

November 10, 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, November 10, 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/95224168556>

Or join by phone:

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

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

Webinar ID: 952 2416 8556

For **PUBLIC COMMENTS** please contact Amy McVey, amy.mcvey@gcccks.edu by 5:00 pm CST Tuesday, November 10, 2020.

5:30 PM Dinner in the **President’s Conference Room**

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. CONSENT AGENDA Action

- A. Approval of minutes from previous meetings (October 13, 2020).....page 4
- B. Approval of personnel actions-Human Resources.....page 11
 - B-1 Human Resources Report.....page 12
 - B-2 Adjunct/Outreach Contracts.....page 13
- C. Financial information.....page 16
 - C-1 Monthly Summary Published Funds Operating Revenues and Expenses.....page 17
 - C-2 Checks processed in excess of \$50,000.....page 18
 - C-3 Revenues.....page 19
 - C-4 Expenses.....page 21
 - C-5 Cash in Bank.....page 27
- D. Consideration and Approval of Building Controls.....page 28

III. EDUCATIONAL PRESENTATIONS:

A. Liberal Arts and Science-Samantha Sanger

IV. CONFIRMATION OF MONITORING REPORTS:

A. Monitoring Reports and ENDS **Consensus Approval**

B. Review Monitoring Report
B-1 Annual, Work Preparedness (page 5)

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.....page 32

D. Report from FCEDC

E. Report from KACCT

F. Report from SGA

G. Report from Faculty Senate

VI. OWNERSHIP LINKAGE

VII. EXECUTIVE SESSION

VIII. ADJOURNMENT

Upcoming Calendar Dates:

November 10	BOT Meeting, 6 p.m., President’s Conference Room
November 10	Advising Day, no classes
November 11	Exploration Day, no classes
November 14	Carols with Critters, 1 p.m., Lee Richardson Zoo
November 23-29	Thanksgiving Break, campus closed
Nov 30-Dec 4	Mercer Gallery, <i>Student Holiday Art Sale</i> , TENTATIVE
December 7-10	Final Exams
December 8	BOT Meeting, 6 p.m., President’s Conference Room
December 11	All-Employee Meeting, 2:30 p.m., Zoom
December 19-January 3	Christmas Break, campus closed

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

**MEETING OF TRUSTEES
GARDEN CITY COMMUNITY COLLEGE
October 13, 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
Colin Lamb, Vice President
Marc Malone, Vice President
Greg McVey, Director of Athletics
Andrew Knoll, IT Director
Meghan Flynn, Garden City Telegram
Mike Pilosof, Sports Information Director
Nancy Unruh, Registrar
Perla Salazar, Faculty Senate/Math Instructor
Gabe Winger, JDAT Instructor
Glenda Owens, Allied Health Coordinator
Patricia Zeller, Director of Nursing
Sheena Hernandez, English Instructor
Toni Douglass, Community Member
Deborah Medina-Escalera, GCCC Student
Ernesto Ferrel, GCCC Student
Melanie, Hands, Transition and Career Advisor
Mikaela Garcia, GCCC Student
Rodney Dozier, Campus Police Chief
Taryn Tabor, SGA President
Cole Dewey, Head Men's Basketball Coach
Amy Schmeckpeper, Head Softball Coach
Allison Griffin, Head Trainer
Sydney Sassaman, Director of Admissions
Dawn Tucker, Administrative Assistant for the Dean of Academics

CALL TO ORDER:

Chair Wasinger called the board meeting to order at 6:01 p.m.

COMMENTS FROM THE CHAIR:

Trustee Wasinger shared on October 5, 2020, GCCC PRISM club, presented "Murder at the Wolf Hotel" a Murder Mystery puppet show. In addition to the murder mystery puppet show, the League of Women voters was on the GCCC campus to register voters and answer questions to assist students and employees with their voting plans.

GCCC BOT would like to welcome our new 2020-2021 CAMP Ambassadors. CAMP Ambassadors help promote & recruit for the CAMP Assistant Migrant Program. They serve as a liaison, spokesperson, & advocate for the program & GCCC.

HALO is celebrating Hispanic Heritage Month which is recognized from September 15-October 15.

Trustee Wasinger also informed the board Cole Dewey, MBKB coach has been chosen to speak at the Inaugural TopConnect Symposium. He is one of 30 men's coaches taking part in this prestigious event.

Broncbuster Cross Country is No. 22 in the latest National polls.

Athletics will be hosting Mark Potter, inspirational speaker on campus Thursday, October 15 at 7pm to share his story about overcoming severe depression. The event will be live streamed on the athletic department's official website: www.gobroncbusters.com and on the BusterTV YouTube channel.

Wasinger also wished to again thank all staff/faculty for their hard work and dedication throughout this unexpected school year.

INTRODUCTION OF NEW EMPLOYEES:

Greg McVey, Director of Athletics introduced new employees Antwain Scales, Head Women's Basketball Coach, Cole Dewey, Head Men's Basketball Coach, Emmett Statzer, Head Cross Country/Track Coach, Coleman Bender, Assistant Women's Basketball Coach, Zach Towle, Assistant Men's Basketball Coach, Amy Schmeckpeper, Head Softball Coach, Brittany Redmond, Assistant Women's Basketball Coach, Alex Huddleston, Strength and Conditioning, and Allison Griffin, Head Athletic Trainer.

Colin Lamb, Vice President for Student Services welcomed Sydnee Sassaman, Director of Admissions.

Marc Malone, Vice President for Instructional Services introduced Dawn Tucker, Dual Credit Coordinator/Administrative Assistant to the Dean of Academics.

CONSENT AGENDA:

Chair Wasinger clarified Aaron Kucharik, community member was misquoted in October's minutes. The minutes state that he requested the meeting minutes be posted online. However, when Trustee Smith stated that the months minutes were posted he corrected the trustee, Aaron was referring to the video recording of the meeting.

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

Trustee Wasinger requested agenda item II D; Early Childhood Education Certificate A be removed for discussion.

Chair Wasinger then asked for a motion approving consent agenda items II A, II B, and II C. Holding II D for separate discussion.

Motion:

Tedrow moved, seconded by Douglass to approve consent agenda items II A, II B, and II C. Holding II D for separate discussion.

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

Nays: *None*

Motion carried: 6-0

(Supporting documents filed with official minutes.)

Approved actions follow:

- A. Approval of minutes of previous meetings (August 11, 2020 Sp Meeting, September 8, 2020, and September 19 & 20, 2020 Retreat)**
(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 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**(Supporting documents filed with official minutes.)

II D: Early Childhood Education Certification A: GCCC has been in conversations with Finney County Economic Development about the need for quality training in early childhood care and education to meet the needs gap in regional childcare. Trustee Hitz asked about the response from local schools, Dr. Ruda stated they have been very receptive and have pathways in place. Trustee Douglass asked if this certificate was required to work in childcare. VP Malone stated no, not for in home childcare, but facilities would require it. Early Childhood Education Certificate A will generate safe and effective childcare for our area.

Motion:

Tedrow moved, seconded by Hitz to approve consent agenda item II D, Early Childhood Education Certificate A.

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

Nays: *None*

Motion carried: 6-0

(Supporting documents filed with official minutes.)

EDUCATIONAL PRESENTATIONS:

Sheena Hernandez, English Instructor discussed the English program at GCCC and Glenda Owens, Allied Health Coordinator discussed CMA, CNA, and HHA.

Dr. Ryan Ruda discussed the 2019-2020 Strategic Plan and the 2018-2019 completed initiatives and asked the board to review the plan and offer feedback at the November 10 meeting. VP Malone added GCCC would like to increase engagement and ownership campus wide. Trustee Hitz and Douglass inquired about how do we predict the future, where will education be in 10 years, and how can the Board help? Trustee Smith asked Dr. Ruda which pillar is the most daunting? Fiscal Solvency because of the unknowns. Trustee Douglass suggested they could add the strategic plan to the monthly agenda.

MONITORING REPORTS and ENDS REPORT:

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

- Annual, Work Preparedness
- Bi-Annual, General Executive Constraints #10

Trustees indicated that they accept the monitoring reports as presented.

REVIEW MONITORING REPORT:

Workforce Development, Annual

No comments or changes.

Board Job Descriptions #6, Bi-annual

Trustee Rupp, Broncbuster Athletic Association is currently recruiting new members for the BAA Board as well as conducting meetings according to rules and regulations. Fundraising has slowed down a bit because of the pandemic but they are still out raising funds for ticket sponsors for the spring and the BAA Golf Tournament being held on October 10. Athletic teams will soon start online fundraising through eTeamSponsor. The BAA Board is currently looking into an electronic ticket program that would let the public choose and pay for their seats online. This will free up time for athletic administration. Trustee Douglass enquired about funds for scholarships and if BAA are meeting their goals. Dr. Ruda stated that BAA has only been contributing to scholarships for the past two years. They are also in the process of building their reserves.

Trustee Smith, Endowment Association is financially progressing with their current investments and adapting to virtual fundraising. EA is currently discussing how to proceed with their annual phonathon. The Molz Scholarship Reception was held virtually this year and went very well.

Trustees indicated that they accept the reports as presented.

B-1 Bi-Annual, Executive Limitation #7, question at last month's meeting was if the maximum 10% premium was adequate for local needs? The board discussed and agreed that the 10% is well within reason. One addition to this report; "*Purchases directed by grant funds are excluded*". This change will be made in the Policy Governance handbook.

Motion:

Smith moved, seconded by Rupp to approve consent agenda item IV B, B-3, Executive Limitation #7.

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

Nays: *None*

Motion carried: 6-0

(Supporting documents filed with official minutes.)

PUBLIC COMMENTS:

No public comments.

PRESIDENT'S REPORT:

GRANTS

- Last week, the college was approved for a \$100,000 grant request to go towards improving food security and safety in the region. The primary funding goes towards the purchase of a new refrigerated truck allowing for increased capacity of safe delivery of meat products to local retailers. It also includes an automated patty machine to increase capacity of processed products to market, a vacuum packager to efficiently and safely package products to retail market, and an upright freezer for campus/community food pantry to increase access to food. The grant must have all expenses incurred and equipment received by Dec. 31, 2020.
- Institutional Resilience Grant
- Title 3 Grant—STEM HIS

COHORT DEFAULT RATE

Last week, Garden City Community College received the draft of the annual cohort default rate, which evaluates every higher-education institution on the number of students who borrow loans against the rate of students who default due to non-payment. If institutions are at 15 percent or higher, there become restrictions and sanctions that are imposed by the Federal Department of Education. Garden City's rate is 7.4, which is down from 7.5 from last year.

ENROLLMENT UPDATE

Garden City Community College continues to be one of the few institutions in the state whose enrollment has seen positive returns in 2020. As of Oct. 12, there were 1,921 students enrolled, down just .62 percent from last year. Students were enrolled in 21,219 credit hours, up .40 percent with the full-time equivalent, which looks at students enrolled in classes divided by the number of credits in a full-time load, sitting at 1,414.6, up 5.6 percent. There are 1,060 full-time students and 861 part-time.

BAA GOLF TOURNAMENT RECAP

The BAA Golf Tournament was a complete success on Saturday at Southwind. The Association brought in \$22,000 (does not include payout to Southwind for usage of facilities and food-still waiting on the final bill). The tournament was full with 36 teams participating, and saw two guns, one an Old Henry Rifle sell for a combined \$2,000 during the silent auction.

GRAND OPENING-SUPER CIRCUIT

Thanks to more than \$400,000 in grant money and approved student fees, the Broncbuster Wellness Center (Super Circuit) has been completely revitalized with brand-new, state-of-the-art equipment. The area now features two dual adjustable pulley machines, Hammer Strength series that works all body parts, a chest and shoulder press, lat pull, row machine, hamstring, quad and leg press, three new recumbent bikes, an arc trainer, power mill, spin bikes with 'My Ride' to customize the user's experience, five ellipticals, and five new treadmills. Also, one of the newest innovative features is the ability for users to watch television and listen to the audio through their own personal headphones. The grand opening is set for Friday, Oct. 16.

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION (FCEDC):

Trustee Rupp informed the BOT that FCEDC met last month. FCEDC is continuing their discussions on childcare for Finney County. Empirical Foods groundbreaking ceremony will be held on October 11, 2020 at 11:00 a.m.

REPORT FROM KACCT:

Beth Tedrow communicated that KACCT will hold their next meeting on December 5 at 8:00 a.m. by Zoom, hosted by Ft. Scott.

REPORT FROM SGA:

Taryn Tabor, SGA President, communicated they have had two meetings, one with officers and the other with GCCC clubs. GCCC Art Club recently finished a mural on the side of a home on Fulton street, GC3 Media is currently working on their podcast and a magazine, and HALO will be hosting Zoom Zumba on Monday, October 19th. Also, HALO and SGA have partnered to offer a pumpkin painting and carving contests on campus.

REPORT FROM FACULTY SENATE:

Perla Salazar, Math Instructor /Faculty Senate, communicated that they are still working on policy revisions and updating by-laws. They are also discussing ways to help support faculty burn-out.

BOT RETREAT REVIEW:

The board discussed goals that had been set during their retreat. It was decided to start with two goals, BOT self-assessment and review of the Presidents evaluation process. Trustees will divide the workload and come together in December for a work session. Trustee Wasinger asked each board member if they would be comfortable with the retreat facilitator continuing to guide the board. All trustees were in agreement.

OWNERSHIP LINKAGE:

Trustee Hitz has received several thank yous from faculty/staff for the coffee gift cards and has heard many positive comments about Gold Cards being mailed out this year. Hitz inquired as to why we do not give all seniors a lifetime pass in lieu of mailing Gold Cards every year. Dr. Ruda stated that renewing them every year gives us a chance to update information and engage face to face. Trustee Hitz also was very pleased with the BAA golf tournament and stated it was a great day to meet and chat with the community. Trustee Wasinger reviewed calendar dates for the rest of 2020 and discussed a few dates for the HLC visit in 2023. Wasinger also reminded the BOT that there will be a special board meeting on Thursday, October 22 at 7:00 a.m. in the President's Conference room.

EXECUTIVE SESSION:

Motion:

Douglass moved, seconded by Tedrow to go into executive session for fifteen (15) minutes, for the purpose of discussing an individual employee's performance pursuant to non-elected personnel exception under KOMA. The open meeting will resume in the President's Conference Room of the SCSC in fifteen (15) minutes (8:48 p.m.). Included in the executive session will be Trustees and Ryan Ruda, President.

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

Nays: None

Motion carried: 6-0

Board recessed into executive session at 8:33 p.m.

Included in Executive Session:

GCCC Board of Trustees

Meeting of Trustees
October 13, 2020

Ryan Ruda, President
Board reconvened into open session at 8:48 p.m.

No action was taken.

Next Board meeting will be November 10, 2020

Meeting adjourned at 8:49 p.m. by Chair Wasinger.

Amy R McVey
Deputy Clerk

Dr. Ryan Ruda
President

Dr. Blake Wasinger
Chairman of the Board

Agenda No: II-B

Date: November 10, 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:



November 3, 2020

To: Board of Trustees

From: Alexis Saenz, Human Resources Assistant

New Hires:

Robert Larson, Interim Athletic Director, effective, November 2, 2020

Transfers:

Cecilia Miller, Print Production Manager to Social Media and Design Coordinator, effective, September 1, 2020

Mark Scheopner, Fine Arts Secretary to Print Production Manager, effective, November 2, 2020

Separations:

Greg McVey, Athletic Director, effective, November 30, 2020

Amy McVey, Executive Assistant to the President, effective, December 18, 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 11/10/2020)**

INSTRUCTOR	CLASS	AMOUNT
Acevedo, Naysha	Abnormal Psychology PSYC-201-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$520.00 = \$1560.00 10/12/2020 - 12/10/2020	\$1,560.00
Arandia, Mark	Intro to Philosophy PHIL-101-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$600.00 = \$1800.00 10/12/2020 - 12/10/2020	\$1,800.00
Barton, Brianna	Strategic Team Building CRIM-165-05 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 = \$500.00 09/26/2020 - 09/27/2020	\$500.00
Boese, Donna	College Success PCDE-101-51 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 = \$500.00 10/12/2020 - 12/10/2020	\$500.00
Bradway, Roxanna	Health Education HPER-101-52 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 10/12/2020 - 12/10/2020	\$1,500.00
Burrus, Cynthia	Intro to Computer Concepts & Appl CSCI-110-53 - 3.00 credit hour(s) 3.00 credit hour(s) X \$520.00 = \$1,560.00 10/12/2020 - 12/10/2020	\$1,560.00
Burrus, Cynthia	Into to Political Science POLS-104-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$520.00 = \$1,560.00 10/12/2020 - 12/10/2020	\$1,560.00
Clark, Erika	KSPN Nrsg Care Adult I Clin PNRS-105-01 - 2 credit hour(s) 68.53 contact hrs X \$27.50 = \$1.884.58 10/12/2020 - 12/10/2020	\$1,884.58
Davis, Troy	EVOC CRIM-142-30 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 = \$500.00 10/17/2020 - 10/24/2020	\$500.00

**GARDEN CITY COMMUNITY COLLEGE
 ADJUNCT/OUTREACH FACULTY CONTRACTS
 (Presented to Board of Trustees for Approval 11/10/2020)**

Estes, Brittany	English II ENGL-102-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$520.00 = \$1560.00 10/12/2020 - 12/10/2020	\$1,560.00
Falke, James	Technical Rescue I FIRE-103-90 - 2.00 credit hour(s) 2 contact hour(s) @ \$500.00 = \$1000.00 10/27/2020 - 11/07/2020	\$1,000.00
Hands, Melanie	American Government POLS-105-GC - 3.00 credit hour(s) 3.00 credit hour(s) X \$600.00 = \$1800.00 08/31/2020 - 1/21/2021	\$1,800.00
Hands, Melanie	American Government POLS-105-GD - 3.00 credit hour(s) 3.00 credit hour(s) X \$600.00 = \$1800.00 08/31/2020 - 1/21/2021	\$1,800.00
Heaton, Tyrell	World Geography GEOG-101-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$620.00 = \$1860.00 10/12/2020 - 12/10/2020	\$1,860.00
Hess, Carly	English I ENGL-101-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 10/12/2020 - 12/10/2020	\$1,500.00
Homm, Mike	NRA Women on Target CRMJ-315-02 NON-CREDIT - 10 hours 10 contact hour(s) @ \$35.00 = \$350.00 11/7/2020	\$350.00
Komm, Adam	INTRODUCTION TO BUSINESS BSAD-101-51 3.00 credit hour(s) X \$540.00 = \$1620.00 10/12/2020 - 12/10/2020	\$1,620.00
Leirer, Lisa	Working w/ Children-Traumatic Exp ECHD-122C-50 2/6 of 1.00 credit hour(s) X \$500.00 = \$166.67 10/26/2020 - 12/04/2020	\$500.00
CORRECTION Morgan, Linda Mae	Sex Crimes CRIM-219-50 - 3.00 credit hour(s)	\$1,500.00

**GARDEN CITY COMMUNITY COLLEGE
 ADJUNCT/OUTREACH FACULTY CONTRACTS
 (Presented to Board of Trustees for Approval 11/10/2020)**

5/6 of 3.00 credit hour(s) X \$600.00 = \$1500.00
 9/8/2020 - 12/10/2020

Ochs, Edward	Intermediate Rappelling CRIM-151-30 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 = \$500.00 10/24/2020 - 10/31/2020	\$500.00
Pauley, Paul	NRA Women on Target CRMJ-315-02 NON-CREDIT - 5 hours 5 contact hour(s) @\$35.00 = \$175.00 11/7/2020	\$175.00
Prewitt, Bob	NRA Women on Target CRMJ-315-02 NON-CREDIT - 5 hours 5 contact hour(s) @\$25.00 = \$125.00 11/7/2020	\$125.00
Stochl, Sean	Lifetime Fitness HPER-121-53 - 2.00 credit hour(s) 2.00 credit hour(s) X \$500.00 = \$1000.00 10/12/2020 - 12/10/2020	\$1,000.00
Tangumonkem, Eric	Physical Geology Lecture PHSC-205-52 - 3.00 credit hour(s) 3.00 credit hour(s) x \$600.00 = \$1800.00 10/12/2020 - 12/10/2020	\$1,800.00
Weeks, Ben	Police Firearms III CRIM-223-01 - 1.00 credit hour(s) 1.00 credit hour(s) x \$500.00 = \$500.00 10/16/2020 - 11/20/2020	\$500.00
Wenzel, Leslie	College Algebra MATH-108-42 - 3.00 credit hour(s) 3.00 credit hour(s) X \$560.00 = \$1680.00 10/12/2020 - 12/10/2020	\$1,680.00

TOTAL \$30,634.58

Agenda No: II-C

Date: November 10, 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

10/31/2020 - 33.33% 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 *	\$ 15,411,664	\$ 3,732,182	24.22%	2.49%	\$ 15,538,563	\$ 3,375,368	21.72%
Fund 12 - PTE	\$ 2,645,309	\$ 557,754	21.08%	-3.91%	\$ 2,908,180	\$ 726,914	25.00%
Fund 16 - Auxillary	\$ 3,985,705	\$ 1,492,976	37.46%	-7.11%	\$ 3,824,396	\$ 1,704,444	44.57%
Fund 61 - Capital Outlay **	\$ 1,087,799	\$ 45,691	4.20%	1.24%	\$ 1,087,799	\$ 32,179	2.96%
TOTAL	\$ 23,130,477	\$ 5,828,603	25.20%	0.20%	\$ 23,358,938	\$ 5,838,905	25.00%
Expenses							
Fund 11 - General Fund	\$ 15,411,664	\$ 5,058,279	32.82%	0.93%	\$ 15,538,563	\$ 4,955,362	31.89%
Fund 12 - PTE	\$ 2,645,309	\$ 681,365	25.76%	1.52%	\$ 2,908,180	\$ 704,954	24.24%
Fund 16 - Auxillary	\$ 3,611,206	\$ 1,130,426	31.30%	5.85%	\$ 3,824,396	\$ 973,375	25.45%
Fund 61 - Capital Outlay	\$ 1,237,500	\$ 64,268	5.19%	-18.28%	\$ 1,087,799	\$ 255,320	23.47%
TOTAL	\$ 22,905,679	\$ 6,934,338	30.27%	0.78%	\$ 23,358,938	\$ 6,889,011	29.49%

kja
11.4.2020

CHECKS PROCESSED IN EXCESS OF \$50,000

October 2020

Purchases over \$50,000 requiring Board Approval

- Check #277028 to Ellucian for \$341,789 for annual maintenance. Board approved August 11, 2020
- Check #277213 to Dodge City International Inc for \$54,500 for Refrigerated Truck for Meat Sciences. Board approved October 22, 2020.
- Check #277220 to Kenton Brothers Inc for \$78,421.96 (partial payment) for Access Controls. Board approved October 22, 2020.
- \$148,926.15 wire sent to wire sent to Capital One for Lease Purchase payment for the Athletic Field (payment due 12/1/20, wire sent 10/28/20). The Board of Trustees approved the financing agreement on June 18, 2013.
- \$47,106.25 wire sent to Kansas State Treasurer for Revenue Bonds on Broncbuster Housing, remodel of bookstore and student union (payment due 12/1/20, wire sent 10/23/20). The Board of Trustees approved the revenue bonds on July 8, 2014.
- \$332,340 wire sent to Clayton Holdings for lease purchase for Broncbuster Suites #2, replacement of residential hall parking lot and replacement of parking lot sewer line (payment due 12/1/20, wire sent 10/28/20). The Board of Trustees approved the financing agreement on March 6, 2017

Payments over \$50,000 not requiring board approval

- Check #276883 to Blue Cross Blue Shield for \$118,826.60 for November 2020 health insurance premiums for employees.
- Check #276926 to Great Western Dining for \$110,125.16 for various invoices
- Check #277020 to CDW for \$50,182.61 for various invoices including classroom cameras
- Check #277022 to City of Garden City for \$72,246.10 for city utilities
- Check #277191 to Blue Cross Blue Shield for \$120,168.86 for December 2020 health insurance premiums for employees

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	4,697.00	686,237.75-	1,271,587.00-	585,349.25-
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	2,240.00	186,640.00-	235,552.00-	48,912.00-
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	0.00	0.00	0.00	0.00
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	2,235.00	311,349.33-	549,573.00-	238,223.67-
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	1,285.69	1,853.70-	100,000.00	101,853.70
11-00-0000-00000-4013 TUITION INTERNATIO	0.00	0.00	39,298.00-	102,292.00-	62,994.00-
11-00-0000-00000-4014 TUITION BORDER STA	0.00	1,200.00	126,900.00-	172,635.00-	45,735.00-
11-00-0000-00000-4015 ONLINE COURSE FEE	0.00	304.00-	149,354.00-	326,573.00-	177,219.00-
11-00-0000-00000-4016 NO SHOW FEE : GENE	0.00	3,150.00-	8,400.00-	10,000.00-	1,600.00-
11-00-0000-00000-4020 INTERNATIONAL FEE	0.00	391.50-	1,891.50-	3,700.00-	1,808.50-
11-00-0000-00000-4021 TUITION ONLINE : G	0.00	1,708.00	337,208.00-	654,814.00-	317,606.00-
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	150.00-	8,850.00-	23,515.00-	14,665.00-
11-00-0000-00000-4512 VENDING MACHINES :	0.00	125.98-	240.26-	3,193.00-	2,952.74-
11-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	895,121.00-	1,790,242.00-	895,121.00-
11-00-0000-00000-4803 AD VALOREM PROPRT	0.00	8,328.40-	346,907.58-	10,731,460.00-	10,384,552.42-
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	102,980.99-	488,782.97-	911,866.00-	423,083.03-
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	1,304.64-	7,030.44-	11,871.00-	4,840.56-
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	21,039.76-	43,023.03-	200,000.00-	156,970.97-
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	5,872.37-	134,000.00-	128,127.63-
11-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	0.00	7,964.56-	12,971.00-	5,006.44-
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	137.73-	800.27-	16,241.00-	15,440.73-
11-00-0000-00000-4814 COMMERCIAL VEHICLE	0.00	5,081.89-	15,849.45-	104,865.00-	89,015.55-
11-00-0000-00000-4815 WATERCRAFT CURRENT	0.00	0.00	0.00	3,777.00-	3,777.00-
11-00-0000-00000-4816 TIF TAX : GENERAL	0.00	0.00	0.00	418,400.00	418,400.00
11-00-0000-00000-4817 NEIGH REVNT : GENER	0.00	0.00	1,111.62	57,500.00	56,388.38
11-00-0000-00000-4902 INTEREST INCOME :	0.00	519.04-	989.69	100,000.00-	100,989.69-
11-00-0000-00000-4904 REIMBURSED SALARY	0.00	0.00	20,000.00-	0.00	20,000.00
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	0.00	25,794.50-	0.00	25,794.50
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	10,520.18-	15,967.00-	19,076.00-	3,109.00-
11-00-0000-00000-4912 TRANSCRIPTS : GENE	0.00	485.05-	2,941.28-	7,464.00-	4,522.72-
00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	1,409,703.00	1,409,703.00
Totals for FUND: 11 - GENERAL	0.00	141,153.47-	3,732,181.68-	15,411,664.00-	11,679,482.32-
00-0000-00000-4015 ONLINE COURSE FEE	0.00	1,254.00	45,037.00-	84,012.00-	38,975.00-
12-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	512,717.00-	1,016,594.00-	503,877.00-
12-00-0000-00000-4603 STATE PMT FOR TUIT	0.00	0.00	0.00	135,000.00-	135,000.00-
12-00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	1,409,703.00-	1,409,703.00-
Totals for FUND: 12 - PTE FUND	0.00	1,254.00	557,754.00-	2,645,309.00-	2,087,555.00-

REVENUES

16-00-5008-00000-4401 SALES & SERV OF ED	0.00	150.00-	1,944.00-	10,000.00-	8,056.00-	80.56
16-00-5008-00000-9999 CONTINGENCY ACCOUN	0.00	0.00	0.00	15,342.00-	15,342.00-	100.00
16-00-5011-00000-4009 S U FEES : GENERAL	0.00	446.99	61,689.56-	140,000.00-	78,310.44-	55.94
16-00-5011-00000-4011 MISC STUDENT BILL	0.00	33.30-	270.29-	110,000.00-	110,270.29	100.25
16-00-5011-00000-4501 BUILDING/ROOM RENT	0.00	8,500.00-	34,500.00-	100,000.00-	65,500.00-	65.50
16-00-5011-00000-4503 S U DORM BOARD & R	0.00	18,140.56	1,147,353.53-	2,600,000.00-	1,452,646.47-	55.87
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	0.00	10,000.00-	10,000.00-	100.00
16-00-5011-00000-4507 KEYS : GENERAL	0.00	195.00-	195.00-	6,000.00-	5,805.00-	96.75
16-00-5011-00000-4508 RESERVATION FEE :	0.00	225.00-	32,125.00-	50,000.00-	17,875.00-	35.75
16-00-5011-00000-4511 CATER & BOOKSTORE	0.00	0.00	0.00	20,000.00-	20,000.00-	100.00
16-00-5011-00000-4512 VENDING MACHINES :	0.00	273.54-	1,186.27-	5,000.00-	3,813.73-	76.27
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
16-00-5012-00000-4401 SALES & SERV OF ED	0.00	522.49-	1,463.41-	35,439.00-	35,439.00-	100.00
16-00-5012-00000-4504 COSMETOLOGY FEES :	0.00	0.00	61,085.00-	10,000.00-	8,536.59-	85.37
16-00-5012-00000-4907 MISCELLANEOUS INCO	0.00	52.27-	52.27-	500.00-	447.73-	89.55
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	633.26	90,183.39-	220,000.00-	129,816.61-	59.01
16-00-5100-00000-4520 SALES - NEW TEXTBO	0.00	1,728.90-	43,208.03-	60,000.00-	16,791.97-	27.99
16-00-5100-00000-4521 SALES - USED TEXTB	0.00	0.00	0.00	5,000.00-	5,000.00-	100.00
16-00-5100-00000-4523 SALES - RENTAL BOO	0.00	0.00	0.00	10,000.00-	10,000.00-	100.00
16-00-5100-00000-4525 SALES - SUPPLIES :	0.00	65.53-	1,140.33-	20,000.00-	18,859.67-	94.30
16-00-5100-00000-4526 SALES - CLOTHING :	0.00	3,328.33-	14,099.78-	55,000.00-	40,900.22-	74.36
16-00-5100-00000-4527 SALES - GIFTS : GE	0.00	412.23-	2,220.31-	10,000.00-	7,779.69-	77.80
16-00-5100-00000-4528 SALES - FOOD : GEN	0.00	0.00	0.00	1,000.00-	1,000.00-	100.00
16-00-5100-00000-4530 RENTAL FEES - CALC	0.00	100.00-	260.00-	1,000.00-	740.00-	74.00
16-00-5100-00000-9999 CONTINGENCY ACCOUN	0.00	0.00	0.00	200,091.00-	200,091.00-	100.00
Totals for FUND: 16 - AUXILIARY ENTITI	0.00	3,634.16	1,492,976.17-	3,611,206.00-	2,118,229.83-	58.66
61-00-0000-00000-4803 AD VALOREM PROPERT	0.00	408.78-	17,009.13-	498,383.00-	481,373.87-	96.59
61-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	5,203.09-	24,695.71-	0.00	24,695.71	0.00
61-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	65.92-	355.18-	0.00	355.18	0.00
61-00-0000-00000-4807 DELINQUENT TAX : G	0.00	1,036.18-	2,153.57-	0.00	2,153.57	0.00
61-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	287.91-	0.00	287.91	0.00
61-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	0.00	402.41-	0.00	402.41	0.00
61-00-0000-00000-4810 16/20 M TAX : GENE	0.00	6.96-	40.45-	0.00	40.45	0.00
61-00-0000-00000-4814 COMMERCIAL VEHICL	0.00	256.74-	800.77-	0.00	800.77	0.00
61-00-0000-00000-4817 NEIGH REVT : GENER	0.00	0.00	54.48	0.00	54.48-	0.00
61-00-0000-00000-9999 CONTINGENCY ACCOUN	0.00	0.00	0.00	739,117.00-	739,117.00-	100.00
Totals for FUND: 61 - CAPITAL OUTLAY	0.00	6,977.67-	45,690.65-	1,237,500.00-	1,191,809.35-	96.31
Totals for BUDGET.OFFICER: Unassigned	0.00	143,242.98-	5,828,602.50-	22,905,679.00-	17,077,076.50-	74.55

Fiscal Year: 2021

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available % Avail
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	250,000.00-	250,000.00- 100.00
DEPARTMENT: 11005 - INSTRUCTION SALARY	0.00	4,296.00	6,313.42	0.00	6,313.42- 0.00
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	20,046.14	62,875.42	217,359.56	154,484.14 71.07
DEPARTMENT: 11020 - HUMANITIES	0.00	2,072.26	7,779.14	1,382.00	6,397.14- 462.88-
DEPARTMENT: 11021 - ENGLISH	0.00	37,861.10	120,448.94	412,369.05	291,920.11 70.79
DEPARTMENT: 11022 - SPEECH	0.00	17,079.85	56,475.59	178,401.09	121,925.50 68.34
DEPARTMENT: 11023 - PHILOSOPHY	0.00	484.42	2,906.55	0.00	2,906.55- 0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	1,332.16	6,289.32	0.00	6,289.32- 0.00
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	419.00	419.00 100.00
DEPARTMENT: 11030 - ART	457.02	14,054.14	52,856.95	138,872.18	85,558.21 61.61
DEPARTMENT: 11031 - DRAMA	0.00	474.74	1,232.94	4,000.00	2,767.06 69.18
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	5,949.43	23,251.18	67,047.05	43,795.87 65.32
DEPARTMENT: 11033 - INST MUSIC	0.00	16,171.32	73,175.12	140,435.66	67,260.54 47.89
DEPARTMENT: 11034 - ORCHESTRA	288.55	0.00	2,625.00	4,500.00	1,586.45 35.25
DEPARTMENT: 11040 - SCIENCE	5,657.41-	35,617.70	108,435.62	367,649.94	264,871.73 72.04
DEPARTMENT: 11050 - MATH	25.94	29,885.64	98,933.97	288,110.84	189,150.93 65.65
DEPARTMENT: 11060 - SOCIAL SCIENCE	0.00	34,801.92	106,348.81	313,898.54	207,549.73 66.12
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	6,145.02	13,276.55	796.00	12,480.55- 567.90-
DEPARTMENT: 11081 - WELLNESS-SUPER CIR	0.00	5,684.37	17,000.62	84,228.61	67,227.99 79.82
DEPARTMENT: 11082 - ESL	0.00	11,178.76	31,406.09	120,757.51	89,351.42 73.99
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	6,451.36	19,040.27	76,168.86	57,128.59 75.00
DEPARTMENT: 11090 - QUIZ BOWL/ACAD CHA	0.00	4,682.81	11,016.30	0.00	11,016.30- 0.00
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	296.04	592.08	2,000.00	1,407.92 70.40
DEPARTMENT: 41000 - LIBRARY	1,809.30	358.84	358.84	0.00	358.84- 0.00
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	108.14	13,353.59	43,119.45	177,902.63	132,973.88 74.75
DEPARTMENT: 41100 - TECHNOLOGY-INSTRUC	39,008.98	10,862.97	31,520.57	99,652.23	68,023.52 68.26
DEPARTMENT: 42000 - VP ON INSTRUCTION	0.00	166,293.19	285,185.25	539,073.75	214,879.52 39.86
DEPARTMENT: 42001 - DEAN OF ACADEMICS	0.00	19,578.38	76,302.14	869,193.44	792,891.30 91.22
DEPARTMENT: 42002 - OUTREACH	0.00	16,236.68	56,366.88	131,400.21	75,033.33 57.10
DEPARTMENT: 44000 - INSTRUCTIONAL DESI	848.93-	2,394.14	14,181.31	100,067.85	85,886.54 85.83
DEPARTMENT: 46000 - DEVELOPMENTAL EDUC	0.00	10,559.49	44,835.02	145,165.29	101,179.20 69.70
DEPARTMENT: 50000 - DEAN OF STUDENT SE	39.19	5,923.79	23,601.51	71,534.76	47,933.25 67.01
DEPARTMENT: 50001 - STUDENT SUPPORT SE	0.00	20,396.29	86,757.68	318,170.30	231,373.43 72.72
DEPARTMENT: 50010 - COUNSELING & GUIDA	0.00	0.00	0.00	14,000.00	14,000.00 100.00
DEPARTMENT: 50011 - ASSESSMENT/TESTING	39.99	13,140.21	51,124.33	163,038.76	111,914.43 68.64
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	3,833.70	17,872.29	52,592.69	34,680.41 65.94
DEPARTMENT: 50030 - ADMISSTIONS	1,382.02	22,636.15	77,222.41	271,255.16	194,032.75 71.53
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	0.00	8,913.55	35,340.61	114,611.35	77,888.72 67.96
DEPARTMENT: 50050 - STUDENT HEALTH SER	711.25-	14,190.06	50,362.38	178,954.82	128,592.44 71.86
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	4,639.12	6,446.32	23,447.14	69,951.00	47,215.11 67.50
DEPARTMENT: 55001 - MEN'S BASKETBALL	854.64	28,895.23	289,318.90	541,944.62	247,986.60 45.76
		13,501.62	54,686.15	163,746.50	108,205.71 66.08

DEPARTMENT: 55002 - WOMEN'S BASKETBALL	3,919.60	15,842.77	47,278.15	163,023.00	111,825.25	68.59
DEPARTMENT: 55003 - MEN'S TRACK	4,972.14	6,298.04	18,219.85	71,580.00	48,388.01	67.60
DEPARTMENT: 55004 - WOMEN'S TRACK	4,838.16	4,450.54	16,591.46	71,283.00	49,853.38	69.94
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	3,960.00	7,907.14	25,881.93	139,119.96	109,278.03	78.55
DEPARTMENT: 55006 - FOOTBALL	5,764.41	42,727.96	158,582.96	503,089.80	338,742.43	67.33
DEPARTMENT: 55007 - BASEBALL	5,031.59	15,715.68	48,512.10	175,360.00	121,816.31	69.47
DEPARTMENT: 55008 - VOLLEYBALL	0.00	8,878.59	40,915.47	116,788.38	75,872.91	64.97
DEPARTMENT: 55009 - WOMEN'S SOCCER	2,660.23	6,221.88	21,636.10	62,224.00	37,927.67	60.95
DEPARTMENT: 55010 - MEN'S SOCCER	1,448.87	11,004.85	25,676.11	69,289.00	42,164.02	60.85
DEPARTMENT: 55012 - CHERLEADING	0.00	806.67	23,004.41	38,744.00	37,149.59	61.76
DEPARTMENT: 55014 - ROBO TEAM	5,819.47	12,296.55	51,956.15	162,972.00	105,196.38	64.55
DEPARTMENT: 55015 - MEN'S GOLF	1,933.44	4,471.11	5,755.40	38,744.00	31,055.16	80.15
DEPARTMENT: 55019 - ATHLETIC TRAINING	15,835.84	17,325.78	77,389.50	222,661.71	129,436.37	58.13
DEPARTMENT: 55020 - PEP BAND	0.00	5,385.60	19,896.10	65,021.00	45,124.90	69.40
DEPARTMENT: 55021 - ESPORTS	10,108.70	1,764.05	4,334.85	24,034.40	9,590.85	39.90
DEPARTMENT: 61000 - BOARD OF TRUSTEES	26.47-	27,414.48	109,307.89	557,666.00	448,384.58	80.40
DEPARTMENT: 61001 - PRESIDENT	1,519.85	867.77	1,275.77	9,523.00	6,727.38	70.64
DEPARTMENT: 61005 - ATTORNEY	0.00	12,390.42	19,864.42	135,000.00	115,135.58	85.29
DEPARTMENT: 62000 - VP OF ADMIN SERVIC	25,664.54	235,736.21	470,289.40	1,279,506.00	783,552.06	61.24
DEPARTMENT: 62010 - HUMAN RESOURCES	370.04	14,440.43	50,522.58	189,567.00	138,674.38	73.15
DEPARTMENT: 62011 - ADA COMPLIANCE	75.00	4,326.48	24,903.83	60,948.00	35,969.17	59.02
DEPARTMENT: 62050 - ONE-TIME PURCHASES	0.00	0.00	0.00	78,800.00	78,800.00	100.00
DEPARTMENT: 63000 - MARKETING/PR	24,897.00	12,781.73	41,076.71	215,629.40	149,655.69	69.40
DEPARTMENT: 64000 - INFORMATION TECHNO	35,462.72	202,790.63	345,371.42	882,940.05	502,105.91	56.87
DEPARTMENT: 65000 - CENTRAL SERVICES	1,097.55	14,952.55	48,715.09	142,979.14	93,166.50	65.16
DEPARTMENT: 67000 - INSTITUTION EFFECT	0.00	14,178.17	42,776.89	160,425.50	117,648.61	73.34
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	5,443.97	12,250.44	61,342.31	183,976.80	117,190.52	63.70
DEPARTMENT: 71000 - BUILDINGS	14,269.78	62,912.83	154,953.50	472,601.46	303,378.18	64.19
DEPARTMENT: 72000 - CUSTODIAL SERVICES	6,150.28	47,415.64	159,488.58	533,679.56	368,040.70	68.96
DEPARTMENT: 73000 - GROUNDS	14,734.01	21,708.56	84,296.66	274,130.93	175,100.26	63.87
DEPARTMENT: 73001 - ATHLETIC FIELDS	360.00	5,032.00	4,982.00	28,450.00	23,108.00	81.22
DEPARTMENT: 74000 - VEHICLES	3,225.24	13,107.48	16,221.16	301,365.64	281,919.24	93.55
DEPARTMENT: 75000 - CAMPUS SECURITY	0.00	18,340.35	58,707.45	221,240.02	162,532.57	73.46
DEPARTMENT: 76000 - INSURANCE	0.00	5,366.70	420,990.94	469,809.00	48,818.06	10.39
DEPARTMENT: 77000 - UTILITIES	52,305.04-	79,222.96	220,729.90	831,500.00	663,075.14	79.74
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	94.19-	12,075.59-	0.00	12,075.59	0.00
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	0.00	183.00	100.00	83.00-	82.99-
DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	2,501.00	14,335.00	40,000.00	25,665.00	64.16
DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	0.00	5,021.00	11,000.00	5,979.00	54.35
DEPARTMENT: 81004 - TUIT WAIVER CTZ IN	0.00	6,531.00	30,126.00	151,000.00	120,874.00	80.05
DEPARTMENT: 81006 - TUIT WAIVER FINE A	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	15,360.00	15,360.00	0.00	15,360.00-	0.00
DEPARTMENT: 94000 - STUDENT CENTER	0.00	0.00	0.00	43,831.00	43,831.00	100.00

=====

FUND: 11 - GENERAL

188,666.22 1,622,730.23 5,058,279.19 15,411,664.00 10,164,718.59 65.95

EXPENSES

Garden City Community College

11/04/20

Annual Budget Report Ending 10/31/20

Page: 2

Fiscal Year: 2021

Options - All Statuses

FUND: 12 - PTE FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available % Avail
DEPARTMENT: 12010 - ACCOUNTING	0.00	5,569.17	18,136.20	63,186.27	45,050.07 71.30
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	0.00	0.00	217.00	217.00 100.00
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	3,733.82	14,806.71	46,880.52	32,073.81 68.42
DEPARTMENT: 12200 - ADN PROGRAM	6,814.37-	30,769.84	102,854.92	293,480.00	197,439.45 67.28
DEPARTMENT: 12201 - LPN PROGRAM	10,326.36-	23,823.56	74,814.01	283,256.22	218,768.57 77.23
DEPARTMENT: 12202 - EMT	165.03-	17,232.94	50,565.35	169,835.27	119,434.95 70.32
DEPARTMENT: 12203 - ALLIED HEALTH	0.00	15,478.10	50,137.32	181,366.00	131,228.68 72.36
DEPARTMENT: 12210 - AGRICULTURE	208.76-	4,211.81	14,730.59	58,728.00	44,206.17 75.27
DEPARTMENT: 12211 - ANIMAL SCIENCE	187.88	11,873.05	41,815.89	105,708.00	63,704.23 60.26
DEPARTMENT: 12220 - JOHN DEERE AG TECH	7,037.10-	14,645.68	38,819.43	153,648.43	121,866.10 79.31
DEPARTMENT: 12230 - AUTO MECHANICS	138.28	14,713.34	48,601.12	132,605.75	83,866.35 63.24
DEPARTMENT: 12240 - CRIMINAL JUSTICE	1,000.00-	12,308.94	33,334.45	130,055.78	97,721.33 75.14
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	7,119.93	20,411.11	79,652.00	59,240.89 74.37
DEPARTMENT: 12250 - COSMETOLOGY	0.00	13,412.09	37,258.89	127,957.00	90,698.11 70.88
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	0.00	199.52	62,071.24	62,071.24 99.68
DEPARTMENT: 12273 - WELDING	33,948.20-	18,964.25	56,255.96	234,524.00	212,216.24 90.49
DEPARTMENT: 12280 - BUILDING TRADES	847.07	12,229.81	24,547.59	82,029.00	56,634.34 69.04
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	13,490.60	54,076.16	439,909.00	385,832.84 87.71
FUND: 12 - PTE FUND	58,326.59-	219,576.93	681,365.22	2,645,309.00	2,022,270.37 76.45

11/04/20

Annual Budget Report Ending 10/31/20

Page: 3

Fiscal Year: 2021

Options - All Statuses

FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available % Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	28,876.43-	28,502.67	753.55	34,000.00	62,122.88 182.71
DEPARTMENT: 5006 - FOOTBALL	0.00	2.54	2.54	3,673.00	3,670.46 99.93
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	2,230.50	5,918.58	24,493.39	18,574.81 75.84
DEPARTMENT: 5001 - MEN'S BASKETBALL	0.00	0.00	0.00	150.39	150.39 100.00
DEPARTMENT: 5012 - CHEERLEADING	1,914.98	86.41	86.41	2,804.00	802.61 28.62
DEPARTMENT: 5008 - VOLLEYBALL	450.00	683.60	2,187.51	2,187.51	1,053.91 48.18
DEPARTMENT: 5005 - WOMEN'S SOFTBALL	3,960.00	0.00	1,000.00	25,454.54	20,494.54 80.51
DEPARTMENT: 31000 - COMMUNITY SERVICE	9.00	2,451.99	3,307.26	14,500.00	11,183.74 77.13
DEPARTMENT: 5007 - BASEBALL	4,817.08	1,303.66	1,601.00	16,029.68	9,611.60 59.96
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	0.00	0.00 0.00
DEPARTMENT: 50015 - MEN'S GOLF	0.00	148.50	148.50	2,709.34	2,560.84 94.52

DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	234.06	100.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	227.50	842.53	615.03
DEPARTMENT: 11021 - ENGLISH	0.00	0.00	499.94	7,273.00	6,773.06
DEPARTMENT: 11030 - ART	2,024.98	0.00	87.09	4,711.00	2,598.93
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	319.74	319.74	1,400.00	1,080.26
DEPARTMENT: 11033 - INST MUSIC	0.00	0.00	0.00	1,628.00	1,628.00
DEPARTMENT: 11040 - SCIENCE	260.99	230.50	950.08	13,325.00	12,113.93
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	0.00	0.00	3,856.00	3,856.00
DEPARTMENT: 12200 - ADN PROGRAM	0.00	0.00	17,935.25	15,479.00	2,456.25-
DEPARTMENT: 12201 - LPN PROGRAM	0.00	0.00	18,530.00	24,305.00	5,775.00
DEPARTMENT: 12202 - EMT	295.13	2,336.01	715.13	18,073.00	17,062.74
DEPARTMENT: 12203 - ALLIED HEALTH	389.85	592.96	1,734.89	12,750.00	10,625.26
DEPARTMENT: 12210 - AGRICULTURE	0.00	0.00	1,760.30	2,494.00	733.70
DEPARTMENT: 12211 - ANIMAL SCIENCE	128.96	0.00	1,273.72	5,433.00	4,030.32
DEPARTMENT: 12220 - JOHN DEERE AG TECH	1,665.82	3,373.96	5,949.33	34,218.00	26,602.85
DEPARTMENT: 12230 - AUTO MECHANICS	9,650.32	1,459.69	46,054.02	62,255.00	6,550.66
DEPARTMENT: 12240 - CRIMINAL JUSTICE	0.00	1,150.12	1,150.12	7,255.00	6,104.88
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	0.00	0.00	1,558.00	1,558.00
DEPARTMENT: 12273 - WELDING	5,037.52	2,525.88	2,525.88	51,967.00	44,403.60
DEPARTMENT: 12280 - BUILDING TRADES	165.51	4,184.53	5,481.33	8,400.00	2,753.16
DEPARTMENT: 42000 - VP ON INSTRUCTION	0.00	0.00	0.00	13,796.00	13,796.00
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	0.00	0.00	81,851.00	81,851.00
FUND: 14 - ADULT SUPPLEMENTARY ED	1,893.71	51,583.26	118,695.76	499,105.44	378,515.97
					75.84

11/04/20

Annual Budget Report Ending 10/31/20

Page: 4

Fiscal Year: 2021

Options - All Statuses

FUND: 16 - AUXILIARY ENTITIES

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available % Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	2,516.82	10,609.31	25,342.00	14,732.69
DEPARTMENT: 94000 - STUDENT CENTER	4,525.89	61,456.53	63,054.13	282,111.00	214,530.98
DEPARTMENT: 95000 - STUDENT HOUSING	47,744.32	471,255.65	972,310.34	2,578,328.00	1,558,273.34
DEPARTMENT: 98000 - COSMETOLOGY	15,089.95	8,090.49	33,537.15	143,334.00	94,706.90
DEPARTMENT: 97000 - BOOKSTORE	179,592.30	49,148.11	50,914.57	582,091.00	351,584.13
FUND: 16 - AUXILIARY ENTITIES	246,952.46	592,467.60	1,130,425.50	3,611,206.00	2,233,828.04
					61.86

Fiscal Year: 2021

FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available % Avail
DEPARTMENT: 71000 - BUILDINGS	158,284.75-	56,610.00	64,267.50	1,237,500.00	1,331,517.25 107.60
FUND: 61 - CAPITAL OUTLAY	158,284.75-	56,610.00	64,267.50	1,237,500.00	1,331,517.25 107.60

Fiscal Year: 2021

FUND: 71 - ACTIVITY/ORGANIZATION FD

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available % Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	1,417.34	55,457.99	202,553.94	697,374.80	493,403.52 70.75
DEPARTMENT: 94000 - STUDENT CENTER	0.00	0.00	0.00	0.00	0.00 0.00
DEPARTMENT: 99001 - STUDENT NEWSPAPER	0.00	151.93	1,201.93	15,400.00	14,198.07 92.20
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	463.46	463.46	3,500.00	3,036.54 86.76
FUND: 71 - ACTIVITY/ORGANIZATION FD	1,417.34	56,073.38	204,219.33	716,274.80	510,638.13 71.29

11/04/20

Annual Budget Report Ending 10/31/20

Page: 8

Fiscal Year: 2021

Options - All Statuses

FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available % Avail
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	0.00	1,127.00	0.00	1,127.00-
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	1,039.65-	43,725.55	85,000.00	41,274.45
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	39,480.50	85,000.00	45,519.50
DEPARTMENT: 55003 - MEN'S TRACK	0.00	1,000.00	10,965.00	30,000.00	19,035.00
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	500.00-	9,045.00	30,000.00	20,955.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	2,005.00	26,555.00	62,500.00	35,945.00
DEPARTMENT: 55006 - FOOTBALL	0.00	40,195.76	167,125.15	220,000.00	52,874.85
DEPARTMENT: 55007 - BASEBALL	0.00	1,500.00	35,393.00	69,500.00	34,107.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	31,352.00	59,500.00	28,148.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	21,750.00	51,000.00	29,250.00
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	19,350.00	51,000.00	31,650.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	2,000.00	13,300.00	15,600.00	2,300.00
DEPARTMENT: 55014 - RODEO TEAM	0.00	0.00	19,500.00	40,000.00	20,500.00
DEPARTMENT: 55015 - MEN'S GOLF	0.00	0.00	9,000.00	20,000.00	11,000.00
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	1,250.00	6,000.00	30,900.00	24,900.00
DEPARTMENT: 55021 - ESPORTS	0.00	0.00	11,000.00	7,500.00	3,500.00-
DEPARTMENT: 11025 - JOURNALISM	0.00	0.00	500.00	3,978.00	3,478.00
DEPARTMENT: 11030 - ART	0.00	0.00	3,200.00	6,528.00	3,328.00
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	0.00	4,700.00	8,103.00	3,403.00
DEPARTMENT: 11033 - INST MUSIC	0.00	1,330.00-	16,410.00	14,553.00	1,857.00-
DEPARTMENT: 11034 - ORCHESTRA	0.00	0.00	500.00	4,000.00	3,500.00
DEPARTMENT: 11090 - QUIZ BOWL/ACAD CHA	0.00	0.00	0.00	5,875.00	5,875.00
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	1,250.00	8,000.00	22,736.00	14,736.00
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	1,500.00	19,060.00	40,000.00	20,940.00
DEPARTMENT: 81005 - TUIT WAIVER FCHS	0.00	270.00	2,257.50	0.00	2,257.50-
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	4,400.00	6,775.00	10,000.00	3,225.00

=====

FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS **0.00** **52,501.11** **526,070.70** **973,273.00** **447,202.30** **45.95**

=====

Garden City Community College
10/31/2020

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 288,654.67	0.0000%
State Municipal Invest. Pool	\$ 107,903.79	0.0070%
Landmark National Bank	<u>\$ 6,313,622.87</u>	0.0900%
	<u>\$ 6,710,181.33</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>\$ 7,710,181.33</u></u>			

Agenda No: II-D

Date: 11/10/2020

Topic: Energy Center and Building Control Update – Phase II

Presenter: Dr. Ryan J. Ruda

Background Information:

The GCCC Physical plant HVAC and building control system is monitored and controlled by a custom software interface provided by C&C group. Over the years many changes and additions have been made to the campus systems. The control and monitoring for these additions have been patched into the control program. Support for the original program went end of life in 2017 and it is no longer supported

In 2017 C&C group installed new hardware controls and sensors in the Administration, SCSC, ACAD and Fouse buildings and provided an updated building control interface for these buildings. The remainder of the campus controls are only accessible through the old system which is no longer supported.

In 2017 the server hosting the original version of the campus control program crashed and much of the custom control environment was lost. Since then we have been operating most of the campus at reduced capacity with many alarms and environmental sensors being unavailable.

Proposal

We would like to begin the process of moving the remainder of campus to the control and monitoring system that is used for the Administration, SCSC, ACAD and Fouse buildings. This proposal includes a Schneider Electric Automation Server and all labor to provide our basic HVAC graphics package for the Energy Center. Connection of the existing monitoring and control systems for the Physical Plant, boilers, chiller, and associated pumps to the system. In addition, it will add two new 40 horsepower variable frequency drive and two kwh/kw energy meters and current sensors to the system that will allow us to monitor the electrical load on the system in real time to monitor the efficiency of our HVAC management strategy and warn of possible degradation in system components. Since C&C Group installed and maintains the existing HVAC systems, they are the only vendor with the capability to add on to the current systems software.

Budget Information:

CARES Act 2020

Recommended Board Action:

Board authorizes the administration to purchase the hardware, licenses, maintenance agreement and training from C&C Group for \$68,160.00.

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

Board Member Notes:

GCCC BID RECORD

Please type or print clearly and neatly

Item(s) to be purchased:

Energy Center and Building Control Update

Bidders and amounts:

(1) Company C & C Group AMOUNT \$ 68,160

Address 1701 South Hoover, Wichita, KS 67209

(2) Company AMOUNT \$

Address

(3) Company AMOUNT \$

Address

(4) Company AMOUNT \$

Address

Shipping/other costs _____ are _____ are not included in amounts shown above.

Single source vendor. Check here if only one bidder is available.

C&C Group installed and maintains the existing HVAC systems, they are the only vendor with the capability to add on to the current systems software.

Recommendation of bid to accept: #1

List company name and bidder number (1, 2, 3, 4) from above

Reason for selection if not lowest bid

Due consideration, as per GCCC policy, given to local businesses Yes No

Attach additional information as needed. Please type or print clearly and neatly.

BRIEF BID AMOUNT GUIDE

- \$9,999 and under Bid not required
- \$10,000-\$49,999 Written Bids
- Over \$50,000 Board Approval Needed

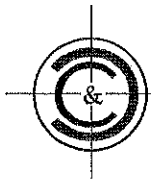
Derek Ramos

Purchaser's Name (please type or print clearly)

Facilities

Department/Division/Office

Purchaser's Signature



October 21, 2020

Project: Garden City Community College
Energy Center Upgrade

Location: Garden City, Kansas

Thank you for the opportunity to work with you on this project of providing labor and material to upgrade the existing universal network controller and graphics for the Energy Center HVAC System.

This proposal includes replacing the existing network controller with a Schneider Electric Automation Server and all labor to provide our basic HVAC graphics package for the Energy Center. It includes complete graphics for the hot water system and the chilled water system. Integration for the chillers, a new 40 horsepower variable frequency drive, and two energy meters.

INCLUDED IN THE PROPOSAL: ENERGY CENTER

- PROVIDE GRAPHICS FOR BOILERS
- PROVIDE GRAPHICS FOR HOT WATER SYSTEM
- PROVIDE GRAPHICS FOR CHILLERS
- PROVIDE GRAPHICS FOR CHILLER WATER SYSTEM
- PROVIDE CHILLER INTEGRATION
- PROVIDE AND INSTALL ONE 40HP/480VAC VFD WITH BYPASS
- PROVIDE FACTORY STARTUP AND SYSTEM CONFIGURATION FOR THE VFD
- PROVIDE AND INSTALL TWO KWH/KW ENERGY METERS AND CURRENT SENSORS
- PROVIDE GRAPHICS FOR ENERGY MONITORING
- PROVIDE SET POINT ADJUSTMENTS FOR CHILLERS AND BOILERS
- PROVIDE SYSTEM OVERRIDES
- SCHNEIDER ELECTRIC AUTOMATION SERVER

EXCLUSIONS FROM PROPOSAL:

- SALES TAX
- DESKTOP WORKSTATION
- VISIO 2010 OR LATEST VERSION
- HIGH VOLTAGE WIRING AND CONDUIT

FOR THE TOTAL AMOUNT OF: SIXTY ONE THOUSAND FIVE HUNDRED DOLLARS..... \$61,500.00 (EXCLUDES SALES TAX)

Customer Signature

Customer Printed Name

Date



Option #1:

Provide one additional 40 horsepower, 480VAC variable frequency drive with bypass.
Includes installation, factory startup, system configuration, and integration.

FOR THE TOTAL AMOUNT OF: SIX THOUSAND SIX HUNDRED SIXTY DOLLARS..... \$6,660.00 (EXCLUDES SALES TAX)

Customer Signature

Customer Printed Name

Date

By signing this proposal, you are authorizing C&C Group to proceed with the services as described in this proposal for the price listed and per the attached Terms & Conditions.

Thank you for the opportunity to submit this proposal. If you have any questions concerning this proposal, or if I may be of any further assistance, please don't hesitate to contact me at 316-772-6748 or email me at pbenefield@c-cgroup.com.

Sincerely,

Patrick Benefield

Patrick G. Benefield
Sales Account Manager
C&C Group

*Quotation pricing is valid for a period of 30 days. Contracts are subject to approval of our general office and are contingent upon strikes, fire, flood, lightning strikes, governmental legislation or regulation, any other acts of God, and any delays beyond our control. C&C Group terms and conditions apply.

Incidental Information
November 2020

Karla Armstrong, Vice President for Administrative Services/CFO:

Maintenance:

- Disinfecting all buildings
- Replace Exhaust Fan at Cafeteria
- Replace Mixing Valve at DPAC
- Add carpet and cove base to the Genesis Office
- Daily work orders, plumbing, Hvac, Elec.
- Belts and Filters in building
- Remodeling Apt 9. and 11. Carpet, sheetrock, and paint

Information Technology:

- All network switch equipment has been received.
- Have begun working diligently to perfect the wireless on campus and provide easier ways to register a personal device.
- Members of IT have been training with Gallagher for the new door Access Control system.
- Planning and scheduling with Kenton Brothers for access control installation.
- Planning for a complete move to OneDrive and SharePoint online has begun and is to take place over the Christmas break.
- Classroom video and conference system installation is nearly complete.

Grounds:

- Began winterizing campus
- Mowed
- Began the process of winterizing campus
- Checked control clocks
- Irrigation repair
- Mower maintenance
- Edged
- Irrigation replacement at main quad and east campus

Custodial:

- Disinfecting campus
- Operated electrostatics backpack sprayers/ handheld sprayers
- Implemented and executed disinfecting protocols throughout campus
- Wipes, mask, hand sanitizer stand with wipes
- Floors have been scrubbed and refinished
- Carpets have been shampooed
- Auditorium chairs have been disinfected with electrostatic sprayer

- Installed hand sanitizers.

Transportation:

- The buses are scheduled in for winter preventive maintenance in preparation for Spring sports travel.
- All vehicles that are inactive are run weekly and fuel stabilizer has been added to the tanks.
- Fleet vehicles are being rotated for use on regular scheduled trips to help prevent problems associated with inactivity.
- We will have a bus driver's meeting in November to assign trips for 2021.

PRINT & DESIGN

- Daily print/supply requests
- Designed & printed career fair flier for nursing
- Designed & printed ELL course flier
- Designed & printed CashCourse flier for Financial Aid office
- Printed Mercer Gallery Posters
- Printed numerous fliers, post cards for "Be-A-Buster Drive-Thru"
- Designed email invitation & flier for the reopening of "Broncobuster Fitness Center"
- Printed monthly business cards
- Catalog updates

SOCIAL MEDIA/MARKETING

Designed/Promoted

- Be-A-Buster Drive-Thru
- GCCCA partnership with workforce
- Various motivational posts throughout the month
- Virtual Exploration Day
- Cosmetology
- Re-opening & renaming of Broncbuster Fitness Center
- Agriculture & Animal Science commercials
- Spring mini session commercial
- Criminal justice trainings
- New literature courses
- Spring enrollment
- Halo-ween contest
- New course for English Language Learners
- Wearing is Caring social media campaign with USD 457
- CashCourse giveaways

- Spring enrollment giveaways
- Survey of Civilization & World Literature

Human Resources Board Report

New Employees:

- Bob Larson, interim Athletic Director, effective November 2, 2020

Transfers:

- Cecilia Miller, Print Shop Manager to Social Media & Design Coordinator, effective, September 1, 2020
- Mark Scheopner, Fine Arts Secretary to Print Shop Manager, effective November 2, 2020

Resignations/Separations:

- Greg McVey, Director of Athletics, effective November 30, 2020
- Amy McVey, Executive Assistant to the President. Effective December 18, 2020

Open Positions:

- Industrial Maintenance- Corey French, Industrial Machine Mechanic Program Lead, start date November 16, 2020
- Director of Athletics
- Executive Assistant to the President
- Student Services Assistant- **In Process/ Repost**
- Public Relations Coordinator
- Spirit Squad Coach/ Student Athlete Academic Success
- HPER Instructor- **In Process/Approval**
- Assessment Clerk (Part-Time)
- Reading Adjunct Instructor (On-Campus)
- English Adjunct Instructor (On-Campus)
- Life Sciences Adjunct Instructor (On-Campus)

Online Positions:

- Music-Online Adjunct Instructor
- Economics/Business- Online Adjunct Instructor
- History General Education- Online Adjunct Instructor

Projects for the Human Resources Department include:

- Draft Employee Handbook reviewed by Council. Will make suggested revisions for review by Cabinet

- Human Resources Webpage
- New Employee Orientation
- Department Assessment Review Process (Human Resources Operations Manual)
- New Hire Process/ BCBS Checklist
- Safe Colleges- September Training (Title IX, FERPA)
- Safe Colleges October Training (Bloodborne Pathogens)

Bookstore

The bookstore is busy getting in all the book adoptions for spring classes and will soon start on summer. Ordering of necessary books will be done during the first part of November, to have plenty of time for delivery.

Line schedule already has most of the required or optional books available on the website.

New merchandise for the spring is starting to arrive. We are working on updating our displays to show off our new items. We will also get the website updated to reflect some new merchandise along with hoodies and beanies since it is starting to get colder outside. We are looking forward to the spring sports starting, to have a chance to sell merchandise from our trailer. Our trailer has been updated some- including slatwall and shelves to help display merchandise much more professionally.

The bookstore is continuing to keep students and ourselves protected by following COVID-19 protocols in the store.

Happy Thanksgiving to all!!

