

July 21, 2020

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 21, 2020**. The meeting will be held by Zoom. Please Join from a PC, Mac, iPad, iPhone, or Android device:

Please click this URL to join. <https://zoom.us/j/96262344667>

Or join by phone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 Webinar ID: 962 6234 4667

For **PUBLIC COMMENTS** please contact Amy McVey, amy.mcvey@gcccks.edu by 5:00 pm CST Tuesday, July 21, 2020.

6:00 PM Regular board meeting called to order in the President’s Conference Room located in the SCSC Building.

AGENDA

- I. CALL TO ORDER:**
 - A. Comments from the Chair
 - B. Introduction of new employees

- II. OTHER ACTION..... Action**
 - A. Discussion of 2020-2021 Budget
 - B. Approval of 2020-2021 Budget..... Action

- III. CONSENT AGENDA Action**
 - A. Approval of minutes of previous meetings (June 9, 2020 and June 25, 2020)
 - B. Approval of personnel actions-Human Resources
 - B-1 Human Resources Report
 - B-2 Adjunct/Outreach Contracts
 - C. Financial information
 - C-1 Monthly Summary Published Funds Operating Revenues and Expenses
 - C-2 Checks processed in excess of \$50,000
 - C-3 Revenues
 - C-4 Expenses
 - C-5 Cash in Bank
 - D. Purchases over \$50,000
 - D-1 Approval of Property Insurance
 - D-2 Approval of Workman’s Compensation
 - D-3 Approval of Athletic Insurance

IV. CONFIRMATION OF MONITORING REPORTS:

- A. Monitoring Reports and ENDS **Consensus Approval**
 - A-1 Monitoring Report -Annual - Academic Advancement
 - A-2 Monitoring Report – Annual, Mission
 - A-3 Annual, Budgeting/Financial Planning/Forecasting #1, #2
 - A-4 Annual, Financial Condition #1, #2, #3
 - A-5 Bi-Annual, Executive Limitation #7
- B. Review Monitoring Report
 - B-1 Annual Executive Limitations, Asset Protection #5
 - B-2 Annual Executive Limitations, Compensation and Benefits
- C. C-1 Policy Governance Review: Treat of People #5 & Board Job Description #1-E

V. OTHER

- A. Open comments from the public
 1. Public Comment: 30 minutes total, 5 minutes per individual. Comments should be relevant to matters over which the Board has authority. Speakers should respect the rights of all persons, and they should not engage in personal attacks or disruptive behavior. This time is not intended to be a question and answer time. The Board cannot take any binding action on matters not on the agenda. The Board has a right to conduct an orderly and efficient public meeting.
 2. Comments directed to the Board should pertain to Ends; Mission, Essential Skills, Work Preparedness, Academic Advancement, Personal Enrichment, and Workforce Development.
- B. President’s Report
- C. Incidental Information
- D. Report from FCEDC
- E. Report from KACCT
- F. Report from SGA
- G. Report from Faculty Senate

VI. OWNERSHIP LINKAGE

Upcoming Calendar Dates:

August 10	Faculty Returns
August 10	All Employee In-service
August 11	Board of Trustee Meeting, 6:00 p.m. Beth Tedrow Student Center, Endowment Room
August 14	New Student Orientation
August 17	Classes Begin

VII. EXECUTIVE SESSION

VIII. ADJOURNMENT

Dr. Ryan 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

Topic: Board Action Regarding Publication of the 2020-21 Budget

Presenter: Dr. Ryan Ruda

Background Information:

The FY21 Operational Budget has been provided for the Board to consider. The budget represents a General Fund revenue decrease of approximately \$1,092,410– assuming a 20% decrease in Tuition and Fees and a 10% State allotment. The General Fund expenses have been budgeted with a \$875,000 decrease– comprised of a hiring freeze of 10 positions, operational cuts of \$328,000 and an insurance premium increase of \$214,000. These changes have created an Operational Budget funding gap of \$933,000. At the end of FY20, our estimated unencumbered cash totaled \$3,896,092 which is 21.6% of our operating year-end expenditures.

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

1. **Funding the gap with an increase in the mill levy.** This would increase the mill levy by 1.873 – generating approximately \$933,000. Increasing the Carryover to 21.6%
2. **Funding the gap with excess reserves and increasing the mill levy.** This would close the funding gap to \$644,475, using excess reserves of \$288.525 and raising the mill levy by approximately 1.294. Reserves would be maintained at 20%.
3. **Increase the mill levy by 1.50.** This would increase the amount to be levied by \$747,826. The funding gap would be closed using \$185,174 of our excess carry-over and increase our reserves to 20.6%.

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

Recommended Board Action:

Authorize administration to publish the 2020-21 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 9, 2020**

Trustees Present: Leonard Hitz, Dr. Blake Wasinger, Dr. Marilyn Douglass, Beth Tedrow, Shanda Smith, David Rupp

Others Present: Dr. Ryan Ruda, President
Amy McVey, Deputy Clerk
Karla Armstrong, Vice President for Administrative Services/CFO
Marc Malone, Vice President for Instructional Services
Colin Lamb, Vice President of Student Services
Shajia Donecker, PR & Marketing Coordinator
Nicole Dick, Math Instructor, Faculty Senate
Greg McVey, Director of Athletics
Aaron Kucharik, Community Member
Jean Lamfers, Community Member
Lachele Greathouse, Business & Technology Instructor
Leslie Wentzel, Director of Advising
Nancy Unruh, Registrar
Toni Douglass, Community Member
Meghan Flynn, Community Member

CALL TO ORDER:

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

COMMENTS FROM THE CHAIR:

Trustee Wasinger congratulated our PR/Marketing department on the Bronze Telly award along with Cox media and our GCCC athletes that received a GPA of 3.00 or above. Chair Wasinger also reminded everyone that the BOT will have their budget retreat on June 25 at 6:00 p.m. and the July BOT meeting will be on July 21 at 6:00 p.m.

INTRODUCTION OF NEW EMPLOYEES:

New employees will be acknowledged at a later date.

CONSENT AGENDA:

Chair Wasinger asked if Trustees wished to remove any items from the consent agenda.

Trustee Hitz requested II E and Trustee Smith requested II F to be removed for discussion.

Chair Wasinger then asked for a motion approving consent agenda items II A, II B-1, B-2, II C-1, C-2, C-3, C-4 and II D. Holding II E and II F for separate discussion.

Motion:

Tedrow moved, seconded by Douglass to approve consent agenda items II A, II B-1, B-2, II C-1, C-2, C-3, C-4 and II D. Holding II E and II F for separate discussion.

Ayes: Wasinger, Douglass, Smith, Tedrow, Rupp, Hitz

Nays: None

Motion carried: 6-0

Approved actions follow:

(A) Approval of minutes of previous meetings (May 12, 2020)

(Supporting documents filed with official minutes.)

(B) Approval of personnel actions-Human Resources

B-1 Human Resources Report

B-2 Adjunct/Outreach Contracts

(Supporting documents filed with official minutes.)

(C) Financial Information

C-1 Checks processed in excess of \$50,000

C-2 Revenues

C-3 Expenses

C-4 Cash in Bank

(Supporting documents filed with official minutes.)

(D) Super Circuit Updates

(Supporting documents filed with official minutes.)

II E, Training Room

Trustee Hitz wished to discuss bids on page 31, these are Super Circuit bids not training room.

Amend motion to remove consent agenda item II-D, Super Circuit. Trustees Tedrow and Douglass agreed to remove item II-D.

Trustee Hitz asked about the difference in bids and why the higher bid, Advanced Exercise was selected because they met and exceeded specifications requested. They also offer a 3-year warranty which includes 12 visits in those 3 years Mid-States Fitness Equipment did not offer these benefits.

II F, Ellucian Recruit

Trustee Smith inquired as to how Ellucian benefits the students. Ellucian will streamline the admissions application process and eliminate the manual entry of applications. Ellucian is also a communication tool through email, text, and social media. Students will be able to track their admissions process from application to financial aid.

Motion:

Douglass moved, seconded by Rupp to approve consent agenda items II D, Super Circuit Updates, II E, Training Room, and II F, Ellucian Recruit.

Ayes: Wasinger, Hitz, Douglass, Smith, Tedrow, Rupp

Nays: None

Motion carried: 6-0

(Supporting documents filed with official minutes.)

MONITORING REPORTS and ENDS REPORT:

The trustees discussed Asset Protection #5 and Compensation & Benefits. Reports were approved as presented.

REVIEW MONITORING REPORT:

Trustees discussed Treatment of People #1, #2, #3, and #4. Trustee Douglass expressed that GCCC has done a great job of adhering to the Treatment of People. For transparency she would like to have an avenue for the community to express their concerns. Trustee Douglass will meet with the President's office to develop language for this monitoring report.

PUBLIC COMMENTS:

Ms. Jean Lammers thanked the board for their transparency and appreciates the conversations about the community. Ms. Lamfers also inquired about how the board advises salary increases.

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.

Summer 2020 Enrollment

- Our summer enrollment is looking strong.
- As of this morning, our enrollment numbers in credit hours, are up about 5% over this same point last year.
- We credit our positive results to our reduced tuition rate this summer, ongoing marketing efforts, and dedicated faculty and staff.

Update on CARES Act/Emergency Grants

- A total of \$587,710 in CARES Act funds have been distributed to 724 eligible students.
- A total of \$32,183 in institutional funds for emergency grants has been distributed to 40 applicants who were not eligible for the CARES Act but demonstrated need.
- Institutional funds have been exhausted for non-CARES Act students.
- CARES Act funds are still available to spring or summer students who demonstrate expenses related to COVID-19. These students must complete the emergency aid application on our website to be considered.

Laptop Loan Initiative

- Using CARES Act/HEERF-Minority Serving Institution Act funds (\$75,000) to provide up to 150 laptops for students.
- The program allows us to help students with computer needs while simultaneously driving enrollment for this summer and fall.
- Since we began advertising this program in late May, we have had about 50 applications from students.
- The laptops, valued at \$500 each, will be available in early July.

Finney County Student Scholarships

- To support Finney County students, we have reallocated about \$30,000 in institutional funds to increase scholarships available to Finney County students.
- Marketing efforts are currently underway to reach these students and advertise these scholarship opportunities.

KBOR Grant for Nursing

- Our nursing program has received \$32,022 from the Kansas Nursing Grant Initiative to purchase two high-tech medication dose delivery systems.
- The systems will be integrated into the Erdene Corley Simulation Lab for use by nursing students at all levels – medication aides to RNs.
- The high-tech system will replace outdated medication carts and allows students to train on equipment they will use when they enter the workforce.

Return to Work Taskforce /Campus Re-Opening Updates

- A taskforce with employees from across campus has been meeting regularly to assess needs and safety and health protocols that must be put into place before campus re-opens to the public.
- Plexiglass protection screens have already been placed in high-traffic areas where employees regularly interact with the public; in addition, signage for entrances, bathrooms and other high-traffic areas are being developed to educate and inform about best safety and health practices.
- A comprehensive plan, once approved by GCCC leadership, will be made available publicly with specific dates, protocols, and other procedures for re-opening later this summer and the return of students this fall.
- The difficult decision has been made by GCCC leadership to forego a residency component for student athletes, which typically begins in July.
- Administratively, we believe it will be best to work towards a normal August start date for all students.

“Operation Buster Pride”

- To show our appreciation to employees during this uncertain time, we purchased and placed over 200 yard-signs for employees.
- The signs showcase Buster pride and serve as a thank you to our full-time employees for their hard work and dedication through this crisis.

Athletic Student GPAs

- Six GCCC athletic teams posted a 3.0 GPA or higher for 2019-2020:
 - Men’s Golf – 3.752
 - Women’s Volleyball – 3.519
 - Women’s Softball – 3.355
 - Men’s Soccer – 3.146
 - Women’s Soccer – 3.059
 - Men’s Baseball – 3.003

Liability Insurance

- Garden City Community College is facing a significant fiscal impact due to rising costs in maintaining its liability insurance coverage.
- GCCC President Dr. Ryan Ruda told members of the Board of Trustees who that the institution’s annual premium and deductible would be increasing by approximately \$494,000 compared to last year.
- GCCC must pay an annual premium of \$325,000 and budget for deductible of \$250,000 in the fiscal year ahead (July 1, 2020 through June 30, 2021).
- This compares to a 2019-20 premium and deductible of \$30,549 and \$50,000, respectively, according to the GCCC president.

Trustees Wasinger, Hitz, and Douglass expressed concern about the negative effects that current and prior litigation have had on college finances.

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION (FCEDC):

Trustee Rupp informed the BOT that they met by Zoom and the discussion related to COVID.

REPORT FROM KACCT:

Beth Tedrow discussed items from the June 6 KACCT meeting. Dues this year will reflect last year's headcount, the Promise Act passed overwhelmingly, and a flat budget was approved.

REPORT FROM SGA:

No report from SGA this month.

REPORT FROM FACULTY SENATE:

Nicole Dick, Math Instructor /Faculty Senate, communicated that Faculty Senate's last meeting was May 18th. Faculty are currently preparing for the fall semester.

OWNERSHIP LINKAGE:

Trustee Hitz expressed he has been receiving positive feedback relating to Dr. Ruda and his leadership. Trustee Douglass mentioned that she has been asked COVID related questions and Trustee Wasinger encouraged the board to promote GCCC college enrollment for the fall.

Budget Retreat will be held on June 25, 2020.

Next Board meeting will be June 21, 2020

Meeting adjourned at 8:03 p.m. by Chair Wasinger.

Amy R McVey
Deputy Clerk

Dr. Ryan Ruda
President

Dr. Blake Wasinger
Chairman of the Board

SPECIAL MEETING BOARD OF TRUSTEES

GARDEN CITY COMMUNITY COLLEGE

Thursday, June 25, 2020

Trustees Present: Beth Tedrow, David Rupp, Dr. Blake Wasinger, Leonard Hitz, Dr. Marilyn Douglass, Shanda Smith

Others Present: Dr. Ryan Ruda, President
Amy McVey, Deputy Clerk
Karla Armstrong, Vice President
Colin Lamb, Vice President
Marc Malone, Vice President
Greg McVey, Director of Athletics
Craig Lurtz, Transportation Coordinator
Lachele Greathouse, Business & Technology Instructor
Lance Miller, Network Manager
Leslie Wenzel, Director of Advising
Shajia Donecker, PR & Marketing Coordinator
Toni Douglass, Community Member
Andrew Knoll, IT Director
Derek Ramos, Dean of Physical Planning
Gabe Winger, JDAT Instructor

The Board of Trustees met in special session at 6:00 p.m. on June 25, 2020, in the President's Conference Room.

CALL TO ORDER:

Chair Wasinger called the meeting to order at 6:00 p.m.

CONSENT AGENDA:

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

BOT asked for a brief explanation of the benefits and timeline for the network refresh. Derek Ramos and Andrew Knoll provided an overview for the project and the need for the network switch refresh to update existing technology, while increasing speed and security on campus through this project.

Motion:

Douglass moved, seconded by Rupp to approve consent agenda item II A, Network Switch Refresh Purchase and Financing.

Ayes: Wasinger, Douglass, Smith, Tedrow, Rupp, Hitz

Nays: None

Motion carried: 6-0

Meeting of Trustees
June 25, 2020

Approved actions follow:

(A) Approval of Network Switch Refresh Purchase and Financing

(Supporting documents filed with official minutes.)

ADJOURNMENT:

Meeting adjourned at 6:12 p.m.

Amy R. McVey
Deputy Clerk

Dr. Ryan Ruda
Secretary

Dr. Blake Wasinger
Chair of the Board

SPECIAL MEETING BOARD OF TRUSTEES

GARDEN CITY COMMUNITY COLLEGE

ANNUAL BUDGET RETREAT

Thursday, June 25, 2020

Trustees Present: Beth Tedrow, David Rupp, Dr. Blake Wasinger, Leonard Hitz, Dr. Marilyn Douglass, Shanda Smith

Others Present: Dr. Ryan Ruda, President
Amy McVey, Deputy Clerk
Karla Armstrong, Vice President
Colin Lamb, Vice President
Marc Malone, Vice President
Greg McVey, Director of Athletics
Craig Lurtz, Transportation Coordinator
Lachele Greathouse, Business & Technology Instructor
Lance Miller, Network Manager
Leslie Wenzel, Director of Advising
Shajia Donecker, PR & Marketing Coordinator
Toni Douglass, Community Member
Andrew Knoll, IT Director
Derek Ramos, Dean of Physical Planning
Gabe Winger, JDAT Instructor

The Board of Trustees met in special session at 6:00 p.m. on June 25, 2020, in the President's Conference Room.

CALL TO ORDER:

Chair Wasinger called the meeting to order at 6:12 p.m.

REVIEW/DISCUSSION:

Trustees were provided a short summary of the financial and enrollment data and was reviewed by the administration with the board. Administration also provided three options for the board to consider for setting FY2021 budget at the July board meeting.

No action was taken.

ADJOURNMENT:

Meeting adjourned at 7:15 p.m.

Deputy Clerk

Secretary

Chair of the Board

Agenda No: III -B

Date: July 21, 2020

**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 10, 2020

To: Board of Trustees

From: Alexis Saenz, Human Resources Assistant

New Hires:

Dawn Tucker, Dual Credit Coordinator/Administrative Assistant to the Dean of Academics, effective, July 1, 2020

Alex Huddleston, Head Strength and Conditioning Coach, effective, July 1, 2020

Brittney Redmond, 2nd Assistant Women's Basketball Coach, effective, July 1, 2020

Allison Griffin, Head Athletic Trainer, effective, July 13, 2020

Sydnee Sassaman, Director of Admissions, effective, July 13, 2020

Transfers:

Mike Harding-Recreation, Wellness and Intramural Coordinator/Assistant Men's Basketball Coach

Separations:

Susan Miller, Director of Admissions, effective, July 22, 2020

Tyra Haar, Administrative Assistant to the Dean of Academics/Outreach Coordinator, effective, August 21, 2020

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 07/14/2020)

INSTRUCTOR	CLASS	AMOUNT
Adams, Karen	Basic Nutrition HPER-115-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 5/26/2020 - 8/7/2020	\$2,400.00
Adams, Karen	Lifetime Fitness HPER-121-51 - 2.00 credit hour(s) 2.00 credit hour(s) X \$800.00 = \$1600.00 5/26/2020 - 8/7/2020	\$1,600.00
Alexander, Clinton	Animal Welfare and Handling ANSI-213-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 5/26/2020 - 8/7/2020	\$2,400.00
Dick, Nicole	Fundamentals of Statistics MATH-110-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 5/26/2020 - 8/7/2020	\$2,400.00
Dick, Nicole	Fundamentals of Statistics MATH-110-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 5/26/2020 - 8/7/2020	\$2,400.00
Grubbs, Ryan	Heating and Air Conditioning AUTO-1093-01 - 3.00 credit hour(s) 5/8 of 3.00 credit hour(s) X \$800.00 = \$1500.00 6/30/2020 - 7/30/2020	\$1,500.00
Grubbs, Ryan	Heating & Air Conditioning Lab AUTO-109L-01 - 2.00 credit hour(s) 5/8 of 2.00 credit hour(s) X \$800.00 = \$1000.00 6/30/2020 - 7/30/2020	\$1,000.00
Hutcheson, Tammy	General Psychology PSYC-101-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 5/26/2020 - 8/7/2020	\$2,400.00
Hutcheson, Tammy	Introduction to Sociology SOC1-102-40 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 5/26/2020 - 8/7/2020	\$2,400.00

GARDEN CITY COMMUNITY COLLEGE
ADJUNCT/OUTREACH FACULTY CONTRACTS
(Presented to Board of Trustees for Approval 07/14/2020)

Knutson, Michael	Art Appreciation ARTS-120-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 5/26/2020 - 8/7/2020	\$2,400.00
Kyinakwa, Daniel	College Chemistry I CHEM-109-50 - 5.00 credit hour(s) 7/8 of 5.00 credit hour(s) X \$800.00 = \$3500.00 5/26/2020 - 8/7/2020	\$3,500.00
Lamb, Winsom	Developmental Psychology EDUC-110-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 5/26/2020 - 8/7/2020	\$2,400.00
Marcy, Charles	Principles of Economics: Micro ECON-112-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 5/26/2020 - 8/7/2020	\$2,400.00
McCallum, Brian	Projects ARTS-201-50 - 3.00 credit hour(s) 1/6 of 3.00 credit hour(s) X \$800.00 = \$400.00 5/26/2020 - 8/7/2020	\$400.00
Salazar, Perla	College Algebra MATH-108-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00 5/26/2020 - 8/7/2020	\$2,400.00

GARDEN CITY COMMUNITY COLLEGE
ADJUNCT/OUTREACH FACULTY CONTRACTS
(Presented to Board of Trustees for Approval 07/14/2020)

Schafer, John	Principles of Biology BIOL-105-50 - 5.00 credit hour(s) 5.00 credit hour(s) X \$800.00 = \$4000.00 5/26/2020 - 8/7/2020	\$4,000.00
Simon, Roman	Paramedic III EMIC-240-01 - 14.00 credit hour(s) 4/8 of 14.00 credit hour(s) X \$800.00 = \$5600.00 5/26/2020 - 8/7/2020	\$5,600.00
Venjohn, Cindy	Agriculture in Our Society AGRI-100-50 - 1.00 credit hour(s) 1.00 credit hour(s) X \$800.00 = \$800.00 5/26/2020 - 8/7/2020	\$800.00
Venjohn, Cindy	Agriculture Internship (Sum) AGRI-121-01 - 4.00 credit hour(s) 5/8 of 4.00 credit hour(s) X \$800.00 = \$2000.00 5/26/2020 - 8/7/2020	\$2,000.00
Wenzel, Leslie	College Algebra MATH-108-56 - 3.00 credit hour(s) 3.00 credit hour(s) X \$560.00 = \$1680.00 5/26/2020 - 8/7/2020	\$1,680.00
Wenzel, Leslie	College Math *** MATH-005-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$560.00 = \$1680.00 5/26/2020 - 8/7/2020	\$1,680.00
Wenzel, Leslie	College Success PCDE-101-44 - 1.00 credit hour(s) 1.00 credit hour(s) X \$560.00 = \$560.00 5/26/2020 - 8/7/2020	\$560.00

Total: \$48,320.00

Agenda No: III-C

Date: July 21, 2020

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

6/30/2020 - 100% of Year

Published Funds Operating Revenues and Expenses

	Budget FY20			Difference from prior year	FY19		
	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 *	\$ 15,538,563	\$ 11,813,725	76.03%	-4.85%	\$ 15,962,157	\$ 12,909,629	80.88%
Fund 12 - PTE	\$ 2,908,180	\$ 6,295,080	216.46%	1.58%	\$ 2,685,684	\$ 5,771,121	214.88%
Fund 16 - Auxillary	\$ 3,824,396	\$ 2,799,387	73.20%	-3.32%	\$ 3,602,424	\$ 2,756,639	76.52%
Fund 61 - Capital Outlay **	\$ 1,087,799	\$ 832,533	76.53%	-27.72%	\$ 531,401	\$ 554,020	104.26%
TOTAL	\$ 23,358,938	\$ 21,740,725	93.07%	-3.46%	\$ 22,781,666	\$ 21,991,409	96.53%
Expenses							
Fund 11 - General Fund	\$ 15,538,563	\$ 11,742,758	75.57%	-3.10%	\$ 15,962,157	\$ 12,558,228	78.68%
Fund 12 - PTE	\$ 2,908,180	\$ 6,295,080	216.46%	1.58%	\$ 2,685,684	\$ 5,771,121	214.88%
Fund 16 - Auxillary	\$ 3,824,396	\$ 2,996,902	78.36%	-8.96%	\$ 3,602,424	\$ 3,145,874	87.33%
Fund 61 - Capital Outlay	\$ 1,087,799	\$ 921,721	84.73%	47.58%	\$ 1,000,000	\$ 371,567	37.16%
TOTAL	\$ 23,358,938	\$ 21,956,461	94.00%	0.03%	\$ 23,250,265	\$ 21,846,790	93.96%

kja
7.15.2020

CHECKS PROCESSED IN EXCESS OF \$50,000

June 2020

Purchases over \$50,000 requiring Board Approval

- Check #275505 for \$89,467 & Check #275765 for \$51,684 to Dick Construction for Athletic Training Renovation & remodel project approved by the Board of Trustees on February 11, 2020. \$300,000 of this project is funded by Endowment grant.

Payments over \$50,000 not requiring bid sheets

- Check #275541 to City of Garden City for \$50,372.16 for utilities
- Check #275747 Blue Cross-Blue Shield of Kansas for \$104,186.96 for July 2020 health insurance premiums for employees.

REVENUES

07/15/20

Garden City Community College
 Annual Budget Report Ending 06/30/20
 Options - All Statuses

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Fiscal Year: 2020

BUDGET.OFFICER: Unassigned

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
11-00-0000-00000-4001 TUITION IN STATE :	0.00	1,586.00-	1,497,571.26-	1,672,568.00-	174,996.74-	10.46
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	0.00	277,120.00-	231,952.00-	45,168.00	19.46-
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	230.00-	91,089.00-	94,136.00-	3,047.00-	3.24
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	4,844.02-	647,636.47-	542,351.00-	105,285.47	19.40-
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	131,547.37	114,505.48	100,000.00	14,505.48-	14.50-
11-00-0000-00000-4013 TUITION INTERNATIO	0.00	0.00	120,344.00-	115,615.00-	4,729.00	4.08-
11-00-0000-00000-4014 TUITION BORDER STA	0.00	1,800.00	201,300.00-	177,056.00-	24,244.00	13.68-
11-00-0000-00000-4015 ONLINE COURSE FEE	0.00	11,376.00-	386,724.00-	273,804.00-	112,920.00	41.23-
11-00-0000-00000-4016 NO SHOW FEE : GENE	0.00	400.00-	9,550.00-	10,000.00-	450.00-	4.50
11-00-0000-00000-4017 ONLINE TUITION : G	0.00	80,166.56	80,166.56	0.00	80,166.56-	0.00
11-00-0000-00000-4018 RESOURCE CHARGE :	0.00	0.00	2,496.00-	0.00	2,496.00	0.00
11-00-0000-00000-4020 INTERNATIONAL FEE	0.00	1,650.00-	4,653.31-	2,274.00-	2,379.31	104.62-
11-00-0000-00000-4021 TUITION ONLINE : G	0.00	19,337.00-	774,761.00-	513,147.00-	261,614.00	50.97-
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	2,400.00-	25,915.00-	30,000.00-	4,085.00-	13.62
11-00-0000-00000-4512 VENDING MACHINES :	0.00	258.14-	3,193.34-	5,000.00-	1,806.66-	36.13
11-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	1,753,383.00-	1,753,383.00-	0.00	0.00
11-00-0000-00000-4803 AD VALOREM PROPERT	0.00	3,382,312.39-	9,484,475.75-	10,173,241.00-	688,765.25-	6.77
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	121,152.96-	823,233.37-	703,863.00-	119,370.37	16.95-
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	1,515.29-	51,238.69-	9,302.00-	41,936.69	450.83-
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	13,403.00-	179,511.73-	204,724.00-	25,212.27-	12.32
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	65,787.73-	163,336.55-	134,000.00-	29,336.55	21.88-
11-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	0.00	11,896.68-	13,160.00-	1,263.32-	9.60
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	1,959.77-	15,079.77-	14,727.00-	352.77	2.39-
11-00-0000-00000-4814 COMMERCIAL VEHICLE	0.00	13,626.61-	80,878.78-	79,695.00-	1,183.78	1.48-
11-00-0000-00000-4815 WATERCRAFT CURRENT	0.00	0.00	0.00	20,096.00-	20,096.00-	100.00
11-00-0000-00000-4816 TIF TAX : GENERAL	0.00	0.00	469.87-	340,000.00	340,469.87	100.14
11-00-0000-00000-4817 NEIGH REVT : GENER	0.00	25,312.89	64,614.74	35,000.00	29,614.74-	84.60-
11-00-0000-00000-4902 INTEREST INCOME :	0.00	3,801.55-	148,842.31-	150,000.00-	1,157.69-	0.77
11-00-0000-00000-4904 REIMBURSED SALARY	0.00	0.00	3,594.50-	40,000.00-	36,405.50-	91.01
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	1,019.19-	35,660.14-	75,000.00-	39,339.86-	52.45
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	6,588.78-	19,604.02-	130,000.00-	110,395.98-	84.92
11-00-0000-00000-4912 TRANSCRIPTS : GENE	62.53	734.47-	7,392.29-	10,000.00-	2,670.24-	26.70
00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	4,747,938.61	4,747,938.61	1,165,531.00	3,582,407.61-	307.35-
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Totals for FUND: 11 - GENERAL	62.53	1,332,782.53	11,813,725.44-	15,538,563.00-	3,724,900.09-	23.97
00-0000-00000-4005 ACAD COURSE FEE :	0.00	3,225.00	301,156.16-	595,482.00-	294,325.84-	49.43
12-00-0000-00000-4015 ONLINE COURSE FEE	0.00	2,100.00-	99,342.00-	72,783.00-	26,559.00	36.48-
12-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	1,014,384.00-	1,014,384.00-	0.00	0.00
12-00-0000-00000-4603 STATE PMT FOR TUIT	0.00	17,648.00-	132,259.00-	60,000.00-	72,259.00	120.42-
12-00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	4,747,938.61-	4,747,938.61-	1,165,531.00-	3,582,407.61	307.35-

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Totals for FUND: 12 - PTE FUND	0.00	4,764,461.61-	6,295,079.77-	2,908,180.00-	3,386,899.77	116.45-
16-00-5008-00000-4102 PRIVATE GIFTS/GRAN	0.00	0.00	3,000.00-	0.00	3,000.00	0.00
16-00-5008-00000-4401 SALES & SERV OF ED	0.00	0.00	9,561.00-	14,264.00-	4,703.00-	32.97
16-00-5008-00000-9999 CONTINGENCY ACCOUN	0.00	0.00	0.00	32,236.00-	32,236.00-	100.00
16-00-5011-00000-4009 S U FEES : GENERAL	0.00	969.01-	129,658.28-	140,000.00-	10,341.72-	7.39
16-00-5011-00000-4011 MISC STUDENT BILL	0.00	181,257.21	176,025.93	110,000.00-	286,025.93-	260.02
16-00-5011-00000-4501 BUILDING/ROOM RENT	0.00	6,750.00-	101,540.32-	100,000.00-	1,540.32	1.53-
16-00-5011-00000-4503 S U DORM BOARD & R	0.00	0.00	2,219,684.27-	2,600,000.00-	380,315.73-	14.63
16-00-5011-00000-4505 DEPOSITS FORFEITED	0.00	0.00	0.00	2,000.00-	2,000.00-	100.00
16-00-5011-00000-4506 DORMITORY DAMAGE :	0.00	0.00	150.00-	10,000.00-	9,850.00-	98.50
16-00-5011-00000-4507 KEYS : GENERAL	0.00	0.00	3,185.00-	6,000.00-	2,815.00-	46.92
16-00-5011-00000-4508 RESERVATION FEE :	0.00	0.00	35,625.00-	50,000.00-	14,375.00-	28.75
16-00-5011-00000-4511 CATER & BOOKSTORE	0.00	0.00	12,115.41-	20,000.00-	7,884.59-	39.42
16-00-5011-00000-4512 VENDING MACHINES :	0.00	49.46-	2,758.65-	5,000.00-	2,241.35-	44.83
16-00-5011-00000-4516 GUEST ACCOMODATION	0.00	0.00	0.00	1,000.00-	1,000.00-	100.00
16-00-5011-00000-4907 MISCELLANEOUS INCO	0.00	0.00	0.00	1,000.00-	1,000.00-	100.00
16-00-5011-00000-9999 CONTINGENCY ACCOUN	0.00	0.00	0.00	146,137.00-	146,137.00-	100.00
16-00-5012-00000-4011 MISC STUDENT BILL	0.00	3,246.06	116.62-	0.00	116.62	0.00
16-00-5012-00000-4401 SALES & SERV OF ED	0.00	0.00	24,435.90-	30,000.00-	5,564.10-	18.55
16-00-5012-00000-4504 COSMETOLOGY FEES :	0.00	0.00	100,711.94-	111,074.75-	10,362.81-	9.33
16-00-5012-00000-4907 MISCELLANEOUS INCO	0.00	0.00	1,999.83-	1,717.88-	281.95	16.40-
16-00-5012-00000-9999 CONTINGENCY ACCOUN	0.00	0.00	0.00	11,184.00-	11,184.00-	100.00
16-00-5100-00000-4018 RESOURCE CHARGE :	0.00	1,777.47-	213,731.19-	250,000.00-	36,268.81-	14.51
16-00-5100-00000-4520 SALES - NEW TEXTBO	0.00	585.00-	60,163.56-	120,000.00-	59,836.44-	49.86
16-00-5100-00000-4521 SALES - USED TEXTB	0.00	0.00	1,523.32-	40,000.00-	38,476.68-	96.19
16-00-5100-00000-4522 SALES - TRADE BOOK	0.00	0.00	468.45-	0.00	468.45	0.00
16-00-5100-00000-4523 SALES - RENTAL BOO	0.00	0.00	615.00-	10,000.00-	9,385.00-	93.85
16-00-5100-00000-4525 SALES - SUPPLIES :	0.00	0.00	6,727.63-	20,000.00-	13,272.37-	66.36
16-00-5100-00000-4526 SALES - CLOTHING :	0.00	54.78-	38,641.33-	55,000.00-	16,358.67-	29.74
16-00-5100-00000-4527 SALES - GIFTS : GE	0.00	0.00	8,674.72-	10,000.00-	1,325.28-	13.25
16-00-5100-00000-4528 SALES - FOOD : GEN	0.00	0.00	15.72-	1,000.00-	984.28-	98.43
16-00-5100-00000-4530 RENTAL FEES - CALC	0.00	0.00	310.00-	1,000.00-	690.00-	69.00
16-00-5100-00000-9999 CONTINGENCY ACCOUN	0.00	0.00	0.00	87,091.00-	87,091.00-	100.00
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Totals for FUND: 16 - AUXILIARY ENTITI	0.00	174,317.55	2,799,387.21-	3,985,704.63-	1,186,317.42-	29.76
61-00-0000-00000-4102 PRIVATE GIFTS/GRAN	0.00	0.00	300,000.00-	0.00	300,000.00	0.00
61-00-0000-00000-4803 AD VALOREM PROPERT	0.00	165,829.03-	471,175.65-	498,607.00-	27,431.35-	5.50
61-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	6,121.23-	41,137.63-	39,360.00-	1,777.63	4.51-
61-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	76.57-	491.92-	447.00-	44.92	10.04-
61-00-0000-00000-4807 DELINQUENT TAX : G	0.00	678.22-	8,978.82-	7,689.00-	1,289.82	16.76-
61-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	3,225.47-	8,019.27-	6,425.00-	1,594.27	24.80-
61-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	0.00	601.17-	0.00	601.17	0.00

61-00-0000-00000-4810 16/20 M TAX : GENE	0.00	99.04-	762.83-	0.00	762.83	0.00
61-00-0000-00000-4811 TAX IN PROCESS : G	0.00	0.00	0.00	5,695.00-	5,695.00-	100.00
61-00-0000-00000-4814 COMMERCIAL VEHICLE	0.00	688.46-	4,547.56-	0.00	4,547.56	0.00
61-00-0000-00000-4816 TIF TAX : GENERAL	0.00	0.00	23.74-	0.00	23.74	0.00
61-00-0000-00000-4817 NEIGH REVT : GENER	0.00	1,241.09	3,206.04	0.00	3,206.04-	0.00
61-00-0000-00000-9999 CONTINGENCY ACCOUN	0.00	0.00	0.00	529,576.00-	529,576.00-	100.00
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Totals for FUND: 61 - CAPITAL OUTLAY	0.00	175,476.93-	832,532.55-	1,087,799.00-	255,266.45-	23.47
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Totals for BUDGET.OFFICER: Unassigned	62.53	3,432,838.46-	21,740,724.97-	23,520,246.63-	1,779,584.19-	7.57

EXPENSES

07/15/20

Garden City Community College
 Annual Budget Report Ending 06/30/20
 Options - All Statuses

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Fiscal Year: 2020

BUDGET.OFFICER: Unassigned

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	689,917.00-	689,917.00-	100.00
DEPARTMENT: 11005 - INSTRUCTION SALAR	0.00	2,134.94	18,082.01	0.00	18,082.01-	0.00
DEPARTMENT: 11010 - BUSINESS & ECONOM	0.00	17,104.84	253,369.40	219,857.86	33,511.54-	15.23-
DEPARTMENT: 11020 - HUMANITIES	0.00	2,662.41	91,029.43	65,514.00	25,515.43-	38.94-
DEPARTMENT: 11021 - ENGLISH	0.00	84,531.21	466,825.19	434,070.00	32,755.19-	7.54-
DEPARTMENT: 11022 - SPEECH	0.00	15,260.73	143,666.59	97,924.00	45,742.59-	46.70-
DEPARTMENT: 11023 - PHILOSOPHY	0.00	1,937.70	9,688.52	0.00	9,688.52-	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	0.00	14,828.08	30,825.00	15,996.92	51.90
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	465.00	465.00	100.00
DEPARTMENT: 11030 - ART	0.00	25,356.44	206,274.58	148,802.00	57,472.58-	38.61-
DEPARTMENT: 11031 - DRAMA	0.00	11,380.71	80,659.67	80,334.00	325.67-	0.40-
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	10,126.54	76,714.84	60,188.00	16,526.84-	27.45-
DEPARTMENT: 11033 - INST MUSIC	0.00	13,200.49	194,695.69	150,669.10	44,026.59-	29.21-
DEPARTMENT: 11040 - SCIENCE	5,742.04	80,991.57	526,759.39	466,659.35	65,842.08-	14.10-
DEPARTMENT: 11050 - MATH	0.00	65,865.89	358,608.61	299,271.25	59,337.36-	19.82-
DEPARTMENT: 11060 - SOCIAL SCIENCE	0.00	69,125.86	421,711.85	320,595.64	101,116.21-	31.53-
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	13,579.32	111,124.61	69,699.00	41,425.61-	59.43-
DEPARTMENT: 11071 - WELLNESS-SUPER CI	0.00	11,264.61	80,585.33	81,682.00	1,096.67	1.34
DEPARTMENT: 11081 - READING	0.00	22,488.65	131,706.14	120,758.00	10,948.14-	9.06-
DEPARTMENT: 11082 - ESL	0.00	12,275.43	73,693.12	76,169.00	2,475.88	3.25
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	537.93	19,992.43	0.00	19,992.43-	0.00
DEPARTMENT: 11090 - QUIZ BOWL/ACAD CH	0.00	0.00	7,862.05	2,000.00	5,862.05-	293.09-
DEPARTMENT: 11100 - TECHNOLOGY--INSTR	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	0.00	1,211.07	0.00	1,211.07-	0.00
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 12242 - CHALLENGE COURSE	0.00	0.00	538.25	0.00	538.25-	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	188.00-	188.00-	0.00	188.00	0.00
DEPARTMENT: 40000 - ACADEMIC SUPPORT	0.00	886,011.00-	886,011.00-	0.00	886,011.00	0.00
DEPARTMENT: 41000 - LIBRARY	0.00	11,965.03	165,003.00	179,157.00	14,154.00	7.90
DEPARTMENT: 41009 - COMPREHENSIVE LEA	0.00	11,885.21	105,750.19	99,824.00	5,926.19-	5.93-
DEPARTMENT: 41100 - TECHNOLOGY-INSTRU	17,793.66	31,525.02	480,815.75	539,063.00	40,453.59	7.50
DEPARTMENT: 42000 - VP ON INSTRUCTION	0.00	19,042.08	236,203.97	815,006.80	578,802.83	71.02
DEPARTMENT: 42001 - DEAN OF ACADEMICS	0.00	10,276.99	174,129.54	133,629.00	40,500.54-	30.30-
DEPARTMENT: 42002 - OUTREACH	0.00	9,354.21	64,833.22	100,068.00	35,234.78	35.21
DEPARTMENT: 42003 - FACULTY SENATE	0.00	1,067.81	1,067.81	0.00	1,067.81-	0.00
DEPARTMENT: 44000 - INSTRUCTIONAL DES	848.93	14,411.17	144,616.20	144,624.00	841.13-	0.57-
DEPARTMENT: 46000 - DEVELOPMENTAL EDU	0.00	7,982.78	72,756.22	72,065.00	691.22-	0.95-
DEPARTMENT: 50000 - DEAN OF STUDENT S	0.00	409,200.44-	86,716.04-	341,305.00	428,021.04	125.41
DEPARTMENT: 50001 - STUDENT SUPPORT S	0.00	0.00	13,225.00	14,000.00	775.00	5.54
DEPARTMENT: 50010 - COUNSELING & GUID	0.00	12,685.67	151,835.22	165,203.00	13,367.78	8.09
DEPARTMENT: 50011 - ASSESSMENT/TESTIN	0.00	4,497.03	50,759.42	57,593.00	6,833.58	11.87

DEPARTMENT:	50020 - FINANCIAL AID OFF	0.00	23,109.37	336,193.68	351,518.00	15,324.32	4.36
DEPARTMENT:	50030 - ADMISSIONS	0.00	8,341.33	132,042.22	160,448.00	28,405.78	17.70
DEPARTMENT:	50040 - REGISTRAR'S OFFIC	0.00	13,876.63	175,735.26	182,061.00	6,325.74	3.47
DEPARTMENT:	50050 - STUDENT HEALTH SE	851.12	6,466.84	68,785.00	70,472.00	835.88	1.19
DEPARTMENT:	55000 - DIRECTOR OF ATHLE	0.00	19,558.05	551,227.33	578,656.61	27,429.28	4.74
DEPARTMENT:	55001 - MEN'S BASKETBALL	0.00	11,465.18	164,802.15	170,287.68	5,485.53	3.22
DEPARTMENT:	55002 - WOMEN'S BASKETBAL	0.00	8,524.00	131,129.17	167,123.00	35,993.83	21.54
DEPARTMENT:	55003 - MEN'S TRACK	0.00	2,486.06	50,194.96	52,381.00	2,186.04	4.17
DEPARTMENT:	55004 - WOMEN'S TRACK	0.00	2,486.08	46,476.91	51,633.00	5,156.09	9.99
DEPARTMENT:	55005 - WOMEN'S SOFTBALL	0.00	5,253.44	108,640.30	137,594.00	28,953.70	21.04
DEPARTMENT:	55006 - FOOTBALL	5,000.00	37,491.01	498,852.85	516,690.00	12,837.15	2.48
DEPARTMENT:	55007 - BASEBALL	0.00	10,900.23	154,155.69	179,398.00	25,242.31	14.07
DEPARTMENT:	55008 - VOLLEYBALL	0.00	8,352.40	120,622.22	120,857.17	234.95	0.19
D DEPARTMENT:	55009 - WOMEN'S SOCCER	0.00	3,910.39	75,018.93	74,795.45	223.48-	0.29-
DEPARTMENT:	55010 - MEN'S SOCCER	0.00	3,588.42	53,680.57	26,297.40	27,383.17-	104.12-
DEPARTMENT:	55012 - CHEERLEADING	0.00	5,198.10	72,724.11	61,957.69	10,766.42-	17.37-
DEPARTMENT:	55014 - RODEO TEAM	868.95	10,975.52	151,006.96	166,084.00	14,208.09	8.55
DEPARTMENT:	55015 - MEN'S GOLF	0.00	428.09	27,722.95	40,044.00	12,321.05	30.77
DEPARTMENT:	55019 - ATHLETIC TRAINING	59.00	9,546.93	186,890.79	193,945.00	6,995.21	3.61
DEPARTMENT:	55020 - PEP BAND	0.00	4,565.08	59,556.67	65,672.00	6,115.33	9.31
DEPARTMENT:	55021 - ESPORTS	0.00	857.16	9,850.11	1,500.00	8,350.11-	556.66-
DEPARTMENT:	60000 - INSTITUTION SUPPO	0.00	1,065,014.00-	1,065,014.00-	0.00	1,065,014.00	0.00
DEPARTMENT:	61000 - PRESIDENT	600.00	25,354.32	436,661.07	543,070.00	105,808.93	19.48
DEPARTMENT:	61001 - BOARD OF TRUSTEES	0.00	371.42	6,048.21	30,025.00	23,976.79	79.86
DEPARTMENT:	61005 - ATTORNEY	0.00	39,108.30	186,640.72	150,000.00	36,640.72-	24.42-
DEPARTMENT:	62000 - VP OF ADMIN SERVI	879.04	54,428.74	1,457,535.10	1,307,252.00	151,162.14-	11.55-
DEPARTMENT:	62010 - HUMAN RESOURCES	100.00	16,418.72	175,550.74	194,281.00	18,630.26	9.59
DEPARTMENT:	62011 - ADA COMPLIANCE	0.00	4,277.87	94,327.24	61,098.00	33,229.24-	54.38-
DEPARTMENT:	62050 - ONE-TIME PURCHASE	0.00	0.00	20,543.03	100,000.00	79,456.97	79.46
DEPARTMENT:	63000 - MARKETING/PR	4,115.00	19,665.21	172,815.23	229,854.00	52,923.77	23.02
DEPARTMENT:	64000 - INFORMATION TECHN	17,988.00	63,118.32	749,874.49	726,834.00	41,028.49-	5.63-
DEPARTMENT:	65000 - CENTRAL SERVICES	691.74	17,007.76	142,052.88	141,220.00	1,524.62-	1.07-
DEPARTMENT:	67000 - INSTITUTION EFFEC	0.00	7,750.83	117,877.36	189,572.00	71,694.64	37.82
DEPARTMENT:	70000 - PHYSICAL PLANT AD	181.68	1,051,671.35-	904,255.48-	206,932.00	1,111,005.80	536.89
DEPARTMENT:	71000 - BUILDINGS	18,214.70	56,037.16	521,021.47	537,673.00	1,563.17-	0.28-
DEPARTMENT:	72000 - CUSTODIAL SERVICE	2,126.04	49,179.76	589,281.88	609,951.00	18,543.08	3.04
DEPARTMENT:	73000 - GROUNDS	2,962.50	22,971.66	297,070.60	305,147.00	5,113.90	1.68
DEPARTMENT:	73001 - ATHLETIC FIELDS	50.00	50.00	24,928.88	28,950.00	3,971.12	13.72
DEPARTMENT:	74000 - VEHICLES	14,281.00	23,069.27	335,316.63	449,490.00	99,892.37	22.22
DEPARTMENT:	75000 - CAMPUS SECURITY	0.00	12,937.17	145,567.64	227,268.00	81,700.36	35.95
DEPARTMENT:	76000 - INSURANCE	0.00	2,363.34	243,721.46	259,856.00	16,134.54	6.21
DEPARTMENT:	77000 - UTILITIES	52,305.04	121,737.82	777,375.82	831,500.00	1,819.14	0.22
DEPARTMENT:	80000 - SCHOLARSHIP	0.00	27,083.00-	27,083.00-	0.00	27,083.00	0.00
DEPARTMENT:	81000 - BOOK SCHOLARSHIPS	0.00	19,639.85	109.07	0.00	109.07-	0.00
DEPARTMENT:	81001 - TUIT WAIVER SEN C	0.00	0.00	2,013.00	100.00	1,913.00-	912.99-
DEPARTMENT:	81002 - TUIT WAIVER EMPL/	0.00	5,002.00	40,321.00	30,000.00	10,321.00-	34.39-
DEPARTMENT:	81003 - STATE MANDATED WA	0.00	0.00	8,072.00	11,000.00	2,928.00	26.62
DEPARTMENT:	81004 - TUIT WAIVER CTZ I	0.00	0.00	21,115.00	151,000.00	129,885.00	86.02
DEPARTMENT:	81006 - TUIT WAIVER FINE	0.00	0.00	0.00	106,000.00	106,000.00	100.00

DEPARTMENT: 81007 - ACADEMIC SCHOLARS	0.00	0.00	5,750.00	0.00	5,750.00-	0.00
DEPARTMENT: 94000 - STUDENT CENTER	0.00	0.00	14,503.57	43,971.00	29,467.43	67.02
FUND: 11 - GENERAL	145,658.44	2,086,779.69-	11,742,757.79	15,538,563.00	3,650,146.77	23.49
DEPARTMENT: 12010 - ACCOUNTING	0.00	12,705.86	73,778.16	63,249.00	10,529.16-	16.64-
DEPARTMENT: 12011 - MID-MANAGEMENT &	0.00	0.00	109.65	241.00	131.35	54.50
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	11,887.65	67,222.91	48,007.00	19,215.91-	40.02-
DEPARTMENT: 12200 - ADN PROGRAM	7,556.37	42,526.30	295,866.86	314,770.00	11,346.77	3.60
DEPARTMENT: 12201 - LPN PROGRAM	11,193.59	39,443.36	333,400.01	318,600.00	25,993.60-	8.15-
DEPARTMENT: 12202 - EMT	200.00	35,725.17	222,542.58	191,517.00	31,225.58-	16.29-
DEPARTMENT: 12203 - ALLIED HEALTH	0.00	26,065.54	215,181.33	200,255.00	14,926.33-	7.44-
DEPARTMENT: 12210 - AGRICULTURE	208.76	12,086.50	63,003.60	62,288.00	924.36-	1.47-
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	22,229.75	167,815.77	116,434.00	51,381.77-	44.12-
DEPARTMENT: 12220 - JOHN DEERE AG TEC	7,507.10	38,886.42	228,696.34	196,191.00	40,012.44-	20.38-
DEPARTMENT: 12230 - AUTO MECHANICS	1,290.25	24,661.40	195,327.29	149,386.00	47,231.54-	31.61-
DEPARTMENT: 12240 - CRIMINAL JUSTICE	1,000.00	22,340.59	164,689.13	140,972.00	24,717.13-	17.52-
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	14,669.94	102,209.12	81,392.00	20,817.12-	25.57-
DEPARTMENT: 12250 - COSMETOLOGY	0.00	20,740.33	145,951.35	127,957.00	17,994.35-	14.05-
DEPARTMENT: 12272 - INDUSTRIAL MAINTENANCE	0.00	0.00	2,271.96	0.00	2,271.96-	0.00
DEPARTMENT: 12273 - WELDING	36,517.44	71,515.28	330,229.57	312,496.00	54,251.01-	17.35-
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	188.00	188.00	0.00	188.00-	0.00
DEPARTMENT: 40000 - ACADEMIC SUPPORT	0.00	886,011.00	886,011.00	0.00	886,011.00-	0.00
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	13,697.07	162,640.87	584,425.00	421,784.13	72.17
DEPARTMENT: 50000 - DEAN OF STUDENT SERVICES	0.00	436,504.00	436,504.00	0.00	436,504.00-	0.00
DEPARTMENT: 60000 - INSTITUTION SUPPORT	0.00	1,065,014.00	1,065,014.00	0.00	1,065,014.00-	0.00
DEPARTMENT: 62050 - ONE-TIME PURCHASE	0.00	0.00	16,250.00	0.00	16,250.00-	0.00
DEPARTMENT: 70000 - PHYSICAL PLANT ADMINISTRATION	0.00	1,093,093.00	1,093,093.00	0.00	1,093,093.00-	0.00
D DEPARTMENT: 80000 - SCHOLARSHIP	0.00	27,083.00	27,083.00	0.00	27,083.00-	0.00
FUND: 12 - PTE FUND	65,473.51	3,917,074.16	6,295,079.50	2,908,180.00	3,452,373.01-	118.70-
DEPARTMENT: 31000 - COMMUNITY SERVICE	1,738.64	1,939.71	31,708.68	46,500.00	13,052.68	28.07
DEPARTMENT: 94000 - STUDENT CENTER	1,614.60	2,610.33	191,129.64	284,435.00	91,690.76	32.24
DEPARTMENT: 95000 - STUDENT HOUSING	55,532.12	48,886.00	2,128,007.84	2,906,702.00	723,162.04	24.88
DEPARTMENT: 98000 - COSMETOLOGY	7,912.65	19,338.06	136,201.90	153,976.63	9,862.08	6.40
DEPARTMENT: 97000 - BOOKSTORE	68,522.25	122,331.70	509,854.09	594,091.00	15,714.66	2.65
FUND: 16 - AUXILIARY ENTITIES	135,320.26	195,105.80	2,996,902.15	3,985,704.63	853,482.22	21.41
DEPARTMENT: 71000 - BUILDINGS	172,243.75	319,856.59	636,594.78	1,087,799.00	278,960.47	25.64
DEPARTMENT: 95000 - STUDENT HOUSING	0.00	0.00	285,136.37	0.00	285,136.37-	0.00
FUND: 61 - CAPITAL OUTLAY	172,243.75	319,856.59	921,731.15	1,087,799.00	6,175.90-	0.56-
=====						
BUDGET.OFFICER: Unassigned	518,695.96	2,345,256.86	21,956,470.59	23,520,246.63	1,045,080.08	4.44

Garden City Community College
6/30/2020

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 572,797.95	0.0000%
State Municipal Invest. Pool	\$ 60,736.17	0.0010%
Landmark National Bank	<u>\$ 8,626,203.95</u>	0.0600%
	<u>\$ 9,259,738.07</u>	

	<u>Type</u>	<u>Amount</u>	<u>% Rate</u>	<u>Beg. Date</u>	<u>Maturity</u>
Investments:					
Western State Bank	CD	\$ 1,000,000.00	1.1000%	3/12/2020	12/12/2020
		<u>\$ 1,000,000.00</u>			
 Total		 <u><u>\$ 10,259,738.07</u></u>			

Agenda No: III D-1

Date: July 21, 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 2019-20 annual premium for all lines was \$150,308. The annual premium for 2020-21 is \$364,311 (with the 7.15.2020 GL quote). Details of the renewal premium is on the following page.

Budget Information:

General Fund
FY21 Budget \$364,311

Recommended Board Action:

Accept the proposed property and casualty insurance coverage from IMA, Inc. for \$364,311.

Board Action Taken: Approved Disapproved
 Ayes Nays No Action

Board Member Notes:



ITEMS	2019-20 ANNUAL PREMIUM	2020-2021 ANNUAL PREMIUM
Property and Inland Marine	\$48,516	\$93,150
Crime	\$1,015	\$1,583
General Liability (Bundled)	\$10,338	\$108,650 (Quote received 7.15.2020)
Educators Legal Liability (was included in the Bundled GL)	\$30,549	\$38,840
Sexual Abuse	0	\$47,700
Automobile	\$37,609	\$52,102
Excess Liability	\$5,172	\$5,527
Professional Liability (was included in the Bundled GL)	0	\$2,650
Cyber Liability	\$8,109	\$8,109
Broker Fee	\$9,000	\$6,000
TOTAL	\$150,308	\$364,311 (not to exceed this amount)

Agenda No: III D-2

Date: July 21,2020

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. The 2019-20 premium was \$46,637 and the 2020-21 renewal premium is \$45,498.

Budget Information:

General Fund
FY21 Budget \$45,498

Recommended Board Action:

Accept the renewal Workers Compensation coverage from Keller Leopold. for \$45,498.

Board Action Taken: ___Approved ___Disapproved
 ___Ayes ___Nays ___No Action

Board Member Notes:

Agenda No: III D-3

Date: July 21, 2020

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 in effect once a claim has reached \$25,000. The catastrophic coverage has a \$5,00,000 medical maximum coverage limit and a 10-year benefit period.

Our broker, Dissinger Reed, brokered the coverage with five companies. Our current carrier, STARR Indemnity & Liability submitted the lowest premium, \$135,500 for our first level coverage. This is a decrease from the 2019-20 premium of \$165,700.

Our second level of coverage is provided by Zurich. The renewal premium is the \$21,215 which is a decrease from the 2019-20 premium of \$41,846.

Budget Information:

General Fund
FY21 Budget
\$135,500 first level coverage
\$ 21,215 Catastrophic coverage

Recommended Board Action:

Accept the proposal from Dissinger Reed for \$156,715 (a \$50,831 savings from 2019-20)

Board Action Taken: **Approved** **Disapproved**

 Ayes **Nays** **No Action**

Board Member Notes:

July 2020 MONITORING REPORT

ENDS

Academic Advancement

Students desiring academic advancement will be prepared for successful transfer to other colleges and universities.

ANNUAL

Page 6

- 1. Students will have appropriate knowledge of transfer requirements.**
- 2. Students will have the academic prerequisites sufficient for successful transfer**
- 3. Students will have opportunities for advanced degrees.**

CEO's Interpretation: During the 18-19 academic year, approximately 59% of GCCC degrees and certificates were awarded in transfer-oriented subjects, meaning students' intent was to transfer to a four-year university and pursue, at minimum, a bachelor's degree. Serving these students effectively requires the College monitor several key aspects of the student experience, particularly as it relates to how GCCC credits and a GCCC degree pairs with Bachelor's degree requirements throughout the state and how students are prepared for the transfer experience.

Indicators of successful academic transfer include:

- Students feel planning and advising is an important factor to their success.
- The College works to increase guaranteed transfer opportunities at the course, program, and state level.
- Students are able to transfer credits successfully to four-year universities.
- Students are academically prepared for success in four-year educational environments.

Each data point included below will be incorporated into the key performance indicators connected to the College's Strategic Plan.

Background Information and Supporting Data:

1. *Students will have appropriate knowledge of transfer requirements.*

GCCC students perceive advising services to be both necessary to and helpful for their long-term success. Each year the College surveys students on their experience at GCCC. The Spring 2020 Student Assessment of Services (SAS) report shows that 79.6% of students rated their overall experience with advising as either "Excellent" or "Good," and 92.31% agreed their advisor was "courteous and helpful." 86.54% indicated they see an advisor each semester before registering for classes, a sign the students are getting the appropriate guidance needed to successfully complete their degree requirements at GCCC.

Board of Trustees Agenda July 21, 2020

Regarding transfer advising specifically, 71.5% of students indicated they know what is required to complete their degree or certificate. 63.46% indicated they know how to use the “degree check” sheet to track their own progress, and 44.23% indicated they know where to get more information about transferring to a university.

The College also participates in the Community College Survey of Student Engagement (CCSSE), which “provides information on student engagement, a key indicator of learning and, therefore, of the quality of community colleges. The survey, administered to...students during the spring semester, asks questions that assess institutional practices and student behaviors that are highly correlated with student learning and student retention.” The following tables shows various CCSSE benchmarks and the weight or scale for the benchmark. The 2019 GCCC column and 2019 Cohort column can be compared to understand how GCCC compares with all other community colleges who completed the survey. 2018 and 2017 data points are included for longitudinal analysis.

Table 1: CCSSE Benchmark Scores for Advising					
Benchmark	Weight/Scale	2019 GCCC	2019 Cohort	2018 GCCC	2017 GCCC
<i>Student-Faculty Interaction</i>	100	56.4	50.0	54.2	55
<i>How important are transfer advising/planning services to you at this college?</i>	3	2.38	2.23	2.17	2.13
<i>How often do you use academic advising/planning?</i>	3	1.60	1.58	1.71	1.71
<i>How often do you talk about career plans with an instructor or advisor?</i>	5	2.43	2.24	2.24	2.24
<i>How satisfied are you with advising/planning services?</i>	2	1.26	1.38	1.43	1.40

Recognizing the importance of the advising system and individual advising experiences for students, in 2020 the College restructured the Director of Student Success position, re-aligning to a Director of Advising position. Over the next year we will be working on solidifying our advising framework including regular advisor training and streamlining our processes to be more effective and efficient, including expanding our abilities with online advising and enrollment for students.

2. Students will have the academic prerequisites sufficient for successful transfer.

The College works continually to ensure its courses and program options are aligned at the state level, which helps students transfer seamlessly to four-year university options. This alignment is important as research shows students transferring from two- to four-year institutions can experience delays or “lose” credits because of misalignment. The College works to counteract this potential problem through articulating individual courses and full programs.

One of the major projects the College has been involved with is the Kansas Core Outcomes Group project run through the Board of Regents. Each year, GCCC sends a team of faculty to discuss common learning outcomes for courses. Each year some courses are reviewed, and some are added, and once on the list, the courses are guaranteed to transfer seamlessly between any public two-year and four-year institution within the state. There are currently 104 courses on the seamless transfer list. GCCC offers 84 of these courses, an increase of 6 courses over the previous year. In addition to strong faculty leadership in this project, Dr. Ruda serves on the Transfer and Articulation Council, the KBOR group which governs this project.

The college also works to articulate full programs between GCCC and four-year institutions in the state. Under these agreements, students can complete their bachelor’s degrees by taking a set list of GCCC courses combined with a set list of courses at the transfer institution. These agreements are established specifically between the academic departments at each institution and ensure that students have a seamless path of study toward a defined end goal. The College maintains an updated list of these agreements at

https://www.gcccks.edu/academics/counseling_advising/transfer_info.aspx.

One measure of the success of our course and program articulation is the number of credit hours students transfer from GCCC to four-year institutions in the state. In Fall 2018, GCCC students transferred to Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, the University of Kansas, and Wichita State. On average, GCCC students transferred 50.17 credits to these schools, placing GCCC above the media transfer credit hour of 47.75 and seventh in the state. The highest amount of credits transferred was from Labette Community College at 54.33 credit hours. The lowest was from Seward County Community College at 39.84 credit hours.

Table 2: Credit Hours Transferred to Four-Year Universities

	Emporia	Fort Hays	K-State	Pittsburg	KU	Wichita	Total AVG.	Avg. Credits	Rank
Labette		83.95		57.04	32.19	44.13	217.31	54.33	1
Dodge City		61.16	49.04			51.30	161.50	53.83	2
Cowley	59.29	64.46	45.24	42.80	47.53	52.03	311.35	51.89	3
Coffeyville			51.46	54.68	42.33	58.30	206.77	51.69	4
Kansas City Kansas	60.14	76.22	39.32	52.38	43.00	31.64	302.69	50.45	5
Butler	60.44	66.99	40.74	49.63	34.35	49.27	301.42	50.24	6
Garden City	41.80	57.71	49.89		54.21	47.21	250.83	50.17	7
Pratt	57.17	59.67	40.00			43.30	200.13	50.03	8
Allen	43.69	64.65	37.50	47.90	42.46	53.38	289.57	48.26	9
Colby		71.10	42.20		26.80	50.90	191.00	47.75	10

Johnson County	51.08	67.56	41.72	42.94	45.30	37.50	286.10	47.68	11
Hutchinson	49.19	61.21	44.50	40.17	39.82	47.27	282.16	47.03	12
Neosho	44.00	70.28	40.72	45.54	34.06	41.59	276.19	46.03	13
Barton	46.50	62.89	36.38		36.38	45.86	228.00	45.60	14
Cloud	52.70	56.39	39.23		49.83	29.41	227.56	45.51	15
Highland	35.94	65.31	35.50	42.00	37.40	48.27	264.42	44.07	16
Fort Scott	46.00	46.40	45.67	45.70	27.13		210.90	42.18	17
Independence			29.73	49.11	45.71	37.28	161.83	40.46	18
Seward	50.00	62.00	52.11		27.56	47.40	239.07	39.84	19

We are also paying very close attention to conversations at KBOR regarding systemwide program-to-program transfer, which would have some benefits for our students. Currently, each two-year institution has to negotiate each program with each four-year institution. For Garden City, this means one negotiation for each of our approximately 40 transfer programs at each four-year institution or roughly 280 individual negotiations that must be maintained each year. A statewide agreement would drastically reduce the work of maintaining seamless transfer for students.

One of the most exciting examples of strengthening our articulation is the college’s partnership with Fort Hays University through the Transfer Connect program (https://www.gcccks.edu/news/gccc_fhsu_transfer_connect.aspx). Students who attend GCCC who are interested in transferring to FHSU get enhanced advising from FHSU a Transfer Success Coach starting in their first semester at GCCC. This embedded, dual advising structure ensures students are taking the exact coursework that will prepare them for entry to FHSU as a Junior.

3. Students will have the opportunities for advanced degrees.

In addition to the ease of transfer discussed above, one of the most important elements of students having opportunities for advanced degrees is effective preparation for the rigor of those degrees. The College measures our effectiveness here in terms of student GPA after they transfer to a four-year university and the average number of hours passed with a C or better at four-year universities.

Based on Fall 2018 data from KBOR, generally, GCCC average student GPAs are comparable to both the mean and the median GPAs of students who transfer to four-year universities from other community colleges in the state. In some cases, they are comparable to the mean GPA for students who are native to the university. Table 3 on the following page shows the average GPA of GCCC students as they transfer to each of the four-year universities. The table also shows average GPAs for students who started as freshmen at that university.

One way this data is incomplete is that it does not provide the median or midpoint GPA for GCCC students. It also does not disaggregate this GPA data by student major. This data is not currently available from the state, but in future reports we hope to obtain it and use it to target improvements at GCCC.

In looking at data showing the number of credit hours GCCC students take and pass at four-year universities (Table 4 below), there is reason to believe that the mean or average GPA of GCCC students is pulled down by students who transfer and then drop out of the university setting. The data consistently show that the median or midpoint percent of hours passed is higher than the mean or the average percent of hours passed. This indicates most GCCC students who transfer are very successful in passing their credit hour course loads at four-year universities, but there are some students who are not retained at the university level and consequently have low GPAs that pull the mean or average down.

Generally, this data shows GCCC students have significant success upon transfer to a four-year university. The College has identified areas for improvement and will work on plans for longitudinal increased success.

Table 3: Transfer Student GPA Comparisons							
	Emporia State	Fort Hays	K-State	Pittsburg	KU	KUMC	Wichita State
Allen	2.82	2.61	3.17	3.25	2.65		2.98
Barton	2.99	2.71	2.78		2.90	3.52	2.61
Butler	3.23	2.74	2.75	3.21	2.88	3.59	2.66
Cloud	3.32	2.88	2.68		2.81		2.88
Coffeyville			2.39	2.96	2.55		2.75
Colby		2.97	2.91		2.83		1.94
Cowley	3.31	2.72	3.02	3.68	2.85		2.80
Dodge City		2.48	2.75				2.77
Fort Scott	3.44	2.24	2.70	2.53	2.83		
Garden City	2.38	2.47	2.42		2.81		2.39
Highland	2.53	2.49	2.68	3.48	2.78		3.43
Hutchinson	3.13	2.47	2.86	1.68	2.93	3.68	2.66
Independence			2.68	3.08	3.16		2.63
Johnson County	3.16	2.75	2.94	3.22	3.05	3.54	2.73
Kansas City Kansas	3.23	2.91	2.91	3.38	2.89	3.56	2.35
Labette		2.38		2.98	2.81		3.06
Neosho	3.06	2.24	3.02	2.95	2.90	3.33	2.44
Pratt	2.49	2.45	2.77				2.34
Seward	2.83	2.52	2.36		2.47		2.53
	Emporia State	Fort Hays	K-State	Pittsburg	KU	KUMC	Wichita State
First-Time Freshmen	2.79	2.79	3.05	2.98	3.14	3.56	2.58
Mean all CCs	2.99	2.59	2.77	3.03	2.83	3.54	2.66
Median all CCs	3.10	2.52	2.76	3.15	2.83	3.55	2.66
Garden City	2.38	2.47	2.42	^	2.81	^	2.39

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Table 4: Percent of Credit Hours Passed at Four-Year Universities										
	Emporia		Fort Hays		K-State		KU		Wichita State	
	Mean	Median	Mean	Median	Mean	Median	Mean	Median	Mean	Median
Garden City	69%	100%	78%	92%	79%	92%	88%	96%	78%	83%
Native Students	88%	92%	89%	100%	93%	93%	92%	94%	89%	100%
Independence	-	-	-	-	96%	93%	100%	100%	83%	82%
Coffeyville	-	-	-	-	86%	93%	81%	85%	91%	10%
Kansas City Kansas	82%	94%	91%	100%	94%	92%	84%	96%	73%	64%
Fort Scott	94%	100%	90%	100%	95%	93%	79%	87%	-	-
Cowley	97%	97%	85%	100%	89%	100%	88%	93%	88%	92%
Dodge City	-	-	84%	100%	90%	100%	-	-	86%	93%
Johnson County	87%	-	84%	100%	94%	100%	90%	-	86%	101%
Seward	77%	100%	82%	100%	64%	81%	78%	73%	88%	100%
Barton	96%	97%	87%	96%	91%	92%	84%	92%	81%	92%
Pratt	76%	97%	85%	92%	92%	89%	-	-	76%	77%
Cloud	96%	100%	90%	89%	85%	93%	81%	87%	85%	96%
Allen	88%	93%	83%	85%	94%	100%	83%	86%	87%	92%
Butler	91%	100%	88%	83%	91%	100%	93%	92%	84%	92%
Hutchinson	92%	97%	77%	75%	92%	100%	87%	93%	83%	92%
Highland	77%	83%	79%	69%	89%	100%	88%	87%	90%	77%
Labette	-	-	76%	67%	-	-	89%	96%	94%	100%
Neosho	94%	100%	64%	50%	99%	100%	92%	96%	73%	79%
Colby	-	-	93%	10%	91%	89%	91%	10%	61%	25%

Pittsburg State University is excluded because there were not enough GCCC transfer students to calculate data.

Board of Trustees Agenda July 21, 2020

JULY 2020 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 and business cards to be recognized by internal and external constituents. The core of the college's planning process is built around the college's stated Mission. The college strategic plan is centralized around the mission with each of the four pillars directly incorporating the mission into the key strategies and objectives of the strategic plan.

JULY 2020 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 2020 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 2019-2020 working budget of \$18,446,743. Estimated YE expenses are \$18,037,838. Estimated cash reserves as of 6-30-20 were \$3,896,092 or 21.60%.

Capital Outlay Fund: The Board approved a working budget of \$1,000,000 for 2019-20. Revenues were \$832,533. Expenses were \$921,731. The cash balance in the Capital Outlay Fund as of 6-30-20 was \$884,071. Increased revenue was due to a \$300,000 grant.

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 6-30-20 are estimated to be \$3,896,092 which represents 21.60% of annual operating expenses.

The cash reserves in the Capital Outlay Fund on 6-30-20 are estimated to be \$884,071.

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.
3. Sunderland Foundation-received \$300,000 grant for renovation and updates to athletic training rooms in Dennis Perryman Athletic complex and at the multi-sports facility.
4. Rural Business Development Grant-received \$16,065 grant for equipment for carpentry program.
5. KBOR Nursing Initiative grant-received \$32,022 for medical dosage system to enhance instructional training in nursing program.
6. Received \$100,000 in committed gifts from 4 benefactors to assist in purchasing a video scoreboard at Conestoga Arena.
7. Partnered with USD 457 and USD 363 to cost share the faculty position for carpentry. Collectively, the USD's will contribute \$30,000 towards the cost of the carpentry instructor.

JULY 2020 MONITORING REPORT

EXECUTIVE LIMITATIONS

General Executive Constraints

#7

Bi-Annual

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;

- ❖ 30 purchases required bid sheets.
 - 18 of the 30 purchases were considered single source vendors
 - 6 of the 18 single source vendors were local
 - 14 of the 30 purchases were from local vendors

POLICY TITLE: TREATMENT OF PEOPLE

With respect to treatment of students, employees, volunteers and the community, dealings shall not be inhumane, unfair, or undignified.

Accordingly, the president shall not:

1. Operate without policies and procedures which clarify faculty, student, and staff rules, provide for effective handling of grievances and complaints, and protect against wrongful conditions.
2. Discriminate against anyone for expressing their opinion.
3. Withhold a complaint, grievance, or appeal procedure from faculty, staff, or students.
4. Fail to acquaint students and staff with their rights and responsibilities.
5. Fail to address community feedback.

Reviewed annually.

This policy revised on June 30, 2020

POLICY TITLE: BOARD JOB DESCRIPTION

The job of the board is to represent the ownership in determining and demanding appropriate organizational performance. To distinguish the board's own unique job from the jobs of its staff, the board will concentrate its efforts on the following job "products" or outputs.

1. Linkage with the public regarding ENDS. Input may be obtained in the following ways:
 - A. Meeting with individuals and organized or informal community groups (i.e., civic groups, churches, focus groups).
 - B. Observing and meeting with other public boards.
 - C. Hosting opportunities which afford owners the opportunity to learn about the college.
 - D. During open session of board meetings.
 - E. Address electronic communication related to the performance of the President.

2. Written governing policies which, at the broadest levels, address:
 - A. ENDS: Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good for which people at what cost).
 - B. EXECUTIVE LIMITATIONS: Constraints on executive authority which establish the boundaries within which all executive activity and decisions must take place.
 - C. GOVERNANCE PROCESS: Specification of how the board conceives, carries out, and monitors its own task.
 - D. BOARD-MANAGEMENT DELEGATION: The manner in which authority is passed to the president and assessment of the use of that authority.

(continued next page)

POLICY TITLE: BOARD JOB DESCRIPTION (CONTINUED)

3. Assure the president's performance through periodic and annual reviews.
4. Select and discipline board officers
 - A. A chairperson shall be selected, by majority vote of the entire board, based on his or her abilities to carry out the responsibilities of that position. (A chairperson, and other officers deemed necessary or required by statute, shall be elected on an annual basis during the official board meeting in January).
 - B. If, for any reason, board members believe the chairperson fails to fulfill his or her role as stated in these policies, they may, by majority vote of the entire board, remove the chairperson from office and select a replacement for the remainder of the unexpired term as chairperson.
5. Impact on legislative affairs through advocacy.
6. The Board shall monitor the outcomes and professional conduct of organizations associated with GCCC - i.e. the GCCC Endowment Association (EA) and the Broncbuster Athletic Association (BAA).

Reviewed Bi-annually.

This policy revised on June 30, 2020

Incidental Information
July 2020

Karla Armstrong, Vice President for Administrative Services/CFO:

Maintenance:

Dorm repairs

- Carpet installations in multiple suites.
- Paint in multiple suites.
- Door repairs in multiple suites.
- Floor joist, decking, and threshold repairs in multiple suites.
- General repairs in West Hall, East Units, and Apartments (electrical, lighting, plumbing, painting, cabinetry, tile replacement, lockset repairs\replacement, etc.)
- Dorm cleanup – mattresses to landfill.
- Removal and disposal of garbage, furniture, and debris to assist Res. Life.
- HVAC repairs across campus. (actuator valve replacements, motor and coil replacements, filter changes, etc.)
- Installation of Plexiglass partitions across campus.
- Furniture removal across campus to accommodate social distancing in waiting areas.
- Remodel of Super Circuit (carpet, paint, electrical, etc.)
- General plumbing, HVAC, Electrical repairs as needed.

Information Technology:

- Telephone system migration to the cloud.
- Purchased Classroom upgrade technology
- Waiting on switch equipment to arrive for installation
- Further moved users to office 365

Grounds:

- Mowed
- Checked control clocks
- Irrigation repair
- Mower maintenance
- Edged
- Irrigation replacement at Tangeman

Custodial:

- All building:
 - Floors have been scrubbed and refinished
 - Carpets have been shampooed
 - Auditorium chairs have been disinfected with electrostatic sprayer
 - Beginning to clean and sanitize in DPAC due to construction
 - Installed hand sanitizers.

Transportation:

- Finalizing plans and procedures to sanitize vehicles between trips using UVC and electrostatic spraying.
- Updating policies and processes to increase safety and reduce cost of fleet operations.
- Continued preventative maintenance on fleet vehicles and busses.
- Keeping up on the best practices for long term bus and vehicle storage.
- Identifying vendors for leasing and / or chartering buses for the spring all sports season.
- Transportation in the spring may require twice the number of trips per week so we are searching for additional drivers.

Business office:

- Wrapping up FY20
- Loaded temporary budget into Datatel to continue business until FY21 budget is approved
- Preparing for FY20 audit
- Working with grant directors on FY21 budgets and finishing FY20
- Following up with students who have not cashed their CARES Act checks
- Reviewing Emergency Grant Applications with Financial Aid
- Setting up new grants for FY21

Print Shop/Creative Services:

- Filled regular supply requests/print requests
 - Total of 61 works orders completed
- Designed/Printed Endowment Auction postcards & posters
- Designed social media graphics for COVID-19 return to campus
- Designed the COVID-19 guide for returning to campus
- Printed return to campus materials for COVID-19
- Completed 2020 Viewbook for Admissions
- Assisted with various COVID-19 fillable forms for Health Nurse
- Update residential Life flyer
- And much more

Public Relations/Marketing:

- Ag/animal science video commercial – planning & writing
- New Student Orientation – Welcome Back Busters video with Dr. Ruda
- Viewbook planning/content collection – currently securing bids for printing
- Ready Education implementing committee – continued updates in new app
- Continue to update CARES Act webpage with reporting information
- Director of Admissions Search Committee
- Fall classroom delivery modes – website and social media communication
- Social media campaign: re-opening plan key areas
- PRSA copyright webinar online
- Press Releases:
 - State Tax Credits for Anatomage Tables
 - Ready Ed Mobile App Launch
 - Face Masks Requirement
 - Comprehensive Re-Opening Document Made Public
 - Budget Retreat (Post BOT meeting)
 - Spring 2020 Honor Roll
 - Return of Fall On-ground Classes
 - 19-20 PTK inductees honored
 - Statement on Racial & Social Injustice
 - Endowment Auction to Be Online
- In progress: Golden Guild – quarterly newsletter
- In progress: Area schools’ newsletter

Human Resources:

New Employees:

- Dawn Tucker, Dual Credit Coordinator/Administrative Assistant to the Dean of Academics, effective, July 1, 2020
- Alex Huddleston, Head Strength and Conditioning Coach, effective, July 1, 2020
- Brittney Redmond, 2nd Assistant Women’s Basketball Coach, effective, July 1, 2020
- Allison Griffin, Head Athletic Trainer, effective, July 13, 2020
- Sydnee Sassaman, Director of Admissions, effective, July 13, 2020

Transfers:

- Mike Harding- Recreation, Wellness and Intramural Coordinator/2nd Assistant Men’s Basketball Coach

Separations:

- Susan Miller, Director of Admissions, effective, July 22, 2020
- Tyra Haar, Administrative Assistant to the Dean of Academics/Outreach Coordinator, effective, August 21, 2020

Board of Trustees Agenda July 21, 2020

Filled Positions:

- Assistant Track and Field Coach- **Accepted Offer- Christopher Creal- Start Date 8/3/2020**
- Carpentry Instructor- **Signed Letter of Intent- Ross Addison**
- Assistant Softball Coach- **Accepted Offer- Mackenzie Rowlett- Start Date 9/1/2020**

Open Positions:

- Campus Police
- Research Analyst- **In Process**
- Piano Accompanist- **In process**

Online Positions:

- English Composition- Online Adjunct Instructor- **In Process/ Waiting on approval**
- Fire Science- Online Adjunct Instructor
- Mathematics- Online Adjunct Instructor
- Music-Online Adjunct Instructor

Projects for the Human Resources Department include:

- Draft Employee Handbook is under review
- Return to Work
- Fall Inservice Planning
- Department Assessment Review Process (Human Resources Operations Manual)

Bookstore:

The bookstore is busy getting ready for students to return. We have order most of our books for the fall which include custom lab manuals, custom nursing packages, fire science books and welding texts. Clothing and school supplies are already-new merchandise is out. The bookstore will be open on the weekends of check-in so we can give students their student ID and fill merchandise need of students and parents.

We have followed the guidelines we were given and are taking all the COVID-19 precautions we can in the store.

We are excited to see students again and can't wait for the semester to start!!

Colin Lamb, Vice President for Student Services:

Camp

CAMP has been meeting with freshman students to prepare paperwork needed for the scholarship program.

Participating CAMP students who enrolled for summer classes were awarded stipends totaling \$2,967.24

All CAMP sophomore students have been contacted to complete enrollment for next Fall 2020.

CAMP is also collaborating with Admissions this month in the Enrollment Call Nights every Thursday.

Res Life

Currently we have 299 room reservations and 60 applications that need to be completed. That is potentially 359 for fall occupancy with a max occupancy of 384.

Registrar's Office

- Remote Offices (during COVID-19)
 - We have transitioned back to our on-campus offices (as of July 6).
 - It is good to be back!
- Degrees and Certificates (Spring 2020)
 - The following credentials were awarded as of 5/14/20 for the past semester.
 - **Total Degrees = 185**
 - Associate in Arts (AA) 6
 - Associate in Applied Science (AAS) 38
 - Associate in General Studies (AGS) 16
 - Associate in Science (AS) 125
 - **Total Certificates = 87**
 - Agribusiness Specialist Livestock Mgmt. (Cert B) 5
 - Agribusiness (Cert A) 9
 - Food Science – Meat Production (Cert B) 1
 - Automotive Technology (Cert C) 3
 - Cosmetology (Cert C) 19
 - Management Marketing (Cert A) 10
 - Practical Nursing (Cert C) 26
 - Welding Technology (Cert C) 14

Board of Trustees Agenda July 21, 2020

- Graduation Applications (Summer 2020)
 - We have received a total of 65 applications for the summer.

- Enrollment
 - Below are the enrollment counts as of 7/14/20
 - Summer 2020
 - Headcount: 741
 - Credit Hours: 4,378
 - FTE: 291.9
 - Fall 2020
 - Headcount: 766
 - Credit Hours: 10,379
 - FTE: 691.9

- KBOR Virtual Data Conference
 - This year's KBOR Data Conference was held on June 8-9 via zoom.
 - Brenda Barrett (Director of Institutional Research) and Nancy Unruh Registrar) attended.
 - Sessions attended included:
 - Kansas Higher Education Data System (KHEDS) Updates
 - Academic Affairs – Policies and Implications for Reporting
 - Perkins Update
 - Kansas Higher Education Statistics Website (KHEStats)
 - Integrated Postsecondary Educational Data System (IPEDS) Update
 - Workforce Development Update