

July 11, 2019

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, July 16, 2019**. 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. Report from Faculty Senate
 - D. Report from Kansas Association of Community College Trustees, Heather Morgan
 - E. President’s Report

- II. OTHER ACTION:** **Action**
 - A. Discussion of 2019-2020 budget
 - B. Approval of 2019-2020 budget for publication **Action**

- III. CONSENT AGENDA** **Action**
 - A. Approval of minutes of previous meetings (June 11, 2019)pg. 4
 - B. Approval of personnel actions-Human Resources.....pg. 10
 - B-1 Human Resources Report.....pg. 11
 - B-2 Adjunct/Outreach Contracts.....pg. 12
 - C. Financial information.....pg. 16
 - C-1 Monthly Summary Published Funds Operating Revenues and Expenses..pg. 17
 - C-2 Checks processed in excess of \$50,000.....pg. 18
 - C-3 Revenues.....pg. 19
 - C-4 Expenses.....pg. 21
 - C-5 Cash in Bank.....pg. 28
 - D. Approval of Addition on Bank Signature Card.....pg. 29
 - E. Purchases over \$50,000
 - E-1 Approval of Property Insurance.....pg. 30
 - E-2 Approval of Workman’s Compensationpg. 32
 - E-3 Approval of Athletic Insurancepg. 33

IV. CONFIRMATION OF MONITORING REPORTS:

- A. Monitoring Reports and ENDS **Consensus Approval**
 - A-1a- Monitoring Report – Annual, Missionpg. 42
 - A-1b-Annual, Budgeting/Financial Planning/Forecasting #1, #2.....pg. 43
 - A-1c-Annual, Financial Condition #1, #2, #3.....pg. 44
 - A-1d-Bi-Annual, Executive Limitation #6, #7.....pg. 46
- B. Review Monitoring Report
 - B-1 Annual Executive Limitations, Compensation and Benefits
- C. Board Process and Policy Governance Review

V. OTHER:

- A. Incidental Information.....pg.48
- B. Report from Finney County Economic Development Corporation
- C. Report from KACCT
- D. Report on HLC

VI. OWNERSHIP LINKAGE:

Upcoming Calendar Dates:

August 12	Faculty Returns
August 13	Board of Trustee Meeting, 6:00 p.m. Beth Tedrow Student Center, Endowment Room
August 15-16	New Student Orientation
August 19	Classes Begin

VII. EXECUTIVE SESSION

VIII. ADJOURNMENT

Dr. Ryan J. Ruda
President

Dr. Blake Wasinger
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

Agenda No: II-B

Date: July 16, 2019

Topic: Board Action Regarding Publication of the 2019-2020 Budget

Presenter: Dr. Ryan Ruda

Background Information:

It is the recommendation of administration to publish a 2019-20 budget which sets the General Fund mill levy and the Capital Outlay Fund mill levy. This year we are asking for General Fund levied dollars to total \$10,173,241 for the General Fund and \$498,608 for the Capital Outlay Fund.

We are presenting three scenarios for consideration in setting the General Fund mill levy:

1. **Funding the gap with reserves.** This would lower the operating reserves to 18.07% and would keep the mill levy flat.
2. **Funding the gap with an increase in the mill levy.** The increase would be .735 – increasing the mill levy to 21.121.
3. **Funding the gap with an increase in mill levy and with a decrease in reserves.** This would lower our reserves to 19.03% and increase the mill levy by .361 or to 20.747.

Budget Information:

The Board of Trustees is required to authorize the publication of separate General Fund levy and Capital Outlay levy.

Recommended Board Action:

Authorize administration to publish the 2019-20 General Fund budget with one of the three above scenarios. The Capital Outlay levy is established by Resolution at 1.00 mills.

Board Action Taken: _____Approved _____Disapproved

_____Ayes _____Nays _____No Action

Board Member Notes:

**MEETING OF TRUSTEES
GARDEN CITY COMMUNITY COLLEGE
June 11, 2019**

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

Others Present: Karla Armstrong, Vice President for Administrative Services/CFO
Kari Adams, Coordinator of Accommodations
Debra Atkinson, Deputy Clerk
Eugene Atkinson, Community Member
Maxine Atkinson, Community Member
Melody Brooks, Creative Services Coordinator
Corey Bryant, Head Women's soccer Coach
Nicole Dick, Math Instructor
Toni Douglass, Community Member
Mark Douglass, Community Member
Chief Rodney Dozier, GCCC Chief of Police
Amber Friend, *Garden City Telegram*
Phil Hoke, Drama Instructor/Faculty Senate
Andrew Knoll, IT Network Manager
Aaron Kucharik, Community Member
Colin Lamb, Vice President for Student Services/Assistant AD
Jean Lamfers, Attorney
Marc Malone, Vice President for Instructional Services
Dr. Jacquelyn Messinger, Vice President for Institutional Effectiveness & Accountability
Lon Pishny, Community Member
Derek Ramos, Dean of Physical Planning & Facilities Management
Dr. Ryan Ruda, President
Ryan Strohm, Second Assistant Men's Basketball Coach
Nathan Zapata, Skilled Maintenance

CALL TO ORDER:

Chair Wasinger called the regular board meeting to order at 6:06 p.m.

COMMENTS FROM THE CHAIR:

Chair Wasinger made the following comments:

- Welcomed Dr. Ruda back from annual leave to Cayman Islands.
- Congratulations were extended to all General Educational Development (GED) graduates.
- Dr. Wasinger reminded Trustees that Garden City Community College will host a signing event in collaboration with Wichita State University, United School District 457, and United School District 363, on Thursday, June 12 at 1:30 p.m. in the Endowment Room at GCCC. The signing officially launches an innovative new partnership between the institutions that provides an educational pathway for Para Educators to become certified teachers while continuing their employment.
- Chair Wasinger extended his appreciation to all that participated in the Beef Empire Days parade on Saturday, June 8, 2019.

INTRODUCTION OF NEW EMPLOYEES:

Colin Lamb, Vice President for Student Services/Assistant Athletic Director, introduced new employees Corey Bryant, Head Women's Soccer Coach, Kari Adams, Coordinator of Accommodations, Ryan Strohm, 2nd

Assistant Men's Basketball Coach, and Patrick Hiltz, Head Woman's Volley Ball. Derek Ramos, Dean of Physical Planning & Facilities Management, introduced new employee Nathan Zapata, Skilled Maintenance.

Dr. Ryan Ruda, President of GCCC, introduced new employee Marc Malone, Vice President for Instructional Services.

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

REPORT FROM FACULTY SENATE:

Phil Hoke, Drama Instructor/Faculty Senate, shared that Senate did not have a meeting in May. Faculty are engaged in summer school, summer project, and planning for fall. Hoke went on to state that faculty and Faculty Senate are available to assist leadership in any way.

Trustees thanked Hoke for his report.

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.

Recent Events



Beef Empire Days Parade:

Over 30 faculty, staff, administration, and Buster family members walked in the Beef Empire Days parade June 8. GCCC Corporate float represented the college and helped the community to celebrate Beef Empire Days. This was a perfect opportunity to remind the community about the upcoming 10th anniversary celebration of Garden City Community College. Creative Services designed and developed a banner that included upcoming celebration events and tied Beef Empire Days to the 100th College Anniversary with the statement, "We're celebrating 100 years! So...Bring on the Beef!"

Presidential Reception:

Dr. Ruda took this occasion to extend his thanks and appreciation for hosting a Presidential Reception for him on May 23. Dr. Ruda went on to share that the event was very meaningful to him and his family.

Auditions:

Auditions were held during the final week of May for the summer musical production of Oliver! The production is a result of a collaborative effort between GCCC Drama Department and the Garden City Recreation Commission. Audition night several adults and children were in attendance. Children are key to this production and most children's roles have been filled, a few more adult men are needed. Performances run July 11-14.

DPS Concealed Carry:

Dr. Ruda shared that the Department of Public Safety at GCCC hosts Kansas Concealed Carry courses periodically, and successfully hosted one on June 1. Ten individuals participated in this course that begins at the John Collins Vocational Technical Building and concludes at the outdoor range for the outdoor portion of the course. This course is required for any Kansas citizen applying for a concealed carry license. Dr. Ruda expressed his appreciation to Instructors Brandy Unruh and Gary Keunstler for their work in providing this opportunity.

In addition, Unruh and Keunstler will soon serve in part-time roles for the GCCC Police department in order to increase campus coverage.

Mercer Gallery—“Red and Other Colors”:

Through July 19, the Mercer Gallery will be hosting “Red and Other Colors,” an art exhibit by GCCC instructor, Ron Carlson and local resident, Karen Adams. The two have been taking art classes together here at GCCC for the past year. Both Carlson and Adams were delighted when they were given an opportunity to display recent and older pieces of their work in the GCCC Mercer Gallery.

GCCCA GED Graduation:

Garden City Career Connection Academy(GCCCA) celebrated the 2019 General Educational Development (GED) graduates during a ceremony on May 31. A total of fifty-five graduates have attained their GED. Forty of the graduates participated in the ceremony.

Dr. Ruda shared briefly about 2012 immigrants from Burma, Mary and Rene, husband and wife, working as a team to help each other learn English. Mary attended GCCCC as an ESL student then shared everything she learned with her husband. Mary obtained a CNA certification in 2015 and both became United States Citizens in 2018. Both agreed that Mary would enroll at GCCCA to obtain her GED, once she finished Rene would enroll also. Both Mary and Rene graduated with their GED May 31, 2019. Mary will begin the Automotive Program Technical Career at GCCC fall of 2019. Once again Mary will complete the program first then Rene will enroll.

Dr. Ruda noted that Mary and Rene would like to have the opportunity of owning their own business and give back to this country and help others from their homeland.

“From here you can go anywhere. From anywhere you can go here”

Summer Renovations:

Dr. Ruda reported that the Dean of Physical Plant and the maintenance and grounds staff have used the summer as an opportunity to complete renovation projects across the campus. The roof on the north side of the John Collins Vocational Technical building was worked on in May and the first week of June. The tunnel cap between the Penka building and the Saffell Library building is also being worked on. Plans for additional summer work include fixing the hydronic pipes.

New Ad at Theater for Summer:

The advertisement at the Sequoyah 9 Theater has not been updated in many years. The new ad will also be used in print and media advertising.



Chair Wasinger thanked Dr. Ruda for his report.

CONSENT AGENDA:

Chair Wasinger asked if Trustees wished to remove any items from the consent agenda. Item II B-1 Human Resources Report and B-2 Adjunct/Outreach Contracts were removed for separate discussion.

Chair Wasinger then asked for a motion approving consent agenda items II A-D holding II B-1 Human Resources Report and B-2 Adjunct/Outreach Contracts for separate discussion.

Motion:

Crist moved, seconded by Worf to approve consent agenda items II A-D holding II B-1 Human Resources Report and B-2 Adjunct/Outreach Contracts for separate discussion.

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

Nays: None

Motion carried: 6-0

Approved actions follow:

(A) APPROVED MINUTES of previous meeting (May 14, 2019)
(Supporting documents filed with official minutes.)

(C) APPROVED SUBMITTED FINANCIAL INFORMATION, as presented
(Supporting documents filed with official minutes.)

(D) PURCHASES OVER 50,000, as presented

D-1 Classroom Projector Replacement
Vendor: CDW Government, Inc.
For: 50 Epson PowerLite 225QU-3LCD Projectors-LAN
Amount: \$64,950.00

(Supporting documents filed with official minutes.)

D-2 Ellucian Software Annual Maintenance
Vendor: Ellucian (previously Datatel).
For: Annual Maintenance Renewal for FY20
Amount: \$307,074.00

(Supporting documents filed with official minutes.)

D-3 Hydronic Pipe Replacement (Phase 3-DPAC North Tunnel)
Vendor: Central Consolidated Inc.
For: Replacement of the 3” Hydronic Pipe in the North Tunnel leading to the Dennis Perryman Athletic Complex
Amount: \$51,925.00

(Supporting documents filed with official minutes.)

D-4 Mitel Telephone System Upgrade
Vendor: Allegiant Technology
For: Mitel Telephone System Upgrade
Amount: \$78,247.14

(Supporting documents filed with official minutes.)

II- B-1 HUMAN RESOURCES REPORT AND B-2 ADJUNCT/OUTREACH

Trustee Hitz voiced concerns regarding employees that are husband and wife reporting to the same supervisor. Trustee Hitz’s opinion is that a situation like that borders on conflict of interest and more guidelines are necessary. Policy Governance Officer, Trustee Douglass will research Carver policy regarding nepotism in order to discuss at the July 11 Policy Governance Retreat.

Motion:

Worf moved, seconded by Martinez to approve consent agenda item II B-1 Human Resources Report and B-2 Adjunct/Outreach Contracts for separate discussion.

Ayes: Crist, Douglass, Martinez, Wasinger, Worf

Nays: Hitz

Motion carried: 5-0

(Supporting documents filed with official minutes.)

MONITORING REPORTS and ENDS REPORTS:

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

- Annual Executive Limitations, Compensation/Benefits

Trustees indicated that they accept the monitoring reports as presented.

REVIEW MONITORING REPORTS:

Trustees devoted time reviewing Annual Executive Limitations, Treatment of People.

No changes were recommended.

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

No Policy Governance review was scheduled.

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION (FCEDC):

Trustee Martinez reported the following:

- Finney County Economic Development continues develop customized workforce training with GCCC.
- Good conversations continue with GCCC to develop Early Childhood Training programs.
- MakerSpace continues to utilize the John Deere Annex after hours. GCCC remains to have priority to space for classes.

REPORT FROM KANSAS ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES (KACCT):

Trustee Crist attended KACCT quarterly meetings that took place June 7-8 at Barton County Community College. Handouts from the meeting were provided to Trustees.

Meeting Highlights:

- KACCT has a new director, Heather Morgan.
- KACCT is reviewing policies and procedures and updating their website.
- Trustee Crist gave an over view of the recent meeting.
- Three main issues, 1) K-12 Funding, 2) Case will not be dismissed on funding issues, 3) Medicare Expansion

REPORT ON HIGHER LEARNING COMMISSION (HLC):

Jacquelyn Messinger, VP Institutional Effectiveness & Accountability, reported that GCCC anticipates receiving a status report in July.

OWNERSHIP LINKAGE:

Questions have been received regarding the status of the downed baseball light that is laying on the north edged of the campus. Derek Ramos, Dean of Physical Planning & Facilities Management, shared that bids had been sought and received on replacement of all light bases and more efficient lighting. Lowest bid was \$500,000. Ramos does not anticipate replacement in the near future. Arrangements are in progress to disassemble downed light and remove.

Meeting of Trustees
June 11, 2019

Trustee Hitz stated that public concerns have been received regarding the suspended public comments portion of the GCCC Board of Trustee meetings. After hearing these concerns, Trustee Hitz suggested that it was time to bring that element of the meeting back. GCCC Board will discuss lifting the suspension.

EXECUTIVE SESSION:

No executive session was held

CALENDAR DATES:

Chair Wasinger reviewed calendar dates with Trustees.

Motion:

Martinez moved, seconded by Crist to adjourn the June 11, 2019 Garden City Board of Trustee meeting.

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

Nays: None

Motion carried: 6-0

Meeting adjourned at 7:35 p.m.

UPCOMING CALENDAR EVENTS:

August 2	Summer Hours End
August 12	Faculty Return
August 13	All Employee In-Service
August 15-16	New Student Orientation
August 19	Classes Begin

Debra J. Atkinson
Deputy Clerk

Dr. Ryan Ruda
President

Dr. Blake Wasinger
Chairman of the Board

Agenda No: III-B

Date: July 16 2019

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

Presenter: Dr. 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:



July 9, 2019

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

New Hires:

Omega Tandy, Head Women's Basketball Coach, effective, June 24, 2019
Mike Pilosof, Sports Information Director, effective, July 1, 2019
Silas Mills, Assistant Men's Basketball Coach, effective, July 3, 2019
Brittany VanRoyen, Assistant Volleyball Coach, effective, July 8, 2019
Nathan Smith, Assistant Athletic Trainer, effective, July 8, 2019
James Peyton, Assistant Football Coach, effective, July 8, 2019
David Jantz, Head Athletic Trainer, effective, July 15, 2019
Amy Kocher, Developmental Math Instructor, effective, August 12, 2019
Wanda Rivera-Rodriguez, Chemistry Instructor, effective, August 12, 2019

Transfers:

Adriana Figueroa, Part-Time Data Entry to Colleague Applications Coordinator, effective, July 1, 2019

Shajia Ahmad Donecker, Financial Aid Advisor to PR and Marketing Coordinator, effective, TBD

Enrique Gone, Part-Time Custodian to Full-Time Custodian, effective, July 1, 2019

Separations:

Justin Banister, Assistant Director of Residential Life, effective, June 25, 2019
Debbie Atkinson, Executive Assistant to the President, effective, June 28, 2019
Sophia Jimenez-Hernandez, Head Dance Coach, effective, June 28, 2019

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 7/16/2019)

INSTRUCTOR	CLASS	AMOUNT
ADJUNCT CONTRACTS		
McCallum, Brian MASTER SLAVE	Ceramics on the Wheel & Projects ARTS-113-01 & ARTS-201-01- 3.00 credit hour(s) 7/8 of 3.00 credit hour(s) X \$800.00 = \$2100.00 5/20/2019 - 8/2/2019	\$2,100.00
Simon, Roman	Paramedic III EMIC-240-01 - 14.00 credit hour(s) 14.00 credit hour(s) X \$800.00 = \$11200.00 5/20/2019 - 8/2/2019	\$11,200.00
Unruh, Brandy	Problems in Criminal Justice CRIM-213-01 - 4.00 credit hour(s) 2/8 of 4.00 credit hour(s) X \$800.00 = \$800.00 5/20/2019 - 8/2/2019	\$800.00
Venjohn, Cindy	Agriculture Internship (Sum) AGRI-121-01 - 4.00 credit hour(s) 4.00 credit hour(s) X \$800.00 = \$3200.00 5/20/2019 - 8/2/2019	\$3,200.00
Wenzel, Leslie	College Success PCDE-101-44 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 = \$500.00 6/10/2019 - 6/28/2019	\$500.00
Winger, Christian	Dealer Internship I JDAT-107-01 - 2.00 credit hour(s) 2.00 credit hour(s) X \$800.00 = \$1600.00 6/3/2019 - 7/19/2019	\$1,600.00
TOTAL ADJUNCT CONTRACTS:		\$19,400.00

GARDEN CITY COMMUNITY COLLEGE
ADJUNCT/OUTREACH FACULTY CONTRACTS
(Presented to Board of Trustees for Approval 7/16/2019)

ONLINE ADJUNCT CONTRACTS

Acevedo, Naysha	Abnormal Psychology PSYC-201-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 6/10/2019 - 8/2/2019	\$1,500.00
Arandia, Mark	Elementary Ethics PHIL-102-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 6/10/2019 - 8/2/2019	\$1,500.00
Bergan, Nicholas	Principles of Econ: Macro ECON-111-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 6/10/2019 - 8/2/2019	\$1,500.00
Carr, Stacey	Public Speaking SPCH-111-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 6/10/2019 - 8/2/2019	\$1,500.00
Eldridge, Ronda	Music History and Appreciation MUSC-108-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 6/10/2019 - 8/2/2019	\$1,500.00
Harbin, Renee	Management BSAD-122-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 6/10/2019 - 8/2/2019	\$2,400.00
Heaton, Tyrell	World Geography GEOG-101-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$600.00 = \$1800.00 6/10/2019 - 8/2/2019	\$1,800.00

**GARDEN CITY COMMUNITY COLLEGE
 ADJUNCT/OUTREACH FACULTY CONTRACTS
 (Presented to Board of Trustees for Approval 7/16/2019)**

Hutcheson, Tammy	General Psychology PSYC-101-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 6/10/2019 - 8/2/2019	\$2,400.00
Kaster, Kent	American History to 1877 HIST-103-50 - 3.00 credit hour(s) 4/6 of 3.00 credit hour(s) X \$500.00 = \$1000.00 6/10/2019 - 8/2/2019	\$1,000.00
Kaster, Kent	American History Since 1877 HIST-104-51 - 3.00 credit hour(s) 4/6 of 3.00 credit hour(s) X \$500.00 = \$1000.00 6/10/2019 - 8/2/2019	\$1,000.00
Komm, Adam	Introduction to Business BSAD-101-51- 3.00 credit hour(s) 2/6 of 3.00 credit hour(s) X \$500.00 = \$500.00 5/20/2019 - 8/2/2019	\$500.00
Salazar, Nicholas	Health Education HPER-106-50- 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 5/20/2019 - 8/2/2019	\$2,400.00
Stevenor, Jane	Understanding Old Testament LITR-230-50 - 3.00 credit hour(s) 3/6 of 3.00 credit hour(s) X \$500.00 = \$750.00 6/10/2019 - 8/2/2019	\$750.00
Wenzel, Leslie	College Algebra MATH-108-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 6/10/2019 - 8/2/2019	\$1,500.00
Whitehill, Judy	Human Sexuality SOCI-104-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 6/10/2019 - 8/2/2019	\$1,500.00

TOTAL ONLINE ADJUCNT CONTRACTS:	\$22,750.00
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GARDEN CITY COMMUNITY COLLEGE
ADJUNCT/OUTREACH FACULTY CONTRACTS
(Presented to Board of Trustees for Approval 7/16/2019)

NON-CREDIT CONTRACTS

Altman, Tamra	C.N.A. ASAH-150-01 NON-CREDIT -47 Hours 47 contact hours @ \$29.50 = \$1386.50 6/03/2019 - 7/02/2019	\$1,386.50
Berning, Leta	C.N.A. ASAH-150-01 NON-CREDIT - 75 Hours 75 contact hours @ \$29.50 = \$2212.50 6/03/2019 - 7/02/2019	\$2,212.50

TOTAL NON-CREDIT CONTRACTS

<u>\$3,599.00</u>

Agenda No: III-C

Date: July 16, 2019

Topic: Financial Information

Presenter: Dr. 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:

Garden City Community College

6/30/2019 - 100% of Year

Published Funds Operating Revenues and Expenses

	Budget FY19			Difference from prior year	FY18		
	Adopted Working Budget	YTD Rev/Exp with encumbrances	YTD % of Budget		Adopted Working Budget	YTD Rev/Exp with encumbrances	YTD % of Budget
Revenues							
Fund 11 - General Fund	\$ 15,962,157	\$ 17,084,930	107.03%	21.37%	\$ 14,999,599	\$ 12,849,830	85.67%
Fund 12 - PTE	\$ 2,685,684	\$ 1,531,315	57.02%	-126.45%	\$ 2,812,616	\$ 5,160,223	183.47%
Fund 16 - Auxillary	\$ 3,202,489	\$ 2,773,139	86.59%	-11.03%	\$ 3,987,980	\$ 3,893,314	97.63%
Fund 61 - Capital Outlay	\$ 531,401	\$ 554,020	104.26%	3.32%	\$ 513,889	\$ 518,680	100.93%
TOTAL	\$ 22,381,731	\$ 21,943,404	98.04%	-2.44%	\$ 22,314,084	\$ 22,422,047	100.48%
Expenses							
Fund 11 - General Fund	\$ 15,962,157	\$ 15,603,104	97.75%	14.55%	\$ 14,999,599	\$ 12,479,771	83.20%
Fund 12 - PTE	\$ 2,685,684	\$ 2,607,368	97.08%	-87.81%	\$ 2,812,616	\$ 5,200,227	184.89%
Fund 16 - Auxillary	\$ 3,568,426	\$ 3,131,656	87.76%	-4.93%	\$ 3,987,980	\$ 3,696,661	92.70%
Fund 61 - Capital Outlay	\$ 1,000,000	\$ 371,567	37.16%	-5.37%	\$ 986,111	\$ 419,341	42.52%
TOTAL	\$ 23,216,267	\$ 21,713,695	93.53%	-2.13%	\$ 22,786,306	\$ 21,796,000	95.65%

2018-19 Year End figures no not include Year End Transfers

kja

7.10.19

CHECKS PROCESSED IN EXCESS OF \$50,000

June 2019

Purchases over \$50,000 requiring bid sheets

Payments over \$50,000 not requiring bid sheets

- Check #270027 to City of Garden City for \$56,866.04 for utilities
- Check #270030 to Commerce Bank for \$101,922.26 for various purchase card purchases.
- Check #270165 to Blue Cross Blue Shield for \$97,442.34 for July 2019 employee health insurance

REVENUES

07/10/19

Garden City Community College
 Annual Budget Report Ending 06/30/19
 Options - All Statuses

Page: 1

Fiscal Year: 2019

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	2,379.00-	1,760,598.00-	2,105,000.00-	344,402.00-	16.36
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	14,000.00-	244,160.00-	410,000.00-	165,840.00-	40.45
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	2,268.00-	82,209.00-	110,000.00-	27,791.00-	25.26
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	5,025.85-	570,895.69-	525,000.00-	45,895.69	8.73-
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	107,376.23	95,423.54	75,100.00	20,323.54-	27.05-
11-00-0000-00000-4013 TUITION INTERNATIO	0.00	1,176.00-	121,226.00-	115,000.00-	6,226.00	5.40-
11-00-0000-00000-4014 TUITION BORDER STA	0.00	1,950.00-	186,375.00-	255,000.00-	68,625.00-	26.91
11-00-0000-00000-4015 ONLINE COURSE FEE	0.00	4,197.00-	282,591.00-	345,000.00-	62,409.00-	18.09
11-00-0000-00000-4016 NO SHOW FEE : GENE	0.00	300.00-	9,550.00-	13,500.00-	3,950.00-	29.26
11-00-0000-00000-4018 RESOURCE CHARGE :	0.00	3,072.00-	357,104.00-	360,000.00-	2,896.00-	0.80
11-00-0000-00000-4020 INTERNATIONAL FEE	57.11	711.33-	2,393.60-	4,100.00-	1,763.51-	43.01
11-00-0000-00000-4021 TUITION ONLINE : G	0.00	8,052.00-	540,155.00-	315,000.00-	225,155.00	71.47-
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	150.00-	29,015.00-	30,000.00-	985.00-	3.28
11-00-0000-00000-4512 VENDING MACHINES :	0.00	75.79-	5,124.09-	5,000.00-	124.09	2.47-
11-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	1,668,505.00-	1,668,505.00-	0.00	0.00
11-00-0000-00000-4803 AD VALOREM PROPERT	0.00	3,585,064.61-	9,891,025.72-	9,819,183.00-	71,842.72	0.72-
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	154,004.95-	969,054.12-	680,000.00-	289,054.12	42.50-
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	2,080.02-	13,038.45-	9,000.00-	4,038.45	44.86-
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	43,604.52-	204,724.17-	185,000.00-	19,724.17	10.65-
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	54,340.80-	133,583.68-	151,000.00-	17,416.32-	11.53
11-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	0.00	12,526.22-	12,000.00-	526.22	4.38-
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	2,087.76-	14,041.63-	16,000.00-	1,958.37-	12.24
11-00-0000-00000-4814 COMMERCIAL VEHICLE	0.00	17,492.49-	87,427.04-	87,500.00-	72.96-	0.08
11-00-0000-00000-4815 WATERCRAFT CURRENT	0.00	0.00	2,894.63-	15,000.00-	12,105.37-	80.70
11-00-0000-00000-4816 TIF TAX : GENERAL	0.00	147,932.19	326,540.00	150,000.00	176,540.00-	117.68-
11-00-0000-00000-4817 NEIGH REV: T : GENER	0.00	5,798.78	37,906.08	35,000.00	2,906.08-	8.29-
11-00-0000-00000-4902 INTEREST INCOME :	0.00	32,805.49-	166,447.06-	100,000.00-	66,447.06	66.44-
11-00-0000-00000-4904 REIMBURSED SALARY	0.00	456.25-	9,962.25-	40,000.00-	30,037.75-	75.09
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	5,606.57-	43,069.15-	75,000.00-	31,930.85-	42.57
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	374.00-	127,509.94-	74,609.00-	52,900.94	70.89-
11-00-0000-00000-4912 TRANSCRIPTS : GENE	0.00	886.00-	9,594.02-	10,000.00-	405.98-	4.06
00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	1,313,140.00	1,313,140.00	100.00
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Totals for FUND: 11 - GENERAL	57.11	3,681,053.23-	17,084,929.84-	15,962,157.00-	1,122,715.73	7.02-
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12-00-0000-00000-4005 ACAD COURSE FEE :	0.00	5.00-	287,073.90-	263,324.00-	23,749.90	9.01-
12-00-0000-00000-4015 ONLINE COURSE FEE	0.00	546.00-	71,616.00-	30,000.00-	41,616.00	138.71-
12-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	999,220.00-	999,220.00-	0.00	0.00
12-00-0000-00000-4603 STATE PMT FOR TUIT	0.00	115,801.00-	173,405.00-	80,000.00-	93,405.00	116.75-
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
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Totals for FUND: 12 - PTE FUND	0.00	116,352.00-	1,531,314.90-	2,685,684.00-	1,154,369.10-	42.98

61-00-0000-00000-4803	AD VALOREM PROPERT	0.00	181,134.92-	499,741.69-	495,799.00-	3,942.69	0.79-
61-00-0000-00000-4805	MOTOR VEHICLE PROP	0.00	7,782.30-	49,010.32-	32,840.00-	16,170.32	49.23-
61-00-0000-00000-4806	RECREATIONAL VEHIC	0.00	105.11-	659.43-	419.00-	240.43	57.37-
61-00-0000-00000-4807	DELINQUENT TAX : G	0.00	2,205.49-	10,364.28-	9,380.00-	984.28	10.48-
61-00-0000-00000-4808	PAYMENTS IN LIEU O	0.00	2,745.56-	6,749.29-	7,292.00-	542.71-	7.44
61-00-0000-00000-4809	RENTAL EXCISE TAX	0.00	0.00	633.68-	0.00	633.68	0.00
61-00-0000-00000-4810	16/20 M TAX : GENE	0.00	105.61-	710.38-	749.00-	38.62-	5.16
61-00-0000-00000-4814	COMMERCIAL VEHICLE	0.00	883.98-	4,418.89-	4,922.00-	503.11-	10.22
61-00-0000-00000-4815	WATERCRAFT CURRENT	0.00	0.00	146.27-	0.00	146.27	0.00
61-00-0000-00000-4816	TIF TAX : GENERAL	0.00	7,474.41	16,498.69	20,000.00	3,501.31	17.51
61-00-0000-00000-4817	NEIGH REVLT : GENER	0.00	293.03	1,915.48	0.00	1,915.48-	0.00
61-00-0000-00000-9999	CONTINGENCY ACCOUN	0.00	0.00	0.00	468,599.00-	468,599.00-	100.00
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Totals for FUND: 61 - CAPITAL OUTLAY		0.00	187,195.53-	554,020.06-	1,000,000.00-	445,979.94-	44.60
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Totals for BUDGET.OFFICER: Unassigned		57.11	3,984,600.76-	19,170,264.80-	19,647,841.00-	477,633.31-	2.43

Garden City Community College
Annual Budget Report Ending 06/30/19
Options - All Statuses

EXPENSES 07/10/19

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Fiscal Year: 2019

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11005 - INSTRUCTION SALARY	0.00	2,147.27	12,872.30	0.00	12,872.30-	0.00
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	20,579.42	243,026.31	212,920.00	30,106.31-	14.13-
DEPARTMENT: 11020 - HUMANITIES	0.00	3,421.94	98,956.86	69,664.00	29,292.86-	42.04-
DEPARTMENT: 11021 - ENGLISH	0.00	76,921.88	422,692.51	422,475.00	217.51-	0.04-
DEPARTMENT: 11022 - SPEECH	0.00	20,257.65	101,171.86	78,606.00	22,565.86-	28.70-
DEPARTMENT: 11023 - PHILOSOPHY	0.00	2,422.13	5,651.65	0.00	5,651.65-	0.00
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	0.00	1,614.76	0.00	1,614.76-	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	0.00	50,378.87	53,190.00	2,811.13	5.29
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	500.00	500.00	100.00
DEPARTMENT: 11030 - ART	1,070.30	34,357.80	163,637.09	146,398.00	18,309.39-	12.50-
DEPARTMENT: 11031 - DRAMA	0.00	12,320.15	72,283.89	76,541.00	4,257.11	5.56
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	14,992.17	88,471.00	85,010.00	3,461.00-	4.06-
DEPARTMENT: 11033 - INST MUSIC	0.00	6,185.40	126,043.24	101,349.00	24,694.24-	24.36-
DEPARTMENT: 11040 - SCIENCE	360.07	59,412.97	381,755.91	382,226.12	110.14	0.03
DEPARTMENT: 11050 - MATH	0.00	53,700.20	359,839.94	294,240.00	65,599.94-	22.28-
DEPARTMENT: 11060 - SOCIAL SCIENCE	0.00	72,133.41	411,982.86	314,852.60	97,130.26-	30.84-
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	18,451.50	106,224.78	63,902.00	42,322.78-	66.22-
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	5,965.39	66,243.28	79,943.00	13,699.72	17.14
DEPARTMENT: 11081 - READING	0.00	10,034.30	66,065.76	60,736.00	5,329.76-	8.77-
DEPARTMENT: 11082 - ESL	0.00	11,827.29	71,080.03	73,480.00	2,399.97	3.27
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	897.10	14,865.68	3,057.00	11,808.68-	386.27-
DEPARTMENT: 11090 - QUIZ BOWL/ACAD CHA	0.00	413.97	8,351.89	2,325.00	6,026.89-	259.21-
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	64,950.00	29,325.39	483,558.10	612,170.00	63,661.90	10.40
DEPARTMENT: 12220 - JOHN DEERE AG TECH	0.00	0.00	34.27-	0.00	34.27	0.00
DEPARTMENT: 12242 - CHALLENGE COURSE	0.00	269.13	1,076.51	0.00	1,076.51-	0.00
DEPARTMENT: 41000 - LIBRARY	723.70	16,897.63	167,700.60	177,982.00	9,557.70	5.37
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	0.00	8,702.80	92,042.23	98,406.00	6,363.77	6.47
DEPARTMENT: 42000 - VP ON INSTRUCTION	0.00	100,582.53	354,840.24	955,270.40	600,430.16	62.85
DEPARTMENT: 42001 - DEAN OF ACADEMICS	0.00	20,554.37	193,181.02	152,012.88	41,168.14-	27.07-
DEPARTMENT: 42002 - OUTREACH	0.00	1,868.86	112,455.73	94,293.00	18,162.73-	19.25-
DEPARTMENT: 42003 - FACULTY SENATE	0.00	0.00	1,075.28	0.00	1,075.28-	0.00
DEPARTMENT: 44000 - INSTRUCTIONAL DESI	0.00	9,738.51	94,982.58	72,706.00	22,276.58-	30.63-
DEPARTMENT: 46000 - DEVELOPMENTAL EDUC	0.00	6,673.39	70,688.82	70,875.00	186.18	0.26
DEPARTMENT: 50000 - DEAN OF STUDENT SE	608.84	26,904.96	301,326.89	312,199.00	10,263.27	3.29
DEPARTMENT: 50001 - STUDENT SUPPORT SE	0.00	0.00	13,225.00	13,225.00	0.00	0.00
DEPARTMENT: 50010 - COUNSELING & GUIDA	215.53	12,173.66	144,307.18	166,793.00	22,270.29	13.35
DEPARTMENT: 50011 - ASSESSMENT/TESTING	4,116.25	3,537.44	50,426.59	56,965.00	2,422.16	4.25
DEPARTMENT: 50020 - FINANCIAL AID OFFI	1,500.00	26,114.36	312,035.29	353,866.00	40,330.71	11.40
DEPARTMENT: 50030 - ADMISSIONS	0.00	9,351.25	139,983.60	155,378.00	15,394.40	9.91
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	150.00	13,509.85	174,938.01	172,257.00	2,831.01-	1.63-
DEPARTMENT: 50050 - STUDENT HEALTH SER	444.32	5,049.14	62,550.77	70,690.00	7,694.91	10.89
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	5,788.60	21,702.67	456,895.55	731,985.60	269,301.45	36.79

DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	6,840.71	160,131.93	179,321.63	19,189.70	10.70
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	3,613.88	157,765.85	165,368.19	7,602.34	4.60
DEPARTMENT: 55003 - MEN'S TRACK	0.00	5,083.99	63,801.27	67,665.00	3,863.73	5.71
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	3,903.79	62,354.72	67,157.00	4,802.28	7.15
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	2,082.00	14,371.71	132,970.10	128,363.00	6,689.10-	5.20-
DEPARTMENT: 55006 - FOOTBALL	0.00	32,076.36	539,664.26	538,183.54	1,480.72-	0.27-
DEPARTMENT: 55007 - BASEBALL	0.00	11,508.29	163,402.20	173,539.00	10,136.80	5.84
DEPARTMENT: 55008 - VOLLEYBALL	0.00	5,958.93	63,925.39	109,692.00	45,766.61	41.72
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	4,269.34	61,501.24	66,762.00	5,260.76	7.88
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	4,894.80	59,850.15	66,281.00	6,430.85	9.70
DEPARTMENT: 55012 - CHEERLEADING	0.00	4,592.80	63,735.00	63,623.04	111.96-	0.17-
DEPARTMENT: 55013 - DANCE TEAM	0.00	3,330.12	40,689.17	42,250.00	1,560.83	3.69
D DEPARTMENT: 55014 - RODEO TEAM	0.00	9,602.87	154,587.74	162,726.00	8,138.26	5.00
DEPARTMENT: 55015 - MEN'S GOLF	0.00	2,114.89	38,653.40	39,265.00	611.60	1.56
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	7,371.51	147,565.59	135,915.00	11,650.59-	8.56-
DEPARTMENT: 55020 - PEP BAND	0.00	4,901.47	55,326.26	60,037.00	4,710.74	7.85
DEPARTMENT: 61000 - PRESIDENT	0.00	82,950.62	607,909.45	645,413.06	37,503.61	5.81
DEPARTMENT: 61001 - BOARD OF TRUSTEES	0.00	5,198.57	286,825.37	21,084.94	265,740.43-	260.32-
DEPARTMENT: 61005 - ATTORNEY	75,000.00	36,170.33	177,279.00	125,000.00	127,279.00-	101.81-
DEPARTMENT: 62000 - VP OF ADMIN SERVIC	2,112.90	50,831.22	1,329,989.84	1,333,612.00	1,509.26	0.11
DEPARTMENT: 62005 - DO NOT USE	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 62010 - HUMAN RESOURCES	0.00	16,109.37	128,573.99	169,167.00	40,593.01	24.00
DEPARTMENT: 62011 - ADA COMPLIANCE	0.00	6,763.39	77,678.34	71,132.00	6,546.34-	9.19-
DEPARTMENT: 62050 - ONE-TIME PURCHASES	160,122.38	83,298.58	170,071.92	69,528.00	260,666.30-	374.90-
DEPARTMENT: 63000 - MARKETING/PR	2,061.65	18,483.03	162,811.04	155,610.00	9,262.69-	5.94-
DEPARTMENT: 64000 - INFORMATION TECHNO	17,378.56	27,931.95	626,285.11	628,448.00	15,215.67-	2.41-
DEPARTMENT: 65000 - CENTRAL SERVICES	0.00	9,902.45	131,687.04	141,665.00	9,977.96	7.04
DEPARTMENT: 67000 - INSTITUTION EFFECT	0.00	14,480.45	204,339.26	192,192.00	12,147.26-	6.31-
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	120.20	26,195.94	163,247.38	170,615.00	7,247.42	4.25
DEPARTMENT: 71000 - BUILDINGS	6,027.57	34,908.06	427,998.29	445,472.39	11,446.53	2.57
DEPARTMENT: 72000 - CUSTODIAL SERVICES	1,788.90	44,717.44	554,478.83	600,223.00	43,955.27	7.32
DEPARTMENT: 73000 - GROUNDS	4,285.14	20,606.12	266,992.28	310,499.61	39,222.19	12.63
DEPARTMENT: 73001 - ATHLETIC FIELDS	50.00	219.99	17,668.12	26,000.00	8,281.88	31.85
DEPARTMENT: 74000 - VEHICLES	75,587.45	23,005.30	273,927.77	386,719.00	37,203.78	9.62
DEPARTMENT: 75000 - CAMPUS SECURITY	100.00	13,420.70	143,498.31	193,980.00	50,381.69	25.97
DEPARTMENT: 76000 - INSURANCE	0.00	9,725.51	232,924.02	254,659.00	21,734.98	8.53
DEPARTMENT: 77000 - UTILITIES	0.00	60,436.37	756,067.27	830,000.00	73,932.73	8.91
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	25,846.47	13,256.61-	0.00	13,256.61	0.00
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	0.00	61.00	2,500.00	2,439.00	97.56
DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	3,233.00	47,275.00	30,000.00	17,275.00-	57.57-
DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	0.00	13,487.00	11,000.00	2,487.00-	22.60-
DEPARTMENT: 81004 - TUIT WAIVER CTZ IN	0.00	0.00	158,448.00	151,000.00	7,448.00-	4.92-
DEPARTMENT: 81006 - TUIT WAIVER FINE A	0.00	0.00	122,329.00	106,000.00	16,329.00-	15.39-
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	0.00	4,232.00	0.00	4,232.00-	0.00
DEPARTMENT: 94000 - STUDENT CENTER	0.00	3,848.35	37,241.08	36,000.00	1,241.08-	3.44-

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FUND: 11 - GENERAL
07/10/19

426,644.36 1,482,116.55 15,176,459.56 15,962,157.00 359,053.08 2.25

Annual Budget Report Ending 06/30/19

Garden City Community College

Options - All Statuses

Fiscal Year: 2019

FUND: 12 - PTE FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 12010 - ACCOUNTING	0.00	11,376.00	64,779.41	59,831.00	4,948.41-	8.26-
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	22.67	240.96	250.00	9.04	3.62
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	12,438.56	74,077.64	45,959.00	28,118.64-	61.17-
DEPARTMENT: 12200 - ADN PROGRAM	6,262.37	46,832.51	340,200.32	325,291.00	21,171.69-	6.50-
DEPARTMENT: 12201 - LPN PROGRAM	7,072.58	27,887.35	319,752.02	306,304.00	20,520.60-	6.69-
DEPARTMENT: 12202 - EMT	905.91	35,012.27	216,550.19	178,875.00	38,581.10-	21.56-
DEPARTMENT: 12203 - ALLIED HEALTH	0.00	27,780.86	220,407.31	203,362.00	17,045.31-	8.37-
DEPARTMENT: 12210 - AGRICULTURE	0.00	11,697.58	64,201.37	60,643.00	3,558.37-	5.86-
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	22,150.36	148,076.16	107,845.00	40,231.16-	37.29-
DEPARTMENT: 12220 - JOHN DEERE AG TECH	0.00	38,676.96	180,269.06	178,717.00	1,552.06-	0.86-
DEPARTMENT: 12225 - OIL TECH PROGRAM	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 12230 - AUTO MECHANICS	0.00	14,206.08	103,912.81	105,079.87	1,167.06	1.11
DEPARTMENT: 12240 - CRIMINAL JUSTICE	1,647.73	24,192.76	158,400.31	140,903.00	19,145.04-	13.58-
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	17,936.16	95,570.20	79,707.00	15,863.20-	19.89-
DEPARTMENT: 12250 - COSMETOLOGY	0.00	20,875.72	138,948.07	125,743.00	13,205.07-	10.49-
DEPARTMENT: 12260 - DRAFTING	0.00	0.00	0.00	200.00	200.00	100.00
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	0.00	0.00	690.00-	0.00	690.00	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	221.00	222.00	43,951.00	43,729.00	99.49
DEPARTMENT: 12273 - WELDING	16,787.94	27,739.66	281,024.46	279,727.87	18,084.53-	6.46-
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	14,377.81	168,748.45	425,045.26	256,296.81	60.30
DEPARTMENT: 62050 - ONE-TIME PURCHASES	0.00	0.00	0.00	15,500.00	15,500.00	100.00
=====						
FUND: 12 - PTE FUND	32,676.53	353,424.31	2,574,690.74	2,685,684.00	78,316.73	2.92

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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	3,121.63	48,196.41	96,979.61	48,783.20	50.30
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	225.00	1,680.00	1,455.00	86.61
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	3,136.17	2,721.72	414.45-	15.22-
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	508.93	10,248.40	30,138.17	19,889.77	66.00
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	297,852.29	297,852.30	0.01	0.00

DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	2,686.01	2,906.71	220.70	7.59
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	3,361.75	3,030.51	331.24-	10.92-
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	256.55	9,725.25	17,936.77	8,211.52	45.78
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	995.73	6,549.44	14,500.00	7,950.56	54.83
DEPARTMENT: 55007 - BASEBALL	0.00	1,570.09	24,611.63	26,000.68	1,389.05	5.34
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	311.00	4,818.76	9,850.00	5,031.24	51.08
DEPARTMENT: 55013 - DANCE TEAM	0.00	324.38	3,442.46	4,073.03	630.57	15.48
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	6,374.66	1,768.22	4,606.44-	260.50-
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	974.94	932.98	41.96-	4.49-

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FUND: 14 - ADULT SUPPLEMENTARY ED	0.00	7,088.31	422,203.17	510,521.09	88,317.92	17.30

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Fiscal Year: 2019

FUND: 16 - AUXILIARY ENTITIES

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	5,360.31	37,379.81	46,494.98	9,115.17	19.60
DEPARTMENT: 94000 - STUDENT CENTER	89,962.82	2,448.62	193,561.55	218,091.00	65,433.37-	29.99-
DEPARTMENT: 95000 - STUDENT HOUSING	45,693.43	3,444.38	2,309,107.15	2,725,630.00	370,829.42	13.61
DEPARTMENT: 98000 - COSMETOLOGY	25,316.00	14,063.35	124,374.56	177,282.55	27,591.99	15.56
DEPARTMENT: 97000 - BOOKSTORE	25,698.82	12,973.76	280,843.29	434,925.00	128,382.89	29.52
DEPARTMENT: 91000 - ARENA	0.00	0.00	280.66-	0.00	280.66	0.00
=====	=====	=====	=====	=====	=====	=====
FUND: 16 - AUXILIARY ENTITIES	186,671.07	38,290.42	2,944,985.70	3,602,423.53	470,766.76	13.07

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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	0.00	0.00	10,329.69	13,000.00	2,670.31	20.54
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	0.00	0.00	16,573.00	16,573.00	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRU	0.00	0.00	1,000.00	4,193.80	3,193.80	76.16
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	964.73	1,000.00	35.27	3.53
DEPARTMENT: 12273 - WELDING	0.00	0.00	18,346.54	123,359.25	105,012.71	85.13
DEPARTMENT: 14010 - AO-K	0.00	80.28	1,827.65	2,058.58	230.93	11.22

Garden City Community College

DEPARTMENT: 42000 - VP ON INSTRUCTION	0.00	42.36	266.12	275.19	9.07	3.30
DEPARTMENT: 42005 - DEAN OF TECHNICAL	10,399.79	0.00	0.00	10,399.79	0.00	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	1,776.24	1,776.24	0.00	0.00
DEPARTMENT: 42000 - VP ON INSTRUCTION	0.00	0.00	1,489.76	1,489.76	0.00	0.00
DEPARTMENT: 42005 - DEAN OF TECHNICAL	5,816.47	0.00	0.00	39,573.41	33,756.94	85.30
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	100,106.28	100,106.30	0.02	0.00
DEPARTMENT: 42000 - VP ON INSTRUCTION	0.00	0.00	2,585.41	2,585.41	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	3,324.22	7,647.44	8,520.00	872.56	10.24
DEPARTMENT: 11040 - SCIENCE	0.00	14,252.71	81,112.26	143,133.65	62,021.39	43.33
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	19,960.94	212,169.07	316,206.00	104,036.93	32.90
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	1,277.90	11,725.00	11,725.00	0.00	0.00
DEPARTMENT: 42000 - VP ON INSTRUCTION	0.00	4,763.41	56,899.66	60,424.00	3,524.34	5.83
DEPARTMENT: 11040 - SCIENCE	0.00	283.22	35,420.68	57,352.00	21,931.32	38.24
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	7,299.99	71,481.00	71,481.00	0.00	0.00
DEPARTMENT: 11040 - SCIENCE	0.00	1,500.00	8,075.62	29,000.00	20,924.38	72.15

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FUND: 22 - RESTRICTED GRANTS	16,216.26	52,785.03	626,571.15	1,001,007.38	358,219.97	35.79
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Fiscal Year: 2019

FUND: 23 - OTHER RESTRICTED FUNDS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	13,276.90	22,000.00	8,723.10	39.65
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	16,797.94	16,797.94	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	387.08	11,685.00	11,297.92	96.69
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	0.00	4,550.00	4,550.00	0.00	0.00

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FUND: 23 - OTHER RESTRICTED FUNDS	0.00	0.00	18,213.98	55,032.94	36,818.96	66.90
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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	750.00	750.00	0.00	0.00
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	17,642.16	135,196.84	117,554.68	86.95

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	0.00	3,852.22	162,597.10	162,461.00	136.10-	0.07-
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	354.72	4,874.00	4,874.00	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	17,773.12	125,068.03	129,653.00	4,584.97	3.54
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	0.00	39,840.00	39,840.00	0.00	0.00
DEPARTMENT: 00000 - GENERAL	0.00	0.00	37,500.00-	37,500.00-	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	6,036.60	33,395.99	37,500.00	4,104.01	10.94

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FUND: 24 - ADULT EDUCATION	0.00	28,016.66	346,667.28	482,676.39	136,009.11	28.18
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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	216,914.00	118,258.19	138,687.57	984,035.00	628,433.43	63.86
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FUND: 61 - CAPITAL OUTLAY	216,914.00	118,258.19	154,652.57	1,000,000.00	628,433.43	62.84

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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	5,174.95	26,257.26	667,146.61	669,440.47	2,881.09-	0.42-
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	500.00	500.00	0.00	0.00
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	500.00	500.00	0.00	0.00
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

Garden City Community College

DEPARTMENT: 55015 - MEN'S GOLF	0.00	0.00	0.00	500.00	500.00	100.00
DEPARTMENT: 99001 - STUDENT NEWSPAPER	0.00	886.77	18,004.65	33,700.00	15,695.35	46.57
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	792.00	13,030.33	24,045.46	11,015.13	45.81

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FUND: 71 - ACTIVITY/ORGANIZATION FD	5,174.95	27,936.03	699,181.59	736,185.93	31,829.39	4.32

07/10/19

Annual Budget Report Ending 06/30/19
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Fiscal Year: 2019

FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
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DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	381,713.24	381,713.24	0.00	381,713.24-	0.00
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	1,485.90	4,941.90	44,000.00	39,058.10	88.77
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	1,963.60	2,963.60	44,000.00	41,036.40	93.26
DEPARTMENT: 55003 - MEN'S TRACK	0.00	805.20	9,504.20	25,000.00	15,495.80	61.98
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	403.45	9,212.45	25,000.00	15,787.55	63.15
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	3,370.15	4,474.15	35,000.00	30,525.85	87.22
DEPARTMENT: 55006 - FOOTBALL	0.00	4,018.40	8,507.40	155,000.00	146,492.60	94.51
DEPARTMENT: 55007 - BASEBALL	0.00	964.15	4,926.15	40,000.00	35,073.85	87.68
DEPARTMENT: 55008 - VOLLEYBALL	0.00	598.95	2,370.95	30,000.00	27,629.05	92.10
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	223.50	19,744.50	30,000.00	10,255.50	34.19
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	1,457.85	8,057.85	30,000.00	21,942.15	73.14
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	25,700.00	20,000.00	5,700.00-	28.49-
DEPARTMENT: 55013 - DANCE TEAM	0.00	274.60	6,830.60	10,000.00	3,169.40	31.69
DEPARTMENT: 55014 - RODEO TEAM	0.00	318.70	17,293.70	32,000.00	14,706.30	45.96
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	2,082.50	26,338.50	28,000.00	1,661.50	5.93
DEPARTMENT: 11025 - JOURNALISM	0.00	0.00	2,347.00	11,000.00	8,653.00	78.66
DEPARTMENT: 11030 - ART	0.00	0.00	12,800.00	12,000.00	800.00-	6.66-
DEPARTMENT: 11031 - DRAMA	0.00	0.00	8,750.00	9,000.00	250.00	2.78
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	0.00	7,850.00	15,000.00	7,150.00	47.67
DEPARTMENT: 11033 - INST MUSIC	0.00	222.15	70,562.15	80,000.00	9,437.85	11.80
DEPARTMENT: 11090 - QUIZ BOWL/ACAD CHA	0.00	0.00	8,551.00	5,000.00	3,551.00-	71.01-
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	2,615.80	27,519.80	20,000.00	7,519.80-	37.59-
DEPARTMENT: 81005 - TUIT WAIVER FCHS	0.00	0.00	27,812.47	21,000.00	6,812.47-	32.43-
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	750.00	7,468.00	11,000.00	3,532.00	32.11
=====	=====	=====	=====	=====	=====	=====
FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	403,268.14	706,239.61	743,000.00	36,760.39	4.95

Garden City Community College
6/30/2019

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 356,945.38	0.0000%
State Municipal Invest. Pool	\$ 2,765.37	2.0000%
First National Bank	\$ 268.15	2.3800%
Landmark National Bank	\$ 3,524,783.88	2.4000%
	<u>\$ 3,884,762.78</u>	

	<u>Type</u>	<u>Amount</u>	<u>% Rate</u>	<u>Beg. Date</u>	<u>Maturity</u>
Investments:					
Landmark Natl Bank	CD	\$ 1,000,000.00	2.4500%	2/9/2019	8/9/2019
Landmark Natl Bank	CD	\$ 1,000,000.00	2.5000%	2/9/2019	11/9/2019
First National Bank	CDARS	\$ 500,000.00	2.4500%	5/16/2019	11/14/2019
Western State Bank	CD	\$ 1,000,000.00	2.2600%	6/27/2019	12/27/2019
Landmark Natl Bank	CD	\$ 2,000,000.00	2.5500%	2/9/2019	2/9/2020
Western State Bank	CD	\$ 1,000,000.00	2.3100%	6/27/2019	3/27/2020
First National Bank	CDARS	\$ 1,000,000.00	2.4500%	5/16/2019	5/14/2020
		<u>\$ 7,500,000.00</u>			
 Total		 <u><u>\$ 11,384,762.78</u></u>			

Agenda No: III-D

Date: July 16, 2019

Topic: Addition of Appointments

Presenter: President Ryan Ruda

Background Information:

GCCC's Executive Assistant to the President, Amy McVey, began her duties on June 12, 2019. The following additions are suggested:

Authorized Signature	Amy McVey
Deputy Clerk.....	Amy McVey

Recommended Board Action:

Accept and approve the suggested addition to appointments

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

Board Member Notes:

Agenda No: III-E-1

Date: July 16, 2019

Topic: Property Insurance

Presenter: Dr. Ryan Ruda

Background Information:

IMA, Inc. has provided property and liability insurance for GCCC since July 1, 2014. It is Administration's recommendation to continue with IMA, Inc. as they have provided excellent response and service. IMA is a part of the Kansas College and Universities Consortia Agreement.

The 2018-2019 annual premium for all lines was \$122,356. The annual premium for 2019-2020 is \$150,308. Details of the renewal premium is on the following page. We are still waiting on the buy-down options for the \$300,000 deductible for tornado and hail damage.

Budget Information:

General Fund
FY20 Budget \$150,308

Recommended Board Action:

Accept the proposed property and casualty insurance coverage from IMA, Inc. for \$150,308.

Board Action Taken: Approved Disapproved
 Ayes Nays No Action

Board Member Notes:



ITEMS	2018-19 ANNUAL PREMIUM	2019-2020 ANNUAL PREMIUM
Property and Inland Marine	\$45,371	\$48,516
Crime	\$1,015	\$1,015
General Liability	\$10,070	\$10,338
Educators Legal Liability	\$5,251	\$30,549
Automobile	\$38,570	\$37,609
Excess Liability	\$5,023	\$5,172
Cyber Liability	\$8,056	\$8,109
Broker Fee	\$9,000	\$9,000
TOTAL	\$122,356	\$150,308

Agenda No: III-E-2

Date: July 16, 2019

Topic: Workers Compensation Insurance

Presenter: Dr. Ryan Ruda

Background Information:

Our Workers Compensation coverage is currently with First Dakota Indemnity Company and brokered through Keller Leopold. This coverage has previously been with KASB and was put out for solicitation in 2018. The 2018-19 premium was \$52,659 and the 2019-20 renewal premium is \$46,637.

Budget Information:

General Fund
FY20 Budget \$46,637

Recommended Board Action:

Accept the renewal Workers Compensation coverage from Keller Leopold. for \$46,637.

Board Action Taken: _____Approved _____Disapproved
_____Ayes _____Nays _____No Action

Board Member Notes:

Agenda No: III-E-3

Date: July 16, 2019

Topic: Athletic Insurance

Presenter: Dr. Ryan Ruda

Background Information:

Currently, the college has two levels of athletic insurance. The first level is a \$1,000 deductible with maximum medical benefit per injury of \$25,000. The second level is a catastrophic policy which becomes effective once a claim has reached \$25,000. The catastrophic coverage has no medical maximum coverage limit.

Our broker, Dissinger Reed, brokered the coverage with five companies. Our current carrier, STARR Indemnity & Liability submitted the lowest premium, \$165,700 for our first level coverage. This is a decrease from the 2018-19 premium of \$171,576. Claims History and Trend information along with Historical Premium vs. Claims Graph are included in your information.

Our second level of coverage is provided by Mutual of Omaha. The renewal premium is the \$41,846 which is an increase from the 2018-19 premium of \$35,159.

Budget Information:

General Fund

FY20 Budget

\$165,700 first level coverage

\$ 41,846 Catastrophic coverage

Recommended Board Action:

Accept the proposal from Dissinger Reed for \$207,546.

Board Action Taken: _____Approved _____Disapproved

_____Ayes _____Nays _____No Action

Board Member Notes:

Athletic Insurance Renewal



Garden City Community College

2019-20

Proposal Created and Presented By:
Dissinger Reed LLC
8700 Indian Creek Pkwy STE 320
Overland Park, KS 66210
(913) 491-6385
www.dissingerreed.com

Garden City Community College

Current (2018-19) Year Plan Design and Benefits

Summary of Benefits	
Deductible	\$1,000 per specific injury
Plan Maximum	\$25,000 medical benefit per injury
Policy classification	Excess/secondary to all other valid and collectible insurance
Coinsurance	100% of Usual, Reasonable and Customary after the deductible
Initial Treatment/Expense	Medical treatment must be received within 180 days of injury
Benefit Period	104 weeks (2 years) from the original date of injury
Accidental Death and Dismemberment (AD&D)	\$10,000 per specific injury, \$500,000 aggregate maximum
Accidental Dental	Coverage up to plan maximum for injury to sound/natural tooth
Outpatient Physical Therapy	Coverage included up to plan maximum
Durable Medical Equipment	Covered if medically necessary & prescribed by physician
Expanded Medical (Overuse)	Included
Re-aggravation/Reinjury of Pre-Existing Condition	Included
Heart & Circulatory caused by overexertion	Included
HMO/PPO denial coverage	Included
Off-season conditioning	Included if school sponsored and supervised activity
Who is covered?	
Men's:	Baseball, Basketball, Cheerleaders, Cross Country, Football (fall), Golf, Rodeo,
Women's:	Basketball, Cheerleaders, Cross Country, Dance, Rodeo, Soccer, Softball, Volleyball,
When are they covered?	
A covered person is insured while participating in sponsored and supervised activities of the Policyholder such as games, practice, conditioning, and travel to and from such events	
Premium Quotation	
Insurance Carrier	STARR Indemnity & Liability Co.
Claims Payor	Bob McCloskey Insurance (BMI)
Program Coordinator/Broker	Dissinger Reed
Annual Premium for 2018-19	\$171,576

Carrier and Claims Payer Company Information

Insurance Carrier	Starr Indemnity & Liability Company
A.M. Best Rating	A (Excellent) Financial Size: XIV
Location	New York, NY
Claims Processor/Third Party Administrator Company	Bob McCloskey Insurance (BMI)
# of years in the athletic claims business	41 years
Located	Matawan, New Jersey
Details about this TPA and the claims submission process	
Address to mail claim submission	PO Box 511, Matawan, NJ 07747
Fax Number to submit a claim	(732) 583-9610
Email address for claim submission	
Online claims submission available?	Yes- https://webportal.bobmccloskey.com/
Online claim status lookup?	Yes
Claim submission deadline/information	90 days from the date of accident or within a reasonable amount of time. Complete claims submission includes: Claim form, itemized medical bill, HCFA 1500, UB92/UB04
Third Party Administrators website	www.bobmccloskey.com
Customer Service Toll-Free Phone Number	(800) 445-3126
Customer Service/Claims question hours	8am-5pm EST
Dedicated claims representative assigned?	Yes
Compliant with federal HIPAA laws?	Yes
Turn-around time for processing a clean claim	15 day average
History and Background Information	
<p>Bob McCloskey Insurance has over 25 years of experience adjudicating and paying special risk accident claims for colleges and universities. The majority of BMI's staff has an average of 15 years of experience with major carriers in the insurance industry, resulting in a greater knowledge of the carrier claims process. BMI Benefit's timely claims turnaround time is 10-15 business days, once all information is received. The background and experience of BMI Benefit's claims department has also enabled them to become a leader in the application of Self Insured Retention Plans to Intercollegiate Sports Programs.</p>	

Garden City Community College Claims History & Trend

Policy Year	Premium	CLAIMS PAID AS OF:				
		2015	2016	2017	2018	2019
2013-14	\$83,780	\$71,434	\$78,636	\$78,636	\$78,636	\$78,636
2014-15	\$83,780	\$15,244	\$111,299	\$111,264	\$111,264	\$111,264
2015-16	\$99,930		\$165,391	\$202,043	\$202,043	\$205,664
2016-17	\$157,096			\$76,869	\$127,980	\$128,411
2017-18	\$171,576				\$24,348	\$80,776
2018-19	\$171,576					\$10,000

KEY CALCULATIONS

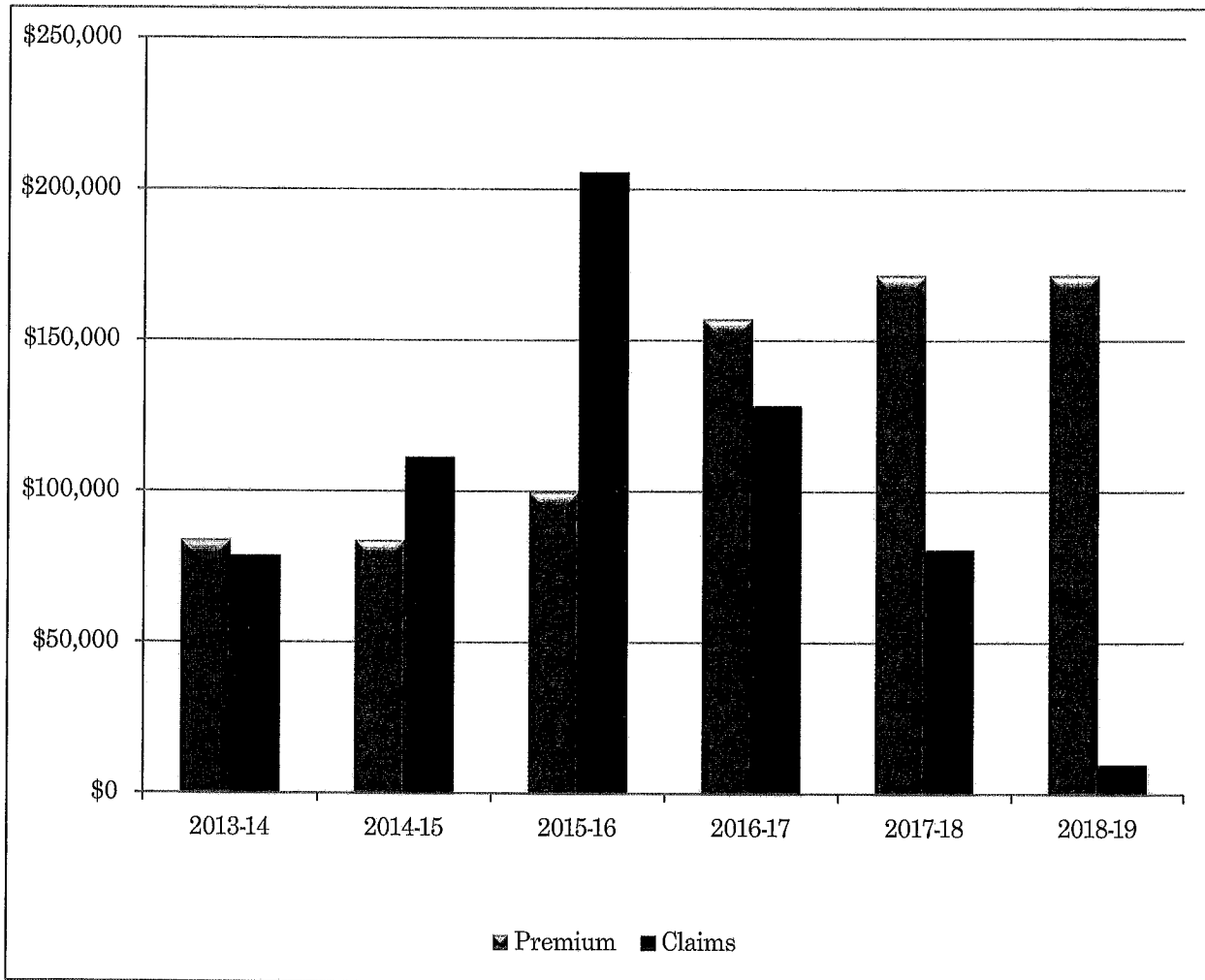
Total Premium (2013-2017)	\$596,162
Total Claims (2013-2017)	\$604,751
Premium to Claims Loss Ratio (mature years)	101%
Average increase in claims after 1st year of policy	\$64,580
Average annual claims total (without trend and inflation)	\$131,529
Average annual claims total (adjusted for trend and inflation)	\$169,051

Claims Totals	Completion Factor	Projected Completion	Trend Factor	Completion & Trend	Weight	Completed, Trended & Weighted Totals
\$111,264	1.00	\$111,264	1.338226	\$148,896	15%	\$22,334
\$205,664	1.00	\$205,664	1.262477	\$259,646	25%	\$64,911
\$128,411	1.00	\$128,411	1.191016	\$152,940	25%	\$38,235
\$80,776	1.41	\$113,846	1.1236	\$127,917	25%	\$31,979
\$10,000	10.93	\$109,345	1.06	\$115,906	10%	\$11,591
		\$133,706		\$161,061	100%	\$169,051

PROGRAM NOTES

The claims for Garden City have been high relative to premium for the past 4 mature years. When you look at the loss ratio, you will notice it is well above the 65% loss ratio that is standard for most carriers. The current year is trending very well which is good news. Above, you will notice we have provided calculations used by underwriters to determine premium for the current year. Two areas of note are the completion and trend factors. They are attributed to the 2 year benefit period associated with the plan and medical inflation. In conjunction with prior years claims numbers, we are able to calculate the average claims total of \$169,051 (boxed number). When that total is underwritten to a 65% loss ratio you could expect to see a premium of \$260,078. With that said, the current claims and access to numerous markets allowed us to leverage a decrease in premium.

Garden City Community College Historical Premium vs. Claims Graph



2019-20 Schedule of Benefits & Premium Quotation

Option #1

Summary of Benefits	
Deductible	\$1,000 per specific injury
Plan Maximum	\$25,000 medical benefit per injury
Policy classification	Excess/secondary to all other valid and collectible insurance
Coinsurance	100% of Usual, Reasonable and Customary after the deductible
Initial Treatment/Expense	Medical treatment must be received within 180 days of injury
Benefit Period	104 weeks (2 years) from the original date of injury
Accidental Death and Dismemberment (AD&D)	\$10,000 per specific injury, \$500,000 aggregate maximum
Outpatient Physical Therapy	Coverage included up to plan maximum
Durable Medical Equipment	Covered if medically necessary & prescribed by physician
Expanded Medical (Overuse)	Included
Re-aggravation/Reinjury of Pre-Existing Condition	Included
Heart & Circulatory caused by overexertion	Included
HMO/PPO denial coverage	Included
Off-season conditioning	Included if school sponsored and supervised activity
Guest Recruit Coverage (including PSA tryouts)	Available
Proposed Effective Date of Coverage	August 1, 2019
Who is covered?	
Men's:	Baseball, Basketball, Cheerleaders, Cross Country, Football (fall), Golf, Rodeo,
Women's:	Basketball, Cheerleaders, Cross Country, Dance, Rodeo, Soccer, Softball, Volleyball,
When are they covered?	
A covered person is insured while participating in sponsored and supervised activities of the Policyholder such as games, practice, conditioning, and travel to and from such events.	
Premium Quotation	
Insurance Carrier	STARR Indemnity & Liability Co.
Claims Payor	Bob McCloskey Insurance (BMI)
Program Coordinator/Broker	Dissinger Reed
Annual Premium	\$165,900
Notice of Acceptance	
By completing this Notice of Acceptance section with an authorized signature, you are confirming your intention to accept the above proposed insurance policy terms and conditions. Binding of coverage not finalized until received by the carrier.	
_____	_____
Name	Title
_____	_____
Signature	Date



Carrier and Claims Payer Company Information

Insurance Carrier	United States Fire Insurance Company
A.M. Best Rating	A (Excellent) Financial Size: XII
Location	Morristown, NJ
Claims Processor/Third Party Administrator Company	Bob McCloskey Insurance (BMI)
# of years in the athletic claims business	41 years
Located	Matawan, New Jersey
Details about this TPA and the claims submission process	
Address to mail claim submission	PO Box 511, Matawan, NJ 07747
Fax Number to submit a claim	(732) 583-9610
Email address for claim submission	
Online claims submission available?	Yes- https://webportal.bobmccloskey.com/
Online claim status lookup?	Yes
Claim submission deadline/information	90 days from the date of accident or within a reasonable amount of time. Complete claims submission includes: Claim form, itemized medical bill, HCFA 1500, UB92/UB04
Third Party Administrators website	www.bobmccloskey.com
Customer Service Toll-Free Phone Number	(800) 445-3126
Customer Service/Claims question hours	8am-5pm EST
Dedicated claims representative assigned?	Yes
Compliant with federal HIPAA laws?	Yes
Turn-around time for processing a clean claim	15 day average
History and Background Information	
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Catastrophic

Catastrophic Insurance for NJCAA Institutions

The NJCAA simply requires institutions to purchase catastrophic insurance but do not mandate the purchase of the NJCAA sponsored plan through Mutual of Omaha (listed first). Should Garden City Community College determine that a 10 year benefit period would be plenty of coverage, we are happy to provide you with the alternative options below as they would also fulfill your obligation as an NJCAA institution and also save your institution some money.

Insurance Carrier: Mutual of Omaha (A+ Rated by A.M. Best)					
Claims Payer: Ascension Insurance Inc.					
Plan Type	Deductible	Benefit Period	AD&D	Maximum	Premium
Excess/Catastrophic	\$25,000	Lifetime	\$10,000	\$5,000,000	\$41,846

This quote matches the benefits of the plan you currently have in place.

Insurance Carrier: Zurich American Insurance Company (A+ Rated by A.M. Best)						
Claims Payer: K&K Insurance Group						
Plan Type	Deductible	Benefit Period	AD&D	Maximum	Premium	Catastrophic Cash Benefit*
Excess/Catastrophic	\$25,000	10 Year	\$10,000	\$5,000,000	\$21,215	Additional- \$4,977 premium

This quote provides the same medical maximum but carries a 10 year benefit period instead of lifetime

*Catastrophic Cash Benefit will cover Paralysis, Coma or Brain Death within 90 days of covered event.

Payout Structure as follows: \$100,000 following 6 months from date of injury, \$3,333 every month thereafter for 120 months.

Quotes based specifically on the hazard level of the sports at Garden City Community College

Additional information about any of these proposed plans is available upon request including full schedule of benefits or sample policy

JULY 2018 MONITORING REPORT

ENDS

Mission

Garden City Community College exists to produce positive contributors to the economic and social well-being of society.

ANNUAL

Page 3

CEO'S Interpretation: The President is responsible to ensure that the Mission and Ends as set forth by the Board of Trustees are known and addressed.

Data directly addressing interpretation: The Mission of GCCC remains integral to the Means and Ends of Board adopted Policy Governance. Identified on GCCC publications and discussed throughout academic year, the Mission Statement is underpinned through processes and programs, such as Adult Basic Education, Developmental Education, Recruitment, graduation rates, and student retention.

The Mission is posted in all facilities to be recognized by internal and external constituents. The core of the college's planning process is built around the college's stated Mission.

JULY 2019 MONITORING REPORT

EXECUTIVE LIMITATIONS

Budgeting/Financial Planning/Forecasting #1

ANNUAL

Page 11

The President shall not cause or allow budgeting which:

Contains too little information to enable accurate projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.

CEO's Interpretation: The President should be cognizant and diligent in understanding projected revenues before finalizing expenses for next year's budget. Revenues and cash flow are monitored throughout the year to assure funds are available for expenses. Purchases are reviewed to assure they are recorded within the proper account.

Data directly addressing interpretation: Revenue projections are received through the various agencies. During the budget process, Projected Revenues and Revenue History are reviewed. Interpretation of these historical trends allows for analysis and projections for the upcoming year.

All purchases are reviewed to assure they are accounted for properly in the college accounting system. As per state statute, Capital Outlay Fund expenditures are limited to capital projects.

Planning assumptions are part of the budget process. Administrative decisions are the culmination of departmental input through the college planning process in regards to upcoming projects, program needs and increases in uncontrollable expenses.

Cash flows are monitored throughout the year. Cost center directors are able to access and review current expenditure information through the administrative software system at any time. The President's cabinet team monitors revenues, actual expenditures and remaining budgets available throughout the year.

EXECUTIVE LIMITATIONS

Budgeting/Financial Planning/Forecasting #2

Annual

Page 11

The President shall not cause or allow budgeting which:

Does not allow a review of estimated budget in detail and by department or cost center, in both percentages and dollars, of expenditures requested compared to the previous two years of budget requested.

CEO's Interpretation: Previous two years' revenues and expenses are considered when planning projected budgets.

Data directly addressing interpretation: The planning and budgeting process includes a review of the previous two years revenues and expenses by cost center as well as historical trends on enrollment. These historical budget reports are available through the administrative software at all times. In-depth review at each level is done annually during the planning and budgeting process as outlined by the college's CFO. Budget requests and adjustments are completed through the budget and planning process annually with review of expenditures and budget done by department through the budget process.

JULY 2019 MONITORING REPORT

EXECUTIVE LIMITATIONS	#1	ANNUAL
Financial Condition		Page 12
The President shall not exceed the working budget for the fiscal year (July 1 – June 30).		
a. Fail to maintain a reserve of at least 20 percent		
b. Fail to maintain the capital improvement fund at \$250,000		

CEO’s Interpretation: Cash reserves are necessary to protect the college in the event revenue payments are delayed. When presenting the working budget to the Board, the President provides documentation verifying a cash reserve of at least 20% in the General Fund and a minimum of \$250,000 in the Capital Outlay Fund.

Data directly addressing CEO’s interpretation: The Board receives monthly revenue and expense reports which verify expenses have not exceeded the working budget. During the year, if revenues fall short of projections, necessary adjustments are made to expenses. The presentation of the annual audit, conducted by an outside auditor, includes verification of cash reserves.

General Fund: The Board approved a 2018-19 working budget of \$18,647,841. Estimated expenses are \$18,353,888. Estimated cash reserves as of 6-30-19 were \$3,670,499 or 20%.

Capital Outlay Fund: The Board approved a working budget of \$1,000,000 for 2018-19. Revenues were \$554,020. Expenses were \$371,567. The cash balance in the Capital Outlay Fund as of 6-30-19 was \$1,067,915.

EXECUTIVE LIMITATIONS	#2	ANNUAL
Financial Condition		Page 12
The President shall not use cash reserves.		

CEO’s Interpretation: The cash reserve for the General Fund shall be no less than 20% of the General Fund expenditures and \$250,000 for the Capital Outlay Fund as identified by the Trustees in the Policy Governance document. The President must receive approval from the Board before cash reserves are used for one-time purchases or when cash reserves are used to offset expenses in the working budget.

Data directly addressing CEO’s interpretation: The cash reserves in the General Fund on 6-30-19 are estimated to be \$3,670,499 which represents 20% of annual operating expenses.

The cash reserves in the Capital Outlay Fund on 6-30-19 are estimated to be \$1,067,915.

The President shall not fail to develop additional revenue sources for capital improvement projects.

CEO's Interpretation: The President must seek out other sources of revenue for capital improvement and special projects. This includes looking for benefactors, partnerships and grant opportunities.

Data directly addressing CEO's interpretation:

1. GCCC has developed partnerships with Garden City USD, Holcomb USD and Scott City USD for a para education completion program in collaborations with Wichita State University and the Kansas Department of Commerce. The partnership with Garden City USD, GCCC, WSU and the Department of Commerce provides funding for up to \$3,000 per student to be used for college coursework to offset student cost of attendance. This collaboration allows for students to earn up to 28 hours of GCCC college credit at no cost to the student, while also meeting a local workforce demand of trained K-12 educators.
2. Partnered with a local industry partner to have over \$250,000 in brand new equipment donated to GCCC for the implementation and start-up of industrial maintenance training.

JULY 2019 MONITORING REPORT

EXECUTIVE LIMITATIONS		Bi-Annual
General Executive Constraints	#6	Page 9
There shall be no conflict of interest in awarding purchases or other contracts.		

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

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

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

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

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

EXECUTIVE LIMITATIONS		Bi-Annual
General Executive Constraints	#7	Page 9
The President shall not allow for purchases between \$10,000 and \$50,000 without first giving consideration to local (Finney County) businesses, with a maximum ten percent premium.		

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

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

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

❖ 29 purchases required bid sheets.

- 12 purchases were considered sole source vendors with no local available
- 13 purchases were from local vendors

Incidental Information July 2019

Marc Malone, Vice President for Instruction:

Student Success

Buster Study Tables: The 2018-2019 year was the first year of a new campus service: “Buster Study Tables.” It is available to all students at GCCC and is designed to maximize the level of academic responsibility and independence of students while providing focused study time. All students are invited to attend, and specific focus is on students who are on academic probation who are required to attend a minimum of three hours a week. The service is hosted in the library building.

	Total Study Hours	Sign-ins	Unique Students
Fall 2018	183.5*	159	67
Spring 2019	1002.25	749	81

*The service launched in October 2018.

Project Success: The mission of Project Success is to support students whose academic future is in jeopardy. This program will guide students on their academic journey by providing a bridge to campus services such as tutoring, counseling, study groups, financial aid, and other campus programs. In addition, students are assigned an academic coach that will work with them one-on-one to assist in developing and refining academic goals and implementing strategies to help students overcome the challenges they face.

Students complete modules in canvas that contain content on topics like time management, note-taking, and other study skills. They are required to complete a minimum of 3 hours per week of study table and meet with their academic coach once a week.

Fall 2018 was the first semester for Project Success and 82% of the student enrolled complete the course. 89% of these students improved their GPA from the previous semester and 70% are no longer on probation. There were 32 total students enrolled. Nine didn't participate. These numbers were a significant improvement from our previous semester of using the Academic Recovery course.

In Spring 2019, There were 71 total students enrolled. Twenty eight students didn't participate. 65% of the students who participated completed the course and 73% of those improved their GPA from previous semesters. 70% are no longer on probation. These numbers were a significant improvement from our previous semester of using the Academic Recovery course.

While these improvements are good, we still have a lot of work to do and I am nowhere near satisfied with the data. I will continue to work on strategies that will help these students progress towards graduation and ultimately graduate.

Marching Band



Casey Hands, Director of Bands, will be awarded the 2019 Outstanding Young Bandmaster award by the Kansas Bandmasters Association. The award will be given at the 46th annual KBA convention this month in Wichita.

The band also hosted a week-long drumline workshop for 11 participants from area and local high schools. Students gave a public performance during the noon hour at the Finney County Library on June 21.

Cosmetology



On Wednesday, June 26, Good Day Kansas filmed a short spot on the Cosmetology program, interviewing Chuck Pfeifer and instructors Guillermina Hinde and Mia Horn. Students John Dohogne and Priscila Sanchez helped set up for the shoot and served up some background action and b-roll. The spot will air in about a month. KSN was back on the 10th to film a Cosmetology commercial, which will feature graduates of the Cosmetology program who now own and/or work at local salons. The commercial will air between July 15th and August 15th.

This summer cosmetology is getting a light renovation with new ceiling tiles, lighting, and paint. As of June 26th, there are 19 students enrolled for Fall.

John Deere Move



The move from JCVT to the Annex continues. In the last week of June contractors arrived to tear out concrete pads on the Annex floor to make room for tractor parking. Removal was successful. Concrete was poured on 7/1/19

JDAT faculty are working in collaboration with maintenance and facilities staff to get the “old” shop cleaned up and cleared out. Moving of equipment will start the week of July 8th.

Nursing Face Lift

The Nursing facilities are also getting a refresh this summer with new paint, ceiling tiles, lighting, and flooring.

Automotive Technology

The Automotive Technology program is headed for innovation and expansion in the next year. Based on identified need, the college is considering hiring a second full-time instructor to expand the potential output of the program, which was at capacity last year. The curriculum is also evolving with the changing times—students will now have tablets as a part of their course kits, enabling them to interact with various real-world and industry-standard apps.

Garden City Career Connection Academy

GED Fast Track: Thirteen students started the session, and 11 continued to attend regularly and have some successes. One student took an entire month off of work to focus on his GED coursework and completed all four tests by June 24th. Seven additional students have signed up and/or taken tests. Four of these students have already passed at least one test. One additional student from the High School Equivalency Program (HEP) passed her Math GED test after scheduling additional tutoring

A group of high intermediate and advanced English language acquisition (ELA) students chose to attend a summer ELA class in order to speed their learning so they may advance into the Adult Basic Education (ABE) and begin working on earning their high school equivalency diploma.

Al Miller has been volunteering a portion of his morning speaking with ELA students. We appreciate his help! He has told me that he has learned from the students and really enjoys his time with them. We wish we had more volunteers.

The administrative group of the Career Connection Academy have started their meetings with Tyson in preparation of ELA and ABE classes on Tyson grounds. Classes will be held in between the day and evening shifts. This has been a project that Tyson and the Career Connection Academy have been talking about for about a year now. Everyone is excited to see it actually happening.

J.C. Penny’s has just agreed to partner with the Career Connection Academy. The Career Connection Academy will be working with Penny’s employees on work ethics (Bring Your A Game). This is slated to begin classes in August.

GCCCA Instructors will be starting their professional development training shortly after the fourth of July holiday.

Fire Science

The college has signed Memorandums of Understanding for its Fire Science Program with Colby Community College and with Seward Community College. The agreements allow us to teach classes at locations within their service areas, and we will be working on online course offerings for these schools.

Greg McVey, Director of Athletics:

1. Currently searching for the following positions; Head Track and Field/Cross Country Coach, Assistant Football Coach, Assistant Women's Basketball Coach.
2. Held Press Conference for new Head Women's Basketball Coach on Tuesday, June 25 in the Hall of Fame Room.
3. BroncBuster Athletic Association held their annual meeting on Monday, July 1 and a Board of Directors Meeting on Monday July, 8. At the Board Meeting, new officers were elected. Doyle McGraw will serve as President, Maxine Atkinson will serve as Vice President, and Manuel Ortiz will be the Secretary/Treasurer. The Board of Directors also approved the marketing materials that will outline the membership levels of the club and will begin the process of building the membership.
4. Director of Athletics, Vice President of Student Services/Assistant Athletic Director, and the Executive Director of Student Services attended the NJCAA Summer Eligibility Seminar in Charlotte, NC on June 19.
5. Director of Athletics was recently name to the National Alliance for Two-Year College Athletic Administrators (NATYCAA) Executive Board for a three-year term beginning in 2019.

Colin Lamb, Vice President for Student Services:

Student Support Services

Student Support Services has reached the 200 "funded number to serve" for the September 1, 2018 to August 31, 2019 grant year. We are exiting graduates, recruiting for the new school year, entering contacts into our database, ordering supplies, and planning for the new academic year. We will be attending a conference in Kansas City from Thursday, August 1, to Saturday, August 3.

Admissions

Admissions received 99 applications in the month of June. We had 13 campus visits, up from 3 in June 2018. We have started working on the viewbook redesign and met with Tyra, Phil and Chuck to discuss ideas for promoting dual credit, TAP and CTE enrollment. We held the first of two Phone-a-thons on Wednesday, July 10. Thirty-four faculty and staff members attended and called 700 students in 2 hours. We will hold the second Phone-a-thon on Wednesday, July 17 from 6:00 p.m. to 8:00 p.m. All are welcome! Liandro's last day is Tuesday, July 23. His position has been posted. Our last Enrollment Day is Thursday, July 25. Currently we have 25 students registered and 8 have already enrolled. Registration for Enrollment Day closes on Friday, July 19.

Residential Life

Housing numbers as of July 11, 391 students have applied for housing and 325 have completed their room reservation. We also checked in 103 football students on Saturday, July 6 through Monday, July 8.

Karla Armstrong, Vice President for Administrative Services/CFO:

Operations

- Work has been completed on Phase 2-South Tunnel Cap.
 - Tatro will bring insulation contractor in to finish hydronic pipe project.
- Lee Construction has finished work on concrete pad removal for Annex
- Lee Construction has begun work on Phase 3 tunnel cap removal on the south end of DPAC
- Coordinating with Central Consolidation and Lee Construction for Phase 3 of Hydronic Pipe replacement.
- Coordinating summer roofing projects with DV Douglass. DV Douglass has finished work on JCVT and Fine Arts gravel work. Will begin JCVT Metal roof on 7/15
- City Contractor completed chip sealing of all campus roads. Will come back and sweep roads before the start of school.
- Continuous meetings with Ellucian to discuss Colleague Managed Cloud services and help with getting the portal up and running.
- Discussing options with Allegiant to determine phases of IP phone installation for summer 2019.
- Have begun removing campus quad lighting to prepare of installation of new light poles.

Maintenance

- Summer remodels have begun. Remodel of VP of Student Services office is completed.
- Nursing offices remodel and Cosmo lobby area and main classroom are currently being remodeled.
- Dorm repairs are in full swing. This process takes the entire summer for maintenance to complete repairs in each and every dorm room and commons area.
- PENKA ceiling tile and grid demo is finished and Cosmo ceiling grid is being replaced as well as installing new ceiling tiles.
- Leak repair from area rainstorms.
- Maintenance continues to work on daily operations work orders. Plumbing, lock repair, electrical, door repair, Garbage disposals, HVAC, etc. Continuing to stay on top of the work orders for now.

Information Technology

- Lance Miller, Network Administrator, has been working diligently in providing easier access for GCCC guests to use the campus Wi-Fi. Lance has added a second option onto our wireless guest registration page that will allow anyone to register their device on the network using a cell phone number. The use of the cell phone number for registration will provide us with the ability to limit the number of devices that can be registered per phone number to 5 as to not allow an unlimited number of new devices on the network. It will also allow us to have some sort of ability to track network usage in cases of malicious intent.
- IT has received 47 out of the 50 projectors that were purchased for classroom upgrades. We currently have approximately 15 projectors installed. We are aiming to finish the projector refresh by the start of classes on August 19th.
- IT has also received the 150 Mitel IP Phones that were purchased. The telephone system upgrade project is expected to kick off around July 9th and a tentative finish date is August 15th.

Grounds

- Mowing, weed-eat, edging
- East Garden Village and Rodeo Grounds work being done.
- Irrigation, replaced sprinkler heads and repair valves.
- Spray for weeds.
- Pulled weeds in flower beds.
- Trim trees Main campus.
- Trim bushes at suits and sprayed for weeds.
- Preparing east campus maintenance building for upcoming football season.
- Preparing to paint John Deere maintenance shop.

Custodial

- Monthly board meetings.
- Custodial summer deep cleaning on campus buildings.
- Broncbuster housing cleaning completed.
- Carpet extracting in buildings.
- Classroom labs scrubbed, waxed, hallways (in process)
- July project cafeteria floor scrubbed, waxed
- Continue to work on helpdesk issues
- Cleaning remodels after maintenance finishes

Transportation

- MCI Coach Buses #1 & #8 will be receiving annual service during June & July at the MCI service center Dallas.
- The 2019 Ford Transit van is still being built and should be delivered this month.

Report: June Fleet Utilization - Utilization Summary Report

Selected Groups:	All Groups		
Selected Attributes:	Matches Any: All Attributes		
Report Run Date/Time:	7/2/19 9:21 AM CDT	Number of Vehicles Included in Report:	21
Report Time Period:	6/1/19 12:00 AM - 7/1/19 12:00 AM	Include Vehicles with No Utilization:	Yes
Fleet Utilization Filter:	N/A		
Utilization Parameters:	report. label. Null		

Unit	Year Make Model	Distance Traveled (mi)	Ending miles	Trips
#50	2012 FORD FUSION	3,414.8	259,482	113
#51	2012 FORD FUSION	3,340.6	243,871	76
#52	2012 FORD FUSION	3,907.4	234,155	122

#55	2017 CHEVROLET IMPALA	1,238.3	39,236	33
#60	2011 DODGE GRAND CARAVAN	292.8	199,341	8
#61	2011 DODGE GRAND CARAVAN	221.3	117,577	13
#62	2016 DODGE GRAND CARAVAN	3,323.8	84,403	115
#63	2016 DODGE GRAND CARAVAN	1,998.0	81,235	78
#74	2005 CHEVROLET EXPRESS	0.1	168,576	1
#75	2005 CHEVROLET EXPRESS	0.0	186,807	2
#76	2004 GMC SAVANA	0.0	186,526	1
#77	2013 FORD E-SERIES WAGON	365.2	114,066	12
#85	2009 DODGE GRAND CARAVAN	431.9	267,696	12
#87	2009 DODGE GRAND CARAVAN	49.7	284,317	31
#88	2009 DODGE GRAND CARAVAN	0.1	202,448	2
#89	2010 DODGE CARAVAN	1,590.3	239,159	70
BUS#1	2012 MCI J 4500	505.6	334,364	10
BUS#2	1998 INTERNATIONAL MINI BUS	0.0	526,869	0
BUS#4	1998 MCI 102E SERIES	7.0	548,846	2
BUS#5	2013 FORD F550 BUS CONV.	0.0	128,600	0
BUS#8	2011 MCI J4500	14.9	378,632	3

Print Shop and Creative Services

- Completed **145 total print and design requests** including:
 - Volleyball Camp flyers
 - Student Support Services info cards
 - Admissions postcards for bulk mail
 - New employee business cards
 - Banner for GC Wind game to showcase the meats team
 - Policies and Procedures Manuals for President's Office
 - President's Passes
 - Diplomas & Certificates for Registrar's office
 - Football Players Manuals
 - Football Defensive Players Notebooks
 - ROTC Brochures and Quick Information Cards
 - Rodeo Brochures
 - FAFSA ID Cards
 - Food Science Flyers

Public Relations

- Conducted interviews and hired new Coordinator of Public Relations and Marketing to start 7/18
- Hosted a full Centennial Committee Meeting
- Started a Centennial Celebration Weebly Website
- Planned parameters for Centennial Parade
- Worked with Centennial Committee to identify local businesses and create a distribution list for centennial announcement distribution
- Completed "Your Money Makes Sense at GCCC" Economic Impact Mini Awareness Campaign on social media and in Telegram
- Promoted the GCCCC Night at the Garden City Wind game on July 13—offered 50 free employee tickets and 25 free alumni tickets
 - Oliver Cast will perform for 90 seconds
 - AD Greg McVey will throw out the first pitch
 - GCCC student, Rheann Rodenbur will sing the national anthem
- Promoted the following 6 events with radio ads, social posts, and press releases and/or campus wide emails
 - Oliver! Musical Ticket Sales--Co-Production with GC Recreation Commission
 - New Buster on Campus Biography and photos
 - Director of Bands, Casey Hands Outstanding Young Bandmaster Award
- Attended and took photos of the following events, adding social media albums and distributing photos where necessary:
 - GCCC Drumline Camp
 - MOU Signing for Para Educator's Pathway with WSU
 - John Deere Ag Technology Signing in Hays, KS
 - Vets for Veterans 4th of July Parade
 - Women's Basketball Coach, Omega Tandy, Press Conference

Marketing

- Signed digital marketing contract for July through August (to feature Fire Science, Cosmetology, and Online)
- Began planning for Kansas Pregame Magazine article and ads with the help of Creative Services and the Sports Information Director
- Coordinated for KSN's "Good Day Kansas" to film at Cosmetology—episode will air on July 19 at 12:30pm
- Coordinated for KSN to shoot Cosmetology commercial on July 10—will shoot at N Style Salon—owned by alumna of the program
- Developed digital banner ads for KSN "Run of Site" promotion during the Summer Roadshow—GCCC will also attend live taping of the news in Garden City on July 25/26.
- Promoted the Mobile lab with digital advertising
- Promoted Auto Technology program with social media posts

Business office

- Wrapping up FY19
- Working with grant directors on FY20 budgets and finishing FY19
- Loaded temporary budget into Datatel to continue business until FY20 budget is approved
- Preparing for FY19 audit
- Met with new employees on travel and purchasing policies
- Trained new employees on purchase card procedures
- Bid out investment funds

Human Resources

New Employees:

Amy McVey- Executive Assistant to the President
Brittany VanRoyen- Assistant Volleyball Coach
Nate Smith- Assistant Athletic Trainer
Omega Tandy- Head Women's Basketball Coach
Mike Pilosof- Sports Information Director
Silas Mills- Assistant Men's Basketball Coach
James Peyton- Assistant Football Coach
David Jantz-Head Athletic Trainer

Internal Transfers:

Adriana Figueroa- Colleague Applications Coordinator
Shajia Ahmad Donecker- PR and Marketing Coordinator
Enrique Gone- Custodian

Positions Filled:

Developmental Math- Amy Kocher start date August 12, 2019
Wanda Rivera- Chemistry instructor start date August 12, 2019

Open Positions:**Currently, there are eleven on-campus position postings:**

Director of Instructional Design and Canvas Administrator
Technical Admissions Representative
Web/Systems Administrator
Assistant Women's Basketball Coach
Strength and Conditioning Coach
English Adjunct- Candidate selected, but wanting to see if there are other candidates interested
Math Adjunct Instructor
Industrial Maintenance Instructor- Interviews in process
Spirit Squad Coach (part-time)
English Instructor
Head Cross Country/ Track Coach

Online Positions:

Early Childhood Education Online Adjunct Instructor
English Online Adjunct Instructor
Math Online Adjunct Instructor
Music Online Adjunct
Speech
Med Term
Business
Chemistry

Projects for the Human Resources Department include:

- Working with the team on interviewing and selecting candidates for positions
- Continuing with procedural review
- Working on the development of employee and faculty handbooks
- Working on obtaining bids for HRIS platforms
- Department Assessment Review Process

Payroll Department

During the month of June:

- Processed payroll for 355 employees.
- Paid out all faculty contracts to be paid on July 25.
- Collected and sent data to KPERS for 2016-2018 Audit. Researched questions for 2018 KPERS deductions.
- Ran Student and Part Time Payroll for hours worked from June 1-15 to pay on July 10.
- Worked on pay for all summer and online classes that started in June to pay in July and August.

Bookstore

The bookstore is gearing up with new soft goods starting to come in. New t-shirts, Sherpa vests and jackets, hoodies, new Juco products and new gift ideas. We are excited about the new trailer we have coming. We will be the trailer to sell merchandise at the football games this fall. We can't wait to show it off!! The website has been updated and has new merchandise available for purchase on it.

The few books that we need to have in stock are on the way. We have supply shelves loaded, with any supply's students might need including backpacks.

We've been busy getting the summer football players their student ID's and answering any questions that they have.