

May 2, 2007

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 **Wednesday, May 9, 2007**. The meeting will be held in the **Beth Tedrow Student Center**, community college campus.

- 5:30 p.m.** Go through dinner line and eat in Cafeteria
5:45 p.m. Regular meeting in the Endowment Room

THE AGENDA

CALL TO ORDER

- A. Comments from the Chair
- B. Open comments from public
- C. Report from Student Government Association
 - Forensics students will share thoughts on tragedy at Virginia Tech

CONSENT AGENDA

- A. Approval of minutes of previous meetings (April 11 and April 28)
- B. Submit financial information to the auditor
 - B1 Financial information—Expenses
 - B2 Financial information—Revenues
 - B3 Financial information—Cash in Bank
- C. Approval of personnel actions
- D. Approval of purchase order over \$20,000, re: maternal and neonatal birthing simulator for Nursing program
- E. Approval of 2007-08 One Stop Grant

**MEETING OF TRUSTEES
OF
THE GARDEN CITY COMMUNITY COLLEGE**

April 11, 2007

Trustees Present: William S. Clifford, Marilyn Douglass, Ron Schwartz,
Terri Worf, Steven W. Sterling, Lauren A. Welch

Others Present: Carol E. Ballantyne, President
Dee A. Wigner, Dean of Administrative Services
Darla Daniels, Deputy Clerk
Clayton Tatro, Dean of Learning Services
Beth Tedrow, Dean of Student Services
Judy Crymble, Dean of Technical Education
Cathy McKinley, Director of Human Resources
Kevin Brungardt, Assoc. Dean of General Education
Steve Quakenbush, Director of Information Services & Publications
Terry Chastain, IT Department
Doris Meng, Faculty Senate President
Della Brandenburger, Trustee-Elect
Cassie Rupp, SGA President
Stephanie Farley, *Garden City Telegram*

5:30 p.m. The group enjoyed dinner in the cafeteria

5:45 p.m. Regular meeting in the Endowment Room

COMMENTS FROM THE CHAIR. Chair Worf called the regular session to order at 5:45 p.m., welcomed guests and made the following comments:

- Congratulated Della Brandenburger for winning a seat on the Board of Trustees; she will officially take office on July 1
- Congratulated Nancy Harness for winning a seat on the City Commission
- Congratulated Clayton Tatro for being named the new President of Fort Scott Community College and thanked him for his service at GCCC. Since this was Clayton's last Board meeting, Carol Ballantyne said she would also like to publicly thank Clayton for his hard work as Dean of Learning Services and wish him well as he moves to Fort Scott

OPEN COMMENTS FROM PUBLIC. Chair Worf stated that no one had registered to make public comments.

REPORT FROM STUDENT GOVERNMENT ASSOCIATION

Cassie Rupp reported on SGA events, as follows:

- Earth Day celebration scheduled for April 19; activities include campus wide clean-up, picnic, talent show, and more; Dennis Haskins (aka Mr. Belding from “Saved by the Bell”) will be the host for the day’s events
- SIFE placed third (out of sixteen) at the national competition in Seattle!
- HALO raised \$200 for the Holly, Colorado, tornado relief fund
- Silhouette won the coveted Apple Award in New York City!
- SGA expressed appreciation for everyone’s help in making Casino Night a success several nights ago

REPORT FROM FACULTY SENATE. Doris Meng, Faculty Senate President, noted that Trustees had previously received in their packet a detailed report from Faculty Senate. She shared the following highlights:

- Faculty is very happy to have the new space in the library for the Teaching and Learning Center (TLC)
- TLC is in the process of setting up a variety of training opportunities for faculty and staff in conjunction with Business & Industry and Employee Development Committee
- Meng encouraged Trustees to read through the various teaching and learning reports from the faculty (seven-page document; copy attached as a part of these minutes)

CONSENT AGENDA

Chair Worf asked if Trustees wished to pull any items on the Consent Agenda for the purpose of discussion; no one did.

MOTION: *Clifford moved, seconded by Douglass, that the Consent Agenda items be approved. Motion carried 6-0.*

Approved actions follow:

APPROVED MINUTES of previous meeting, March 14, 2007, as written.

SUBMITTED FINANCIAL INFORMATION TO THE AUDITOR, as presented.

APPROVED PERSONNEL ACTIONS, as presented - see attached lists.

APPROVED REQUEST TO DISPOSE OF EQUIPMENT, as presented.

Multilith 1250 Press

POLICY REVIEW

MONITORING REPORTS and ENDS REPORT

Trustees indicated that they had received and reviewed the incidental informational reports and the monitoring reports (monthly and quarterly; copy attached as a part of these minutes). Chair Worf noted that the monitoring reports were accepted as presented. [Note: one minor typo was made to the last word of the quarterly report—Change the word “Board” to “President”]

OWNERSHIP LINKAGE

Trustees received several pieces of correspondence from owners expressing their appreciation for various college activities: (1) Southwest Kansas Regional Prevention Center; (2) John Deere program; (3) One Stop grant; (4) email from a former Criminal Justice student.

Worf reported that she had visited with a gentleman who said his daughter was very happy at GCCC, especially with the attention she received from her instructors; this man’s son was planning to attend GCCC next year and he was very pleased to have GCCC as a resource before his children transferred to KU.

Ballantyne reported that she had heard from a lady from Sublette whose granddaughter was very happy at GCCC.

Schwartz reported that he had attended the student-employee appreciation reception yesterday and was surprised to learn that 146 students were involved with campus employment; these 146 students were supervised by 74 faculty/staff members. All agreed that the student employees were valuable to the college operation because many jobs would not get done without them.

Brief discussion was held regarding ways to gain more public input. Sterling said that he informally gathered ideas and reactions from people in the community on an individual basis. Douglass wondered if Board members should schedule official visits with civic and governmental groups (Rotary, City Commission, etc.).

BOARD PROCESS AND POLICY GOVERNANCE REVIEW

Chair Worf reminded Trustees of the April 28 Board retreat; tentative agenda items were: discussion of goals and facilities, including an update on any revenues that Trustees can directly use for capital improvements; policy review; and board evaluation. Ballantyne said that she would like one action item on the agenda related to renewal of continuing and non-tenured faculty.

REPORTS

PRESIDENT CAROL E. BALLANTYNE noted that Trustees had received numerous informational items, including:

- Parking/Street Report
- External Lighting Report
- Security Phones and Cameras

Ballantyne noted that Marty Sigwing, Director of Physical Plant, had attended a Homeland Security workshop and was in the process of updating the college crisis management report. In addition, he had provided several recommendations regarding parking lot/street repairs, additional lighting, and emergency phones. Discussion was held regarding the current emergency phone situation—most of which are not functioning properly. Ballantyne indicated that administration would continue to study the recommendations and try to begin working them into the college plan.

- Instructional Program Review
 - Art
 - Business
 - Animal & Meat Science
 - Automotive
 - Cosmetology
 - Fire Science
 - Industrial Maintenance
 - John Deere Tech
 - Police Science/Criminal Justice

Ballantyne noted that the college reviewed one-third of the programs on an annual basis and much data was provided in these reports for the Trustees to read at their leisure. Brief discussion was held concerning the Industrial Maintenance program and why the numbers and revenue were decreasing. Ballantyne indicated that administration was studying the situation.

- 2007-08 College Plan (Accomplishments, Goals, Projections, Budget)
- Proposed yearend expenditures (General, Capital Outlay, Residential Life Funds)
Ballantyne noted that a prioritized list of “wishes” (equipment, personnel, projects) had not been finalized yet, although she had approved a full-time drama instructor position for next year. She encouraged Trustees to review the preliminary requests so they were aware of what some of the proposed yearend expenditures would be (copy attached as a part of these minutes).

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORP.

Schwartz briefly reported the following:

- Although FCEDC lost the quarter-cent sales election, economic development work would continue to press forward
- Tri-State postponed the development of its third plant until 2014
- Sunflower resolved the “bump” regarding the access road through Sagebrush Estates

UPCOMING CALENDAR DATES. Chair Worf reviewed the following:

- April 13: Endowment Association Auction
- April 20: BAA Hall of Fame Induction
- April 28: Board Retreat; 8 a.m.; Hall of Fame Room
- May 9: Regular meeting of the Board; 5:30 p.m.
- May 12: Commencement; 10 a.m.
- June 13: Regular monthly meeting; 7 p.m. (note time for summer meetings)

EXECUTIVE SESSION

No executive session this evening

Meeting adjourned at 7:15 p.m.

Darla J. Daniels
Deputy Clerk

Carol E. Ballantyne, Ph.D.
Secretary

Terri Worf
Chair of the Board

POLICY REVIEW

A. Monitoring Reports and ENDS

A1 Monitoring Report—Monthly

A2 Incidental Information

B. Ownership Linkage

- Correspondence 1—email re: nursing scholarships
- Correspondence 2—note from Mark Parkinson, Lt. Gov.
- Correspondence 3—note from Reggie Romine, Regional Music Festival
- Correspondence 4—note from Western Kansas Child Advocacy Center

C. Board Process and Policy Governance Review

REPORTS

A. President Carol Ballantyne

- A1 Update on Shriver Special Project Fund
- A2 Report re: continuing accreditation to the EMS Paramedic Program

- A3 Deferred Maintenance Compromise
- A4 Purple Circle magazine features GCCC agriculture program
- A5 Tri-State magazine features GCCC

- A6 Residential Life Report
- A7 Information Technology Report

B. Report from Finney County Economic Development Corp.

Upcoming calendar dates:

- May 12: Commencement; 10 a.m. (Trustees: please arrive by 9:15 a.m.)
- June 13: Regular monthly meeting; 6:30 p.m. – retirement reception honoring Conce Magana, Skip Mancini, Lauren Welch; regular Board meeting will begin at 7 p.m.
- June 15-16: KACCT/COP meeting – Barton County Community College
- July 11: Regular monthly meeting; 7 p.m.
- September 25-30: ACCT Leadership Congress; San Diego (Ballantyne, Worf, Schwartz, Douglass, Brandenburger, Welch, Daniels, others??)

Executive Session

Adjournment

Sincerely,

Terri Worf, Chair

Carol E. Ballantyne, Ph.D., Secretary

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*

**MEETING OF TRUSTEES
OF
THE GARDEN CITY COMMUNITY COLLEGE**

April 28, 2007

The Board of Trustees met in special retreat session at 8 a.m. on April 28, 2007, in the Hall of Fame Room, Dennis B. Perryman Athletic Complex, GCCC campus.

Trustees Present: Terri Worf, Lauren Welch, William Clifford, Ron Schwartz,
Merilyn Douglass

Trustee Absent: Steve Sterling

Others Present: Carol E. Ballantyne, Della Brandenburger, Dee Wigner,
Marty Sigwing, Emily Behlmann

Chair Worf called the meeting to order at 8:07 a.m. and noted that the meeting would be a retreat session with informal discussion on several topics, including policy review, board evaluation, capital improvement (facilities), discussion of goals, concluding with approval of a list regarding the renewal of continuing and non-tenured faculty for 2007-08.

Policy Review and Board Evaluation: Discussion was held; no official action.

Capital Improvement (facilities) —short-term and long-term: Ballantyne distributed handouts discussing plans for long-term facilities and short-term projects (copy attached as a part of these minutes). Discussion was held; no official action.

Goal Setting: Discussion was held; no official action.

Renewal of continuing and non-tenured faculty: Ballantyne distributed a list of faculty members organized under four headings:

- Tenured—continuous contract
 - Retiring (at the end of the 2006-07 academic year)
 - Probationary--non-tenured—recommended for renewal
 - Probationary--non-tenured—not recommended for renewal
- [copy attached as a part of these minutes]

After brief discussion, Ballantyne recommended that the list be approved as presented.

Clifford moved, seconded by Schwartz, that the Board approve the list of faculty members as detailed on the attached list. Motion carried 5-0.

There being no further business, meeting adjourned at 11:15 a.m.

Carol E. Ballantyne, Secretary

Terri Worf, Chair

EXPENSES

Fiscal Year: 2007

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11005 - INSTRUCTION SALARY	0.00	0.00	2,060.45	9,638.40	7,577.95	78.62
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	23,233.18	177,840.20	249,098.00	71,257.80	28.61
DEPARTMENT: 11020 - HUMANITIES	71.22	12,172.32	82,438.95	132,147.00	49,636.83	37.56
DEPARTMENT: 11021 - ENGLISH	2,264.00	24,935.77	231,342.82	329,510.00	95,903.18	29.10
DEPARTMENT: 11022 - SPEECH	0.00	15,268.24	89,158.99	125,578.00	36,419.01	29.00
DEPARTMENT: 11023 - PHILOSOPHY	0.00	1,413.68	12,693.76	15,041.00	2,347.24	15.61
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	538.25	2,691.25	4,692.00	2,000.75	42.64
DEPARTMENT: 11025 - JOURNALISM	0.00	4,291.76	44,022.03	50,399.00	6,376.97	12.65
DEPARTMENT: 11026 - BROADCASTING	0.00	4,467.52	27,061.12	49,367.00	22,305.88	45.18
DEPARTMENT: 11030 - ART	172.30	11,136.74	95,169.42	137,755.84	42,414.12	30.79
DEPARTMENT: 11031 - DRAMA	2,863.00	9,881.17	73,153.93	75,076.00	940.93-	1.24-
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	8,184.62	54,678.46	69,938.00	15,259.54	21.82
DEPARTMENT: 11033 - INSTRUMENTAL MUSIC	0.00	15,924.94	151,086.49	211,092.91	60,006.42	28.43
DEPARTMENT: 11040 - SCIENCE	18,273.42	31,450.69	284,272.93	437,259.08	134,712.73	30.81
DEPARTMENT: 11050 - MATH	4,950.00	24,701.71	221,850.97	314,667.00	87,866.03	27.92
DEPARTMENT: 11060 - SOCIAL SCIENCE	2,250.00	40,490.36	309,381.74	454,356.30	142,724.56	31.41
DEPARTMENT: 11070 - HEALTH & PHYSICAL	105.88	19,473.20	178,720.95	215,315.18	36,488.35	16.95
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	6,637.37	59,883.09	97,881.00	37,997.91	38.82
DEPARTMENT: 11080 - ESSENTIAL SKILLS	0.00	0.00	1,058.37	5,784.46	4,726.09	81.70
DEPARTMENT: 11081 - READING	0.00	4,825.46	44,167.06	61,250.95	17,083.89	27.89
DEPARTMENT: 11082 - ESL	0.00	4,764.76	43,249.36	55,425.00	12,175.64	21.97
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	1,694.74	10,263.80	17,746.00	7,482.20	42.16
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	694.65	5,323.06	4,925.00	398.06-	8.07-
DEPARTMENT: 11095 - FORENSICS COMPETIT	0.00	1,680.95	12,718.48	16,314.00	3,595.52	22.04
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	9,822.83	3,840.95	132,343.15	214,847.00	72,681.02	33.83
DEPARTMENT: 12011 - MID-MANAGEMENT	67.95	2,141.73	21,858.76	33,123.97	11,197.26	33.80
DEPARTMENT: 12012 - MCSE/CISCO	119.84	2,657.51	29,847.76	35,308.00	5,340.40	15.13
DEPARTMENT: 12013 - OFFICE EDUCATION	0.00	3,346.02	37,160.61	53,129.00	15,968.39	30.06
DEPARTMENT: 12014 - FINNUP LAB	0.00	4,876.36	44,602.61	64,679.00	20,076.39	31.04
DEPARTMENT: 12200 - ADN PROGRAM	1,138.69	30,702.79	288,202.45	416,389.00	127,047.86	30.51
DEPARTMENT: 12201 - LPN PROGRAM	83.49	8,700.05	91,800.98	121,546.00	29,661.53	24.40
DEPARTMENT: 12202 - EMT	929.51	7,537.19	71,823.70	113,713.00	40,959.79	36.02
DEPARTMENT: 12203 - ALLIED HEALTH	653.38	7,175.41	82,748.13	113,447.18	30,045.67	26.48
DEPARTMENT: 12210 - AGRICULTURE	0.00	8,039.72	73,112.01	98,405.00	25,292.99	25.70
DEPARTMENT: 12211 - MEAT JUDGING	0.00	1,460.58	22,067.32	22,080.00	12.68	0.06
DEPARTMENT: 12220 - AG EQUIPMENT & MEC	1,326.24	16,508.84	130,280.08	161,011.00	29,404.68	18.26
DEPARTMENT: 12230 - AUTO MECHANICS	3,050.00	9,116.55	78,169.49	119,253.00	38,033.51	31.89
DEPARTMENT: 12240 - CRIMINAL JUSTICE	3,385.44	21,329.18	130,242.31	181,457.00	47,829.25	26.36
DEPARTMENT: 12241 - FIRE SCIENCE	1,320.63	5,673.35	45,398.46	64,176.00	17,456.91	27.20
DEPARTMENT: 12242 - ROPES CHALLENGE CO	0.00	1,003.18	1,024.69	2,077.00	1,052.31	50.66
DEPARTMENT: 12250 - COSMETOLOGY	0.00	10,071.21	89,253.52	119,038.00	29,784.48	25.02
DEPARTMENT: 12260 - DRAFTING	0.00	1,399.45	10,596.44	9,251.00	1,345.44-	14.53-
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	2,549.03	28,296.00	314,460.25	385,420.00	68,410.72	17.75
DEPARTMENT: 12271 - AUTOMATION ELECTRI	1,819.14	5,753.57	32,167.28	51,576.00	17,589.58	34.10
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	313.29	8,945.09	65,366.19	84,551.00	18,871.52	22.32
DEPARTMENT: 12273 - WELDING	0.00	2,688.48	11,047.11	19,865.00	8,817.89	44.39
DEPARTMENT: 12280 - BUILDING TRADES	0.00	4,133.42	13,589.15	16,104.00	2,514.85	15.62
DEPARTMENT: 12290 - FINNEY COUNTY LEAR	141.91	5,631.79	56,428.78	68,020.00	11,449.31	16.83
DEPARTMENT: 21100 - INSTITUTIONAL RESE	0.00	4,942.25	45,398.36	61,674.00	16,275.64	26.39
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	808.41	5,839.34	536.00	5,303.34-	989.42-
DEPARTMENT: 32000 - BUSINESS & INDUSTR	0.00	4,418.86	31,904.30	54,355.00	22,450.70	41.30
DEPARTMENT: 41000 - LIBRARY	1,751.52	11,978.33	127,246.15	176,316.00	47,318.33	26.84
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	0.00	9,042.57	81,428.47	97,616.00	16,187.53	16.58

DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	40,715.02	304,209.09	361,352.82	57,143.73	15.81
DEPARTMENT: 42001 - ASSOC DEAN OF GEN	64.66	6,393.09	65,677.93	92,135.84	26,393.25	28.65
DEPARTMENT: 42002 - OUTREACH	500.00	0.00	4,079.62	27,858.72	23,279.10	83.56
DEPARTMENT: 42003 - FACULTY SENATE	148.25	1,144.03	21,152.21	33,619.25	12,318.79	36.64
DEPARTMENT: 42005 - DEAN OF TECHNICAL	1,204.67	11,973.39	107,491.75	144,059.00	35,362.58	24.55
DEPARTMENT: 42006 - ASSOC DEAN OF CONT	0.00	11,939.82	132,065.16	169,030.00	36,964.84	21.87
DEPARTMENT: 42007 - BRYAN EDUCATION CE	0.00	4,102.73	40,875.12	52,492.28	11,617.16	22.13
DEPARTMENT: 50000 - DEAN OF STUDENT SE	423.94	12,218.66	124,148.82	171,732.00	47,159.24	27.46
DEPARTMENT: 50001 - STUDENT SUPPORT SE	0.00	0.00	29,818.00	29,818.00	0.00	0.00
DEPARTMENT: 50002 - EDUCATIONAL TALENT	0.00	0.00	11,560.00	11,560.00	0.00	0.00
DEPARTMENT: 50003 - UPWARD BOUND	0.00	0.00	11,731.00	11,731.00	0.00	0.00
DEPARTMENT: 50010 - COUNSELING & GUIDA	0.00	9,579.34	105,659.96	129,062.00	23,402.04	18.13
DEPARTMENT: 50011 - ASSESSMENT/TESTING	1,887.22	0.00	4,022.67	10,500.00	4,590.11	43.72
DEPARTMENT: 50020 - FINANCIAL AID OFFI	2,244.96	19,864.19	191,477.57	268,989.00	75,266.47	27.98
DEPARTMENT: 50030 - ADMISSIONS	164.76	14,042.89	133,579.92	191,337.00	57,592.32	30.10
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	276.00	16,317.02	106,804.51	131,480.00	24,399.49	18.56
DEPARTMENT: 50050 - STUDENT HEALTH SER	291.85	4,201.90	34,481.33	46,154.00	11,380.82	24.66
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	4,340.59	20,617.07	301,710.38	349,546.67	43,495.70	12.44
DEPARTMENT: 55001 - MEN'S BASKETBALL	3,594.35	6,847.09	98,115.18	117,479.00	15,769.47	13.42
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	750.00	6,124.08	77,743.79	96,623.00	18,129.21	18.76
DEPARTMENT: 55003 - MEN'S TRACK	523.49	3,304.09	32,543.02	37,370.00	4,303.49	11.52
DEPARTMENT: 55004 - WOMEN'S TRACK	437.41	3,130.13	29,813.64	36,420.00	6,168.95	16.94
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	1,727.00	6,560.99	61,860.24	77,532.00	13,944.76	17.99
DEPARTMENT: 55006 - FOOTBALL	0.00	15,858.76	225,322.10	262,515.00	37,192.90	14.17
DEPARTMENT: 55007 - BASEBALL	167.00	10,581.75	91,146.83	102,531.80	11,217.97	10.94
DEPARTMENT: 55008 - VOLLEYBALL	1,556.00	3,411.26	42,591.15	51,994.35	7,847.20	15.09
DEPARTMENT: 55009 - WOMEN'S SOCCER	600.00	2,814.86	40,736.47	46,548.00	5,211.53	11.20
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	2,463.04	44,492.97	49,098.00	4,605.03	9.38
DEPARTMENT: 55012 - CHEERLEADERS	50.97	1,139.27	24,031.34	28,515.00	4,432.69	15.55
DEPARTMENT: 55013 - DANCE TEAM	0.00	1,434.51	17,138.15	25,810.00	8,671.85	33.60
DEPARTMENT: 55014 - RODEO TEAM	250.85	14,347.15	83,600.29	90,936.00	7,084.86	7.79
DEPARTMENT: 55018 - INTRAMURALS & STUD	0.00	566.78	6,090.03	11,915.00	5,824.97	48.89
DEPARTMENT: 55019 - ATHLETIC TRAINING	1,035.20	6,285.70	86,245.87	101,185.00	13,903.93	13.74
DEPARTMENT: 61000 - PRESIDENT	8,634.48	23,251.79	215,486.64	310,077.02	85,955.90	27.72
DEPARTMENT: 61001 - BOARD OF TRUSTEES	752.50	214.75	19,393.48	24,000.00	3,854.02	16.06
DEPARTMENT: 61005 - ATTORNEY	0.00	685.50	22,205.92	25,000.00	2,794.08	11.18
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	4,079.36	139,323.83	1,100,374.11	1,238,453.00	133,999.53	10.82
DEPARTMENT: 62010 - HUMAN RESOURCES	186.68	6,020.60	70,356.80	118,440.18	47,896.70	40.44
DEPARTMENT: 62011 - ADA COMPLIANCE	0.00	376.78	4,647.74	15,000.00	10,352.26	69.02
DEPARTMENT: 62050 - ONE-TIME PURCHASES	0.00	0.00	600.00	383,750.00	383,150.00	99.84
DEPARTMENT: 63000 - INFORMATION SERVIC	20,825.52	11,143.95	199,584.97	248,819.80	28,409.31	11.42
DEPARTMENT: 64000 - INFORMATION TECHNO	3,922.36	31,834.79	513,977.16	620,042.00	102,142.48	16.47
DEPARTMENT: 65000 - CENTRAL/PRINTING S	4,406.20	9,694.84	123,964.54	164,073.00	35,702.26	21.76
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	0.00	7,634.88	73,970.59	112,474.00	38,503.41	34.23
DEPARTMENT: 70050 - PHYS PLANT ONE-TIM	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 71000 - BUILDINGS	20,097.64	24,494.77	273,146.77	375,415.00	82,170.59	21.89
DEPARTMENT: 71005 - SCOTT CITY BLDG MA	142.00	1,887.88	22,251.15	28,344.00	5,950.85	21.00
DEPARTMENT: 71009 - RENTAL PROPERTY MA	0.00	133.64-	1,623.64	4,500.00	2,876.36	63.92
DEPARTMENT: 72000 - CUSTODIAL SERVICES	7,915.21	39,524.84	369,186.14	497,480.00	120,378.65	24.20
DEPARTMENT: 73000 - GROUNDS	7,261.63	13,787.68	132,827.86	190,582.17	50,492.68	26.49
DEPARTMENT: 73001 - ATHLETIC FIELDS	8,468.00	21,299.83	53,927.14	71,437.83	9,042.69	12.66
DEPARTMENT: 74000 - VEHICLES	2,753.25	20,621.76	178,341.59	240,257.82	59,162.98	24.62
DEPARTMENT: 75000 - CAMPUS SECURITY	1,010.00	10,529.37	112,965.61	135,440.18	21,464.57	15.85
DEPARTMENT: 76000 - INSURANCE	0.00	4,923.89	254,268.49	337,967.00	83,698.51	24.77
DEPARTMENT: 77000 - UTILITIES	0.00	69,360.11	447,435.63	572,000.00	124,564.37	21.78
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	54.27-	18,420.52	69,000.00	50,579.48	73.30
DEPARTMENT: 81001 - TUITION WAIVER SEN	0.00	0.00	5,070.00	8,550.00	3,480.00	40.70
DEPARTMENT: 81002 - TUITION WAIVER EMP	0.00	195.00	23,790.00	31,500.00	7,710.00	24.48
DEPARTMENT: 81003 - TUITION WAIVER STA	0.00	0.00	1,131.00	0.00	1,131.00-	0.00
DEPARTMENT: 81004 - TUITION WAIVER CTZ	0.00	117.00-	115,671.00	121,500.00	5,829.00	4.80
DEPARTMENT: 81006 - TUITION WAIVER FIN	0.00	0.00	58,050.00	47,500.00	10,550.00-	22.20-
DEPARTMENT: 94000 - STUDENT CENTER	388.50	3,571.87	50,695.73	75,519.00	24,434.77	32.36

DEPARTMENT: 98001 - CHILD CARE	0.00	2,962.47	29,544.20	36,119.00	6,574.80	18.20
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FUND: 11 - GENERAL	172,505.21	1,201,095.80	11,564,620.06	15,571,391.00	3,834,265.73	24.62
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Fiscal Year: 2007

FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	3,198.04	15,682.94	169,110.27	249,758.94	77,450.63	31.01
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	0.45-	0.00	0.45	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	485.72	586.00	100.28	17.11
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 55007 - BASEBALL	780.00	107.84	289.61	5,000.00	3,930.39	78.61
DEPARTMENT: 55008 - VOLLEYBALL	0.00	32.30	5,614.22	5,500.00	114.22-	2.07-
DEPARTMENT: 55012 - CHEERLEADERS	0.00	0.00	2,356.62	4,000.00	1,643.38	41.08
=====						
FUND: 14 - ADULT SUPPLEMENTARY ED	3,978.04	15,823.08	177,855.99	264,844.94	83,010.91	31.34

Garden City Community Collegel
Annual Budget Report Ending 04/30/2007
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Fiscal Year: 2007

FUND: 16 - AUXILIARY ENTITIES

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 12230 - AUTO MECHANICS	0.00	0.00	0.00	3,000.00	3,000.00	100.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	3,024.95	0.00	4,000.95	7,100.00	74.10	1.04
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	2,000.00	13,200.00	19,200.00	6,000.00	31.25
DEPARTMENT: 94000 - STUDENT CENTER	2,240.29	950.22	135,791.94	140,000.00	1,967.77	1.41
DEPARTMENT: 95000 - STUDENT HOUSING	3,613.28	64,652.97	864,895.86	996,035.00	127,525.86	12.80
DEPARTMENT: 98000 - COSMETOLOGY	1,788.27	2,896.41	69,268.27	113,555.00	42,498.46	37.43
DEPARTMENT: 98001 - CHILD CARE	275.00	2,497.53	22,562.33	32,194.00	9,356.67	29.06
=====						
FUND: 16 - AUXILIARY ENTITIES	10,941.79	72,997.13	1,109,719.35	1,311,084.00	190,422.86	14.52

Garden City Community Colleegal
Annual Budget Report Ending 04/30/2007
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Fiscal Year: 2007

FUND: 21 - FEDERAL STUDENT AID

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available % Avail
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	37,290.10	1,603,125.94	102,359.89	1,500,766.05- 466.16-
=====					
FUND: 21 - FEDERAL STUDENT AID	0.00	37,290.10	1,603,125.94	102,359.89	1,500,766.05- 466.16-

Fiscal Year: 2007

FUND: 22 - RESTRICTED GRANTS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11040 - SCIENCE	0.00	1,074.49	5,943.47	14,371.60	8,428.13	58.64
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	17,905.00	0.00	0.00	17,905.00	0.00	0.00
DEPARTMENT: 12200 - ADN PROGRAM	6,300.00	28,800.00	137,498.50	161,751.00	17,952.50	11.10
DEPARTMENT: 12203 - ALLIED HEALTH	0.00	0.00	0.00	25,000.00	25,000.00	100.00
DEPARTMENT: 12230 - AUTO MECHANICS	0.00	0.00	622.00-	0.00	622.00	0.00
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	0.00	27.99-	0.00	27.99	0.00
DEPARTMENT: 12290 - FINNEY COUNTY LEAR	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	3,555.65	31,440.01	368,059.68	530,160.54	158,545.21	29.91
DEPARTMENT: 41000 - LIBRARY	0.00	0.00	0.00	2,475.00	2,475.00	100.00
DEPARTMENT: 42000 - DEAN OF LEARNING S	1,848.39	12,071.45	114,894.63	232,413.50	115,670.48	49.77
DEPARTMENT: 42005 - DEAN OF TECHNICAL	7,112.35	45,287.47	305,446.78	401,466.69	88,907.56	22.15
DEPARTMENT: 50000 - DEAN OF STUDENT SE	6,048.46	49,111.94	587,999.54	1,061,390.46	467,342.46	44.03
DEPARTMENT: 64000 - INFORMATION TECHNO	0.00	0.00	11,029.64	30,000.00	18,970.36	63.23
=====						
FUND: 22 - RESTRICTED GRANTS	42,769.85	167,785.36	1,530,222.25	2,476,933.79	903,941.69	36.49

Garden City Community Colleegal
Annual Budget Report Ending 04/30/2007
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Fiscal Year: 2007

FUND: 23 - OTHER RESTRICTED FUNDS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	15,000.00	15,000.00	100.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	430.60	9,455.70	13,710.00	4,254.30	31.03
DEPARTMENT: 61000 - PRESIDENT	0.00	0.00	1,005.00	5,842.36	4,837.36	82.80
=====						
FUND: 23 - OTHER RESTRICTED FUNDS	0.00	430.60	10,460.70	34,552.36	24,091.66	69.73

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Fiscal Year: 2007

FUND: 24 - ADULT BASIC EDUCATION

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 13301 - ABE--INSTRUCTION	875.00	28,654.73	261,106.37	375,149.89	113,168.52	30.17
DEPARTMENT: 13305 - ABE--STAFF DEVELOP	981.76	1,304.09	9,727.11	14,972.00	4,263.13	28.47
=====						
FUND: 24 - ADULT BASIC EDUCATION	1,856.76	29,958.82	270,833.48	390,121.89	117,431.65	30.10

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Fiscal Year: 2007

FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	50,813.91	144,947.57	301,617.08	698,979.86	346,548.87	49.58
DEPARTMENT: 73000 - GROUNDS	0.00	0.00	16,691.14	16,691.14	0.00	0.00
=====						
FUND: 61 - CAPITAL OUTLAY	50,813.91	144,947.57	318,308.22	715,671.00	346,548.87	48.42

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 Annual Budget Report Ending 04/30/2007
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Fiscal Year: 2007

FUND: 63 - DEBT RET--COP

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	270,247.41-	0.00	270,247.41	0.00
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	0.00	0.00	234.93	0.00	234.93-	0.00
DEPARTMENT: 71000 - BUILDINGS	0.00	237,004.71-	236,329.71-	0.00	236,329.71	0.00
DEPARTMENT: 93000 - ISSUANCE EXPENSE	0.00	0.00	500.00-	0.00	500.00	0.00
=====						
FUND: 63 - DEBT RET--COP	0.00	237,004.71-	506,842.19-	0.00	506,842.19	0.00

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Fiscal Year: 2007

FUND: 64 - COP FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 64000 - INFORMATION TECHNO	21,910.03	0.00	111,389.86	157,153.44	23,853.55	15.18
DEPARTMENT: 71000 - BUILDINGS	101,320.00	50,730.00	153,179.93	241,173.70	13,326.23-	5.52-
DEPARTMENT: 93000 - ISSUANCE EXPENSE	0.00	0.00	7,343.75	7,343.75	0.00	0.00
=====						
FUND: 64 - COP FUND	123,230.03	50,730.00	271,913.54	405,670.89	10,527.32	2.60

Garden City Community College
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Fiscal Year: 2007

FUND: 71 - ACTIVITY/ORGANIZATION FD

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	6,682.21	28,529.78	242,683.66	413,587.83	164,221.96	39.71
DEPARTMENT: 99001 - STUDENT NEWSPAPER	289.05	1,013.86	21,584.90	38,300.00	16,426.05	42.89
DEPARTMENT: 99002 - STUDENT MAGAZINE	5,798.00	945.71	14,903.23	38,800.00	18,098.77	46.65
=====						
FUND: 71 - ACTIVITY/ORGANIZATION FD	12,769.26	30,489.35	279,171.79	490,687.83	198,746.78	40.50

Fiscal Year: 2007

FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11022 - SPEECH	0.00	39.00-	7,348.00	0.00	7,348.00-	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	0.00	12,441.00	0.00	12,441.00-	0.00
DEPARTMENT: 11030 - ART	0.00	0.00	3,457.00	0.00	3,457.00-	0.00
DEPARTMENT: 11031 - DRAMA	0.00	0.00	6,242.95	0.00	6,242.95-	0.00
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	0.00	11,014.00	0.00	11,014.00-	0.00
DEPARTMENT: 11033 - INSTRUMENTAL MUSIC	0.00	0.00	27,984.00	0.00	27,984.00-	0.00
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	0.00	3,730.00	0.00	3,730.00-	0.00
DEPARTMENT: 12211 - MEAT JUDGING	0.00	0.00	21,824.00	0.00	21,824.00-	0.00
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	12,087.00	0.00	12,087.00-	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	941.00	0.00	941.00-	0.00
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	8,084.00	0.00	8,084.00-	0.00
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	0.00	3,179.00	0.00	3,179.00-	0.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	5,919.00	0.00	5,919.00-	0.00
DEPARTMENT: 55006 - FOOTBALL	0.00	1,443.00	49,229.50	0.00	49,229.50-	0.00
DEPARTMENT: 55007 - BASEBALL	0.00	0.00	6,592.00	0.00	6,592.00-	0.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	3,140.00	0.00	3,140.00-	0.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	13,056.00	0.00	13,056.00-	0.00
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	4,905.00	0.00	4,905.00-	0.00
DEPARTMENT: 55012 - CHEERLEADERS	0.00	0.00	5,495.00	0.00	5,495.00-	0.00
DEPARTMENT: 55013 - DANCE TEAM	0.00	0.00	3,145.00	0.00	3,145.00-	0.00
DEPARTMENT: 55014 - RODEO TEAM	0.00	0.00	23,584.00	0.00	23,584.00-	0.00
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	0.00	23,316.00	0.00	23,316.00-	0.00
=====						
FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	1,404.00	256,713.45	0.00	256,713.45-	0.00

Garden City Community College
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Fiscal Year: 2007

FUND: 73 - EDUKAN CONSORTIUM FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	4,594.15	151,225.40	235,000.00	83,774.60	35.65
=====						
FUND: 73 - EDUKAN CONSORTIUM FUND	0.00	4,594.15	151,225.40	235,000.00	83,774.60	35.65

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Fiscal Year: 2007

FUND: 89 - OTHER

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	312.50	1,237.50	6,500.00	5,262.50	80.96
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	0.00	64,645.95-	0.00	64,645.95	0.00
=====						
FUND: 89 - OTHER	0.00	312.50	63,408.45-	6,500.00	69,908.45	075.51

REVENUES

05-02-07

Garden City Community Collegel
 Annual Budget Report Ending 04/30/2007
 Options - All Statuses

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Fiscal Year: 2007

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
11-00-0000-00000-4001 TUITION IN STATE :	0.00	3,405.00-	1,278,471.00-	1,435,448.00-	156,977.00-	10.94
11-00-0000-00000-4002 AMMONIA REFG COURS	0.00	39,078.00-	343,636.00-	295,800.00-	47,836.00	16.16-
11-00-0000-00000-4003 AUTOMATION ELECT C	0.00	4,158.00-	21,863.00-	0.00	21,863.00	0.00
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	6,500.00-	320,710.00-	295,042.00-	25,668.00	8.69-
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	802.00	93,007.00-	94,617.00-	1,610.00-	1.70
11-00-0000-00000-4006 OUTREACH CREDIT HO	0.00	495.00-	46,320.00-	55,091.00-	8,771.00-	15.92
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	924.00-	207,762.00-	226,125.00-	18,363.00-	8.12
11-00-0000-00000-4008 TECHNOLOGY FEE-O :	0.00	198.00-	18,528.00-	22,036.00-	3,508.00-	15.92
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	476.15-	29,871.14	60,000.00	30,128.86	50.21
11-00-0000-00000-4102 PRIVATE GIFTS/GRAN	0.00	0.00	0.00	0.00	0.00	0.00
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	645.00-	13,954.18-	10,000.00-	3,954.18	39.53-
11-00-0000-00000-4512 VENDING MACHINES :	0.00	216.40-	9,304.88-	12,000.00-	2,695.12-	22.46
11-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	2,827,007.00-	2,698,639.00-	128,368.00	4.75-
11-00-0000-00000-4602 STATE OUT-DISTRICT	0.00	0.00	149,378.00-	149,378.00-	0.00	0.00
11-00-0000-00000-4803 AD VALOREM PROPERT	0.00	0.00	5,275,584.61-	9,242,037.00-	3,966,452.39-	42.92
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	405,334.27-	536,318.00-	130,983.73-	24.42
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	5,795.97-	7,361.00-	1,565.03-	21.26
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	137,786.39-	106,838.00-	30,948.39	28.96-
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	13,645.25-	8,670.00-	4,975.25	57.37-
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	14,723.48-	16,664.00-	1,940.52-	11.64
11-00-0000-00000-4811 TAX IN PROCESS : G	0.00	0.00	34,503.48	27,327.00-	61,830.48-	226.26
11-00-0000-00000-4812 COUNTY O/D TUITION	0.00	0.00	894.00-	0.00	894.00	0.00
11-00-0000-00000-4902 INTEREST INCOME :	0.00	53,451.98-	249,001.28-	200,000.00-	49,001.28	24.49-
11-00-0000-00000-4904 REIMBURSED SALARY	0.00	0.00	98.00-	75,000.00-	74,902.00-	99.87
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	1,359.60-	75,631.35-	75,000.00-	631.35	0.83-
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	263.45-	24,140.90-	30,000.00-	5,859.10-	19.53
11-00-0000-00000-4912 TRANSCRIPTS : GENE	0.00	973.00-	12,513.61-	12,000.00-	513.61	4.27-
=====						
Totals for FUND: 11 - GENERAL	0.00	111,341.58-	11,480,715.55-	15,571,391.00-	4,090,675.45-	26.27

Fiscal Year: 2007

FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
61-00-0000-00000-4102 PRIVATE GIFTS/GRAN	0.00	0.00	5,328.00-	5,328.00-	0.00	0.00
61-00-0000-00000-4803 AD VALOREM PROPERT	0.00	0.00	289,315.69-	491,246.00-	201,930.31-	41.11
61-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	21,990.99-	29,011.00-	7,020.01-	24.20
61-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	314.48-	402.00-	87.52-	21.77
61-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	7,332.84-	7,092.00-	240.84	3.39-
61-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	744.74-	473.00-	271.74	57.44-
61-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	796.25-	910.00-	113.75-	12.50
61-00-0000-00000-4811 TAX IN PROCESS : G	0.00	0.00	1,704.52	1,391.00-	3,095.52-	222.54
=====						
Totals for FUND: 61 - CAPITAL OUTLAY	0.00	0.00	324,118.47-	535,853.00-	211,734.53-	39.51

As of 4/30/2007

		Amount	% Rate
Cash in Bank:	Commerce Bank	\$ 367,986.76	0.2500%
	Security State - Scott City	\$ 17,857.04	0.0000%
	State Municipal Invest. Pool	\$ 732,223.79	5.0250%
	Landmark National Bank	\$ 1,076,505.73	5.2600%

Investments:

Institution	Type	Amount	% Rate	Beg. Date	End Date
Commerce Bank	CD	\$ 1,000,000.00	5.5100%	06/14/06	05/24/07
Commerce Bank	CD	\$ 750,000.00	5.2700%	09/08/06	07/24/07
Commerce Bank	CD	\$ 750,000.00	5.2700%	09/08/06	10/24/07
Security State Bank	CD	\$ 1,000,000.00	5.2600%	02/05/07	11/19/07
Security State Bank	CD	\$ 1,000,000.00	5.2600%	02/05/07	12/18/07
Commerce Bank	CD	\$ 1,000,000.00	5.2800%	02/02/07	03/19/08
Commerce Bank	CD	\$ 1,000,000.00	5.2700%	02/02/07	04/24/08
Commerce Bank	CD	\$ 1,000,000.00	5.2600%	02/02/07	05/22/08

**GARDEN CITY COMMUNITY COLLEGE
ADJUNCT FACULTY CONTRACTS
SPRING, 2007**

(For approval at 5/9/07 Board Meeting)

LOCATION/INSTRUCTOR	CLASS	AMOUNT	SALARY LEVEL/ SEMESTERS TAUGHT
<u>MAIN</u> Bachman, Crystal M.	Team-T: Dispatch I 1 cr.hr. x (6 students) \$435.00 CRIM-130-01 (2/8/2007-2/9/2007) 0 miles x 0 = 0 11-00-0000-12240-5260	\$435.00	L2/7
Elam, Dennis C.	Beginning Rappelling 1 cr.hr. x (13 students) \$600.00 CRIM-150-02 (3/24/2007-3/25/2007) 0 miles x 0 = 0 11-00-0000-12240-5260	\$600.00	L4B/97
Gillum, Danny C.	Police Science Seminar Swat II 2 cr.hr. x (5 students) \$500.00 CRIM-2002-02 (3/26/2007-4/16/2007) 0 miles x 0 = 0 11-00-0000-12240-5260	\$1,000.00	L4/9
Gillum, Danny C.	Police Science Seminar Tactical Firearms 0.5 cr.hr. x (5 students) \$500.00 CRIM-2001-02 (3/26/2007-3/31/2007) 0 miles x 0 = 0 11-00-0000-12240-5260 Danny C. Gillum and Travis Michael Grasser are team-teaching CRIM-2001-02 (1 cr. hr.).	\$250.00	L4/9
Grasser, Travis Michael	Police Science Seminar Tactical Firearms 0.5 cr.hr. x (5 students) \$500.00 CRIM-2001-02 (3/26/2007-3/31/2007) 0 miles x 0 = 0 11-00-0000-12240-5260 Danny C. Gillum and Travis Michael Grasser are team-teaching CRIM-2001-02 (1 cr. hr.).	\$250.00	L4/6
Grasser, Travis Michael	Police Science Seminar SWAT I 2 cr.hr. x (5 students) \$500.00 CRIM-2002-01 (3/26/2007-4/16/2007) 0 miles x 0 = 0 11-00-0000-12240-5260	\$1,000.00	L4/6
Mantzke, Alonna J.	Certified Nurse Aide 5 cr.hr. x (6 students) \$470.00 HELR-102-93 (4/16/2007-5/25/2007) 0 miles x 0 = 0 11-00-0000-12203-5260	\$2,350.00	L3/16

LOCATION/INSTRUCTOR	CLASS	AMOUNT	SALARY LEVEL/ SEMESTERS TAUGHT
<u>MAIN</u>			
Sisk, Bradley E.	Emergency Medical Technician- Intermediate 4 cr.hr. x (5 students) \$564.00 EMIC-110-90 (3/26/2007-5/3/2007) 0 miles x 0 = 0 11-00-0000-12202-5260	\$2,256.00	L3B/20
Urie, Janice K.	College Skills Development 1 cr.hr. x (12 students) \$400.00 PCDE-101-05 (3/12/2007-5/17/2007) 0 miles x 0 = 0 11-00-0000-11083-5260	\$400.00	L1/4
TOTAL ADJUNCT FACULTY CONTRACTS		\$8,541.00	

**GARDEN CITY COMMUNITY COLLEGE
ADJUNCT FACULTY CONTRACTS
SPRING, 2007**

(For approval at 5/9/07 Board Meeting)

INSTRUCTOR	CLASS	AMOUNT	SALARY LEVEL/ SEMESTERS TAUGHT
Murrell, Donald G.	Welding Lab Coordinator 3 days x \$450.00 INPR147-90/INPR148-90/INPR149-90/ INPR147-91/INPR148-91/INPR149-91 (1/15/07 - 5/17/07) 11-00-0000-12273-5260	\$ <u>1,350.00</u>	NA
TOTAL ADJUNCT FACULTY CONTRACTS		\$ 1,350.00	

11-00-0000-12273-5260 - \$1,350.00

**GARDEN CITY COMMUNITY COLLEGE
OUTREACH FACULTY CONTRACTS
SPRING, 2007**

(For approval at 5/9/07 Board Meeting)

LOCATION/INSTRUCTOR	CLASS	AMOUNT	SALARY LEVEL/ SEMESTERS TAUGHT
<u>DIGH</u> Berndt, Alan D.	Wood Production Methods 3 cr.hr. x (9 students) \$400.00 INED-106-DI (2/15/2007-5/24/2007) 0 miles x 0 = 0 11-00-0000-12280-5220	\$1,200.00	L1/1
TOTAL OUTREACH FACULTY CONTRACTS		\$1,200.00	

**GARDEN CITY COMMUNITY COLLEGE
OUTREACH SERVICE CONTRACTS
SPRING, 2007**

(For approval at 5/9/07 Board Meeting)

PROVIDER/INSTRUCTOR	CLASS	AMOUNT	SALARY LEVEL/ SEMESTERS TAUGHT
<u>Deerfield - USD 216</u> Bowser, Michael D.	English II 3 cr.hr. x (7 students) \$375.00 ENGL-102-DE (2/12/2007-5/15/2007) 0 miles x 0 = 0 11-00-0000-11021-6610	\$1,125.00	USD rate/34
<u>Dighton - USD 482</u> Adams, Alicia R.	English II 3 cr.hr. x (7 students) \$375.00 ENGL102-DI (1/8/2007-5/11/2007) 0 miles x 0 = 0 11-00-0000-11021-6610	\$1,125.00	USD rate/8
<u>Garden City - USD 457</u> Ackerman,L./Anderson,A./, Irvin,J./Neri,J.	Intro Microcomputer Software Office 2003, Internet, E-mail 3 cr.hr. x (14 students) \$375.00 CSC11103-GA - GR (1/10/2007-5/24/2007) 0 miles x 0 = 0 11-00-0000-11010-6610	\$1,125.00	USD rate
Babb, Pamela D.	Working With Children 1 cr.hr. x (9 students) \$375.00 EDUC-114-01 (1/10/2007-5/17/2007) 0 miles x 0 = 0 11-00-0000-11060-6610	\$375.00	USD rate/4
<u>Holcomb - USD 363</u> Kemper, Mary C.	English II 3 cr.hr. x (10 students) \$375.00 ENGL-102-HB (1/4/2007-5/15/2007) 0 miles x 0 = 0 11-00-0000-11021-6610	\$1,125.00	USD rate/27
Kemper, Mary C.	English II 3 cr.hr. x (10 students) \$375.00 ENGL-102-HO (1/4/2007-5/15/2007) 0 miles x 0 = 0 11-00-0000-11021-6610	\$1,125.00	USD rate/27

PROVIDER/INSTRUCTOR	CLASS	AMOUNT	SALARY LEVEL/ SEMESTERS TAUGHT
Kemper, Mary C.	Public Speaking 3 cr.hr. x (12 students) \$375.00 SPCH-111-HO (1/4/2007-5/15/2007) 0 miles x 0 = 0 11-00-0000-11022-6610	\$1,125.00	USD rate/27
<u>Lakin - USD 215</u> Thompson, Kevin W.	English II 3 cr.hr. x (8 students) \$375.00 ENGL-102-LK (2/12/2007-5/16/2007) 0 miles x 0 = 0 11-00-0000-11021-6610	\$1,125.00	USD rate/12
Thompson, Kevin W.	English II 3 cr.hr. x (12 students) \$375.00 ENGL-102-LA (2/12/2007-5/16/2007) 0 miles x 0 = 0 11-00-0000-11021-6610	\$1,125.00	USD rate/12
<u>Scott City - USD 466</u> Kucharik, Stephen G.	English II 3 cr.hr. x (18 students) \$375.00 ENGL-102-ST (1/11/2007-5/18/2007) 0 miles x 0 = 0 11-00-0000-11021-6610	\$1,125.00	USD rate/50
Kucharik, Stephen G.	English II 3 cr.hr. x (18 students) \$375.00 ENGL-102-SO (1/11/2007-5/18/2007) 0 miles x 0 = 0 11-00-0000-11021-6610	\$1,125.00	USD rate/50
Paget, William M.	College Algebra 3 cr.hr. x (26 students) \$375.00 MATH-108-DE/LK/SC (1/11/2007- 0 miles x 0 = 0 11-00-0000-11050-6610	\$1,125.00	USD rate/16
<u>Syracuse - USD 494</u> Hillman, Leah M.	English II 3 cr.hr. x (9 students) \$375.00 ENGL-102-SY (1/8/2007-5/10/2007) 0 miles x 0 = 0 11-00-0000-11021-6610	\$1,125.00	USD rate/14
<u>Tribune - USD 200</u> Horning, Brandy D.	College Algebra 3 cr.hr. x (11 students) \$375.00 MATH-108-TR (1/8/2007-5/9/2007) 0 miles x 0 = 0 11-00-0000-11050-6610	\$1,125.00	USD rate/6

PROVIDER/INSTRUCTOR	CLASS	AMOUNT	SALARY LEVEL/ SEMESTERS TAUGHT
St. John, Joyce E.	American History Since 1865 3 cr.hr. x (15 students) \$375.00 HIST104-TR (1/8/2007-5/18/2007) 0 miles x 0 = 0 11-00-0000-11020-6610	\$1,125.00	USD rate/7
St. John, Joyce E.	History of Kansas 3 cr.hr. x (14 students) \$375.00 HIST110-TR (1/8/2007-5/9/2007) 0 miles x 0 = 0 11-00-0000-11020-6610	\$1,125.00	USD rate/7
TOTAL SERVICE CONTRACTS		\$17,250.00	

**GARDEN CITY COMMUNITY COLLEGE
PAYMENTS TO OUTREACH COORDINATORS
SPRING SEMESTER 2007
Presented to the Board of Trustees
May 9, 2007**

Location	Coordinator	Total Student Cr. Hr.	Rate of Pay	Salary	Contract Totals
Deerfield	Amy R. DeLaRosa	30	\$6.27/cr. hr.	\$ 188.10 <u>200.00</u> Base	\$ 388.10
Dighton/ Healy	Debra D. Dowell	48	\$6.62/cr. hr.	\$ 317.76 <u>200.00</u> Base	\$ 517.76
Holcomb	Steven R. Johnson	114	\$6.40/cr. hr.	\$ 729.60 <u>200.00</u> Base	\$ 929.60
Lakin	Kellie A. Vandervort	127	\$6.75/cr. hr.	\$ 857.25 <u>200.00</u> Base	\$ 1,057.25
Leoti	Janis M. Kreutzer	63	\$6.52/cr. hr.	\$ 410.76 <u>200.00</u> Base	\$ 610.76
Syracuse	Tammy M. Cloninger	103	\$6.40/cr. hr.	\$ 659.20 <u>200.00</u> Base	\$ 859.20
Tribune	William H. Wilson	228	\$5.91/cr. hr.	\$1,347.48 <u>200.00</u> Base	\$ 1,547.48

**TOTAL OUTREACH
COORDINATOR PAYMENTS**
11-00-0000-42006-5220

\$ 5,910.15

c: BOT
Ballantyne
Payroll
Tatro

**GARDEN CITY COMMUNITY COLLEGE
FACULTY CONTRACTS
FOR NON-CREDIT CLASSES
SPRING, 2007**

(For approval at 5/9/07 Board Meeting)

INSTRUCTOR	CLASS	AMOUNT
Beckett, Janice Clydia	Advanced Jewelry (SLFM111-96) 3 contact hour(s) @ \$20.00/hour (5 students) 4/26/07, Th, 6:00 - 9:00 p.m. 14-00-8006-31000-5270	\$ 60.00
Beckett, Janice Clydia	Beginning Jewelry (SLFM111-95) 3 contact hour(s) @ \$20.00/hour (6 students) 4/19/07, Th, 6:00 - 9:00 p.m. 14-00-8006-31000-5270	\$ 60.00
Beckett, Janice Clydia	Advanced Jewelry (SLFM111-93) 2 contact hour(s) @ \$20.00/hour (6 students) 3/22/07, Th, 6:00 - 8:00 p.m. 14-00-8006-31000-5270	\$ 40.00
Beckett, Janice Clydia	Jewelry 4-H (SLFM111-94) 2 contact hour(s) @ \$20.00/hour (5 students) 4/12/07, Th, 6:30 - 8:30 p.m. 14-00-8006-31000-5270	\$ 40.00
Bogard, Jared D.	Emergency Medical Technician Basic Refresher (CRMJ400-01) 4 contact hour(s) @ \$37.50/hour (16 students) 3/23/07 - 3/25/07, F-S-SU, 14-00-8033-31000-5270	\$ 150.00
Cole, Christina M.	Cooking for You (PERS131-01) 5 (4 hr. + 1 hr. prep) contact hour(s) @ \$20.00/hour (17 students) 4/17/07 - 4/24/07, T, 2:00 - 4:00 p.m. 14-00-8006-31000-5270	\$ 100.00
Donecker, Grace M.	IV Certification for PN (ASAH110-01/02/03) 48 contact hour(s) @ \$25.00/hour (7 students) 1/24/07 - 2/28/07, W, 8:00 a.m. - 5:00 p.m. (Lecture) 14-00-8001-31000-5270	\$ 1,200.00
Hopkins, Joseph D.	Emergency Medical Technician Basic Refresher (CRMJ400-01) 4 contact hour(s) @ \$37.50/hour (16 students) 3/23/07 - 3/25/07, F-S-SU, 14-00-8033-31000-5270	\$ 150.00
Perry, Quintin L.	Cooking with Herbs (HMGD135-01) 2 contact hour(s) @ \$20.00/hour (9 students) 3/27/07, T, 6:30 - 8:30 p.m. 14-00-8006-31000-5270	\$ 40.00
Perry, Quintin L.	Succulent Seafood (HMGD134-01) 2 contact hour(s) @ \$20.00/hour (11 students) 4/3/07, T, 6:30 - 8:30 p.m. 14-00-8006-31000-5270	\$ 40.00
Wethington, Gerald C.	Excel Intermediate (COMP302-03) 8 contact hour(s) @ \$30.00/hour (3 students) 5/1/07 - 5/3/07, T-Th, 1:00 - 5:00 p.m. 14-00-8004-31000-5270	\$ 240.00
Wethington, Gerald C.	Excel Fundamentals (COMP301-13) 8 contact hour(s) @ \$30.00/hour (7 students) 4/3/07 - 4/5/07, T-Th, 1:00 - 5:00 p.m. 14-00-8004-31000-5270	\$ 240.00
Wigner, Dee A.	Make It Mosaic (HMGD137-01)	\$ 60.00

3 contact hour(s) @ \$20.00/hour (8 students)
4/17/07, T, 6:00 - 9:00 p.m.
14-00-8006-31000-5270

Wimmer, Daniel R.

Forklift - Train the Trainer (OSHA108-02)
3 contact hour(s) @ \$33.33/hour (20 students)
4/14/07, S, 9:00 a.m. - 12:00 p.m.
14-00-8004-31000-5270

\$ 99.99

TOTAL NON-CREDIT FACULTY CONTRACTS

\$ 2,519.99

14-00-8001-31000-5270	\$ 1,200.00	(Allied Health)
14-00-8004-31000-5270	\$ 579.99	(Business & Industry)
14-00-8006-31000-5270	\$ 440.00	(Community Services)
14-00-8033-31000-5270	\$ 300.00	(Criminal Justice)

May 2, 2007

To: Board of Trustees

From: Cathy McKinley, Director of Human Resources

Separations

Lynn Ballinger, Business & Industry Liaison, effective April 30, 2007

Ramona Ortiz, Upward Bound Education Advisor, effective April 18, 2007

Jeff Southern, DBA Programmer, effective March 30, 2007

Retirements

Doral "Skip" Mancini, Drama Instructor, effective May 18, 2007

Transfers

New Hires

Jody Ledford, B&I Secretary, effective April 23, 2007

Vacancies

Business & Industry Liaison

DBA Programmer

Dean of Learning Services

Drama Instructor

EMST Instructor

English-Spanish Instructor

Groundskeeper

Nursing Instructor (1)

Upward Bound Education Advisor

Memo

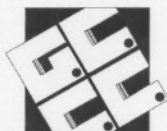
To: Carol Ballantyne, PhD
From: Lenora Cook
CC: Dee Wigner
Date: May 1, 2007
Re: Purchase of simulators

Please find attached the purchase order for the birthing and neonatal simulators from Gaumard. The total cost of the simulators is \$40,785.90. This includes wireless, tether less birthing and neonatal simulators and a static baby mannequin. This birthing simulator (Noelle) is preprogrammed with nine scenarios of complications of labor and delivery. The neonatal simulator (Baby Hal) is also programmed with scenarios. These simulators have internal compressors and utilize bluetooth technology which eliminates cords between the computer and simulator. There will be a two day training for faculty to become familiar with the operation of these simulators.

Three Medical Education Technologies, Inc. (METI) adult mannequins have been installed in the simulation lab at St. Catherine Hospital. All nursing faculty and several hospital staff nurses have been oriented to the simulators. A few students also attended the orientation. We were very impressed by the level of participation that occurred when the students became involved in the scenario. After the scenario the students had very positive comments about their experience.

A two day training for simulator users is scheduled for May 21st and 22nd. The faculty will integrate the scenarios from the METI curriculum into the nursing learning activities beginning Fall 2007.

An open house to unveil the simulation lab will be scheduled for the beginning of the Fall semester. This will allow time to get the birthing and neonatal simulators installed and faculty to become familiar with the operation of the simulators. Thank you for your support in this project and making GCCC's nursing program the best in Kansas.



PURCHASE ORDER REQUISITION

GARDEN CITY COMMUNITY COLLEGE

801 Campus Drive Garden City, Kansas 67846 (316) 276-7611

Vendor: Gaumard

14700 S.W. 136 Street

Miami, Florida 33196-5691

1-305-971-3790

INSTRUCTIONS:

- (1) Type all information requested.
- (2) Forward to Business Office where purchase order will be prepared.
- (3) The white copy remains in the Business Office; the green copy is sent to the vendor; the pink copy and the goldenrod copy are returned to the Division Director; and the canary copy is returned to the Dean.
- (4) Upon receipt of merchandise, the pink copy is to be signed and returned to the Business Office.

QUAN.	PART NO.	DESCRIPTION	UNIT COST	EXTENDED
1 ea	S575	S575 Noelle (Maternal& Neonatal Birthing Simulator)	\$34,995.00	\$34,995.00
2 ea		Days of in-service training & installation	\$ 1,500.00	\$ 1,500.00
1 ea		EXW - Extended warranty (covers years 2 and 3)	\$ 3,500.00	\$ 3,500.00
1 ea		Approximate shipping to 67846	\$ 790.90	\$ 790.90
For equipment purchases please indicate equipment location:				
			TOTAL →	\$40,785.90

KANSAS SALES TAX EXEMPTION NO. 71-0021 FEDERAL TAX ID NO. 48-0698107

Account Number	Amount
22-97-3027-12200-8510	\$35,785.90
22-97-3027-12200-6020	\$ 1,500.00
22-97-3027-12200-6620	\$ 3,500.00

REQUESTED BY	DATE	DEPARTMENT	BUILDING
Lenora Cook	4/26/07	Nursing Student Assn.	Penka
<i>[Signature]</i>			
Person	Date	Approved	Not Approved
Div. Director			
Dean	<i>[Signature]</i> 4/21/07	<i>[Signature]</i> 5/1/07	
Bus. Mgr.	<i>[Signature]</i>	<i>[Signature]</i> 5/6/07	

CONTRACTUAL AGREEMENT BETWEEN
Local Area I Workforce Investment Board

AND

GARDEN CITY COMMUNITY COLLEGE

Adult and Dislocated Worker Program Operator
One-Stop Operator

Adult CFDA #17-258
Dislocated Worker CFDA # 17-260

Contract Period – July 1, 2007 to June 30, 2008

CONTRACTUAL AGREEMENT BETWEEN
Local Area I Workforce Investment Board

AND

GARDEN CITY COMMUNITY COLLEGE

THIS CONTRACT entered into this 1st day of July, 2007, by and between the Local Area I Workforce Investment Board (LWIB) and Garden City Community College (CONTRACTOR) located in Kansas whose principal place of business is 801 Campus Drive, Garden City, KS 67846.

WITNESSETH THAT:

WHEREAS, the LWIB is authorized under the Workforce Invest Act of 1998, Public Law 105-220 (ACT) to serve as the Local Workforce Investment Board (LWIB) for Local Area I for the implementation of certain job training programs.

WHEREAS, the LWIB desires to enter into a contract with the CONTRACTOR for providing case management services under the Local Area I Adult and Dislocated Worker Programs.

WHEREAS, the LWIB desires to enter into a contract with the CONTRACTOR for providing One-Stop Operator services in the Garden City region.

NOW, THEREFORE, the contracting parties do mutually agree as follows:

SECTION 1. SCOPE OF SERVICES The CONTRACTOR shall provide and perform the services under this Contract, as specified in **the Request for Proposal Attachments B and C**. Any changes in the scope of service and/or budget under this Contract shall be made by written amendment, and signed by all parties. Deviation from this approved Scope of Services during the contract period must be approved by the LWIB. Deviation from the Scope of Services, unless approved by the LWIB, may result in termination of the Contract. Termination will follow the procedures under SECTION 23 of this Contract.

SECTION 2. TIME OF PERFORMANCE

A. Period of Contract This contract shall cover services performed or to be performed by the CONTRACTOR commencing July 1, 2007 and ending June 30, 2008. This Contract shall not bind nor purport to bind the LWIB for any contractual commitment in excess of this contract period.

B. Option to Extend There will be an option to renew the contract under the same terms and conditions for one (1) or two (2) successive one-year periods by mutual agreement of both parties to the contract. If any extension renewal is deemed to be desirable by the LWIB and the CONTRACTOR, such extension shall be executed by formal contract amendment. In the event the contract is extended, all terms, conditions, and provisions of the original contract shall remain the same and apply during the extension period, except that any changes to improve the program be made to the "Scope of Services", approved budget, approved performance goals and approved participant summary as specified in the contract.

SECTION 3. CONTRACT AMOUNT & PAYMENTS

A. Contract Amount The amount of this Contract shall not exceed the total cost as shown on **Attachment A**.

B. Budgeted Expenditures A description of allowable expenditures under this Contract is contained in the Budget included in **Attachment A**.

C. Budget Amendments When the amount constitutes a deviation exceeding ten (10) percent of the total approved budget, any change in aggregate line item budget amounts shall be requested in writing by the CONTRACTOR and shall be approved in writing by the LWIB. Any such change shall be incorporated into this Contract. All changes to the budget must be provided to the LWIB regardless of percentage change.

D. Allowable Costs Funds received under this contract shall only be expended for purposes permitted under the provisions of the ACT Federal and State rules and regulations pertaining to the ACT. Adjustments to the authorized expenditure amount may be requested by the CONTRACTOR and will be considered and transacted in accordance with the Contract Modification procedure set forth in SECTION 21 herein. All such requests shall be submitted in writing. The CONTRACTOR shall not incur any unbudgeted expenditure or obligate unbudgeted funds for such expenditures prior to obtaining written approval. The LWIB reserves the right to deny reimbursement for unbudgeted expenditures or obligations.

E. Final Closeout Report CONTRACTOR shall submit a Final Closeout Report no later than sixty (60) days after the end of the grant or contract period, in such form as designated by the LWIB. The LWIB shall not be liable for any costs, which have not been billed to the LWIB within sixty (60) days after the contract period has expired. The LWIB agrees to provide CONTRACTOR with the final close out reporting format within forty-five (45) days of the date the report is due. The LWIB may withhold reimbursement for the final monthly expenditure report until the Final Closeout Report is submitted and all outstanding services are performed.

F. Obligations in Excess of this Contract The CONTRACTOR agree that all expenditures and obligations in excess of the maximum contract amount as contained in **Attachment A** are the sole responsibility of the CONTRACTOR unless otherwise approved by LWIB.

G. Unearned Payments Under this Contract unearned payments shall be suspended or terminated upon refusal to comply with any additional conditions that may be required by the enactment of federal or state statutes, regulations, or decrees that become effective after the signing of this Contract or if the funds under the ACT to the LWIB are suspended or terminated.

SECTION 4. CONTRACT COMPLIANCE The CONTRACTOR agrees to perform services of this contract in compliance with the ACT; Federal and State Rules and Regulations issued pursuant to the ACT; Federal, State, and local laws and ordinances; and all applicable LWIB policies, procedures, and directives. In addition, the CONTRACTOR shall comply with the following laws, regulations, policies and procedures: Workforce Investment Act of 1998, Public Law 105-220; 20 CFR 652, et seq., as revised by final rule; 29 CFR Part 37; and the Kansas Employment and Training Policy and Procedures Handbook.

SECTION 5. ESTABLISHMENT AND MAINTENANCE OF RECORDS

- A. Record Retention CONTRACTOR shall retain all records pertinent to this contract, including financial, statistical, property, participant (including intake and placement information), and supporting documentation. CONTRACTOR agrees to retain all its records, books, papers, or documents related to this Contract for a period of not less than three (3) years after the expiration of this Contract. The aforementioned records will be retained beyond three (3) years if any litigation, audit, finding of a questioned cost (either an independent, State or Federal audit) directed at CONTRACTOR in the performance of this Contract is begun or if a claim is instituted involving the grant or agreement covered by the records. In these instances, the records will be retained three (3) years from the final resolution of the litigation, audit, finding or claim. The LWIB is responsible for notifying the CONTRACTOR of any such litigation, audit, finding or claim that would require the CONTRACTOR to retain the records beyond the required three (3) years. CONTRACTOR must formally request the disposition of records according to LAI Fiscal Policies and Processes.
- B. Right to Obtain Program Records If Operation Ceases CONTRACTOR further agrees to inform LWIB, upon expiration of this Contract or at any date or time thereafter, of any circumstances, which would impair the integrity or security of such materials during the three-year retention period. In the event the CONTRACTOR substantially ceases doing business, CONTRACTOR must notify the LWIB immediately in writing and the LWIB is given the right to obtain the records, books, papers or documents relating to this Contract that are in the possession of the CONTRACTOR. If CONTRACTOR shall cease operations, CONTRACTOR hereby agrees to provide the LWIB or its designee, all case management files within 48 hours of CONTRACTOR ceasing operations.

SECTION 6. DOCUMENTATION OF COSTS Payments for costs under this contract include expense reimbursements. All reimbursable expenses shall be supported by appropriate documentation evidencing in detail the nature and propriety of the charges and services. All checks, payrolls, invoices, contracts, vouchers, orders, attendance/time sheets, or other documents pertaining in whole or in part to this contract are necessary to document payments and shall be clearly identified and made accessible to the LWIB upon request.

- A. Submission of Claim CONTRACTOR agrees that it shall submit claims no later than the following time frames based on the services provided.
- a. All reimbursement claims must be received by the 10th day of the following month.
 - b. Reimbursement claims which have been denied due to error shall be corrected and resubmitted within thirty (30) calendar days from the date of denial.
 - c. Any claim received after the aforementioned timeframes will not be paid unless authorized by the LAI LWIB Fiscal Committee.
 - d. The LWIB reserves the right to reduce claims received more than 30 days after the aforementioned timeframes by 5%.

SECTION 7. REPORTS AND INFORMATION The CONTRACTOR, at such times and in such forms as the LWIB may require, shall furnish to the LWIB such statements, records, reports, data and information as the LWIB may request pertaining to matters covered by this contract. It

is further agreed that the paymaster for the LWIB may be supplied with copies of all such reports and information by or from the CONTRACTOR. All reports, information, data and other related materials, prepared or assembled by the CONTRACTOR under this contract, are subject to the requirements of confidentiality set forth in the Kansas Open Records Act, K.S.A. 45-201 et seq.

SECTION 8. AUDITS AND INSPECTIONS

- A. Audit and Inspection The CONTRACTOR shall, at any time and as often as the LWIB, LAI Chief Elected Official, State of Kansas, the Comptroller General of the United States and/or any of their duly authorized representatives may deem necessary, make available for examination all its records and data that pertain to work performed under this contract for the purpose of making audits, examinations, excerpts, transcriptions and photocopies. Access includes any books, documents, papers or records, including computer records, of any contractor or subcontractor, which are directly pertinent to charges made under this contract. Rights shall also include timely and reasonable access to personnel for the purpose of making audit, examination, excerpts, transcriptions, interviews and discussions related to such documents. The LWIB, where practical, will provide CONTRACTOR with 24 hours notice of any audit or inspection.
- B. Independent Audit Requirements The CONTRACTOR, where required by law or regulation, shall conduct an annual financial and compliance audit in accordance with the Single Audit Act of 1984, Public Law 98-502, and related Office of Management and Budget (OMB) Circular A-87, A-110, A-128, or A-133 as appropriate. If total federal grants received during the fiscal year are less than \$500,000, the CONTRACTOR shall be exempt from compliance with the Single Audit Act of 1984. In this case, the CONTRACTOR will be governed by audit requirements prescribed by applicable federal, state, or local law or regulation. Nothing above exempts the CONTRACTOR from maintaining the records required for federal grants. The audits shall be completed within 180 days of the CONTRACTOR's fiscal year end. During the term of this contract, the CONTRACTOR shall provide the LWIB with the most recent annual audit within thirty (30) days of audit completion.
- C. On-site Monitoring The LWIB, CEO, State of Kansas, U.S. Department of Labor, the Government Accounting Office, and any of these agencies' designated representatives, at any time during normal business hours, as often as deemed necessary, shall have the right to monitor or audit activities and review, copy, make excerpts or transcripts of any or all books, records, report, audits, correspondence, contracts, forms, invoices, materials, payrolls, records of WIA participants, files or other such documentation at any CONTRACTOR site or site for which funds have been provided under this Contract. The monitoring function may be implemented through the use of internal evaluation procedures, the examination of program data, special analysis, on-site checking, or any other procedure the LWIB or the above mentioned agencies deem necessary and appropriate. The LWIB, where practical, will provide CONTRACTOR with 24 hours notice of any on-sight monitoring.
- D. Right to Withhold Funding if Accounting Practices Do Not Meet Minimum Standard
- The LWIB shall have the authority to examine the books and records used by the CONTRACTOR in accounting for expenses incurred under this Contract. Should these books and records not be kept in accordance with Generally

Accepted Accounting Principles, the LWIB reserves the right to withhold any or all of its funding to the CONTRACTOR until such time as they do meet these standards.

- E. Authority to Dispatch Auditors The LWIB reserves the right to dispatch auditors of its choosing to any site where any phase of the program is being conducted, controlled, or advanced in any way, tangible or intangible.
- F. Notification of Questioned Costs and Opportunity to Respond When an audit, inspection, or on-site monitoring determines that the CONTRACTOR has expended funds, which are questioned under the criteria set forth herein the ACT or the rules and regulations promulgated thereto, the CONTRACTOR shall be notified and given the opportunity to justify questioned expenditures prior to the LWIB's final determination of the disallowed costs, in accordance with the procedures in the ACT. LWIB agrees to provide CONTRACTOR with written notice of any questioned costs.

SECTION 9. PROCEDURES FOR DETERMINING LIABILITY FOR DISALLOWED COSTS

It is agreed and understood by and between the parties that any funds expended by CONTRACTOR in violation of said standards, principles, policies, or the provisions of this contract or the ACT are disallowable. In the event that such disallowable expenditures are deemed to have been reimbursed, LWIB shall upon written notification to CONTRACTOR request adjustment or repayment of such disallowed expenditures. CONTRACTOR shall make such adjustment or repayment within thirty (30) days from receipt of said notification. Funds declared to be provided for ineligible participants or ineligible services to participants will be returned to the LWIB within thirty (30) days of determination and request for payment. The LWIB may withhold any payments to the CONTRACTOR for the purposes of set off until such time as any disallowed cost is repaid.

SECTION 10. PROCUREMENT STANDARDS AND INVENTORY CONTROL The standards to be used for the procurement of supplies, equipment, and other materials and services with this contract's funds are those described in the Office of Management and Budget (OMB) Circular A-102, Grants Management Common Rules or in OMB Circular A-110, Subpart C, as applicable. These standards must be applied in accordance with procedures set forth in the "Revised Non-Discrimination and Equal Employment Opportunity/Affirmative Action Program Requirements Statement for Contracts or Agreements," as provided in **Attachment E** attached hereto. Further, the CONTRACTOR shall avoid conflicts of interest, real or apparent, by observing the following requirements.

- A. Title to Personal Property Title to personal property purchased directly under this Contract will remain the property of the LWIB, with ultimate title vested with the United States Department of Labor. The LWIB shall retain title and all rights to any and all personal property purchased with funds provided under the ACT in this Contract. The purchase of any such property shall be included in Contractor's monthly report. Upon termination of this Contract or at the end of the Contract period the CONTRACTOR shall either return to the LWIB within thirty (30) days, all property furnished to the CONTRACTOR or property which was purchased with funds under the ACT or request in writing approval from the LWIB to dispose of said property.

Non-expendable personal property with a cost of \$200.00 or more purchased directly under this Contract must be tracked and inventoried. The CONTRACTOR shall maintain a current inventory list of non-expendable personal property with a cost of \$200.00 (in the aggregate) or more purchased under this Contract. The current inventory list must be tracked and inventoried.

Contractor shall maintain a list of all such property purchased with description of property, identification information such as price and purchase dates. Items that are donated or are purchased using other funds (not associated with this contract) should NOT be included. A quarterly report of such items must be provided to the LWIB.

Purchase or lease of office equipment and other personal property directly under this Contract, funds must be approved by the LWIB.

B. Code of Conduct The CONTRACTOR shall maintain a written code or written standards of conduct, which will govern the performance of its officers, employees, or agents in contracting with or otherwise procuring supplies, equipment, construction, or services with funds provided pursuant to this Contract. These standards shall provide that no officer, employee, or agent shall:

1. Solicit or accept gratuities, favors, or anything of monetary value greater than \$25.00 from suppliers or potential suppliers, including subcontractors under sub-recipient contracts; or
2. Participate in the selection, award, or administration of a procurement supported by
Contract funds subject to this section where, to the individual's knowledge, any of the
following has a financial or other substantive interest in any organization that may be
considered for award:
 - a) the officer, employee, or agent;
 - b) any member of his or her immediate family;
 - c) his or her partner; or
 - d) a person or organization, which employs, or is about to employ, any of the above.

SECTION 11. ASSURANCES AND CERTIFICATIONS

A. Compliance With the Act The CONTRACTOR assures that it will fully comply with the requirements of the Workforce Investment Act, and all regulations issued pursuant to the ACT, which by this reference are incorporated herein as if fully attached to this contract.

B. Compliance With State of Kansas Policies The CONTRACTOR assures that it will comply with the State of Kansas employment and training policies.

C. Compliance With Clean Water Act The CONTRACTOR assures that it will comply with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act (42 UY.S.C. 1857(h), Section 508 of the Clean Water Act 933 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR, Part 15).

D. Compliance with State Energy Conservation Plan The CONTRACTOR assures that it will comply with the State energy conservation plan per the Energy Policy and Conservation Act (P.L. 94-163).

E. No Funds Used for Public Service Employment The CONTRACTOR assures that no funds will be utilized for public service employment, which is defined as

temporary, federally subsidized employment of participants of the ACT in public or non-profit agencies, unless specifically allowed by program regulations.

F. No Funds Used for Religious Worship The CONTRACTOR assures that funds provided under this Contract shall not be used for the employment of individuals on the construction, operation or maintenance of any facility as is used for sectarian instruction or as a place for religious worship.

G. No Funds Used to Deter Unions The CONTRACTOR assures that funds provided under this Contract will not be used to assist, or deter union organizing, nor shall it impair or be inconsistent with existing collective bargaining agreements without written concurrence of the labor organization and employer concerned.

H. No Funds Used for Political Activities The CONTRACTOR assures that funds provided under this Contract will not be used for political activities.

I. No Funds Used for Entertainment The CONTRACTOR assures that no funds provided under this Contract will be used for Entertainment purposes, costs of amusement, social activities, alcohol, and incidental or related costs.

J. No Funds Used for Legal Expenses, Services or Insurance for Debts against U.S. Government, State of Kansas or the LWIB The CONTRACTOR assures that no funds provided under this Contract are used for legal expenses, services or insurance for debts against the U.S. Government, State of Kansas or the LWIB.

K. No Funds Used for Salaries and Expenses of Elected Officials The CONTRACTOR assures that no funds will be used for salaries and expenses of elected officials.

L. No Funds Used Regarding Interest on Borrowing Funds, Cost of Financing or Refinancing

The CONTRACTOR assures that no funds provided under this Contract shall be used to borrow funds, or on the cost of financing or refinancing.

M. No Funds Used for Liability for Illness or Injury The CONTRACTOR assures that no funds provided under this Contract shall be used for liability for illness or injury.

N. Contractor Assures to Maintain a Safe Environment The CONTRACTOR assures that it will maintain a safe and healthful environment for participants.

O. Maintenance and Confidentiality of Participant Records The CONTRACTOR assures that it will maintain complete and accurate files on all the ACT program participants and shall maintain the confidentiality of those files in accordance with regulations.

P. Contractor's Qualifications The CONTRACTOR assures that its personnel are qualified to perform or deliver the training, service or material under the terms of this Contract Agreement. If CONTRACTOR's personnel are determined later to be unqualified, the LWIB may terminate this Contract.

Q. Travel Expenses The CONTRACTOR shall document all travel expenses charged directly to this Contract in accordance with travel policy and procedures issued by the Kansas Department of Administration and LWIB Policies, unless approval to utilize the CONTRACTOR's own policy and procedures has been

approved by the LWIB in writing. Expenses for travel included within fees for case management services need not be documented. Any travel expenses for which additional reimbursement is requested must have prior approval from the LWIB in writing. Reimbursement will require appropriate documentation.

R. Compliance with Americans with Disabilities Act All parties to this Contract shall comply with all provisions as contained in the Americans with Disabilities Act of 1990, or as amended.

SECTION 12. NONDISCRIMINATION AND COMPLIANCE WITH EEO LAWS

The CONTRACTOR shall not exclude any person from participating in, nor deny employment to any persons on the basis of race, color, national origin, religion, age, sex, handicap, or political affiliation or belief. The LWIB shall have the authority to require the CONTRACTOR to take corrective action if the CONTRACTOR violates the nondiscrimination and equal opportunity provisions. If the CONTRACTOR fails to take the required action, the LWIB shall have the authority to impose such sanctions as are necessary to end the discrimination in accordance with the ACT.

The remedies provided in this Contract shall not be construed to affect any other legal remedy a person may have if that person is excluded from participating in, denied the benefits of, subjected to discrimination under, or denied employment in connection with any program or activity funded under the terms and provisions of this Contract.

The CONTRACTOR shall comply with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR Part 60).

SECTION 13. COMPLIANCE WITH LOCAL LAWS All parties to this Contract shall comply with all applicable laws, ordinances, codes, and regulations of the State of Kansas and local governments.

SECTION 14. ASSIGNABILITY Except as provided in SECTION 15 of this Contract, the CONTRACTOR shall not assign this Contract or any part thereof, without the written consent of the LWIB. In no case shall such consent relieve the CONTRACTOR from the obligation under, or change the terms of this Contract. The transfer or assignment of any part of this Contract to include contract funds, either in whole or part, and interest therein, which shall be due or become due the CONTRACTOR, without the written consent of the LWIB, shall not obligate the LWIB for any associated expenditures.

SECTION 15. SUBCONTRACTING The CONTRACTOR agrees to notify LWIB if any of its responsibilities arising out of this Contract are subcontracted and that CONTRACTOR must receive prior written approval from LWIB authorizing said subcontracting of services.

In the event that the CONTRACTOR elects to subcontract any of the services relative to the Contract, the CONTRACTOR will notify the LWIB of the subcontractor and the nature of the services to be performed. All subcontractors will be required to meet all laws, regulations and State policies pertaining to the administration of the ACT and provisions of this Contract. In addition, it will be the responsibility of the CONTRACTOR to provide assurance that all subcontractors who receive more than \$500,000 are audited in accordance with the Single Audit Act and the LWIB's policies. A copy of the independent audit will be forwarded to the LWIB within thirty (30) days of its issuance.

SECTION 16. INDEPENDENT CONTRACTOR The CONTRACTOR is an independent contractor and not an employee of the LWIB. Neither the CONTRACTOR nor any agent or

employee of the CONTRACTOR shall be considered an employee of the LWIB for any purpose whatsoever. The CONTRACTOR agrees that it has, or will secure at its own expense, all personnel required to perform all the services required under this Contract. The CONTRACTOR agrees that CONTRACTOR will be responsible for all taxes, social security payments, unemployment compensation and all other obligations of an employer.

SECTION 17. COPYRIGHTS If the services in this Contract result in a book or other copyrightable material, the CONTRACTOR is free to copyright the work, but the LWIB, State of Kansas, and Department Of Labor reserve the right to reproduce, publish or otherwise to use the work for legitimate purposes.

SECTION 18. PATENTS Any discovery or invention arising out of or developed in the course of work aided by this Contract shall promptly and fully be reported to the LWIB for determination as to whether patent protection on such invention or discovery shall be sought and how the rights in the invention or discovery, including rights under any patent issued thereon, shall be disposed of and administered in order to protect the public interest. All such determinations are subject to any regulation of the State of Kansas, which is directly applicable to matters under the ACT.

SECTION 19. LOBBYING PROHIBITED None of the funds provided under this Contract shall be used for lobbying and/or propaganda purposes designed to support or defeat legislation pending before the Congress of the United States of America, the Legislature of the State of Kansas, or any local governments. In the event the grand total of the Contract is in excess of \$100,000, the CONTRACTOR agrees to complete a Federal lobbying certification form.

SECTION 20. COMPENSATION OF PARTICIPANT Individuals employed in activities authorized under this Contract shall be paid wages which shall not be less than the highest of: (A) the minimum wage under section 6(a)(1) of the Fair Labor Standards Act of 1938 as amended; (B) the minimum wage under the applicable state or local minimum wage law; or at the prevailing rates of pay for individuals employed in similar occupations by the same employer.

SECTION 21. MODIFICATION OF CONTRACT As a result of additional requirements imposed, funding restrictions, or reductions, the LWIB may require modification of this Contract. The CONTRACTOR agrees to accept this Contract with the understanding that the Contract may be modified. In the event the CONTRACTOR is unable to comply with any required contract modification, the LWIB shall be notified by the CONTRACTOR within 30 days, at which time the LWIB may declare this Contract canceled and proceed under the Contract cancellation provisions herein provided in SECTION 23. Further, in the event the CONTRACTOR is unable to meet the contractual goals and/or obligations as specified herein or in any subsequent contract amendment, the CONTRACTOR may request modification of the Contract. The Contract may also be modified upon agreement of all parties to this Contract.

Any request for modification of the Contract by the CONTRACTOR must be provided to the LWIB in writing and must state the reason(s) and provide justification. Any modifications to this Contract shall be in accordance with the following provisions:

A. To provide necessary flexibility for the most effective execution of this Contract, subject to B. and
C. below, changes to this Contract may be affected by placing them in written form and incorporating them into this Contract. The LWIB and the CONTRACTOR must approve any modification in writing.

B) B. Any change in line item expenditure amounts including transfers in the approved budget amounts must be requested in writing by the CONTRACTOR

and must be approved in writing by the LWIB, when the amount constitutes a deviation exceeding ten (10) percent of the approved contract amount. Any such change will be incorporated into this Contract. Budget modifications not exceeding ten (10) percent of the total budget originally submitted under this Contract may be made by the CONTRACTOR without prior approval of the LWIB, but Contractor must notify the LWIB in writing within thirty (30) days.

C. Prior to any financial or programmatic change that would substantially alter the original intent of this Contract, a written amendment shall be approved and signed by all signatories to the original contract.

SECTION 22. CORRECTIVE ACTION PLAN Contracted discrepancies or non-compliance with federal, state, or local regulation discovered through monitoring visits with the CONTRACTOR by the LWIB will result in a request for a written Corrective Action Plan or termination of the Contract.

The written Corrective Action Plan, prepared by the CONTRACTOR must be submitted within thirty (30) days of the date of request and state specifically what the CONTRACTOR will do to rectify the problem. The response must include applicable copies of corrections, necessary documentation, and other related information as requested by the LWIB. The CONTRACTOR must ensure that the corrective action will prohibit the reoccurrence of the discrepancies or concerns as identified. In negotiating provisions and in determining acceptability of any Corrective Action Plan, the LWIB shall be subject to and shall exercise good faith and fair dealing. If an acceptable Corrective Action Plan cannot be negotiated the LWIB may terminate this contract. If the Corrective Action Plan is accepted by the LWIB, but is not implemented by the CONTRACTOR, the LWIB may terminate the Contract.

SECTION 23. CONTRACT TERMINATION

A. Termination for Non-Performance/Default The LWIB shall conduct a periodic and ongoing evaluation of performance of any or all sections of this contract by the CONTRACTOR or its subcontractor(s). In the event of any failure of the CONTRACTOR or its subcontractor(s) to meet or exceed any of the scheduled program goals, as set forth in **Attachments I and J**, for contract purposes, the LWIB reserves the right to require a Corrective Action Plan as set out in SECTION 22 or other appropriate action, which may involve reduction or deobligation of funds or cancellation of this contract; provided, however, any of

these actions shall not relieve the CONTRACTOR of the requirement to achieve 100% of the pro-rata goals by the termination date of this agreement. If the CONTRACTOR fails to meet the required performance standards within ninety (90) days of an approved corrective plan, LWIB reserves the right to cancel the contract. Cancellation shall be effected by the LWIB's notice of cancellation to the CONTRACTOR, which shall specify the reasons for cancellation, and the date upon which such cancellation becomes effective, which shall not be less than thirty (30) days.

B. Termination for Material Breach Upon a material breach of the Contract by any party, the Contract may be terminated on the thirtieth (30th) day following receipt of written notification of such breach to the other parties. A breach shall include, but not be limited to, failure to materially comply with any or all items contained within Section 1 through 34 of this Contractual Agreement or referenced therein, exhibits and/or provisions of any subsequent contractual amendments executed relative to this Contract.

C. Termination for Non-Compliance With the ACT and Other Laws The

LWIB may cancel this Contract immediately for non-compliance with any requirement of the ACT or the regulations promulgated thereunder, LWIB policy, or non-compliance with the requirements of any other applicable law. Unilateral, immediate cancellation can only occur in the event of a knowing or intentional non-compliance. A termination due to non-compliance with an LWIB Policy may only occur upon proof that the CONTRACTOR has been provided with a copy of the policy at issue and thus has been given an opportunity for compliance. In the event of such termination, the CONTRACTOR will be paid to the date of termination for such work as has been properly performed hereunder, as determined by the LWIB.

D. Termination Due to Lack of Funding If funds anticipated for the continued fulfillment of this Contract are at any time not forthcoming to the LWIB, this Contract shall terminate. The LWIB shall pay to CONTRACTOR all regular payment for authorized costs incurred through the termination date.

E. In the Event of Termination Upon receipt of notice of termination or cancellation the CONTRACTOR shall: (1) discontinue further commitments of contract funds to the extent they relate to the terminated portion of the contract; (2) promptly cancel all subcontractors and agreements utilizing funds under this contract to the extent they relate to the canceled portion of the contract; (3) settle with the approval of the LWIB all outstanding claims arising from such cancellation; (4) submit within a period of time to be specified by the LWIB a cancellation settlement proposal, which shall include a final statement of the contract and an agreement by the CONTRACTOR to comply with LWIB's plan for transitioning of active projects or clients to other service providers; and 5) turn over all records including, but not limited to, financial records, case files, and all other documents relating to this contract.

SECTION 24. NOTIFICATION The LWIB and CONTRACTOR agree that all notices to be given with respect to this Contract shall be:

- A. In writing;
- B. Sent by facsimile, electronic mail, or by certified mail with prepaid postage and a return receipt requested from US post office.

Nothing contained herein shall be construed to preclude personal service of any notice in the manner prescribed for personal service of a summons or other legal process.

SECTION 25. ANTI-TRUST LITIGATION For good cause, and as consideration for executing this contract, the CONTRACTOR, acting herein by and through its authorized agent, hereby conveys, sells, assigns and transfers to the LWIB all right, title, and interest in and to all causes of action it may now or hereafter acquire under the anti-trust laws of the United States and the State of Kansas relating to the particular product, products, or services purchased or acquired by the CONTRACTOR pursuant to this contract.

SECTION 26. UNIFORM GRANT ADMINISTRATIVE REQUIREMENTS AND COST PRINCIPLES During the administration of this contract, the CONTRACTOR shall comply with and adhere to applicable Office of Management and Budget (OMB) Circulars, as revised, which may include OMB Circular No. A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations," OMB Circular No. A-122, "Cost Principles for Non-Profit Organizations," OMB Circular No. A-21, "Cost Principles for Educational Institutions," OMB Circular No. A-102, "Grants and Cooperative

Agreements with State and Local Governments," and OMB Circular A-87, "Cost Principles for State and Local Governments." If applicable, the CONTRACTOR shall assure compliance with OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations," which sets out audit requirements and specifies that records must be available for review or audit by appropriate officials.

SECTION 27. RENEGOTIATION This contract may be renegotiated in the event alternate sources of funding become available during the term of the contract or in accordance with SECTION 21 of this contract.

SECTION 28. INSURANCE REQUIREMENTS The CONTRACTOR must provide minimum liability insurance coverage that includes worker's compensation, non-owned automobile and general liability coverage.

SECTION 29. MEASURE OF GRANTOR'S LIABILITY The LWIB shall not hold harmless or indemnify the CONTRACTOR for any liability whatsoever. The LWIB shall not be liable to the CONTRACTOR for expenditures made in violation of the ACT and regulations thereto. The LWIB shall not be liable to the CONTRACTOR for costs incurred or performance rendered unless such costs or performance rendered are strictly in accordance with the terms of this Contract and amendments. The LWIB shall not be liable to the CONTRACTOR for any costs or portion thereof incurred by the CONTRACTOR, which has been paid or is subject to payment to the CONTRACTOR by any source other than the LWIB. The LWIB shall not be liable for any costs incurred or performance rendered by the CONTRACTOR before commencement or after termination of this Contract Agreement. The LWIB shall not be liable for any costs that have not been billed to the LWIB within sixty (60) days following termination of this Contract.

SECTION 30. COMPLIANCE WITH SECTION 181 OF THE WORKFORCE INVESTMENT ACT The CONTRACTOR shall comply with all labor standards specified in Section 181 of the Workforce Investment Act of 1998. These standards include, but are not limited to, health and safety standards, worker's compensation laws, non-displacement of current employees, non-impairment of existing contracts or collective bargaining agreements, prohibition from filling of substantially equivalent jobs of individuals on layoff, and assurances that no ACT funds will be used to assist, promote or deter union organizing. No currently employed worker shall be displaced by any participant employed under this contract. This includes reduction in hours, wages or benefits. No participant shall fill a job opening when any other individual is on layoff from the same or equivalent job, or when the employer has terminated any regular employee with the intention of filling that position with a participant hired under this contract. No participant under this contract may infringe on the promotional opportunities of currently employed individuals.

SECTION 31. CONSTRUCTION In the event the language of this Contract conflicts with language contained in **Attachment B**, the language of this Contract will prevail and supersede any such language.

SECTION 32. PROGRAM INCOME CONTRACTOR agrees that any income, which is earned from the ACT funds as a result of this Contract, will be reported and returned to the LWIB within thirty (30) days.

SECTION 33. JURISDICTION LWIB and CONTRACTOR agree that any legal action brought as a result of an alleged breach of Contract shall be brought in the applicable county and subject to laws of the State of Kansas.

SECTION 34. APPENDICES All exhibits referenced herein and all amendments or mutually agreed upon modification(s) to this Contract are hereby incorporated in this contract as though

fully set forth herein.

AUTHORIZED SIGNATURES:

Garden City Community College

Date

Earnest A. Lehman, Chairman
Local Area I Workforce Investment Board

Date

Approval of the CEOB

*CEO, Representative
Chair*

Date

Contract Attachments

- A. Proposed Budget for July 1, 2007 to June 30, 2008;
- B. WIA Title IB Scope of Services
- C. Participant Loading Schedule
- D. One-Stop Operator Scope of Services
- E. Revised Equal Employment Opportunity/Affirmative Action Program Requirements
- F. Certification Regarding Lobbying
- G. Certification Regarding Debarment, Suspension Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions.
- H. Contractual Provision and Attachments
- I. PY2007 Negotiated WIA Performance Standards and Common Measures Enrollment and Participation Requirements
- J. One-Stop Operator Performance Measures
- K. Request for Proposal

CONTRACTORS Budget for July 1, 2007 to June 30, 2008

Allowable Budget Line Items Include:

Staff Wages – Wages for Case Manager(s)

Staff Benefits – Benefits for Case Manager(s)

Travel – Mileage reimbursement for travel directly related to providing services to participants and for travel to LAI required meetings and/or training. LAI LWIB will reimburse mileage at the current Federal reimbursement rate. All other travel will require prior approval by LAI Administrative Office and/or LAI Fiscal Committee. Per Diem and reimbursement for accommodations will be paid in accordance with Kansas Department of Administration policies.

Materials and Supplies

Communication – Telephone, postage, internet and cellular phones. If CONTRACTOR utilizes cellular phones the CONTRACTOR must provide the LWIB with the entity's cellular phone usage policy.

Premise Rent

Premise Expense – Utilities, custodial, etc.

Administrative – direct charges for preparing time charges and invoices as well as direct supervision. Administrative and Supervisory charges will not exceed 10% of the total contract budget.

All other line items will require detailed explanation and approval by the finance committee.

SCOPE OF SERVICES – WIA Title IB Adult and Dislocated Worker Case Management

The CONTRACTOR and LWIB hereby agree to the following scope of services:

1. CONTRACTOR agrees to provide adult and dislocated workers services in the Garden City region.
 - a. CONTRACTOR staff will recruit and gather documentation for determining eligibility of adult and dislocated worker participants.
 - b. CONTRACTOR supervisor will review all enrollments and determine eligible based on LAI LWIB policies and processes.
 - c. CONTRACTOR will Provide Core and Intensive Services as specified under the WIA in a physical One-Stop designated by the LWIB. Ensure that progressive levels of service are exhausted in an attempt at job placement prior to moving to the next level.
 - d. CONTRACTOR will enroll customers in WIA training components when core and intensive services have been unsuccessfully exhausted which includes Customized Training, Incumbent Worker Training and On-the-Job Training projects.
 - e. CONTRACTOR staff will assist adults and dislocated workers in developing an individual employment plan that identifies services needed for the participant to successfully obtain and retain of unsubsidized employment.
 - f. CONTRACTOR will leverage community and partner resources whenever possible to develop the participant's employment plan.
2. CONTRACTOR staff will monitor worksites for safety and compliance with Fair Labor Standards Act.
3. CONTRACTOR staff will collect LAI LWIBs' two-week timesheets, review for accuracy and submit to the LAI LWIB local office in compliance with the LAI LWIB Work Experience Pay Schedule. Two-week timesheets are to be completed in ink with all signatures and dates
4. CONTRACTOR staff will collect LAI LWIBs' monthly OJT timesheets, review for accuracy and submit to the LAI LWIB local office in compliance with the LAI LWIB policies and processes. Timesheets are to be completed in ink with all signatures and dates
5. CONTRACTOR staff will collect LAI LWIBs' two-week supportive services timesheets, review for accuracy and submit to the LAI LWIB local office in compliance with the LAI LWIB Supportive Services Pay Schedule. Two-week timesheets are to be completed in ink with all signatures and dates
6. CONTRACTOR agrees to utilize the case management reporting and reimbursement data system, ServiceLink, designated by the LWIB. CONTRACTOR agrees to utilize ServiceLink for case management and budget requests for all participants. The LWIB agrees to provide training and support to CONTRACTOR, as needed, on utilizing ServiceLink. If the LWIB designates an alternative system to ServiceLink, the CONTRACTOR agrees to utilize the case management tracking system designated by the LWIB.

7. CONTRACTOR agrees to maintain a case file for each client served by CONTRACTOR and further agrees to make such files available for regular monitoring/inspection upon request by the LWIB or other authorized party.
8. CONTRACTOR staff will gather documents (i.e., credentials, customer satisfaction surveys, employment verification, etc.) necessary for measuring performance and any other documentation needed for WIA Management Information Systems reporting. Performance monitoring must also include consistent monitoring of the KSL soft exit reports. CONTRACTOR will meet or exceed all performance standards for the contract period (ATTACHMENT I)
9. Contractor will submit all cost reimbursement invoices by the 10th of the following month. Documentation must include activity/time records for all staff that provide services under this contract. Quarterly activity reports will be submitted by the last day of the month following the end of the quarter.

These terms and conditions are hereby incorporated into the contract entered into by and between CONTRACTOR and the LWIB effective July 1, 2007.

ATTACHMENT C - Participant Loading Schedule

ATTACHMENT D - SCOPE OF SERVICES – One-Stop Operator

1. One-Stop Operator Agrees to:
 - a. Ensure, at a minimum, provision of core/universal services, availability of intensive services and access to training services;
 - b. Assure the integrated participation of the partner agencies;
 - c. Establish common systems and procedures at the Center and within the One-Stop system;
 - d. Assure cross-training and capacity building from all partners;
 - e. Assist with the development of One-Stop performance outcomes; including customer satisfaction outcomes for employers and job-seekers;
 - f. Oversee the provisions of partner MOUs;
 - g. Monitor the One-Stop system according to the provisions of each MOU;
 - h. Convene the partners regularly for One-Stop partner meetings;
 - i. Convene the Employer Services team;
 - j. Coordinate seamless service delivery;
 - k. Coordinate and oversee the referral network between all partners in the One Stop System. This process may begin with any effective system, but eventually will need to migrate to Kansas Service Link or other electronic system.
 - l. Report to the LWIB the following on a quarterly basis:
 - i. One-Stop Activity (One-Stop meetings, Employer Service Team meetings, cross-training activities; etc.)
 - ii. Number of employers served and number of services provided within the One-Stop system;
 - iii. Number of referrals made within the system and results of those referrals;
 - iv. Number of job-seekers served and number of services provided within the One-Stop system.
 - v. All other reports identified in the LAI LWIB One-Stop monitoring guide and/or additional reports requested by the LWIB.

These terms and conditions are hereby incorporated into the contract entered into by and between CONTRACTOR and the LWIB effective July 1, 2007.

ATTACHMENT E

REVISED NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION PROGRAM REQUIREMENTS STATEMENT FOR CONTRACTS OR AGREEMENTS

During the term of this contract, the contractor or subcontractor, vendor or supplier of the LWIB, by whatever term identified herein, shall comply with the following Non-Discrimination--Equal Employment Opportunity/Affirmative Action Program Requirements:

- A. During the performance of this contract, the contractor, subcontractor, vendor or supplier of the LWIB, or any of its agencies, shall comply with all the provisions of the Civil Rights Act of 1964, as amended: The Equal Employment Opportunity Act of 1972; Presidential Executive Orders 11246, 11375, 11131; Part 60 of Title 41 of the Code of Federal Regulations; the Age Discrimination in Employment Act of 1967; the Americans with Disabilities Act of 1990 and laws, regulations or amendments as may be promulgated thereunder.
- B. Requirements of the State of Kansas:
 1. The contractor shall observe the provisions of the Kansas Act against Discrimination (Kansas Statutes Annotated 44-1001, et seq.) and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability, and age except where age is a bona fide occupational qualification, national origin or ancestry;
 2. In all solicitations or advertisements for employees, the contractor shall include the phrase, "Equal Opportunity Employer", or a similar phrase to be approved by the "Kansas Human Rights Commission";
 3. If the contractor fails to comply with the manner in which the contractor reports to the "Kansas Human Rights Commission" in accordance with the provisions of K.S.A. 1976 Supp. 44-1031, as amended, the contractor shall be deemed to have breached this contract and it may be canceled, terminated or suspended in whole or in part by the contracting agency;
 4. If the contractor is found guilty of a violation of the Kansas Act against Discrimination under a decision or order of the "Kansas Human Rights Commission" which has become final, the contractor shall be deemed to have breached the present contract, and it may be canceled, terminated or suspended in whole or in part by the contracting agency;
 5. The contractor shall include the provisions of Paragraphs 1 through 4 inclusive, of this Subsection B, in every subcontract or purchase so that such provisions will be binding upon such subcontractor or vendor.
- C. Requirements of the LWIB, relating to Non-Discrimination -- Equal Employment Opportunity/Affirmative Action Program Requirements:
 1. The vendor, supplier, contractor or subcontractor shall practice Non-Discrimination -- Equal Employment Opportunity in all employment relations, including but not limited to employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The vendor, supplier, contractor or subcontractor shall submit an Equal Employment Opportunity or Affirmative Action Program, when required, to the LWIB, Kansas,

in accordance with the guidelines established for review and evaluation;

2. The vendor, supplier, contractor or subcontractor will, in all solicitations or advertisements for employees placed by or on behalf of the vendor, supplier, contractor or subcontractor, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, "disability, and age except where age is a bona fide occupational qualification", national origin or ancestry. In all solicitations or advertisements for employees the vendor, supplier, contractor or subcontractor shall include the phrase, "Equal Opportunity Employer", or a similar phrase;

3. The vendor, supplier, contractor or subcontractor will furnish all information and reports required by the LWIB for the purpose of investigation to ascertain compliance with Non-Discrimination -- Equal Employment Opportunity Requirements. If the vendor, supplier, contractor, or subcontractor fails to comply with the manner in which he/she or it reports to the LWIB in accordance with the provisions hereof, the vendor, supplier, contractor or subcontractor shall be deemed to have breached the present contract, purchase order or agreement and it may be canceled, terminated or suspended in whole or in part by the LWIB, and further Civil Rights complaints, or investigations may be referred to the State;
4. The vendor, supplier, contractor or subcontractor shall include the provisions of Subsections 1 through 3 inclusive, of this present section in every subcontract, subpurchase order or subagreement so that such provisions will be binding upon each subcontractor, subvendor or subsupplier.

D. Exempted from these requirements are:

1. Those contractors, subcontractors, vendors or suppliers who have less than four (4) employees, whose contracts, purchase orders or agreements cumulatively total less than five thousand dollars (\$5,000) during the fiscal year of LWIB are exempt from any further Equal Employment Opportunity or Affirmative Action Program submittal.
2. Those vendors, suppliers, contractors or subcontractors who have already complied with the provisions set forth in this section by reason of holding a contract with the Federal government or contract involving Federal funds; provided that such contractor, subcontractor, vendor or supplier provides written notification of a compliance review and determination of an acceptable compliance posture within a preceding forty-five (45) day period from the Federal agency involved.

ATTACHMENT F

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee with Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, a officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. Note: In these instances, "All" in the Final Rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000 (per OMB).

Name of CONTRACTOR

Date

Signature

Name and Title

ATTACHMENT G

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**(BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS
WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)**

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

ATTACHMENT H

State of Kansas
Department of Administration
DA-146a (Rev. 1-01)

CONTRACTUAL PROVISIONS ATTACHMENT

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

"The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 1-01), which is attached hereto, are hereby incorporated in this contract and made a part thereof."

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the _____ day of _____, 20_____.

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated.
2. **Agreement With Kansas Law:** All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Kansas.
3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least 30 days prior to the end of its current fiscal year, and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to 90 days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. **Disclaimer Of Liability:** Neither the State of Kansas nor any agency thereof shall hold harmless or indemnify any contractor beyond that liability incurred under the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.).
5. **Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 et seq.) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101 et seq.) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) if it is determined that the contractor has violated applicable provisions of ADA, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

Parties to this contract understand that the provisions of this paragraph number 5 (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of such contract or whose contracts with the contracting state agency cumulatively total \$5,000 or less during the fiscal year of such agency.
6. **Acceptance Of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation shall be allowed to find the State or any agency thereof has agreed to binding arbitration, or the payment of damages or penalties upon the occurrence of a contingency. Further, the State of Kansas shall not agree to pay attorney fees and late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect which attempts to exclude, modify, disclaim or otherwise attempt to limit implied warranties of merchantability and fitness for a particular purpose.
8. **Representative's Authority To Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor

and that the contractor agrees to be bound by the provisions thereof.

9. **Responsibility For Taxes:** The State of Kansas shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
10. **Insurance:** The State of Kansas shall not be required to purchase, any insurance against loss or damage to any personal property to which this contract relates, nor shall this contract require the State to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.), the vendor or lessor shall bear the risk of any loss or damage to any personal property in which vendor or lessor holds title.
11. **Information:** No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101 et seq.
12. **The Eleventh Amendment:** "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."

GENERAL CONTRACT PROVISIONS

1. **Relocation** – No funds generated under this contract will be used in relocating establishments, or parts thereof, from one area to another unless the Secretary of Labor has determined that such relocation will not result in an increase in unemployment in the area of original location or in any other area.
- 1.2 **Lobbying** – The Employer assures that no funds made available under this contract will be used for lobbying activities in violation of 18USC 1913.
- 1.3 **Political Activities** – Funds received under this contract shall not be used for any political activities or purposes.
- 1.4 **Hatch Act** – The Employer agrees to comply with the provisions of the Hatch Act, which limits the political activities of the Trainee under this contract.
- 1.5 **Environment** – The employer assures that it has not been convicted under the Clean Air Act (42 USC 7408) or the Federal Water Pollution Control Act (33 USC 1319(c)), and is not listed by the Environmental Protection Agency.
- 1.6 **Basis of Award** – The primary consideration in awarding of a contract to an Employer shall be the Employer's effectiveness in delivering training based on demonstrated performance, the likelihood of meeting performance goals, cost, quality of training, and the characteristics of the Trainee. Performance is indicated by, but not limited to: Trainee's attainment of training objectives, retention in unsubsidized employment, increases in earnings (including Hourly wages), and post-contract evaluation demonstrating long term benefits of training provided.
- 1.7 **Upward Mobility** – The Employer will, to the maximum extent feasible, contribute to the occupational development and upward mobility of the Trainee, the development of new careers, and overcoming sex-stereotypes in occupations traditional to the other sex.
- 1.8 **Demand** – Training provided under this contract shall be only for occupations for which there is a demand.
- 1.9 **Progress** – The Trainee's training progress shall be reviewed and formally evaluated by the Employer no less than monthly, documenting progress toward the training goal(s).
- 1.10 **Notice** - The Employer shall not terminate the Trainee during the term of this contract without giving prior notice to the Grantor. A reasonable opportunity will be afforded Trainee to correct and/or improve performance prior to termination.
- 1.11 **Re-contracting** – The Employer certifies that previous Trainees are still employed or have resigned of their own volition or have been dismissed for cause attributable to the Trainee. (Applicable when re-contracting.)
- 1.12 **Extraordinary Costs** – Payments to the Employer under his contract are compensation for the extraordinary costs associated with training the Trainee and compensation for the lower productivity of such Trainee.
- 1.13 **Kansas Wage Payment Law** – K.S.A. 44-313 et seq. shall govern payment of wages by the Employer to the Trainee.
- 1.14 **Fair Labor** – Employers shall receive no payments for training activities in which the Trainee fails to participate. Trainees shall be compensated by the Employer at the same rates, including periodic increases, as similarly situated employees or trainees and in accordance with applicable law, but in no event less than the higher of the rate specified in Section (6)(a)(1) of the Fair Labor Standards Act of 1938, or the Davis-Bacon Act, or applicable State of local minimum wage law, or the prevailing rates of pay for individuals employed in similar occupations by the Employer.
- 1.15 **Compliance** – The Employer assures it is in full compliance with all applicable Federal, State and/or local licensing, insurance and taxation requirements it may be subject to.
- 2.1 **Appropriate** – Conditions of employment and training shall be appropriate and reasonable in light of such factors as the type of work, geographical region, and proficiency of the trainee.
- 2.2 **Health and Safety** – Health and Safety Standards established under State and Federal law, otherwise applicable to working conditions of employee, shall be equally applicable to working conditions of Trainees. The Secretary of Labor shall prescribe, by regulation, such standards as may be necessary to protect the health and safety of Trainees engaged in activities which are not covered by health and safety standards under the Occupations Safety and Health Act of 1970. The Employer assures there are no unresolved citations pending against the Employer.
- 2.3 **Worker's Compensation** – To the extent that Kansas Worker's Compensation Law is applicable, worker's compensation benefits in accordance with such law shall be available with respect to injuries suffered by Trainees. To the extent that such law is not applicable, the Employer shall secure insurance coverage for injuries suffered by such Trainees, in accordance with regulations by the Secretary of the U.S. Department of Labor.
- 2.4 **Benefits** – All Trainees shall be provided benefits and working conditions at the same level and to the extent as other employee working in similar length of time and performing substantially the same type of work.

- 2.5 **Retirement** – No funds under this contract shall be used as contributions on behalf of any Trainees to retirement systems or plan.
- 2.6 **Displacement** – No currently employed worker shall be displaced by any Trainee (including partial displacement such as reduction in hours of non-overtime work, wages, or employee benefits).
- 2.7 **Collective Bargaining** – No contract shall impair existing contracts for services or collective bargaining agreement. No contract shall be undertaken when contracts for service or collective bargaining agreement exist without the written concurrence of the labor organization and the Employer. The Employer will document that unions having jurisdiction through certification or by reason they represent a substantial number (20%) of the employees employed in same or similar work have had the opportunity to comment.
- 2.8 **Union** – The Employer assures that no funds received under this contract will be used to assist, promote, or deter union organizing.
- 2.9 **Layoffs** – No contract will be written for training when any other individual is on layoff from the same or substantially equivalent job, or when the Employer has otherwise reduced its workforce with the intent of filling any vacancy so created by hiring a Trainee whose training is subsidized under the Act.
- 2.10 **Non-Infringement** – No job shall be created in the promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals.
- 3.1 **Non-Discrimination** – The Employer will comply with Title VII of the Civil Rights Act of 1964 and amendments thereto, 42 USC 2000(d)(e). The Employer will comply with all non-discrimination requirements set out in Section 167 of the Act, 29 USC 1577, including the following provisions: No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any such program because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief, as provided for under the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, the Rehabilitation Act, and the Education Amendments of 1972.
- 3.2 **Non Sectarian** – Funds provided to Employers may not be expended for any sectarian purpose or activity, including sectarian worship or instruction. Employers are prohibited from requiring Trainees to take part in religious activities or to profess faith as a condition of employment or for receiving benefits.
- 3.3 **Status** – With respect to terms and conditions of employment affecting, or rights provided to Trainees, such Trainees shall not be discriminated against solely because of their status as Trainees.
- 4.1 **Employer Grievance Procedures** – The Employer will operate or establish and maintain a grievance procedure relating to the terms and conditions of employment. Should the Employer not have a grievance procedure, the employer may elect to adopt the procedure established by the Grantor as a model.
- 5.1 **Penalties** – The Employer is hereby notified that criminal penalties exist for: (a) theft or embezzlement of Federal and/or State funds, (b) improper inducement, and, (c) obstruction of investigation.
- 5.2 **Oversight** – As authorized the State of Kansas will perform monitoring and auditing activities. Any finding and/or violation, whether through monitoring or auditing activities shall be resolved through procedures set forth in the Contract Agreement to which this document is attached, and applicable procedures developed by the State.
- 5.3 **Controls** – As a condition precedent to this contract the Employer assures it has adequate administrative and accounting controls, personnel standards, evaluation procedures and other policies as may be necessary to promote the effective use of contracted fund.
- 5.4 **Subcontracting** – The Employer is hereby prohibited from selling, transferring, or otherwise assigning any duty, responsibility, or obligation (or any portion thereof) under this contract not originally established to be subcontracted component of training.
- 5.5 **Personal Gain** – The Employer will establish safeguards to prohibit employees from using their positions for (or gives the appearance of being motivated by a desire for) personal or political gain for themselves or other, particularly those with whom they have family, business or other ties. No officer, agent, representative, or employee of the Grantor will solicit or accept money, gratuities or other consideration from the Employer or a third party or entity for the performance of an act reimbursed in whole or in part by the Employer.
- 5.6 **Nepotism** – The Employer assures no Trainee will be hired under this contract if a member of the Trainee's family (spouse, child, parent, sibling, in-law, aunt, uncle, cousin, niece, or nephew) is employed in an administrative capacity with the Employer (includes those who have selection, hiring, or supervisory responsibilities).
- 5.7 **Records Retention** – The Employer shall retain all record pertinent to this contract, including but not limited to: the contract itself with all supporting documents and modifications, financial documents, invoices, receipts, performance documentations, Trainee record, and all related correspondence, for a period of three (3) years from the latter of: (a) the last billable date of service or, (b) resolution of any audit, litigation or claim.
- 5.8 **Records Destruction** – The Employer will request and must receive prior approval in writing from the Grantor for its destruction of any records relating to this contract.
- 5.9 **Modification** – The Employer agrees to accept this contract with the understanding that the contract may be modified. Modifications will be utilized as necessary to provide the flexibility necessary for the effective execution of this contract.

ATTACHMENT I

PY2006 Negotiated WIA Title IB Performance Standards & Common Measures

State of Kansas WIA Performance Standards	PY 2007 Negotiated	2006
Adults		
Entered Employment Rate		76%
Employment Retention Rate		87%
Average Wage		\$11,281
Employment and Credential Rate		65%
Dislocated Worker		
Entered Employment Rate		83%
Employment Retention Rate		93%
Average Wage		\$13,625
Employment and Credential Rate		67%

ONE-STOP OPERATOR PERFORMANCE MEASURES

One-Stop Activity (One-Stop meetings, Employer Service Team meetings, cross-training activities; etc.)

1. At minimum - monthly One-Stop Meetings will occur.
2. At minimum - monthly Employer Services Team meetings will occur.
3. Number of employers served increases by a minimum of 15% from PY2006.
4. Number of employer services provided within the One-Stop system increases by a minimum of 15% from PY2005.
5. Number of referrals made resulting in an appointment (system connectivity) increases by a minimum of 20%.
6. Number of job-seekers served within the system increases by a minimum of 10% from PY2006.
7. Number of job-seeker services provided within the One-Stop system increases by 10% from PY2005.

ATTACHMENT K

Request for Proposal

MAY 2007 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 the Board member have interest in, own or have relations that own any company that GCCC does business with we are to be notified up front.

Data directly addressing the CEO's interpretation: No purchases were made during the month from businesses in which Board members or employees have any interest.

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 sent to all known vendors 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) over \$10,000 without competitive bids regarding quality, cost and service and c) 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 contracts that the residential life has with Chartwells – the contract is approved in advance.

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 # 167061 to Panhandle Steel Erectors for \$19,000.00 for resetting Williams Stadium lights. A bid sheet was attached indicating single source provider.

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

- Check # 166771 to Kansas Department of Commerce for \$17,473.01 for 2005-06 lease costs for WIA staff, as per contract.
- Check # 167484 to Seminole Energy Service for \$16,052.73 utilities.

Payments over \$20,000 requiring bid sheets.

- Check # 166773 to Medical Education Technologies for \$28,800.00 for curriculum for the nursing simulators. The Board previously approved the purchase of the simulation manikins, curriculum, and software.

Payments over \$20,000 not requiring bid sheets.

- Check # 166790 to Seminole Energy Service for \$26,467.28 for utilities.
- Check # 167018 to Chartwells for \$40,780.30 for food service.
- Check # 167021 to City of Garden City for \$31,905.29 for utilities.
- Check # 167074 to Tatro Plumbing Co., Inc. for \$16,530.00 for work on the heating project. The Board previously approved this project.
- Check # 167433 to Blue Cross and Blue Shield for \$105,240.24 for group health insurance.
- Check # 167489 to Tatro Plumbing Co., Inc. for \$34,275.42 for work on the heating project. The Board previously approved this project.

Incidental Information
GCCC Board of Trustees
May 2007

Congratulations to Marla Jarmer on winning **Second Place** in the on-site *Flash Fiction Contest* sponsored by **Pikes Peak Writers** in Colorado Springs this past weekend. Marla and Marsha Wright, along with four Creative Writing students, joined over 450 published authors, agents, editors, and want-to-be-published writers from all across the United States to attend what is considered the third best writers' conference in the nation. Marla's win is quite an honor, considering over 150 writers entered! Marla's story will soon be published in the award-winning *Apollo's Lyre Ezine* and in the Pikes Peak Writers Newsletter. *Kudos to Marla!*

Kurt Peterson was named the Garden City LULAC Council 11073 **Man of the Year** at their annual Scholarship Banquet on Saturday night. Additionally, Kurt was named as the State of Kansas LULAC Man of the Year at the LULAC State Convention on Saturday. Congratulations to Kurt for the recognition of the hard work you are doing to support Hispanic Students in their pursuit of higher education!

The **AEC team** had a great weekend at the state tournament in Colby. We finished fourth place over all and we were awarded the Sportsmanship award. Both of these honors were due to the quality of young men and women we have representing GCCC. Please congratulate them if you see them, Jessica Walters, Tyler Flax, Audrey Robinson, Chris Juarez, Justine Elad, Brandi Heinitz, Heidi Hall and Jessica Messenger. Thanks for all the support that we have received from across campus. It helps knowing that you are pulling for us

On April 12, Student Activities had an activity called: \$2.00 movie **Ticket night** for all GCCC Students. Student Activities office had 63 students stop by to pick up a ticket, that day.

This year the **Forensics and Debate team** is proud to announce its first ever national TEAM trophy. Over the past 9 years the team has averaged 4-5 individual medals at each national appearance. However, this year, for the first time, the team earned enough points to be awarded a silver national medal in debate. This means that GCCC is the fourth best debate team among two-year schools in the nation. What makes this even more impressive is that this was achieved in the large school category – competing against teams with upwards of 20-25 members. This year we took only 8 students to nationals. The students earned the following individual awards: 2 silvers in debate, two bronzes in debate, and one bronze in impromptu speaking. The students who attended are: Kelcy Hathaway, Kaleb Jessee, Bryce Friesen, Sarah Staats, Alanea Phillips, Lake Battles, Eron Lira, and Christine Urie.

The **GCCC Concert Choir and College Singers** performed the Pergolesi *Magnificat* with the members of the community chorus and strings at their annual Christmas Vespers on December 10, 2006. They also performed the John Rutter *Mass of the Children* and choruses from Handel's *Messiah* on April 1, 2007 with community orchestra and children's choir; about 140 musicians altogether. That performance was at the Nazarene Church in Garden City. The choral groups will present a scholarship show with the drama department in early May entitled "Musical Milestones". Mr. Wright performed and worked with the cast of *Sweeney Todd*, a fall musical production in 2006 featuring the drama and music departments at GCCC as well as many community members who participated in the cast, crew and orchestra. Mr. Wright was also one of the featured soloists in the *Mass of the Children*, conductor of the *Messiah* choruses, and has judged several local, regional and state music festivals throughout Kansas in the spring of 2007

The rodeo team competed in our final Rodeo of the regular season this past weekend at Southeastern Oklahoma State University in Durant, Oklahoma. The men's team finished in 10th place for the weekend, and the Women's team finished 8th.

Cort Scheer placed 3rd in the Saddle Bronc riding.
Wes Jones finished 6th in Saddle Bronc Riding.

Shannon Cowan finished the weekend 5th in barrel racing.

Jamie Elwood partnered with Zach Freeman (former GCCC member) now attending NWOSU to finish 4th in the team roping.

Cort Scheer will represent GCCC at the College National Finals Rodeo in Casper, Wyoming in June.

Some noteworthy regional year-end standings are:

Cort Scheer- 2nd in Saddle Bronc Riding, 5th in Steer Wrestling, 4th in the All-Around

J.R. Williams and Justin Keith- 6th in Team Roping

Jaime Elwood- 6th in Barrel Racing

Zach Parkin- 5th in Bull Riding

The NIRA decided to start recognizing the top two Men's and Women's teams among Junior College programs this year in each region. **Our Women's team is the Central Plains region champions, and our Men's team is the Reserve Champions.** (We shared each of these honors with Ft. Scott) Don't worry Clayton, next year we will win both of them!

We also won **Most Improved Rodeo of the Year in the Central Plains Region.**

2007 Kansas Jayhawk Community College Conference Softball All Conference Teams- Western Division

First Team All-Conference: Outfield Becky Diehl

Second Team All-Conference: Catcher: Ashley Roland

Honorable Mention All-Conference: Outfield Cassidee Le Prey

On April 26th, Student Activities had a **2-on-2 Sand Volleyball Team**. We had 11 teams join in the fun. We started at 6:00pm and Ended at 8:30pm. Blake Baird and Krystle Hagenlocher won the tournament and Nick Lafond and Josh Webber placed 2nd.

Western Kansas is experiencing a serious shortage of EMS instructors, due in part, to a lack of career professionals who have achieved Instructor/Coordinator (I/C) status. The preparation for the I/C level of instruction is highly regulated and requires that three courses be completed: Training Officer I, Training Officer II and Instructor/Coordinator. The GCCC EMST program recently **earned approval from the Kansas Board of EMS to offer the Training Officer I/II (TO I/II)** that prepare instructors to coordinate continuing education for any level of EMS. Those who complete TO I may be an "attendant" of coursework, assisting Instructor/Coordinators. TO II completers can serve as primary instructors of First Responder initial training courses. These two Training Officer courses require classroom lecture time and supervised teaching practicals.

We are working with DCCC to offer the Instructor/Coordinator (I/C) class that will prepare EMS career professionals to teach and coordinate any level of EMS education. This instructor preparation sequence of courses should help us provide instruction to meet the need across the region for EMS professionals.

On April 5th approximately **50 high school agriculture students converged on the GCCC campus** to participate in the regional qualifying contest that would send winners to the state meat judging contest. Students came from Satanta, Garden City, Cimarron, Jetmore, Scott City, and Kursey, Colorado. The GCCC Meat Judging students coordinated the event and served as the officials for the contest. They had great support from the Ammonia Refrigeration instructors who fired up the cooler to keep the meat cool and from Tyson Fresh Meats who allowed the high school students to come on site for the grading portion of the contest.

The **criminal justice, fire science, paramedic and nursing students teamed** together to respond to a dispatch call at 8:45 a.m. on May 1st. The DPS strategy to integrate 1st responding disciplines was once again put to a hands-on test. The scenario this year involved a domestic violence situation where a woman

had moved to Garden City with her children to escape the dangers of an abusive husband. The husband finally locates her and forcibly takes her and the children. This activity is observed by the woman's classmates who make an attempt to assist her. Other eye witnesses obviously make the '911' call for assistance. There were multiple victims (from various sources of injuries) and a traffic accident. While the 1st responding units for EMST and Fire completed their responsibilities on the 1st day, the freshmen and sophomore criminal justice students have another week of follow-up investigation to conduct. Utilizing a combination of DPS, GCFD and Finney County EMST equipment and resources, the students were responsible for complete Incident Command, rescue, victims, and crime scene management. Finney County Emergency Management, Criminal Justice, Fire Science, EMST, Nursing Instructors, Campus Security, other volunteers and our community partners have been working together to pull this unique learning experience together.

Seward County Community College will **initiate delivery of its Respiratory Therapy program to western Kansas** through the Allied Health Consortium (GCCC, DCCC, SCCC, CCC). The program will allow students to pursue general education requirements at their home community college and complete the professional component of the program online and over the KanEd ITV network. Labs will take place on the SCCC campus and Clinicals will be completed in cooperative health care institutions in the area. GCCC has dedicated a portion of its Allied Health Consortium KanEd Grant in the amount of \$12,500 to support the purchase of equipment to broadcast the lecture portion of the program across the region.

GCCC was notified that its **2007-08 Perkins allocation will be \$178,518**. Grant funds are based on the number of GCCC Pell recipients who are enrolled in technical education programs. Funds are to be used to support continuous improvement of career and technical education. All grant activities must address the required activities of the Perkins IV legislation which include:

- Strengthen the academic and technical skills of students by strengthening the academic and technical education components of programs;
- Link secondary with postsecondary career and technical education programs and postsecondary career and technical education programs with baccalaureate programs;
- Provide students with strong experience in and understanding of all aspects of their chosen industry;
- Develop, improve or expand the use of technology in career and technical education;
- Provide high quality and comprehensive professional development for teachers, counselors and administrators;
- Develop and implement evaluations of career and technical education programs, including how needs of special populations* are being met;
- Initiate, improve, expand and modernize quality career and technical education programs;
- Provide services and activities that are of sufficient size, scope and quality to be effective; and
- Provide activities to prepare special populations for high skill, wage or demand occupations that will lead to self-sufficiency.

* Special population students include: individuals with disabilities; individuals from economically disadvantaged families, including foster children; individuals preparing for non-traditional fields (gender equity); single parents, including single pregnant women; displaced homemakers; and individuals with limited English proficiency.

*CONGRATULATIONS to the following **Educational Talent Search and Upward Bound** students who have been notified of scholarships and/or awards:

*Toly Amphonphong: Deans Scholarship to Garden City Community College; Computer Science Scholarship

*Robert Diaz: Has been offered a computer internship with the Garden City School District for this summer and for next year; LULAC GCCC Endowment Scholarship

- *Sydney Thomas: The Dwayne E. West Scholarship
- *Shital Patel: Deans Scholarship to Garden City Community College; Buffalo Jones Elementary Scholarship to Garden City
- *Sasha Saiz: Deans Scholarship to Garden City Community College
- *Brittani Schmidt: Louie Maune to Garden City Community College
- *Wesley Sterling: Elks Scholarship; Ralph and Fern Greathouse Scholarship Caldwell (OC) & Helen Whitney Hicks, Otto Kinder Art Scholarship
- *Rosio Ibarra: Presidential Scholarship to Garden City Community College; LULAC outstanding Female student: LULAC Commerce Bank Scholarship
- *Layla Madrid: Kansas State Memorial Scholarship
- *Amanda Myers: Meats Judging Scholarship to Garden City Community College; Leigh Perry Scholarship; Deans Scholarship to Garden City Community College
- *Omar Angeles: Presidential Scholarship to Garden City Community College
- *Chelsea Barnes: Deans Scholarship to Garden City Community College
- *Brandon Barrett: Putnam to Kansas State University; Engineering Scholarship to KSU; Hugoton Helium Litagation
- *Karina Camacho: KMEA Scholarship; BSIC Scholarship; LULAC National Scholarship
- *Sarah Cruz: Deans Scholarship to Garden City Community College; College Goal Sunday Scholarship: Lydia Gonzales Scholarship; Chapter XPED Scholarship: Angie Gonzales Posey Memorial Scholarship
- *Alisha Dugan: Caldwell (OC) & Helen Whitney Hicks-\$500, Otto Kinder Art Scholarship-\$300
- *Edith Murguia: LULAC National Scholarship
- *Carlos Villanueva: LULAC National Scholarship: LULAC outstanding male student
- *Shital Patel: LULAC GCCC Endowment Scholarship
- *Ivone Martinez: LULAC GCCC Endowment Scholarship
- *Ryan Leon: Alfonso Sandoval memorial Scholarship
- *Isis Padilla: LULAC GCCC Endowment Scholarship
- *Andrea Lira: LULAC GCCC Endowment Scholarship
- *Yenny Pineda: LULAC GCCC Endowment Scholarship
- *Joscelyn Cruz: Buddy Manning Memorial Scholarship

36 Upward Bound and 15 Educational Talent Search students participated in the **annual Student Leadership Conference** at Garden City Community College April 21st. The conference, a partnership effort of the Upward Bound and Educational Talent Search programs, was organized by students from both programs. The conference keynote address was given by Troy Unruh, a local businessman and coordinator of Garden City's leadership training program "Every Voice Counts". Participants chose from ten programs in three breakout sessions led by community volunteers and students. Five students participated in an oratory contest. There were 7 teams that participated in the Quiz Bowl. The Folkloric Dancers provided entertainment after lunch and several students shared their musical talents in a talent contest.

The **annual Upward Bound and Educational Talent Search awards banquet** on April 23rd was well attended with over 240 students and their families present. Dr. Carol Ballantyne welcomed the students and their families and Representative Jeff Whitham gave the keynote address. A former Upward Bound participant, Brianna Rivas received the TRiO Achiever award with Adel Parr and Norma Thomas receiving TRiO Community Supporter Awards. Students received certificates recognizing their academic achievement and the graduating seniors from each program were honored.

Deborah Berkley, Director, and **5 Upward Bound Students visited Creighton University** in Omaha, Nebraska. The students met with an admissions advisor, attended a biology lecture, went on a campus tour,

met other students, and ate in the cafeteria. The students were interested in pursuing areas of interest in medical, computer and law.

Bryan Education Center – Scott City: Compass placement testing has begun for high school students taking classes for concurrent credit for the 2007-2008 school year. So far 14 Scott City high school students have tested and more are scheduled in May and June. Other area high schools are also using the BEC for their placement testing as well. ACT testing was held with 4 administrators testing 33 students from the surrounding area. One-credit hour Basic Computer Skills class was held with 5 students enrolled, generating \$350 in tuition and fees. One-credit hour Microsoft Word class was held with 5 students enrolled, generating \$350 in tuition and fees. One Digital Photography personal enrichment class met with 3 students enrolled, generating \$57 in fees. Hosted 3 businesses/organizations during April, totally 38 in attendance and generating \$90 in fees

We had a wonderful **Southwest Music Academy music recital** on April 22 here. There were 18 students and 3 instructors that performed. We received positive feedback about the recital from those who attended and look forward to scheduling another recital in the fall. Summer activities will be starting May 21st June 16th and July 9th – August 4th. We will also be offering a Show Choir Camp the week of July 16th – July 20th

The Kansas Small Business Development Center presented a “**Steps to Startup**” workshop in Dodge City and hosted four Kansas Department of Revenue tax workshops in Dodge City and Garden City. We closed the month with staff evaluations – and Pat wants to recognize how very blessed she is to have a great staff in Cristina and Kathy. They have been excellent additions to the KSBDC team and the GCCC team as a whole. We thank the Board for their support and are pleased to be able to serve all of Southwest Kansas in business growth.

The **Summer Fun Catalog** will be out May 7th with over 20,000 copies to be distributed in and around the Garden City and Finney County area. We are offering about 20 classes per session for grades kindergarten through fifth that will include legos, robotics, chalk, art, gymnastics, food, reptiles, birds and lots more! For grades 6-8 we will be offering 7 classes per session ranging from Culinary Smarts to a Robotics Boot Camp. This summer will be a lot of fun with all kinds of future Broncbusters running around campus.

We are wrapping up personal enrichment courses with two more jewelry classes in May. In April we had 12 classes offered and 9 of those made. We had a total of **50 participants enrolled in classes** for April. Usually we don't offer any personal enrichment classes in the summer, but with the success of the jewelry courses, we are considering offering advanced beading classes throughout the summer.

Also, we had another **College for Life** class for the clients of Mosaic. We had 17 participants in our Cooking for you class taught by Tina Cole. We are looking forward to the Personal Care class that will be held at the end of May. The summer will bring art and computer classes for the clients of Mosaic.

March 19th marked the start of the STEPS course (**Seniors Together Enhance Physical Success**) and currently there are 6 participants. The STEPS program is sponsored by Western Kansas Community Foundation. The last day will be May 21st with the weigh out assessment. April 15th was the second part of the Digital Camera course taught by Lydia Smith. There were 15 members that attended the class. I along with Diana Machotka took part in the Senior/Boomer Expo in Dodge City on April 26th which was attended by over 200 southwestern Kansas seniors. My booth was visited by about 175 seniors and I handed out information about the senior club, GCCC and other CECS class offerings.

On Tuesday, April 24th the Southwest Kansas Regional Prevention Center in Garden City, Kansas joined with the Area Mental Health Center, the Community Health Coalition of Finney County, 25th Judicial District Youth Services and other local agencies to host a **Town Hall Meeting on Underage Drinking for the Hispanic community of Garden City and Finney County**. The event was held at the Garden City

Salvation Army and was attended by 75 parents, youth, children, and concerned citizens. Dr. Edgar Vizcaino, M.D. of the Garden City Area Mental Health Center offered a presentation on the effects of alcohol on the adolescent brain. Mr. Robert Kennington, Attorney at Law for Kansas Rural Legal Services, presented information on the legal and judicial ramifications of underage drinking by youth. Mr. Robert Gonzales of the 25th Judicial District Youth Services spoke to youth and parents about the social and interpersonal consequences associated with the use of alcohol by youth. Master of Ceremonies for the event was Robert DeLeon of Mosaic, Inc., a long time advocate for youth in Garden City and Finney County.

Jody Ledford, the new **CECS Financial Clerk** (Formerly B&I Secretary) has been on the job for one week and is doing an outstanding job learning and implanting timely procedures. We are looking forward to growing our department.

We held **Excel and QuickBooks Fundamentals** with decent attendance and are looking to offer these two classes each quarter throughout the year. Also a scheduled Forklift training was held on site at Douglass Roofing and 20 individuals received their forklift safety certification.

A contract training for “**Train the Trainer**” took place at Inland Temple where four people attended.

B&I was a full partner in the **Finney County Job Fair** which took place in early April. Over 350 jobseekers went through with over 55 business booths set up.

We have partnered with Community Service to run the **Ropes Challenge Course** program these past few weeks and are planning the last few for the school district’s year.

The **Adult Learning Center** started the GED classes at the county jail April 14th. Over forty inmates attended the initial meeting. Classes are scheduled for Saturdays.

In the first three quarters of the year the ALC served 588 learners, 455 with more than 12 hours (participants) and 55 % of the participants have made educational gains.

Eighty eight GED graduates have been invited to attend the graduation ceremony on May 12. A special reception for GED graduates and their families is scheduled immediately following the commencement. Invitations will follow.

The Adult Learning Center had a fiscal audit this month and no problems were found. Special thanks to Cyd Vagher for her help with the audit.

The Civics program has received the opportunity to serve as a test site for the new questioner for the citizenship.

The FY06 **ABE audit** recently concluded. There were no material findings. A couple of minor coding issues were discovered and corrections were made.

Craig Wheeler, Commerce Bank, conducted **Purchase Card training** in April. Twenty-two employees now have purchase cards. Things have gone well with the pilot group. We have made a few minor changes to the rules and to the processes, but overall we are pleased. We anticipate distributing another 15-20 cards every month until all cards are distributed this fall.

Training sessions were held for CECS on **enrollment and budget processes**. Cyd Vagher met with One-Stop staff to discuss reporting issues and extra funding tracking. Business Office staff met with Ryan Ruda on FY08 SGA allocations. Staff participated in a conference call with Electronic Loan Management Systems. The college will start receiving all student loan checks electronically on May 21.

DV Douglass Roofing is finishing **roof repairs**. While they are working on the roofs, they are removing several old roof top condensing units and are reclaiming the copper out of the units.

The **remodeling of women's locker rooms** in the DPAC is 60% complete. Wooden lockers are being built for the women's basketball locker room. Walls are being finished and a new ceiling installed in the softball locker room. Lockers from the volleyball locker room will be painted and installed in the softball locker room.

Site prep work has begun on the **fire tower/classroom project**. The new construction will displace one of the Frisbee golf boxes and some of the Ropes course poles will have to be moved as well.

Aquila requested permission to install a **4" underground gas line** to the area south of the Fire Tower. They anticipate using the facility to simulate natural gas fires and leaks to train Aquila technicians and emergency personnel.

The **irrigation system has been tested** and is ready for the summer season. Spring planting is underway and the campus is being prepared for graduation. New plants have been added to the exterior of the BTSC. The football team assisted the grounds department by spreading mulch around the student center.

The Physical Plant Department has participated in the set up for several activities including the **Endowment Auction and Earth Day**.

Central Services completed over **95 printing jobs and 422 copy center jobs for a total of 194,364 impressions** made during April. Jobs included Southwest Kansas music academy brochures, admissions maps, EMS training forms, ammonia manuals, B&I insurance brochures, jumpstart handbooks, soccer and football summer conditioning handbooks.

Xerox will be upgrading the software on the **Nuvera Docutech printer** in the upcoming weeks. New software has been installed in the postage meter in preparation of the postage rate increase effective May 14.

Switchboard answered 230 night calls and 1,962 daytime calls. Postage costs for April were \$3,473.42 for a total of 6,948 pieces. Bulks mailing were sent for Admissions, Newspaper, B & I, TRiO, and football.

Scott Good, Computer Technician, and Andy Gough, Software Specialist, attended a **security conference** in Manhattan last week. They will be preparing a report on the conference.

Two network specialists from Sysix were on Campus to work with Terry **Chastain troubleshooting network performance**. They discovered some immediate fixes and made some adjustments. The IT department is looking forward to receiving a written report of their findings.

The college will be **beta testing the conversion of Benefactor to Colleague Advancement**. This conversion will move Endowment financials to current administrative database. Brenda Barrett, Database Administrator, and Pam Caldwell, Endowment Office Manager, will be attending training in Fairfax to learn more about this process.

Crystal Reports and Web Intelligence are being migrated to a new server. These two software applications are report writing tools which link with Datatel to extract information from our administrative database. Installing these software applications on a single server, will improve efficiencies with our computer system.

The **Comprehensive Learning Center's** Level I (Regular) and Level II (Advanced) tutoring programs will be re-certified, beginning in August, 2007. Additionally, our proposal for Level III (Master) certification was accepted. The Comprehensive Learning Center should certify our first Master Tutors by December of 2007. The CLC was first certified by CRLA in 1989 and has been continuously producing Level I and II tutors to date. This was the CLC's first attempt at the additional Level III certification.

**Continuing Education & Community Services
May 2007
Classes & Events**

1 *B&I* – Excel Intermediate, 5/1-5/3, 1-5pm, SCSC 2022

1 *CS* – Adobe Photoshop Elements II, 5/1-5/3, 7-9:30pm, SCSC 2022

1 *SWKRPC* – KS Alliance for Drug Endangered Children meeting, Wichita

2 *SWKRPC* – Youth Pastor’s Meeting 8:30am, location to be announced

2 *SWKRPC* – Ford Co Sheriff’s Dept – Meth & Drug Endangered Children & Home Visitor Safety training, Dodge City

4 *SWKRPC* – Relay for Life Aquila Fundraiser BBQ, 5:30-7pm, GCCC Track

4 *SWKRPC* – Relay for Life Opening Ceremony, 7pm, GCCC Track

4 *SWKRPC* – Relay for Life Dedication Ceremony, 10pm, GCCC Track

5 *SWKRPC* – Relay for Life Closing Ceremony, 6-7am

7 *KC* – Summer Fun Catalog distributed

8 *SWKRPC* – Scott Co. Partners for Youth Coalition Meeting, 4pm, Bryan Edu. Center Scott City

8 *B&I* – FrontPage Website Design, 5/8-5/10, 5:30-7:30pm, SCSC 2022

8 *FCYP* – Meeting, 5:30pm

10 *SWKRPC* – CHOC Coalition Meeting, 12pm, Centera Bank Satanta

10 *ALC* – Advisory Board meeting, 11:30am-1pm, SCSC

12 GCCC Graduation, 10am, DPAC West Gym

13 Mother’s Day

14 *SKMA* – Registration deadline for summer session

14 *SBDC* – Steps to Start up Workshop, 1:30 & 6:30pm, SCSC 2023

15 *SWKRPC* – LifeSkills Presenter Training 8am-3:30pm, Pratt

16 *ALC* – GED Orientation, SCSC basement

16 *KC* – First day for Kids’ College registration

16 *B&I* – OSHA 10-hour Outreach, 5/16 8-5pm, 5/17 8am-noon, SCSC 2023

17 *ALC* – GED Orientation, SCSC basement

17 *SWKRPC* – Fetal Alcohol Clinic, Area Mental Health, Dodge City

17 *B&I* – GPS Training, 6-9pm, SCSC 2022

17 *CS* – Beginning Jewelry, 6-9pm, SCSC 2023

18 *B&I* – QuickBooks Advanced, 8am-5pm, SCSC 2022

18 *ALC* – Staff Training, 4:30-6:30pm, SCSC basement

19 *UB* – Saturday Session, 9am-noon

21 *SKMA* - Summer Session I, 5/21-6/16

22 Community Service Council Meeting, 10am, Salvation Army Office

22 *C4L* – Personal Care Class, 5/22 & 5/29, 2-4pm

24 *CS* – Advanced Jewelry, 6-9pm, SCSC 2023

25 *SWKRPC* – KIUL Radio Interview, 7:30am, KIUL

25 *SWKRPC* – KSKL Radio Interview, 7:40am, KSKL

28 Memorial Day, Offices Closed

29 *SWKRPC* – Liberal Area Coalition for Families Meeting, 9am, Southwest Guidance Center, Liberal

30 *BSC* – STEPS Final Assessment, 10:30am, SCSC 2023

ALC – Adult Learning Center *Maria Elena Stadick, #600*
www.gc-alc.org

BSC – Broncbuster Senior Club *Christine Siebert, #647*
www.broncbusterseniorclub.net

B&I – Business & Industry *Jean Warta, #532*
www.gcccb-i.com

CS – Community Services *Diana @ #232 or Christine @ #647*
www.gcccks.edu/learningopp/communityserv.html

C4L – College For Life *Diana Machotka, #232*

FCYP – Finney County Young Professionals *Diana Machotka, #232*
www.fcyp.net

KC – Kids’ College *Diana Machotka, #232*

SBDC – Small Business Development Center *Kathy Nance, #632*
www.westernkansas.net/sbdc

SKMA – Southwest Kansas Music Academy *Amy McAllister, #437*

SWKRPS – SW KS Regional Prevention Center *Emily Gough, #624*
www.ksrpc-southwest.org

Scott City – Personal Enrichment Outreach *Vicki Krehbiel, (620)872-2155*

TS – Talent Search *Rebekah Fitzpatrick, #515*
www.gcccks.edu/studenterv/Triotalent/index.html

UB – Upward Bound *Lynette Thomas, #406*
www.gcccks.edu/studenterv/Triotalent/index.html

OWNERSHIP LINKAGE CORRESPONDENCE 1—NURSING SCHOLARSHIPS

From: Beth Tedrow
Sent: Monday, April 16, 2007 10:05 AM
To: Carol Ballantyne
Cc: Mary Pendergraft; 'lenore.cook@gcccks.edu'; Kathy Blau
Subject: RE: Scholarships

Hi Carol,

The auction went well in spite of the snow storm. The early tabulations indicate that we made close to what we did last year.

I have just visited with Bennie Salkil about the St. Catherine Scholarships. The financial aid staff all knows that the student must sign an agreement with a sponsoring agency (hospital) at the time that they apply for the KBOR scholarships; however, we do not know who the sponsoring agencies are for each student. Neither do we know which students are applying for these. I asked Bennie to include Kathy Blau's name on future correspondence regarding the availability of these funds. I will also contact Mary ad Lenore to once again remind their students about the approaching deadline. GCCC had nine students receive the KBOR scholarships this year (8 – RN program and 1 PN program).

The Nursing Scholarship Committee (chaired by Mary Pendergraft) awarded all of the GCCC scholarships for the 2006-07 year; those that became available during the fall semester were then awarded to the PN students for the spring semester. The Committee is currently working on the awarding for the 2007-08 year. I'll keep you informed of future developments.

Beth

From: Taylor, Scott [mailto:ScottTaylor@catholichealth.net]
Sent: Fri 4/13/2007 4:09 PM
To: Carol Ballantyne
Subject: FW: Scholarships

Carol – just thought I'd send you a note from Bennie Salkil, our Exec. Director of HR – we have a number of nursing scholarships that are "unclaimed" this year. It would be a waste to see them not be used. Bennie, Bonnie or I are available if you have questions.

I certainly enjoyed our breakfast the other morning, and am working up some ideas on space options within the hospital I'd like to run past you in the not too distant future. I'll call and perhaps schedule another breakfast when I'm ready.

Have a great weekend – stay warm.

scott

Scott J. Taylor
President & CEO
St. Catherine Hospital
401 East Spruce
Garden City, KS 67846-5679
scotttaylor@catholicealth.net
Ph. (620) 272-2561
Fax (620) 272-2566

From: Salkil, Bennie
Sent: Friday, April 13, 2007 3:57 PM
To: Taylor, Scott
Subject: Scholarships

Hi Scott,

We have contacted LULAC about our scholarship for a LULAC member going into the Nursing Program to let them know that we still have it available. To date we have not had an applicant. Along with the LULAC scholarship there are five additional \$1,000 scholarships that we combine with the Kansas Board of Regents Scholarship which will increase the amount of funding to Nursing students. KBRS adds an additional \$2500 for LPN students and \$3500 for RN students. The only stipulations for these scholarships are that the student be accepted into the Nursing program and willing to work for St. Catherine upon completion of their program.

The deadline for the KBSR scholarship is May 1st and to date we have not had anyone apply. Thank you!

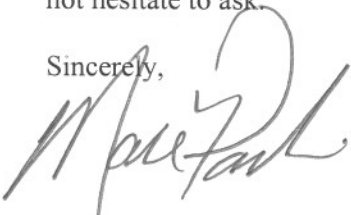
"Change is not necessary. Survival is not mandatory." W. Edwards Deming

Bennie Salkil, SPHR
Executive Director Human Resource
St. Catherine Hospital
401 E. Spruce St.
Garden City, KS 67846
Ph: 620-272-2532
Fax: 620-272-2528

Dear President Ballentine,

I appreciate you hosting a meeting with the local business leaders at Garden City Community College. It was a great opportunity to be exposed to both the local business community and some of the exciting things taking place in Garden City. It was a very enlightening experience and I look forward to spending time at GCCC again in the future. If there is ever anything that I can do to assist you please do not hesitate to ask.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Parkinson', written in a cursive style.

Mark Parkinson
Lieutenant Governor

April 16, 2007

Jim McAllister
Garden City Community College
801 Campus Dr
Garden City KS 67846

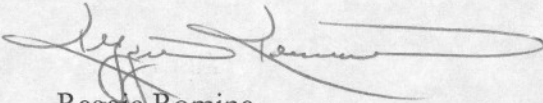
Thank You!

Regional Music Festival: *"A valuable classroom for our high school musicians."*

Thank you for providing great organization and opening up your facilities for our music festival. Please pass on my special appreciation to your secretaries who also play a huge role in making this day a huge success. With educators like you we are able to provide quality fine arts opportunities to Kansas Kids! I was fortunate to drop by a few sites and see first hand the hard work being put forth. You all have wonderful staff and student volunteers. It certainly takes a team effort. Over time, I will do my best to alternate site visits from year to year to allow me to see all of you in action.

On behalf of the Association, I would once again like to invite you to host. Will your facilities be available on April 5, 2008 for the Regional Music Festival? Please FAX the enclosed form to advise us of your intentions.

With appreciation,



Reggie Romine
Assistant Executive Director

enc: Reply Form (in Manager's copy)

cc: Dr Carol Ballentyne, President

Carol-

Thank you for hosting the National Crime Victims' Right event at GCCC. The college made for a perfect atmosphere. Thank you for extending Janice Num to assist in preparation. Barb Shultz was also a huge help in preparing the gym for presentation.

Thank you.



Professionally Yours,

Western Kansas Child Advocacy Center

Kelly Robbins, David Fyler
Christy Davis + Elizabeth York

President's Report
Update on Shriver Special Project Fund

From: Shea Sinclair
Sent: Monday, April 23, 2007 11:28 AM
To: Beth Tedrow
Subject: Re: Shriver Special Project Fund

Hi Beth,

Here is the information you requested regarding the Shriver Special Project Fund. The funds are being held by the Endowment Association for 10 years beginning in August 2001, for the benefit of GCCC to purchase academic equipment and/or buildings. At the end of the 10 years, the corpus of the remaining estate will be distributed and 18% will be received to add to the fund. We receive an annual distribution check around \$7,000 - \$8,000 dollars that goes directly into the Shriver Special Project fund. The fund has accumulated to \$53,104.02 in the six years we have held the account. The trust will be finalized by 2011 and we should receive final distribution from the trust at that time. We have no way of knowing what that total distribution will be since we do not know the total value of the estate.

Please let me know if you have any additional questions.

Thanks!

Shea



March 19, 2007

Carol Ballantyne, PhD
President
Garden City Community College
801 Campus Drive
Garden City, KS 67846

Dear President Ballantyne:

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) is pleased to inform you of its vote on March 16, 2007 to award **continuing accreditation** to the EMS Paramedic Program at Garden City Community College.

The recent peer review conducted by the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP) and the commission's Board of Directors recognizes the program's substantial compliance with the nationally established accreditation Standards. The next comprehensive evaluation of the program and an on-site review is scheduled to occur no later than **2016**.

The following citation merit[s] your institution's attention and resolution in order to strengthen the program's compliance with the Standards (for a complete copy of the Standards, check the CAAHEP website at www.caahep.org, or call the office at 727-210-2350):

Standard III,B,1,b – Program Director/Qualifications

III. Resources

B. Personnel

The sponsor must appoint sufficient faculty and staff with the necessary qualifications to perform the functions identified in documented job descriptions and to achieve the program's stated goals and outcomes.

1. Program Director
b. Qualifications

The program director must:

- 1) possess a minimum of an Associate's degree for Emergency Medical Technician-Intermediate and a minimum of a Bachelor's degree for Emergency Medical Technician-Paramedic from a regionally accredited institution of higher education,
- 2) have appropriate medical or allied health education, training, and experience,
- 3) be knowledgeable about methods of instruction, testing and evaluation of students,
- 4) have field experience in the delivery of out-of-hospital emergency care,
- 5) have academic training and preparation related to emergency medical services at least equivalent to that of program graduates,
- 6) be knowledgeable concerning current national curricula, national accreditation, national registration, and the requirements for state certification or licensure.

Citation:

Initially, the program did not provide documentation verifying the Program Director's attainment of a Bachelor's degree. A new Program Director has been appointed. As of November 2006 he was completing his BS degree.

Corrective Action:

It is requested that the Committee be provided with a "follow-up" Progress Report documenting the progress being made by the current Program Director toward the attainment of a Bachelor's degree. Such a faculty development plan shall comply with the CoAEMSP policy referenced below and be signed by the Program Director and Dean/administrator.

Standard III,B,2,a – Medical Director Responsibilities

III. Resources

B. Personnel

The sponsor must appoint sufficient faculty and staff with the necessary qualifications to perform the functions identified in documented job descriptions and to achieve the program's stated goals and outcomes.

2. Medical Director
a. Responsibilities

The medical director must be responsible for all medical aspects of the program, including but not limited to:

- 1) review and approval of the educational content of the program curriculum to certify its ongoing appropriateness and medical accuracy,
- 2) review and approval of the quality of medical instruction, supervision, and evaluation of the students in all areas of the program,
- 3) review and approval of the progress of each student throughout the program and assist in the development of appropriate corrective measures when a student does not show adequate progress,
- 4) assurance of the competence of each graduate of the program in the cognitive, psychomotor, and affective domains,
- 5) responsibility for cooperative involvement with the program director,
- 6) adequate controls to assure the quality of the delegated responsibilities.

Citation:

The program did not effectively demonstrate the Medical Director's active involvement in the program. 2 new Co-Medical Directors have been appointed. They have clear job descriptions outlining job responsibilities and both have signed agreements. They began duties in November, 2006.

Corrective Action:

It is requested that the Committee be provided with a Progress Report documenting the implementation of the Medical Director's program involvement and ability to attest that each graduating student has achieved the desired level of competence prior to graduation. In addition, the program should document the implementation of an ongoing plan for the Medical Director to review the medical content of the program and major program evaluation tools.

The required Progress Report addressing the above issue must be sent "electronically" to the Executive Office on or before **August 31, 2007**. Please e-mail your Progress Report to karen@heasc.org. The Committee will evaluate the program's progress at its **November 2007** meeting.

Failure to respond satisfactorily to the citation(s) above may result in a withdrawal of accreditation.

Page 3
President Ballantyne

The accreditation standards are established by CAAHEP and CAAHEP and American Academy of Pediatrics (AAP), American College of Cardiology (ACC), American College of Emergency Physicians (ACEP), American College of Osteopathic Emergency Physicians (ACOEP), American College of Surgeons (ACS), American Society of Anesthesiologists (ASA), National Association of Emergency Medical Technicians (NAEMT), National Association of State EMS Directors (NASEMSD), National Registry of Emergency Medical Technicians (NREMT), and the National Association of EMS Educators (NAEMSE).

The commission commends you and your colleagues for your commitment to continuous quality improvement in education, as demonstrated by your participation in program accreditation.

Sincerely,



Gregory P. Paulauskis, PhD
President

cc: Judy Crymble, MEd, Dean
John Ralston, BS, RN, Program Director
Adolph Giesecke, MD, CoAEMSP Interim Executive Director
D. Randy Kuykendall, NREMT-P, CoAEMSP Chair

PRESIDENT'S REPORT
DEFERRED MAINTENANCE COMPROMISE

From: Sheila Frahm [mailto:frahm@kacct.org]

Sent: Monday, April 30, 2007 7:37 PM

To: Bill Wojciechowski; Carl Heilman ; Carol Ballantyne; David Reist; Don Woodburn; Duane Dunn; Ed Berger; George Knox; Jackie Vietti; Jim Miesner; John Masterson; 'Larry Tyree'; Lynn Kreider; Pat McAtee; Richard Burke; Richard Underbackke; Terry Hetrick; Tom Burke; 'Vicky Smith'

Cc: Gayle Shaw; Jennie Rose-KACCT

Subject: Deferred Maintenance Compromise

Presidents, FYI, It's Monday evening --- The Senate and then the House of Representatives just passed the 2007 Deferred Maintenance Plan.

It was passed as Senate Substitute for House Bill 2237 (30-8 in the Senate and almost unanimously in the House – I don't recall the exact vote). I will FAX the "bill explainer" (if you don't have it at your office on Tuesday a.m., just let Gayle know and she can re-fax), as that's written in plain English and it's also the only printed document I have at this time.

Provisions for community colleges (& tech colleges and Washburn) include:

1. Tax Credits: "the bill authorizes new tax credits effective for tax years 2008-2012 for contributions earmarked for 'certain capitol improvements' at community colleges (excluding new constructions and real property acquisition). The amounts of the credits, which would be claimed against the income tax, financial institutions, privilege tax or insurance premium tax, would be equivalent to 60 percent of qualifying contributions for community colleges (it's 50 percent for State University tax credits). They are refundable, carry forward for up to three years and would be transferable to other taxpayers if originally claimed by not-for-profit entities.

In the amount of:

Potential Tax Credit contributions per community college:

FY 2009 \$.078 million (this is for ½ year to clear up the fiscal and calendar year concern)

\$.159 million for by 2010

\$.208 million from FY 2011 to FY 2013.

2. Bonds (this replaces the no-interest loans of earlier discussions) – The bill authorized \$100 million in bonds (\$20 million each fiscal year) beginning in FY 2008.

These will be issued by KDFA (Ks Development Finance Authority for community colleges, tech colleges, and Washburn – The principal and interest for the bonds would be paid for from the State General Fund, with the college reimbursing the SGF for the principal portion of the payments each year. The bonds would be let as 8-year bonds with a cap of \$15 million in bonds per institution over the 5-year period.

There are other provisions to be reviewed, but two statements are significant—

1. “Private funds leveraged with the tax credits could not be used for bond payments for any bonds other than those authorized in this bill.” This seems to indicate a college could combine tax credits contributions with payments for a bonded project.
2. Community Colleges, Tech Colleges and Washburn DO NOT have to go through the State Building Committee process – thus noting an understanding about local board of Trustee decision making responsibilities.

& finally, I’m sure there will be more details available and we can get technical support for further explanation/details when all things get completed.

WITH DEFERRED MAINTENANCE NOW COMPLETED, THE REMAINING ISSUE FOR THE LEGISLATURE IS THE **OMNIBUS FUNDING BILL** – for community colleges, this includes our operating grant of \$3.1 million -- AS I WRITE THIS, THE 3 HOUSE AND 3 SENATE MEMBERS ARE NEGOTIATING THE FINAL DECISIONS. THEY COULD FINISH TONIGHT OR EARLY TOMORROW. THEN THE BILL HAS TO BE COMPLETED, PROCESSED AND SIGNED BEFORE A HOUSE AND SENATE DEBATE AND FINAL VOTE. IT IS POSSIBLE THE LEGISLATURE COULD ADJOURN ON TUESDAY—PERHAPS LATE TUESDAY.

Thanks. Sheila

Sheila Frahm, Executive Director
Kansas Assoc. of Community College Trustees
700 SW Jackson, Suite 1000
Topeka, KS 66603
785-357-5156

CAROL BALLANTYNE

Thu, Apr 12, 2007 5:21 PM

Subject: Magazine features GCCC Ag

Date: Thursday, April 12, 2007 5:21 PM

From: steve quakenbush <steve.quakenbush@gcccks.edu>

To: Judy Crymble <judy.crymble@gcccks.edu>, Darla Daniels <darla.daniels@gcccks.edu>, Carol Ballantyne <carol.ballantyne@gcccks.edu>

Cc: "Amanda L. Worthington" <amanda.worthington@gcccks.edu>, Clint Alexander <clint.alexander@gcccks.edu>, Jim Hash <jim.hash@gcccks.edu>, <kent.kolbeck@gcccks.edu>, <roger.schmidt@gcccks.edu>

Conversation: Magazine features GCCC Ag

CAROL, DARLA & JUDY,

Purple Circle Magazine, a leading U.S. publication read by youth and families involved in livestock production, featured a three-page article about Garden City Community College in the April, 2007 edition. The story was accompanied by four pictures of GCCC agriculture program activities, plus one of the Student and Community Services Center. The story featured information about the Meat and Animal Science Program and Broncbuster Rodeo, as well as the John Deere Ag Tech Program, scholarship opportunities and GCCC contact information. Purple Circle, published monthly in Canyon, Texas, is read throughout the nation by families involved in 4-H, FFA and related programs. Amanda Worthington has the one copy that we received, and I'll send you photocopies via campus mail.

STEVE

April 2007



Purple Circle

AMERICA'S YOUTH LIVESTOCK MAGAZINE

WHAT A YEAR!!!



Grand Champion
2007 San Antonio
Shown by Terria Taylor
Sired by Composure



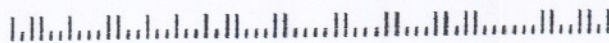
Grand Champion
2007 Fort Worth
Shown by Morgan Miller
Sired by Insignia



Reserve Grand Champion
2007 San Antonio
Shown by McKenna Bergmann
Sired by Composure

Alfred - Elliott
303.633.6340

Rockin' C Farms
806.411.3009



S21 P1

GCCC

EXCHANGE
801 CAMPUS DR
GARDEN CITY KS 67846-6333

GCCC OFFERS SUCCESS THROUGH PAST EXPERIENCE & FUTURE POTENTIAL

Unique animal science and related programs open gate to 21st Century career opportunities

Success in 21st Century agriculture depends on a pair of important factors – past experience and future potential – and when it comes to ag-related education, there's no place that puts those factors together like Garden City Community College - Kansas.

That's clear to students like Keena Crone, a resident of Lakin, Kansas who is majoring in production agriculture.

"The GCCC Agriculture Program strongly emphasizes the importance of understanding the issues that will affect agriculture in the future," Crone said. "I know I'm getting more experience here than I would anywhere else."

He is one of about 1,200 students from states across the Central U.S. who select GCCC each year as the place to begin college. GCCC has opened the gate to a growing group of determined young men and women making their mark in animal science, agribusiness, agronomy and even the sport of rodeo.

One place the Southwest Kansas campus has made an obvious mark of its own is in competitive meat judging, where students put key career skills to practice in the heart of the nation's beef producing region.

Initiated in 1988, the GCCC they routinely spend time honing their skills.



Since Animal Science Instructor Clint Alexander took charge as meats team coach in 2000, GCCC has won four major championships, including the 2001 Southwestern and Beef Empire Days Intercollegiate Meats Contests, the 2003 Cargill Meat Solutions High Plains Contest and the 2006 National Western. Garden City earned its reserve national championships at Houston in 2001 and 2003, and at the High Plains in 2005.

The honors weren't confined to team awards, either. Since 2002, more than half a dozen GCCC judges have earned All American

status. They include First Team All Americans Paden Daniels of Athol, Kansas in 2006 and Matt Zabel, Hugoton, Kansas, in 2002; plus Second Team competitors Laure Cossman, Jetmore, Kansas, in 2002; Chris Boyd and Clinton Trickey, both of Garden City, in 2003; Chance Evans, Satanta, Kansas, in 2004; Daniel Cossman and Kallie Smith, both of Jetmore, in 2005.

GCCC students have taken 11 contest reserve championships during the coach's tenure, finishing in the top three 20 times out of 41. Since 2002, GCCC judges have also earned high individual contest status six times, setting

Meats Team has earned reserve national champion status three times in the past six years – once at the High Plains Contest and twice at the Houston Livestock Show – in competition against community colleges and universities alike.

One advantage the team can rely on is proximity, since there are four major beef packing plants within an hour of the college. One of those is the Holcomb plant of Tyson Fresh Meats -- the largest boxed beef processing facility in the world, located just six miles from the campus. GCCC judges are familiar with each plant, where

or breaking 14 team and 20 individual records.

COACH FROM CHAMPIONSHIP BACKGROUND

Alexander relies on individual experience in teaching and coaching. He's a GCCC graduate himself, and took five first through fourth high individual contest awards during the 1993-94 season, after serving on the 1990 Kansas State High School Champion Meats Team in his hometown of Sанта.

He advanced in 1996 to the Texas Tech University Meats Judging Team, one of the most successful in history, to share in that year's national championship and earn the university's Most Outstanding Judge Award. His TTU team also earned five contest championships the same year, with the future coach receiving seven individual awards, ranging from first to fourth high, throughout the season.

Before returning to GCCC, he opened his coaching career in 1998 at Clarendon College in Texas, where his team took the Beef Empire Days championship; then continued in 1999 at TTU, where his group became national champions. Alexander was also named the Central and Midwest director for Division A of the Intercollegiate Meat Coaches Association, becoming the first community college coach in the nation to serve in that position.

"Clint is the most complete meat judging coach or guru that I know," said Eddie Behrends, former



TTU Meats Team Coach and previous meat lab manager at Colorado State University.

"There is no one who can match Clint's desire, ability and passion," said Behrends, now of Beef Products International. "I truly believe students are lucky to judge under him, and if I was sending a student out, I would no doubt send him to Clint Alexander in Garden City."

"The ag department at GCCC really offers the most challenging and interesting classes anywhere, as well as enjoyable and valuable experiences," said Daniels, a meat science major. "I've tried to take as many classes here as I can, because I really enjoy them."

NEW BLOOD & NEW IDEAS

There's also some new blood in the Agriculture Department at GCCC, with Amanda Worthington serving as assistant meats team coach and instructor. The Illinois native arrived on campus last fall, and is already working toward enhancing learning opportunities for students with a series of new industry-driven courses.

Worthington earned her associate degree in agribusiness management at Joliet Junior College of Illinois in 2000, and her bachelor of science in agricultural economics at Oklahoma State University, Stillwater, in 2002.

That background gives her plenty of real-life experience to share with students, along with her master's in agricultural education, which she earned at Kansas State University, Manhattan, early in 2006.

"One thing I've been doing since coming on board is to open a



dialogue with K-State about incorporating an Introduction to Agricultural Education class by the fall of 2007 or the spring of 2008," the new instruc-

tor said. That will need to go through the approval process on our campus, of course, as well as through the Kansas State Board of Regents, but this should offer yet another option to the students here at GCCC."

Worthington is also exploring



the concept of a course in International Agriculture, based on the premise that knowing how the global economy affects local production is a key factor for success.

Alexander and Worthington have their sights set on the local horizon too, with plans under way for a dramatically expanded meat and animal science facility on the campus.

Worthington may be reached at HYPERLINK "mailto:Amanda.worthington@gccsks.edu" amanda.worthington@gccsks.edu or 620-276-9502. Alexander is available at HYPERLINK "mailto:client.alexander@gccsks.edu" client.alexander@gccsks.edu or 620-276-9527.

"The ag program in Garden City is excellent and the teachers are wonderful," said Shannon Cowan, a native of Hinton, Iowa who selected GCCC as the place to begin her study of animal science. "This is a good place to start toward my four-year degree."

FROM JOHN DEERE TO RODEO

Ag majors and others at the 2,400-student college can select from a range of additional options too. One of the most prominent is the John Deere Agriculture Technology Program.

Operated in partnership with the dealer service network of one of the most respected tractor and combine manufacturers in the nation, the pro-

graduate with a dual advantage – an associate degree and a set of entry-level service professional skills.

Each student is sponsored by a specific John Deere dealer, and the program has attained a career placement rate of 100 percent.

Then, there's rodeo. Lots of colleges field basketball and football teams, and compete in a wide range of other sports too, but GCCC upholds the tradition of arena action with a rodeo program that has sent competitors toward the College National Finals for 40 years.

Last year, in fact, GCCC sent three team members to the CNFR,



where bareback rider Casey Colletti, Pueblo, Colo., earned eighth place. Meanwhile, Cort Scheer, Elsmere, Neb., finished third in saddle bronc riding, and Trevor Cox, Purdum, Neb., went home with second place, plus eighth in men's overall competition.

"Our team doesn't specialize in just one area," said Head Coach Jim Boy Hash. "We're out to win every event -- men and women. GCCC Rodeo has rapidly opened many eyes in the college ranks, and what I have to say to potential team members is this: We've been knockin' on the door, so why don't you come help us knock it down?"

Competing in the Central Plains Region of the National Intercollegiate Rodeo Association, GCCC operates the longest running community college rodeo in Kansas, with a history that stretches back to 1967. The program made a major advancement in 1999, when it was elevated to full athletic team status and brought two new coaches on board.

"We also added a facility in

2000 that includes new horse stalls and a new practice arena," Hash said.

With about 30 riders each year, the GCCC Broncbusters are a small enough team to guarantee plenty of practice time, but still put plenty of people in each event to maintain a powerful competitive drive. The team draws members, such as Cowan, from throughout Kansas, as well as Colorado, Nebraska and other states, and has even attracted Canadian competitors.

"One of the other things that makes us unique is an unmatched travel program," Hash said. "And there's also the volume of practice stock we provide year round."

GCCC initiated a bucking horse breeding program six years ago, and now it's paying off. "This allows top caliber horse riders to get on in the practice pen without the worry of tearing up their equipment or getting hurt," said Assistant Coach Clete Scheer.

Mares are used for most of the school year, Hash explained, then foaled out in late spring. "We keep some of the older geldings around, the ones that are just good to get on," he added. "Most of the steer wrestling and team roping cattle are home raised for practice too. This means there are fresh cattle each fall, not worn out roping steers from the summer run. Plenty of calves are also always on hand, and bucking bulls generally come from different sources. Goats are provided as well."

In reality, the team usually has enough stock on hand to produce a small rodeo itself.

SCHOLARSHIPS TOO

Regardless of major, students at GCCC are able to count on extensive scholarship opportunities, including Crone, Cowan, Daniels and approximately 840 others who received financial assistance this year through the GCCC Endowment Association. According to Association Executive Director Shea Sinclair, students received a combined total of more than \$416,000

during the course of the year.

GCCC also participates in most major federal student assistance programs, making Work-Study positions, Pell Grants and student loans available to qualified applicants. Other advantages range from a trio of options for on-campus student housing, to individual academic assistance by day and night, to the college and community location at the center of the nation's beef and wheat producing region.

GCCC rodeo competition, meat science, animal science and other programs directly reflect the college's long-standing slogan, "From here, you can go anywhere."

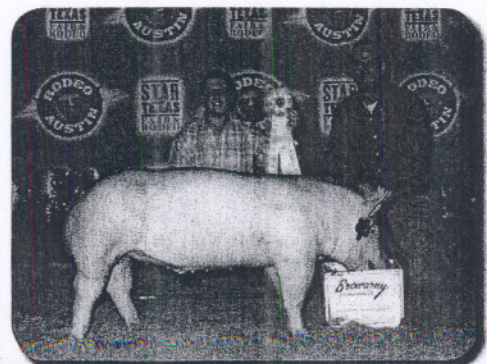
That, of course, is based on more than a little past experience, plus a lot of future potential.

STAR TEXAS FAIR & RODEO

Judge:
Jim McCoy



Grand Champion Barrow
Morgan Johnson



Grand Champion Barrow
Brittany Finger

More pictures next month!

**Residential Life Board Report
Year End Review
2006 – 2007**

MISSION STATEMENT

The Residential Life Areas mission is to provide a safe, secure, and clean environment where all residents are treated as equals. To promote diversity and understanding, and to serve as role models and mentors to the residents. We also strive to promote a positive outlook of the campus community, have fun, make friends, and help the residents enjoy their home away from home.

2006 – 2007 OCCUPANCY RATES

August	October	December	January	March	May	Closing (anticipated)
239	237	234	197	194	193	193

Reasons Students Left the Residence Halls (as of 5/01/07)

Transferred	John Deere Internship	Complete W/D	Military	Moved Home with Parents	Moved Off Campus	Dismissed	Still in Garden City, not enrolled
37	7	20	1	1	1	4	2

RESIDENTIAL LIFE ACTIVITIES AND INVOLVEMENT/CAMPUS INTERACTION

Various activities including tournaments, sports nights, birthday parties, information programs, fun nights, feeds, game nights, dances, contests, food service committee, late night breakfasts, study break nights, steak nights, resident appreciation night, theme nights in the cafeteria and more. Attendance ranges from 25 to 200 depending on the event and its popularity. We have very good attendance when we serve food because the residents are always hungry. The residents also enjoy mailbox stuffers on holidays and office candy.

The highlight of the year was, and is always, the Resident Appreciation Dinner held in March in the cafeteria. The theme this year was luau and included luau attire for all attendees and a roasted pig. The students enjoyed mock tails, hors d'oeuvres, and a served dinner. Dessert was a chocolate fountain with various items to dip. Of course, this event could not have been accomplished without the assistance of over 40 faculty and staff members, community members, and Ron Schwartz along with his wife Janie from the Board of Trustees.

The last activity of the year will be The Last Blast hosted by the Black Student Union, Residential Life, and intramurals. Residential Life is working in conjunction with the athletic department to reinstate the intramurals program.

A new Activity Director was hired and continued the all-campus activities that had been started previously. Residential Life worked in conjunction with him mentoring and supporting the activities held in the Beth Tedrow Student Center.

The residence halls and the meeting rooms are used year round. They serve not only college personnel but also local business groups, civic organizations, local and state government agencies, alumni, sports camps, area colleges, universities, and local churches that host a nondenominational student bible study. The residence halls have housed Upward Bound, Broncbuster Football Camp, Athletic Training Camp, Kansas Gear-Up, Explorer Challenge Academy, National Cheerleaders Association Cheer and Dance Camp, Eustis Farnum FFA Judging Team (coach is alumni), Jim Clanton Baseball Tournament Officials and some teams, family reunions as well as

the students year round for the fall, spring and summer terms. This benefits the students as well as the institution and provides support for the Garden City community and surrounding areas.

UPGRADES

Finished upgrade of smoke alarms in East Units
Purchased new chairs for most of West Hall
Implemented the use of “Buster Bucks” at the Snack Bar
Started carpet replacement program in the East Units
Continued washer/dryer replacement program
Re-stripped parking lot
New drinking fountain by the cafeteria
Small Dining Room was remodeled and named the “Broncbuster” Room
New carpet, tile, and paint in the Endowment Room

The Director of Residential Life is looking forward to the renovation of the existing apartment she and her husband have lived in for 17 years. The look of a real home will be a pleasant change.

COMMUNITY SERVICE AND COMMUNITY INTERACTION

Residential Life students and staff participate in community activities including, Endowment Association Auction & Phone-a-thon, Garden City Recreation, local parades, local churches, volunteer for local charities and service organizations as well as participate in reading programs and mentoring in local school and churches.

Local residents call the Residential Life Office to have students help them do anything from babysitting, yard work, moving, house sitting, and other odd jobs. We find students to fit the need and have many return calls or word of mouth referrals.

RECRUITING AND RETENTION

Recruiting

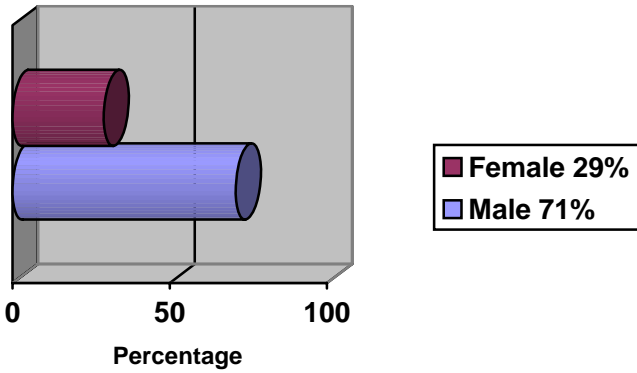
Compiled information for prospective students
Assisted Admissions office with tours to showcase residence halls
Assisted with early enrollment days
Increased meal plan options to three choices
Added “Buster Bucks” to resident meal plans for use in the Broncbuster Bistro

Retention

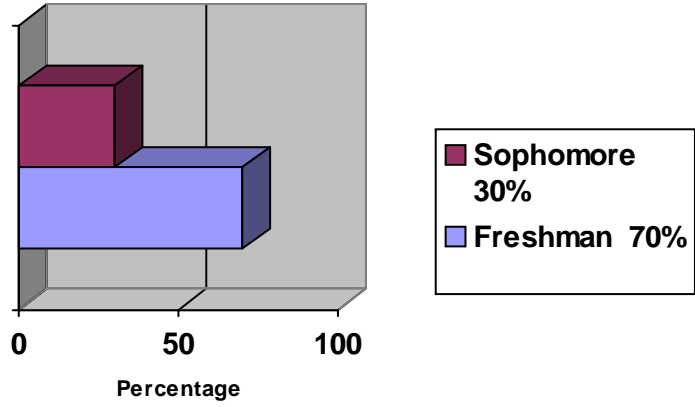
Work in conjunction with food service to address resident needs (Food Service Committee)
Address resident needs with referrals to other departments
The Residential Life Office is open daily
Full-time professional staff is on duty 24-hours per day including weekends and holidays
Know the students and address them personally on a daily basis
Provide support to students by attending on and off campus events they are involved in

SPRING 2007 RESIDENT PROFILE

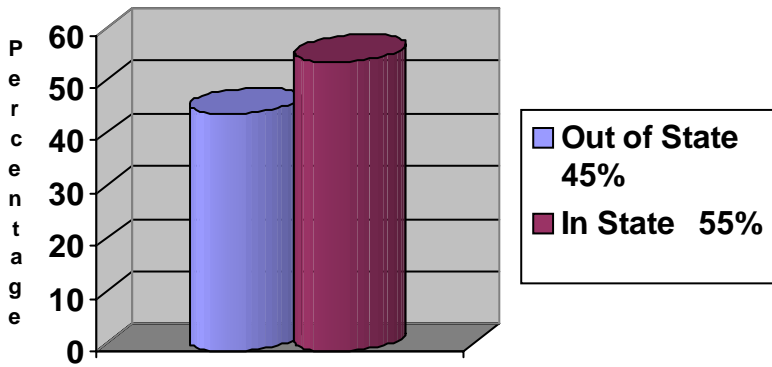
Residents by Gender



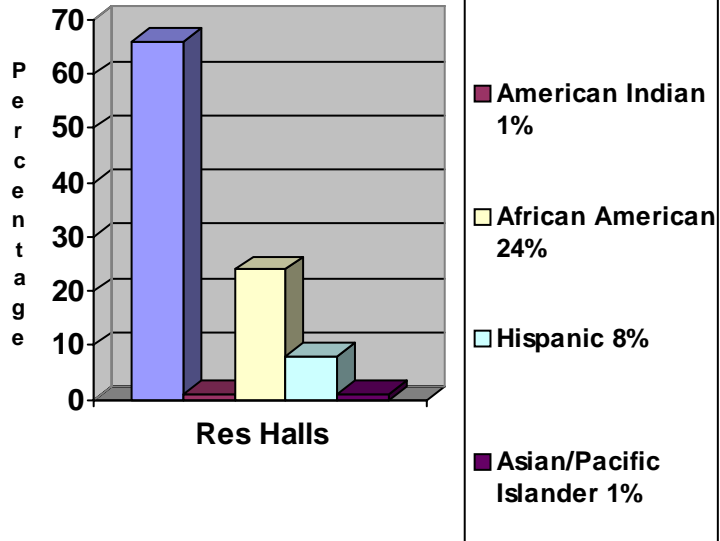
Resident Grade Classification



Residents by Origin



Resident Ethnicity



Information Technology

Track-It—Track-It is the software that allows any user on campus to enter a “work-order” for Information Technology (as well as two other departments).

Below are the types in which employees may enter a track it. The various types allow the IT staff to determine to whom the work order is routed. The individual types are assigned to IT staff members. It must be mentioned that Track It totals (below) probably represent 50% (at best) of requested support tasks. In addition, there are “in office” or “on going normal” tasks that do not appear on the Track It numbers.

Work Orders from 040106 to 043007

Comp Serv-- Benefactor	37
Comp Serv-- Miscellaneous	117
Comp Serv--BlackBoard/Maestro	5
Comp Serv--Cancel Work Order	3
Comp Serv--Datatel	50
Comp Serv--Datatel CF	31
Comp Serv--Datatel HR	13
Comp Serv--Datatel Student Sys	15
Comp Serv--Duplicates	17
Comp Serv--Email	28
Comp Serv--Hardware - Other	66
Comp Serv--Hardware - PC	74
Comp Serv--Hardware - Printer	59
Comp Serv--Jenzabar/Technical	7
Comp Serv--Network	42
Comp Serv--Network - Hardware	6
Comp Serv--Network - Internet	24
Comp Serv--Network - Troublesh	3
Comp Serv--Network - Wiring	10
Comp Serv--New User	4
Comp Serv--Password Reset	13
Comp Serv--Printer Cart--Req	204
Comp Serv--Purch Equip	2
Request	
Comp Serv--Software - COGNOS	4
Comp Serv--Software - COM100	2
Comp Serv--Software - Crystal	25
Comp Serv--Software - Office	18
Comp Serv--Software - Other	74
Comp Serv--Software - Windows	16
Comp Serv--Upgrades	6
Comp Serv--Virus Cleanup	3
Projector Install	1
Total	979

Computer Rotation: The following table is the rotation plan that Information Technology currently follows for replacement of computers on campus. This does not include replacement of monitors. Monitors are replaced as necessary.

Purchased from Technology Fees										
4-year Rotation plan; Faculty and Labs										
	2008-9		2007-8		2006-7		2005-6			
23	Nursing			11	Wireless	70	Faculty			
8	Auto 2	21	B143	14	CJ	10	Instructional Support			
8	Union	23	B119	8	JD					
15	Testing	16	B144	14	Finnup					
25	S&M	5	Auto 1	33	CLC					
9	Dorm	13	V169	8	Ammonia					
				8	Library					
				17	Reading (D110)					
88		78		113		80				359
Purchased from Information Technology Budget										
4-year Rotation plan; Administrative and Other staff										
	2008		2007		2006		2005			
30		30		30		30				120
MAC machines are purchased from grants or another source										
Cost does not include any replacement monitors, keyboards, mice, or printers							Journal	Mac	18	
This also does not include any replacements for administration or MACS on campus							Music	Mac	9	
							Ammonia	Mac	10	37
This also only works if we do not add any more computer labs on campus.										
Revised 3/2/07										

Typical items purchased with budgets

Purchased 2006-2007

Tech Fee

- Computers
- Document Readers
- Monitors
- Printers
- Screens
- Servers
- Sony DVD/VHS
- Tablet
- Misc cables, drives, mice, presentation devices

Information Technology Account

- Battery Backups
- Computers
- GBIC
- KVM Switches
- Laptops
- Monitors
- Printer
- Projectors
- Scanners
- Servers
- Switches
- Tablets
- Misc cables, jacks, drives, cases, surge protectors, mice jdetdirect boxes

Information Technology Staff Processes: IT does a variety of processes on campus. Below is a list of items that IT does on campus.

- Added a Cisco switch immediately outside of KanREN router to facilitate troubleshooting our internal LAN.
- Benefactor: Maintenance, Updates, Reports
- Business Objects Enterprise & Crystal Reporting: Designing, Developing, Maintaining
- Central “My Documents” implemented and functional
- Completed automation of Datatel to SM3 data, all instructors, all classes, all students. This is also the foundation of automated exports to Blackboard.
- Completed upgrade and automation of Datatel to RedCanyon for SuperCircuit.
- Conferences: DUG, MRDUG
- Constantly monitor servers for issues
- Continued extract of attendance, grades, assessments, and associated comments from SM3, enhanced to include separation of defined cohort groups. Initial test of automated versions of this using Crystal direct from SM3 have been completed and should be fully functional by March 06.
- Datatel: Maintenance, Updates, Reports
- Designed and implemented network in SCSC
- Develop RFPs, compare, and recommend vendors for computers, monitors, projectors, laptops, and tablets; \$0
- Endowment software conversion (CARS to Benefactor) (Benefactor to Colleague Advancement)
- Imaging stations deployed, apps should be functional by May 2006
- Implement wireless for Board of Trustees meetings and for Drug Prevention
- Implemented “My Document” redirection to server for faculty access in classrooms
- Implemented a DNS zone on Dorm Controller so that students can access Blackboard and Cisco curriculum from the Dorms.
- Implemented backup solution for servers and data
- Implemented ScriptLogic[®] for easier implementation of changes to the user desktop profile.
- Implemented shared “Departmental” folders on server
- Installed Intrushield[®] to control harmful applications and attacks from entering the campus network.
- Keep the 911 information update
- Maintain the accounts on the Exchange server and in Datatel
- Maintain the switchroom information
- Maintenance and updates of campus software
- Migrated from Exchange 2000 Server to Exchange 2003 Server and moved most email accounts to the server.
- Migration from SQL Server 2000 to SQL Server 2005
- Provided information for AQIP as necessary
- Provided initial reports for instructors from Datatel
- Rearranged server room to allow for growth; added new electrical circuits; added 1 new rack and moved network switch; moved all servers to new racks
- Recovered Exchange server after multiple hard drive failures and implemented a Front End/Backend Topology for Exchange
- Reorganized AD OUs to implement departmental folders
- Repaired DNS entry that was registered with Educause and had Kanren repair entry on their DNS server that we used as a backup DNS
- Resolved DNS errors between the Domain Controllers and upgraded one Domain Controller to Windows Server 2003
- Rewired business office, offices on North end of Admin building, Endowment Offices, Academic Office, Student Publications Lab in Vocational
- The steps to automate process has reduces the IT time required to have current info available from extract to practically zero.
- Training: Business Objects Enterprise, SQL Server 2005, Datatel
- Upgrade of faculty and academic support staff computers
- Upgraded Datatel Web server in anticipation of WA3.0
- Wired Admin computer lab, new office for Datatel DBA’s , new office for Music Instructor, jacks for theater department in Fine Arts