

March 12, 2024

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, March 12, 2024**. The meeting will be held in the **Ronald J. Scott Endowment Room of the Beth Tedrow Student Center**, Garden City Community College Campus. The meeting will also be available via Zoom: <https://gcccks-edu.zoom.us/j/97215114466>

Meeting ID: 972 1511 4466

For **PUBLIC COMMENTS** please contact Jodie Tewell, jodie.tewell@gcccks.edu by 5:00 pm CST Tuesday, March 12, 2024.

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

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

AGENDA

I. CALL TO ORDER

- A. Comments from the Chair
- B. Report from SGA..... Page 68
- C. Introduction of New Employees
- D. Report from Faculty Senate
- E. Rural Incentive Housing Update

II. EXECUTIVE SESSION

III. CONSENT AGENDA

- | | ACTION |
|---|---------------|
| A. Approval of minutes of previous meetings (2.20.2024) | Page 4 |
| B. Approval of personnel actions – Human Resources | Page 11 |
| B-1 Human Resources Report | Page 13 |
| B-2 Adjunct/Outreach Contracts | Page 14 |
| C. Financial Information | Page 15 |
| C-1 Checks Processed in excess of \$50,000 | Page 17 |
| C-2 Revenues | Page 18 |
| C-3 Expenses | Page 20 |
| C-4 Cash in Bank | Page 31 |
| D. Resolution 2024-1..... | Page 32 |

IV. CONFIRMATION OF MONITORING REPORTS

A. Monitoring Reports and ENDS	Consensus Approval
A-1 Annual, Executive Limitations, Essential Skills, Policy Gov. pg 5.....	Page 34
A-2 Bi-Annual, Executive Limitations, General Executive Constraints #2, Pol gov pg. 10.....	Page 52
A-3 Annual, Executive Limitations, General Executive Constraints #10, Pol gov pg. 11.....	Page 54
A-4 Bi-annual, Executive Limitations, Board Job Description #6, Pol gov pg. 21	
B. Review Monitoring Reports	
B-1 Annual, Executive Limitations, Personal Enrichment, Policy Gov. pg. 8.....	Page 62

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. Non-Academic Department Review – Marketing	
D. Non-Academic Department Review – Library Services	
E. Non-Academic Department Review – Athletics	
F. Title III Update	
G. Incidental Information	Page 63
H. Report from FCEDC	
I. Report from KACC	

VI. OWNERSHIP LINKAGE

Upcoming Calendar Dates:

- 11-17-Mar GCCC Spring Break
- 14-15 GCCC Spring Break – Campus Closed
- 16-Mar Legislative Coffee; Endowment 8:00 am
- 20-Mar Chamber Breakfast; Clarion Inn 7:30 am
- 29-Mar Easter Break March 29 - April 1, Campus Closed
- 31-Mar Women's Track & Field @GCCC TBA
- Men's Track& Field @GCCC TBA
- 3-Apr Ribbon Cutting for STEM and John Deere Buildings 10:30 – 12:00
- 4-Apr KCCLI Conference Dinner; Endowment 6:00 pm
- 4-6 Apr GCCC Rodeo
- 9-Apr April Board Meeting 5:00 pm Dinner, 6:00 pm Meeting
- 11-Apr Chamber Annual Banquet; DPAC 6:00 pm
- 12-Apr GCCC Endowment Association Auction; Finney County Fairgrounds 6:00 pm
- 18-20- Apr I Hate Hamlet; KCB Bank Auditorium, 7:00 pm
- 20-Apr Legislative Coffee; Endowment 10:00 am
- 25-27 -Apr I Hate Hamlet; KCB Bank Auditorium, 7:00 pm

Dates Continued

- 3-May Commencement; DPAC 4:00 and 7:00 pm
- 9-May Greenhouse Ribbon Cutting; 3:00 pm
- 12-May Community Choir and Orchestra Concert
- 14-May May Board Meeting 5:00 pm Dinner, 6:00 pm Meeting

<u>Spring 2024 ADVISORY BOARDS</u>				
EMIC				David Rupp
Computer Science				Jean Clifford
AUTO				Shanda Smith
FIRE				David Rupp
CRIM				David Rupp
AG	3.20.2024	5:30 – 7:30 pm	JCVT 1302	Leonard Hitz
Robotics	3.21.2024			David Rupp
JDAT	4.3.2024	12:30 – 2:30	JD Building Classroom	Leonard Hitz
Carpentry	4.9.2024			Leonard Hitz
Allied Health	4.11.2024	11:30 -1:00	PENKA	Merilyn Douglass
Early Childhood Education	4.19.2024			Jean Clifford
Nursing	4.25.2024	3:30 – 4:30	PENKA	Merilyn Douglass
Industrial Maintenance				Bob Larson
Welding				Bob Larson
Crop Production				David Rupp

VII. EXECUTIVE SESSION

VIII. ADJOURNMENT

 Dr. Ryan Ruda.
 President

 Mr. Leonard Hitz
 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
Board of Trustees
February 20, 2024**

Trustees Present:	Leonard Hitz	Chair
	Shanda Smith	Vice Chair
	Dr. Marilyn Douglass	Trustee
	David Rupp	Trustee
	Dr. Jean Clifford	Trustee
Zoom	Bob Larson	Trustee
Others Present:	Dr. Ryan Ruda	President
	Karla Armstrong	Vice President for Administrative Services/CFO
	Dr. Marc Malone	Vice President for Instructional Services/CAO
	Colin Lamb	Vice President for Student Services/Athletics
	Madilyn Limberg	Executive Director, Marketing and PR
	Jodie Tewell	Executive Assistant to the President
	Zach Sallee	Assistant Football Coach
	James Parker	2 nd Assistant Football/Res Life Coach
	Nick Lopez	Assistant Football Coach
	Eric Torres	2 nd Assistant Football Coach/Res Life Coach
	Alex Woodard	2 nd Assistant Football Coach/Res Life Coach
	Craig Lurtz	Director of Facilities and Transportation
	Mindy Russell	Account Services & Grant Compliance Manager
	Kim Harrison	Comptroller
	David Travis	C&C Energy
	Adam Travis	C&C Energy
	Elisa Mai	Assistant Professor of Crop Production
	Peter Simmons	Senior Research Analyst
	Kiyoshi Harris	Head Football Coach
	Kurt Langren	Assistant Football Coach
	Justin Hafner	Assistant Football Coach
	Nicolas Lopez	Assistant Football Coach
	Steven McCollom	Assistant Football Coach
	Kristin Sekavec	Lewis, Hooper, and Dick CPA
	Theresa Dasenbrock	Lewis, Hooper, and Dick CPA
	Tiffany O'Rourke	

*Meeting of Trustees
February 20, 2024*

I. CALL TO ORDER:

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

A. COMMENTS FROM THE CHAIR

Chair Hitz commended recent Bustin Buster Award winners and Coach Colin for her award for Assistant Coach. He reminded the trustees that Chamber breakfast is in the morning.

B. Report for SGA

Yesenia Castro, SGA President, reported on January and February events. Blake Phillips will be on campus tomorrow for a voting event for students. SGA is currently working on getting the bikes in working order.

C. New Employees

Elisa Mai, Assistant Professor of Crop Production
Peter Simmons, Senior Research Analyst

Marc issued a special thank you to Coach Harris and his staff for their exemplary work with students. It has been noted several times by staff and faculty.

Kiyoshi Harris, Head Football Coach
Kurt Landgren, Assistant Football Coach
Alex Woodard, 2nd Assistant Football Coach
Steven McCollom, Assistant Football Coach
Eric Torres, 2nd Assistant Football/Res Life Coach
Justin Hafner, Assistant Football Coach
James Parker, 2nd Assistant Football Coach
Nicholas Lopez, Assistant Football Coach
Zachary Sallee, Assistant Football Coach

D. Faculty Senate Report

No Report

Dr. Ruda welcomed and swore in the newly elected board members: Jean Clifford, Shanda Smith, and David Rupp.

E. C&C Energy Audit Presentation

David and Adam Travis presented data on the HVAC and Control systems. They appreciate Craig Lurtz and the facilities team's hard work. Currently, there are 95 system deficiencies with 75 of these issues being fully repaired. The plan is to provide an annual update. (Supporting documents filed with official minutes.)

F. Presentation of Financial Audit

Theresa Davenbrock and Kristen Sekavec presented the audit report highlighting the unmodified auditor's report, no questioned costs on federal funds and program, and material weaknesses. (Supporting documents filed with official minutes)

This highlights for Dr. Ruda that there are good processes in place and things we can always improve upon. He appreciates our business office and staff.

II. CONSENT AGENDA

Shanda requested to remove Items E and F for further review.

Move to approve the consent agenda except for Items E and F.

Motion: Shanda Smith

Second: David Rupp

Ayes: Douglass, Clifford, Smith, Hitz, Rupp, Larson

Nays: None

Motion Carried: 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) Approval of Financial information
(Supporting documents filed with official minutes)

(E) Buster Boost Program Approval
Dr. Ruda reported on the new initiative Buster Boost. This initiative is a mechanism to address barriers to affordability and access. This initiative will provide ways to work with school districts for students who qualify for free and reduced lunches.

Move to approve the Buster Boost initiative starting in fall 2024.

Motion: Shanda Smith

Second: David Rupp

Ayes: Douglass, Clifford, Smith, Hitz, Rupp, Larson

Nays: None

Motion Carried: 6 – 0

(G) Tuition and Fees
Recommend holding tuition flat with no increase on any tuition structure. We are recommending a four-dollar per credit hour increase in student fees. This increase will utilize two dollars of this increase to offset student scholarships as well as general student activities. The additional two-dollar increase will be allocated to the Student Center.

Move to approve the 2024-25 tuition and fee rates as written.

Motion: David Rupp

Second: Marilyn Douglass

Ayes: Douglass, Clifford, Smith, Hitz, Rupp, Larson

Nays: None

Motion Carried: 6 – 0

III. CONFIRMATION OF MONITORING REPORTS:

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

A-1. Annual Executive Limitations, Personal Enrichment

Trustees accepted the report as presented.

B. Review Monitoring Reports

B-1. Annual, Executive Limitations, Information and Advice

Trustee Douglass does not have any recommendations for any of the three policies reviewed.

The board is in consensus regarding policies reviewed and approved with no changes.

IV. OTHER

A. Open comments from the public

No comments

B. Presidents Report

Dr. Ruda reported on the Fall 2023 Honor Roll and discussed upcoming events. We will include tax donors as part of the ribbon cutting for STEM and John Deere with a private tour. Will have the cards to be signed at the next meeting. Billy's Brewhouse is now open and new Campus Road signs are up.

C. Incidental Information

No comments

D. Report from FCEDC

Jean Clifford reported on the held on January 18 with a discussion on the growth of the area, Shannon Dick spoke on water, and they elected new positions.

E. Report from KACC

No Report.

V. OWNERSHIP LINKAGE

Trustee Rupp compiles the information every month from the board evaluations. If trustees have suggestions to make it a better report or have ideas regarding topics for a board retreat, please let Chair Hitz or Vice Chair Smith know.

Chair Hitz discussed upcoming dates.

Trustee Rupp attended the EMIC advisory board meeting. Students spoke highly of the new instructor and her handling of the program.

Trustee Clifford attended the Computer Science advisory board. Ron Carlson provided program information.

VI. Executive Session

Move that the Board recess into executive session pursuant to the open meetings exception for confidential data relating to financial or trade secrets of corporations, partnerships, trusts, and/or individual proprietorships and that hour President, and all Vice-Presidents be included. The open meeting will resume in the Ronald J. Scott Endowment room in twenty (20) minutes.

Motion: Shanda Smith
Second: David Rupp

Ayes: Douglass, Clifford, Smith, Hitz, Rupp, Larson
Nays: None

Motion Carried: 6 – 0

The Board went into Executive Session at 7:52 pm.

The Board returned to open session at 8:12 pm

Move to recess into executive session for another twenty (20) minutes.

Motion: Shanda Smith
Second: David Rupp

Ayes: Douglass, Clifford, Smith, Hitz, Rupp, Larson
Nays: None

Motion Carried: 6 – 0

The Board went into Executive Session at 8:13 pm.

The Board returned to open session at 8:33 pm.

No action was taken.

Trustee Douglass recommended deleting #11 from the President's Evaluation. After further discussion, the consensus is to keep the form the same.

The board completed the monthly board evaluations.

*Meeting of Trustees
February 20, 2024*

The meeting was paused to resume at the John Deere building for a tour.

VI. Adjournment

Chair Hitz adjourned the meeting at 9:13 p.m.

Jodie Tewell
Deputy Clerk

Dr. Ryan Ruda
President

Mr. Leonard Hitz
Chairman of the Board

Agenda No: II -B

Date: March 12, 2024

**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:



March 7, 2024

To: Board of Trustees

From: Tricia Sayre, Human Resources/Payroll Generalist

New Hires:

Mario Bautista-Adame, Skilled Maintenance, effective March 11, 2024

Mania Brown, Assistant Football Coach, effective March 18, 2024

Internal Transfers:

Dawn Fuchs, Admissions Representative, effective March 19, 2024

Resignations/Separations/ Retirement:

Fletcher Jones, Assistant Football Coach, effective March 5, 2024

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 the GCCC website and apply online.

**GARDEN CITY COMMUNITY COLLEGE
ADJUNCT/OUTREACH FACULTY CONTRACTS**

(Presented to Payroll for Approval 3/12/2024)

INSTRUCTOR	CLASS	AMOUNT
Bernal, Mia	Kansas Conceal and Carry CRMJ-300-03 - NON CREDIT - 4 hours 4 contact hour(s) @ \$35.00 = \$140.00 2/3/2024 14-00-8033-31000-5270	\$140.00
Hicks, Tamara	Kansas Conceal and Carry CRMJ-300-03 - NON CREDIT - 3 hours 3 contact hour(s) @ \$35.00 = \$105.00 2/3/2024 14-00-8033-31000-5270	\$105.00
Homm, Mike	Kansas Conceal and Carry CRMJ-300-03 - NON CREDIT - 10 hours 10 contact hour(s) @ \$35.00 = \$350.00 2/3/2024 14-00-8033-31000-5270	\$350.00
Prewitt, Bob	Kansas Conceal and Carry CRMJ-300-03 - NON CREDIT - 4 hours 4 contact hour(s) @ \$25.00 = \$100.00 2/3/2024 14-00-8033-31000-5270	\$100.00
Total:		<u><u>\$695.00</u></u>

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

2.29.24 - 67.7 %

Published Funds Operating Revenues and Expenses

	Budget FY24			Difference from prior year	FY23		
	Adopted Budget	YTD Rev/Exp	YTD % of Budget		Adopted Budget	YTD Rev/Exp	YTD % of Budget
Revenues							
Fund 11 - General Fund	\$ 23,755,000	\$ 14,905,187	62.75%	-2.13%	\$ 23,050,000	\$ 14,954,141	64.88%
Fund 12 - PTE	\$ 4,462,388	\$ 2,652,257	59.44%	-23.90%	\$ 2,100,000	\$ 1,750,137	83.34%
Fund 16 - Auxillary	\$ 4,900,000	\$ 3,167,734	64.65%	-24.64%	\$ 3,325,910	\$ 2,969,673	89.29%
Fund 61 - Capital Outlay	\$ 640,000	\$ 314,541	49.15%	17.22%	\$ 1,203,000	\$ 384,100	31.93%
TOTAL	\$ 33,757,388	\$ 21,039,719	62.33%	-5.26%	\$ 29,678,910	\$ 20,058,051	67.58%
Expenses							
Fund 11 - General Fund	\$ 23,755,000	\$ 14,136,022	59.51%	5.24%	\$ 23,050,000	\$ 12,507,564	54.26%
Fund 12 - PTE*	\$ 4,462,388	\$ 2,510,450	56.26%	-39.57%	\$ 2,100,000	\$ 2,012,450	95.83%
Fund 16 - Auxillary	\$ 4,900,000	\$ 2,511,427	51.25%	-0.98%	\$ 3,325,910	\$ 1,737,383	52.24%
Fund 61 - Capital Outlay	\$ 640,000	\$ 504,170	78.78%	35.05%	\$ 1,203,000	\$ 526,043	43.73%
TOTAL	\$ 33,757,388	\$ 19,662,069	58.25%	1.70%	\$ 29,678,910	\$ 16,783,440	56.55%

kja

03.08.24

CHECKS PROCESSED FOR MONTH OF FEBRUARY 2024

Purchases over \$150,000.00 requiring Board Approval

Purchases \$50,000 to \$149,999.00 not requiring Board Approval

- J033325 for \$69,834.55 to KPERS for Retirement Contributions
- J034134 for \$196,042.05 to United Health for November insurance premiums
- Check #300763 for \$51,841.80 and Check #300878 for monthly board bill and misc. billings
- Check #300795 for \$119,962.09 to Commerce Bank Commercial Cards for monthly purchase cards

REVENUES

03/08/24

Garden City Community College
Annual Budget Report Ending 02/29/24
Options - All Statuses

Page: 1

Fiscal Year: 2024

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	315.00	242,865.00-	425,000.00-	182,135.00-	42.86
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	82.00-	176,546.00-	375,000.00-	198,454.00-	52.92
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	0.00	0.00	0.00	0.00	0.00
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	1,606.08-	594,930.02-	675,000.00-	80,069.98-	11.86
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	1,608.71	13,974.02	160,000.00	146,025.98	91.27
11-00-0000-00000-4012 TUITION FINNEY CO	0.00	488.00	509,121.00-	1,010,000.00-	500,879.00-	49.59
11-00-0000-00000-4013 TUITION INTERNATIO	0.00	0.00	172,800.00-	180,000.00-	7,200.00-	4.00
11-00-0000-00000-4014 TUITION BORDER STA	0.00	231.00	134,827.00-	215,000.00-	80,173.00-	37.29
11-00-0000-00000-4015 ONLINE COURSE FEE	0.00	2,711.00-	241,134.00-	425,000.00-	183,866.00-	43.26
11-00-0000-00000-4016 NO SHOW FEE : GENE	0.00	150.00	6,700.00-	14,000.00-	7,300.00-	52.14
11-00-0000-00000-4020 INTERNATIONAL FEE	0.00	0.00	3,450.00-	95,000.00-	91,550.00-	96.37
11-00-0000-00000-4021 TUITION ONLINE : G	0.00	5,429.00-	604,632.00-	925,000.00-	320,368.00-	34.63
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	130.00-	15,520.00-	40,000.00-	24,480.00-	61.20
11-00-0000-00000-4512 VENDING MACHINES :	0.00	178.14-	1,100.62-	5,000.00-	3,899.38-	77.99
11-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	2,030,083.00-	2,030,083.00-	0.00	0.00
11-00-0000-00000-4803 AD VALOREM PROPRT	0.00	0.00	8,576,310.63-	14,417,997.00-	5,841,686.37-	40.52
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	844,196.19-	1,068,963.00-	224,766.81-	21.03
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	10,281.76-	14,374.00-	4,092.24-	28.47
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	236,754.72-	208,159.00-	28,595.72	13.73-
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	129,017.28-	200,000.00-	70,982.72-	35.49
11-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	0.00	24,025.43-	20,000.00-	4,025.43	20.12-
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	13,734.06-	15,000.00-	1,265.94-	8.44
11-00-0000-00000-4814 COMMERCIAL VEHICLE	0.00	0.00	16,432.93-	120,000.00-	103,567.07-	86.31
11-00-0000-00000-4816 TIF TAX : GENERAL	0.00	0.00	0.00	0.00	0.00	0.00
11-00-0000-00000-4817 NEIGH REV'T : GENER	0.00	0.00	26,898.01	50,000.00	23,101.99	46.20
11-00-0000-00000-4902 INTEREST INCOME :	0.00	35,628.00-	282,031.98-	360,000.00-	77,968.02-	21.66
11-00-0000-00000-4904 REIMBURSED SALARY	0.00	0.00	0.00	0.00	0.00	0.00
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	0.00	40,727.39-	40,000.00-	727.39	1.81-
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	1,257.48-	34,571.81-	100,000.00-	65,428.19-	65.43
11-00-0000-00000-4912 TRANSCRIPTS : GENE	0.00	1,072.80-	4,266.58-	10,000.00-	5,733.42-	57.33
11-00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	0.00	0.00	0.00
11-00-0000-00000-9999 CONTINGENCY ACCOUN	0.00	0.00	0.00	976,424.00-	976,424.00-	100.00
=====						
Totals for FUND: 11 - GENERAL	0.00	45,301.79-	14,905,187.37-	23,755,000.00-	8,849,812.63-	37.25
=====						
12-00-0000-00000-4001 TUITION IN STATE :	0.00	1,386.00-	229,257.00-	1,000,000.00-	770,743.00-	77.07
12-00-0000-00000-4004 TUITION OUT OF STA	0.00	492.00-	53,710.00-	300,000.00-	246,290.00-	82.10
12-00-0000-00000-4012 TUITION FINNEY CO	0.00	183.00-	319,030.00-	50,000.00-	269,030.00	538.05-
12-00-0000-00000-4013 TUITION INTERNATIO	0.00	0.00	43,100.00-	0.00	43,100.00	0.00
12-00-0000-00000-4014 TUITION BORDER STA	0.00	924.00	117,194.00-	197,422.00-	80,228.00-	40.64
12-00-0000-00000-4015 ONLINE COURSE FEE	0.00	310.00-	64,281.00-	100,000.00-	35,719.00-	35.72
12-00-0000-00000-4021 TUITION ONLINE : G	0.00	610.00-	65,270.00-	0.00	65,270.00	0.00
12-00-0000-00000-4022 WORKFORCE SEMINAR	0.00	0.00	0.00	0.00	0.00	0.00
12-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	1,134,582.00-	1,134,582.00-	0.00	0.00
12-00-0000-00000-4603 STATE PMT FOR TUIT	0.00	0.00	514,280.20-	623,384.00-	109,103.80-	17.50
12-00-0000-00000-4904 REIMBURSED SALARY	0.00	0.00	10,000.00-	30,000.00-	20,000.00-	66.67
12-00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	1,000,000.00-	1,000,000.00-	100.00
12-00-0000-12280-4907 MISCELLANEOUS INCO	0.00	0.00	0.00	7,000.00-	7,000.00-	100.00
12-00-8047-00000-4005 ACAD COURSE FEE :	0.00	2,207.00	101,553.25-	102,952.91-	1,399.66-	1.36
=====						
Totals for FUND: 12 - PTE FUND	0.00	150.00	2,652,257.45-	4,545,340.91-	1,893,083.46-	41.65
=====						
16-00-5008-00000-4401 SALES & SERV OF ED	0.00	2,532.00-	15,332.00-	25,000.00-	9,668.00-	38.67
16-00-5008-00000-9999 CONTINGENCY ACCOUN	0.00	0.00	0.00	0.00	0.00	0.00

REVENUES

16-00-5011-00000-4009	S U FEES : GENERAL	0.00	317.99-	116,544.55-	140,000.00-	23,455.45-	16.75
16-00-5011-00000-4011	MISC STUDENT BILL	0.00	2,943.96-	7,587.11-	150,000.00	157,587.11	105.06
16-00-5011-00000-4501	BUILDING/ROOM RENT	0.00	17,750.00-	158,483.86-	200,000.00-	41,516.14-	20.76
16-00-5011-00000-4503	S U DORM BOARD & R	0.00	52,854.14-	2,346,493.31-	2,423,388.00-	76,894.69-	3.17
16-00-5011-00000-4505	DEPOSITS FORFEITED	0.00	0.00	0.00	0.00	0.00	0.00
16-00-5011-00000-4506	DORMITORY DAMAGE :	0.00	0.00	0.00	1,000.00-	1,000.00-	100.00
16-00-5011-00000-4507	KEYS : GENERAL	0.00	325.00-	1,980.00-	4,000.00-	2,020.00-	50.50
16-00-5011-00000-4508	RESERVATION FEE :	0.00	656.25-	41,400.00-	50,000.00-	8,600.00-	17.20
16-00-5011-00000-4511	CATER & BOOKSTORE	0.00	0.00	5,652.21-	25,000.00-	19,347.79-	77.39
16-00-5011-00000-4512	VENDING MACHINES :	0.00	192.15-	847.89-	5,000.00-	4,152.11-	83.04
16-00-5011-00000-4516	GUEST ACCOMODATION	0.00	0.00	0.00	0.00	0.00	0.00
16-00-5011-00000-4907	MISCELLANEOUS INCO	0.00	0.00	16.42-	1,000.00-	983.58-	98.36
16-00-5011-00000-9999	CONTINGENCY ACCOUN	0.00	0.00	0.00	707,642.00-	707,642.00-	100.00
16-00-5012-00000-4011	MISC STUDENT BILL	0.00	0.00	1,858.62-	10,000.00	11,858.62	118.59
16-00-5012-00000-4401	SALES & SERV OF ED	0.00	4,166.07-	14,109.44-	30,000.00-	15,890.56-	52.97
16-00-5012-00000-4504	COSMETOLOGY FEES :	0.00	380.00-	116,591.21-	100,000.00-	16,591.21	16.58-
16-00-5012-00000-4907	MISCELLANEOUS INCO	0.00	270.98-	936.00-	5,000.00-	4,064.00-	81.28
16-00-5012-00000-9999	CONTINGENCY ACCOUN	0.00	0.00	0.00	29,650.00-	29,650.00-	100.00
16-00-5100-00000-4018	RESOURCE CHARGE :	0.00	13.58-	200,259.63-	171,385.00-	28,874.63	16.84-
16-00-5100-00000-4520	SALES - NEW TEXTBO	0.00	1,652.54-	50,253.43-	60,000.00-	9,746.57-	16.24
16-00-5100-00000-4521	SALES - USED TEXTB	0.00	0.00	242.25-	1,000.00-	757.75-	75.78
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	56.65-	31,869.06-	10,000.00-	21,869.06	218.68-
16-00-5100-00000-4526	SALES - CLOTHING :	0.00	5,899.68-	47,248.72-	100,000.00-	52,751.28-	52.75
16-00-5100-00000-4527	SALES - GIFTS : GE	0.00	2,052.94-	10,028.13-	20,000.00-	9,971.87-	49.86
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	0.00	0.00	0.00	0.00
16-00-5100-00000-9999	CONTINGENCY ACCOUN	0.00	0.00	0.00	118,385.00-	118,385.00-	100.00
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Totals for FUND: 16 - AUXILIARY ENTITI		0.00	92,063.93-	3,167,733.84-	4,068,570.00-	900,836.16-	22.14
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61-00-0000-00000-4803	AD VALOREM PROPRT	0.00	0.00	262,837.17-	435,865.00-	173,027.83-	39.70
61-00-0000-00000-4805	MOTOR VEHICLE PROP	0.00	0.00	35,312.08-	46,124.00-	10,811.92-	23.44
61-00-0000-00000-4806	RECREATIONAL VEHIC	0.00	0.00	436.66-	600.00-	163.34-	27.22
61-00-0000-00000-4807	DELINQUENT TAX : G	0.00	0.00	10,092.20-	15,000.00-	4,907.80-	32.72
61-00-0000-00000-4808	PAYMENTS IN LIEU O	0.00	0.00	3,903.86-	8,000.00-	4,096.14-	51.20
61-00-0000-00000-4809	RENTAL EXCISE TAX	0.00	0.00	1,005.85-	1,000.00-	5.85	0.58-
61-00-0000-00000-4810	16/20 M TAX : GENE	0.00	0.00	584.82-	1,000.00-	415.18-	41.52
61-00-0000-00000-4814	COMMERCIAL VEHICLE	0.00	0.00	1,220.95-	5,000.00-	3,779.05-	75.58
61-00-0000-00000-4817	NEIGH REVNT : GENER	0.00	0.00	852.46	2,000.00	1,147.54	57.38
61-00-0000-00000-9999	CONTINGENCY ACCOUN	0.00	0.00	0.00	129,411.00-	129,411.00-	100.00
=====							
Totals for FUND: 61 - CAPITAL OUTLAY		0.00	0.00	314,541.13-	640,000.00-	325,458.87-	50.85
=====							
Totals for BUDGET.OFFICER: Unassigned		0.00	137,215.72-	21,039,719.79-	33,008,910.91-	11,969,191.12-	36.26

03/08/24

EXPENSES

Garden City Community College
Annual Budget Report Ending 02/29/24
Options - All Statuses

Page: 1

Fiscal Year: 2024

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	19,814.56	171,954.52	253,714.50	81,759.98	32.23
DEPARTMENT: 11020 - HUMANITIES	0.00	4,348.99	34,672.55	1,750.00	32,922.55-	881.28-
DEPARTMENT: 11021 - ENGLISH	0.00	46,577.68	366,365.63	517,445.96	151,080.33	29.20
DEPARTMENT: 11022 - COMMUNICATION	0.00	39,975.21	151,975.87	267,676.18	115,700.31	43.22
DEPARTMENT: 11023 - PHILOSOPHY	0.00	1,695.49	9,984.54	0.00	9,984.54-	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	15,089.58-	1,341.58	0.00	1,341.58-	0.00
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 11027 - Education.ECHD	0.00	5,701.51	42,761.59	69,773.00	27,011.41	38.71
DEPARTMENT: 11030 - ART	1,400.00	26,310.68	140,833.61	212,876.21	70,642.60	33.18
DEPARTMENT: 11031 - DRAMA	1,047.00	12,806.88	65,317.55	115,982.40	49,617.85	42.78
DEPARTMENT: 11032 - VOCAL MUSIC	1,203.12	18,091.17	84,999.39	105,638.86	19,436.35	18.40
DEPARTMENT: 11033 - INST MUSIC	0.00	48,926.20	226,608.02	322,887.91	96,279.89	29.82
DEPARTMENT: 11034 - ORCHESTRA	2,602.80	7,318.97	15,580.27	24,000.00	5,816.93	24.24
DEPARTMENT: 11040 - SCIENCE	4,889.29	38,598.83	311,669.93	460,456.32	143,897.10	31.25
DEPARTMENT: 11041 - Robotics	0.00	538.05	2,692.03	0.00	2,692.03-	0.00
DEPARTMENT: 11050 - MATH	29.23	32,609.18	275,707.21	361,944.34	86,207.90	23.82
DEPARTMENT: 11060 - SOCIAL SCIENCE	277.52	37,167.51	332,026.87	400,848.60	68,544.21	17.10
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	19,445.28	165,480.21	244,427.64	78,947.43	32.30
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 11081 - READING	0.00	6,420.42	46,024.34	83,985.34	37,961.00	45.20
DEPARTMENT: 11082 - ESL	0.00	7,387.39	56,773.45	92,465.69	35,692.24	38.60
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	745.14	17,065.38	0.00	17,065.38-	0.00
DEPARTMENT: 11090 - QUIZ BOWL/ACAD CHA	0.00	4,336.34	4,354.02	9,500.00	5,145.98	54.17
DEPARTMENT: 11101 - BookBusters	0.00	1,500.00	3,000.00	3,000.00	0.00	0.00
DEPARTMENT: 12010 - ACCOUNTING	0.00	6,389.91	45,017.12	79,750.53	34,733.41	43.55
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	0.00	565.17	0.00	565.17-	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	2,069.07	0.00	2,069.07-	0.00
DEPARTMENT: 41000 - LIBRARY	1,032.50	14,052.31	105,765.51	178,853.00	72,054.99	40.29
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	0.00	9,221.68	81,669.07	148,716.64	67,047.57	45.08
DEPARTMENT: 41100 - TECHNOLOGY-INSTRUC	4,636.62	0.00	546,948.09	538,000.00	13,584.71-	2.52-
DEPARTMENT: 42000 - VP ON INSTRUCTION	550.80	26,529.90	196,747.86	1,244,641.75	1,047,343.09	84.15
DEPARTMENT: 42001 - DEAN OF ACADEMICS	892.94	17,622.61	153,509.58	232,802.54	78,400.02	33.68
DEPARTMENT: 42002 - OUTREACH	0.00	3,090.64	62,145.45	81,040.21	18,894.76	23.32
DEPARTMENT: 42003 - FACULTY SENATE	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 44000 - INSTRUCTIONAL DESI	0.00	17,063.43	159,209.03	238,584.17	79,375.14	33.27
DEPARTMENT: 46000 - DEVELOPMENTAL EDUC	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 50000 - VICE PRESIDENT FOR	258.54	43,059.74	330,894.43	438,315.31	107,162.34	24.45
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	22,244.57	168,947.61	238,937.44	69,989.83	29.29
DEPARTMENT: 50011 - ASSESSMENT/TESTING	7.69	3,975.72	35,297.19	89,947.72	54,642.84	60.75
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	26,640.53	203,082.49	369,715.36	166,632.87	45.07
DEPARTMENT: 50030 - ADMISSIONS	0.00	18,266.25	147,821.69	228,522.26	80,700.57	35.31
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	0.00	19,076.38	133,558.86	215,174.69	81,615.83	37.93
DEPARTMENT: 50050 - STUDENT HEALTH SER	451.46	8,127.62	55,261.65	82,431.46	26,718.35	32.41
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	890.34	32,725.53	471,870.42	708,208.37	235,447.61	33.25
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	19,790.36	153,164.74	236,837.69	83,672.95	35.33
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	2,080.00	20,822.76	163,198.55	230,793.00	65,514.45	28.39
DEPARTMENT: 55003 - MEN'S TRACK	0.00	7,455.78	55,180.95	89,662.51	34,481.56	38.46
DEPARTMENT: 55004 - WOMEN'S TRACK	288.00	7,442.21	51,259.19	93,082.71	41,535.52	44.62
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	10,082.64	2,094.68	56,094.23	138,856.63	72,679.76	52.34
DEPARTMENT: 55006 - FOOTBALL	1,625.62	48,534.15	429,446.28	581,384.94	150,313.04	25.85
DEPARTMENT: 55007 - BASEBALL	16,000.00	9,771.54	134,668.55	197,702.49	47,033.94	23.79
DEPARTMENT: 55008 - VOLLEYBALL	0.00	6,053.60	78,241.46	127,530.65	49,289.19	38.65
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	3,669.99	57,048.52	101,798.82	44,750.30	43.96

EXPENSES

DEPARTMENT: 55010 - MEN'S SOCCER	0.00	2,517.46	59,644.40	87,824.50	28,180.10	32.09
DEPARTMENT: 55012 - CHEERLEADING	0.00	6,951.89	79,931.97	104,743.22	24,811.25	23.69
DEPARTMENT: 55014 - RODEO TEAM	855.00	16,994.26	138,191.56	218,146.19	79,099.63	36.26
DEPARTMENT: 55015 - MEN'S GOLF	0.00	9,741.23	57,579.02	69,996.95	12,417.93	17.74
DEPARTMENT: 55019 - ATHLETIC TRAINING	25,478.93	29,053.54	194,367.00	290,082.57	70,236.64	24.21
DEPARTMENT: 55020 - PEP BAND	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 55021 - ESPORTS	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 55022 - SPORTS INFORMATION	0.00	201.07	9,193.35	14,500.00	5,306.65	36.60
DEPARTMENT: 55023 - WOMENS CROSSCOUNTR	0.00	2,635.11	28,477.25	44,781.28	16,304.03	36.41
DEPARTMENT: 55024 - MENS CROSSCOUNTRY	324.00	1,789.90	24,801.04	48,848.22	23,723.18	48.57
DEPARTMENT: 55025 - WOMENS GOLF	0.00	3,667.98	20,911.80	63,644.11	42,732.31	67.14
DEPARTMENT: 55026 - Trap Shooting	0.00	0.00	5,118.37	8,100.00	2,981.63	36.81
DEPARTMENT: 61000 - PRESIDENT	3,000.24	53,092.65	463,157.67	858,383.46	392,225.55	45.69
DEPARTMENT: 61001 - BOARD OF TRUSTEES	0.00	2,141.36	21,208.91	43,900.00	22,691.09	51.69
DEPARTMENT: 61002 - Title IX	0.00	7,598.84	38,579.32	72,639.00	34,059.68	46.89
DEPARTMENT: 61003 - DEIB	195.00	4,251.53	4,806.53	6,200.00	1,198.47	19.33
DEPARTMENT: 61005 - ATTORNEY	0.00	1,286.54	62,813.44	75,000.00	12,186.56	16.25
DEPARTMENT: 62000 - VP OF ADMIN SERVIC	16,427.36	103,888.91	718,037.10	2,554,174.82	1,819,710.36	71.24
DEPARTMENT: 62010 - HUMAN RESOURCES	142.20	24,625.97	138,625.23	160,557.27	21,894.84	13.64
DEPARTMENT: 62011 - ADA COMPLIANCE	0.00	5,121.21	52,511.69	109,699.90	57,188.21	52.13
DEPARTMENT: 62050 - ONE-TIME PURCHASES	33,881.72	0.00	0.00	260,000.00	226,118.28	86.97
DEPARTMENT: 63000 - MARKETING/PR	29,229.80	28,113.46	234,278.88	322,068.65	58,559.97	18.18
DEPARTMENT: 64000 - INFORMATION TECHNO	34,886.03	114,442.50	1,350,541.57	1,543,185.42	157,757.82	10.22
DEPARTMENT: 65000 - CENTRAL SERVICES	1,929.04	8,374.33	125,505.54	217,338.99	89,904.41	41.37
DEPARTMENT: 67000 - INSTITUTION EFFECT	0.00	18,052.61	121,630.57	216,945.80	95,315.23	43.94
DEPARTMENT: 67001 - Endowment DO NOT U	0.00	62,688.69-	0.30-	123,929.00	123,929.30	100.00
DEPARTMENT: 68000 - Dean of Advancemen	0.00	9,781.31	88,421.03	130,632.21	42,211.18	32.31
DEPARTMENT: 68001 - ENDOWMENT	0.00	73,600.36	73,645.36	132,560.00	58,914.64	44.44
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	2,300.85	16,755.89	119,630.15	191,096.04	69,165.04	36.19
DEPARTMENT: 71000 - BUILDINGS	54,917.43	104,488.47	737,106.31	1,296,637.26	504,613.52	38.92
DEPARTMENT: 72000 - CUSTODIAL SERVICES	10,993.11	88,250.56	639,662.23	969,861.40	319,206.06	32.91
DEPARTMENT: 73000 - GROUNDS	13,568.13	30,727.76	225,731.67	362,573.14	123,273.34	34.00
DEPARTMENT: 73001 - ATHLETIC FIELDS	1,081.60	0.00	16,703.08	16,000.00	1,784.68-	11.14-
DEPARTMENT: 74000 - VEHICLES	28,557.47	23,670.61	362,263.58	704,377.29	313,556.24	44.52
DEPARTMENT: 75000 - CAMPUS SECURITY	0.00	22,714.23	173,041.51	256,006.51	82,965.00	32.41
DEPARTMENT: 76000 - INSURANCE	0.00	1,955.85	448,052.66	449,520.14	1,467.48	0.33
DEPARTMENT: 77000 - UTILITIES	0.00	68,164.15	587,392.40	1,080,000.00	492,607.60	45.61
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	1,199.00-	16,542.32-	0.00	16,542.32	0.00
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	0.00	1,891.00	2,000.00	109.00	5.45
DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	8,967.00	21,707.00	40,000.00	18,293.00	45.73
DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	6,410.00	18,638.00	18,000.00	638.00-	3.53-
DEPARTMENT: 81004 - TUIT WAIVER CTZ IN	0.00	42,873.00	54,123.00	30,000.00	24,123.00-	80.40-
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	3,818.00	22,505.50	40,000.00	17,494.50	43.74
DEPARTMENT: 94000 - STUDENT CENTER	0.00	197.36	2,246.56	36,882.82	34,636.26	93.91
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	3,625.00	0.00	3,625.00-	0.00
DEPARTMENT: 55026 - Trap Shooting	0.00	0.00	500.00	9,500.00	9,000.00	94.74

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FUND: 11 - GENERAL	308,014.02	1,637,977.00	14,136,021.95	23,755,000.00	9,310,964.03	39.20
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EXPENSES

Garden City Community College
Annual Budget Report Ending 02/29/24
Options - All Statuses

03/08/24

Fiscal Year: 2024

FUND: 12 - PTE FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	2,851.44	17,168.76	17,557.00	388.24	2.21
DEPARTMENT: 12200 - ADN PROGRAM	0.00	32,133.71	299,189.80	575,144.00	275,954.20	47.98
DEPARTMENT: 12201 - LPN PROGRAM	0.00	30,379.28	200,786.22	315,752.00	114,965.78	36.41
DEPARTMENT: 12202 - EMT	0.00	11,303.03	99,378.54	88,904.00	10,474.54-	11.77-
DEPARTMENT: 12203 - ALLIED HEALTH	0.00	26,839.13	224,147.75	236,491.00	12,343.25	5.22
DEPARTMENT: 12210 - AGRICULTURE	0.00	5,370.38	49,477.99	66,461.00	16,983.01	25.55
DEPARTMENT: 12211 - ANIMAL SCIENCE	415.65	30,341.06	147,589.99	185,161.00	37,155.36	20.07
DEPARTMENT: 12220 - JOHN DEERE AG TECH	0.00	29,689.06	210,862.08	276,358.00	65,495.92	23.70
DEPARTMENT: 12230 - AUTO MECHANICS	3,850.00	36,202.73	188,351.92	252,625.00	60,423.08	23.92
DEPARTMENT: 12240 - CRIMINAL JUSTICE	4,200.00	16,892.15	125,146.27	166,827.00	37,480.73	22.47
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	3,242.96	17,237.10	65,825.00	48,587.90	73.81
DEPARTMENT: 12242 - CHALLENGE COURSE	0.00	0.00	0.00	538.00	538.00	100.00
DEPARTMENT: 12250 - COSMETOLOGY	0.00	7,941.40	78,022.66	149,617.00	71,594.34	47.85
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	120.40	9,914.07	80,823.61	41,489.00	39,455.01-	95.09-
DEPARTMENT: 12273 - WELDING	3,547.45	23,770.29	211,618.51	306,146.00	90,980.04	29.72
DEPARTMENT: 12280 - BUILDING TRADES	700.00	8,634.46	64,812.64	101,395.00	35,882.36	35.39
DEPARTMENT: 42005 - DEAN OF TECHNICAL	80.57	9,031.72	91,764.96	600,566.00	508,720.47	84.71
DEPARTMENT: 62000 - VP OF ADMIN SERVIC	0.00	0.00	370,995.00	1,096,311.67	725,316.67	66.16
DEPARTMENT: 71000 - BUILDINGS	0.00	19,220.33	19,220.33	19,220.33	0.00	0.00
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 12202 - EMT	0.00	99.99	99.99	600.00	500.01	83.34
DEPARTMENT: 12203 - ALLIED HEALTH	0.00	0.00	0.00	10,585.00	10,585.00	100.00
DEPARTMENT: 12210 - AGRICULTURE	0.00	0.00	0.00	79.00	79.00	100.00
DEPARTMENT: 12230 - AUTO MECHANICS	2,545.40	2,005.99	11,744.88	26,026.00	11,735.72	45.09
DEPARTMENT: 12240 - CRIMINAL JUSTICE	0.00	0.00	0.00	34.00	34.00	100.00
DEPARTMENT: 12280 - BUILDING TRADES	0.00	0.00	1,285.81	10,140.00	8,854.19	87.32
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	0.00	0.00	18,533.58	18,533.58	100.00
DEPARTMENT: 98000 - COSMETOLOGY	0.00	0.00	0.00	16,955.33	16,955.33	100.00
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	0.00	725.00	0.00	725.00-	0.00
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FUND: 12 - PTE FUND	15,459.47	305,863.18	2,510,449.81	4,645,340.91	2,119,431.63	45.62

EXPENSES

Garden City Community College
Annual Budget Report Ending 02/29/24
Options - All Statuses

03/08/24

Fiscal Year: 2024

FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	22,120.81	46,671.45	116,529.51	69,858.06	59.95
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	482.96	3,345.75	7,144.03	18,903.10	11,276.11	59.65
DEPARTMENT: 12273 - WELDING	0.00	0.00	454.91	0.00	454.91-	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	95.00	75,252.00	0.00	75,252.00-	0.00
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	250.00	3,356.91	3,106.91	92.55
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	698.91	672.28	26.63-	3.95-
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	1,397.12	7,598.23	0.00	7,598.23-	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	1,298.33	8,543.76	39,614.36	31,070.60	78.43
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	300.00	5,075.00	6,167.98	1,092.98	17.72
DEPARTMENT: 55012 - CHEERLEADING	0.00	74.44	1,038.84	1,432.04	393.20	27.46
DEPARTMENT: 55008 - VOLLEYBALL	0.00	350.62	6,172.32	11,692.35	5,520.03	47.21
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	8,451.42	13,399.29	4,947.87	36.93
DEPARTMENT: 31000 - COMMUNITY SERVICE	250.00	156.24	4,099.44	13,600.00	9,250.56	68.02
DEPARTMENT: 55007 - BASEBALL	5,400.00	5,800.89	49,069.14	78,074.68	23,605.54	30.23
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	9,811.68	9,811.68	100.00
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	645.87	1,218.74	572.87	47.01
DEPARTMENT: 55015 - MEN'S GOLF	0.00	0.00	0.00	492.17	492.17	100.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	2,332.67	5,407.77	3,075.10	56.86
DEPARTMENT: 55003 - MEN'S TRACK	0.00	70.00	412.00	18,770.82	18,358.82	97.81
DEPARTMENT: 11021 - ENGLISH	0.00	0.00	254.76	1,110.00	855.24	77.05
DEPARTMENT: 11030 - ART	1,804.00	0.00	1,417.06	3,606.00	384.94	10.67
DEPARTMENT: 11032 - VOCAL MUSIC	582.75	0.00	0.00	2,480.00	1,897.25	76.50
DEPARTMENT: 11033 - INST MUSIC	0.00	0.00	2,879.15	3,888.00	1,008.85	25.95
DEPARTMENT: 11040 - SCIENCE	242.02	895.83	3,811.29	12,346.00	8,292.69	67.17
DEPARTMENT: 11041 - Robotics	359.40	0.00	0.00	338.00	21.40-	6.32-
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	0.00	2,196.00	4,458.00	2,262.00	50.74
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	0.00	0.00	20,933.00	20,933.00	100.00
DEPARTMENT: 12012 - COMPUTER SCIENCE	662.45	0.00	0.00	4,340.00	3,677.55	84.74
DEPARTMENT: 12200 - ADN PROGRAM	0.00	0.00	23,431.08	24,003.00	571.92	2.38
DEPARTMENT: 12201 - LPN PROGRAM	0.00	0.00	16,347.09	22,427.00	6,079.91	27.11
DEPARTMENT: 12202 - EMT	0.00	748.11	3,835.64	10,150.00	6,314.36	62.21
DEPARTMENT: 12203 - ALLIED HEALTH	0.00	0.00	28,565.57	18,722.00	9,843.57-	52.57-
DEPARTMENT: 12210 - AGRICULTURE	0.00	0.00	218.50	4,645.00	4,426.50	95.30
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	200.00	4,042.41	8,649.00	4,606.59	53.26
DEPARTMENT: 12220 - JOHN DEERE AG TECH	653.41	1,479.69	34,997.19	45,552.00	9,901.40	21.74
DEPARTMENT: 12230 - AUTO MECHANICS	1,993.80	189.56	76,111.03	84,570.00	6,465.17	7.64
DEPARTMENT: 12240 - CRIMINAL JUSTICE	0.00	0.00	1,018.07	3,510.00	2,491.93	71.00
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	1,174.37	1,816.17	3,455.00	1,638.83	47.43
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	3,753.08	0.00	17,513.69	27,138.00	5,871.23	21.63
DEPARTMENT: 12273 - WELDING	10,433.20	12,487.10-	41,280.59	72,391.00	20,677.21	28.56
DEPARTMENT: 12280 - BUILDING TRADES	0.00	0.00	9,465.37	8,705.00	760.37-	8.72-
DEPARTMENT: 42000 - VP ON INSTRUCTION	0.00	0.00	0.00	11,718.00	11,718.00	100.00
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	15,000.00	23,052.00	53,532.00	30,480.00	56.94
DEPARTMENT: 55025 - WOMENS GOLF	0.00	0.00	6,012.36	12,028.44	6,016.08	50.02
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	0.00	0.00	0.00	0.00	0.00
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FUND: 14 - ADULT SUPPLEMENTARY ED	26,617.07	42,209.66	522,175.01	803,838.12	255,046.04	31.73

EXPENSES

03/08/24

Garden City Community College
 Annual Budget Report Ending 02/29/24
 Options - All Statuses

Page: 4

Fiscal Year: 2024

FUND: 16 - AUXILIARY ENTITIES

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 62000 - VP OF ADMIN SERVIC	0.00	0.00	0.00	10,284.00	10,284.00	100.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	207.64	6,573.01	25,000.00	18,426.99	73.71
DEPARTMENT: 94000 - STUDENT CENTER	3,924.10	869.41	82,087.91	137,030.00	51,017.99	37.23
DEPARTMENT: 95000 - STUDENT HOUSING	183,751.70	193,360.84	1,966,821.05	3,159,716.00	1,009,143.25	31.94
DEPARTMENT: 98000 - COSMETOLOGY	9,920.10	297.10	86,815.38	154,650.00	57,914.52	37.45
DEPARTMENT: 97000 - BOOKSTORE	49,650.27	67,120.40	369,129.38	481,890.00	63,110.35	13.10
=====						
FUND: 16 - AUXILIARY ENTITIES	247,246.17	261,855.39	2,511,426.73	3,968,570.00	1,209,897.10	30.49

EXPENSES

03/08/24

Garden City Community College
Annual Budget Report Ending 02/29/24
Options - All Statuses

Page: 6

Fiscal Year: 2024

FUND: 22 - RESTRICTED GRANTS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - VICE PRESIDENT FOR	0.00	199.00	1,517.95	0.00	1,517.95-	0.00
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	0.00	0.00	0.00	16,824.00	16,824.00	100.00
DEPARTMENT: 42000 - VP ON INSTRUCTION	341.12	1,820.95	7,374.84	8,444.75	728.79	8.63
DEPARTMENT: 11040 - SCIENCE	0.00	2,000.00	2,000.00	0.00	2,000.00-	0.00
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	11,300.95	33,059.72	0.00	33,059.72-	0.00
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	43,233.11	89,625.87	0.00	89,625.87-	0.00
DEPARTMENT: 50000 - VICE PRESIDENT FOR	0.00	0.00	105,575.38	109,459.41	3,884.03	3.55
DEPARTMENT: 42000 - VP ON INSTRUCTION	1,077.35	0.00	380,992.74	507,802.11	125,732.02	24.76
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	0.00	8,000.00	0.00	8,000.00-	0.00
DEPARTMENT: 42000 - VP ON INSTRUCTION	0.00	0.00	7,477.04	15,248.00	7,770.96	50.96
DEPARTMENT: 42001 - DEAN OF ACADEMICS	0.00	0.00	768.30	0.00	768.30-	0.00
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	0.00	17,307.94	17,307.94	100.00
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	0.00	16,086.75	0.00	16,086.75-	0.00
DEPARTMENT: 11040 - SCIENCE	107.97	777.21	36,915.90	75,667.57	38,643.70	51.07
DEPARTMENT: 12220 - JOHN DEERE AG TECH	0.00	0.00	1,461,297.00	0.00	1,461,297.00-	0.00
DEPARTMENT: 12203 - ALLIED HEALTH	828.25	0.00	0.00	4,625.57	3,797.32	82.09
DEPARTMENT: 50000 - VICE PRESIDENT FOR	0.00	0.00	7,243.85	7,872.71	628.86	7.99
DEPARTMENT: 64000 - INFORMATION TECHNO	250.00	562.67	370,958.71	333,924.95	37,283.76-	11.16-
DEPARTMENT: 50000 - VICE PRESIDENT FOR	583.20	24,164.88	155,321.81	344,689.03	188,784.02	54.77
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 42000 - VP ON INSTRUCTION	0.00	6,745.27	53,423.77	83,187.06	29,763.29	35.78
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	56.65	1,953.14	1,896.49	97.10
DEPARTMENT: 42000 - VP ON INSTRUCTION	20,478.27	56,326.92	299,996.76	999,624.00	679,148.97	67.94
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	1,603.38	1,603.38	0.00	1,603.38-	0.00
DEPARTMENT: 42000 - VP ON INSTRUCTION	0.00	2,038.22	2,091.88	24,672.00	22,580.12	91.52
DEPARTMENT: 42001 - DEAN OF ACADEMICS	0.00	1,494.40	1,494.40	2,773.00	1,278.60	46.11
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	9,117.55	17,538.00	8,420.45	48.01
DEPARTMENT: 42005 - DEAN OF TECHNICAL	10,547.40	2,270.07	86,614.45	150,959.00	53,797.15	35.64
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	0.00	41,856.00	41,856.00	100.00
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	2,628.55	10,104.86	90,075.42	107,300.34	14,596.37	13.60
DEPARTMENT: 12203 - ALLIED HEALTH	0.00	0.00	1,982.85	0.00	1,982.85-	0.00
DEPARTMENT: 50000 - VICE PRESIDENT FOR	470.18	63.98	2,038.52	13,225.00	10,716.30	81.03
DEPARTMENT: 11040 - SCIENCE	0.00	3,000.00	3,000.00	0.00	3,000.00-	0.00
FUND: 22 - RESTRICTED GRANTS	37,312.29	167,705.87	3,235,711.49	2,884,953.58	388,070.20-	13.44-

EXPENSES

03/08/24

Garden City Community College
Annual Budget Report Ending 02/29/24
Options - All Statuses

Page: 7

Fiscal Year: 2024

FUND: 23 - OTHER RESTRICTED FUNDS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 42000 - VP ON INSTRUCTION	0.00	0.00	188,664.57	0.00	188,664.57-	0.00
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	305,560.00	528,214.00	222,654.00	42.15
DEPARTMENT: 64000 - INFORMATION TECHNO	0.00	17,675.00	83,511.00	250,000.00	166,489.00	66.60
DEPARTMENT: 12203 - ALLIED HEALTH	7,344.01	6,783.10	19,681.60	16,000.00	11,025.61-	68.90-
DEPARTMENT: 12230 - AUTO MECHANICS	19,433.55	0.00	0.00	19,434.00	0.45	0.00
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	0.00	0.00	100,000.00	100,000.00	100.00
DEPARTMENT: 12273 - WELDING	0.00	0.00	19,424.76	19,500.00	75.24	0.39
DEPARTMENT: 12280 - BUILDING TRADES	0.00	14,996.43	14,996.43	15,000.00	3.57	0.02
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	0.00	30,000.00	30,000.00	100.00
DEPARTMENT: 42000 - VP ON INSTRUCTION	4,491.16	5,549.40	28,936.02	80,000.00	46,572.82	58.22
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	0.00	184,233.00	184,233.00	100.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	400.00	400.00	0.00	400.00-	0.00
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	50,000.00	50,000.00	0.00	0.00
DEPARTMENT: 55007 - BASEBALL	49,780.00	0.00	235,000.00	300,000.00	15,220.00	5.07
DEPARTMENT: 13301 - ADULT ED - INSTRUC	15,500.00	15,500.00	15,500.00	0.00	31,000.00-	0.00
DEPARTMENT: 12203 - ALLIED HEALTH	0.00	0.00	4,716.55	0.00	4,716.55-	0.00
DEPARTMENT: 11021 - ENGLISH	1,640.52	0.00	737.70	3,250.00	871.78	26.82
DEPARTMENT: 11031 - DRAMA	0.00	0.00	0.00	20,000.00	20,000.00	100.00
DEPARTMENT: 11032 - VOCAL MUSIC	17,861.00	0.00	0.00	17,861.00	0.00	0.00
DEPARTMENT: 11034 - ORCHESTRA	9,222.92	0.00	0.00	10,762.00	1,539.08	14.30
DEPARTMENT: 41000 - LIBRARY	19,130.00	0.00	0.00	19,130.00	0.00	0.00
DEPARTMENT: 50000 - VICE PRESIDENT FOR	0.00	0.00	4,880.00	4,880.00	0.00	0.00
DEPARTMENT: 50030 - ADMISSIONS	0.00	0.00	0.00	20,000.00	20,000.00	100.00
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	0.00	0.00	28,065.00	28,065.00	100.00
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FUND: 23 - OTHER RESTRICTED FUNDS	144,403.16	60,903.93	972,008.63	1,716,329.00	599,917.21	34.95

EXPENSES

03/08/24

Garden City Community College
 Annual Budget Report Ending 02/29/24
 Options - All Statuses

Page: 8

Fiscal Year: 2024

FUND: 24 - ADULT EDUCATION

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 13301 - ADULT ED - INSTRUC	44.22	0.00	2,516.11	0.00	2,560.33-	0.00
DEPARTMENT: 42000 - VP ON INSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	1,217.98	0.00	1,217.98-	0.00
DEPARTMENT: 50000 - VICE PRESIDENT FOR	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	200.60	13,405.01	141,588.97	230,549.95	88,760.38	38.50
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	472.00	678.42	5,653.00	4,974.58	88.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	11,545.71	55,941.59	123,704.00	67,762.41	54.78
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	63,997.00-	63,997.00-	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	5,645.04	43,479.59	63,997.00	20,517.41	32.06
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FUND: 24 - ADULT EDUCATION	244.82	31,067.76	245,422.66	359,906.95	114,239.47	31.74

03/08/24 **EXPENSES**

Garden City Community College
Annual Budget Report Ending 02/29/24
Options - All Statuses

Page: 9

Fiscal Year: 2024

FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	75,055.00	308,646.52-	504,169.64	640,000.00	60,775.36	9.50
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FUND: 61 - CAPITAL OUTLAY	75,055.00	308,646.52-	504,169.64	640,000.00	60,775.36	9.50

03/08/24 EXPENSES

Garden City Community College
 Annual Budget Report Ending 02/29/24
 Options - All Statuses

Page: 10

Fiscal Year: 2024

FUND: 71 - ACTIVITY/ORGANIZATION FD

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - VICE PRESIDENT FOR	365.56	42,376.36	190,149.79	263,420.00	72,904.65	27.68
DEPARTMENT: 50004 - Student Activities	0.00	3,588.37	24,208.19	0.00	24,208.19-	0.00
DEPARTMENT: 50000 - VICE PRESIDENT FOR	10,331.73	27,800.75	391,758.94	596,950.30	194,859.63	32.64
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	1,344.00	0.00	1,344.00-	0.00
DEPARTMENT: 99001 - STUDENT NEWSPAPER	0.00	0.00	5,499.10	2,000.00	3,499.10-	174.95-
DEPARTMENT: 50000 - VICE PRESIDENT FOR	0.00	1,024.10	6,312.74	26,519.55	20,206.81	76.20
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FUND: 71 - ACTIVITY/ORGANIZATION FD	10,697.29	74,789.58	619,272.76	888,889.85	258,919.80	29.13

EXPENSES

03/08/24

Garden City Community College
Annual Budget Report Ending 02/29/24
Options - All Statuses

Page: 11

Fiscal Year: 2024

FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	56,430.69	122,827.33	130,000.00	7,172.67	5.52
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	31,227.50	70,025.80	130,000.00	59,974.20	46.13
DEPARTMENT: 55003 - MEN'S TRACK	0.00	24,850.00	52,993.00	48,000.00	4,993.00-	10.39-
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	27,185.00	57,185.00	48,000.00	9,185.00-	19.13-
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	32,858.00	73,715.00	75,000.00	1,285.00	1.71
DEPARTMENT: 55006 - FOOTBALL	0.00	99,008.61	259,429.43	275,000.00	15,570.57	5.66
DEPARTMENT: 55007 - BASEBALL	0.00	35,000.00	70,750.00	75,000.00	4,250.00	5.67
DEPARTMENT: 55008 - VOLLEYBALL	0.00	36,525.00	76,279.98	90,000.00	13,720.02	15.24
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	34,185.00	80,020.00	80,000.00	20.00-	0.02-
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	18,000.00	59,000.00	60,000.00	1,000.00	1.67
DEPARTMENT: 55012 - CHEERLEADING	0.00	4,000.00	23,500.00	25,000.00	1,500.00	6.00
DEPARTMENT: 55014 - RODEO TEAM	0.00	31,000.00	64,500.00	75,000.00	10,500.00	14.00
DEPARTMENT: 55015 - MEN'S GOLF	0.00	18,345.00	31,920.00	35,000.00	3,080.00	8.80
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	15,167.00	24,067.00	40,000.00	15,933.00	39.83
DEPARTMENT: 55023 - WOMENS CROSSCOUNTR	0.00	12,158.00	18,908.00	32,800.00	13,892.00	42.35
DEPARTMENT: 55024 - MENS CROSSCOUNTRY	0.00	14,750.00	29,500.00	32,800.00	3,300.00	10.06
DEPARTMENT: 55025 - WOMENS GOLF	0.00	11,775.00	24,375.00	35,000.00	10,625.00	30.36
DEPARTMENT: 11022 - COMMUNICATION	0.00	3,875.00	3,875.00	0.00	3,875.00-	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	2,000.00-	0.00	5,000.00	5,000.00	100.00
DEPARTMENT: 11030 - ART	0.00	1,300.00	6,200.00	12,150.00	5,950.00	48.97
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	3,650.00	9,050.00	11,000.00	1,950.00	17.73
DEPARTMENT: 11033 - INST MUSIC	0.00	18,850.00	41,350.00	30,000.00	11,350.00-	37.82-
DEPARTMENT: 11034 - ORCHESTRA	0.00	1,900.00	2,400.00	16,000.00	13,600.00	85.00
DEPARTMENT: 11041 - Robotics	0.00	750.00	750.00	0.00	750.00-	0.00
DEPARTMENT: 11090 - QUIZ BOWL/ACAD CHA	0.00	0.00	650.00	7,000.00	6,350.00	90.71
DEPARTMENT: 11101 - BookBusters	0.00	0.00	1,000.00	3,000.00	2,000.00	66.67
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	14,752.00	31,744.00	31,750.00	6.00	0.02
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	7,746.00	33,325.00	50,000.00	16,675.00	33.35
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	22,415.00	54,215.00	10,000.00	44,215.00-	442.14-
DEPARTMENT: 55026 - Trap Shooting	0.00	0.00	4,500.00	5,000.00	500.00	10.00
DEPARTMENT: 81008 - Scholarships - Alu	0.00	3,925.00	15,326.00	0.00	15,326.00-	0.00
DEPARTMENT: 81009 - finishline scholar	0.00	1,220.00	1,220.00	0.00	1,220.00-	0.00
=====						
FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	580,847.80	1,344,600.54	1,467,500.00	122,899.46	8.37

Garden City Community College
02.29.24

		<u>Amount</u>	<u>% Rate</u>
Cash in Bank:			
	Commerce Bank	\$13,591.01	0.000%
	KCB Operating*	\$1,140,756.33	0.000%
	State Municipal Invest. Pool	\$820,865.82	4.02%
	Landmark National Bank	\$6,713,017.19	5.46%
	KCB MM	\$307,778.05	5.46%
	Security Bank of KC -2021	\$371,674.94	4.969913%
	Security Bank of KC -2022	\$171,677.94	4.969913%
		\$9,539,361.28	

Investments:		<u>Type</u>	<u>Amount</u>	<u>% Rate</u>	<u>Beg. Date</u>	<u>Maturity</u>
	Dream First Bank (1st Natl Syracuse)	CD	\$1,000,000.00	5.560%	11/9/2023	5/9/2024
	KCB	CD	\$700,000.00	5.460%	8/9/2023	8/9/2024
	Valley State Bank	CD	\$1,025,000.00	5.600%	11/15/2023	8/15/2024
			\$2,725,000.00			
TOTAL			\$12,264,361.28			

*Statement Balance

03.06.24
kja

RESOLUTION 2024-1

Notice of Intent to Release from Contract

WHEREAS, Zach Towle is currently employed by Garden City Community College, as an Instructor, under contract per the terms in the Negotiated Agreement; and

WHEREAS, Mr. Towle has indicated his intent to resign his position as of March 18, 2024; and

WHEREAS, it is the administration's recommendation that Mr. Towle be released with no liquidated damages

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF GARDEN CITY COMMUNITY COLLEGE, AS FOLLOWS:

It is hereby declared to be the intent of the Board of Trustees of Garden City Community College, that Zach Towle be released from his contract effective March 8, 2024.

The Executive Assistant to the President is directed to give written notice in person or by United States mail to Zach Towle on or before March 13, 2024, of the Board of Trustee's intent to release him from his contract.

ADOPTED by the Board of Trustees of Garden City Community College, on the 12th Day of March 2024.

Leonard Hitz, Chairperson
Board of Trustees
Garden City Community College

ATTEST:

Jodie Tewell,
Executive Assistant to the President

CERTIFICATE OF SERVICE

**Notice of Intent to Release from
Contract**

Resolution 2024-1

I, Jodie Tewell, do hereby certify that on the 13th day of March 2024 I served a copy of the foregoing, Resolution No. 2024-1, Notice of Intent to Release from Contract to Zach Towle in the following manner:

_____By certified mail

_____By personal service at Garden City Community College

Jodie Tewell,
Executive Assistant to the President

Policy Title: Essential Skills

Students will possess essential skills.

1. Students will illustrate written communication skills.
2. Students will demonstrate oral communication skills.
3. Students will exhibit critical thinking skills.
4. Students will develop an awareness of diversity.
HLC Link: 1.C.1, 2
5. Students will develop an awareness of social responsibility.
HLC Link: 1.C.1, 2; 4.A.6

Reviewed annually.

Reviewed

5.10.2006	6.14.2016	9.10.2019	2.11.2020
2.15.2022	2.21.2023		

Revised

Essential Skills

Critical Thinking: Students will develop critical thinking skills.

Diversity Awareness: Students will develop awareness of diversity.

Oral Communication: Students will demonstrate oral communication skills.

Social Responsibility: Students will develop an awareness of social responsibility.

Written Communication: Students will illustrate writing skills.

Employability Skills

Communication: Students will be able to communicate effectively.

Critical Thinking: Students will be able apply critical thinking skills in industry-specific situations.

Work Ethic: Students will be able to apply work ethic.

Institutional Skills Assessment

The Student Learning Assessment Team (SLAT) is a committee of eight faculty members tasked with driving academic assessment at GCCC. This group includes broad representation from academic areas across campus.

SLAT has adopted the Board of Trustees' Essential Skills as the college's General Education Outcomes and has worked to develop an assessment plan for transfer programs based on them. Technical programs assess a comparable set of General Education Outcomes, the Employability Skills. Together, they are referred to as the Institutional Skills. SLAT's work is guided by the following Definition and Statement of Purpose to guide the work of General Education/Institutional Skills Assessment:

Definition

General Education assessment considers broad student learning outcomes that apply to all students who graduate from GCCC and fulfill the mission statement of Garden City Community College: "Garden City Community College exists to produce positive contributors to the economic and social well-being of society." As these skills are essential for all learned persons, they cut across all disciplines and majors as well as co-curricular activities. Garden City Community College's Board of Trustees has approved the five Essential Skills — Critical Thinking, Cultural Diversity, Oral Communication, Social Responsibility, and Written Communication— as our institutional ends (institutional outcomes), and GCCC transfer programs have adopted the Essential Skills as their General Education outcomes. Technical programs have adopted the three Employability Skills—Communication, Critical Thinking, and Work Ethic— as their General Education outcomes.

Statement of Purpose:

Comprised of the fundamental outcomes of a GCCC education, the General Education program's outcomes represent accumulated skills (Institutional Skills) one gains from his or her time spent at GCCC rather than

a core set of shared courses. While these skills are shared across all majors and disciplines, the presentation of them varies as each discipline has respective expectations for each skill. For example, all students should be able to think critically, but critical thinking is expressed differently for nurses, physicists, welders, etc. Therefore, while the core curriculum often serves to introduce and reinforce these essential skills, the mastery and assessment of them occurs within each program's courses specifically as majors apply the institutional skills within their chosen discipline.

As a whole, General Education/Institutional Skills are assessed like any other program at GCCC with the Essential Skills and Employability Skills functioning as the General Education Program Learner Outcomes. Essential Skills are assessed by transfer programs while Employability Skills are assessed by technical programs. The criteria and definitions of the two sets overlap although the Employability Skills are situated within a workforce framework.

Each fall, GCCC programs report the courses, measurement tools, semesters, and instructors through which each General Education assessment will occur. Faculty in individual programs then evaluate the work of majors using common rubrics. The rubrics for each of the five Essential Skills and three Employability Skills are attached to this report.

Assessment Update

Since the last Board report, there have been a number of significant changes at GCCC:

- The Chair and several members of the SLAT have changed. Chris Turpin now serves as the Chair.
- Seth Kristalyn (*kris-line*) has replaced Samantha Sanger as Assessment Coordinator.
- We have continued to improve our processes, procedures, and trainings to better reinforce the need for and the importance of assessment at GCCC.

Last year, we reported that Institutional Skills Assessment had been merged with Program Assessment to ideally get better results. As you can see in the data, Institutional Skills and Program Assessment have declined. They have both been in a steady decline since a peak during Spring 2021. Currently, SLAT, the Assessment Coordinator, and administration are all in agreement that these trends need to be reversed. The data we have to present today does not represent the breadth of work and the dedication our faculty bring to educating their students. In fact, you will see that the data only really shows how many programs completed assessment. This is because as Institutional Skills were assessed last year on the new template, different programs used different recording methods resulting in incomparable data that cannot be aggregated or adequately interpreted. We have renewed our efforts to increase participation rates, and as discussed in the following paragraph, made changes to procedures to ensure comparable data going forward.

As such, we have made and are in the process of making several key changes to assessment at GCCC to facilitate a better culture of assessment. We have shifted to using Microsoft Teams as our system for receiving assessment reports from faculty and programs. We are also using Microsoft Teams to generate new training videos and educational materials designed around both improving and educating people on campus about assessment. We are in the process of switching assessment gathering tools to Canvas, our Learning Management System, in order to make the actual data collecting quicker, smoother, and more efficient. It is our hope that this change will drive an increase in buy-in from faculty and allow us to move toward the next steps of assessment, namely reflecting on the data and implementing changes based on the data.

In addition, SLAT members continue to meet with individual programs to discuss their needs and concerns with regards to assessment in order to better capture an idea of the successes and challenges that programs are facing with regards to assessment. Through these conversations, SLAT has been able to begin reviewing assessment procedures with an eye toward refining them.

Currently, programs assess two Essential Skills each year. In addition, they preview at least one additional skill to add to their assessment rotation. This process involves interpreting rubrics for their programs and majors' needs including discussing targets, identifying where data will be collected, and creating appropriate assessment tools. This process results in increased faculty buy-in and more meaningful, program-specific assessment.

The data presented below includes overall scoring for the last four years; however, any comparisons between the years should be done cautiously. The first two years represent initial data collection cycles with 2019-2020 additionally complicated by the swift and necessary transition to online learning due to COVID-19.

Unfortunately, the timing of the transition left some programs with significant challenges as their assessment tools did not readily transfer into the online format. The 2020-2021 cycle continued to be impacted by the pandemic. Because it was an unprecedented event that affected all aspects of teaching and learning, the specific impacts on assessment are unknown.

The 2022-2023 data is also disaggregated by academic program and sub-skill with average student scores (on a 0 to 4 scale) displayed for each. Although each sub-skill is rated on a 4-point scale, it is important to note that a score of less than a 4 does not indicate sub-par performance. Competency in each Skill and sub-skill is determined on a program-by-program basis, taking into consideration program outcomes and student needs.

Essential Skills Assessment Data (majors only)

Critical Thinking <i>20 pt. scale</i>	Explanation of Issues	Evidence	Influence of Context & Assumptions	Student's Position	Conclusions & Related Outcomes		Total
2019-2020 (4 programs)	2.94	2.99	2.85	2.93	2.91		14.62
2020-2021 (3 programs)	3.88	3.89	3.75	3.5	3.83		18.85
2021-2022 (1 program)	3.00	3.69	4.00	3.00	3.75		17.44
2022-2023 (7 programs)	N/A	N/A	N/A	N/A	N/A		N/A
Diversity Awareness <i>24 pt. scale</i>	Knowledge: Cultural Self-Awareness	Knowledge: Cultural Worldview Frameworks	Skills: Empathy	Skills: Verbal & Non-Verbal Communication	Attitudes: Curiosity	Attitudes: Openness	Total
2019-2020 (4 programs)	2.38	2.26	2.47	2.30	2.28	2.46	14.14
2020-2021 (2 programs)	3.41	3.42	2.82	3.00	2.88	2.92	18.43
2021-2022 (1 program)	2.64	2.45	2.91	3.00	2.64	2.55	16.19
2022-2023 (1 programs)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Oral Communication <i>20 pt. scale</i>	Organization	Language	Delivery	Supporting Material	Central Message		Total
2019-2020 (5 programs)	3.57	3.53	3.43	3.39	3.39		17.31
2020-2021 (5 programs)	3.25	3.07	2.97	2.79	3.06		15.15
2021-2022 (3 programs)	3.20	3.10	3.26	3.43	3.16		16.16
2022-2023 (4 programs)	N/A	N/A	N/A	N/A	N/A		N/A
Social Responsibility <i>24 pt. scale</i>	Diversity of Communities & Cultures	Analysis of Knowledge	Civic Identity & Commitment	Civic Communication	Civic Action & Reflection	Civic Contexts/ Structure	Total
2019-2020 (2 programs)	3.08	2.79	3.18	3.04	2.78	2.74	17.60
2020-2021 (1 program)	2.00	2.00	2.00	1.80	1.80	1.60	11.20
2021-2022 (1 program)	3.31	3.31	3.23	3.62	3.00	2.92	19.39
2022-2023 (0 programs)	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Written Communication <i>20 pt. scale</i>	Context & Purpose	Content Development	Genre & Disciplinary Conventions	Sources & Evidence	Syntax & Mechanics		Total
2019-2020 (6 programs)	3.43	3.51	3.18	3.52	3.20		16.83
2020-2021 (4 programs)	3.68	3.57	3.10	3.54	2.94		16.84
2021-2022 (5 programs)	3.04	3.16	3.00	3.14	2.67		15.02
2022-2023 (0 programs)	N/A	N/A	N/A	N/A	N/A		N/A

Employability Skills Assessment Data (majors only)

Communication <i>16 pt. scale</i>	Context & Purpose	Language	Delivery	Central Message	Total
2020-2021 (2 programs)	2.92	3.13	3.13	3.20	12.37
2021-2022 (3 programs)	2.98	2.76	2.82	2.88	11.45
2022-2023 (1 program)	N/A	N/A	N/A	N/A	N/A
Problem Solving <i>16 pt. scale</i>	Inquire	Synthesis	Analysis/ Evaluation	Innovation/ Application	Total
2020-2021 (3 programs)	3.00	3.07	2.84	2.82	8.92
2021-2022 (3 programs)	3.07	2.95	2.89	2.96	11.87
2022-2023 (3 programs)	N/A	N/A	N/A	N/A	N/A
Work Ethic <i>12 pt. scale</i>	Employability Skills	Community Skills	Performance Skills		Total
2020-2021 (4 programs)	3.05	3.30	2.71		9.06
2021-2022 (0 programs)	N/A	N/A	N/A		N/A
2022-2023 (4 programs)	N/A	N/A	N/A		N/A

Critical Thinking: Students will develop critical thinking skills.

Definition: **Critical thinking** is a habit of mind characterized by the comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion.

Evaluators are encouraged to assign a zero to any work sample or collection of work that does not meet benchmark (cell one) level performance.

Critical Thinking:

	Capstone 4	Milestones 3	2	Benchmark 1	Score
Explanation of issues	Issue/problem to be considered critically is stated clearly and described comprehensively, delivering all relevant information necessary for full understanding.	Issue/problem to be considered critically is stated, described, and clarified so that understanding is not seriously impeded by omissions.	Issue/problem to be considered critically is stated but description leaves some terms undefined, ambiguities unexplored, boundaries undetermined, and/or backgrounds unknown.	Issue/problem to be considered critically is stated without clarification or description.	4 3 2 1 0
Evidence <i>Selecting and using information to investigate a point of view or conclusion</i>	Information is taken from source(s) with enough interpretation/evaluation to develop a comprehensive analysis or synthesis. Viewpoints of experts are questioned thoroughly.	Information is taken from source(s) with enough interpretation/evaluation to develop a coherent analysis or synthesis. Viewpoints of experts are subject to questioning.	Information is taken from source(s) with some interpretation/evaluation, but not enough to develop a coherent analysis or synthesis. Viewpoints of experts are taken as mostly fact, with little questioning.	Information is taken from source(s) without any interpretation/evaluation. Viewpoints of experts are taken as fact, without question.	4 3 2 1 0
Influence of context and assumptions	Thoroughly (systematically and methodically) analyzes own and others' assumptions and carefully evaluates the relevance of contexts when presenting a position.	Identifies own and others' assumptions and several relevant contexts when presenting a position.	Questions some assumptions. Identifies several relevant contexts when presenting a position. May be more aware of others' assumptions than one's own (or vice versa).	Shows an emerging awareness of present assumptions (sometimes labels assertions as assumptions). Begins to identify some contexts when presenting a position.	4 3 2 1 0
Student's position <i>(perspective, thesis/hypothesis)</i>	Specific position (perspective, thesis/hypothesis) is imaginative, taking into account the complexities of an issue. Limits of position (perspective, thesis/hypothesis) are acknowledged. Others' points of view are synthesized within position (perspective, thesis/hypothesis).	Specific position (perspective, thesis/hypothesis) takes into account the complexities of an issue. Others' points of view are acknowledged within position (perspective, thesis/hypothesis).	Specific position (perspective, thesis/hypothesis) acknowledges different sides of an issue.	Specific position (perspective, thesis/hypothesis) is stated but is simplistic and obvious.	4 3 2 1 0
Conclusions and related outcomes <i>(implications and consequences)</i>	Conclusions and related outcomes (consequences and implications) are logical and reflect student's informed evaluation and ability to place evidence and perspectives discussed in priority order.	Conclusion is logically tied to a range of information, including opposing viewpoints; related outcomes (consequences and implications) are identified clearly.	Conclusion is logically tied to information (because information is chosen to fit the desired conclusion); some related outcomes (consequences and implications) are identified clearly.	Conclusion is inconsistently tied to some of the information discussed; related outcomes (consequences and implications) are oversimplified.	4 3 2 1 0

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Cultural Diversity: Students will develop awareness of diversity.

Definition: Diversity awareness is created through "a set of cognitive, affective, and behavioral skills and characteristics that support effective and appropriate interaction in a variety of cultural contexts" (Bennett, J. M. 2008. Transformative training: Designing programs for culture learning. In *Contemporary leadership and intercultural competence: Understanding and utilizing cultural diversity to build successful organizations*, ed. M. A. Moodian, 95-110. Thousand Oaks, CA: Sage).

Evaluators are encouraged to assign a zero to any work sample or collection of work that does not meet benchmark (cell one) level performance.

	Capstone 4	Milestones 3	2	Benchmark 1	Score
Knowledge <i>Cultural self-awareness</i>	Articulates insights into own cultural rules and biases (e.g., seeking complexity; aware of how her/his experiences have shaped these rules, and how to recognize and respond to cultural biases, resulting in a shift in self-description).	Recognizes new perspectives about own cultural rules and biases (e.g., not looking for sameness; comfortable with the complexities that new perspectives offer).	Identifies own cultural rules and biases (e.g., with a strong preference for those rules shared with own cultural group and seeks the same in others).	Shows minimal awareness of own cultural rules and biases (even those shared with own cultural group(s)) (e.g., uncomfortable with identifying possible cultural differences with others).	4 3 2 1 0
Knowledge <i>Knowledge of cultural worldview frameworks</i>	Demonstrates sophisticated understanding of the complexity of elements important to members of another culture in relation to its history, values, politics, communication styles, economy, or beliefs and practices.	Demonstrates adequate understanding of the complexity of elements important to members of another culture in relation to its history, values, politics, communication styles, economy, or beliefs and practices.	Demonstrates partial understanding of the complexity of elements important to members of another culture in relation to its history, values, politics, communication styles, economy, or beliefs and practices.	Demonstrates surface understanding of the complexity of elements important to members of another culture in relation to its history, values, politics, communication styles, economy, or beliefs and practices.	4 3 2 1 0
Skills <i>Empathy</i>	Interprets intercultural experience from the perspectives of own and more than one worldview and demonstrates ability to act in a supportive manner that recognizes the feelings of another cultural group.	Recognizes intellectual and emotional dimensions of more than one worldview and sometimes uses more than one worldview in interactions.	Identifies components of other cultural perspectives but responds in all situations with own worldview.	Views the experience of others but does so through own cultural worldview.	4 3 2 1 0
Skills <i>Verbal and nonverbal communication</i>	Articulates a complex understanding of cultural differences in verbal and nonverbal communication (e.g., demonstrates understanding of the degree to which people use physical contact while communicating in different cultures or use direct/indirect and explicit/implicit meanings) and is able to skillfully negotiate a shared understanding based on those differences.	Recognizes and participates in cultural differences in verbal and nonverbal communication and begins to negotiate a shared understanding based on those differences.	Identifies some cultural differences in verbal and nonverbal communication and is aware that misunderstandings can occur based on those differences but is still unable to negotiate a shared understanding.	Has a minimal level of understanding of cultural differences in verbal and nonverbal communication; is unable to negotiate a shared understanding.	4 3 2 1 0
Attitudes <i>Curiosity</i>	Asks complex questions about other cultures, seeks out and articulates answers to these questions that reflect multiple cultural perspectives.	Asks deeper questions about other cultures and seeks out answers to these questions.	Asks simple or surface questions about other cultures.	States minimal interest in learning more about other cultures.	4 3 2 1 0

Attitudes <i>Openness</i>	Initiates and develops interactions with culturally different others. Suspends judgment in valuing her/his interactions with culturally different others.	Begins to initiate and develop interactions with culturally different others. Begins to suspend judgment in valuing her/his interactions with culturally different others.	Expresses openness to most, if not all, interactions with culturally different others. Has difficulty suspending any judgment in her/his interactions with culturally different others and is aware of own judgment and expresses a willingness to change.	Receptive to interacting with culturally different others. Has difficulty suspending any judgment in her/his interactions with culturally different others but is unaware of own judgment.	4 3 2 1 0
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Reprinted and adapted with permission from "VALUE: Valid Assessment of Learning in Undergraduate Education." Copyright 2018 by the Association of American Colleges and Universities. <http://www.aacu.org/value/index.cfm>. GCCC's Diversity Rubric is the renamed Intercultural Knowledge and Competence VALUE Rubric. If you have questions about using the VALUE rubrics for educational purposes, please email value@aacu.org.

Oral Communication: Students will demonstrate oral communication skills.

Definition: Oral communication is a prepared, purposeful presentation designed to increase knowledge, to foster understanding, or to promote change in the listeners' attitudes, values, beliefs, or behaviors.

Evaluators are encouraged to assign a zero to any work sample or collection of work that does not meet benchmark (cell one) level performance.

	Capstone 4	Milestones 3	2	Benchmark 1	Score
Organization	Organizational pattern (specific introduction and conclusion, sequenced material within the body, and transitions) is clearly and consistently observable and is skillful and makes the content of the presentation cohesive.	Organizational pattern (specific introduction and conclusion, sequenced material within the body, and transitions) is clearly and consistently observable within the presentation.	Organizational pattern (specific introduction and conclusion, sequenced material within the body, and transitions) is intermittently observable within the presentation.	Organizational pattern (specific introduction and conclusion, sequenced material within the body, and transitions) is not observable within the presentation.	4 3 2 1 0
Language	Language choices are imaginative, memorable, and compelling, and enhance the effectiveness of the presentation. Language in presentation is appropriate to audience.	Language choices are thoughtful and generally support the effectiveness of the presentation. Language in presentation is appropriate to audience.	Language choices are mundane and commonplace and partially support the effectiveness of the presentation. Language in presentation is appropriate to audience.	Language choices are unclear and minimally support the effectiveness of the presentation. Language in presentation is not appropriate to audience.	4 3 2 1 0
Delivery	Delivery techniques (posture, gesture, eye contact, and vocal expressiveness) make the presentation compelling, and speaker appears polished and confident.	Delivery techniques (posture, gesture, eye contact, and vocal expressiveness) make the presentation interesting, and speaker appears comfortable.	Delivery techniques (posture, gesture, eye contact, and vocal expressiveness) make the presentation understandable, and speaker appears tentative.	Delivery techniques (posture, gesture, eye contact, and vocal expressiveness) detract from the understandability of the presentation, and speaker appears uncomfortable.	4 3 2 1 0
Supporting Material	A variety of types of supporting materials (explanations, examples, illustrations, statistics, analogies, quotations from relevant authorities) make appropriate reference to information or analysis that significantly supports the presentation or establishes the presenter's credibility/authority on the topic.	Supporting materials (explanations, examples, illustrations, statistics, analogies, quotations from relevant authorities) make appropriate reference to information or analysis that generally supports the presentation or establishes the presenter's credibility/authority on the topic.	Supporting materials (explanations, examples, illustrations, statistics, analogies, quotations from relevant authorities) make appropriate reference to information or analysis that partially supports the presentation or establishes the presenter's credibility/authority on the topic.	Insufficient supporting materials (explanations, examples, illustrations, statistics, analogies, quotations from relevant authorities) make reference to information or analysis that minimally supports the presentation or establishes the presenter's credibility/authority on the topic.	4 3 2 1 0
Central Message	Central message is compelling (precisely stated, appropriately repeated, memorable, and strongly supported.)	Central message is clear and consistent with the supporting material.	Central message is basically understandable but is not often repeated and is not memorable.	Central message can be deduced but is not explicitly stated in the presentation.	4 3 2 1 0

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If you have questions about using the VALUE rubrics for educational purposes, please email value@aacu.org.

Social Responsibility: Students will develop an awareness of social responsibility.

Definition: Social responsibility is working to make a difference in our communities and developing knowledge, skills, values, and motivation to make that difference. In addition, social responsibility encompasses actions wherein individuals participate in activities of personal and public concern that are both individually life enriching and socially beneficial to the community.

Evaluators are encouraged to assign a zero to any work sample or collection of work that does not meet benchmark (cell one) level performance.

	Capstone 4	Milestones 3	2	Benchmark 1	Score
Diversity of Communities and Cultures	Demonstrates evidence of adjustment in own attitudes and beliefs because of working within and learning from diversity of communities and cultures. Promotes others' engagement with diversity.	Reflects on how own attitudes and beliefs are different from those of other cultures and communities. Exhibits curiosity about what can be learned from diversity of communities and cultures.	Has awareness that own attitudes and beliefs are different from those of other cultures and communities. Exhibits little curiosity about what can be learned from diversity of communities and cultures.	Expresses attitudes and beliefs as an individual, from a one-sided view. Is indifferent or resistant to what can be learned from diversity of communities and cultures.	4 3 2 1 0
Analysis of Knowledge	Connects and extends knowledge (facts, theories, etc.) from one's own academic study/field/discipline to social responsibility and to one's own participation in the community.	Analyzes knowledge (facts, theories, etc.) from one's own academic study/field/discipline making relevant connections to social responsibility and to one's own participation in the community.	Begins to connect knowledge (facts, theories, etc.) from one's own academic study/field/discipline to social responsibility and to one's own participation in the community.	Begins to identify knowledge (facts, theories, etc.) from one's own academic study/field/discipline that is relevant to social responsibility and to one's own participation in the community.	4 3 2 1 0
Community Engagement and Commitment	Provides evidence of experience in community engagement activities and describes what she/he has learned about her or himself as it relates to a reinforced and clarified sense of social responsibility and continued commitment to the community.	Provides evidence of experience in community engagement activities and describes what she/he has learned about her or himself as it relates to a growing sense of social responsibility and commitment.	Evidence suggests involvement in community engagement activities is generated from expectations or course requirements rather than from a sense of social responsibility.	Provides little evidence of her/his experience in community engagement activities and does not connect experiences to social responsibility.	4 3 2 1 0
Communication	Tailors communication strategies to effectively express, listen, and adapt to others to establish relationships to further community engagement	Effectively communicates in community context, showing ability to do all of the following: express, listen, and adapt ideas and messages based on others' perspectives.	Communicates in community context, showing ability to do more than one of the following: express, listen, and adapt ideas and messages based on others' perspectives.	Communicates in community context, showing ability to do one of the following: express, listen, and adapt ideas and messages based on others' perspectives.	4 3 2 1 0
Social Responsibility and Reflection	Demonstrates independent experience and shows initiative in team leadership of complex or multiple community engagement activities, accompanied by reflective insights or analysis about the aims and accomplishments of one's actions.	Demonstrates independent experience and team leadership of community action, with reflective insights or analysis about the aims and accomplishments of one's actions.	Has clearly participated in community focused actions and begins to reflect or describe how these actions may benefit individual(s) or communities.	Has experimented with some community activities but shows little internalized understanding of their aims or effects and little commitment to future action.	4 3 2 1 0
Community Contexts/Structures	Demonstrates ability and commitment to collaboratively work across and within community contexts and structures to achieve a community-focused aim.	Demonstrates ability and commitment to work actively within community contexts and structures to achieve a community-focused aim.	Demonstrates experience identifying intentional ways to participate in community-focused contexts and structures.	Experiments with community-focused contexts and structures, tries out a few to see what fits.	4 3 2 1 0

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Written Communication: Students will illustrate writing skills.

Definition: Written communication is the development and expression of ideas in writing. Written communication involves learning to work in many genres and styles. It can involve working with many different writing technologies, and mixing texts, data, and images. Written communication abilities develop through iterative experiences across the curriculum.

Evaluators are encouraged to assign a zero to any work sample or collection of work that does not meet benchmark (cell one) level performance.

	Capstone 4	Milestones 3	2	Benchmark 1	Score
Context of and Purpose for Writing <i>Includes considerations of audience, purpose, and the circumstances surrounding the writing task(s).</i>	Demonstrates a thorough understanding of context, audience, and purpose that is responsive to the assigned task(s) and focuses all elements of the work.	Demonstrates adequate consideration of context, audience, and purpose and a clear focus on the assigned task(s) (e.g., the task aligns with audience, purpose, and context).	Demonstrates awareness of context, audience, purpose, and to the assigned tasks(s) (e.g., begins to show awareness of audience's perceptions and assumptions).	Demonstrates minimal attention to context, audience, purpose, and to the assigned tasks(s) (e.g., expectation of instructor or self as audience).	4 3 2 1 0
Content Development	Uses appropriate, relevant, and compelling content to illustrate mastery of the subject, conveying the writer's understanding, and shaping the whole work.	Uses appropriate, relevant, and compelling content to explore ideas within the context of the discipline and shape the whole work.	Uses appropriate and relevant content to develop and explore ideas through most of the work.	Uses appropriate and relevant content to develop simple ideas in some parts of the work.	4 3 2 1 0
Genre and Disciplinary Conventions <i>Formal and informal rules inherent in the expectations for writing in particular forms and/or academic fields (please see glossary).</i>	Demonstrates detailed attention to and successful execution of a wide range of conventions particular to a specific discipline and/or writing task(s) including organization, content, presentation, formatting, and stylistic choices	Demonstrates consistent use of important conventions particular to a specific discipline and/or writing task(s), including organization, content, presentation, and stylistic choices	Follows expectations appropriate to a specific discipline and/or writing task(s) for basic organization, content, and presentation	Attempts to use a consistent system for basic organization and presentation.	4 3 2 1 0
Sources and Evidence	Demonstrates skillful use of high-quality, credible, relevant sources to develop ideas that are appropriate for the discipline and genre of the writing	Demonstrates consistent use of credible, relevant sources to support ideas that are situated within the discipline and genre of the writing	Demonstrates an attempt to use credible and/or relevant sources to support ideas that are appropriate for the discipline and genre of the writing	Demonstrates an attempt to use sources to support ideas in the writing	4 3 2 1 0
Control of Syntax and Mechanics	Uses graceful language that skillfully communicates meaning to readers with clarity and fluency and is virtually error-free	Uses straightforward language that generally conveys meaning to readers. The language in the portfolio has few errors	Uses language that generally conveys meaning to readers with clarity, although writing may include some errors	Uses language that sometimes impedes meaning because of errors in usage	4 3 2 1 0

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Employability Skill (PLO): Communication: Students will be able to communicate effectively.

Definition: Communication is the development of written or oral expression of ideas with the purpose of conveying a message. This communication may be written in a paper, email or other forms of writing or may be in an oral presentation, interview, or customer service experience.

Evaluators are encouraged to assign a zero to any work sample or collection of work that does not meet benchmark (cell one) level performance.

Criteria	Program Application	Assignment	4-Exceeds	3-Meets	2-Below	1-Not Acceptable
Context and Purpose of Communication			Demonstrates thorough understanding of the context, audience, and purpose that is responsive to the assigned tasks and focuses all elements of the work.	Demonstrates adequate consideration of the context, audience and purpose and a clear focus on the assigned task (context, purpose, and audience align).	Demonstrates awareness of context, audience, and purpose to the assigned task.	Demonstrates minimal attention to context, audience, and purpose to the assigned task.
Language			Language choices are professional and enhance the effectiveness of the communication. Language is appropriate to the audience and virtually error free.	Language choices are thoughtful and generally support the effectiveness of the communication. Language is appropriate to the audience.	Language choices are partially professional and partially support the effectiveness of communication. Language is less than appropriate for the audience.	Language choices are unprofessional and unclear. Language is not appropriate to the audience.
Delivery			Delivery techniques (eye contact, gestures, or writing format) make the communication compelling and writer/speaker appears polished and confident.	Delivery techniques (eye contact, gestures, or writing format) make the communication “interesting” and writer/speaker appears confident.	Delivery techniques make the communication understandable and the writer/speaker appears tentative.	Delivery techniques detract from the understandability of the communication and the writer/speaker appears uncomfortable.
Central Message			Central message is precise and direct, to the point.	Central message is clear and consistent with the message.	Central message is basically understandable but lacks precision.	Central message is not understandable and not to the point.

Employability Skill (PLO): Critical Thinking: Students will be able to apply critical thinking skills in industry-specific situations.

Definition: Critical Thinking is the process of actively and skillfully conceptualizing, applying, analyzing, synthesizing, and evaluating information to reach an answer or conclusion.

Evaluators are encouraged to assign a zero to any work sample or collection of work that does not meet benchmark (cell one) level performance.

Criteria	Program Application	Assignment	4-Exceeds	3-Meets	2-Below	1-Not Acceptable
Inquire: Ask relevant questions (Brainstorming and Outlining)			Successfully asks relevant questions about the provided information.	Asks some questions relevant to the provided information.	Asks questions not relevant to the provided information.	Fails to ask questions relevant to the provided information.
Synthesis: Integrate/organize relevant information in its contextual framework. (Researching and Summarizing)			Information is clearly organized and integrated into a contextual framework.	Some information is organized and integrated into a contextual framework.	Information is organized but not integrated into a contextual framework.	Ideas are disjointed and presented without a contextual framework.
Analysis / Evaluations: Describe and assess relevant information (Explain how research is relevant to point / support)			Relevant information is presented in a comprehensive, inter-related, topical, and meaningful way.	Most relevant information is presented in a comprehensive, inter-related, topical, and meaningful way.	Relevant information is presented in a comprehensive, inter-related, topical, and meaningful way.	Cannot list any relevant information; unable to make any judgement.
Innovation / Application: Articulate and apply information in a novel way (Overall Work)			Independently arrives at conclusions that are original and well-developed.	Often arrives at conclusions with minimal support.	Produces unique ideas, but only with significant guidance and encouragement.	Does not arrive at any unique conclusions; ideas are mundane and predictable.

Employability Skill (PLO): Work Ethic: Students will be able to apply work ethic.

Definition: Work Ethic is a belief in work as a moral good: a set of values centered on the importance of doing work and reflected especially in a desire or determination to work hard.

Evaluators are encouraged to assign a zero to any work sample or collection of work that does not meet benchmark (cell one) level performance.

Criteria	Program Application	Assignment	4-Exceeds	3-Meets	2-Below	1-Not Acceptable
Employability Skills: - attendance - character - appearance			Attends all classes, displays impeccable character, dresses per industry standard always.	Attends classes required by syllabus, displays good character, dresses per industry standard when required.	Attends classes but does not communicate absences with instructor, displays less than good character, occasionally dresses per industry standard.	Attends less classes than acceptable, displays poor character, does not dress per industry standard.
Community Skills: - teamwork - cooperation - respect			Always a team worker with excellent attitude, always cooperates with others, always shows respect to all.	Team worker with positive attitude when required, cooperates with others when required and shows respect to all when required.	Team worker with positive attitude in personally favorable situations, cooperates with others in personally favorable situations, and shows respect in personally favorable situations.	Non-team worker with negative attitude, does not cooperate with others, does not show respect.
Performance Skills: - productivity - organization - industry skills			Exceedingly productive, superiorly organized, shows more skill than required by industry standards.	Average productivity level, average organization skills, skill level meets industry standards.	Below average productivity level, organizational skills need improvement, skill level slightly below industry standards.	Poor productivity level, poor organizational skills, poor skill level well below industry standards.

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.
HLC Link: 1.B.2
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.
HLC Link: 4.A.1; 4.C.1, 2, 3

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

Reviewed			
5.10.2006	6.27.2017	7.10.2018	12.11.2018
7.16.2019			
1.14.2020	7.21.2020	10.13.2020	10.19.2021
3.9.2021			
1.12.2021	3.8.2022	10.18.2022	1.17.2023
4.18.2023			
7.18.2023			
Revised			

Actual financial conditions at any time shall not incur fiscal jeopardy or compromise board ENDS priorities.

CEO's Interpretation: The President must ensure the financial conditions of the college do not jeopardize fiscal solvency. The President must ensure that there is clear alignment of finances and planning toward the board ENDS of: Mission, Essential Skills, Work Preparedness, Academic Advancement, Personal Enrichment and Workforce Development.

Data directly addressing interpretation:

The board receives monthly financial reports of the financial conditions of the college. In addition to a direct budget line report of revenues and expenses, the college has developed a summary page of revenue and expenses. This summary page provides a comparison to the previous year as well as a Year to Date % for tracking purposes. These reports provide an enhanced mechanism for direct board inspection and review of the financial conditions of the college. This aligns with being able to "Inspect what you Expect."

The college planning and budgeting process aligns to the four pillars of the strategic plan and collectively to the board ENDS. The four pillars of the strategic plan are:

- Student Success
- Institutional Partnerships
- Fiscal Solvency
- Sustainable Infrastructure

Within each of the four pillars are goals and strategies that further embed and correlate to the board ENDS. These embedded goals and strategies correspond to the college planning and budgeting process. Tying the annual planning and budgeting process to the college strategic plan and to the ENDS priorities creates a systematic and integrated planning process. The institution allocates resources in alignment with its mission and priorities, as identified through the college strategic plan and board ENDS.

Grants and private fundraising are also avenues which are leveraged in order to assist in funding that aligns and meets the board ENDS. The Title III grant has provided additional funding sources to assist in meeting each of the board ENDS. Additionally, private funding and other grants have been secured to help in overall fiscal solvency.

To ensure that this process is in place and for evaluative purposes, the board receives an annual report in the fall semester which provides updates and transparency of progress made on the strategic plan. Additionally, each of the ENDS are reviewed and reported on to the board for transparency and verification that the board ENDS are being met and not compromised.

The college also has developed a robust Master facilities plan. Within this plan is historical information on each physical building along with timelines of updates and improvements which have been made to the buildings and grounds. Contained within the master facilities plan is a timeline of projects and deferred maintenance items which have been developed along with a timeline for reference. Funding of these projects and deferred maintenance is planned for annually to be mindful of addressing the integrity and longevity of campus, while also being mindful of budget planning.

The president shall not fail to insure a safe and healthy environment on campus.

CEO’s Interpretation: The President must ensure the campus is safe for all students, staff and community members. In addition, the president will promote a healthy campus.

Data directly addressing interpretation: Below are some of the activities for 2022-23 year thus far.

Freshman Orientation—

- Sessions were held at Freshman orientation on stress management, the importance of diet and exercise, campus safety protocol, dating violence, relationships, substance abuse and harassment. Speakers were brought in to present how to identify these issues on college campuses, how to report and who to report to.

Student communication—

- Emails are sent at the beginning of each semester to all students with information about how to report concerns and directs them to the online form and staff members who are available to talk with students and employees regarding safety concerns.

Broncbuster Wellness Center--

- The Broncbuster Wellness Center is open free of charge to all students and employees. Additionally, Gold Card members and members of the President’s Guild receive membership to the Wellness Center.
- GCCC forged a partnership with Garden City YMCA for discounted membership rates to access all YMCA facilities.

Outdoor Fitness Court

- Secured grant funding as well as private donations to purchase and install the Outdoor Fitness Court. This court provides a venue along with various workout routines that can be completed free of charge. This court provides access to students, employees and communities to encourage healthy lifestyles.

Campus Police Department

On February 23, 2024, Mason Taylor graduated from the Kansas Law Enforcement Training Center and was certified through the State of Kansas as a law enforcement officer. Since our inception in 2014, Campus Police Officer Taylor is only the second officer to graduate from the State academy. Mason is excited to serve our campus community in his new role and we are proud of him!

During the month of March 2024, two members of the Campus Police team will receive training as Peer Support (mental health) Professionals. The officers will be certified during the course and become part of the Western Kansas Coalition for First Responders, which is coordinated by the Garden City Police Department. This group will provide assistance/support after critical incidents.

During the month of March 2024, Campus Police partnered with Marketing to announce a student contest to design graphics for our new police truck. The winner will receive a \$500 scholarship and have the opportunity to collaborate with one of our Marketing specialists. The new graphic design will be based on the students' vision and entry in the contest.

GCCC has purchased 125 on-line training licenses from the ALICE Training Institute for armed intruder training. Initially the focus was on employees of the college. During the 2023-2024 academic year we will transition our focus to students. Campus Police has already offered this opportunity to Residential Life student workers and several students in one of the College Skills Classes.

Campus Police assists the Facilities/Maintenance team with a periodic inspection of the campus lighting. This inspection is scheduled monthly, and the results are sent to the Director of Physical Planning and Facilities Management for review. The Director then schedules the rental of a lift truck, and the lighting is repaired and/or bulbs are replaced. Also, Campus Police assist with periodic inspections of the automatic door access in all buildings. Work orders are initiated on all doors with malfunctions.

The RAVE Emergency Notification System was assessed on February 9, 2024, and September 8, 2023. Test notifications were sent out to students, faculty & staff through cell phones calls, texts, and e-mail messages.

Chief Dozier has recommended that employees in all buildings take at least one hour during in-service week to discuss safety issues on campus. Dr. Ruda approved this suggestion and encourages leaders across campus to initiate this measure. Campus police personnel are available to facilitate discussions and to assist whenever necessary.

Campus Police initiated an armed intruder drill on December 12, 2023. The drill was a walk-through only and did not involve students. It was mandatory for all college employees.

HR

Campus Safety and Healthy Campus Report

Grow Well Clinic

In October 2023, GCCC made the decision to switch health insurance companies from Blue Cross Blue Shield of Kansas to United Healthcare. During this transition there were concerns on the ability to continue the use of the Grow Well Clinic. BCBSKS ultimately allowed GCCC to enter into an agreement with Grow Well alone to allow employees and their covered dependents use of the Grow Well Clinic in Garden City or the Care to Thrive Clinic in Dodge City for primary, preventive and wellness care.

January 2022, services offered were expanded to include Mental Health.

Since inception, there have been 2,510 employees and dependents seen at the Grow Well Clinic.

Biometric Screenings on Campus- Flu Shot Clinic/ Grow Well Clinic

Free annual biometric screenings and flu shot clinic held for all full-time employees on October 17-18, 2023.

Open Enrollment -American Fidelity

Open enrollment for American Fidelity was held in multiple locations on campus to accommodate employee schedules as well as zoom options were available, November 27-December 11, 2023.

Human Resources Professional Development

In July 2024, Alexis Saenz, obtained the Society for Human Resource Management-Certified Professional Certificate (SHRM-CP).

Alexis Saenz and Tricia Sayre attended the Society for Human Resources Management (SHRM) Conference, September 20-22, 2023.

Professional Development

Employee Professional Development for **Fall 2023 In-Service** included a guest speaker, Dr. Daniel Archer. The afternoon breakout sessions were offered to employees on: Transitioning to United Healthcare, Campus Safety, Budgets, Brand and Design, Communicating Effectively, BusterBiz, and EAB Navigate.

Employee Professional Development for **Spring 2024 In-Service** included a guest speaker, Dustin Gaylon. Dustin spoke on how employees can “Ignite and Unite” to better serve GCCC and our students. Dustin also held two breakout sessions in the morning one for faculty/staff and one for athletics staff. The message was the same, however, he addressed both groups separately to speak on how to bridge the gap between athletics and faculty/staff. Additionally, Dustin held an afternoon workshop on elevating campus visits for students. This session was open to all employees.

Employee Communication

Emails are sent at the beginning of each semester to all employees regarding Consumer Information, which includes many disclosures and reporting requirements to inform employees of data and processes relevant to Garden City Community College.

Annual DFSCA (Drug-Free Schools and Communities Act) Notification sent to all employees September 2023, providing information on prevention, treatment, and risks of drug and alcohol use.

Publication of an “All Employee Guide”

Safe College- Vector Solutions

Online training through Safe College- Vector Solutions for mandatory compliance. Annual training assigned consisted of:

- FERPA: Confidentiality of Records
- Blood Borne Pathogens
- Diversity and Inclusion

Human Resources will continue to work with the Administration on an annual calendar for monthly mandatory training for all full-time employees. As well, as part of the onboarding process and new employee orientation, all full-time employees are required to complete the assigned mandatory training through Safe Colleges, which consists of Title IX: Roles of Employees, Discrimination Awareness in the Workplace, Sexual Harassment: Staff to Staff, FERPA: Confidentiality of Records, Blood Borne Pathogens and Diversity and Inclusion.

Student Health Services

Student Health Services 2023-24

- Annual faculty and staff trainings include blood-borne pathogens and sexual harassment training. These are online trainings to help facilitate the education and completion of training.
- Automatic External Defibrillators- monthly maintenance checks (currently 10 AEDs on campus)
- Maintain naloxone availability on campus
- Partnership with Family Crisis offers on-campus advocate, available to all students, faculty, and staff. Family Crisis GCCC Campus Advocate attends residential life check-in Family Crisis Advocate Bethany Gonzales
- Maintain files and records of all students, faculty, and staff who require health-related assistance
- Ensure residential life immunization requirements are met
- Employee and student communication staying well and preventive actions for communicable diseases i.e., influenza, coronavirus
- Serve as a referral agent and work closely in obtaining services with other healthcare providers in the community
- Partnership with Common Spirit offering students access to affordable healthcare at Siena Medical Clinic/Plaza Medical Clinic
- Maintain professional contact with Blake Stucky MD, Medical Director of Student Health Services, who offers access to quality healthcare.
- College Health Nurse is a Building Emergency Leader (BEL)
- Respond to health-related issues on campus
- Maintain membership in ACHA
- Maintain CLIA license-(CLIA waived lab- strep test, pregnancy test)
- Maintain CPR certification
- Student Health Survey to students, faculty & staff
- Fall 2023—Free Flu Shots
- Partnership with Genesis Family Health-Genesis Mental Health Counselors on campus Monday-Thursday
- Partner with FCHD monthly campus clinic, began Spring 2024

Events:

“Home Sweet Home”-Homesickness tips, meet and greet

Fall Vision Screening -College Health & GC Vision Source

“Keep It Safe”-promote physical health, mental health, sexual health, healthy pregnancy, safe relationships, campus safety

“Free Flu Shots for Students/Employees”

Stress/Anxiety- learn to manage stress/anxiety

Holiday Blues- learn to recognize depression

STI Awareness- sexual transmitted infections- College Health & FCHD

GCCC Blood Drive- College Health & American Red Cross

Heart Health Event- Blood pressure screening

Spring Stress/Anxiety Event- Doggone It.....Don't Stress

Planned/Scheduled events Spring:

Dental Screening- College Health & Genesis

Alcohol/Drug Awareness/SIDNE (Simulated Impaired Driving Experience) College Health, Campus Police, DPS, GCPD

Summer Fun- Skin Cancer Awareness

Title IX**Title IX Mandatory Reporting Training**

A new Initiative for 2023-2024 for the current academic year is to conduct Title IX Mandatory Reporter Training. There are federal laws that create reporting responsibilities for faculty, staff, and administrators regarding sex- and gender-based harassment, discrimination, and violence. The training sessions provided a better understanding of the role of a Mandatory Reporter and how to respond to reports of sexual misconduct. This training was implemented this Fall semester with six sessions held for the academic year. Additional training sessions will be scheduled this Spring semester.

A new initiative that the Title IX office is working on is “Don't Cancel that Class Initiative”. Developing educational topics that a faculty member can choose from. Resources, Support, and information on Title IX, Consent, Healthy Relationships, and Setting Boundaries. ** Educational presentations related to violence prevention.

Title IX Training

Presented to Resident Assistants (RA's) and 2nd Assistant Coaches on Title IX, Role of Responsible Employee, Guide for Responding, and Consent in October 2023 and January 2024.

Lunch & Learn-Title IX Hearing Panel informational session was held on Wednesday, November 29, 2023, from 12:30 p.m.-1:30 p.m. This lunch and learn provided an overview of Title IX, while engaging in discussion regarding Due Process Protections under the Title IX Regulations and an understanding of the role within the Title IX Hearing Panel.

Snack-and-Share Title IX Advisor informational session, was held on Thursday, January 11, 2024, from 3:00 p.m.-4:00 p.m. This informational session provided an overview of the role of the Advisor, engaged in conversation while reviewing the due process protections, and an understanding of the live hearing process.

Created an informational Title IX Video and shared with students and employees as a resource on Buster Biz and uploaded to the Title IX Compliance page located on the GCCC website.

Campus Communication

Email correspondence to employees both semesters *regarding the “Employee Guide for Responding to Sexual Misconduct Disclosures”*.

Sent an email to all students and employees each semester which highlights *“Know Your Rights” with Title IX*.

Professional Development

Attended The Heartland Safety Summit on November 13-14, 2023, at the University of Kansas in Lawrence, Kansas. This conference engaged participants with information on improving campus efforts to prevent and respond to sexual assault, relationship violence, and stalking. As well as providing a comprehensive and integrated approach to preventing and responding to gender-based violence, while promoting a system of support that encourages respectful, healthy relationships on college campuses.

Attended Title IX workshops and certification training through ATIXA “Understanding Consent”, “Managing Intake, Jurisdiction and Dismissal”, and “Investigation Skills and Report Writing for Higher Education”.

Facilities & Operations

GCCC Operational staff, consisting of Facilities Management, Custodial Services, Maintenance, Grounds, and Transportation meet frequently to discuss best practices, policies, and procedures to put into daily operations to ensure the campus is safe for all students, staff, and community members.

Below are some of the steps that were taken to facilitate our daily operations, ensure the campus is safe for all students, staff, and community members, and promote a healthy campus.

- Campus Signage installed new lighted Main Campus sign and street signposts and reskinned the campus directional signs.
- Campus HVAC installed new hardware and AI-powered Campus Optimizer programs to increase efficiency and reduce energy costs. Replaced many components in the system and cleaned the HVAC coils. Installed Wi-Fi-enabled thermostats in residential life Apartments
- Campus Electrical service, Replaced the electrical supply transformer that serves the NE section of the campus
- Campus Irrigation, installed a new irrigation system at the Transportation building, the STEM Center, and on the Quad, replaced control wiring at the east campus
- Campus landscaping, installation of around 30 trees and several fountain and garden projects, sod and seeding
- West Hall Dorm, replaced all of the Domestic Waste and Vent (DWV) cast iron pipe and domestic supply plumbing piping.
- West hall Dorm remodeled the restrooms on all three floors, installed new automatic sinks, plumbing fixtures, and epoxy coating on the floors

- West Hall Dorm replaced the floor tile on the main floor with LVP tile and remodeled the lounge into a 24-hour computer lab.
- Residential Life Apartments, replaced the HVAC hydronic piping and valves from the West Hall basement to the Apartments, repaired HVAC units as needed, balanced the system. Reseeded and installed sod in the courtyard and installed a concrete patio.
- Residential Life, remodeled an office in the courtyard building for use as a Campus Police office.
- Bronbuster Suites, replaced several wood doors with metal and installed floating wood flooring in two apartments.
- Academics, replaced the classroom furniture.
- BTSC, remodeled the Cyber Café into Billy Buster’s Coffee Shop and replaced the doors on the cafeteria.
- BTSC, Remodeled the Game room and replaced the furniture, Replaced all of the furniture in the common areas
- Joyce Fine Arts, replaced the ceiling tile throughout the building, repainted the lobby, replaced the floor tile, replaced carpet and wall covering in the Mercer Gallery, and new classroom furniture. Installed an ADA ramp in the Choir room.
- Joyce Fine Arts Theater, installed new lighting and Sound Systems, remodeled the theater control room sealed the roof fire vent hatches, with GCFD permission, to prevent leaks
- DPAC, installed Access Control systems on the weight rooms, Super Circuit, and concession stand.
- DPAC, installed new lift systems on the competition gym basketball goals
- DPAC, replaced the carpet in the front classroom with LVP tile, replaced the furniture
- Bronbuster Stadium, Remodeled press box.
- Williams Stadium installed a new video Scoreboard and fiber optic controls and installed a new fence around the baseball field.
- Saffell Library, remodeled a storage room into two Quiet Rooms
- Saffell Library, remodeled offices for Title 9 Coordinator, Library Director, and staff, replaced office furniture.
- JVCT, remodeled the Media lab, Radio room, video room, and office, and new classroom furniture
- JVCT remodeled offices, three for administration and two in the DPS /EMT area carpet and paint
- Fouse STEM Center addition to Fouse Science and Math opened and remodeled Fouse Computer Lab.
- SCSC 2nd floor Testing Center, installed soundproofing between testing center and office space
- SCSC Remodeled RM 2024 into office space for the Endowment Association
- SCSC installed new tile in a basement classroom
- Transportation Building installed access control system. Purchased a new postal machine with package shipping capabilities, inbound package tracking hardware and software.
- Purchased a used F150 truck for campus police.
- Completed numerous work orders addressing the health, safety, and cleanliness of our campus

Student Safety Updates

Below is information that was provided to students.

- Mission of our Campus Police Department
- GCCC Campus Safety and Security handout
- Run, Hide, Fight Video
- Conceal and Carry handout

- See Something Say Something
- Link to the Campus Security website
- Documents regarding ADA/Title IX
- Sexual Violence brochure
- General and contact information regarding services at Genesis Family Health
- New subscription for Virtual Health care which provides students with free access to personal and mental health services 24/7/365

Athletic Safety Updates

- July 2021 Installation to Perry Weather Station at Bronbuster Stadium – automatic lightning detection and severe weather warning system.
- July 2021 Subscription to Perry Weather system – accurate and automatic wet-bulb globe thermometry to identify high-risk weather conditions for practices/games.
- Implementation of updated KJCCC heat/cold weather policies – utilizing timed rest/water periods during practices in high-risk weather conditions.
- July 2021 Subscription to Sway Medical Concussion Evaluation System – accurate/efficient concussion baseline and injury testing
- New relationship with St. Catherine Orthopedic; have physician presence at most athletic home events (including sports outside of football)
- 2.5 fully functioning and stocked athletic training facilities (DPAC, Stadium, and Softball locations)
- Transitioned to fully online/electronic medical records – improving efficiency in communication between sports medicine and coaches, facilitating documentation process during emergency room referrals, etc.
- Purchase of traveling therapeutic modalities – allowing for on-the-road treatments of student-athlete injuries
- Revised the student-athlete pre-participation waivers/policies packet – improving policies regarding insurance and concussion protocols
- Writing the “Sickle Cell Waiver” policy and adding it to the pre-participation waivers/policies
- Revising the medical history component of the pre-participation physical examination – identifying multiple pre-existing conditions and injuries that were addressed prior to participation
- Implementing the use of diagnostic ultrasound technology – allowing for improved clinical diagnosis of injuries in the athletic training facility.
- Spring 2023 - received grant funding for the purchase of a vending machine to be stocked with quality carbs and high protein snacks as well as electrolyte replacement beverages to serve the campus. Implemented in March 2023. Giving athletes nearly 24/7 access to quality food options and reducing hypoglycemic cases during practices/games.
- Funded and provided on-campus training for the CPR/First Aid certification of all students in the GCCC Sports Medicine Program.
- Hosting three sessions of on-campus pre-participation physical examinations for student athletes on an annual basis. These provide a comprehensive physical evaluation that are free of charge through a partnership with Common Spirit Health.

Policy Title: Personal Enrichment

1. Recipients pursuing individual interests will be personally enriched.
2. Outreach will serve the needs of the Community.

HLC Link: 1.B.1

Reviewed annually.

This policy revised on June 27, 2017

Reviewed

5.10.2006 6.27.2017 3.20.2018 2.11.2020 2.9.2021 2.15.2022

Revised

3.23.2023

HUMAN RESOURCES FEBRUARY REPORT

EMPLOYMENT

Human Resources is focused on ensuring the best hiring practices are in place to attract/attain the best candidates to fill our open positions. We do so by facilitating the interview process and working collaboratively with hiring managers and members of the screening and interview committee to select the best qualified candidate.

As of March 7, 2024, there are 14 open positions. To date, we have hired two (2) employees, had one (1) internal transfer, and one (1) resignations/separations.

Open Positions

i. Administrative Services

- a) Part-Time Bus Driver

ii. Athletics

- a) Assistant Football Coach

iii. Instructional Services

a) Full-Time

- 1) Assistant Professor of Plumbing
- 2) Assistant Professor of Fire Science
- 3) Industrial Machine Mechanic Instructional Staff
- 4) Assistant Professor of Cosmetology
- 5) Assistant Professor of Computer Science
- 6) Assistant Professor of Physics/Physical Science

b) Part-Time

- 1) English Language Acquisition Instructor
- 2) Fire Science Adjunct Instructor
- 3) Languages Adjunct Instructor

iv. Student Services

- a) Technical Recruiter/Advisor

TRAINING

Human Resources is committed to the professional development of employees. Therefore, we will continue to review and enhance our training offerings to meet the needs of all employees and their schedules.

Safe Colleges

- a) Offer two to three online trainings for employees to complete.

- a) Bloodborne Pathogens

- b) FERPA

- 1) This training was done from October 16 – 31, 2023.

In-Person Trainings

- a) Offer two in-person trainings per year.
 - a) DE&I Training
 - b) Discrimination
 - c) Supervisor Training

OPEN ITEMS

Paycom

- a) Human Resources is working with Paycom to incorporate the Applicant Tracking System and reimplementing our current product to best fit our needs.
- b) HR is currently holding weekly meetings with Paycom to address concerns with utilizing the different modules as well as learning new enhancements and correcting previous implementation to ensure better usage of the software.

Employee Appreciation Day

- a) On March 1, 2024, HR delivered 23 dozen donuts to each building to kick off Employee Appreciation Day. Additionally, from 11:00 to 1:00 HR, held a come and go employee luncheon with a fully loaded taco and nacho bar. We had 112 employees stop by and enjoy lunch!

Registrar's Office

A few ramblings...

Enrollment:

- Summer 2024 enrollment opened on Friday, March 1.
- Fall 2024 enrollment is scheduled to open on Thursday, April 4.

Graduation:

- Our office has been receiving and processing Applications for Graduation for the 2023-24 academic year.
 - **Total applications** received (as of 3/4/24) = 489
 - Fall 2023 = 96
 - Spring 2024 = 341
 - Summer 2024 = 52
- We are in the process of completing preliminary degree audits for our Spring 2024 prospective graduates. Applications for graduation continue to be submitted.
- Commencement preparations are underway for the ceremonies scheduled for Friday, May 3, 2024 (4:00 - Technical Ceremony and 7:00 - Transfer Ceremony)
- Commencement Speakers:
 - The deadline for prospective graduates to submit applications for speaker tryouts is Friday, March 22.
 - Tryouts are scheduled for Wednesday, March 27.
 - The selection committee consists of:
 - Communication faculty members
 - Technical Education faculty member
 - Director of Marketing/PR
 - SGA Advisor
 - Students (SGA and Media student representatives)
 - Registrar
 - One speaker (and one alternate) for each ceremony will be selected.
 - Communication faculty members will advise and collaborate with each candidate as they prepare for their speech presentations.

Instructional Services, March 2024

Drama

Dr. Joshua Kelly had two journal articles published recently. The article titled, “Who Cares If We Like Them? The Problematics of Likeability in Production and Progress,” was published in the journal *Theatre History Studies, 2023, Volume 42*. His review of “Our Town” by American Players Theatre in Spring Green, Wisconsin was published in the journal *Thorton Wilder Journal, 2023, Volume 4, Issue 2*.

Allied Health/Nursing

The Allied Health and Nursing departments hosted the annual Career fair. There was a large turnout of 30 vendors and colleges in attendance and a few surrounding high schools.



CAMPUS HEALTH

February Events

Blood Drive

Heart Health month-(free blood pressure screening)

Doggone It.....Don't Stress- (therapy dog and nail tech program provided free hand massages)

Vision Screening (canceled)

Upcoming Events

Dental Screen (April)

Alcohol/Drug Event (April)

Summer Fun!! (Importance of skin protection)

ADMISSIONS

Admissions will host Junior Day on Saturday, April 27th.

CAMP

CAMP Scholarship Program has been working on recruiting students in area high schools for next school year.

Ten students have been interviewed already including two from Colorado and Stanton County.

Staff are also working on the end-of-the-year reports in preparation to close the grant cycle in June.

Awards notifications for CAMP Grants (5 years) are expected to be announced between April and May.

Staff is also working with CAMP participants who are planning to transfer to other institutions upon graduating from GCCC this Spring. Five students will be participating in Project Raices at Kansas State University, College of Education, as part of a grant to increase the number of teachers in the state.

ADVISING

1. Advising will be hosting Ask an Advisor the week of March 18-22, see more information.
2. We are beginning to schedule enrollment days with local high schools for Fall 2024
3. We will be interviewing for the Tech Advisor position soon
4. Kimmy Fisher has begun working as our allied health advisor + ½ time at GCHS, she has been at GCHS this week assisting with Accuplacer for students wanting to take dual-credit classes



G Ask An Advisor
MARCH 18 - 22

MARCH 18	
BTSC	8:30 AM - 9:30 AM
SAFL	9:00 AM - 10:30 AM
ACAD	10:00 AM - 11:30 AM
FOUS/STEM CENTER	11:00 AM - 12:30 PM
MARCH 19	
JCVT	8:30 AM - 10:00 AM
DPAC	9:00 AM - 10:30 AM
PENK	9:30 AM - 10:30 AM
FOUS/STEM CENTER	10:00 AM - 11:30 AM
JOYC	10:30 AM - 12:00 PM
BILLY'S BREWHOUSE	6:30 PM - 7:30 PM
MARCH 20	
ACAD	9:00 AM - 10:30 AM
SAFL	10:30 AM - 12:00 PM
BTSC	11:00 AM - 12:30 PM
JCVT	12:30 PM - 2:00 PM
MARCH 21	
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BILLY'S BREWHOUSE	6:30 PM - 7:30 PM
MARCH 22	
JOYC	8:30 AM - 10:00 AM
SAFL	9:00 AM - 10:30 AM
DPAC	9:30 AM - 11:00 AM
BTSC	12:00 PM - 1:30 PM

ACAD - Academic Building
BTSC - Beth Tedrow Student Center
DPAC - Dennis Perryman Athletic Complex
FOUS - Warren Fouse Science/Math Building/STEM Success Center
JCVT - John Collins Vocational Technical Building
JOYC - Pauline Joyce Fine Arts Building
PENK - Penho Building
SAFL - Thomas Suffell Library

March SGA Update

- 1) Full club and organization meeting
 - a. March 20th @ 12:30 in the portico
- 2) Joining Allison from sports med for the 5K run/walk
 - a. March 24 @ 8 am registration
- 3) At the beginning of the month, we all walked around campus & talked with students to see what activities they would like to have during finals week. Some ideas that we received were;
 - a. Car smash, bracelet & slime making, water gun fight/slip & slide

Bike rental update

- We have our bikes ready for students to rent!
- we have sent out information on how to get them and what they will need in order to get one