



January 11, 2022

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, January 11, 2022**. 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://gcccks-edu.zoom.us/j/94728829040>

Meeting ID: 947 2882 9040

One tap mobile
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+12532158782,,94728829040# US (Tacoma)

Dial by your location
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Find your local number: <https://gcccks-edu.zoom.us/u/abgLybXDtz>

For **PUBLIC COMMENTS** please contact Jodie Tewell, jodie.tewell@gcccks.edu by 5:00 pm CST Tuesday, January 11, 2022.

5:00 PM Dinner in the **Broncbuster Room**

6:00 PM Regular board meeting called to order in the Endowment Room located in the BTSC Building.

AGENDA

I. CALL TO ORDER:

- A. Comments from the Chair
- B. SGA Report
- C. Introduction of new employees

II. CONSENT AGENDA Action

- A. Approval of minutes from previous meetings (December 14, 2021)...pg 5
- B. Approval of personnel actions-Human Resourcespg 12
 - B-1 Human Resources Reportpg 13
 - B-2 Adjunct/Outreach Contractspg 14

C. Financial information	pg 17
C-1 Monthly Summary Published Funds Operating Revenues and Expenses ..	pg 18
C-2 Checks processed in excess of \$50,000.	pg 19
C-3 Revenues	pg 20
C-4 Expenses	pg 22
C-5 Cash in Bank	pg 30
D. Purchase of Production Printer for Print Shop	pg 31

III. OTHER ACTION

ORGANIZATION OF OFFICERS – BOARD OF TRUSTEES – 2022

<u>Election of Officers</u>	<u>Incumbent</u>
A. Chairman.....	Dr. Marilyn Douglas
B. Vice Chairman.....	Beth Tedrow
D. Clerk.....	
E. KACCT Representative.....	Beth Tedrow
F. Economic Development Corporation representative	David Rupp

Appointments

A. Secretary to the Board.....	Dr. Ryan J. Ruda
B. Deputy Clerk.....	Jodie Tewell
C. College Treasurer.....	Karla Armstrong
D. Designated Agent for KPERs.....	Pam Harms
E. Alternate Designated Agents for KPERs.....	Karla Armstrong
F. Designated Endowment Representative.....	Shanda Smith
G. Broncbuster Athletic Association Representative.....	David Rupp

Depositor Designations

- A. Primary Depositories for 2022
Commerce Bank

- B. Other Depositories for 2022
Western State Bank
Valley State Bank
First National Bank of Garden City
Landmark National Bank
American State Bank
Garden City State Bank
State of Kansas Municipal Investment Fund

- C. Authorized Signatures:
Dr. Ryan J. Ruda, Garden City Community College President
Karla Armstrong, Garden City Community College, Vice President for Administrative Services/CFO
Jodie Tewell, Garden City Community College, Executive Assistant to the President
Kim Harrison, Garden City Community College, Comptroller

- D. Professional Service Providers:
College Attorney.....Paul Kitzke

IV. CONFIRMATION OF MONITORING REPORTS:

- A. Monitoring Reports and ENDS **Consensus Approval**
 - A-1. Bi - Annual Gen Exec Constraints #7, page 9pg 32
 - A-2. Annual - Information and Advice #2, 3, 5, page 13pg 34
 - A-3. Annual - Asset Protection #1-4, 6-7, page 14pg 37
- B. Review Monitoring Report
 - B-1. General Executive Constraints #10, page 9pg 32
 Tabled from December meeting. Review addition of language regarding athletics.

IV. 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 Informationpg 43
- D. Report from FCEDC
- E. Report from KACCT
- F. Report from Faculty Senate
- G. Accreditation Update
- H. Program and Department Reviews

V. OWNERSHIP LINKAGE

Upcoming Calendar Dates:

January 12	Women’s Basketball vs Butler 5:30 pm Men’s Basketball vs Butler 7:30 pm
January 17	Martin Luther King Observance 9:00 am DPAC Women’s Basketball vs Barton 5:30 pm Men’s Basketball vs Barton 7:30 pm
January 26	Basketball Social, Hall of Fame Room, 5:30 pm Women’s Basketball vs Independence 5:30 pm Men’s Basketball vs Independence 7:30 pm
January 28	Men’s Basketball vs Colby 7:30 pm
February 2	Women’s Basketball vs Dodge 5:30 Men’s Basketball vs Dodge 7:30 pm
February 4	All Employee Meeting 2:30
February 12	Basketball Social, Hall of Fame Room 2:00 Women’s Basketball vs Cowley 2:00 pm Men’s Basketball vs Cowley 4:00 pm

Upcoming Calendar Dates Continued:

February 14	Women's Basketball vs Pratt 5:30 pm Men's Basketball vs Pratt 7:30 pm
February 15	Monthly Board Meeting 6:00 pm
February 21	Campus Closed – President's Day
February 23	Women's Basketball vs Hutchinson 5:30 pm Men's Basketball vs Hutchinson 7:30 pm

VI. EXECUTIVE SESSION

VII. ADJOURNMENT

Dr. Ryan Ruda
President

Dr. Merilyn Douglass
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*

**GARDEN CITY
COMMUNITY COLLEGE
December 14, 2021**

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

Others Present: Dr. Ryan Ruda, President
Karla Armstrong, Vice President
Colin Lamb, Vice President
Marc Malone, Vice President
Lance Miller, Executive Information Officer
Madilyn Rider, Public Relations Coordinator
Derek Ramos, Dean of Facilities
Stacy Carr, SGA Advisor/Speech Instructor
Gabe Winger, JDAT Instructor and Faculty Senate President
Rodney Dozier, Campus Chief of Police
Manuela Vigil, SSS Data Coordinator
Meaghan Flynn, Garden City Telegram
Cary Conley, GCCCA Director
Walter Hubbard, Network Technician
Nancy Unruh, Registrar
Bob Larson, Community Member

CALL TO ORDER:

Chair Douglass called the board meeting to order at 6:03 pm.

COMMENTS FROM THE CHAIR:

Thank you to the community for coming out to join us for our GCCC Christmas party. Marie and Great Western Dining did a phenomenal job with the catering. We appreciate the faculty, staff, and community members coming and celebrating the season with us.

Big thanks to Scooter's Coffee for their sponsorship of the Bowl Game on December 4. It was a great day with an even better outcome.

*Meeting of Trustees
December 14, 2021*

We want to wish all employees and students a Happy Holiday season.

B. Report for SGA

Mia, Secretary of SGA. Annual food drive, food boxes for students that cannot travel home. Christmas tree decoration contest. App naming contest will be announced in January. Information is in the incidentals section of packet.

C. New Employees

Cary Conley, Director of Adult Education and Literacy Program
Walter Hubbard, Network Technician

II. Executive Session

Moved that the Board recess into executive session to discuss an individual employee's performance pursuant to the open meetings exception for personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and that our President, Vice President/CFO and attorney be included. The open meeting will resume here in the Endowment Room in 5 (five) minutes. Board recessed at 6:11.

Motion: Beth Tedrow

Second: Shanda Smith

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

Nays: None

Carried: 6-0

No action taken. Returned at 6:18

*Meeting of Trustees
December 14, 2021*

III: Consent Agenda

Move to approve the consent agenda as presented.

Motion: Blake Wasinger

Second: David Rupp

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

Nays: None

Motion Carries: 6-0

(A) Approval of minutes of previous meetings
(Supporting documents filed with official minutes)

(B) Approval of personnel actions-Human Resources
(Supporting documents filed with official minutes)

(C) Financial information
(Supporting documents filed with official minutes)

(D) Mammoth Construction Letter of Intent
(Supporting documents filed with official minutes)

IV. Confirmation of Monitoring Reports:

A. Monitoring Reports and END

No reports

B. Review Monitoring Report

Merlyn readdressed General Executive Constraints #10, suggested adding athletics and revising the statement because athletics are a high risk to the college. Chair Douglass would like to formalize and add the following draft addition to Policy Governance #10.

“Recognizing the higher risk of injury and liability of athletics, the president shall not fail to continuously assess, evaluate and improve athletic safety.” The board had discussion about the pros and cons of adding this to constraint #10.

Tabled until next month to allow trustees to think about additions.

Board will recess at 7:42 and start executive session at 7:45.

Executive Session

Moved that the Board recess into executive session to consult with our attorney to receive advice concerning potential litigation pursuant to open meetings exception for matters protected by attorney-client privilege and that our President and Vice President/CFO and attorney be included. The open meeting will resume in the Endowment Room in 15 (fifteen) minutes. The board will enter into executive session at 7:45 after a 4-minute recess.

Motion: Beth Tedrow

Second: Shanda Smith

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

Nays: None

Carried: 6-0

No action taken. Returned at 7:02

IV. OTHER

A. Public Comments

No comments

B. President's Report

Coach Minnick was inducted into the Hall of Fame. Congratulations on soccer's successful season. HEERF Funding will be available for students. Last week, Mary Jo Williams notified us that we received eight grants worth \$90,000. Enrollment this fall semester met the goal of 2% ending the fall semester at a 5 1/2% increase. The spring semester's goal was 4% to date, we have had a 24% increase. We plan to bring long-term financing regarding the STEM grant building before the board for lease-purchase financing. (Supporting documents filed with official minutes)

C. Incidental Information

No questions

D. Report from FCEDC

We commended the college regarding Exploration Day. Nicole in work force development resigned and we are looking for her replacement.

E. Report from KACCT

Beth was not able to attend December's meeting due to surgery. Next meeting is April 1 in Junction City.

F. Report from Faculty Senate

Exploration Day was November 10, nearly every program on campus participated. 650 students participated and we had a lot of new schools and teachers attend.

Upcoming catalog updates, 4 semester plans, PLOs, SLOs, will be uniform and ready to go. Final date on Catalog is march.

Several joys – Seth Kristalyn, Book Busters is currently working on Project 1919 to create a student run publication that will highlight the students and employees creative writing works. He also had 2 literary pieces excepted for publication. Today is last day for faculty contract.

G. Accreditation Update

Will yield until January.

H. Department Reviews

Chief Dozier presented a report on the Campus Police Department. (Supporting documents filed with official minutes)

VI. OWNERSHIP LINKAGE

Nursing Advisory Committee: Merilyn attended.

Welding Advisory Committee: Dave Attended and had 10 people from community. Animal Science Advisory Committee: Blake attended. Dr. Alexander has many opportunities he is involved with, working on getting a kill floor.

David assisted in October with Criminal Justice team. He had other colleges talk to him about partnerships with the community and other partners.

*Meeting of Trustees
December 14, 2021*

Received two separate rural community incentives. The board supports this so no action needed.

Upcoming Calendar Dates:

December 14	Faculty's Last Day BOT Meeting, 6 p.m., President's Conference Room All-Employee Meeting, Fine Arts Auditorium, 8:15 am
December 16	Nursing and Allied Health Advisory Board - Douglass
December 18-January 2	Christmas Break, campus closed
January 3	Campus Reopens
January 5	Inservice/Faculty Return
January 8	Men's Basketball vs Cloud 7:30 pm Women's Basketball vs Cloud 2:00 pm
January 10	Women's Basketball vs Trinidad 6:00 pm
January 11	Board of Trustees meeting, 6 pm
January 12	Men's Basketball vs Butler 7:30 pm Women's Basketball vs Butler 5:30 pm
January 17	Martin Luther King Observance Men's Basketball vs Barton 7:30 pm Women's Basketball vs Barton 5:30 pm
January 26	Basketball Social, Hall of Fame Room, 5:30 pm Women's Basketball vs Independence 5:30 pm Men's Basketball vs Independence 7:30 pm

Trustees completed the Board Self-Assessment.

VI. Adjournment

Meeting adjourned 7:34

Jodie Tewell
Deputy Clerk

Dr. Ryan Ruda
President

Dr. Marilyn Douglass
Chairman of the Board

*Meeting of Trustees
December 14, 2021*

Agenda No: II -B

Date: January 11, 2022

**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:



January 5th, 2022

To: Board of Trustees

From: Tricia Sayre, Human Resources Assistant

New Hires:

Tanner Johnson, Groundskeeper, effective, January 3rd, 2022.

Haley York, Social Science Instructor, effective, January 5, 2022.

Transfers:

Mike Pilosof, Sports Information Director/ Assistant Athletic Director to Director of Athletics, effective, January 3, 2022

Resignations/Separations/ Retirement:

Larry Pander, Fire Science Instructor, effective December 15, 2021

Jeff Tatum, Assistant Director of Eligibility and Compliance, effective, January 4, 2022

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 1/12/22)

INSTRUCTOR	CLASS	AMOUNT
Adams, Karen	Basic Nutrition HPER-115-51 3.00 credit hour(s) X \$800.00 = \$2400.00 12/13/2021 - 12/31/2021 11-00-0000-11070-5260	\$2,400.00
Adams, Karen	Basic Nutrition HPER-115-52 3.00 credit hour(s) X \$800.00 = \$2400.00 12/13/2021 - 12/31/2021 11-00-0000-11070-5260	\$2,400.00
Greathouse, Lachele	Intro Computer Concepts & Appl CSCI-110-52 3.00 credit hour(s) X \$800.00 = \$2400.00 12/13/2021 - 12/31/2021 11-00-0000-12012-5260	\$2,400.00
Harbin, Renee	Management BSAD-122-51 3.00 credit hour(s) X \$800.00 = \$2400.00 12/13/2021 - 12/31/2021 11-00-0000-11010-5260	\$2,400.00
Hutcheson, Tammy	General Psychology PSYC-101-53 3.00 credit hour(s) X \$800.00 = \$2400.00 12/13/2021 - 12/31/2021 11-00-0000-11060-5260	\$2,400.00
Knutson, Michael	Art Appreciation ARTS-120-52 3.00 credit hour(s) X \$800.00 = \$2400.00 12/13/2021 - 12/31/2021 11-00-0000-11030-5260	\$2,400.00
Knutson, Michael	Art Appreciation ARTS-120-53 3.00 credit hour(s) X \$800.00 = \$2400.00 12/13/2021 - 12/31/2021 11-00-0000-11030-5260	\$2,400.00
Lamb, Winsom	Introduction to Sociology SOC1-102-51 3.00 credit hour(s) X \$800.00 = \$2400.00 12/13/2021 - 12/31/2021 11-00-0000-11060-5260	\$2,400.00

GARDEN CITY COMMUNITY COLLEGE
ADJUNCT/OUTREACH FACULTY CONTRACTS
(Presented to Board of Trustees for Approval 1/12/22)

Lamb, Winsom	Introduction to Sociology SOCl-102-54 3.00 credit hour(s) X \$800.00 = \$2400.00 12/13/2021 - 12/31/2021 11-00-0000-11060-5260	\$2,400.00
Lewton, Andy	Lifetime Fitness HPER-121-52 2.00 credit hour(s) X \$800.00 = \$1600.00 12/13/2021 - 12/31/2021 11-00-0000-11070-5260	\$1,600.00
Vadapally, Praveen	Descriptive Astronomy PHSC-106-50 3.00 credit hour(s) X \$700.00 = \$2100.00 12/13/2021 - 12/31/2021 11-00-0000-11040-5260	\$2,100.00
Vadapally, Praveen	Descriptive Astronomy PHSC-106-51 3.00 credit hour(s) X \$700.00 = \$2100.00 12/13/2021 - 12/31/2021 11-00-0000-11040-5260	\$2,100.00
Wenzel, Leslie	Health Education HPER-106-51 3.00 credit hour(s) X \$700.00 = \$2100.00 12/13/2021 - 12/31/2021 11-00-0000-11070-5260	\$2,100.00
Wenzel, Leslie	College Success PCDE-101-52 1.00 credit hour(s) X \$700.00 = \$700.00 12/13/2021 - 12/31/2021 11-00-0000-11083-5260	\$700.00
Wenzel, Leslie	College Success PCDE-101-53 1.00 credit hour(s) X \$700.00 = \$700.00 12/13/2021 - 12/31/2021 11-00-0000-11083-5260	\$700.00
Total:		\$30,900.00

GARDEN CITY COMMUNITY COLLEGE
ADJUNCT/OUTREACH FACULTY CONTRACTS
(Presented to Board of Trustees for Approval 1/12/22)

Agenda No: II - C

Date: January 11, 2022

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

12/31/21 - 50% of the year

Published Funds Operating Revenues and Expenses

	Budget FY22			Difference from prior year	FY21		
	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	\$ 17,586,995	\$ 5,043,219	28.68%	4.33%	\$ 15,411,664	\$ 3,752,097	24.35%
Fund 12 - PTE	\$ 2,914,162	\$ 1,097,998	37.68%	16.55%	\$ 2,645,309	\$ 558,894	21.13%
Fund 16 - Auxillary	\$ 3,325,910	\$ 1,827,389	54.94%	13.81%	\$ 3,985,705	\$ 1,639,418	41.13%
Fund 61 - Capital Outlay	\$ 1,222,865	\$ 43,554	3.56%	-0.64%	\$ 1,087,799	\$ 45,691	4.20%
TOTAL	\$ 25,049,932	\$ 8,012,160	31.98%	6.06%	\$ 23,130,477	\$ 5,996,100	25.92%
Expenses							
Fund 11 - General Fund	\$ 17,586,995	\$ 8,147,643	46.33%	-1.91%	\$ 15,411,664	\$ 7,433,550	48.23%
Fund 12 - PTE	\$ 2,914,162	\$ 1,324,230	45.44%	1.95%	\$ 2,645,309	\$ 1,150,458	43.49%
Fund 16 - Auxillary	\$ 3,325,910	\$ 1,259,493	37.87%	-4.05%	\$ 3,611,206	\$ 1,513,714	41.92%
Fund 61 - Capital Outlay	\$ 1,222,865	\$ 6,002	0.49%	-8.15%	\$ 1,237,500	\$ 106,916	8.64%
TOTAL	\$ 25,049,932	\$ 10,737,368	42.86%	-1.69%	\$ 22,905,679	\$ 10,204,638	44.55%

kja
1.7.22

CHECKS PROCESSED IN EXCESS OF \$50,000

For the month of December 2021

Purchases over \$50,000.00 requiring Board Approval

- Check #283848 to Dick Construction, Inc. for \$86,315.00 for the Transportation Facility. Approved by the Board of Trustees on 8.26.2021.

Payments over \$50,000.00 not requiring Board Approval

- Check #283865 to Great Western Dining for \$91,271.22. Contracted services.
- Check #284167 to Great Western Dining for \$97,977.67. Contracted services.
- Check #284056 to Commerce Bank for \$84,008.47 for purchase card purchases.
- Check #284075 to BCBS of Kansas for \$125,694.96 for December 2021 health insurance premiums for employees.

REVENUES

Garden City Community College
Annual Budget Report Ending 12/31/21
Options - All Statuses

01/07/22

Fiscal Year: 2022

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	58,776.00-	415,017.00-	1,318,350.00-	903,333.00-	68.52
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	26,649.00-	218,300.00-	336,297.00-	117,997.00-	35.09
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	0.00	0.00	59,227.00-	59,227.00-	100.00
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	74,281.50-	531,482.42-	660,000.00-	128,517.58-	19.47
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	2,985.49	9,086.63	140,000.00	130,913.37	93.51
11-00-0000-00000-4012 TUITION FINNEY CO	0.00	110,288.00-	754,265.00-	0.00	754,265.00	0.00
11-00-0000-00000-4013 TUITION INTERNATIO	0.00	12,375.00-	162,766.00-	100,000.00-	62,766.00	62.76-
11-00-0000-00000-4014 TUITION BORDER STA	0.00	21,128.00-	246,951.00-	227,817.00-	19,134.00	8.39-
11-00-0000-00000-4015 ONLINE COURSE FEE	0.00	39,963.00-	246,413.00-	382,300.00-	135,887.00-	35.54
11-00-0000-00000-4016 NO SHOW FEE : GENE	0.00	300.00-	6,050.00-	12,000.00-	5,950.00-	49.58
11-00-0000-00000-4020 INTERNATIONAL FEE	0.00	300.00-	3,300.00-	0.00	3,300.00	0.00
11-00-0000-00000-4021 TUITION ONLINE : G	0.00	110,227.00-	614,514.00-	900,000.00-	285,486.00-	31.72
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	0.00	14,230.00-	35,000.00-	20,770.00-	59.34
11-00-0000-00000-4512 VENDING MACHINES :	0.00	0.00	1,489.97-	0.00	1,489.97	0.00
11-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	865,828.00-	1,731,655.00-	865,827.00-	50.00
11-00-0000-00000-4803 AD VALOREM PROPERT	0.00	0.00	322,417.02-	11,800,104.00-	11,477,686.98-	97.27
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	494,764.70-	1,033,552.00-	538,787.30-	52.13
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	7,193.79-	13,420.00-	6,226.21-	46.40
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	62,137.05-	327,286.00-	265,148.95-	81.01
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	13,804.86-	200,000.00-	186,195.14-	93.10
11-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	0.00	6,315.71-	30,504.00-	24,188.29-	79.30
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	688.75-	15,000.00-	14,311.25-	95.41
11-00-0000-00000-4814 COMMERCIAL VEHICLE	0.00	0.00	17,979.79-	100,000.00-	82,020.21-	82.02
11-00-0000-00000-4816 TIF TAX : GENERAL	0.00	0.00	0.00	200,000.00	200,000.00	100.00
11-00-0000-00000-4817 NEIGH REV T : GENER	0.00	0.00	1,925.73	50,000.00	48,074.27	96.15
11-00-0000-00000-4902 INTEREST INCOME :	0.00	222.94-	2,096.11-	30,000.00-	27,903.89-	93.01
11-00-0000-00000-4904 REIMBURSED SALARY	0.00	0.00	8,238.40-	50,000.00-	41,761.60-	83.52
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	0.00	26,505.01-	40,000.00-	13,494.99-	33.74
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	444.25-	7,880.20-	50,000.00-	42,119.80-	84.24
11-00-0000-00000-4912 TRANSCRIPTS : GENE	0.00	412.45-	3,603.69-	0.00	3,603.69	0.00
00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	1,475,517.00	1,475,517.00	100.00
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Totals for FUND: 11 - GENERAL	0.00	452,381.65-	5,043,219.11-	17,586,995.00-	12,543,775.89-	71.32
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00-0000-00000-4015 ONLINE COURSE FEE	0.00	14,635.00-	74,759.00-	130,000.00-	55,241.00-	42.49
12-00-0000-00000-4022 WORKFORCE SEMINAR	0.00	0.00	19,200.00-	40,000.00-	20,800.00-	52.00
12-00-0000-00000-4401 SALES & SERV OF ED	0.00	0.00	7,000.00-	0.00	7,000.00	0.00
12-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	529,431.00-	1,058,862.00-	529,431.00-	50.00
12-00-0000-00000-4603 STATE PMT FOR TUIT	0.00	0.00	467,608.00-	200,000.00-	267,608.00	133.79-
12-00-0000-00000-4904 REIMBURSED SALARY	0.00	0.00	0.00	10,000.00-	10,000.00	100.00
12-00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	1,475,300.00-	1,475,300.00-	100.00
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Totals for FUND: 12 - PTE FUND	0.00	14,635.00-	1,097,998.00-	2,914,162.00-	1,816,164.00-	62.32

16-00-5008-00000-4401	SALES & SERV OF ED	0.00	243.00	6,733.00-	10,000.00-	3,267.00-	32.67
16-00-5008-00000-9999	CONTINGENCY ACCOUN	0.00	0.00	0.00	26,342.00-	26,342.00-	100.00
16-00-5011-00000-4009	S U FEES : GENERAL	0.00	14,394.05-	104,529.80-	140,000.00-	35,470.20-	25.34
16-00-5011-00000-4011	MISC STUDENT BILL	0.00	8,604.53	7,810.88	200,000.00	192,189.12	96.09
16-00-5011-00000-4501	BUILDING/ROOM RENT	0.00	13,500.00-	81,750.00-	100,000.00-	18,250.00-	18.25
16-00-5011-00000-4503	S U DORM BOARD & R	0.00	0.00	1,234,783.72-	2,600,000.00-	1,365,216.28-	52.51
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	1,820.00-	2,080.00-	6,000.00-	3,920.00-	65.33
16-00-5011-00000-4508	RESERVATION FEE :	0.00	675.00-	33,825.00-	50,000.00-	16,175.00-	32.35
16-00-5011-00000-4511	CATER & BOOKSTORE	0.00	0.00	1,238.87-	20,000.00-	18,761.13-	93.81
16-00-5011-00000-4512	VENDING MACHINES :	0.00	0.00	1,478.47-	5,000.00-	3,521.53-	70.43
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	99.62-	1,000.00-	900.38-	90.04
16-00-5011-00000-9999	CONTINGENCY ACCOUN	0.00	0.00	0.00	24,040.37	24,040.37	100.00
16-00-5012-00000-4011	MISC STUDENT BILL	0.00	0.00	97.42-	0.00	97.42	0.00
16-00-5012-00000-4401	SALES & SERV OF ED	0.00	2,732.58-	10,174.40-	21,000.00-	10,825.60-	51.55
16-00-5012-00000-4504	COSMETOLOGY FEES :	0.00	25,092.00-	103,827.00-	114,774.75-	10,947.75-	9.54
16-00-5012-00000-4907	MISCELLANEOUS INCO	0.00	259.39-	659.69-	1,000.00-	340.31-	34.03
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	24,724.55-	172,673.57-	190,000.00-	17,326.43-	9.12
16-00-5100-00000-4520	SALES - NEW TEXTBO	0.00	4,829.18-	42,213.09-	60,000.00-	17,786.91-	29.64
16-00-5100-00000-4521	SALES - USED TEXTB	0.00	0.00	106.90-	5,000.00-	4,893.10-	97.86
16-00-5100-00000-4523	SALES - RENTAL BOO	0.00	0.00	0.00	1,000.00-	1,000.00-	100.00
16-00-5100-00000-4525	SALES - SUPPLIES :	0.00	72.15-	5,186.27-	10,000.00-	4,813.73-	48.14
16-00-5100-00000-4526	SALES - CLOTHING :	0.00	2,978.45-	27,761.17-	33,000.00-	5,238.83-	15.88
16-00-5100-00000-4527	SALES - GIFTS : GE	0.00	860.50-	5,782.16-	10,000.00-	4,217.84-	42.18
16-00-5100-00000-4528	SALES - FOOD : GEN	0.00	0.00	0.00	100.00-	100.00-	100.00
16-00-5100-00000-4529	SALES - SUNDRIES/M	0.00	0.00	0.00	20.00-	20.00-	100.00
16-00-5100-00000-4530	RENTAL FEES - CALC	0.00	0.00	200.00-	500.00-	300.00-	60.00
16-00-5100-00000-9999	CONTINGENCY ACCOUN	0.00	0.00	0.00	121,030.00-	121,030.00-	100.00
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Totals for FUND: 16 - AUXILIARY ENTITI		0.00	83,090.32-	1,827,389.27-	3,325,910.38-	1,498,521.11-	45.06
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61-00-0000-00000-4803	AD VALOREM PROPERT	0.00	0.00	14,212.89-	501,011.00-	486,798.11-	97.16
61-00-0000-00000-4805	MOTOR VEHICLE PROP	0.00	0.00	24,258.97-	0.00	24,258.97	0.00
61-00-0000-00000-4806	RECREATIONAL VEHIC	0.00	0.00	352.77-	0.00	352.77	0.00
61-00-0000-00000-4807	DELINQUENT TAX : G	0.00	0.00	2,979.85-	0.00	2,979.85	0.00
61-00-0000-00000-4808	PAYMENTS IN LIEU O	0.00	0.00	608.69-	0.00	608.69	0.00
61-00-0000-00000-4809	RENTAL EXCISE TAX	0.00	0.00	309.67-	0.00	309.67	0.00
61-00-0000-00000-4810	16/20 M TAX : GENE	0.00	0.00	34.80-	0.00	34.80	0.00
61-00-0000-00000-4814	COMMERCIAL VEHICLE	0.00	0.00	881.61-	0.00	881.61	0.00
61-00-0000-00000-4817	NEIGH REVT : GENER	0.00	0.00	84.91	0.00	84.91-	0.00
61-00-0000-00000-9999	CONTINGENCY ACCOUN	0.00	0.00	0.00	464,989.00-	464,989.00-	100.00
61-00-7018-00000-9999	CONTINGENCY ACCOUN	0.00	0.00	0.00	256,865.00-	256,865.00-	100.00
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Totals for FUND: 61 - CAPITAL OUTLAY		0.00	0.00	43,554.34-	1,222,865.00-	1,179,310.66-	96.44
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Totals for BUDGET.OFFICER: Unassigned		0.00	550,106.97-	8,012,160.72-	25,049,932.38-	17,037,771.66-	68.02

EXPENSES

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FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11005 - INSTRUCTION SALARY	0.00	1,388.27	7,136.78	0.00	7,136.78-	0.00
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	21,943.54	115,613.16	225,936.00	110,322.84	48.83
DEPARTMENT: 11020 - HUMANITIES	0.00	4,721.47	21,492.57	1,382.00	20,110.57-	455.17-
DEPARTMENT: 11021 - ENGLISH	0.00	48,578.80	216,318.92	430,220.00	213,901.08	49.72
DEPARTMENT: 11022 - SPEECH	0.00	23,948.03	108,816.78	197,815.00	88,998.22	44.99
DEPARTMENT: 11023 - PHILOSOPHY	0.00	1,695.49	7,427.85	0.00	7,427.85-	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	3,263.97	17,272.90	11,400.00	5,872.90-	51.51-
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	419.00	419.00	100.00
DEPARTMENT: 11030 - ART	1,308.55	12,640.11	84,657.22	181,591.00	95,625.23	52.66
DEPARTMENT: 11031 - DRAMA	0.00	0.00	2,540.00	5,416.00	2,876.00	53.10
DEPARTMENT: 11032 - VOCAL MUSIC	2,103.98-	7,530.16	45,008.16	88,348.12	45,443.94	51.44
DEPARTMENT: 11033 - INST MUSIC	10,926.80-	21,002.91	145,569.08	294,962.00	160,319.72	54.35
DEPARTMENT: 11034 - ORCHESTRA	2,052.00-	110.85	9,162.82	16,763.00	9,652.18	57.58
DEPARTMENT: 11040 - SCIENCE	1,190.66-	44,624.47	226,348.03	422,667.00	197,509.63	46.73
DEPARTMENT: 11050 - MATH	24.74-	40,275.36	182,955.60	296,869.00	113,938.14	38.38
DEPARTMENT: 11060 - SOCIAL SCIENCE	0.00	35,676.15	186,247.11	359,962.00	173,714.89	48.26
DEPARTMENT: 11070 - HEALTH & PHYSICAL	2,836.00-	19,944.19	97,075.06	137,251.00	43,011.94	31.34
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	997.27	12,613.95	8,833.00	3,780.95-	42.79-
DEPARTMENT: 11081 - READING	0.00	11,787.20	60,227.12	126,337.00	66,109.88	52.33
DEPARTMENT: 11082 - ESL	0.00	6,645.98	33,237.62	79,875.00	46,637.38	58.39
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	2,256.22	16,919.53	0.00	16,919.53-	0.00
DEPARTMENT: 11090 - QUIZ BOWL/ACAD CHA	0.00	1,819.13	4,857.64	2,500.00	2,357.64-	94.30-
DEPARTMENT: 11095 - FORENSICS COMPETIT	0.00	517.49	4,819.74	0.00	4,819.74-	0.00
DEPARTMENT: 12010 - ACCOUNTING	0.00	5,376.94	28,037.82	65,110.00	37,072.18	56.94
DEPARTMENT: 12200 - ADN PROGRAM	0.00	471.24	1,253.44	1,520.00	266.56	17.54
DEPARTMENT: 12202 - EMT	0.00	0.00	55.87-	0.00	55.87	0.00
DEPARTMENT: 12250 - COSMETOLOGY	0.00	0.00	21.52	0.00	21.52-	0.00
DEPARTMENT: 12273 - WELDING	0.00	0.00	10.37	0.00	10.37-	0.00
DEPARTMENT: 41000 - LIBRARY	4,977.75-	13,910.66	85,311.88	175,244.00	94,909.87	54.16
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	128.04-	8,168.47	44,308.25	128,043.00	83,862.79	65.50
DEPARTMENT: 41100 - TECHNOLOGY-INSTRUC	68,620.02	49,482.40	293,138.12	554,074.00	192,315.86	34.71
DEPARTMENT: 42000 - VP ON INSTRUCTION	0.00	13,643.22	88,954.97	1,096,158.88	1,007,203.91	91.88
DEPARTMENT: 42001 - DEAN OF ACADEMICS	0.00	20,883.19	124,749.68	144,604.00	19,854.32	13.73
DEPARTMENT: 42002 - OUTREACH	0.00	34,450.21	48,733.09	38,909.00	9,824.09-	25.24-
DEPARTMENT: 44000 - INSTRUCTIONAL DESI	0.00	11,274.09	75,880.53	198,591.00	122,710.47	61.79
DEPARTMENT: 46000 - DEVELOPMENTAL EDUC	0.00	6,260.47	31,726.05	400.00	31,326.05-	831.50-
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	22,576.51	141,165.97	364,811.00	223,645.03	61.30
DEPARTMENT: 50001 - STUDENT SUPPORT SE	0.00	0.00	0.00	14,000.00	14,000.00	100.00
DEPARTMENT: 50010 - COUNSELING & GUIDA	0.00	13,126.97	87,061.90	166,180.00	79,118.10	47.61
DEPARTMENT: 50011 - ASSESSMENT/TESTING	1,320.19	4,480.41	27,578.67	49,043.00	20,144.14	41.07
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	23,819.22	143,481.89	366,057.00	222,575.11	60.80

DEPARTMENT: 50030 - ADMISSIONS	0.00	16,327.13	104,758.32	147,152.00	42,393.68	28.81
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	0.00	14,109.62	84,967.53	189,485.00	104,517.47	55.16
DEPARTMENT: 50050 - STUDENT HEALTH SER	1,187.09	0.00	644.00	69,500.00	67,668.91	97.37
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	1,121.75-	24,184.61	284,844.25	540,080.00	256,357.50	47.47
DEPARTMENT: 55001 - MEN'S BASKETBALL	1,527.00-	19,060.97	100,064.90	194,834.00	96,296.10	49.42
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	631.51	17,608.96	87,026.15	183,393.00	95,735.34	52.20
DEPARTMENT: 55003 - MEN'S TRACK	3,168.00	10,360.99	33,097.42	86,857.00	50,591.58	58.25
DEPARTMENT: 55004 - WOMEN'S TRACK	1,119.00	10,971.37	37,749.47	88,757.00	49,888.53	56.21
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	420.52	12,313.11	59,152.76	128,196.00	68,622.72	53.53
DEPARTMENT: 55006 - FOOTBALL	22,180.00-	37,499.66	264,079.35	508,547.00	266,647.65	52.43
DEPARTMENT: 55007 - BASEBALL	16,703.50	10,811.54	67,427.53	177,909.00	93,777.97	52.71
DEPARTMENT: 55008 - VOLLEYBALL	408.75-	5,063.67	65,902.90	120,611.00	55,116.85	45.70
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	3,890.78	44,641.74	76,857.00	32,215.26	41.92
D DEPARTMENT: 55010 - MEN'S SOCCER	0.00	3,183.46	43,508.76	75,349.00	31,840.24	42.26
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	31,960.37	84,643.00	52,682.63	62.24
DEPARTMENT: 55014 - RODEO TEAM	393.95	18,831.29	103,163.88	164,890.00	61,332.17	37.20
DEPARTMENT: 55015 - MEN'S GOLF	3,500.00	2,448.64	22,987.91	44,043.00	17,555.09	39.86
DEPARTMENT: 55019 - ATHLETIC TRAINING	116.50-	24,664.62	130,860.25	296,695.00	165,951.25	55.93
DEPARTMENT: 55020 - PEP BAND	0.00	0.00	0.00	7,875.00	7,875.00	100.00
DEPARTMENT: 55021 - ESPORTS	0.00	2,727.28	10,927.92	24,035.00	13,107.08	54.53
DEPARTMENT: 55022 - SPORTS INFORMATION	0.00	5,571.19	42,133.44	143,213.00	101,079.56	70.58
DEPARTMENT: 55023 - WOMENS CROSSCOUNTR	374.00	310.27	4,033.50	14,160.00	9,752.50	68.87
DEPARTMENT: 55024 - MENS CROSSCOUNTRY	374.00	129.99	4,742.78	14,160.00	9,043.22	63.86
DEPARTMENT: 55025 - WOMENS GOLF	0.00	627.98	3,139.90	7,536.00	4,396.10	58.33
DEPARTMENT: 61000 - PRESIDENT	2,806.71-	64,700.52	302,125.11	604,611.00	305,292.60	50.49
DEPARTMENT: 61001 - BOARD OF TRUSTEES	0.00	595.28	8,436.61	29,375.00	20,938.39	71.28
DEPARTMENT: 61005 - ATTORNEY	1,435.00-	6,088.70	13,790.86	100,000.00	87,644.14	87.64
DEPARTMENT: 62000 - VP OF ADMIN SERVIC	16,544.43	60,667.32	470,142.04	1,634,369.00	1,147,682.53	70.22
DEPARTMENT: 62010 - HUMAN RESOURCES	251.30-	15,800.54	107,843.44	281,481.00	173,888.86	61.78
DEPARTMENT: 62011 - ADA COMPLIANCE	0.00	10,430.02	54,183.55	63,295.00	9,111.45	14.40
DEPARTMENT: 62050 - ONE-TIME PURCHASES	0.00	14,482.20	9,049.60-	100,000.00	109,049.60	109.05
DEPARTMENT: 63000 - MARKETING/PR	1,625.48	15,576.87	124,456.77	209,329.00	83,246.75	39.77
DEPARTMENT: 64000 - INFORMATION TECHNO	8,771.84	55,094.12	382,417.92	923,060.00	531,870.24	57.62
DEPARTMENT: 65000 - CENTRAL SERVICES	2,328.70	10,707.63	74,285.26	156,670.00	80,056.04	51.10
DEPARTMENT: 67000 - INSTITUTION EFFECT	0.00	14,610.40	86,511.94	167,142.00	80,630.06	48.24
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	0.00	12,718.38	81,078.56	197,444.00	116,365.44	58.94
DEPARTMENT: 71000 - BUILDINGS	41,289.09-	82,884.26	291,917.41	557,002.00	306,373.68	55.00
DEPARTMENT: 72000 - CUSTODIAL SERVICES	13,620.90	51,908.44	299,091.99	568,462.00	255,749.11	44.99
DEPARTMENT: 73000 - GROUNDS	33,064.49-	20,685.56	138,311.12	304,244.00	198,997.37	65.41
DEPARTMENT: 73001 - ATHLETIC FIELDS	34,344.65-	375.62	1,918.57	31,100.00	63,526.08	204.26
DEPARTMENT: 74000 - VEHICLES	57,014.85-	28,959.15	130,123.87	296,560.00	223,450.98	75.35
DEPARTMENT: 75000 - CAMPUS SECURITY	0.00	2,265.77	18,046.93	166,671.00	148,624.07	89.17
DEPARTMENT: 76000 - INSURANCE	0.00	1,407.13	562,376.83	587,424.00	25,047.17	4.26
DEPARTMENT: 77000 - UTILITIES	56,076.07-	15,436.03	369,514.68	790,000.00	476,561.39	60.32
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	0.00	6,657.89-	0.00	6,657.89	0.00
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	244.00-	610.00	1,000.00	390.00	39.00
DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	1,098.00	17,424.00	40,000.00	22,576.00	56.44
DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	0.00	8,749.00	12,000.00	3,251.00	27.09
DEPARTMENT: 81004 - TUIT WAIVER CTZ IN	0.00	0.00	6,000.00	50,000.00	44,000.00	88.00

EXPENSES

DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	0.00	4,500.00	38,500.00	34,000.00	88.31
DEPARTMENT: 94000 - STUDENT CENTER	0.00	0.00	1,076.50	37,188.00	36,111.50	97.11

FUND: 11 - GENERAL	133,864.45-	1,266,236.13	7,998,716.42	17,586,995.00	9,722,143.03	55.28
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FUND: 12 - PTE FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 12010 - ACCOUNTING	0.00	565.16	3,985.05	0.00	3,985.05-	0.00
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	6,318.09	33,458.15	48,858.00	15,399.85	31.52
DEPARTMENT: 12200 - ADN PROGRAM	1,064.77-	27,646.43	175,807.69	394,737.95	219,995.03	55.73
DEPARTMENT: 12201 - LPN PROGRAM	0.00	25,959.54	131,863.82	298,616.00	166,752.18	55.84
DEPARTMENT: 12202 - EMT	264.00-	20,076.57	119,135.53	219,120.00	100,248.47	45.75
DEPARTMENT: 12203 - ALLIED HEALTH	53.62-	16,295.33	93,587.61	197,239.00	103,705.01	52.58
DEPARTMENT: 12210 - AGRICULTURE	245.82-	12,241.59	34,504.92	61,594.00	27,334.90	44.38
DEPARTMENT: 12211 - ANIMAL SCIENCE	13,896.19	21,569.11	91,581.39	121,966.00	16,488.42	13.52
DEPARTMENT: 12220 - JOHN DEERE AG TECH	690.20-	14,966.77	76,503.20	163,816.00	88,003.00	53.72
DEPARTMENT: 12230 - AUTO MECHANICS	18,845.61-	19,453.96	127,813.02	178,262.00	69,294.59	38.87
DEPARTMENT: 12240 - CRIMINAL JUSTICE	1,000.00-	8,763.63	50,876.15	91,169.00	41,292.85	45.29
DEPARTMENT: 12241 - FIRE SCIENCE	4,500.00-	16,379.22	57,351.83	91,490.00	38,638.17	42.23
DEPARTMENT: 12242 - CHALLENGE COURSE	0.00	0.00	278.54	0.00	278.54-	0.00
DEPARTMENT: 12250 - COSMETOLOGY	0.00	13,023.03	69,356.93	126,102.00	56,745.07	45.00
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	8,118.19	2,735.84	14,911.47	22,790.00	239.66-	1.04-
DEPARTMENT: 12273 - WELDING	1,024.33-	27,874.75	116,403.80	245,181.00	129,801.53	52.94
DEPARTMENT: 12280 - BUILDING TRADES	3,906.35-	5,930.51	30,398.59	88,812.00	62,319.76	70.17
DEPARTMENT: 42005 - DEAN OF TECHNICAL	3,774.48-	17,607.10	95,818.14	564,409.05	472,365.39	83.69
DEPARTMENT: 12220 - JOHN DEERE AG TECH	0.00	0.00	594.22	0.00	594.22-	0.00

FUND: 12 - PTE FUND	13,354.80-	257,406.63	1,324,230.05	2,914,162.00	1,603,286.75	55.02
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Fiscal Year: 2022

FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	439.58	29,347.22	23,878.36	5,468.86-	22.89-
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	838.13	5,995.04	5,156.91	86.02
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	182.72	450.00	267.28	59.40
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	1,664.26	8,337.79	3,761.25	4,576.54-	121.67-
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	500.00-	335.39	835.39	249.08
DEPARTMENT: 55012 - CHERLEADING	0.00	2,163.45	2,664.40	4,083.13	1,418.73	34.75
DEPARTMENT: 55008 - VOLLEYBALL	0.00	621.81	2,377.16	5,582.22	3,205.06	57.42
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	4,841.50	459.85	3,130.31	19,917.94	11,946.13	59.98
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	1,213.63	2,195.31	15,500.00	13,304.69	85.84
DEPARTMENT: 55007 - BASEBALL	3,670.00	5,424.67	14,453.75	26,126.26	8,002.51	30.63
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	0.00	3,545.17	3,545.17	100.00
DEPARTMENT: 55013 - DANCE TEAM	0.00	0.00	0.00	400.00	400.00	100.00
DEPARTMENT: 55015 - MEN'S GOLF	1,100.00-	0.00	1,252.87	1,254.80	1,101.93	87.82
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	0.00	3,952.24	3,952.24	100.00
DEPARTMENT: 55003 - MEN'S TRACK	0.00	117.54	1,839.38	4,310.99	2,471.61	57.33
DEPARTMENT: 11021 - ENGLISH	0.00	74.30	132.35	5,596.00	5,463.65	97.63
DEPARTMENT: 11030 - ART	637.87-	55.26	339.15	3,680.00	3,978.72	108.12
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	0.00	0.00	736.00	736.00	100.00
DEPARTMENT: 11033 - INST MUSIC	1,119.28-	272.93	2,890.43	2,760.00	988.85	35.83
DEPARTMENT: 11040 - SCIENCE	1,465.07	36.29	451.86	13,784.00	11,867.07	86.09
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	0.00	136.00	3,433.00	3,297.00	96.04
DEPARTMENT: 12200 - ADN PROGRAM	2.70-	0.00	12,465.87	27,164.00	14,700.83	54.12
DEPARTMENT: 12201 - LPN PROGRAM	145.12-	0.00	18,701.60	32,801.00	14,244.52	43.43
DEPARTMENT: 12202 - EMT	1,398.48-	4,680.65	6,648.21	20,691.00	15,441.27	74.63
DEPARTMENT: 12203 - ALLIED HEALTH	2,518.15-	731.00	1,385.50	14,329.00	15,461.65	107.90
DEPARTMENT: 12210 - AGRICULTURE	146.34-	0.00	1,230.00	3,681.00	2,597.34	70.56
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	1,634.95	4,484.00	5,438.00	954.00	17.54
DEPARTMENT: 12220 - JOHN DEERE AG TECH	577.50-	1,301.15	21,659.84	35,785.00	14,702.66	41.09
DEPARTMENT: 12230 - AUTO MECHANICS	349.78	230.79	59,339.05	59,702.00	13.17	0.02
DEPARTMENT: 12240 - CRIMINAL JUSTICE	827.00	0.00	1,800.81	7,390.00	4,762.19	64.44
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	0.00	471.00	5,282.00	4,811.00	91.08
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	0.00	2,894.11	10,000.00	7,105.89	71.06
DEPARTMENT: 12273 - WELDING	20,583.77-	11,939.46	18,844.03	49,256.00	50,995.74	103.53
DEPARTMENT: 12280 - BUILDING TRADES	188.82-	0.00	3,541.86	12,910.00	9,556.96	74.03
DEPARTMENT: 42000 - VP ON INSTRUCTION	0.00	0.00	0.00	4,814.00	4,814.00	100.00
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	0.00	0.00	8,535.00	8,535.00	100.00
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FUND: 14 - ADULT SUPPLEMENTARY ED	17,264.68-	33,061.57	223,534.71	446,859.79	240,589.76	53.84

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FUND: 16 - AUXILIARY ENTITIES

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	800.52	2,307.91	36,342.00	34,034.09	93.65
DEPARTMENT: 12220 - JOHN DEERE AG TECH	0.00	613.60	1,059.28	0.00	1,059.28	0.00
DEPARTMENT: 94000 - STUDENT CENTER	10,227.00	4,731.68	14,517.40	204,023.00	179,278.60	87.87
DEPARTMENT: 95000 - STUDENT HOUSING	82,223.83	233,580.13	1,101,995.15	2,506,936.63	1,487,165.31	59.32
DEPARTMENT: 98000 - COSMETOLOGY	4,658.87	4,440.53	80,670.11	147,958.75	62,629.77	42.33
DEPARTMENT: 97000 - BOOKSTORE	158,005.96	11,382.02	58,942.92	430,650.00	213,701.12	49.62

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FUND: 16 - AUXILIARY ENTITIES	90,668.00	255,548.48	1,259,492.77	3,325,910.38	1,975,749.61	59.40
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FUND: 22 - RESTRICTED GRANTS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	674.00	17,000.00	16,326.00	96.04
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	0.00	0.00	0.00	16,824.00	16,824.00	100.00
DEPARTMENT: 42000 - VP ON INSTRUCTION	400.00	0.00	0.00	0.00	400.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	0.00	757.80	757.80	100.00
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	0.00	1,452.41	1,452.41	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	707.30	1,301.55	594.25	45.66
DEPARTMENT: 50000 - DEAN OF STUDENT SE	8,971.38	35.00	88,842.99	97,412.79	401.58	0.40
DEPARTMENT: 42000 - VP ON INSTRUCTION	0.00	0.00	7,247.20	0.00	7,247.20	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	29.73	0.00	29.73	0.00
DEPARTMENT: 11040 - SCIENCE	0.00	3,258.68	7,637.60	53,715.62	46,078.02	85.78
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	9,252.00	8,312.67	50,728.31	36,077.25	5,399.06	14.96
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	23,688.02	23,688.02	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	26,618.33	107,671.18	338,160.02	230,488.84	68.16
DEPARTMENT: 12200 - ADN PROGRAM	0.00	5,785.05	28,929.73	71,000.00	42,070.27	59.25
DEPARTMENT: 42000 - VP ON INSTRUCTION	0.00	16,110.59	40,022.46	1,079,368.03	1,039,345.57	96.29
DEPARTMENT: 42005 - DEAN OF TECHNICAL	56,483.10	11,355.07	41,894.61	128,670.00	30,292.29	23.54
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	2,803.53	14,017.68	38,443.00	24,425.32	63.54
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	0.00	0.00	140,043.00	140,043.00	100.00
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	0.00	10,921.08	78,000.00	67,078.92	86.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	1,021.67	1,535.86	13,225.00	11,689.14	88.39
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	4,050.00	10,446.42	6,396.42	61.23
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	2,938.53	83,468.27	80,529.74	96.48

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FUND: 22 - RESTRICTED GRANTS	55,802.48	75,230.59	407,788.80	2,181,677.14	1,718,085.86	78.75
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FUND: 23 - OTHER RESTRICTED FUNDS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	5,801.05	5,801.05	100.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	600.00	0.00	600.00-	0.00
DEPARTMENT: 64000 - INFORMATION TECHNO	0.00	0.00	4,297.86	4,297.86	0.00	0.00
DEPARTMENT: 76000 - INSURANCE	0.00	0.00	34,380.26	160,000.00	125,619.74	78.51
DEPARTMENT: 41100 - TECHNOLOGY-INSTRUC	31,350.00-	0.00	64,075.00-	0.00	95,425.00	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	7,030.05-	0.00	310.22	0.00	6,719.83	0.00
DEPARTMENT: 50050 - STUDENT HEALTH SER	0.00	0.00	50.00-	0.00	50.00	0.00
DEPARTMENT: 64000 - INFORMATION TECHNO	324,272.86-	0.00	94,502.80-	0.00	418,775.66	0.00
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	50,407.70-	0.00	0.00	0.00	50,407.70	0.00
DEPARTMENT: 75000 - CAMPUS SECURITY	0.00	0.00	171.30	0.00	171.30-	0.00
DEPARTMENT: 95000 - STUDENT HOUSING	403,688.25-	0.00	26,895.00-	0.00	430,583.25	0.00
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	18,000.00	1,667,253.00	2,047,533.00	380,280.00	18.57
DEPARTMENT: 41100 - TECHNOLOGY-INSTRUC	7,500.00-	4,280.00	4,280.00	200,000.00	203,220.00	101.61
DEPARTMENT: 44000 - INSTRUCTIONAL DESI	0.00	4,262.91	21,292.34	0.00	21,292.34-	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	3,640.86	319,401.64	150,000.00	169,401.64-	112.92-
DEPARTMENT: 50050 - STUDENT HEALTH SER	0.00	9,514.21	54,694.97	100,000.00	45,305.03	45.31
DEPARTMENT: 64000 - INFORMATION TECHNO	0.00	0.00	102,316.38	430,000.00	327,683.62	76.21
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	0.00	0.00	2,100.00	209,384.34	207,284.34	99.00
DEPARTMENT: 72000 - CUSTODIAL SERVICES	0.00	0.00	0.00	20,000.00	20,000.00	100.00
DEPARTMENT: 75000 - CAMPUS SECURITY	0.00	16,578.28	93,826.75	150,000.00	56,173.25	37.45
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	10,000.00	10,000.00	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	28,668.80	305,604.80	0.00	305,604.80-	0.00
DEPARTMENT: 62000 - VP OF ADMIN SERVIC	0.00	133,079.43	133,079.43	225,787.00	92,707.57	41.06
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FUND: 23 - OTHER RESTRICTED FUNDS	824,248.86-	218,024.49	2,558,086.15	3,712,803.25	1,978,965.96	53.30

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FUND: 24 - ADULT EDUCATION

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 13301 - ADULT ED - INSTRUC	25,960.66-	31,334.05	122,317.84	332,307.00	235,949.82	71.00
DEPARTMENT: 00000 - GENERAL	0.00	0.00	30,000.00-	30,000.00-	0.00	0.00
DEPARTMENT: 12200 - ADN PROGRAM	0.00	0.00	59,919.00	60,000.00	81.00	0.14
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	50,000.00-	50,000.00-	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	5,104.29	10,167.75	50,000.00	39,832.25	79.66
=====						
FUND: 24 - ADULT EDUCATION	25,960.66-	36,438.34	162,404.59	362,307.00	225,863.07	62.34

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FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	251,490.32	0.00	6,001.75	1,222,865.00	965,372.93	78.94
=====	=====	=====	=====	=====	=====	=====
FUND: 61 - CAPITAL OUTLAY	251,490.32	0.00	6,001.75	1,222,865.00	965,372.93	78.94

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FUND: 65 - CAPITAL CAMPAIGN FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 12200 - ADN PROGRAM	0.00	0.00	30,000.00	0.00	30,000.00-	0.00
=====	=====	=====	=====	=====	=====	=====
FUND: 65 - CAPITAL CAMPAIGN FUND	0.00	0.00	30,000.00	0.00	30,000.00-	0.00

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FUND: 71 - ACTIVITY/ORGANIZATION FD

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	32,209.47	58,034.86	352,021.28	676,127.00	291,896.25	43.17
DEPARTMENT: 99001 - STUDENT NEWSPAPER	0.00	1,400.85	3,560.58	11,990.38	8,429.80	70.30
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	1,071.42	1,421.42	8,450.00	7,028.58	83.18
=====	=====	=====	=====	=====	=====	=====
FUND: 71 - ACTIVITY/ORGANIZATION FD	32,209.47	60,507.13	357,003.28	696,567.38	307,354.63	44.12

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FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	1,500.00	48,748.90	85,000.00	36,251.10	42.65
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	43,960.00	85,000.00	41,040.00	48.28
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	29,599.00	30,000.00	401.00	1.34
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	960.00	25,402.00	30,000.00	4,598.00	15.33
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	32,000.00	62,500.00	30,500.00	48.80
DEPARTMENT: 55006 - FOOTBALL	0.00	4,917.00	103,313.74	220,000.00	116,686.26	53.04
DEPARTMENT: 55007 - BASEBALL	0.00	2,000.00-	30,990.00	69,500.00	38,510.00	55.41
DEPARTMENT: 55008 - VOLLEYBALL	0.00	16.00-	34,959.00	59,500.00	24,541.00	41.25
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	42,250.00	51,000.00	8,750.00	17.16
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	22,406.00	51,000.00	28,594.00	56.07
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	5,000.00	15,600.00	10,600.00	67.95
DEPARTMENT: 55014 - RODEO TEAM	0.00	0.00	23,750.00	40,000.00	16,250.00	40.63
DEPARTMENT: 55015 - MEN'S GOLF	0.00	0.00	9,250.00	20,000.00	10,750.00	53.75
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	0.00	18,790.00	30,900.00	12,110.00	39.19
DEPARTMENT: 55021 - ESPORTS	0.00	0.00	5,625.00	7,500.00	1,875.00	25.00
DEPARTMENT: 11022 - SPEECH	0.00	0.00	0.00	3,978.00	3,978.00	100.00
DEPARTMENT: 11025 - JOURNALISM	0.00	0.00	1,000.00	0.00	1,000.00-	0.00
DEPARTMENT: 11030 - ART	0.00	0.00	4,800.00	6,528.00	1,728.00	26.47
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	1,100.00-	4,600.00	8,103.00	3,503.00	43.23
DEPARTMENT: 11033 - INST MUSIC	0.00	0.00	13,500.00	14,553.00	1,053.00	7.24
DEPARTMENT: 11034 - ORCHESTRA	0.00	0.00	0.00	4,000.00	4,000.00	100.00
DEPARTMENT: 11090 - QUIZ BOWL/ACAD CHA	0.00	0.00	0.00	5,875.00	5,875.00	100.00
DEPARTMENT: 11095 - FORENSICS COMPETIT	0.00	0.00	1,000.00	0.00	1,000.00-	0.00
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	0.00	11,500.00	22,736.00	11,236.00	49.42
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	0.00	13,381.25	40,000.00	26,618.75	66.55
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	0.00	7,024.00	10,000.00	2,976.00	29.76
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FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	4,261.00	532,848.89	973,273.00	440,424.11	45.25

Garden City Community College
12/31/2021

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 299,667.47	0.0000%
State Municipal Invest. Pool	\$ 9,775.01	0.0020%
Landmark National Bank	\$ 2,694,423.40	0.0800%
Security Bank of KC	\$ 3,071,497.87	0.0250%
	<u>\$ 6,075,363.75</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	0.1000%	7/29/2021	1/29/2022
Western State Bank	CD	\$ 1,000,000.00	0.1500%	7/29/2021	4/29/2022
Western State Bank	CD	\$ 1,000,000.00	0.1500%	10/26/2021	7/26/2022
Western State Bank	CD	\$ 1,000,000.00	0.2000%	7/29/2021	7/29/2022
		<u>\$ 4,000,000.00</u>			
 Total		<u><u>\$ 10,075,363.75</u></u>			

Topic: Purchase of Production Printer for Print Shop

Background Information:

The current production printers are in need of updates. The production printers are used for large quantity print requests, special design print jobs and other print requests. The cost for support and maintenance is currently high, and it is difficult to get replacement parts for the current printers. Century Business Technologies provided a review of GCCC’s document output environment. Century Business Technologies is an approved state contract vendor and provides local support with offices in Garden City. The benefits for updating the production printer are outlined on the next page in the packet.

This purchase will be included in the new financing package that will be brought to the board this spring. The approval of this purchase allows for lead time to get the machines ordered and delivered to GCCC. The cost of the project will be incorporated into the financing agreement that the board reviews and considers later this spring. If the financing agreement is not board approved, the purchase will be expenses to the Capital Outlay fund.

Budget information: The total approved contract for the Production printer is \$ 121,670.

The printer will be paid through future financing agreement for board review or through College Capital Outlay Fund if a financing agreement is not approved.

Recommended Board Action:

Approve the purchase of the Production Pro 8320 Mono and Pro C5310 Color for \$121,670.

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

Board Member Notes:

POLICY TITLE: GENERAL EXECUTIVE CONSTRAINTS

The president shall not cause or allow any practice, activity, decision, or organizational circumstance, which is illegal, imprudent, or in violation of commonly accepted business and professional ethics.

1. An open climate in the decision-making process shall not be discouraged.
2. Actual financial conditions at any time shall not incur fiscal jeopardy or compromise board ENDS priorities.
3. Information and advice to the board will have no significant gaps in timeliness, completeness, or accuracy.
4. Compensation and benefits for staff shall not deviate significantly from market.
5. No fewer than two administrators will be informed of president and board matters and processes.
6. There shall be no conflict of interest in awarding purchases or other contracts.
7. 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. Purchases directed by grant funds are excluded. (Approved 11/11/2020)
8. The president shall not initiate new programs or retain existing programs without consideration of cost-effectiveness and overall value.
9. The president shall not fail to provide redundancy and cross training which transitions leadership of the college in the event of a planned or unplanned departure.
10. The president shall not fail to insure a safe and healthy environment on campus.
11. The President shall not fail to have a college-wide strategic plan, focused on continuous improvements and financial planning; provide bi-annual updates to the board on strategic plan.

Reviewed annually, #7 bi-annually. #8 annually.

This policy revised on October 19, 2021

February 2022 Monitoring Report

General Executive Constraints

EXECUTIVE LIMITATIONS

BI-ANNUAL

General Executive Constraints #7

Page 9

The President shall not allow for purchases between \$10,000 and \$50,000 without first giving consideration to local (Finney County) businesses, with a maximum ten percent premium.

CEO's Interpretation: Purchases falling within the \$10,000 and \$50,000 will be bid competitively, with preference given to the best bid. A local business being defined as one which is a Finney County taxpayer, will be considered with a 10% premium margin for purchases within the same defined budget range.

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 that college policy is being followed.

Purchases over \$10,000 made during the past six months were reviewed;
42 purchases required bid sheets.

20 out of the 42 purchases were considered single source vendors
10 out of the 20 single source vendors were local
20 of the 42 purchases were from local vendors

Board of Trustees Agenda January 11, 2022

POLICY TITLE: INFORMATION AND ADVICE (COMMUNICATION AND COUNSELING)

With respect to providing information and counsel to the board, the president shall not permit the board to be uninformed.

Accordingly, the president shall not:

1. Neglect to submit monitoring data required by the board (see policy on Monitoring Executive Performance) in a timely, accurate, and understandable fashion, directly addressing provisions of the board policies being monitored.
2. Permit the board to be unaware of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, significant external and internal changes, particularly changes in the assumptions upon which any board policy has previously been established.
3. Fail to advise the board if, in the president's opinion, the board is not in compliance with its own policies on **GOVERNANCE PROCESS** and **BOARD MANAGEMENT DELEGATION**, particularly in the case of board behavior which is detrimental to the work relationship between the board and the president.
4. Fail to deal with the board as a whole except when fulfilling requests for information or responding to individuals or committees duly charged by the board.
5. Fail to report in a timely manner an actual or anticipated noncompliance with any policy of the board.

Reviewed annually.

This policy revised on January 19, 2013

January 2022 Monitoring Report

Information and Advice

EXECUTIVE LIMITATIONS

Information and Advice #2

BI-ANNUAL

Page 13

The President shall not permit the Board to be unaware of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, significant external and internal changes, particularly changes in the assumption upon which any Board policy has previously been established.

CEO's Interpretation: The Board shall be apprised and able to answer questions and concerns with the public. The President must keep the Board always informed of all necessary items and topics, including items which may be addressed by media, pending litigation, legislation or other pertinent information.

Data Directly addressing the CEO's Interpretation:

The President informs the Board of any possible litigation or media coverage by use of email or direct contact by phone. Any significant personnel changes are communicated through frequent updates. Any pertinent policy changes or information impacting budget are communicated directly with the Board. Information from national, state, regional or local agencies as well as legislation specific to community colleges or the college are communicated directly with the Board. A weekly memo which summarizes the week's activities and events is provided to the Board. The President also keeps the Board informed of relevant trends, campus activities and general updates during the President's report at the monthly Board meetings.

EXECUTIVE LIMITATIONS

Information and Advice #3

BI-ANNUAL

Page 9

The President shall not fail to advise the Board if, in the President's opinion, the Board is not in compliance with its own policies on GOVERNANCE PROCESS and BOARD-PRESIDENT RELATIONSHIP, particularly in the case of Board behavior which is detrimental to the work relationship between the Board and the President.

CEO's Interpretation: It is the President's role and responsibility to lead the college while providing oversight for compliance with college and Board policies. It is incumbent on the President to be familiar with and utilize board policies which advise board governance. If a situation should arise in which the President determines that there is a conflict with a governance process, it is the President's responsibility to discuss the conflict or activity with the board chair and the rest of the board. It is also the role of the President to hold meetings with the board appointed Policy Governance Officer to discuss governance policies, process and reporting.

Data Directly addressing the CEO’s Interpretation:

No incidents have been documented or communicated with the Board Chair or board members by the President since the last report. The Board has a regularly established review of policies at monthly meetings. The Board has updated some of the board policies and has updated the policy governance manual.

EXECUTIVE LIMITATIONS	BI-ANNUAL
Information and Advice #5	Page 13
The President shall not fail to deal with the Board as a whole except when fulfilling or responding to individuals or committees duly charged by the Board.	

CEO’s Interpretation: The President interacts with the Board as a whole, even if individual requests are received. The President welcome individuals’ requests which will help assist the board with meeting duties and obligations as a member of the governing board.

Data Directly addressing the CEO’s Interpretation:

The President keeps the board informed of all information. There have been no individual dealings or requests presented.

POLICY TITLE: ASSET PROTECTION

Assets shall not be unprotected, inadequately maintained, or unnecessarily risked.

Accordingly, the president shall not:

1. Fail to insure against property and casualty losses or against liability losses to board members, staff, or the organization itself in an amount prudent and advisable under Kansas law.
2. Allow unbonded personnel access to significant amounts of funds.
3. Fail to provide proper oversight of physical plant.
4. Unnecessarily expose the organization, its board, or staff to claims of liability.
5. Make any purchase: (a) of over \$20,000 without competitive bids and due consideration regarding cost, quality, and service; and (b) of over \$50,000.
6. Receive, process, or disburse funds under controls which are insufficient to meet the auditor's standards.
7. Acquire or dispose of assets valued over \$50,000.

Reviewed annually.

This policy revised on October 11, 2016

JANUARY 2022 MONITORING REPORT

ASSET PROTECTION

EXECUTIVE LIMITATIONS	ANNUAL
Asset Protection #1	Page 14
The President shall not fail to insure against property and casualty losses or against liability losses to board members, staff, or the organization itself in an amount prudent and advisable under Kansas law.	

CEO’s Interpretation: The administration will coordinate with an independent insurance agency to periodically review property and casualty coverage to ensure that the college is adequately protected against financial loss. Insurance and asset protection information will be provided to the Board annually for review.

Data directly addressing the CEO’s interpretation: Property insurance coverage is provided by MHEC (Midwest Higher Education Compact). Our agent is IMA, Inc.

The following are current values (July 1, 2021– June 30, 2022):

Blanket Buildings, Personal Property and PP in open.....	\$90,026,327
Business Income/Extra Expense.....	\$10,079,481
Electronic Data Processing Equipment/Data & Media.....	\$ 2,094,329
Contractors Equipment.....	\$ 652,025
Fine Arts	<u>\$ 50,000</u>

TOTAL BLANKET LIMIT FOR ALL COVERAGE \$102,902,162

General liability: Kinsale Insurance Co.

General aggregate limit.....	\$2,000,000
Each occurrence limit.....	\$1,000,000

Professional Liability: Landmark American Insurance Co.

Aggregate for each policy term.....	\$3,000,000
Each occurrence.....	\$1,000,000

Law Enforcement Liability: QBE Specialty Insurance Co.

Aggregate for each policy term.....	\$1,000,000
Each occurrence.....	\$1,000,000
Deductible – per claim.....	\$ 2,500

School District Educators Legal Liability: Professional Solutions Insurance Co.

Aggregate limit.....\$1,000,000
 Occurrence limit.....\$1,000,000

Cyber Risk : CFC Underwriting

Third Party Liability Limit.....\$1,000,000
 Deductible – per claim..... \$ 5,000

Insurance for college Vehicle Fleet Liability:

Wright Specialty

Bodily injury/property damage..... \$ 1,000,000 single limit
 Medial payments..... \$ 5,000 each person
 Uninsured motor vehicle bodily injury..... \$ 1,000,000 per accident
 Comprehensive on scheduled vehicles..... \$ 500 deductible
 Collision on scheduled vehicles \$ 500 deductible

Worker’s Compensation

July 1, 2021 to June 30, 2022

1st Dakota Indemnity – Agent - Keller Leopold
 Workers Compensation: Statutory Benefits

These policies protect the institution adequately against possible property losses and personal liabilities. They meet the legal requirements of the state.

EXECUTIVE LIMITATIONS ANNUAL Asset Protection #2 **ANNUAL**
Page 14
The President shall not allow unbonded personnel access to significant amounts of funds.

CEO’s Interpretation: The College maintains a Treasurer’s Bond on the Vice President of Administrative Services/CFO. The Bond provides coverage for employee dishonest and faithful performance of duties by the CFO. The college also maintains employee dishonesty insurance that protects the institution form employee theft.

Data directly addressing the CEO’s interpretation: Employees are bonded by Markel Insurance Company, part of Wright Specialty Insurance. Our agent is IMA Inc. A Treasurer’s Bond is provided at \$100,000. A blanket bond – Public Employee Dishonesty Coverage – is provided in the amount of \$100,000. All persons are covered (\$1,000 deductible per employee).

This policy meets the requirements for bonding personnel who handle money.

Employer’s Liability	\$1,000,000 bodily injury by accident – each accident
	\$1,000,000 bodily injury by disease – each employee
	\$1,000,000 bodily injury by disease – each policy limit

The insurance coverage is sufficient to protect college assets.

EXECUTIVE LIMITATIONS		ANNUAL
Asset Protection	#3	Page 14
The President shall not fail to provide proper oversight of physical plant.		

CEO’s Interpretation: The president shall remain apprised of the needs for general maintenance and upkeep for all buildings and equipment.

Data directly addressing the CEO’s interpretation: While maintaining over 30 major facilities representing Garden City Community College, it is imperative to incorporate priority budgeting and planning. This past year the following campus needs and improvements have been met:

1. Campus HVAC Cooling Tower replacement
2. West Hall Shower Replacement Phase 1
3. Network Cable runs
4. Network Switch & closet cleanup
5. Wireless Refresh 357 Access Point installations
6. Main Quad Tunnel Cap replacement
7. Hydronic Pipe HW pipe under main quad replacement
8. Backup server installation
9. Williams Stadium Light Pole replacement
10. Fine Arts Auditorium Paint, Carpet and Chair installation
11. DPAC North & Southeast roof replacement
12. DPAC Hallway ceiling tile and grid replacement
13. HOF room ceiling tile replacement
14. East Campus Locker room flooring installation
15. Broncbuster Suite Roof replacement
16. Library South office Remodel for FHSU Transfer Center
17. Campus Light pole installation Phase 2
18. Access Control Installation Phase 2
19. Transportation Building project approval and beginning construction
20. Intune software installation
21. OneLogin installation
22. Campus wide Laptop refresh
23. West Hall Domestic Hot water system replacement
24. West Hall Ventilation upgrade
25. Residential Life Courtyard Landscaping

- 26. Main Campus Quad landscaping and irrigation repairs
- 27. Fine Arts Classroom and piano lab remodel
- 28. John Deere Classroom Remodels
- 29. DPAC Women’s Basketball coaches’ office and locker room remodel
- 30. Library Coffee Bar installation for Broncbuster Coffee partnership
- 31. Fleet Vehicle purchases
 - a. 2020 Freightliner Bus
 - b. 2018 Ford Expedition
 - c. 2020 Chevrolet Malibu
 - d. 2021 Chevrolet Malibu
 - e. 2007 Dodge 1500 Maintenance Utility Truck

EXECUTIVE LIMITATIONS		ANNUAL
Asset Protection	#4	Page 14
The President shall not unnecessarily expose the organization, its board or staff to claims of liability.		

CEO’s Interpretation: The President shall have prudent controls and assessments of assets, agreements and human resources to ensure the maximum protection to the institution, employees and governing board.

Data directly addressing the CEO’s interpretation: Institutional practices and procedures are reviewed by the college’s legal counsel and in consultation with Kansas Association of School Boards for compliance and institutional asset protection. The president meets regularly with the college’s administrative cabinet and College Council to provide opportunities to discuss activities of the college and determine if there may be any negative exposure, concerns or liabilities for the board, staff or institution.

EXECUTIVE LIMITATIONS		ANNUAL
Asset Protection	#6	Page 14
The President shall not receive, process, or disburse funds under controls that are insufficient to meet the auditor’s standards.		

CEO’s Interpretation: All processes that involve receiving, processing or disbursing funds are evaluated internally and the auditors review processes and internal controls during their annual audit.

Data directly addressing the CEO’s interpretation: The college undergoes annual financial audits in accordance with state, federal and GASB requirements. The FY2021 audit will be presented to the Board upon completion.

EXECUTIVE LIMITATIONS**ANNUAL****Asset Protection****#7****Page 14****The President shall not acquire or dispose of assets valued over \$50,000.**

CEO's Interpretation: Current Board policy requires Board approval on purchases of \$50,000 or more therefore any items appraised or valued at \$50,000 or more will be presented to the Board for action to sell or dispose. Values will be determined utilizing the best information available to the administration i.e., vendor or certified real property appraisers. It is the intent of administration to maintain a clutter free and clean campus, which on occasion may require disposal of accumulated property.

Data directly addressing the CEO's interpretation:

From July 2021 – December 2021

- 42 purchases required bid sheets
 - 20 out of the 42 purchases were considered single source vendors.
 - 10 out of the 20 single source vendors were local
 - 20 of the 42 purchases requiring bid sheets were from local vendors.

In 2020-21, there were no property disposal of assets valued over \$50,000.

December 2021 Activity Board Report

HUMAN RESOURCES:

New Employee:

Tanner Johnson, Groundskeeper, effective, January 3, 2022.

Haley York, Social Science Instructor, effective, January 5, 2022.

Internal Transfers:

Mike Pilosof, Sports Information Director/ Assistant Athletic Director to Director of Athletics, effective, January 3, 2022

Resignations/Separations:

Larry Pander, Fire Science Instructor, effective December 15, 2021

Jeff Tatum, Assistant Director of Eligibility and Compliance, effective, January 4, 2022

There are currently twenty two (22) open posted positions at which six (6) are adjunct positions.

Open Positions:

Accommodations Coordinator- **In Progress**

John Collins Vocational Technical (JCVT) Building Secretary- **In Progress**

Head Strength and Conditioning Coach- **In Progress**

Nursing Student Success Coordinator- **In Progress**

Assistant Volleyball Coach

Ged Instructor

Economics Faculty

Title V Activity Director

Title V Outreach Coordinator

Residential Life Advisor

Fire Science Faculty

Industrial Maintenance Instructor

Adult Education Instructor

CLC Paraprofessional (Part-Time)

Custodial

Adjunct Positions:

Fire Science (Adjunct)- In Progress

Cosmetology Adjunct

Criminal Justice Adjunct

Life Sciences Adjunct Instructor- On Campus

Math Adjunct Instructor- On Campus

Reading Adjunct Instructor- On Campus

Projects for the Human Resources Department include:

- **Non-Academic- HR Department Review**
- **In-Service Planning**
- **Human Resources Webpage**

ADMINISTRATIVE SERVICES December 2021 BOARD REPORT

- **New Employee Orientation**
HR Newsletter Revisions- Employee Resources

REGISTRAR RAMBLINGS...

(It's a GREAT day to be a BUSTER)

Welcome back to campus! We hope you had a nice holiday break and are looking forward to another great semester working together! A few reminders from the *Registrar's Office*:

Registration Days/Hours: Services for students will be available in the *Student and Community Services Center* during the following days/hours:

Monday, January 3	8:00 a.m. – 4:30 p.m.	
Tuesday, January 4	8:00 a.m. – 4:30 p.m.	
Wednesday, January 5	1:00 p.m. – 6:00 p.m.	(Inservice Day: CLOSED 8:00 a.m. to 1:00 p.m.)
Thursday, January 6	8:00 a.m. – 6:00 p.m.	
Friday, January 7	8:00 a.m. – 4:00 p.m.	

Monday, January 10	7:30 a.m. – 4:30 p.m.	(Classes Begin)
Tuesday, January 11	8:00 a.m. – 4:30 p.m.	
Wednesday, January 12	8:00 a.m. – 4:30 p.m.	
Thursday, January 13	8:00 a.m. – 4:30 p.m.	
Friday, January 14	8:00 a.m. – 4:00 p.m.	

Monday, January 17	<u>Return to Regular Hours</u> (shown below):	
	Monday – Thursday	8:00 a.m. – 4:30 p.m.
	Friday	8:00 a.m. – 4:00 p.m.

STUDENT SCHEDULES: Student schedules may be obtained online through Self-Service. (<https://selfservice.gcccks.edu/Student/Account/Login>).

ADDING CLASSES: Students wishing to add classes during the first five (5) days of the semester may do so with advisor's approval only. After the fifth day of the semester (and until the last day for full refund), in addition to the advisor's approval, students must also obtain approval (signature) from the instructor(s) involved before returning or submitting the completed Change of Schedule form to the Registrar's Office. After the last day for full refund date, the advisor, instructor, and the appropriate instructional Dean signature is required.

REFUND/WITHDRAWAL DATES:

<u>Session</u>	<u>Refund Date</u>	<u>Withdrawal Date</u>
Main Session (17 Weeks):	January 21	April 7
Session 1 (1 st 8 Weeks):	January 21	February 18
Session 2 (14 Weeks):	February 4	April 22
Session 3 (2 nd 8 Weeks):	March 25	April 22
Session 4 (4 Weeks):	April 20	May 3
Non-Standard	Please contact Business Office	Please contact Registrar's Office

PETITIONS: Students requesting petitions (i.e., overload credit hours exceeding 18 for the semester, the date is beyond last day to add, class has reached maximum enrollment and is closed, etc.) need to request approval from the Dean of Academics or Dean of Technical Education and submit to the Registrar's Office in order to be processed.

CERTIFICATION DATES (for ATTENDANCE): As always, we will rely upon you to keep accurate records of who has attended classes in order to comply with state mandates to provide verification of enrollment. Please be prepared to verify exactly who HAS, and who HAS NOT attended your classes by **February 4** (20th day) for full semester classes, **January 21** for Session 1 (8 weeks), **February 17** for Session 2 (14 weeks), **March 25** for Session 3 (8 weeks), and **April 22** for Session 4 (4 weeks) classes. Certification rosters will be sent out for your documentation of this information. Non-Standard courses with varying start/end dates fall under the Non-Standard Term; please check with the Registrar's Office for the academic dates.

SSS

SSS is planning a scholarship workshop for Tuesday, January 25; a college fair (for all GCCC students) on February 8, and a meeting for SSS participants to get information about outreach programs on February 2. We are also working on visits to Wichita State and KU sometime in February.

ADMISSIONS

Admissions is currently in full force for Spring 2022 last minute recruitment.

We are:

- Calling 175 students who have created an account, sent us ACT/SAT scores, started an application, or submitted an application in the hopes to get them moved to the admitted phase so they can get enrolled with advising
- Assisting retention in calling 753 students who were enrolled Fall 2021 but are not yet enrolled for Spring 2022. This includes checking for PERC business holds and assisting students in getting that taken care of
- Begin using texting through Ocelot and Live Chat on our website chatbot
- Begin scheduling and planning Enrollment Days this Spring with our area high schools for Fall 2022 recruitment

CAMP

CAMP – Staff continues to work on recruitment and retention of students.

Currently, 26 students will be awarded CAMP Scholarships – up to \$1,500 for the Spring Semester - \$39,000. Plus, any workbooks or materials that are needed for classes.

Interviews for scholarships next year are also part of the recruitment process this month.

CAMP has also been sharing information among CAMP freshman and sophomore students about different opportunities for internships this summer. There is a group of companies working closely with the National CAMP Association to provide these internships to students in different areas.

Staff is also working on completing the Non-Academic Department Review and starting the process to complete some internal surveys for students transferring to other institutions next year.