

JULY 2009 MONITORING REPORT

EXECUTIVE LIMITATIONS	MONTHLY
General Executive Constraints #9	Page 7
There shall be no conflict of interest in awarding purchases or other contracts.	

CEO's Interpretation and its justification: If any employee or Board member has interest in, owns or has family members that have an interest in any business that does business with GCCC, the Board is to be notified.

Data directly addressing the CEO's interpretation

A minivan was purchased from Burtis Motor in which Trustee Schwartz has an interest. Trustee Schwartz recused himself from the voting process.

EXECUTIVE LIMITATIONS	MONTHLY
General Executive Constraints #10	Page 7
The President shall not allow for purchases without first giving consideration to local businesses, with a maximum 10% premium to local businesses.	

CEO's Interpretation and its justification: For all purchases \$2,500 and over, a bid sheet is required and a 10% consideration is made to local businesses before awarding the bid.

Data directly addressing the CEO's interpretation

Purchases over \$2,500 were reviewed. Local businesses were given consideration when their bid price was less than 10% more than vendors outside our area.

EXECUTIVE LIMITATIONS	MONTHLY
Asset Protection #5	Page 12
The President shall not make any purchase (a) of over \$2,500 without having obtained comparative prices with consideration of quality; (b) of over \$10,000 without competitive bids and due consideration regarding cost, quality, and service; and (c) of over \$20,000.	

CEO's Interpretation and its justification: The interpretation of this is exactly as stated: a) no purchases are made over \$2,500 without comparative bids with consideration of quality; b) no purchases are made over \$10,000 without competitive bids regarding quality, cost and service and c) no purchases over \$20,000 without approval of the Board or approval of a contract to pay by the Board. Annually the Board approves our utilities providers and these are paid without Board approval as are purchases made under contract with Great Western Dining.

Data directly addressing the CEO's interpretation

Bid sheets were attached to all requisitions over \$2,500, unless the items purchased were covered under the campus annual bids or were a single source provider

Purchases over \$10,000 requiring bid sheet:

- Check #189004 to HM Receivables Co., LLC for \$12,148.00 for software licensing renewal. A bid sheet was attached indicating single source provider.
- Check #189439 to Burtis Motor Co., Inc. for \$19,777.00 for 2009 Dodge Caravan. Board approved purchase June 8, 2009.
- Check # 189454 to Garden City Roofing for \$72,000.00 for partial payment for roof repairs to various buildings. The Board this project May 13, 2009.
- Check #189468 to McNeil Refrigeration for \$10,992.56 for equipment for the Ammonia program. A bid sheet was attached indicating the lowest bid was selected.
- Check #189491 to Weathercraft Co., Inc. for \$55,700.00 for partial payment for roof repairs to the Library and Fine Arts building. The Board approved this project May 13, 2009.
- Check #189693 to Simplex Grinnell for \$20,691.10 for the fire alarm system for the technical building. The Board approved this project April 9, 2009.

Payments over \$10,000 not requiring bid sheets:

- Check #189000 to Great Western Dining for \$43,148.01 for multiple invoices.
- Check #189006 to Kansas Board of Regents for \$121,155.00 for return of state operating grant funds.
- Check #189029 to Seminole Energy Services for \$10,524.23 for utilities.
- Check #189267 to Broncbuster Bookstore for \$126,369.56 for Spring 09 scholarship books.
- Check #189272 to City of Garden City for \$44,106.89 for utilities.
- Check #189274 to Commerce Bank for \$12,898.84 for various purchase card charges.
- Check # 189393 to Rebekah Fitzpatrick for \$10,700 for travel advance to take Educational Talent Search students to the Student Leadership Conference in Wyoming. Grant funds were used for this trip.
- Check#189537 to Blue Cross and Blue Shield for \$107,505.28 for July health insurance premium.
- Check #189776 to Commerce Bank for \$54,923.00 for the donor share of the electronic scoreboard purchase. The Board previously approved this project.
- Check #189779 to Dick Construction for \$226,887.00 for partial payment for work on the Penka addition and the Fouse remodel. The Board previously approved these projects.
- Check #189781 to EduKan for \$11,125.00 for Summer Session 2.
- Check# 189785 to Finney County Economic Development for \$11,500 for 2009 dues.

JULY 2009 MONITORING REPORT

EXECUTIVE LIMITATIONS

QUARTERLY

Information and Advice #2 Page: 11

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

CEO's Interpretation and its Justification: The Board needs to be able to address questions and concerns with the public; therefore, the President must make certain that any items that may be addressed between Board meetings are relayed to the Board. These are items that could be picked up by the local media. The Board is apprised of how the college is managed day to day and they are aware of Policy Governance document. They also need to be aware of the administrative policy changes and other changes that vary from information that they already have. The President needs to make them aware of administrative policy changes that may be questioned by staff, students or community members.

Data directly addressing CEO's interpretation:

The President tries to keep the Board advised of any adverse legal or media coverage by e-mail when an incident arises. Significant internal changes are communicated through the planning process with updates on progress i.e.; Datatel, Central Processing, renovations and administrative policy changes. The Presidents report at Board meetings includes relevant trends, administrative policy and procedure changes and philosophical changes. The Board does receive professional newsletters, magazines and many attend conferences that keep the College in touch with national trends.

Administrative Policy changes this quarter:

Definition change:

Scholarship and Academic Review standing Committee: This committee reviews student appeals for academic dismissals, class withdrawals, financial aid and/or scholarship denials.

Retention Policy: Retention involves many facets of the institution, which makes it important to address methods for improved retention. For this reason, several components leading into an overall retention plan are being proposed in order to seek change at GCCC and assist in retention efforts.

Step 1—Implement Fall 2009

The first step towards retention efforts is in advising. We are proposing changes to the advising process by outlining three scheduled advising sessions each semester with specific topics during each session. Here are the outlines for the proposed advising sessions each semester.

1. August/January
 - a. New Freshman—College Skills Appointment and review and degree plan
 - b. Returning students-- review of courses and grad requirements
 - c. Review of semester schedule
2. October/March
 - a. Meet with advisor and review mid-term grades
3. November/April
 - a. Assess semester progress
 - b. Run Degree Audit evaluation
 - c. Bring in completed enrollment schedule

Initial advisor contacts with advisees will happen during freshman orientation in the Fall or through college skills session in Spring. All students will be provided with a listing of who their advisor is during college skills prior to the interview sheet being assigned. An initial contact from the advising center will be sent to students notifying them of their assigned advisor. It will also indicate that they should meet with their advisor at least three times throughout the semester and will have a proposed schedule of meeting and topics for the meetings. If students fail to show for their initial meeting, the advisor will follow up by telephone or email. Students will also be provided this information in all sections of College Skills Development.

In addition, during Fall in-service, all advisors will be provided with an updated advising handbook which includes: Advising Handbook, Dealing with Disruptive Students handbook, Accommodations Handbook, BusterWeb information and advising forms used on campus.

Additionally, Fall training will include: Degree Audit through BusterWeb.

Step 2—Implement Fall 2009

Probationary student's proposal: We are proposing changes to the GPA structure of academic probation as well as imposing limitation for enrollment.

Limitations to enrollment

1. Students who were enrolled full-time the semester they were placed on academic probation will be limited to 13 hours of enrollment. This allows for four academic courses and the Academic Recovery course.
2. Students who were enrolled part time the semester they were placed on academic probation will be limited to 8 hours of enrollment. This allows for 2 academic courses and the Academic Recovery course. This also allows student to have the ability to live on campus.
3. Transfer students who transfer to GCCC with a cumulative GPA below 2.0 during their initial semester at GCCC will be placed on academic probation and limited in hours that they are allowed to register in based upon the full and part time criteria.
4. All students will be required to complete PCDE102- Academic Recovery for Probation students during their probation semester. This course works for GCCC degree requirements and is required even for those who have completed CSD previously.
5. Exemptions or special considerations will be reviewed by the Academic Review Committee. Students may petition to the Academic Review Committee for special considerations during their academic probation semester. The appeals must follow the outlined process.
 - a. A letter of appeal must be submitted to the Dean of Student Services stating reasons for appeal and conditions for improvement.
 - b. Three letters of recommendation must be mailed directly to the Dean of Student Services. One letter must come from the student's Academic Advisor, one from a College Faculty/Staff and one preferably from a work supervisor.
 - c. The items listed above must be in the office of the Dean of Student Services by the deadline date specified in the Academic Probation letter. The Academic Review Committee will schedule a hearing and notify the student of the hearing date, time and place. The student must be present at the hearing.

By limiting hours, this change allows the student to place greater concentration on courses and allows for intensive work with advisors through the probation course.

GPA changes that effect Academic Probation

1. 0-32 hours completed—if below 1.5 cumulative GPA then student is placed on probation
2. 33-48 hours completed—if below 1.75 cumulative GPA then student is placed on probation
3. 49-64 hours completed—if below cumulative 2.0 GPA then student is placed on probation

This change allows greater institutional and student accountability for meeting graduation requirements for GPA. This change would be in addition to the current policy which covers GPA per semester. This is a holistic approach which takes into account the student's status per semester as well as overall.

Advising changes—Implement Fall 2009

1. It is proposed to hire advisors specifically for the probation population. These advisors known as Advising Specialists will work exclusively with students on probation and meet more routinely with these students. Probation students must meet with this advisor twice per month to review progress. Follow up will be conducted by these advisors if students do not attend their scheduled meetings. Additionally, the Shared Student Services Secretary will collect monthly reports from each Advising Specialist which indicates the number of sessions that each student attended. These figures will be used to assist in determining success of program and for follow up with students who are placed onto Academic Dismissal.
2. Advisors will be selected and trained on probation issues including the completion of personal action plans with each student. The action plans covers areas of concerns from previous semester, reasons for academic probation, survey of needs and many other items necessary to better understanding the student and their situation.
3. Students who are in Student Support Services will report directly to their Student Support Services advisor.
4. Student's will still be assigned to their original assigned advisor, but will also have detailed follow-up and supervision from the Advising Specialists.

This change allows for more intensive advising and contact with students. It also allows for a better survey of needs for probation students and assists with getting them connected to resources on campus.

According to NACADA research, "Meeting with probationary students on a regular basis is paramount. Meetings should ideally be held every two weeks. Use the meetings to talk about their classes, major and career interests, and social aspects of their life. Lastly, advisers need to stay positive, helping students to stay motivated because they know someone believes in them."

Step 3—Assessment

Assessment of student satisfaction and needs is vital to understanding the impact that various offices, programs and activities have on students. For this purpose, an assessment timeline outline will be used to evaluate student's perceptions and satisfaction with these areas that impact retention. Several assessments have been utilized by GCCC in the past, but never in a pattern to have comparison data.

It is our recommendation to alternate the assessment of students in a consistent manner for comparison and purposeful feedback.

1. Every odd year, an advising assessment will be conducted on students in the Spring semester during Spring enrollment and outcomes testing. We will utilize the ACT Advising Survey. This will allow us to get returning students who are continuing at GCCC as well as graduating students. The advising assessment results will be disseminated to the Director of Counseling/Advising for report building. The results will be directed through the Dean of Student Services to Cabinet and IG committees. Results will also be shared directly with all advisors via email. Hard copies of the results will be retained in the Director of Counseling/Advising office.
2. Every even year, a student satisfaction survey will be conducted in the Spring semester utilizing the Noel Levitz Student Satisfaction Survey. Results of the Noel Levitz will be directed to Institutional Research. IR will disseminate the information to Cabinet and the IG committees. Information will be disseminated to Division Directors to share with all staff. Hard copies of the results will be retained in the Institutional Research office.
3. Residential Life Survey—compiled by Residential Life staff and disseminated to Dean of Student Services, Cabinet and IG. Hard copies of the results will be retained in the Residential Life office.
4. ACT Entering Student—to be considered.
5. Complete Withdrawal surveys—conducted by Counseling/Advising staff

Garden City Community College WEB PAGE GUIDELINES

The purpose of these guidelines is to define the intended objectives for Web Pages.

RULES/GUIDELINES APPLYING TO ALL WEB PAGES

GUIDELINES

1. Any web page which represents GCCC or, presents itself in any way as an official GCCC web page must comply with GCCC web page, policies and guidelines. Pages not meeting guidelines will be removed and the publisher notified. Publishers must update page content comply with GCCC policy in order to have links to their pages reactivated.
2. Divisions and departments are responsible for developing and publishing their own web pages. The GCCC home page and pages on the second layer of the web site are the shared responsibility of Information Technology and Information Services/Publications.
3. The Director of Information Technology and Director of Information Services and Publications may at their discretion remove information contained within the GCCC web site.
4. Before developing materials for the GCCC website, web page publishers must successfully complete a web development training course offered by GCCC.
5. No copyrighted material of any kind may be used without the copyright holder's written permission being placed on file with the Director of Information Technology. (See Appendix 1)
6. Division Directors or other designated leaders should review any web pages that pertain to their departments programs before publication.
7. Division Directors or other designated leaders will be responsible for all content and are responsible for any errors or misleading/incorrect information displayed on their departments programs web pages.
8. All web pages developed and published by divisions and departments must use the GCCC template.
9. GCCC web pages hosted on servers outside the GCCC Local Area Network must use the GCCC template.
10. Web pages that have not been updated annually by July 1 are subject to expiration and removal from the site unless retention is specifically requested by the appropriate Division Directors or other designated leaders.

Appendix 1:

§ 102. Subject matter of copyright: In general

(A) Copyright protection subsists, in accordance with this title, in original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. Works of authorship include the following categories:

- (1) Literary works;
- (2) Musical works, including any accompanying words;
- (3) Dramatic works, including any accompanying music;
- (4) Pantomimes and choreographic works;
- (5) Pictorial, graphic, and sculptural works;
- (6) Motion pictures and other audiovisual works;
- (7) Sound recordings; and
- (8) Architectural works.

(B) In no case does copyright protection for an original work of authorship extend to any idea, procedure, process, system, method of operation, concept, principle, or discovery, regardless of the form in which it is described, explained, illustrated, or embodied in such work.

§ 506. Criminal offenses⁴

a) CRIMINAL INFRINGEMENT. —

(1) IN GENERAL. — Any person who willfully infringes a copyright shall be punished as provided under section 2319 of title 18, if the infringement was committed —

(A) for purposes of commercial advantage or private financial gain;

(B) by the reproduction or distribution, including by electronic means, during any 180-day period, of 1 or more copies or phonorecords of 1 or more copyrighted works, which have a total retail value of more than \$1,000; or

(C) by the distribution of a work being prepared for commercial distribution, by making it available on a computer network accessible to members of the public, if such person knew or should have known that the work was intended for commercial distribution.

(2) EVIDENCE. — For purposes of this subsection, evidence of reproduction or distribution of a copyrighted work, by itself, shall not be sufficient to establish willful infringement of a copyright.

(3) DEFINITION. — In this subsection, the term “work being prepared for commercial distribution” means —

(A) a computer program, a musical work, a motion picture or other audiovisual work, or a sound recording, if, at the time of unauthorized distribution —

(i) the copyright owner has a reasonable expectation of commercial distribution; and

(ii) the copies or phonorecords of the work have not been commercially distributed; or

(B) a motion picture, if, at the time of unauthorized distribution, the motion picture —

(i) has been made available for viewing in a motion picture exhibition facility; and

(ii) has not been made available in copies for sale to the general public in the United States in a format intended to permit viewing outside a motion picture exhibition facility.

(b) FORFEITURE AND DESTRUCTION. — When any person is convicted of any violation of subsection (a), the court in its judgment of conviction shall, in addition to the penalty therein prescribed, order the forfeiture and destruction or other disposition of all infringing copies or phonorecords and all implements, devices, or equipment used in the manufacture of such infringing copies or phonorecords.

(c) FRAUDULENT COPYRIGHT NOTICE. — Any person who, with fraudulent intent, places on any article a notice of copyright or words of the same purport that such person knows to be false, or who, with fraudulent intent, publicly distributes or imports for public distribution any article bearing such notice or words that such person knows to be false, shall be fined not more than \$2,500.

(d) FRAUDULENT REMOVAL OF COPYRIGHT NOTICE. — Any person who, with fraudulent intent, removes or alters any notice of copyright appearing on a copy of a copyrighted work shall be fined not more than \$2,500.

(e) FALSE REPRESENTATION. — Any person who knowingly makes a false representation of a material fact in the application for copyright registration provided for by [section 409](#), or in any written statement filed in connection with the application, shall be fined not more than \$2,500.

(f) RIGHTS OF ATTRIBUTION AND INTEGRITY. — Nothing in this section applies to infringement of the rights conferred by [section 106A\(a\)](#).

§ 507. Limitations on actions⁵

(a) CRIMINAL PROCEEDINGS. — Except as expressly provided otherwise in this title, no criminal proceeding shall be maintained under the provisions of this title unless it is commenced within 5 years after the cause of action arose.

(b) CIVIL ACTIONS. — No civil action shall be maintained under the provisions of this title unless it is commenced within three years after the claim accrued.

EXECUTIVE LIMITATIONS	QUARTERLY	Information and Advice #3 Page: 11
The President shall not fail to advise the Board if, in the President's opinion, the Board is not in compliance with its own policies on GOVERNANCE PROCESS and BOARD-PRESIDENT RELATIONSHIP, particularly in the case of Board behavior which is detrimental to the work relationship between the Board and the President.		

CEO's Interpretation and its Justification: The President is hired to administer the Board Policies and manage the College. If the President feels that she cannot do this because the Board is not adhering to the policies set forth by the Board it is her responsibility to discuss this with the Board. If something happens that makes the working relationship with the Board difficult she should also discuss this with the Board.

Data directly addressing CEO's interpretation:

I have no concerns about the Board and its' compliance with its policies. The Board regularly looks at policies and studies the Carver model at workshops and through newsletters. There have been no incidents of Board behavior that have been detrimental to the working relationship.

EXECUTIVE LIMITATIONS	QUARTERLY	Information and Advice #5 Page: 11
The President shall not fail to deal with the Board as a whole except when fulfilling requests for information or responding to individuals or committees duly charged by the Board.		

CEO's Interpretation and its Justification: The President deals with the Board as a whole in all instances. If an individual Board member asks for information it is provided to the entire Board.

Data directly addressing CEO's interpretation:

Individual requests for information are usually discussed with the Board as a whole. The Board is aware of the means and has not interfered with them.

JULY 2009 MONITORING REPORT

EXECUTIVE LIMITATIONS	SEMI-ANNUAL
Financial Condition #10	Page 10
The President shall not exceed the working budget for the fiscal year.	
(July 1-June30)	
a. Fail to maintain a reserve of at least 20 percent	
b. Fail to maintain the capital improvement fund at \$500,00	

CEO's Interpretation and its justification: The President will not exceed the working budget approved by the Board. The President will also ensure that the carry-over (reserve) is at least 20% of the working budget for the General Fund and \$500,000 for the Capital Fund.

Data directly addressing CEO's interpretation: Financial reports are prepared and monitored closely during the year and especially during May and June. Yearend spending is determined by the amount of working budget remaining after all paid and encumbered expenses.

Cash reserves are based on the current years' expenditures. The cash balance is monitored closely to assure that a minimum of 20% of current year's expenditures remains in the account. For fiscal year 09, we maintained a 23.1% carryover.

At yearend, the Capital Outlay cash balance is maintained at least at \$500,000.

EXECUTIVE LIMITATIONS	SEMI-ANNUAL
Financial Condition #2	Page 10
The President shall not use cash reserves.	

CEO's Interpretation and its justification: The cash reserves shall be maintained at 20% of the current operating budget for the General Fund and \$500,000 of the current Capital Fund.

Data directly addressing CEO's interpretation: The Board approves the working budget based on projected revenues. Revenues are monitored closely throughout the year. If revenues do not meet expectations, expenses are adjusted accordingly. The Board receives a monthly cash report and financial statements indicating the amount of cash on hand.

During FY 08-09 the President asked for \$1,050,801 from the carryover to be approved in the General Fund in order to ease the way for reduction in spending. We spent approximately \$907,197 including the chiller payment - \$275,000 and the bus \$95,000 and left \$686,678 to be carried over into next year. We will ask for carryover to be spent in 09-10 for general operating expenses

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

CEO's Interpretation and its justification: The President must stay apprised of any possible sources of funding that can assist with capital improvement projects.

Data directly addressing CEO's interpretation: The president receives updates from the legislature regarding potential revenue for capital projects. In addition, college administrators receive national publications regarding grants and funding opportunities. We are working on an alumni program that should help us when we are ready to look at a Capital campaign. We are also beginning to work with Endowment Association and Broncbuster Athletic Association to develop a plan for Capitol Improvement campaign.

JULY 2009 MONITORING REPORT

ENDS ANNUAL

Mission Page 1 Garden City Community College exists to produce positive contributors to the economic and social well-being of society.

CEO's Interpretation and its justification: The President must ensure that the Mission and Ends as set forth by the Board of Trustees are always known and addressed. There shall be means of measuring whether these are being met and they must be presented to the Board through monitoring reports throughout the year.

Data directly addressing CEO's interpretation: Throughout the year monitoring reports have been given to the Board showing progress that has been made on meeting the Ends and mission of the College. The mission and ends are posted in every building both for internal and external communities, in addition to being stated in our publications. Our abilities of data analysis continue to improve. We are gathering and analyzing information on students that leave us and go on to Kansas four year institutions and directly into the workforce. Data on Adult Basic Education, Developmental Education, Recruitment, and Retention has been gathered, in addition to anecdotal information regarding Continuing Education and Community Service or Personal interest. We are working on honing in on appropriate data to analyze in these areas.

Information received from employers in the community continues to improve. At the present time less than 10% of surveys sent out are returned to us. This year we will make an effort to contact employers in our community by phone, or in person.

JULY 2009 MONITORING REPORT

EXECUTIVE LIMITATIONS	ANNUAL
General Executive Constraints #8	Page 7
No fewer than two administrators will be informed of president and board issues and processes.	

CEO's Interpretation and its justification: For the President to carry out the business of the College, two or more administrators need to be informed of President and Board issues and processes.

Data directly addressing CEO's interpretation: It is the practice of the President to meet with Cabinet (6 Deans, Faculty Senate President, 3 Directors, Endowment Director and Debbie) and Officers (6 Deans) on a biweekly basis. During these meetings Board agendas, meetings attended by the President and current trends are discussed, as well as bringing all up to date on current issues and projects of each of the members. The agenda and minutes of all Cabinet meetings are sent out to Busermail.

EXECUTIVE LIMITATIONS	ANNUAL
Budgeting/Financial Planning/Forecasting All	Page 9
The President shall not cause or allow budgeting which:	

The budget discussion materials that the Board receives will show that all of the following considerations have been met for the budget for fiscal year 09-10.

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

CEO's Interpretation and its justification: The President should be certain of all projected revenues before finalizing expenses. Close watch should be kept on cash flow before the budget is finalized and operational items should be separate from capital.

Data directly addressing CEO's interpretation: The projections that are included in the budget discussions package have been received through the appropriate distribution agency. The State of Kansas recently announced an additional 2% reduction in State general fund appropriations. Planning assumptions are part of the budget process that is done every spring. Our administrative software system allows cost center managers to get up-to-date information about expenditures, and every month Cabinet looks at percent of spending in each cost center. Projections this year included a 10% cut in operations not personnel or benefits. This will be on top of the 10% cut 2 years ago and last year that has not been replaced.

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

CEO's Interpretation and its justification: Planning and budgeting must be done while comparing at least the last two years of data.

Data directly addressing CEO's interpretation: The planning and budgeting process includes a review of the prior five years of revenues and expenditures by cost center. Comparisons were made by cost center managers.

3. Does not provide a priority motivated menu of Capital Outlay Funds to be requested for expenditure.

CEO's Interpretation and its justification: The Capital Outlay proposed expenditures must be annually reviewed and prioritized.

Data directly addressing CEO's interpretation: The Capital Outlay plans are updated annually based on needs of the campus. A general review of the condition of buildings and equipment was made and determined what is needed to get the campus back into excellent shape and maintainable within the capital budget. We have set priorities based on the urgency of the repair. The academic building remodel and ADA rest room and general repairs and maintenance are included.

4. Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.

CEO's Interpretation and its justification: The President shall not set the budget for more than the projected revenues without specific approval from the Board for one time expenditures.

Data directly addressing CEO's interpretation: The President has not set the budget to exceed the revenues without express approval of the Board. In FY09, we asked for \$1,050,801 excess \$400,000 for one-time purchases and were able to return approximately \$686,678 to the carryover. This allowed us to carry over more than 20% for FY10. In the budget discussions I will ask that we dip into the excess carryover funds to purchase to maintain another 10% across the board operational cut while increasing expenses for the uncontrollable costs. Next year if the funding continues to decrease we will need to cut personnel and programs. We will spend 09-10 reviewing what those cuts need to be. If there are any in the faculty ranks we will probably be dealing with continuous contract personnel.

5. Does not provide the annual operating funds for board prerogatives, such as costs of fiscal audit, board development, external reports, board and committee meetings, and board professional fees.

CEO's Interpretation and its justification: The President must ensure that funds are available for Board prerogatives, Board development, etc.

Data directly addressing CEO's interpretation: The Board has a cost center that the President estimates for audit, external reports, board and committee meetings, retreats, professional fees and Board development. The Board prerogatives are set during the planning process and if needed during the year the President moves dollars from her cost center to take care of the needs of the Board. When the Board expresses a need not identified by staff; i.e. additions to Health and Allied Health programs, paperless Board meetings, the President sets aside dollars to address the needs.