & HPER-159-30 – 1.00 credit 1.00 credit hour(s) x \$500.00 = \$500.00 10/07/2018 – 10/14/2018	\$ 500.00
Owens, Glenda	Medical Terminology EMIC-104-GC - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 10/8/2018 - 12/6/2018	\$ 1,500.00
Owens, Glenda	Medical Terminology MASTER SLAVE EMIC-104-NW & NW1 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 10/8/2018 - 12/6/2018	\$ 1,500.00
Terpstra, Philip	Intermediate Algebra MATH-107-43 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 10/8/2018 - 12/6/2018	\$ 1,500.00

GARDEN CITY COMMUNITY COLLEGE
ADJUNCT/OUTREACH FACULTY CONTRACTS
(Presented to Board of Trustees for Approval 11/13/2018)

Valerio, Gilbert Team Teach w/ T. Davis	EVOC CRIM-142-30 – 1.00 credit hour(s) ½ of 1.00 credit hour(s) x \$500.00 = \$250.00 10/13/2018 – 10/28/2018	\$ 250.00
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Weeks, Ben	Police Firearms III CRIM-223-01 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 = \$500.00 10/24/2018 - 12/5/2018	\$ 500.00
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Wenzel, Leslie	College Algebra MATH-108-42 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 10/8/2018 - 12/6/2018	\$ 1,500.00
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TOTAL ADJUNCT CONTRACTS: \$ 12,000.00

ONLINE ADJUNCT CONTRACTS

Acevedo, Naysha	Organizational Leadership PSYC-106-50 - 3.00 credit hour(s) 5/6 of 3.00 credit hour(s) X \$500.00 = \$1250.00 10/8/2018 - 12/6/2018	\$ 1,250.00
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Acevedo, Naysha	Abnormal Psycholog PSYC-201-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 10/8/2018 - 12/6/2018	\$ 1,500.00
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Bergan, Nicholas	Principles of Econ: Macro ECON-111-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 10/8/2018 - 12/6/2018	\$ 1,500.00
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Burrus, Cynthia	Intro to Political Science POLS-104-50 - 3.00 credit hour(s) 2/3 of 3.00 credit hour(s) X \$500.00 = \$1000.00 10/8/2018 - 12/6/2018	\$ 1,000.00
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Heaton, Tyrell	World Geography GEOG-101-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$600.00 = \$1800.00 10/8/2018 - 12/6/2018	\$ 1,800.00
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GARDEN CITY COMMUNITY COLLEGE
ADJUNCT/OUTREACH FACULTY CONTRACTS
(Presented to Board of Trustees for Approval 11/13/2018)

Kaster, Kent	American History to 1865 HIST-103-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 10/8/2018 - 12/6/2018	\$	1,500.00
Komm, Adam	Introduction to Business HIST-103-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 10/8/2018 - 12/6/2018	\$	1,500.00
Whitehill, Judy	College Success PCDE-101-51 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 = \$500.00 10/8/2018 - 12/6/2018	\$	500.00
TOTAL ONLINE ADJUNCT CONTRACTS			\$ 10,550.00

REVISED ADJUNCT CONTRACTS

Routon, Timothy	Applied Music: Instrumental I MUSC-102-90 - 1.00 credit hour 7 students X 7.5 X \$30 = \$1575.00 08/13/2018 - 12/06/2018	\$	1,575.00
Routon, Timothy	App Music: Instr II - Guitar MUSC-1031-90 - 1.00 credit hour 1 student X 7.5 X \$30 = \$225.00 08/13/2018 - 12/06/2018	\$	225.00
Routon, Timothy	App Music: Instr III - Guitar MUSC-2031-90 - 1.00 credit hour 2 students X 7.5 X \$30 = \$450.00 08/13/2018 - 12/06/2018	\$	450.00
TOTAL REVISED ADJUNCT CONTRACTS			\$ 2,250.00

Agenda No: II-C

Date: November 13, 2018

Topic: Financial Information

Presenter: **Acting Interim President, Ryan Ruda**

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

October 2018

Purchases over \$50,000 requiring bid sheets

- \$341,580 wire sent to Clayton Holdings for Lease Purchase payment for the Broncbuster Suites #2 (payment due 11/1/18, wire sent 10/19/18). The Board of Trustees approved the purchase on March 6, 2017.
- Total of \$67,762.50 paid to Alexander Open Systems Inc (AOS or ConvergeOne) since July 1, 2018. Agreement signed by Glendon Forgey 7/27/18.

Payments over \$50,000 not requiring bid sheets

- Check #266158 to Blue Cross-Blue Shield of Kansas for \$97,643.60 for October 2018 health insurance premiums for employees.
- Check #266163 to City of Garden City for \$68,845.48 for monthly utilities.
- Check #266167 to Commerce Bank for \$74,252.64 for various purchase card purchases.
- Check #266185 to Great Western Dining for \$88,210.85 for various invoices.
- Check #266354 to Blue Cross-Blue Shield of Kansas for \$100,219.72 for November 2018 health insurance premiums for employees.

Revenues

11/06/18

Garden City Community College
 Annual Budget Report Ending 10/31/18
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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	1,403.00	930,388.00-	2,105,000.00-	1,174,612.00-	55.80
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	2,480.00	114,400.00-	410,000.00-	295,600.00-	72.10
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	138.00	50,482.00-	110,000.00-	59,518.00-	54.11
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	753.22-	278,162.98-	525,000.00-	246,837.02-	47.02
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	339.50-	2,677.29-	75,100.00	77,777.29	103.56
11-00-0000-00000-4013 TUITION INTERNATIO	0.00	490.00-	61,936.00-	115,000.00-	53,064.00-	46.14
11-00-0000-00000-4014 TUITION BORDER STA	0.00	0.00	104,925.00-	255,000.00-	150,075.00-	58.85
11-00-0000-00000-4015 ONLINE COURSE FEE	0.00	3,612.00-	89,211.00-	345,000.00-	255,789.00-	74.14
11-00-0000-00000-4016 NO SHOW FEE : GENE	0.00	150.00-	6,200.00-	13,500.00-	7,300.00-	54.07
11-00-0000-00000-4018 RESOURCE CHARGE :	0.00	368.00-	174,400.00-	360,000.00-	185,600.00-	51.56
11-00-0000-00000-4020 INTERNATIONAL FEE	110.67	0.00	17.47	4,100.00-	4,228.14-	103.13
11-00-0000-00000-4021 TUITION ONLINE : G	0.00	5,795.00-	179,340.00-	315,000.00-	135,660.00-	43.07
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	2,585.00-	12,415.00-	30,000.00-	17,585.00-	58.62
11-00-0000-00000-4512 VENDING MACHINES :	0.00	388.07-	1,089.47-	5,000.00-	3,910.53-	78.21
11-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	834,253.00-	1,668,505.00-	834,252.00-	50.00
11-00-0000-00000-4803 AD VALOREM PROPERT	0.00	11,651.17	162,449.81-	9,819,183.00-	9,656,733.19-	98.35
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	81,920.31-	574,551.35-	680,000.00-	105,448.65-	15.51
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	1,032.59-	8,181.58-	9,000.00-	818.42-	9.09
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	17,326.03-	84,743.80-	185,000.00-	100,256.20-	54.19
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	0.00	151,000.00-	151,000.00-	100.00
11-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	0.00	7,557.28-	12,000.00-	4,442.72-	37.02
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	36.68-	250.85-	16,000.00-	15,749.15-	98.43
11-00-0000-00000-4814 COMMERCIAL VEHICLE	0.00	5,093.69-	14,688.84-	87,500.00-	72,811.16-	83.21
11-00-0000-00000-4815 WATERCRAFT CURRENT	0.00	9.11-	156.65-	15,000.00-	14,843.35-	98.96
11-00-0000-00000-4816 TIF TAX : GENERAL	0.00	2,433.25	2,765.25	150,000.00	147,234.75	98.16
11-00-0000-00000-4817 NEIGH REV T : GENER	0.00	0.00	10,513.85	35,000.00	24,486.15	69.96
11-00-0000-00000-4902 INTEREST INCOME :	0.00	3,444.08-	24,698.66-	100,000.00-	75,301.34-	75.30
11-00-0000-00000-4904 REIMBURSED SALARY	0.00	1,200.00-	3,450.00-	40,000.00-	36,550.00-	91.38
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	0.00	26,535.38-	75,000.00-	48,464.62-	64.62
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	14,891.14-	118,775.40-	74,609.00-	44,166.40	59.19-
11-00-0000-00000-4912 TRANSCRIPTS : GENE	0.00	510.06-	3,844.27-	10,000.00-	6,155.73-	61.56
11-00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	1,313,140.00	1,313,140.00	100.00
=====						
Totals for FUND: 11 - GENERAL	110.67	121,839.06-	3,856,467.04-	15,962,157.00-	12,105,800.63-	75.84
=====						
12-00-0000-00000-4005 ACAD COURSE FEE :	0.00	4,609.64	162,411.36-	263,324.00-	100,912.64-	38.32
12-00-0000-00000-4015 ONLINE COURSE FEE	0.00	378.00-	25,467.00-	30,000.00-	4,533.00-	15.11
12-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	499,610.00-	999,220.00-	499,610.00-	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	1,313,140.00-	1,313,140.00-	100.00
=====						
Totals for FUND: 12 - PTE FUND	0.00	4,231.64	687,488.36-	2,685,684.00-	1,998,195.64-	74.40

61-00-0000-00000-4803 AD VALOREM PROPERT	0.00	588.78	8,206.72-	495,799.00-	487,592.28-	98.34
61-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	4,144.20-	29,065.36-	32,840.00-	3,774.64-	11.49
61-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	52.23-	413.88-	419.00-	5.12-	1.22
61-00-0000-00000-4807 DELINQUENT TAX : G	0.00	876.88-	4,296.38-	9,380.00-	5,083.62-	54.20
61-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	0.00	7,292.00-	7,292.00-	100.00
61-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	0.00	382.31-	0.00	382.31	0.00
61-00-0000-00000-4810 16/20 M TAX : GENE	0.00	1.86-	12.73-	749.00-	736.27-	98.30
61-00-0000-00000-4814 COMMERCIAL VEHICLE	0.00	257.67-	743.10-	4,922.00-	4,178.90-	84.90
61-00-0000-00000-4815 WATERCRAFT CURRENT	0.00	0.46-	7.92-	0.00	7.92	0.00
61-00-0000-00000-4816 TIF TAX : GENERAL	0.00	122.96	139.74	20,000.00	19,860.26	99.30
61-00-0000-00000-4817 NEIGH REVT : GENER	0.00	0.00	531.34	0.00	531.34-	0.00
61-00-0000-00000-9999 CONTINGENCY ACCOUN	0.00	0.00	0.00	468,599.00-	468,599.00-	100.00
=====						
Totals for FUND: 61 - CAPITAL OUTLAY	0.00	4,621.56-	42,457.32-	1,000,000.00-	957,542.68-	95.75
=====						
Totals for BUDGET.OFFICER: Unassigned	110.67	122,228.98-	4,586,412.72-	19,647,841.00-	15,061,538.95-	76.66

Expenses

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Garden City Community College
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FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11005 - INSTRUCTION SALARY	0.00	1,072.45	3,217.36	0.00	3,217.36-	0.00
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	18,289.08	57,117.19	212,920.00	155,802.81	73.17
DEPARTMENT: 11020 - HUMANITIES	0.00	6,773.79	25,452.31	69,664.00	44,211.69	63.46
DEPARTMENT: 11021 - ENGLISH	0.00	32,404.35	101,274.75	403,350.00	302,075.25	74.89
DEPARTMENT: 11022 - SPEECH	0.00	7,863.87	21,572.12	70,731.00	49,158.88	69.50
DEPARTMENT: 11023 - PHILOSOPHY	0.00	403.69	807.38	0.00	807.38-	0.00
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	403.69	807.38	0.00	807.38-	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	4,179.60	17,070.10	53,190.00	36,119.90	67.91
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	500.00	500.00	100.00
DEPARTMENT: 11030 - ART	5,329.05	11,521.05	35,607.17	141,383.00	100,446.78	71.05
DEPARTMENT: 11031 - DRAMA	0.00	6,160.56	17,573.93	76,541.00	58,967.07	77.04
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	7,006.80	20,972.52	85,010.00	64,037.48	75.33
DEPARTMENT: 11033 - INST MUSIC	6,057.00-	12,364.74	46,966.63	101,349.00	60,439.37	59.63
DEPARTMENT: 11040 - SCIENCE	1,109.80	27,200.03	90,318.33	368,115.00	276,686.87	75.16
DEPARTMENT: 11050 - MATH	34.12	27,789.70	92,950.99	281,490.00	188,504.89	66.97
DEPARTMENT: 11060 - SOCIAL SCIENCE	0.00	29,877.00	96,260.09	305,404.00	209,143.91	68.48
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	7,118.81	22,507.01	63,902.00	41,394.99	64.78
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	5,258.17	21,860.48	79,943.00	58,082.52	72.65
DEPARTMENT: 11081 - READING	0.00	4,981.48	15,087.71	60,736.00	45,648.29	75.16
DEPARTMENT: 11082 - ESL	0.00	5,914.02	17,853.29	73,480.00	55,626.71	75.70
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	664.11	8,317.79	3,057.00	5,260.79-	172.08-
DEPARTMENT: 11090 - QUIZ BOWL/ACAD CHA	0.00	413.98	827.96	2,325.00	1,497.04	64.39
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	44,672.15	61,017.48	241,118.82	612,170.00	326,379.03	53.32
DEPARTMENT: 12242 - CHALLENGE COURSE	0.00	0.00	269.13	0.00	269.13-	0.00
DEPARTMENT: 41000 - LIBRARY	909.72	13,130.31	60,392.56	188,072.00	126,769.72	67.40
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	139.80	8,351.18	27,030.33	88,316.00	61,145.87	69.24
DEPARTMENT: 42000 - DEAN OF LEARNING S	265,000.00	13,877.21	39,369.47	1,016,174.00	711,804.53	70.05
DEPARTMENT: 42001 - DEAN OF ACADEMICS	4,333.00-	12,737.19	50,355.52	159,434.00	113,411.48	71.13
DEPARTMENT: 42002 - OUTREACH	0.00	1,933.43	67,929.04	94,293.00	26,363.96	27.96
DEPARTMENT: 44000 - INSTRUCTIONAL DESI	0.00	5,369.60	24,073.31	72,706.00	48,632.69	66.89
DEPARTMENT: 46000 - DEVELOPMENTAL EDUC	0.00	5,787.62	23,271.35	70,875.00	47,603.65	67.17
DEPARTMENT: 50000 - DEAN OF STUDENT SE	96.81-	27,462.20	111,019.45	312,199.00	201,276.36	64.47
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	9,129.26	44,179.87	166,793.00	122,613.13	73.51
DEPARTMENT: 50011 - ASSESSMENT/TESTING	0.00	8,155.12	20,213.74	56,965.00	36,751.26	64.52
DEPARTMENT: 50020 - FINANCIAL AID OFFI	1,000.00-	25,412.49	90,368.44	353,866.00	264,497.56	74.75
DEPARTMENT: 50030 - ADMISSIONS	62.60-	11,580.02	53,882.32	155,378.00	101,558.28	65.36
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	0.00	12,770.97	51,797.56	172,257.00	120,459.44	69.93
DEPARTMENT: 50050 - STUDENT HEALTH SER	37.92	5,528.19	21,712.43	70,690.00	48,939.65	69.23
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	843.35	16,278.39	324,082.15	771,520.68	446,595.18	57.89
DEPARTMENT: 55001 - MEN'S BASKETBALL	260.00	21,875.10	57,378.25	173,492.00	115,853.75	66.78
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	119.04	22,083.52	62,337.90	163,438.00	100,981.06	61.79
DEPARTMENT: 55003 - MEN'S TRACK	72.79-	3,911.64	16,191.61	67,480.00	51,361.18	76.11
DEPARTMENT: 55004 - WOMEN'S TRACK	176.66-	3,992.53	15,616.30	66,972.00	51,532.36	76.95
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	3,645.59	12,618.18	41,489.56	123,115.00	77,979.85	63.34
DEPARTMENT: 55006 - FOOTBALL	7,815.83-	50,593.10	237,302.29	525,513.00	296,026.54	56.33
DEPARTMENT: 55007 - BASEBALL	5,602.05	14,608.27	49,366.32	161,311.00	106,342.63	65.92
DEPARTMENT: 55008 - VOLLEYBALL	0.00	9,309.72	33,058.72	109,692.00	76,633.28	69.86
DEPARTMENT: 55009 - WOMEN'S SOCCER	700.00	6,247.47	26,303.80	66,262.00	39,258.20	59.25
DEPARTMENT: 55010 - MEN'S SOCCER	850.00	6,547.50	24,887.86	65,781.00	40,043.14	60.87
DEPARTMENT: 55012 - CHEERLEADING	4,444.35	5,259.94	20,802.96	63,364.32	38,117.01	60.16

DEPARTMENT: 55013 - DANCE TEAM	0.00	3,330.12	13,635.83	42,250.00	28,614.17	67.73
DEPARTMENT: 55014 - RODEO TEAM	2,112.84	11,594.97	55,516.97	162,726.00	105,096.19	64.58
DEPARTMENT: 55015 - MEN'S GOLF	0.00	12,672.74	16,304.05	39,265.00	22,960.95	58.48
DEPARTMENT: 55019 - ATHLETIC TRAINING	392.74	11,888.95	57,568.45	135,915.00	77,953.81	57.35
DEPARTMENT: 55020 - PEP BAND	2,300.00-	4,802.45	23,128.30	60,037.00	39,208.70	65.31
DEPARTMENT: 61000 - PRESIDENT	1,508.20-	37,540.39	200,055.35	641,658.00	443,110.85	69.06
DEPARTMENT: 61001 - BOARD OF TRUSTEES	136.30	0.00	264.25	24,840.00	24,439.45	98.39
DEPARTMENT: 61005 - ATTORNEY	1,016.00-	27,150.53	65,128.56	125,000.00	60,887.44	48.71
DEPARTMENT: 62000 - VP OF ADMIN SERVIC	4,791.27	56,288.86	343,940.54	1,333,612.00	984,880.19	73.85
DEPARTMENT: 62005 - DO NOT USE	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 62010 - HUMAN RESOURCES	266.71-	5,764.18	32,609.51	169,167.00	136,824.20	80.88
DEPARTMENT: 62011 - ADA COMPLIANCE	0.00	15,429.15	34,201.08	71,132.00	36,930.92	51.92
DEPARTMENT: 62050 - ONE-TIME PURCHASES	0.00	0.00	5,191.78	69,528.00	64,336.22	92.53
DEPARTMENT: 63000 - MARKETING/PR	9,499.67	9,159.42	45,832.58	155,610.00	100,277.75	64.44
DEPARTMENT: 64000 - INFORMATION TECHNO	60,993.47	77,000.27	362,242.86	628,448.00	205,211.67	32.65
DEPARTMENT: 65000 - CENTRAL SERVICES	35.99	15,777.07	46,757.06	141,665.00	94,871.95	66.97
DEPARTMENT: 67000 - INSTITUTION EFFECT	0.00	17,721.91	67,163.16	192,192.00	125,028.84	65.05
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	962.62	11,288.56	47,950.27	167,943.00	119,030.11	70.88
DEPARTMENT: 71000 - BUILDINGS	15,459.69	36,269.74	141,994.31	432,002.00	274,548.00	63.55
DEPARTMENT: 72000 - CUSTODIAL SERVICES	3,612.88	44,110.72	187,485.21	600,223.00	409,124.91	68.16
DEPARTMENT: 73000 - GROUNDS	8,015.08	25,224.93	88,115.78	322,642.00	226,511.14	70.21
DEPARTMENT: 73001 - ATHLETIC FIELDS	999.90-	4,550.28	11,874.37	30,000.00	19,125.53	63.75
DEPARTMENT: 74000 - VEHICLES	14,623.20	35,762.78	80,504.48	386,719.00	291,591.32	75.40
DEPARTMENT: 75000 - CAMPUS SECURITY	180.71-	12,049.90	44,822.74	193,980.00	149,337.97	76.99
DEPARTMENT: 76000 - INSURANCE	0.00	7,501.80	190,468.67	254,659.00	64,190.33	25.21
DEPARTMENT: 77000 - UTILITIES	53,496.18-	70,700.44	282,599.73	830,000.00	600,896.45	72.40
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	883.58-	24,736.31-	0.00	24,736.31	0.00
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	61.00	1,342.00-	2,500.00	3,842.00	153.68
DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	610.00	23,729.00	30,000.00	6,271.00	20.90
DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	0.00	6,111.00	11,000.00	4,889.00	44.45
DEPARTMENT: 81004 - TUIT WAIVER CTZ IN	0.00	2,249.00	65,459.00	151,000.00	85,541.00	56.65
DEPARTMENT: 81006 - TUIT WAIVER FINE A	0.00	2,161.00	59,768.00	106,000.00	46,232.00	43.62
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	0.00	2,128.00	0.00	2,128.00-	0.00
DEPARTMENT: 94000 - STUDENT CENTER	0.00	2,184.33	13,353.44	36,000.00	22,646.56	62.91

FUND: 11 - GENERAL	374,950.30	1,173,190.51	5,140,049.57	15,962,157.00	10,447,157.13	65.45
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FUND: 12 - PTE FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 12010 - ACCOUNTING	0.00	5,322.07	15,830.57	59,831.00	44,000.43	73.54
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	0.00	65.32	250.00	184.68	73.87
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	5,782.22	15,200.51	43,709.00	28,508.49	65.22
DEPARTMENT: 12200 - ADN PROGRAM	3,178.97-	25,047.39	99,924.70	312,033.00	215,287.27	69.00
DEPARTMENT: 12201 - LPN PROGRAM	8,377.27-	23,492.54	94,328.38	293,410.00	207,458.89	70.71
DEPARTMENT: 12202 - EMT	3,228.44	14,740.37	54,100.46	184,875.00	127,546.10	68.99
DEPARTMENT: 12203 - ALLIED HEALTH	3,149.10-	18,621.62	61,999.34	198,362.00	139,511.76	70.33
DEPARTMENT: 12210 - AGRICULTURE	1,607.24-	4,131.36	15,728.70	60,998.00	46,876.54	76.85
DEPARTMENT: 12211 - ANIMAL SCIENCE	2,410.49-	11,170.00	41,868.80	106,531.00	67,072.69	62.96
DEPARTMENT: 12220 - JOHN DEERE AG TECH	631.52	13,462.35	39,926.14	180,517.00	139,959.34	77.53
DEPARTMENT: 12225 - OIL TECH PROGRAM	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 12230 - AUTO MECHANICS	1,863.79	6,380.54	31,342.44	85,756.00	52,549.77	61.28
DEPARTMENT: 12240 - CRIMINAL JUSTICE	2,253.30-	12,527.23	36,748.12	140,903.00	106,408.18	75.52
DEPARTMENT: 12241 - FIRE SCIENCE	549.98-	8,131.93	21,748.73	76,600.00	55,401.25	72.33
DEPARTMENT: 12250 - COSMETOLOGY	0.00	10,440.82	33,043.82	125,743.00	92,699.18	73.72
DEPARTMENT: 12260 - DRAFTING	0.00	0.00	0.00	200.00	200.00	100.00
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	0.00	0.00	1,399.45	0.00	1,399.45-	0.00
DEPARTMENT: 12271 - AUTOMATION ELECTRI	0.00	0.00	0.00	1,750.00	1,750.00	100.00
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	30.00	30.00	43,951.00	43,921.00	99.93
DEPARTMENT: 12273 - WELDING	4,934.36	18,342.14	75,152.18	259,917.00	179,830.46	69.19
DEPARTMENT: 42005 - DEAN OF TECHNICAL	3,381.28-	12,835.85	58,434.31	493,848.00	438,794.97	88.85
DEPARTMENT: 62050 - ONE-TIME PURCHASES	0.00	0.00	0.00	15,500.00	15,500.00	100.00
=====						
FUND: 12 - PTE FUND	14,249.52-	190,458.43	696,871.97	2,685,684.00	2,003,061.55	74.58

Fiscal Year: 2019

FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	1,767.96	3,887.39	42,669.61	38,782.22	90.89
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	0.00	280.00	280.00	100.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	299.21	419.21	2,550.00	2,130.79	83.56
DEPARTMENT: 31000 - COMMUNITY SERVICE	4,075.00	0.00	624.00	12,138.17	7,439.17	61.29
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	0.00	150.39	150.39	100.00
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	0.00	0.00	297,852.30	297,852.30	100.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	0.00	711.71	711.71	100.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	1,931.00	2,767.13	3,030.51	263.38	8.69
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	1,726.00	1,055.60	2,992.58	17,936.77	13,218.19	73.69
DEPARTMENT: 31000 - COMMUNITY SERVICE	566.25	96.88	2,875.72	14,500.00	11,058.03	76.26
DEPARTMENT: 55007 - BASEBALL	2,347.69	2,133.93	6,923.93	12,000.68	2,729.06	22.74
DEPARTMENT: 55013 - DANCE TEAM	0.00	227.44	254.73	2,473.03	2,218.30	89.70
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	0.00	1,768.22	1,768.22	100.00
DEPARTMENT: 55003 - MEN'S TRACK	0.00	758.68	758.68	932.98	174.30	18.68
=====						
FUND: 14 - ADULT SUPPLEMENTARY ED	8,714.94	8,270.70	21,503.37	408,994.37	378,776.06	92.61

Fiscal Year: 2019

FUND: 16 - AUXILIARY ENTITIES

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	1,849.79-	824.60	14,672.52	22,615.00	9,792.27	43.30
DEPARTMENT: 94000 - STUDENT CENTER	5,392.82	52,636.14	56,024.29	218,091.00	156,673.89	71.84
DEPARTMENT: 95000 - STUDENT HOUSING	6,422.78-	414,780.66	984,942.85	2,725,630.00	1,747,109.93	64.10
DEPARTMENT: 98000 - COSMETOLOGY	20,833.94	9,622.33	52,737.53	146,144.00	72,572.53	49.66
DEPARTMENT: 97000 - BOOKSTORE	23,217.01	49,695.36	149,244.43	434,925.00	262,463.56	60.35
DEPARTMENT: 91000 - ARENA	280.66-	0.00	0.00	0.00	280.66	0.00
=====						
FUND: 16 - AUXILIARY ENTITIES	40,890.54	527,559.09	1,257,621.62	3,547,405.00	2,248,892.84	63.40

Fiscal Year: 2019

FUND: 22 - RESTRICTED GRANTS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	8,745.00	464.40	642.41	13,000.00	3,612.59	27.79
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	14,541.18	1,907.40	1,907.40	16,573.00	124.42	0.75
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	600.00	600.00	4,193.80	3,593.80	85.69
DEPARTMENT: 12273 - WELDING	0.00	0.00	17,406.57	123,359.25	105,952.68	85.89
DEPARTMENT: 14010 - AO-K	0.00	236.10	921.10	2,058.58	1,137.48	55.26
DEPARTMENT: 42000 - DEAN OF LEARNING S	23.05	0.00	93.53	275.19	158.61	57.64
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	1,776.24	1,776.24	0.00	0.00
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	0.00	1,489.76	1,489.76	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	12.18	10,841.49	99,938.50	100,106.30	155.62	0.16
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	0.00	2,585.41	2,585.41	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	0.00	8,520.00	8,520.00	100.00
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	2,798.90	33,526.02	30,727.12	91.65
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	20,987.44	40,517.07	316,206.00	275,688.93	87.19
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	4,741.40	18,965.30	60,424.00	41,458.70	68.61
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	9,642.70	53,352.00	43,709.30	81.93
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	14,629.59	17,228.50	71,481.00	54,252.50	75.90
=====						
FUND: 22 - RESTRICTED GRANTS	23,321.41	54,407.82	212,438.22	795,701.55	559,941.92	70.37

Fiscal Year: 2019

FUND: 23 - OTHER RESTRICTED FUNDS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	16,797.94	16,797.94	100.00
=====						
FUND: 23 - OTHER RESTRICTED FUNDS	0.00	0.00	0.00	16,797.94	16,797.94	100.00

Fiscal Year: 2019

FUND: 24 - ADULT EDUCATION

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	137.60	750.00	612.40	81.65
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	172.71-	1,993.67	9,133.50	135,196.84	126,236.05	93.37
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	0.00	9,901.55	9,901.55	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	16,779.52-	16,908.86	70,766.73	162,461.00	108,473.79	66.77
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	1,547.09	4,874.00	3,326.91	68.26
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	8,874.57	34,699.80	123,517.00	88,817.20	71.91
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	3,462.79	17,504.99	0.00	17,504.99-	0.00
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	37,500.00-	37,500.00-	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	2,685.21	9,394.39	37,500.00	28,105.61	74.95
=====						
FUND: 24 - ADULT EDUCATION	16,952.23-	33,925.10	143,184.10	436,700.39	310,468.52	71.09

Fiscal Year: 2019

FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 64000 - INFORMATION TECHNO	0.00	0.00	15,965.00	15,965.00	0.00	0.00
DEPARTMENT: 71000 - BUILDINGS	137,155.37-	0.00	147,992.75	984,035.00	973,197.62	98.90
=====						
FUND: 61 - CAPITAL OUTLAY	137,155.37-	0.00	163,957.75	1,000,000.00	973,197.62	97.32

Fiscal Year: 2019

FUND: 71 - ACTIVITY/ORGANIZATION FD

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	9,924.87	39,743.26	211,071.28	532,755.60	311,759.45	58.52
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	0.00	500.00	500.00	100.00
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	0.00	500.00	500.00	100.00
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	0.00	0.00	500.00	500.00	100.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	0.00	500.00	500.00	100.00
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	0.00	2,500.00	2,500.00	100.00
DEPARTMENT: 55007 - BASEBALL	0.00	0.00	0.00	500.00	500.00	100.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	0.00	500.00	500.00	100.00
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	0.00	500.00	500.00	100.00
DEPARTMENT: 55013 - DANCE TEAM	0.00	0.00	0.00	500.00	500.00	100.00
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: 99001 - STUDENT NEWSPAPER	0.00	694.53	4,035.71	33,700.00	29,664.29	88.02
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	1,211.99	1,500.86	9,469.59	7,968.73	84.15
=====						
FUND: 71 - ACTIVITY/ORGANIZATION FD	9,924.87	41,649.78	216,607.85	584,925.19	358,392.47	61.27

Fiscal Year: 2019

FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	1,728.00	44,000.00	42,272.00	96.07
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	500.00	44,000.00	43,500.00	98.86
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	3,444.00	25,000.00	21,556.00	86.22
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	0.00	4,277.00	25,000.00	20,723.00	82.89
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	0.00	35,000.00	35,000.00	100.00
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	3,653.00	155,000.00	151,347.00	97.64
DEPARTMENT: 55007 - BASEBALL	0.00	0.00	1,680.00	40,000.00	38,320.00	95.80
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	886.00	30,000.00	29,114.00	97.05
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	8,606.00	30,000.00	21,394.00	71.31
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	3,260.00	30,000.00	26,740.00	89.13
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	15,500.00	20,000.00	4,500.00	22.50
DEPARTMENT: 55013 - DANCE TEAM	0.00	0.00	3,384.00	10,000.00	6,616.00	66.16
DEPARTMENT: 55014 - RODEO TEAM	0.00	0.00	7,487.00	32,000.00	24,513.00	76.60
DEPARTMENT: 55015 - MEN'S GOLF	0.00	0.00	0.00	11,000.00	11,000.00	100.00
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	450.00	9,548.00	28,000.00	18,452.00	65.90
DEPARTMENT: 11025 - JOURNALISM	0.00	0.00	1,147.00	11,000.00	9,853.00	89.57
DEPARTMENT: 11030 - ART	0.00	1,600.00	6,400.00	12,000.00	5,600.00	46.67
DEPARTMENT: 11031 - DRAMA	0.00	0.00	5,875.00	9,000.00	3,125.00	34.72
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	775.00-	5,350.00	15,000.00	9,650.00	64.33
DEPARTMENT: 11033 - INST MUSIC	0.00	61.00	34,650.00	80,000.00	45,350.00	56.69
DEPARTMENT: 11090 - QUIZ BOWL/ACAD CHA	0.00	61.00	5,782.00	5,000.00	782.00-	15.63-
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	0.00	12,330.00	20,000.00	7,670.00	38.35
DEPARTMENT: 81005 - TUIT WAIVER FCHS	0.00	4,830.00	15,102.00	21,000.00	5,898.00	28.09
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	0.00	4,314.00	11,000.00	6,686.00	60.78
=====						
FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	6,227.00	154,903.00	743,000.00	588,097.00	79.15

Garden City Community College
10/31/2018

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 132,261.01	0.0000%
State Municipal Invest. Pool	\$ 75,050.13	1.7500%
Landmark National Bank	\$ 934,291.12	2.0900%
	<u>\$ 1,141,602.26</u>	

	<u>Type</u>	<u>Amount</u>	<u>% Rate</u>	<u>Beg. Date</u>	<u>Maturity</u>
Investments:					
American State Bank	CD	\$ 1,000,000.00	1.4800%	11/9/2017	11/9/2018
Commerce Bank	CD	\$ 1,000,000.00	1.8500%	5/17/2018	11/17/2018
American State Bank	CD	\$ 1,000,000.00	2.1200%	6/22/2018	12/22/2018
FNB of Garden City	CDARS	\$ 1,000,000.00	1.8700%	1/26/2018	1/26/2019
FNB of Garden City	CDARS	\$ 1,000,000.00	2.3800%	8/8/2018	2/8/2018
Commerce Bank	CD	\$ 1,000,000.00	1.9000%	2/13/2018	2/13/2019
American State Bank	CD	\$ 1,000,000.00	2.3600%	6/22/2018	6/22/2019
		<u>\$ 7,000,000.00</u>			
Total		<u><u>\$ 8,141,602.26</u></u>			

Agenda No: II-E

Date: November 13, 2018

Topic: Revision of Appointments

Presenter: Interim President Ryan Ruda

Background Information:

GCCC's Vice President of Administrative Services/CFO, Karla Armstrong, began her duties on October 29, 2018. The following revisions are suggested.

Authorized Signature	Karla Armstrong
College Treasurer.....	Karla Armstrong
Alternate Designated Agents for KPERS.....	Karla Armstrong

Budget Information:

Recommended Board Action:

Accept and approve the suggested revision to appointments

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

Board Member Notes:

Incidental Information November 2018

Operations:

- Met with P.E.C. Engineering & I.C.E. Engineering to discuss energy audit and infrastructure project prioritization.
- Met with GMCN and Dick Construction to discuss options for erecting Williams Stadium Light Pole
- Met with Johnson Controls for ammonia chiller revival.
- Coordinating fall remodels with Faculty and Staff.
- Completed Master Facilities Plan.
- Meetings with CVB to help setup and tear down National Championship Cross Country meet and Banquet.

Maintenance:

- Continuing to keep work orders at around 20 and sometimes lower.
- Prepare Suite 5-Painted all walls, fixed all maintenance repairs and custodial shampooed carpet and deep cleaned bathroom and kitchen.
- Moved projector screen, and projector to accommodate teachers in room 1204 of fine arts.
- Continued help set up and tear down for tailgate parties for the football games.
- Plugged holes and painted the presidents and secretary's office and hung banners on the walls that were made to promote achievements of student success.
- Waiting for PO to be approved for lift inspections for the auto lab.
- Communicated with Curt Kinney to order new panic hardware, and exterior door locks for the south end of residential life. PO has been approved and parts have been ordered.
- HVAC - Changed filters in roof top units in admin. Building and exhaust fan motor in SCSC bathrooms main level. Replaced an air vent on the heating water loop for Annex.
- Re packed valves in the Fine Arts and Science and Math.
- Disassembled a pump in the boiler loop. Waiting on parts.

Information Technology:

- We have received all of the 165 Access Points and AP Cameras that were recently purchased in October.
- Configuration and location mapping of the access points has begun and is moving along steadily.
- Within the next 2 weeks we expect to have around 30 new access points installed.
- The goal for completion of the project is December 31st barring any setbacks.
- We are progressing on completing the faculty laptop and docking station replacement rotations.
- Updated Penka Lab hardware to make Lab functional.
- Continue progress on completing outstanding work orders.
- Receiving quotes for campus external cameras.
- Advertising for a Computer Technician position in the department.

Grounds:

- Repaired all campus pot holes.
- Painted campus crosswalks and speed bumps.
- Work Orders.
- Mowing, weed eating, edging curbs and sidewalks.
- Blew out sprinkler system.
- Laid down Winterizer to prepare for colder temperatures.
- Installed rubber mulch in open beds in dormitory quad.
- Trim Trees, pick up limbs from rain storms.
- Pull weeds around campus and flower beds.
- Installed rubber mulch in flower beds in main campus quad.
- Work on drainage away from library building: Dirt work

Custodial:

On campus events custodial coverage:

- Football games set-up for tail gates
- Men's & Women's basketball games
- Fine arts theatre play
- Nov 9-10 Basketball Pepsi Classic
- Nov 9, 200 students attending conference held in Fine Arts Bldg.
- Nov 10. Marine Corp speaker held in Fine Arts bldg.
- Nov 10, National cross country awards banquet tear down & clean –up @ 3I bldg..
- Nov 15, 500 students attending Exploration Day set-up & tear down east practice gym

Set-Ups:

- Endowment room HLC luncheon
- Monthly Board meetings
- Scheduled meetings
- Completed all custodial work orders.

Transportation:

- Preventive maintenance for all campus fleet to keep up with fall travel.
- The annual service and safety inspections are complete on the buses.
- Coordinated with Trinity Lutheran to use 28 passenger bus to take Women's basketball to Liberal and Women's volleyball to Colby.
- Coordinated with Drivers to insure all trip requests are met for the fall.
- Preparing for Driver's meeting this month to assign Spring 2019 trips.

Human Resources:

Human Resources has been busy coordinating interviews during the last half of October and beginning November for the Coordinator of Online Services and Director of Human Resources positions. Later in November, we will begin interviews for the Records Assistant position.

Human Resources has begun planning the annual Holiday Luncheon for faculty and staff employees. The luncheon is schedule for Friday, December 7, 2018.

Alexis, Human Resources Assistant, attended the College and University Professional Associations for Human Resources (CUPA-HR) Kansas Chapter Annual Conference on November 1 and 2 in Wichita, KS. This association focuses on individuals in human resources in higher education. The was a great opportunity to get Garden City Community College involved with this professional association as well as networking with other community colleges and universities in the state of Kansas. This year's theme was "Innovate, Integrate, and Motivate!" The conference focused on leadership, building relationships, strategic planning, and organizational excellence.

Payroll Department Report:

- CHIP Premium Assistance mandatory notification sent to 630 employees
- Medicare Part D Disclosure mandatory notice sent to eligible employees
- Disclosure to CMS Form completed online – Medicare-Credible Coverage
- QDIA & 403(b) notifications sent to current employees
- Benefits report compiled and uploaded to American Fidelity in preparation for Section 125 Open Enrollment for the 2019 Plan Year
- Attended KPERS Employer fall meeting
- Organized the monthly Section 125 information and appointments for our new employees
- Processed three new employees, one promotion, and three resignations
- Processed two regular payrolls for October 10 and two regular payrolls for October 25 for a total of 403 employees

Bookstore:

The bookstore is busy getting ready for the end of the semester. Book adoptions for the spring are being entered, we have new spring merchandise arriving so we are busy pricing that and rearranging the store.

We are excited to be able to introduce a new line of clothing called the Juco brand. It was designed by a former "Buster" and we can't wait to get the word out about it! We are working on a window display and we are hoping to have a new Facebook campaign going out soon!! We are also working with a new local vendor that has some cute and unique items we will have available for the spring.

We are planning a Christmas Sale for the week of December 3, hoping to help with everyone's Christmas lists. Watch for emails, signs and Facebook announcements for that week's specials!

Admissions:

- We had 20 campus visitors this month. Along with the 5th and 6th grade classes from St. Mary's.
- We were invited to the Alternative HS JAG classes. They talked about the opportunities at GCCC and played a "college Jeopardy"
- Exploration Day is next week. November 15.
- We are finished with the pizza parties at all the service area schools. We were able to visit with all the senior's and even a few juniors' about GCCC.
- We are also finished with the CPC (College Planning Conferences) circuit. And will finish up high school visits in western Kansas.

- October is Apply Kansas month, and we processed 462 applications! We also helped Syracuse with their App Day. This was their first year of participating and we got to be there!
- We will also be giving a campus tour to the Uncommon Athletes participants on Friday, November 9. There will be about 220 high school students in this group from across the state.

Advising:

- Enrollment for the Spring 2019 term has started.
- Hosted KSU Direct Link faculty and staff October 24.
- Provided an advisor training to all faculty to talk about the new 2018-2020 degree plans.

Registrar's Office:

- Spring 2019 registration opened on Monday, November 5 with a total of 84 students registering in 978 credit hours (FTE = 65.2).
- Preliminary degree audits have been completed for 116 prospective graduates who have submitted Applications for Graduation for a Fall 2018 completion.

Student Support Services:

Four students attended the SSS visit to Fort Hays on October 26. We had a FAFSA completion workshop last Tuesday, October 30. Eleven students worked on their FAFSAs at that event. We have a Wichita State visit this Thursday and Friday (November 8 & 9). Fourteen students are signed up for that event. There will be a visit with Hugo from Fort Hays in the Bill Kinney Room on November 29. We have 182 students out the 200 we're supposed to recruit for the academic year that ends August 31, 2019.

Student Health Services:

Upcoming Events:

November Events

Heartland Safety Summit – Johnson Co Community College
 “Manage your Stress” November 13

October events:

Offering flu shots
 Domestic Violence Awareness Month
 “Faces of Abuse”
 “These Hands Don't Hurt”
 “Be a Friend” – Magic's Hope
 Red Flag Campaign-
 2 days in Quad
 Athletic/Clubs mandatory assembly

Campus Police

Garden City Community College has officially transitioned to Rave Safety for our emergency mass notification needs. Linda Hill has been instrumental with our smooth transition. Key college officials initiate the notification process in the event of an emergency or catastrophe on campus. The notifications are sent by text, phone or e-mail to students, faculty and staff. Chief

Dozier is collaborating with other Kansas Community Colleges in an attempt to obtain information, which would be used for specific emergency templates in the Rave system.

Academics:

Drama

The College Players presented a World Premiere performance of *Alone: In the Mind of Edgar Allen Poe*, November 1-4. The work was entered as a participating production for Region V, Kennedy Center American College Theatre Festival 51. The work was penned by Steven “Wade” Freeman, a non-traditional student who is returning to pursue interests in the performing arts. Rheann Rodenbur, Toby Mitchell, and Darlene Bennett received Irene Ryan nominations and will participate in the competition in Sioux Falls, South Dakota on January 20. The play itself is being considered for numerous regional and national awards.

Fine Arts

- Band performed full halftime shows during 2 home games
- Drama is premiering “alone” an original work about EA Poe as seen through the lens of the women in his life.
- Art Showing “*Discovering the Flights of Fancy*” Goodland Carnegie Art Center through November 9
- And “*Conquering the flights of Fancy*” at Salina Wesleyan University Nov 9-the month of December.
- Art Department is hosting “*Recent Works*” By WSU graduate and undergraduate artists in ceramics for the month of November. Opening on the 2nd of November.
- Artist workshop on November 2

Kansas Louis Stokes Alliance for Minority Participation
Transfer Student Visit Days
October 28 – 29, 2018

As described by K-State in their website, Transfer Visit Days are an opportunity for student to learn how to make the transition to Kansas State University.

GCCC students were partnered with current K-State students according to their fields of study. Through targeted sessions, GCCC students were able to ask questions concerning transferability of classes, class enrollment recommendations, and degrees offered in their field of study. Students were then able to take a tour of K-State. One of the most valuable sessions allowed GCCC students to meet with a current advisor at K-State in their field study. GCCC students received a flow-chart of the recommended sequence of classes for their degrees. This allows GCCC students to make informed decisions about the classes they take here at GCCC prior to transferring to K-State.

GCCC students also gained information on:

- available transfer scholarships, how to apply for them, and when to apply for them.
- housing types and availability.
- options of extracurricular activities offered in and out of their degree field.