

**June 6, 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, June 13, 2007**. The meeting will be held in the **Beth Tedrow Student Center**, community college campus.

**6:30 p.m.**      **Reception** honoring the retirement of      **Portico**  
○ Conception Magana, Humanities Instructor, 1977-2007  
○ Doral “Skip” Mancini, Drama Director, 1979-1994 and 2001-2007  
○ Lauren Welch, Trustee, 1989-1995 and 2003-2007

**7:00 p.m.**      **Regular meeting**      **Endowment Room**

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### **THE AGENDA**

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#### **CALL TO ORDER**

- A. Comments from the Chair
- B. Open comments from public
  - Jim McAllister, Music Instructor

#### **CONSENT AGENDA**

- A. Approval of minutes of previous meeting (May 9)
- 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 orders over \$20,000
  - MTC (software); \$23,739.77
  - KanRen (bandwidth adjustment); \$27,494.27
  - Office Solutions (Steelcase furniture for Academic Bldg); \$81,130.42
  - Tatro Plumbing (heating system project, phase II); \$79,000
  - Berry Material Handling (forklift); \$21,760.70
  - Western Motor Co. (two mini vans); \$47,996
  - Garden City Farm Equipment (tractor and loader); \$36,999

Agenda for June 13, 2007 Board of Trustees meeting (page 2)

**CONSENT AGENDA (continued)**

- E. Approval of annual agreements with cooperating agencies, re: nursing program
- F. Approval of annual agreements with USD #457 and #363
  - o F1 Automotive Technology Center of Excellence
  - o F2 Criminal Justice Center of Excellence
  - o F3 Criminal Justice Articulation Agreement
  - o F4 Career Learning System—Finney County
  - o F5 Early Childhood, Education and Services Center of Excellence
  - o F6 Industrial Maintenance Technology Center of Excellence
  - o F7 Information Technology Center of Excellence
  - o F8 Welding Lab
  - o F9 Vehicle service/repair
- G. Approval of agreement with Architecture Plus, re: renovations to apartment for Director of Residential Life
- H. Approval of agreement with City of Garden City, re: vehicle exchange
- I. Approval of Amendment Number Four to University Manual Food Services Agreement, i.e., Chartwells Food Service agreement for 2007-08
- J. Approval of annual agreement with Kansas Association of School Boards Workers Compensation Fund, Inc.
- K. Approval of premium for athletic insurance for 2007-08 (Keller Leopold)
- L. Approval of agreement with Finney County, re: rodeo team facilities
- M. Approval of request to dispose of property
- N. Approval of annual agreement with Kansas Association of School Boards Legal Assistance Fund
- O. Approval of EduKan financial audit

**POLICY REVIEW**

- A. Monitoring Reports and ENDS
  - A1 Monitoring Report—Monthly
  - A2 Monitoring Report--Annual

**POLICY REVIEW (continued)**

B. Ownership Linkage

- Correspondence 1—thank you letter from Kansas Sampler Foundation
- Correspondence 2—thank you letter from 3-I Show
- Correspondence 3—letters re: Strings Instructor
- Correspondence 4—email from former CJ student
- Correspondence 5—thank you letter re: Dept. of Public Safety
- Correspondence 6—letter from NLNAC re: nursing program modifications

C. Board Process and Policy Governance Review

**REPORTS**

A. President Carol Ballantyne

- A1 Incidental Information
- A2 Workers Compensation Facility Visit
- A3 Office of Civil Rights Onsite Review
- A4 Senior Computer Class
- A5 Market Research Report
- A6 Athletic Report—Spring Sports
- A7 Health Services Report
- A8 Discussion of staff raises for 2007-08

B. Report from Finney County Economic Development Corp.

**Upcoming calendar dates:**

- June 15-16: KACCT/COP meeting – Barton County Community College
- July 11: Regular monthly meeting; 7 p.m.
- August 8: Regular monthly meeting and budget hearing
- September 25-30: ACCT Leadership Congress; San Diego (Ballantyne, Worf, Schwartz, Douglass, 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**

**May 9, 2007**

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

Others Present: Carol E. Ballantyne, President  
Darla Daniels, Deputy Clerk  
Beth Tedrow, Dean of Student Services  
Judy Crymble, Dean of Technical Education  
Kevin Brungardt, Assoc. Dean of General Education  
Steve Quakenbush, Director of Information Services & Publications  
Deanna Mann, Director of Institutional Research  
Mary Wilson, Scott Good, IT Department  
Mark Jarmer, GCCC Instructor, and several debate/forensics  
students—Nikki Murphy, Josh Hutchinson, Gabriel Calvillo,  
Seth Stringham  
Armando Minjarez, SGA President  
Bob Sperling, Local Citizen  
Emily Behlmann, *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 students and employees for a great year and hoped students had done well on their finals this week
- Congratulated everyone who performed in the recent production of “Musical Milestones” for a job very well done

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

**REPORT FROM STUDENT GOVERNMENT ASSOCIATION**

Armando Minjarez, SGA Representative, shared highlights from the past year, as follows:

- The welcome-back picnic, Casino Night, movie nights, Martin Luther King Day, Earth Day and having Mr. Belding from “Saved by the Bell” were special events



- Another special project was the Quit Smoking Campaign where SGA members distributed stress kits to help people quit smoking
- Armando expressed appreciation to the Board members and administration for their support in all of their activities and noted that next year's officers were looking forward to another exciting year
- Armando then said that the Forensics and Debate students were in attendance at tonight's meeting and wished to share their thoughts about campus security, primarily as a response to the Virginia Tech shootings of April 16.

Mark Jarmer, Forensics and Debate Coach, and students Seth Stringham, Nikki Murphy, and Armando suggested a number of measures, including firearms for security officers, a campus-wide public address system, posting of emergency guidelines and procedures, on-campus TV or LCD message capacity, reinforced classroom doors that bar entrance when classes are in session, mass text messaging, and repair of campus emergency phones were some of their thoughts. They noted that the United States had suffered 30 school shooting incidents in the past seven years. They supported the adage of "prepare for the worst, but hope for the best." The students also indicated that they were willing to report suspicious activity on campus, but really didn't know who to talk to or where to go to report those concerns.

Ballantyne stated that she was already exploring ways to beef up communication and safety measures and, in fact, had already met with representatives from the Garden City Police Department to begin revising and streamlining the campus crisis plan. Plans were underway for emergency drills and training by the fall semester, as well as a procedure for interventions by the counseling staff, and exploring software that can make mass text messaging possible, as well as a campus wide alarm through the campus phone system.

## **CONSENT AGENDA**

Chair Worf asked if Trustees wished to pull any items on the Consent Agenda for the purpose of discussion; no one did. If there were no objections, Ballantyne asked that one item be added to the Consent Agenda, as follows:

- F. Approval of proclamation honoring Larry Welch's retirement as Director of the Kansas Bureau of Investigation

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

Approved actions follow:

**APPROVED MINUTES** of previous meetings, April 11 and 28, 2007, as written.

**SUBMITTED FINANCIAL INFORMATION TO THE AUDITOR**, as presented.

**APPROVED PERSONNEL ACTIONS**, as presented - see attached lists.

**APPROVED PURCHASE ORDER OVER \$20,000**, as presented.

Vendor: Gaumard (Miami, FL)  
Maternal and Neonatal Birthing Simulator  
\$40,785.90

**APPROVED 2007-08 ONE STOP GRANT**, as presented.

Copy of grant filed in electronic Board packet

**APPROVED PROCLAMATION HONORING LARRY WELCH'S RETIREMENT from the Kansas Bureau of Investigation**, as presented.

Mr. Welch had provided invaluable assistance to the Criminal Justice program for many years [copy of proclamation filed in the electronic Board packet]

## **POLICY REVIEW**

### **MONITORING REPORTS and ENDS REPORT**

Trustees indicated that they had received and reviewed the incidental informational reports and the monitoring reports (monthly). Chair Worf noted that the monitoring reports were accepted as presented and that there was lots to read and "digest" in the incidental information/good news report.

### **OWNERSHIP LINKAGE**

Trustees received several pieces of correspondence from owners expressing their appreciation for various college activities: (1) nursing scholarships; (2) Lt. Gov. Mark Parkinson's visit to Garden City; (3) Reggie Romine, re: regional music festival; and (4) Western Kansas Child Advocacy Center for hosting the national crime victims' rights event.

### **BOARD PROCESS AND POLICY GOVERNANCE REVIEW**

Chair Worf noted that Trustees had talked about goals at the April 28 Board retreat, but had no specific action items at this time.

## **REPORTS**

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

- Update on Shriver Special Project Fund; the fund had accumulated \$53,104.02 in the six years the Endowment Association has had the account; the trust will be finalized

- in 2011 and funds may then be used to benefit GCCC through purchase of academic equipment and/or buildings.
- Continuing accreditation to the EMS Paramedic Program; the Commission on Accreditation of Allied Health Education Programs (CAAHEP) informed the college of its vote on March 16<sup>th</sup> to award continuing accreditation to the EMS Paramedic Program through 2016!
  - Deferred Maintenance Compromise; the Senate and the House passed the 2007 Deferred Maintenance Plan (“bill explainer” attached to the electronic Board packet)
  - Purple Circle magazine featured GCCC ag program
  - Tri-State magazine featured GCCC
  - Residential Life report; occupancy rates for the year ranged from 239-193 (a detailed report discussing residential life activities during the past year, planned upgrades, recruiting and retention efforts, and more is filed in the electronic Board packet)
  - Information Technology report; a detailed report discussing work orders during the past year, scheduled computer rotations, IT staff processes, and more is filed in the electronic Board packet
  - Re-organization discussions have been ongoing since Clayton Tatro, Dean of Learning Services, resigned to take the presidency at Fort Scott Community College last month. Ballantyne stated that she planned to redistribute duties and responsibilities among administrative personnel rather than replace the position; she felt that this would be the best direction to move as a learning institution right now because it would help reduce administrative costs, flatten the organizational structure and boost efficiency.
  - Trustees had received a copy of the premiere issue of *Carpe Verbum*, a literary anthology of the Creative Writing students’ best work.

## **REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORP.**

Schwartz reported that a retreat would be held on May 31 to discuss funding and new goals, given the fact that the special quarter-cent sales tax issue was defeated last April. Ballantyne noted that she was working with Eric Depperschmidt on several training possibilities.

## **UPCOMING CALENDAR DATES.** Chair Worf reviewed the following:

- May 12: Commencement; 10 a.m.
- June 13: Regular monthly meeting; 7 p.m. (note time for summer meetings)
- June 15-16: KACCT/COP meeting; Great Bend (Ballantyne, Welch, Brandenburger)
- July 11: Regular monthly meeting; 7 p.m.
- Sept. 25-30: ACCT Leadership Congress; San Diego (Ballantyne, Worf, Schwartz, Douglass, Welch, Daniels)

## **EXECUTIVE SESSION**

No executive session this evening

Meeting adjourned at 7:15 p.m.

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Darla J. Daniels  
Deputy Clerk

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Carol E. Ballantyne, Ph.D.  
Secretary

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Terri Worf  
Chair of the Board

**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	9,295.40	7,234.95	77.83
DEPARTMENT: 11010 - BUSINESS & ECONOMI	1,125.00	35,844.75	213,684.95	250,509.00	35,699.05	14.25
DEPARTMENT: 11020 - HUMANITIES	71.22	18,546.72	100,985.67	132,273.00	31,216.11	23.60
DEPARTMENT: 11021 - ENGLISH	5,639.00	47,302.01	278,644.83	329,510.00	45,226.17	13.73
DEPARTMENT: 11022 - SPEECH	0.00	16,582.03	105,741.02	125,578.00	19,836.98	15.80
DEPARTMENT: 11023 - PHILOSOPHY	0.00	4,236.48	16,930.24	15,041.00	1,889.24	12.55
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	938.25	3,629.50	4,692.00	1,062.50	22.64
DEPARTMENT: 11025 - JOURNALISM	0.00	4,291.76	48,313.79	50,399.00	2,085.21	4.14
DEPARTMENT: 11026 - BROADCASTING	14,917.35	4,467.52	31,528.64	49,367.00	2,921.01	5.92
DEPARTMENT: 11030 - ART	0.00	10,790.30	105,959.72	137,755.84	31,796.12	23.08
DEPARTMENT: 11031 - DRAMA	1,090.00	13,119.78	86,273.71	75,076.00	12,287.71	16.36
DEPARTMENT: 11032 - VOCAL MUSIC	415.49	5,514.73	60,193.19	69,938.00	9,329.32	13.34
DEPARTMENT: 11033 - INSTRUMENTAL MUSIC	5,746.12	25,126.97	176,213.46	211,092.91	29,133.33	13.80
DEPARTMENT: 11040 - SCIENCE	12,543.83	76,579.93	360,852.86	438,926.58	65,529.89	14.93
DEPARTMENT: 11050 - MATH	2,350.00	46,334.92	268,185.89	313,117.50	42,581.61	13.60
DEPARTMENT: 11060 - SOCIAL SCIENCE	1,790.00	57,576.45	366,958.19	453,981.30	85,233.11	18.77
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	26,579.81	205,300.76	215,315.18	10,014.42	4.65
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	6,650.28	66,533.37	97,881.00	31,347.63	32.03
DEPARTMENT: 11080 - ESSENTIAL SKILLS	367.60	0.00	1,058.37	5,784.46	4,358.49	75.35
DEPARTMENT: 11081 - READING	71.85	14,474.28	58,641.34	61,250.95	2,537.76	4.14
DEPARTMENT: 11082 - ESL	0.00	4,794.31	48,043.67	55,454.55	7,410.88	13.36
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	693.71	10,957.51	17,746.00	6,788.49	38.25
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	463.68	1,118.99	6,442.05	4,925.00	1,980.73	40.21
DEPARTMENT: 11095 - FORENSICS COMPETIT	0.00	371.45	13,089.93	16,314.00	3,224.07	19.76
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	8,002.73	3,961.60	136,304.75	214,847.00	70,539.52	32.83
DEPARTMENT: 12011 - MID-MANAGEMENT	0.00	6,816.34	28,675.10	33,198.97	4,523.87	13.63
DEPARTMENT: 12012 - MCSE/CISCO	119.84	7,971.67	37,819.43	35,308.00	2,631.27	7.44
DEPARTMENT: 12013 - OFFICE EDUCATION	489.44	11,913.08	49,073.69	53,129.00	3,565.87	6.71
DEPARTMENT: 12014 - FINNUP LAB	297.50	4,919.63	49,522.24	64,679.00	14,859.26	22.97
DEPARTMENT: 12200 - ADN PROGRAM	7,017.07	95,615.58	383,818.03	400,367.00	9,531.90	2.38
DEPARTMENT: 12201 - LPN PROGRAM	3,468.51	8,720.45	100,521.43	121,546.00	17,556.06	14.44
DEPARTMENT: 12202 - EMT	2,280.93	11,348.50	83,172.20	114,013.00	28,559.87	25.05
DEPARTMENT: 12203 - ALLIED HEALTH	2,252.04	6,429.40	89,177.53	113,447.18	22,017.61	19.41
DEPARTMENT: 12210 - AGRICULTURE	1,079.01	8,909.31	82,021.32	98,405.00	15,304.67	15.55
DEPARTMENT: 12211 - MEAT JUDGING	362.08	1,602.51	23,669.83	22,263.00	1,768.91	7.94
DEPARTMENT: 12220 - AG EQUIPMENT & MEC	2,643.20	12,947.45	143,227.53	161,011.00	15,140.27	9.40
DEPARTMENT: 12230 - AUTO MECHANICS	1,565.00	10,822.68	88,992.17	119,253.00	28,695.83	24.06
DEPARTMENT: 12240 - CRIMINAL JUSTICE	4,324.50	27,730.18	157,972.49	181,457.00	19,160.01	10.56
DEPARTMENT: 12241 - FIRE SCIENCE	2,743.78	9,974.57	55,373.03	64,191.00	6,074.19	9.46
DEPARTMENT: 12242 - ROPES CHALLENGE CO	975.30	0.00	1,024.69	2,077.00	77.01	3.71
DEPARTMENT: 12250 - COSMETOLOGY	0.00	11,066.97	100,320.49	119,038.00	18,717.51	15.72
DEPARTMENT: 12260 - DRAFTING	87.98	1,399.45	11,995.89	9,351.00	2,732.87	29.22
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	6,794.27	28,755.24	343,215.49	385,420.00	35,410.24	9.19
DEPARTMENT: 12271 - AUTOMATION ELECTRI	1,209.64	4,001.12	36,168.40	51,576.00	14,197.96	27.53
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	906.36	6,158.86	71,525.05	85,451.00	13,019.59	15.24
DEPARTMENT: 12273 - WELDING	0.00	1,883.88	12,930.99	19,865.00	6,934.01	34.91
DEPARTMENT: 12280 - BUILDING TRADES	0.00	2,877.68	16,466.83	16,104.00	362.83	2.24
DEPARTMENT: 12290 - FINNEY COUNTY LEAR	104.45	5,674.24	62,103.02	68,020.00	5,812.53	8.55
DEPARTMENT: 21100 - INSTITUTIONAL RESE	0.00	4,942.25	50,340.61	61,674.00	11,333.39	18.38
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	866.16	6,705.50	536.00	6,169.50	151.02
DEPARTMENT: 32000 - BUSINESS & INDUSTR	955.00	4,418.86	36,323.16	54,355.00	17,076.84	31.42
DEPARTMENT: 41000 - LIBRARY	9,870.41	13,341.01	140,587.16	176,316.00	25,858.43	14.67
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	2,087.07	9,836.21	91,264.68	97,616.00	4,264.25	4.37

DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	47,764.48	351,973.57	362,352.82	10,379.25	2.86
DEPARTMENT: 42001 - ASSOC DEAN OF GEN	304.44	7,438.22	73,116.15	91,094.29	17,673.70	19.40
DEPARTMENT: 42002 - OUTREACH	500.00	1,880.00	5,959.62	27,858.72	21,399.10	76.81
DEPARTMENT: 42003 - FACULTY SENATE	3,423.80	1,966.21	23,118.42	33,619.25	7,077.03	21.05
DEPARTMENT: 42005 - DEAN OF TECHNICAL	3,205.09	9,243.58	116,735.33	142,561.00	22,620.58	15.87
DEPARTMENT: 42006 - ASSOC DEAN OF CONT	0.00	18,398.69	150,463.85	169,030.00	18,566.15	10.98
DEPARTMENT: 42007 - BRYAN EDUCATION CE	178.44	4,117.28	44,992.40	52,492.28	7,321.44	13.95
DEPARTMENT: 50000 - DEAN OF STUDENT SE	98.33	14,811.06	138,959.88	171,732.00	32,673.79	19.03
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	825.00	8,532.13	114,192.09	129,062.00	14,044.91	10.88
DEPARTMENT: 50011 - ASSESSMENT/TESTING	3,267.17	1,866.42	5,889.09	10,500.00	1,343.74	12.80
DEPARTMENT: 50020 - FINANCIAL AID OFFI	1,854.96	28,356.48	219,834.05	268,989.00	47,299.99	17.58
DEPARTMENT: 50030 - ADMISSIONS	815.16	15,788.24	149,368.16	191,337.00	41,153.68	21.51
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	424.99	8,858.71	115,663.22	131,480.00	15,391.79	11.71
DEPARTMENT: 50050 - STUDENT HEALTH SER	0.00	3,854.40	38,335.73	46,154.00	7,818.27	16.94
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	4,353.59	21,952.71	323,663.09	349,190.71	21,174.03	6.06
DEPARTMENT: 55001 - MEN'S BASKETBALL	3,494.35	6,967.38	105,082.56	117,834.96	9,258.05	7.86
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	1,742.05	6,334.43	84,078.22	96,623.00	10,802.73	11.18
DEPARTMENT: 55003 - MEN'S TRACK	0.00	2,639.00	35,182.02	37,370.00	2,187.98	5.85
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	2,552.77	32,366.41	36,420.00	4,053.59	11.13
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	967.00	5,847.59	67,707.83	77,532.00	8,857.17	11.42
DEPARTMENT: 55006 - FOOTBALL	51.20	15,803.01	241,125.11	262,905.00	21,728.69	8.26
DEPARTMENT: 55007 - BASEBALL	362.50	5,700.13	96,846.96	102,531.80	5,322.34	5.19
DEPARTMENT: 55008 - VOLLEYBALL	1,556.00	2,710.14	45,301.29	51,994.35	5,137.06	9.88
DEPARTMENT: 55009 - WOMEN'S SOCCER	350.00	3,143.30	43,879.77	46,548.00	2,318.23	4.98
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	2,463.04	2,463.04	49,098.00	2,141.99	4.36
DEPARTMENT: 55012 - CHEERLEADERS	0.00	1,433.59	25,464.93	28,515.00	3,050.07	10.70
DEPARTMENT: 55013 - DANCE TEAM	0.00	1,382.62	18,520.77	25,810.00	7,289.23	28.24
DEPARTMENT: 55014 - RODEO TEAM	400.00	7,221.49	90,821.78	90,936.00	285.78	0.30
DEPARTMENT: 55018 - INTRAMURALS & STUD	0.00	1,799.03	7,889.06	11,915.00	4,025.94	33.79
DEPARTMENT: 55019 - ATHLETIC TRAINING	2,563.20	6,225.96	92,471.83	100,795.00	5,759.97	5.71
DEPARTMENT: 61000 - PRESIDENT	8,833.23	29,432.89	245,476.34	314,899.02	60,589.45	19.24
DEPARTMENT: 61001 - BOARD OF TRUSTEES	200.00	5,410.74	24,804.22	29,000.00	3,995.78	13.78
DEPARTMENT: 61005 - ATTORNEY	0.00	6,022.50	28,228.42	30,200.00	1,971.58	6.53
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	8,073.12	38,825.65	1,139,183.95	1,231,853.00	84,595.93	6.87
DEPARTMENT: 62010 - HUMAN RESOURCES	2,804.70	8,682.51	79,039.31	118,440.18	36,596.17	30.90
DEPARTMENT: 62011 - ADA COMPLIANCE	0.00	1,638.18	6,285.92	15,000.00	8,714.08	58.09
DEPARTMENT: 62050 - ONE-TIME PURCHASES	0.00	26,000.00	26,000.00	383,750.00	357,150.00	93.07
DEPARTMENT: 63000 - INFORMATION SERVIC	16,295.60	14,654.53	214,239.50	248,819.80	18,284.70	7.35
DEPARTMENT: 64000 - INFORMATION TECHNO	1,866.98	35,059.72	549,036.88	620,042.00	69,138.14	11.15
DEPARTMENT: 65000 - CENTRAL/PRINTING S	1,666.08	8,984.93	132,922.52	164,073.00	29,484.40	17.97
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	329.21	7,636.09	81,606.68	112,474.00	30,538.11	27.15
DEPARTMENT: 70050 - PHYS PLANT ONE-TIM	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 71000 - BUILDINGS	20,106.35	23,533.36	296,680.13	374,875.09	58,088.61	15.50
DEPARTMENT: 71005 - SCOTT CITY BLDG MA	815.87	1,245.81	23,496.96	28,883.91	4,571.08	15.83
DEPARTMENT: 71009 - RENTAL PROPERTY MA	150.00	31.98	1,655.62	4,500.00	2,694.38	59.88
DEPARTMENT: 72000 - CUSTODIAL SERVICES	7,269.11	43,687.91	412,874.05	497,480.00	77,336.84	15.55
DEPARTMENT: 73000 - GROUNDS	2,192.00	12,228.77	145,056.63	190,582.17	43,333.54	22.74
DEPARTMENT: 73001 - ATHLETIC FIELDS	4,668.00	8,696.82	62,623.96	71,437.83	4,145.87	5.80
DEPARTMENT: 74000 - VEHICLES	2,149.32	20,545.41	198,768.76	240,257.82	39,339.74	16.37
DEPARTMENT: 75000 - CAMPUS SECURITY	0.00	11,857.28	124,822.89	135,440.18	10,617.29	7.84
DEPARTMENT: 76000 - INSURANCE	0.00	5,243.51	259,470.04	279,967.00	20,496.96	7.32
DEPARTMENT: 77000 - UTILITIES	21,097.00	32,858.12	480,271.52	636,600.00	135,231.48	21.24
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	8,446.92	9,973.60	69,000.00	59,026.40	85.55
DEPARTMENT: 81001 - TUITION WAIVER SEN	0.00	1,560.00	6,630.00	8,550.00	1,920.00	22.46
DEPARTMENT: 81002 - TUITION WAIVER EMP	0.00	117.00	23,907.00	31,500.00	7,593.00	24.10
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	0.00	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	353.50	6,328.57	57,024.30	75,519.00	18,141.20	24.02

DEPARTMENT: 98001 - CHILD CARE	0.00	2,962.47	32,506.67	36,119.00	3,612.33	10.00
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FUND: 11 - GENERAL	235,834.59	1,358,690.23	12,923,641.91	15,571,391.00	2,411,914.50	15.49
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Garden City Community Colleegal  
 Annual Budget Report Ending 05/31/2007  
 Options - All Statuses

Fiscal Year: 2007

FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	8,401.15	14,072.15	183,182.42	252,545.41	60,961.84	24.14
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	140.00	139.55	500.00	360.45	72.09
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	1,580.00	0.00	289.61	5,000.00	3,130.39	62.61
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	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	9,981.15	14,212.15	192,068.14	268,131.41	66,082.12	24.65



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	0.00	3,158.75	7,159.70	7,278.00	118.30	1.63
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	13,200.00	19,200.00	6,000.00	31.25
DEPARTMENT: 94000 - STUDENT CENTER	1,510.29	1,654.62	137,446.56	140,000.00	1,043.15	0.75
DEPARTMENT: 95000 - STUDENT HOUSING	31,608.13	75,158.00	940,053.86	1,046,035.00	74,373.01	7.11
DEPARTMENT: 95001 - DIRECTOR'S APARTME	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 98000 - COSMETOLOGY	10,175.00	5,947.75	75,216.02	113,555.00	28,163.98	24.80
DEPARTMENT: 98001 - CHILD CARE	0.00	2,444.31	25,006.64	32,194.00	7,187.36	22.33
=====						
FUND: 16 - AUXILIARY ENTITIES	43,293.42	88,363.43	1,198,082.78	1,361,262.00	119,885.80	8.81

Garden City Community Colleegal  
Annual Budget Report Ending 05/31/2007  
Options - All Statuses

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	40,190.17	1,643,316.11	102,359.89	1,540,956.22- 505.42-
=====					
FUND: 21 - FEDERAL STUDENT AID	0.00	40,190.17	1,643,316.11	102,359.89	1,540,956.22- 505.42-

Fiscal Year: 2007

FUND: 22 - RESTRICTED GRANTS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11040 - SCIENCE	0.00	74.49	6,118.63	14,371.60	8,252.97	57.43
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	17,905.00	0.00	0.00	17,905.00	0.00	0.00
DEPARTMENT: 12200 - ADN PROGRAM	47,085.90	64,083.00-	73,415.50	161,751.00	41,249.60	25.50
DEPARTMENT: 12203 - ALLIED HEALTH	12,887.00	0.00	0.00	25,000.00	12,113.00	48.45
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	5,618.54	34,048.18	402,172.85	530,160.54	122,369.15	23.08
DEPARTMENT: 41000 - LIBRARY	2,344.95	0.00	0.00	2,475.00	130.05	5.25
DEPARTMENT: 42000 - DEAN OF LEARNING S	3,104.56	17,924.44	132,819.07	232,413.50	96,489.87	41.52
DEPARTMENT: 42005 - DEAN OF TECHNICAL	4,826.88	33,897.46	340,094.73	401,466.69	56,545.08	14.08
DEPARTMENT: 50000 - DEAN OF STUDENT SE	29,556.96	67,017.07	655,016.61	1,061,390.46	376,816.89	35.50
DEPARTMENT: 64000 - INFORMATION TECHNO	3,589.09	0.00	11,029.64	30,000.00	15,381.27	51.27
=====						
FUND: 22 - RESTRICTED GRANTS	126,918.88	88,878.64	1,620,017.04	2,476,933.79	729,997.87	29.47

Garden City Community Colleegal  
Annual Budget Report Ending 05/31/2007  
Options - All Statuses

Fiscal Year: 2007

FUND: 23 - OTHER RESTRICTED FUNDS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11026 - BROADCASTING	14,510.50	0.00	0.00	15,000.00	489.50	3.26
DEPARTMENT: 31000 - COMMUNITY SERVICE	230.00	757.18	10,212.88	13,710.00	3,267.12	23.83
DEPARTMENT: 61000 - PRESIDENT	0.00	2,875.40	3,880.40	5,842.36	1,961.96	33.58
=====						
FUND: 23 - OTHER RESTRICTED FUNDS	14,740.50	3,632.58	14,093.28	34,552.36	5,718.58	16.55

Garden City Community Colleegal  
Annual Budget Report Ending 05/31/2007  
Options - All Statuses

Fiscal Year: 2007

FUND: 24 - ADULT BASIC EDUCATION

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 13301 - ABE--INSTRUCTION	5,698.25	33,770.60	294,876.97	376,479.85	75,904.63	20.16
DEPARTMENT: 13305 - ABE--STAFF DEVELOP	1,636.32	2,089.40	11,816.51	14,972.00	1,519.17	10.15
=====						
FUND: 24 - ADULT BASIC EDUCATION	7,334.57	35,860.00	306,693.48	391,451.85	77,423.80	19.78

Garden City Community Colleegal  
Annual Budget Report Ending 05/31/2007  
Options - All Statuses

Fiscal Year: 2007

FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	48,415.69	13,934.23	315,551.31	698,979.86	335,012.86	47.93
DEPARTMENT: 73000 - GROUNDS	0.00	0.00	16,691.14	16,691.14	0.00	0.00
=====						
FUND: 61 - CAPITAL OUTLAY	48,415.69	13,934.23	332,242.45	715,671.00	335,012.86	46.81

Garden City Community Colleegal  
Annual Budget Report Ending 05/31/2007  
Options - All Statuses

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	177.59	0.00	177.59-	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	0.00	235,654.71-	0.00	235,654.71	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	0.00	235,742.19-	0.00	235,742.19	0.00

Garden City Community Colleegal  
Annual Budget Report Ending 05/31/2007  
Options - All Statuses

Fiscal Year: 2007

FUND: 64 - COP FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 64000 - INFORMATION TECHNO	16,825.19	8,294.83	119,684.69	157,153.44	20,643.56	13.14
DEPARTMENT: 71000 - BUILDINGS	101,320.00	0.00	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	118,145.19	8,294.83	280,208.37	405,670.89	7,317.33	1.80



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	2,520.94	22,400.04	265,083.70	422,737.83	155,133.19	36.70
DEPARTMENT: 99001 - STUDENT NEWSPAPER	1,321.33	1,238.05	22,822.95	38,300.00	14,155.72	36.96
DEPARTMENT: 99002 - STUDENT MAGAZINE	5,752.90	764.96	15,668.19	38,800.00	17,378.91	44.79
=====						
FUND: 71 - ACTIVITY/ORGANIZATION FD	9,595.17	24,403.05	303,574.84	499,837.83	186,667.82	37.35

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	0.00	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	468.00-	48,761.50	0.00	48,761.50-	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	468.00-	256,245.45	0.00	256,245.45-	0.00

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	65,649.07	216,874.47	235,000.00	18,125.53	7.71
=====						
FUND: 73 - EDUKAN CONSORTIUM FUND	0.00	65,649.07	216,874.47	235,000.00	18,125.53	7.71

Garden City Community Colleegal  
Annual Budget Report Ending 05/31/2007  
Options - All Statuses

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	0.00	0.00	6,500.00	6,500.00	100.00
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	0.00	64,645.95-	0.00	64,645.95	0.00
=====						
FUND: 89 - OTHER	0.00	0.00	64,645.95-	6,500.00	71,145.95	094.55

**REVENUES**

06-05-07

Garden City Community Collegel  
 Annual Budget Report Ending 05/31/2007  
 Options - All Statuses

Page: 1

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	90,402.00-	1,368,873.00-	1,435,448.00-	66,575.00-	4.64
11-00-0000-00000-4002 AMMONIA REFG COURS	0.00	49,384.00-	393,020.00-	295,800.00-	97,220.00	32.86-
11-00-0000-00000-4003 AUTOMATION ELECT C	0.00	4,697.00-	26,560.00-	0.00	26,560.00	0.00
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	17,030.00-	337,740.00-	295,042.00-	42,698.00	14.46-
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	5,858.00-	98,865.00-	94,617.00-	4,248.00	4.48-
11-00-0000-00000-4006 OUTREACH CREDIT HO	0.00	4,545.00-	50,865.00-	55,091.00-	4,226.00-	7.67
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	13,662.00-	221,424.00-	226,125.00-	4,701.00-	2.08
11-00-0000-00000-4008 TECHNOLOGY FEE-O :	0.00	1,818.00-	20,346.00-	22,036.00-	1,690.00-	7.67
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	946.14-	28,925.00	60,000.00	31,075.00	51.79
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	1,050.00-	15,004.18-	10,000.00-	5,004.18	50.03-
11-00-0000-00000-4512 VENDING MACHINES :	0.00	1,011.07-	10,315.95-	12,000.00-	1,684.05-	14.03
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	57,357.99-	306,359.27-	200,000.00-	106,359.27	53.17-
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	1,991.85-	78,348.02-	75,000.00-	3,348.02	4.45-
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	769.03-	24,909.93-	30,000.00-	5,090.07-	16.97
11-00-0000-00000-4912 TRANSCRIPTS : GENE	0.00	1,575.00-	14,088.61-	12,000.00-	2,088.61	17.40-
===== Totals for FUND: 11 - GENERAL	0.00	252,097.08-	11,733,537.45-	15,571,391.00-	3,837,853.55-	24.65

06-05-07

Garden City Community Collegel  
 Annual Budget Report Ending 05/31/2007  
 Options - All Statuses

Page: 2

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 5/31/2007

		Amount	% Rate
<b>Cash in Bank:</b>	Commerce Bank	\$ 274,432.16	0.2500%
	Security State - Scott City	\$ 18,089.04	0.0000%
	State Municipal Invest. Pool	\$ 786,625.12	5.0020%
	Landmark National Bank	\$ 1,081,308.42	5.2500%

Investments:

Institution	Type	Amount	% Rate	Beg. Date	End Date
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 6/13/07 Board Meeting)

<b>LOCATION/INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>	<b>SALARY LEVEL/ SEMESTERS TAUGHT</b>
<u>MAIN</u>			
Elam, Dennis C.	Intermediate Rappelling 1 cr.hr. x (5 students) \$600.00 CRIM-151-02 (4/14/2007-4/22/2007) 0 miles x 0 = 0 11-00-0000-12240-5260	\$600.00	L4B/97
Elam, Dennis C.	Advanced Rappelling 1 cr.hr. x (8 students) \$600.00 CRIM-152-03 (4/21/2007-4/22/2007) 0 miles x 0 = 0 11-00-0000-12240-5260	\$600.00	L4B/97
Grasser, Travis Michael	Police Firearms III 1 cr.hr. x (5 students) \$500.00 CRIM-223-02 (4/11/2007-5/9/2007) 0 miles x 0 = 0 11-00-0000-12240-5260	\$500.00	L4/6
Long, Karan L.	Reading Improvement I 1 cr.hr. x (6 students) \$400.00 READ-092-91 (3/27/2007-4/26/2007) 0 miles x 0 = 0 11-00-0000-11081-5260	\$400.00	L1/4
Miller, Sharron K.	Home Health Aide 2 cr.hr. x (8 students) \$1,223.50 HELR-107-01 (4/30/2007-5/19/2007) 0 miles x 0 = 0 11-00-0000-12203-5260	\$2,447.00	L1,S11/45
Pauley, Paul D.	Police Biking Techniques 1 cr.hr. x (6 students) \$470.00 CRIM-2001-04 (4/12/2007-4/13/2007) 0 miles x 0 = 0 11-00-0000-12240-5260	\$470.00	L3/4
Schiffelbein, Timothy J.	Golf Fundamentals 1 cr.hr. x (5 students) \$400.00 HPER-117-01 (3/12/2007-5/17/2007) 0 miles x 0 = 0 11-00-0000-11070-5260	\$400.00	L1/1
<b>TOTAL ADJUNCT FACULTY CONTRACTS</b>		<b>\$5,417.00</b>	

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

(For approval at 6/13/07 Board Meeting)

<b>LOCATION/INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>	<b>SALARY LEVEL/ SEMESTERS TAUGHT</b>
<u>BEC</u>			
Allen, Elaine M.	Intro to Management Info Syste 1 cr.hr. x (5 students) CSCI-101A-SC (4/17/2007-4/25/2007) 0 miles x 0 = 0 11-00-0000-11010-5220	Basic Computer Skills \$400.00	\$400.00 L1/18
Booth-Varnado, Stephanie S.	Microcomputer Applications I: 1 cr.hr. x (5 students) CSCI-210-ST (4/23/2007-5/21/2007) 0 miles x 0 = 0 11-00-0000-11010-5220	Word 2002 \$400.00	\$400.00 L1/9
<u>SYRA</u>			
Vanarsdale, Kassi M.	Intro to Management Info Syste 1 cr.hr. x (5 students) CSCI-101A-SY (2/19/2007-4/30/2007) 0 miles x 0 = 0 11-00-0000-11010-5220	Basic Computer Skills \$400.00	\$400.00 L1/1
<b>TOTAL OUTREACH FACULTY CONTRACTS</b>		<b>\$1,200.00</b>	



**GARDEN CITY COMMUNITY COLLEGE  
FACULTY CONTRACTS  
FOR ADJUNCT LIAISON SERVICES  
SPRING 2007**  
(For approval at 6/13/07 Board Meeting)

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Schafer, John A.	Adjunct Liaison Consulting with Jacob P. Ripple Principles of Biology BIOL105-03 (1/10/07 – 5/17/07) 11-00-0000-11040-5235	<u>\$ 500.00</u>

**TOTAL FACULTY ADJUNCT LIAISON CONTRACTS      \$ 500.00**

11-00-0000-11040-5235 - \$ 500.00

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

(For approval at 6/13/07 Board Meeting)

<b>LOCATION/INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>	<b>SALARY LEVEL/ SEMESTERS TAUGHT</b>
<u>MAIN</u>			
Bean, Frank L.	American Government 3 cr.hr. x (29 students) \$750.00 POLS-105-01 (5/21/2007-6/2/2007) 0 miles x 0 = 0 11-00-0000-11060-5230	\$2,250.00	L3/S29
Bean, Frank L.	American Government 3 cr.hr. x (41 students) \$750.00 POLS-105-90 (5/21/2007-6/2/2007) 0 miles x 0 = 0 11-00-0000-11060-5230	\$2,250.00	L3/S29
Cervantes, Mary C.	Survey of Civilization I 3 cr.hr. x (19 students) \$750.00 HIST-101-90 (5/21/2007-6/8/2007) 0 miles x 0 = 0 11-00-0000-11020-5230	\$2,250.00	L3/S23
Foster, Leslie E.	Intermediate Algebra 3 cr.hr. x (10 students) \$675.00 MATH-107-01 (5/21/2007-7/3/2007) 0 miles x 0 = 0 11-00-0000-11050-5230	\$2,025.00	L2/S12
Foster, Leslie E.	Beginning Algebra 3 cr.hr. x (10 students) \$675.00 MATH-006-01 (5/21/2007-7/3/2007) 0 miles x 0 = 0 11-00-0000-11050-5230	\$2,025.00	L2/S12
McCallum, Brian	Art Appreciation 3 cr.hr. x (29 students) \$710.00 ARTS-120-01 (5/21/2007-6/8/2007) 0 miles x 0 = 0 11-00-0000-11030-5230	\$2,130.00	L3/S4
Tiberghien, Leroy W.	Interpersonal Communication I 3 cr.hr. x (22 students) \$850.00 SPCH-113-01 (5/21/2007-6/8/2007) 0 miles x 0 = 0 11-00-0000-11022-5230	\$2,550.00	L4/S33

<b>SALARY LEVEL/ LOCATION/INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>	<b>SEMESTERS TAUGHT</b>
<u>MAIN</u> York, Laura R.	Public Speaking 3 cr.hr. x (12 students) \$675.00 SPCH-111-02 (5/21/2007-6/8/2007) 0 miles x 0 = 0 11-00-0000-11022-5230	\$2,025.00	L2/S14

**TOTAL ADJUNCT FACULTY CONTRACTS      \$17,505.00**

*Wednesday, June 06, 2007*

*Page 2 of 2*

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

(For approval at 6/13/07 Board Meeting)

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Bowne, Dale E.	Beginning Golf (SLFM157-02) 6 contact hour(s) @ \$20.00/hour (15 students) 4/11/07 - 5/16/07, W, 5:30 - 6:30 p.m. 14-00-8006-31000-5270	\$ 120.00
Kolbeck, Kent M.	GPS Training (COMP704-02) 3 contact hour(s) @ \$33.33/hour (4 students) 5/17/07, Th, 6:00 - 9:00 p.m. 14-00-8004-31000-5270	\$ 99.99
Lappin, Jerry B.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-19) 2 contact hour(s) @ \$30.00/hour (15 students) 4/28/07, S, 4:00 - 6:00 p.m. (Range Assistant) 14-00-8033-31000-5270	\$ 60.00
Lappin, Jerry B.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-21) 4 contact hour(s) @ \$30.00/hour (7 students) 5/5/07, S, 1:00 - 6:00 p.m. (Range Officer) 14-00-8033-31000-5270	\$ 120.00
McGowan, William L.	Emergency Medical Technician Basic Refresher (CRMJ400-01) 4 contact hour(s) @ \$37.50/hour (16 students) 2/23/07 - 2/25/07, F-S-SU 14-00-8033-31000-5270	\$ 150.00
Prewitt, Robert D.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-19) 10 contact hour(s) @ \$30.00/hour (15 students) 4/28/07, S, 7:00 a.m. - 6:00 p.m. (Lead Instructor) 14-00-8033-31000-5270	\$ 300.00
Schadel, Elizabeth A.	Emergency Medical Technician Basic Refresher (CRMJ400-01) 4 contact hour(s) @ \$37.50/hour (16 students) 2/23/07 - 2/25/07, F-S-SU 14-00-8033-31000-5270	\$ 150.00
Schiffelbein, Brenda Layne	MS Frontpage (COMP802-02) 4 contact hour(s) @ \$30.00/hour (11 students) 5/8/07 - 5/10/07, T-Th, 5:30 - 7:30 p.m. 14-00-8004-31000-5270	\$ 120.00
Sells, Elton David	Basic Pet Care (PERS130-01) 5 (4 hr. + 1 hr. prep) contact hour(s) @ \$20.00/hour (8 students) 3/27/07 - 4/3/07, T, 2:00 - 4:00 p.m. 14-00-8006-31000-5270	\$ 100.00
Smith, Marci L.	Challenge Course High Full Day (TEAM102F-25) 7 contact hour(s) @ \$30.00/hour (21 students) 5/16/07, W, 9:00 a.m. - 4:00 p.m. 14-00-8004-31000-5270	\$ 210.00
Smith, Marci L.	Challenge Course High Full Day (TEAM102F-24) 7 contact hour(s) @ \$30.00/hour (23 students) 5/9/07, W, 9:00 a.m. - 4:00 p.m. 14-00-8004-31000-5270	\$ 210.00
Smith, Marci L.	Challenge Course High: FCCLS (TEAM102F-23) 8 contact hour(s) @ \$30.00/hour (27 students) 5/2/07, W, 8:00 a.m. - 4:00 p.m. 14-00-8004-31000-5270	\$ 240.00

Soldner, Jerry L.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-19) 3 contact hour(s) @ \$30.00/hour (15 students) 4/28/07, S, 9:00 a.m. - 12:00 p.m. (Legal) 14-00-8033-31000-5270	\$ 90.00
Soldner, Jerry L.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-21) 4 contact hour(s) @ \$30.00/hour (7 students) 5/5/07, S, 9:00 a.m. - 1:00 p.m. (Legal) 14-00-8033-31000-5270	\$ 120.00
Unruh, Troy R.	QuickBooks Advanced (COMP703-07) 7 contact hour(s) @ \$30.00/hour (7 students) 5/18/07, F, 8:30 a.m. - 4:30 p.m. 14-00-8004-31000-5270	\$ 210.00
Unruh, Troy R.	QuickBooks Essentials (COMP701-07) 8 contact hour(s) @ \$30.00/hour (9 students) 4/24/07 - 4/26/07, T-Th, 8:00 a.m. - 12:00 p.m. 14-00-8004-31000-5270	\$ 240.00
Williams, Caleb Leon	Digital Photography (COMP131-01) 2 contact hour(s) @ \$20.00/hour (3 students) 4/30/07, M, 7:00 - 9:00 p.m. 14-00-8003-31000-5270	\$ 40.00
Williams, Douglas B.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-21) 10 contact hour(s) @ \$30.00/hour (7 students) 5/5/07, S, 7:00 a.m. - 6:00 p.m. (Lead Instructor) 14-00-8033-31000-5270	\$ 300.00
Williams, Douglas B.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-19) 4 contact hour(s) @ \$30.00/hour (15 students) 4/28/07, S, 2:00 p.m. - 6:00 p.m. (Range Officer) 14-00-8033-31000-5270	\$ 120.00

**TOTAL NON-CREDIT FACULTY CONTRACTS**

**\$ 2,999.99**

14-00-8003-31000-5270	\$ 40.00	(Bryan Education Center)
14-00-8004-31000-5270	\$ 1,329.99	(Business & Industry)
14-00-8006-31000-5270	\$ 220.00	(Community Services)
14-00-8033-31000-5270	\$ 1,410.00	(Criminal Justice)

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

(For approval at 6/13/07 Board Meeting)

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Beckett, Janice Clydia	Beginning Jewelry (SLFM111-97) 3 contact hour(s) @ \$20.00/hour (8 students) 5/17/07, Th, 6:00 - 9:00 p.m. 14-00-8006-31000-5270	\$ 60.00
Beckett, Janice Clydia	Advanced Jewelry (SLFM111-98) 3 contact hour(s) @ \$20.00/hour (8 students) 5/24/07, Th, 6:00 - 9:00 p.m. 14-00-8006-31000-5270	\$ 60.00
Hataway, James D.	Explorer Challenge Academy (CRMJ204-01) 4 contact hour(s) @ \$20.00/hour (8 students) 5/30/07, W, 1:00 - 5:00 p.m. (Assist Course) 14-00-8033-31000-5270	\$ 80.00
Unruh, Brandy L.	Explorer Challenge Academy (CRMJ204-01) 26 contact hour(s) @ \$25.00/hour (8 students) 5/29/07 - 6/1/07, T-W-Th-F, 8:00 a.m. - 6:00 p.m. (Lead Instructor) 14-00-8033-31000-5270	\$ 650.00
Wethington, Gerald C.	Excel Advanced (COMP303-04) 8 contact hour(s) @ \$30.00/hour (3 students) 6/5/07 - 6/7/07, T-Th, 1:00 - 5:00 p.m. 14-00-8004-31000-5270	\$ 240.00
<b>TOTAL NON-CREDIT FACULTY CONTRACTS</b>		<b>\$ 1,090.00</b>
14-00-8004-31000-5270	\$ 240.00 (Business & Industry)	
14-00-8006-31000-5270	\$ 120.00 (Community Services)	
14-00-8033-31000-5270	\$ 730.00 (Criminal Justice)	

June 6, 2007

**To:** Board of Trustees

**From:** Cathy McKinley, Director of Human Resources

Separations

Priscilla Hallberg, Strings Instructor, effective May 17, 2007

Marla Jarmer, English Instructor, effective July 22, 2007

Luciana Martinez, Accounts Payable Coordinator, effective June 6, 2007

Dana Nanninga, Counselor-SSS Advisor, effective May 11, 2007

Retirements

Transfers

New Hires

Bill Young, EMST Instructor, effective July 9, 2007

Vacancies

Accounts Payable Coordinator

Accommodations Coordinator/Advisor Business & Industry Liaison

Counselor-SSS Advisor

DBA Programmer

Drama Instructor

English Instructor

Groundskeeper

Language Instructor

Nursing Instructor (1)

Strings Instructor

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**MEMORANDUM**  
**Garden City Community College**  
**Office of the President**

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**TO:** GCCC Board of Trustees

**FROM:** Carol E. Ballantyne, Ph.D.

**DATE:** June 5, 2007

**RE:** Explanation of Purchase orders

1. **MTC** – These are new software purchases which consist of software upgrades and new software.
2. **KanRen** – This is the charge for bandwidth. The annual cost is \$37,750. The PO represents the amount paid by state grant. The additional \$10,000 will be paid from general fund.
3. **Office Solutions** – Steelcase furniture for faculty offices in the Academic Building. The furniture will be paid for out of Capital Outlay funds.
4. **Tatro Plumbing** – for Phase II of the heating project. This project was to install a piping system that would circulate hot water through the tunnel. The first phase was to install the pipe in the tunnel. Phase I was previously approved by the Board and installation has begun. Phase II provides for the pumps, electrical system and insulation for the project.
5. **Berry Material Handling** – 5,000 lb. capacity Forklift for the Physical Plant Department
6. **Western Motor Company** – Two 2007 Honda Odyssey LX mini vans  
In May 2007, requests for proposals for the purchase of two new mini vans and one new full size passenger car were sent to Burtis Motor Co., Inc., Lewis Automotive Group, and The Western Motor Company, all of Garden City, Kansas. After reviewing the bids, it was determined that the original intent to purchase three vehicles would not be possible due to high cost of the vehicles currently available. In addition, none of the three automotive companies were



able to produce bids for a full size passenger car that would meet the college's requirements. It is therefore recommended that the college purchase two mini vans and omit the purchase of the full size passenger car.

The Western Motor Company was selected to provide two 2007 Honda Odyssey LX mini vans for price of \$23,998.00 each. This bid was not the lowest of the three, but does offer a superior warranty in the form of a lifetime warranty on the engine and transmission and includes "unlimited mileage" for both as long as the maintenance is performed at Western Motors.

7. **Garden City Farm Equipment** – Case utility tractor and loader for the price of \$36,999. This equipment will be used to maintain the rodeo facility at the fairgrounds. Bids were sent to three local dealers (American Implement, KanEquip, Inc., and Garden City Farm Equipment). Garden City Farm Equipment had the low bid.

# PURCHASE ORDER REQUISITION



## Garden City Community College

801 Campus Drive Garden City, Kansas 67846 (620) 276-7611

### INSTRUCTIONS

**VENDOR:** MTC (#54432)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
CLP 4.0 PRICING  
 \_\_\_\_\_

- (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.

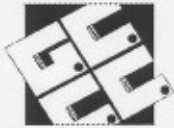
Quan.	Part No.	Description	Unit Cost	Extended
3	54022445PU	CS3 Design Premium Windows	\$293.59	\$880.77
14	54023091PU	CS3 Design Standard Mac ver	195.69	\$2,739.66
8	54021382U	CS3 Master Collection windows	489.29	\$3,914.32
8	54021330PU	CS3 Master Collection Mac	489.29	\$3,914.32
45	54021886PU	CS3 Web Premium windows	245.00	\$11,025.00
26	54020722PU	Acrobat Pro 8 Windows	38.55	\$1,002.30
3	2950333	CS3 Design Premium media--windows	21.95	\$65.85
3	54021330PU	CS3 Design Standard media-Mac	21.95	\$65.85
1	29280016	CS3 Master Colletion Windows media	21.95	\$21.95
2	19280016	CS3 Master Collection Media-Mac	21.95	\$43.90
1	29700017	CSWeb Premium Media-Windows	21.95	\$21.95
2	22020360	Acrobat Pro 8 Media-Windows	21.95	\$43.90
For equipment purchases please indicate equipment location.				
Building _____ Room _____				
All technology reqursts must be routed through the computer center.				
			<b>TOTAL</b>	<b>\$23,739.77</b>

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

Account Number	Amount
11_00_0000_11030_7011	\$ 244.65
11_00_0000_11100_8540	\$ 16,660.37
11_00_0000_42003_8540	\$ 978.58
11_00_0000_63000_8540	\$ 489.28
11_00_0000_65000_8540	\$ 391.38
22_97_3017_42005_8540	\$ 2,578.12
23_97_5001_11026_8540	\$ 489.29
71_00_6042_99001_8540	\$ 1,076.37
71_00_6043_99002_8540	\$ 831.73
<b>Total</b>	<b>\$ 23,739.77</b>

Requested by	Date	Department	Building
<b>Person</b>	<b>Date</b>	<b>Approved</b>	<b>Not Approved</b>
<b>Div. Dir.</b>			
<b>Dean</b>			
<b>Comp. Ctr.</b>		<i>Mary Anderson</i>	
<b>Bus. Mgr.</b>			

# PURCHASE ORDER REQUISITION



## Garden City Community College

801 Campus Drive Garden City, Kansas 67846 (620) 276-7611

### INSTRUCTIONS

**VENDOR:** KanREN (# 0086132 )  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- (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		Bandwidth adjustment to a total of 4-12/6-11 for 37,750.00 Partial payment	27,494.27	\$27,494.27
		For equipment purchases please indicate equipment location. Building _____ Room _____ All technology requests must be routed through the computer center.		

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

**TOTAL**      \$27,494.27

Account Number	Amount
22-96-3024-64000-6460	\$ 15,381.27
22-96-3025-12203-6460	\$ 12,113.00

Requested by	Date	Department	Building
Mary Wilson	5/23/07	IT	JCVT
Person	Date	Approved	Not Approved
Div. Dir.			
Dean			
Comp. Ctr.		<i>Mary Wilson</i>	
Bus. Mgr.			

# PURCHASE ORDER REQUISITION



## Garden City Community College

801 Campus Drive    Garden City, Kansas 67846    (620) 276-7611

### INSTRUCTIONS

**VENDOR:** Office Solutions \_\_\_\_\_  
 PO Box 1672 \_\_\_\_\_  
 Garden City, KS 67846 \_\_\_\_\_  
 \_\_\_\_\_

- (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
		Steelcase Furniture for Academic Bldg		\$81,130.42
		For equipment purchases please indicate equipment location. Building _____ Room _____ All technology requests must be routed through the computer center.		

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

Account Number	Amount
61-00-0000-71000-8520	\$81,130.42

Requested by	Date	Department	Building
D Wigner		Admin	SCSC
<b>Person</b>	<b>Date</b>	<b>Approved</b>	<b>Not Approved</b>
Div. Dir.			
Dean			
Comp. Ctr.			
Bus. Mgr.			

**TOTAL**    \$81,130.42

# PURCHASE ORDER REQUISITION



## Garden City Community College

801 Campus Drive Garden City, Kansas 67846 (620) 276-7611

### INSTRUCTIONS

**VENDOR:** Tatro Plumbing  
 \_\_\_\_\_  
 1285 Acraway, Suite 300  
 \_\_\_\_\_  
 Garden City, KS 67846  
 \_\_\_\_\_

- (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
		Heating System Project - Phase II New Pumps Electrical Expense & Building Automation Insulation of tunnel piping		\$18,500.00 \$25,500.00 \$35,000.00
		For equipment purchases please indicate equipment location. Building _____ Room _____ All technology requests must be routed through the computer center.		

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

**TOTAL** \$79,000.00

Account Number	Amount
61-00-0000-71000-6620	\$79,000.00

Requested by	Date	Department	Building
D Wigner		Admin	SCSC
Person	Date	Approved	Not Approved
Div. Dir.			
Dean			
Comp. Ctr.			
Bus. Mgr.			



# PURCHASE ORDER REQUISITION



## Garden City Community College

801 Campus Drive    Garden City, Kansas 67846    (620) 276-7611

### INSTRUCTIONS

**VENDOR:** Berry Material Handling  
3769 McCormick  
Wichita, Kansas 67213  
(thru local dealer)

- (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	GLP050VXEUA084	5000 LB Capacity Forklift	\$21,760.70	\$21,760.70
		For equipment purchases please indicate equipment location. Building _____ Room _____ All technology requests must be routed through the computer center.		

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

**TOTAL**      \$21,760.70

Account Number	Amount

Requested by	Date	Department	Building
M. Sigwing	6/4/07	Physical Plant	Maintenance
Person	Date	Approved	Not Approved
Div. Dir.	06-04-07	<i>[Signature]</i>	
Dean			
Comp. Ctr.			
Bus. Mgr.			

# GCCC BID RECORD

Please type or print clearly and neatly

Form G-1 to be used as needed.

## Bidders and amounts:

(1) Company	Berry Material Handling	AMOUNT	\$21,760.00
Address	3769 McCormick, Wichita, Kansas 67213 (thru local dealer)		
(2) Company	Sellers Equipment	AMOUNT	\$23,037.00
Address	1645 S. West St, PO Box 13255, Wichita, Kansas 67213 (thru local dealer)		
(3) Company	Lift Truck Center	AMOUNT	\$23,721.00
Address	4000 W. 33 <sup>rd</sup> Circle South, Wichita, Kansas 67215		
(4) Company		AMOUNT	\$
Address			

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

**Single source vendor.** Check here if only one bidder is available.  
Attach additional information as needed. Please type or print clearly and neatly.

**Recommendation of bid to accept:** #1 Berry Material Handling (thru local dealer)  
List company name and bidder number (1, 2, 3, 4) from above

**Reason for selection if not lowest bid** \_\_\_\_\_  
**Due consideration, as per GCCC policy, given to local businesses**  Yes  No

### BRIEF BID AMOUNT GUIDE

- \$999 and under Bid not required
- \$1000-\$4,999 Written listing of comparative prices
- \$5,000-\$19,999 Sealed Bids

Other stipulations apply. Check policy information with Business Office.

### Purchaser's Name

Martin Sigwing

### Department

Physical Plant

### Purchaser's Signature

*Martin Sigwing* 06-04-07

# PURCHASE ORDER REQUISITION



## Garden City Community College

801 Campus Drive    Garden City, Kansas 67846    (620) 276-7611

### INSTRUCTIONS

**VENDOR:** Western Motor Company  
409 E. Fulton  
Garden City, KS 67846

- (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
2		2007 Honda Odyssey LX	\$23,998.00	\$47,996.00
		For equipment purchases please indicate equipment location. Building _____ Room _____ All technology requests must be routed through the computer center.		

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

**TOTAL**      \$47,996.00

Account Number	Amount

Requested by	Date	Department	Building
		Physical Plant	Maintenance
Person	Date	Approved	Not Approved
Div. Dir.	06-05-07	<i>M. Smith</i>	
Dean			
Comp. Ctr.			
Bus. Mgr.			



# GCCC BID RECORD

Please type or print clearly and neatly

## Item(s) to be purchased:

Mini Vans for Fleet

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### Bidders and amounts:

(1) Company	Burtis Motor Co.	AMOUNT	\$24,915.00
Address	PO Box 797 Garden City, KS 67846		
(2) Company	Lewis Motors	AMOUNT	\$21,917.00
Address	1903 E. Highway 50 Garden City, KS 67846		
(3) Company	Western Motor Company	AMOUNT	\$23,998.00
Address	409 E. Fulton Garden City, KS 67846		
(4) Company		AMOUNT	\$
Address			

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

**Single source vendor.** Check here if only one bidder is available.  
Attach additional information as needed. Please type or print clearly and neatly.

**Recommendation of bid to accept:** Western Motor Company (3)

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

**Reason for selection if not lowest bid** Western Motor has better warranty

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

### BRIEF BID AMOUNT GUIDE

- \$999 and under Bid not required
- \$1000-\$4,999 Written listing of comparative prices
- \$5,000-\$19,999 Sealed Bids

Other stipulations apply. Check policy information with Business Office.

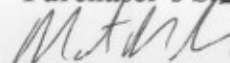
### Purchaser's Name

Martin Sigwing

### Department

Maintenance

### Purchaser's Signature

 06-05-07

# PURCHASE ORDER REQUISITION



## Garden City Community College

801 Campus Drive Garden City, Kansas 67846 (620) 276-7611

### INSTRUCTIONS

**VENDOR:** Garden City Farm Equipment  
P.O. Box 1017  
Garden City, Kansas 67846

- (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	JX95	Case Utility Tractor	\$29,998.00	\$29,998.00
1	LX730	Loader	7,001.00	\$7,001.00
For equipment purchases please indicate equipment location. Building _____ Room _____ All technology requests must be routed through the computer center.				

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

**TOTAL**      \$36,999.00

Account Number	Amount

Requested by	Date	Department	Building
	6/6/07	Physical Plant	Maintenance
Person	Date	Approved	Not Approved
Div. Dir.	<i>06-06-07</i>	<i>[Signature]</i>	
Dean			
Comp. Ctr.			
Bus. Mgr.			

# GCCC BID RECORD

Please type or print clearly and neatly

## Item(s) to be purchased:

Compact Utility Tractor with Loader (for Rodeo)

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### Bidders and amounts:

(1) Company	American Implement	AMOUNT	\$42,260.43
Address	2611 W. Jones Avenue, Garden City, Kansas 67846		
(2) Company	KanEquip Inc.	AMOUNT	\$42,000.00
Address	2701 West Jones, Garden City, Kansas 67846		
(3) Company	Garden City Farm Equipment	AMOUNT	\$36,999.00
	P.O. Box 1017, Garden City, Kansas 67846		
(4) Company		AMOUNT	\$
Address			

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

**Single source vendor.** Check here if only one bidder is available.  
Attach additional information as needed. Please type or print clearly and neatly.

**Recommendation of bid to accept:** 3. Garden City Farm Equipment

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

**Reason for selection if not lowest bid** \_\_\_\_\_

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

### BRIEF BID AMOUNT GUIDE

- \$999 and under Bid not required
- \$1000-\$4,999 Written listing of comparative prices
- \$5,000-\$19,999 Sealed Bids

Other stipulations apply. Check policy information with Business Office.

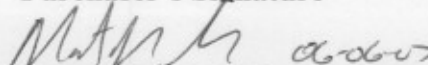
### Purchaser's Name

Martin Sigwing

### Department

Physical Plant

### Purchaser's Signature



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**MEMORANDUM**  
**Garden City Community College**  
**Office of the President**

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**TO:** GCCC Board of Trustees

**FROM:** Carol E. Ballantyne, Ph.D.

**DATE:** June 5, 2007

**RE:** Approval of annual agreements with cooperating agencies related to the nursing program

Annually, we review the agreements with the cooperating agencies that provide clinical facilities for the nursing program. Lenora Cook, Director of Nursing, has visited with the appropriate administrators for each of the facilities, and they have determined that the contracts will remain in effect, without change, for the academic year 2007-08. I concur with that decision and recommend that the Board approve the annual agreements with:

1. Area Mental Health Center
2. Finney County EMS
3. Garden Valley Retirement Village
4. High Plains Retirement Village
5. Homestead Health and Rehabilitation Center
6. Larned State Hospital
7. St. Catherine Hospital
8. Sandhill Orthopaedic Clinic

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**M E M O R A N D U M**  
**Garden City Community College**  
**Office of the President**

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**TO:** GCCC Board of Trustees

**FROM:** Carol E. Ballantyne, Ph.D.

**DATE:** June 5, 2007

**RE:** Explanation of Contracts for Board Approval

F. Approval of annual agreements with USD #457 and #363

All of the Center of Excellence agreements are essentially the same as in past years. However, the agreement for vehicle service/repair has been modified, as follows:

For many years, the college and USD #457 have operated under an annual vehicle maintenance agreement. Originally, the agreement was a cooperative effort for both entities to share maintenance and repair services. The agreement presented for 2007-08 has been modified to reflect the current arrangement whereby USD #457 will maintain service on college *cars and vans*. It was mutually agreed that College *buses* would no longer be serviced by USD #457.

G. Architecture Plus

The agreement allows Architect Blaine Davis to oversee the Residential Life Director's apartment remodeling project. The project has been proposed in three Phases. Phase I and II should be completed within the 2007-08 school year. Phase III should begin shortly thereafter.

H. Vehicle Exchange Agreement

The college's Department of Public Safety and the City of Garden City Police Department have worked out an arrangement whereby the Police Department gives retired police cars to the college in exchange for an equal number of our Criminal Justice training cars. The college benefits by receiving new cars for training. The cars traded to the city are then sold in the city auction.

I. Chartwells

The agreement presented represents the last year of a seven-year arrangement with Chartwells Food Service. The agreement calls for a 4% increase in meal costs for dorm students. There were no other major changes to the agreement. It is the intention of Administration to go out for bids for the 2008-09 contract.

J. Kansas Association of School Boards (KASB)

Renewal of annual worker's compensation insurance coverage. Annual premium for 2006-07 was \$96,606. We were also charged an additional \$22,436 assessment for the 2004-05 Fund Year. There will be no additional assessment this year.

K. Premium for athletic insurance--Keller-Leopold Insurance Agency

Renewal of annual insurance coverage athletic insurance. Annual premium for 2006-07 was \$20,294 for Catastrophic Accident Insurance and \$71,044 for Basic Sports Accident Coverage. The proposal for 2007-08 is \$20,294 for Catastrophic Accident Insurance and \$94,935 for Basic Sports Accident Coverage. With a price increase of \$23,000, Alan Schlesener of Keller-Leopold Agency is working with the insurance company to see if it is possible to reduce the basic coverage rate. Dan Evans, Head Athletic Trainer, reports that there have been numerous athletic injuries and surgeries this year. The current policy expires June 30, 2007. Therefore, I recommend that the Board approve the renewal coverage with the understanding that we will work with Keller Leopold to seek a possible reduction in rates. For 2008-09, we will be seeking competitive bids for athletic insurance and worker's compensation insurance.

L. Finney County Rodeo Team Facilities

The agreement presented has been updated from the original agreement between Finney County and the college, which was initially drafted in 2000. Rodeo Coach, Jim Boy Hash, and Dee Wigner have worked out the details of the agreement with Pete Olson and Angie Clark, Fairgrounds Manager. As a result of the new agreement, the college agrees to provide general maintenance of the area occupied by the college rodeo and by upgrading portable panels used to contain livestock. The agreement is automatically renewed each year unless otherwise notified.

## **AGREEMENT FOR SERVICES**

This agreement is made and entered into on July 1, 2007, by and between the Board of Education, Garden City Unified School District #457, hereinafter called USD #457, the Board of Education, Holcomb Unified School District #363, hereinafter called USD #363 and the Trustees of Garden City Community College, hereinafter called GCCC.

**WHEREAS**, USD #457, USD #363 and GCCC are interested in maintaining an **Automotive Technology** Center of Excellence through the Career Learning System -- Finney County.

**NOW THEREFORE**, USD #457, USD #363 and GCCC agree to the following:

1. Purpose of Centers of Excellence: Offer a seamless, technologically focused program that will yield a high school diploma, certification and/or post secondary degree and employment.
2. Definition of Automotive Technology Center of Excellence: An automotive technology program that provides the following options: 1) core curriculum leading to employment; 2) Ford Maintenance and Light Repair core curriculum leading to employment; 3) core curriculum and academic coursework leading to AAS, AS degree and/or advanced degree studies.
3. Definition of Center of Excellence Student: All residents of Finney County, including people of traditional school age, as well as those persons who are already employed are in need of academic and technical skills upgrade.
4. Location of Program: GCCC
5. Instructors: Number: 2

Load: 15 college credit hours per semester with a maximum of 15 students per course section. Overload and/or summer semester courses will be assigned as needed to deliver the center of excellence coursework.

Hired by: GCCC

Salary: USD #457 will reimburse GCCC for one half the cost of the two instructors. Salary and benefits will be determined according to the schedule of the hiring entity and may include extension and overload pay directly related to program development and delivery.

Overload: Overload will be paid at the rate of \$525/credit hour.

Staff Development/Training:

USD #457 and GCCC will collaborate to provide appropriate training.

6. Operating Expenses:

All operating expenses will be paid for through GCCC. USD #457 will contribute \$3,000 toward the operating expenses at the beginning of the fiscal year.

USD #363 will reimburse USD #457 for its FTE students enrolled in the Automotive Technology Center of Excellence at the rate of the base state aid per FTE. The amount will be calculated based on the % of time the students are enrolled in the center of excellence class. This amount reimburses USD 457 for their share of the instructor salary.

GCCC, USD #457, USD #363 will collaborate to recruit and promote the Auto Tech COE (brochures, flyers, etc.).

7. Equipment: All equipment owned by USD #457 shall remain the property of USD #457, all equipment owned by USD #363 shall remain the property of USD #363 and all equipment owned by GCCC shall remain the property of GCCC.

Upon request, GCCC will provide an inventory of equipment and instructional materials purchased with USD #457 Carl Perkins grant or general fund dollars during the current academic year.

8. Students: Each high school student enrolled in the Automotive Technology Center of Excellence will enroll in the program courses for a minimum of 8 credit hours for juniors per school year and 10 credit hours for Seniors per school year. Tuition, fees, textbooks and any industry certification tests will be the responsibility of the student.

9. Facilities: USD 363 will provide facilities for the GCCC Small Gas Engines and/or other classes to be held at HHS.

This agreement shall be effective July 1, 2007 and shall terminate on June 30, 2008. All three parties shall evaluate the agreement at that time and decide whether to continue with the agreement or not.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Chair, GCCC Board of Trustees

\_\_\_\_\_  
Witness

\_\_\_\_\_  
President, USD #457 Board of Education

\_\_\_\_\_  
Witness

\_\_\_\_\_  
President, USD #363 Board of Education



## **AGREEMENT FOR SERVICES**

This agreement is made and entered into on July 1, 2007, by and between the Board of Education, Garden City Unified School District #457, hereinafter called USD #457, the Board of Education, Holcomb Unified School District #363, hereinafter called USD #363 and the Trustees of Garden City Community College, hereinafter called GCCC.

**WHEREAS**, USD #457, USD #363 and GCCC are interested in maintaining a **Criminal Justice** Center of Excellence through the Career Learning System -- Finney County.

**NOW THEREFORE**, USD #457, USD #363 and GCCC agree to the following:

1. Purpose of Centers of Excellence: Offer a seamless, technologically focused program that will yield a high school diploma, certification and/or post secondary degree and employment.
2. Definition of Criminal Justice Center of Excellence: The Criminal Justice Center of Excellence will provide a seamless program of study leading to AAS or AS degree.
3. Definition of Center of Excellence Student: All residents of Finney County, including people of traditional school age, as well as those persons who are already employed are in need of academic and technical skills upgrade.
4. Location of Program: Entry level coursework will be provided at each partnering high school. GCCC will provide all postsecondary degree coursework. Students at GCHS may earn concurrent credit at GCCC for articulated courses.
5. Instructors:  
Number: HHS – 1  
          GCHS – 1  
          GCCC – 2

Load: As identified by each partner.

Hired by: Appropriate instructors will be hired by each partner.

Salary: Each partner will cover the salaries of its instructor(s).

Extension: N/A

Staff Development/Training: Each entity will be responsible to meet the training and staff development needs of its instructor(s).

6. Operating Expenses: All instructional operating expenses will be paid for by each partner.

GCCC, USD #457, USD #363 will collaborate to recruit and promote the CJ COE (brochures, flyers, etc.).

7. Equipment: All equipment owned by USD#457 shall remain the property of USD #457, all equipment owned by USD #363 shall remain the property of USD #363 and all equipment owned by GCCC shall remain the property of GCCC.

8. Students: High school students enrolled in Criminal Justice Center of Excellence courses at GCCC will cover the cost of their tuition, fees, and textbooks. Any industry certification tests will be the responsibility of the student.

GCCC Credit Option: GCHS students may articulate concurrent credit with GCCC's Introduction to Criminal Justice. The GCHS Criminal Justice instructor and the corresponding GCCC instructor will collaborate for course alignment. . The GCHS Criminal Justice instructor will provide a copy of the student's Introduction to Criminal Justice completed competency sheet. The GCHS Criminal Justice Instructor will schedule an appointment with the GCCC Department of Public Safety Director to bring the qualifying students to GCCC' Dept of Public Safety to take the college final.

9. Facilities: NA

This agreement shall be effective July 1, 2007 and shall terminate on June 30, 2008. All three parties shall evaluate the agreement at that time and decide whether to continue with the agreement or not.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Chair, GCCC Board of Trustees

\_\_\_\_\_  
Witness

\_\_\_\_\_  
President, USD #457 Board of Education

\_\_\_\_\_  
Witness

\_\_\_\_\_  
President, USD #363 Board of Education

### MEMORANDUM OF AGREEMENT

This Agreement, by and between Garden City Community College and USD #457, Garden City, is made to provide Garden City High School students enrolling in the **Criminal Justice** program the option to earn an Associate of Applied Science Degree from Garden City Community College. It is the intention of the parties that this cooperative effort will enhance the education and employment opportunities of the students. Now, therefore, it is agreed by and between the parties as follows:

1. The awarding of the Associate of Applied Science Degree **in Criminal Justice** is contingent upon the joint operation of the specific program by the two institutions.
2. USD #457 and Garden City Community College will base all curriculum on the competencies approved by Garden City Community College.
3. USD #457, Garden City will provide the following program courses:  
**Law I:** Based on the Street Law Text (1<sup>st</sup> half) – Grade of B or better Pre-requisite for Law II.  
**Law II:** Based on the Street Law Text (2<sup>nd</sup> half) – Grade B or better Pre-requisite for Law III  
**Law III:** Articulate concurrent credit with GCCC’s Introduction to Criminal Justice. The GCHS Criminal Justice instructor and the corresponding GCCC instructor will collaborate for content alignment. The GCHS Criminal Justice instructor will provide a copy of the student’s Introduction to Criminal Justice completed competency sheet. The GCHS Criminal Justice Instructor will schedule an appointment with the GCCC Department of Public Safety Director to bring the qualifying students to GCCC’ Dept of Public Safety to take the college final.  
**Senior year.** Seniors completing Law I, II and III (GCCC’s Introduction to Criminal Justice) with a C or better, will be invited to enroll in GCCC’s Criminal Investigation I and GCCC’s Criminal Justice Computer Applications on the GCCC campus. This transition is essential for building the bridge between the GCHS program and the college program.
4. Students may earn dual credit at Garden City High School for articulated courses taken at Garden City Community College in accordance with the Course Articulated Agreement.
5. Students may earn concurrent credit at Garden City Community College for articulated courses taken at Garden City High School in accordance with the Course Articulated Agreement.
6. Both parties may advertise the programs and will jointly advise the students that this option is available.
7. Garden City Community College will collect the normal graduation fees from the students who earn the Associate of Applied Science or Associate of Science degree.
8. This Agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance or disapproval of any course or program by the Kansas State Board of Education or the Kansas State Board of Regents.
9. Both parties agree to evaluate this program on an annual basis and in the context of student benefits, program efficiency, content, and effectiveness.
10. The terms for this agreement shall be for the 2007-2008 school year, from Fall semester 2007 to Spring semester 2008.
11. This Agreement is subject to change or cancellation by the Legislature at any time in accordance with Article 6, Section 5 of the Kansas Constitution.

IN WITNESS WHEREOF, the parties accept and approve this Agreement.

GARDEN CITY COMMUNITY COLLEGE

USD #457, GARDEN CITY PUBLIC SCHOOLS

\_\_\_\_\_  
Dean of Technical Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
GCHS Principal

\_\_\_\_\_  
Date

**AGREEMENT FOR SERVICES**

This Agreement is made and entered into on July 1, 2007, by and between the Board of Education, Garden City Unified School District #457, hereinafter called USD #457, and the Board of Education, Holcomb Unified School District #363, hereinafter called USD #363, and the Trustees of Garden City Community College, hereinafter called GCCC.

**WHEREAS**, USD #457, USD #363, and GCCC are interested in maintaining the Career Learning System -- Finney County.

**THEREFORE**, it is agreed that the three entities shall jointly maintain the Career Learning System -- Finney County.

**NOW THEREFORE**, USD #457, USD #363, and GCCC agree to the following:

1. GCCC shall employ the Career Learning System – Finney County Coordinator and administer the Career Learning System – Finney County budget as approved by the three entities.
2. USD #363 shall provide office space, phone and computer access for the Career Learning System – Finney County Coordinator.
3. USD #457 shall reimburse GCCC for one-half of the total costs of administering the Career Learning System – Finney County as provided for in the budget.\* The reimbursement shall be on an annual basis with payment due by June 30, 2008. USD #363 will provide \$100 towards expenses. USD #363 will reimburse USD 457 & GCCC based on a per pupil formula for services rendered.
4. This agreement shall be effective July 1, 2007, and shall terminate on June 30, 2008. All parties shall evaluate the agreement at that time and decide whether to continue with the agreement or not.

\_\_\_\_\_  
Witness Date

\_\_\_\_\_  
Chairman, GCCC Board of Trustees Date

\_\_\_\_\_  
Witness Date

\_\_\_\_\_  
President, USD #457 Board of Education Date

\_\_\_\_\_  
Witness Date

\_\_\_\_\_  
President, USD #363 Board of Education Date

\* 2006-2007 Budget \$68,183.49— ('Reflects 06-07 figures, amount will be higher for '07-08 salary and benefits.):  
Coordinator salary \$ 58,599 and benefits \$9,584.49  
Supplies -- Not to exceed \$300

## **AGREEMENT FOR SERVICES**

This agreement is made and entered into on July 1, 2007, by and between the Board of Education, Garden City Unified School District #457, hereinafter called USD #457, the Board of Education, Holcomb Unified School District #363, hereinafter called USD #363 and the Trustees of Garden City Community College, hereinafter called GCCC.

**WHEREAS**, USD #457, USD #363 and GCCC are interested in maintaining a **Early Childhood, Education and Services Center of Excellence** through the Career Learning System -- Finney County.

**NOW THEREFORE**, USD #457, USD #363 and GCCC agree to the following:

1. Purpose of Centers of Excellence: Offer a seamless, focused program that will yield a high school diploma, certification and/or post secondary degree and employment.
2. Definition of Early Childhood, Education and Services Center of Excellence: The Early Childhood, Education and Services Center of Excellence will provide a seamless program of study leading to AAS or AS degree.
3. Definition of Center of Excellence Student: All residents of Finney County, including people of traditional school age, as well as those persons who are already employed are in need of academic and technical skills upgrade.
4. Location of Program: Entry level coursework will be provided at each partnering high school. GCCC will provide all postsecondary degree coursework. Students at GCHS may earn dual credit at GCCC for Working with Children.

5. Instructors:

Number: HHS – 1  
GCHS – 1  
GCCC – 4

Load: As identified by each partner.

Hired by: Appropriate instructors will be hired by each partner.

Salary: Each partner will cover the salaries of its instructor(s).

Extension: N/A

Staff Development/Training: Each entity will be responsible to meet the training and staff development needs of its instructor(s).

6. Operating Expenses: All instructional operating expenses will be paid for by each partner.

GCCC, USD #457, USD #363 will collaborate to recruit and promote the Early Childhood, Education and Services COE (brochures, flyers, etc.).

7. Equipment: All equipment owned by USD#457 shall remain the property of USD #457, all equipment owned by USD #363 shall remain the property of USD #363 and all equipment owned by GCCC shall remain the property of GCCC.

8. Students: High school students enrolled in Early Childhood, Education and Services Center of Excellence courses at GCCC will cover the cost of their tuition, fees, and textbooks. Any industry certification tests will be the responsibility of the student.

Facilities: NA

This agreement shall be effective July 1, 2007 and shall terminate on June 30, 2008. All three parties shall evaluate the agreement at that time and decide whether to continue with the agreement or not.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Chair, GCCC Board of Trustees

\_\_\_\_\_  
Witness

\_\_\_\_\_  
President, USD #457 Board of Education

\_\_\_\_\_  
Witness

\_\_\_\_\_  
President, USD #363 Board of Education

## **AGREEMENT FOR SERVICES**

This agreement is made and entered into on July 1, 2007, by and between the Board of Education, Garden City Unified School District #457, hereinafter called USD #457, the Board of Education, Holcomb Unified School District #363, hereinafter called USD #363 and the Trustees of Garden City Community College, hereinafter called GCCC.

**WHEREAS**, USD #457, USD #363 and GCCC are interested in maintaining an **Industrial Maintenance Technology Center of Excellence** through the Career Learning System - - Finney County.

**NOW THEREFORE**, USD #457, USD #363 and GCCC agree to the following:

1. Purpose of Centers of Excellence: Offer a seamless, technologically focused program that will yield a high school diploma, certification and/or post secondary degree and employment.
2. Definition of Industrial Maintenance Technology Center of Excellence: The Industrial Maintenance Technology program will provide 1) industrial technology core curriculum leading to employment and 2) industrial technology core curriculum and academic course work leading to AAS or AS degree.
3. Definition of Center of Excellence Student: All residents of Finney County, including people of traditional school age, as well as those persons who are already employed are in need of academic and technical skills upgrade.
4. Location of Program: GCCC
5. Instructors:  
Number: 1

Load: Instructor load will be 15 college credit hours/semester. Overload and/or summer semester courses will be assigned as needed to deliver the center of excellence coursework.

Hired by: GCCC

Salary: USD #457 will reimburse GCCC for one half the cost of the instructor. Salary and benefits will be determined according to the schedule of the hiring entity and may include extension and overload pay directly related to program development and delivery.

Extension: NA

Overload: Overload will be paid at the rate of \$525/credit hour.

Staff Development/Training: GCCC and USD #457 will collaborate to provide staff development for instructor.

6. Operating Expenses: All operating expenses will be paid for through GCCC.

USD #363 will reimburse USD #457 for its FTE students enrolled in the Industrial Technology Center of Excellence at the rate of the base state aid per FTE. The amount will be calculated based on the % of time the students are enrolled in the center of excellence class. This amount reimburses USD 457 for their share of the instructor salary.

GCCC, USD #457, USD #363 will collaborate to promote and recruit for the Industrial Maintenance COE (brochures, flyers, etc.).

7. Equipment: All equipment owned by USD#457 shall remain the property of USD #457, all equipment owned by USD #363 shall remain the property of USD #363 and all equipment owned by GCCC shall remain the property of GCCC. GCCC will provide needed equipment for Elec I & II to be held at HHS.
8. Students: Each high school student enrolled in the Industrial Maintenance Technology Center of Excellence will enroll in the program courses for a maximum of 12 hours of college credit per school year. Tuition, fees, textbooks and any industry certification tests will be the responsibility of the student.
9. Facilities: USD 363 will provide facilities for the GCCC Electronics I & II classes to be held at HHS.

This agreement shall be effective July 1, 2007 and shall terminate on June 30, 2008. All three parties shall evaluate the agreement at that time and decide whether to continue with the agreement or not.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Chair, GCCC Board of Trustees

\_\_\_\_\_  
Witness

\_\_\_\_\_  
President, USD #457 Board of Education

\_\_\_\_\_  
Witness

\_\_\_\_\_  
President, USD #363 Board of Education



## AGREEMENT FOR SERVICES

This agreement is made and entered into on July 1, 2007, by and between the Board of Education, Garden City Unified School District #457, hereinafter called USD #457, the Board of Education, Holcomb Unified School District #363, hereinafter called USD #363 and the Trustees of Garden City Community College, hereinafter called GCCC.

**WHEREAS**, USD #457, USD #363 and GCCC are interested in maintaining an **Information Technology** Center of Excellence through the Career Learning System -- Finney County.

**NOW THEREFORE**, USD #457, USD #363 and GCCC agree to the following:

1. Purpose of Centers of Excellence: Offer a seamless, technologically focused program that will yield a high school diploma, certification and/or post secondary degree and employment.
2. Definition of Information Technology Center of Excellence: A technically-focused program that will provide multiple options for students including: 1) MCSA and MCSE core curriculum leading to industry certification and employment; 2) Cisco core curriculum leading to industry certification and employment; 3) IT Essentials I core curriculum leading to industry certification and employment 4) IT Essentials I core curriculum, MCSA and MCSE, Cisco core curriculum and additional CSCI coursework leading to AAS or AS degree.
3. Definition of Center of Excellence Student: All residents of Finney County, including people of traditional school age, as well as those persons who are already employed but are interested in entering the Information Technology field.
4. Location of Program:  
Microsoft Academy: GCHS  
Cisco Academy: GCCC  
IT Essentials I: GCCC
5. Instructors:  
Number: Microsoft: 1 instructor  
Cisco: Adjuncts as needed  
IT Essentials I: 1 instructor

**Instructor Credentials:**

All instructors will maintain the appropriate certification.

**Load:** Microsoft: 3 credit hours per semester  
Cisco: 6 credit hours per semester per instructor  
IT Essentials I: 6 credit hours per semester per instructor

Microsoft will be limited to 15 students per section  
Cisco and IT Essentials I will be limited to 12 students

**Who hires:**

- Microsoft Academy: GCCC will provide 1 instructor for 2007-08
- Cisco Academy: GCCC will provide all instructors
- IT Essentials I: GCCC will provide all instructors

Salary: Salary and benefits will be determined according to the schedule of the hiring entity.

Extension: NA

Overload: NA

Staff Development/Training: Training for the Microsoft Academy instructor, will be shared equally by GCCC and USD #457 up to \$3,000 (\$1,500 per entity) per year.

6. Operating Expenses:

All operating expenses, including utilities, will be paid as follows for courses offered in their facilities:

- Microsoft Academy – USD #457
- Cisco Academy – GCCC
- IT Essentials I – GCCC and USD #457

USD #363 will reimburse USD #457 for its FTE students enrolled in the Information Technology Center of Excellence at the rate of the base state aid per FTE.

GCCC, USD #457, USD #363 will collaborate to recruit and promote the IT COE (brochures, flyers, etc.).

7. Equipment:

All equipment owned by USD#457 shall remain the property of USD #457, all equipment owned by USD #363 shall remain the property of USD #363 and all equipment owned by GCCC shall remain the property of GCCC.

8. Students: All high school students in the Information Technology Center of Excellence will enroll in the program courses for college credit as follows:

- Microsoft Academy – 12 credit hours (2 year program; 3 credit hours per semester)
- Cisco Academy – 12 credit hours (2 year program; 3 credit hours per semester)
- IT Essentials I – 6 credit hours (1 semester)

Tuition, fees, textbooks and any industry certification tests will be the responsibility of the student.

9. Facilities: Each entity will be responsible for maintaining its facility including maintaining a facility capable of delivering the curriculum.

This agreement shall be effective July 1, 2007 and shall terminate on June 30, 2008. All three parties shall evaluate the agreement at that time and decide whether to continue with the agreement or not.

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Witness

Chair, GCCC Board of Trustees

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Witness

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President, USD #457 Board of Education

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Witness

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President, USD #363 Board of Education

## AGREEMENT FOR SERVICES

This agreement is made and entered into on July 1, 2007, by and between the Board of Education, Garden City Unified School District #457, hereinafter called USD #457 and the Trustees of Garden City Community College, hereinafter called GCCC.

**WHEREAS**, USD #457 and GCCC are interested in maintaining a **Welding** Lab at a single location.

**NOW THEREFORE**, USD #457 and GCCC agree to the following:

1. Welding Instructional Program: Offer a seamless, technologically focused Welding program, based on AWS curriculum competencies, that will yield a high school diploma, certification and/or post secondary degree and employment.
2. Student Population: Students of traditional school age will attend during the daytime hours. Non-traditional students will attend in the evening. Juniors and Seniors may chose to enroll for GCCC credit and attend an evening class.
3. Location of Program: GCHS
4. Instructors:  
Number: 1 full-time GCHS instructor (daytime)  
Adjunct GCCC instructor(s) (evening)  
  
Hired by: Full-time instructor – paid by USD #457  
Adjunct instructor(s) – paid by GCCC  
  
Salary: Salary and benefits will be determined according to the schedule of the hiring entity and may include extension and overload pay directly related to program development and delivery.  
  
Extension: Each entity will determine appropriate contract extensions and/or overloads for their employee.  
  
Staff Development/Training: Each entity will provide appropriate training to its employee.
5. Operating Expenses:  
Each entity will cover the costs of operating its program including equipment, consumables, and salaries.

USD 457 will submit a bill to GCCC for \$3,000 to cover the cost of instructional materials needed to conduct scheduled college classes.

USD 457 will submit a bill to GCCC at a rate of \$15 per student credit hour of enrollment to cover consumables for those students who take the course for concurrent credit.

USD 457 will submit a bill to GCCC at a rate of \$15 per student credit hour of enrollment to cover consumables for students enrolled in the GCCC evening Welding classes. GCCC & USD #457 will collaborate to promote and recruit for the Welding COE (brochures, flyers, etc.)

6. Equipment:

All equipment owned by USD #457 shall remain the property of USD #457, and all equipment owned by GCCC shall remain the property of GCCC. Each entity is responsible for maintaining its equipment.

Upon request, USD #457 will provide an inventory of equipment and instructional materials purchased with GCCC Carl Perkins grant or general fund dollars during the current academic year.

7. Students:

Concurrent Credit Option: High School Juniors and Seniors may enroll for concurrent college credit upon the recommendation of their high school Welding instructor. College tuition/fees (\$180) and course materials fees (\$15/credit hour) will be paid by the student.

Postsecondary Credit Option: High School students may enroll in GCCC evening Welding courses for College credit.

Articulation Credit Option: Students, who master the course competencies, may earn equivalency credit at GCCC by submitting an articulation application and appropriate documentation of skills. A fee of \$10.00 will be charged to place the course on their GCCC transcript. No grade is awarded for articulated courses.

Textbooks and any industry certification tests will be the responsibility of the student.

8. Facilities: Remodeling expenses will be covered by USD #457.

This agreement shall be effective July 1, 2007 and shall terminate on June 30, 2008. The parties shall evaluate the agreement at that time and decide whether to continue with the agreement or not.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Chair, GCCC Board of Trustees

\_\_\_\_\_  
Witness

\_\_\_\_\_  
President, USD #457 Board of Education

**AGREEMENT FOR SERVICES**

This agreement is made and entered into on July 1, 2007, by and between the Board of Education, Garden City Unified School District #457, hereinafter called USD #457 and the Trustees of Garden City Community College, hereinafter called GCCC.

**WHEREAS**, USD #457 and GCCC are interested in entering into an agreement for the servicing of GCCC vehicles.

**NOW THEREFORE**, USD #457 and GCCC agree to the following:

1. USD #457 shall employ personnel to work as mechanics on various GCCC vehicles (excluding all buses).
2. GCCC will maintain a record of scheduled oil changes on all GCCC vehicles and will make an appointment with the USD #457 Transportation Dept. when scheduled oil changes are due.
3. GCCC will be responsible for scheduling all oil changes and minor vehicle repairs at least 24 hours in advance. Once a vehicle is scheduled, USD #457 reserves the right to keep the vehicle until all maintenance and repairs are completed.
4. USD #457 shall maintain records to account for GCCC vehicle repair and maintenance along with a costing of mechanic time and an accounting will be done on a monthly basis. USD #457 will send an itemized monthly invoice to GCCC from which payment will be made.
5. GCCC will maintain its fleet of buses through a third party vendor separate from USD #457.
6. This agreement shall be effective July 1, 2007, and shall terminate on June 30, 2008. Both parties shall evaluate the agreement at that time and decide whether or not to continue with the service agreement.

*Joanne Nelson*  
\_\_\_\_\_  
Witness

*[Signature]*  
\_\_\_\_\_  
President, USD #457 Board of Education

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Chair, GCCC Board of Trustees



# Architecture Plus L.L.C.

ARCHITECTURE

PLANNING

INTERIORS

May 29, 2007

Dee Wigner, Dean of Administrative Services  
Garden City Community College  
801 Campus Drive  
Garden City, KS 67846

RE: Renovations to the  
Residence Hall Director's Apartment

Dear Dee:

As per our recent discussion, I enclosed copies of a "Standard Form of Agreement for Architectural Services". I have proposed an architectural (includes mechanical and electrical engineering) fee of \$17,600.00, of which the College has previously paid \$2,880.00. The remaining \$14,720.00 will be invoiced monthly as the work progresses.

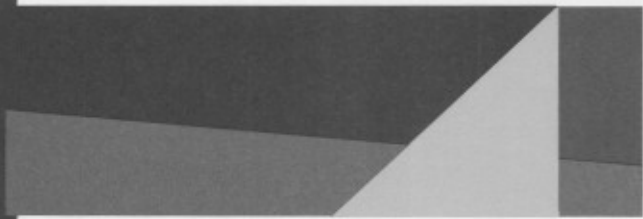
I have also enclosed a revised cost estimate. Since the original estimate was prepared in November 2005, several factors have affected construction costs. Obviously, the cost of petroleum has increased the freight rates of all building materials. The costs of concrete and most metals (steel, copper, aluminum, etc.) have experienced significant increases. Due to these occurrences, I made some adjustments to the estimate, which I believe should cover the work contemplated.

If you have any questions, please don't hesitate to call me. We are prepared to immediately expedite this work to meet your anticipated schedule.

Sincerely,

Dale B. (Blaine) Davis, AIA

402 E. FULTON • GARDEN CITY, KS 67846 • 620.276.2872  
FAX: 620.276.7679 • E-MAIL: [archplus@architectureplus.net](mailto:archplus@architectureplus.net)  
GARDEN CITY • DODGE CITY • DENVER



# Architecture Plus L.L.C.

ARCHITECTURE

PLANNING

INTERIORS

RENOVATIONS TO THE  
RESIDENCE HALLS DIRECTOR'S LIVING QUARTERS  
GARDEN CITY COMMUNITY COLLEGE  
GARDEN CITY, KANSAS

COST ESTIMATE (REVISED)  
MAY 29, 2007

**PHASE I – EXISTING APARTMENT**

1,064 S.F. @ \$85.00 =

\$ 90,440.00

**PHASE II – TWO BEDROOMS, BATH & LAUNDRY**

604 S.F. @ \$85.00 =

\$ 51,340.00

**PHASE III – TWO "EFFICIENCY" APARTMENTS**

1,024 S.F. @ \$5 .00 =

\$ 87,040.00

**\$ 228,820.00**

**CONTINGENCY**

Unknowns, Change Orders, Inflation (10 %)

\$ 22,882.00

**\$ 251,702.00**

Not Included: Sitework (if required), furnishings, architectural/engineering fees

402 E. FULTON • GARDEN CITY, KS 67846 • 620.276.2872  
FAX: 620.276.7679 • E-MAIL: archplus@architectureplus.net  
GARDEN CITY • DODGE CITY • DENVER



# PURCHASE ORDER REQUISITION



## Garden City Community College

801 Campus Drive    Garden City, Kansas 67846    (620) 276-7611

### INSTRUCTIONS

**VENDOR:** Architecture Plus, LLC  
402 E Fulton  
Garden City, KS 67847

- (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.

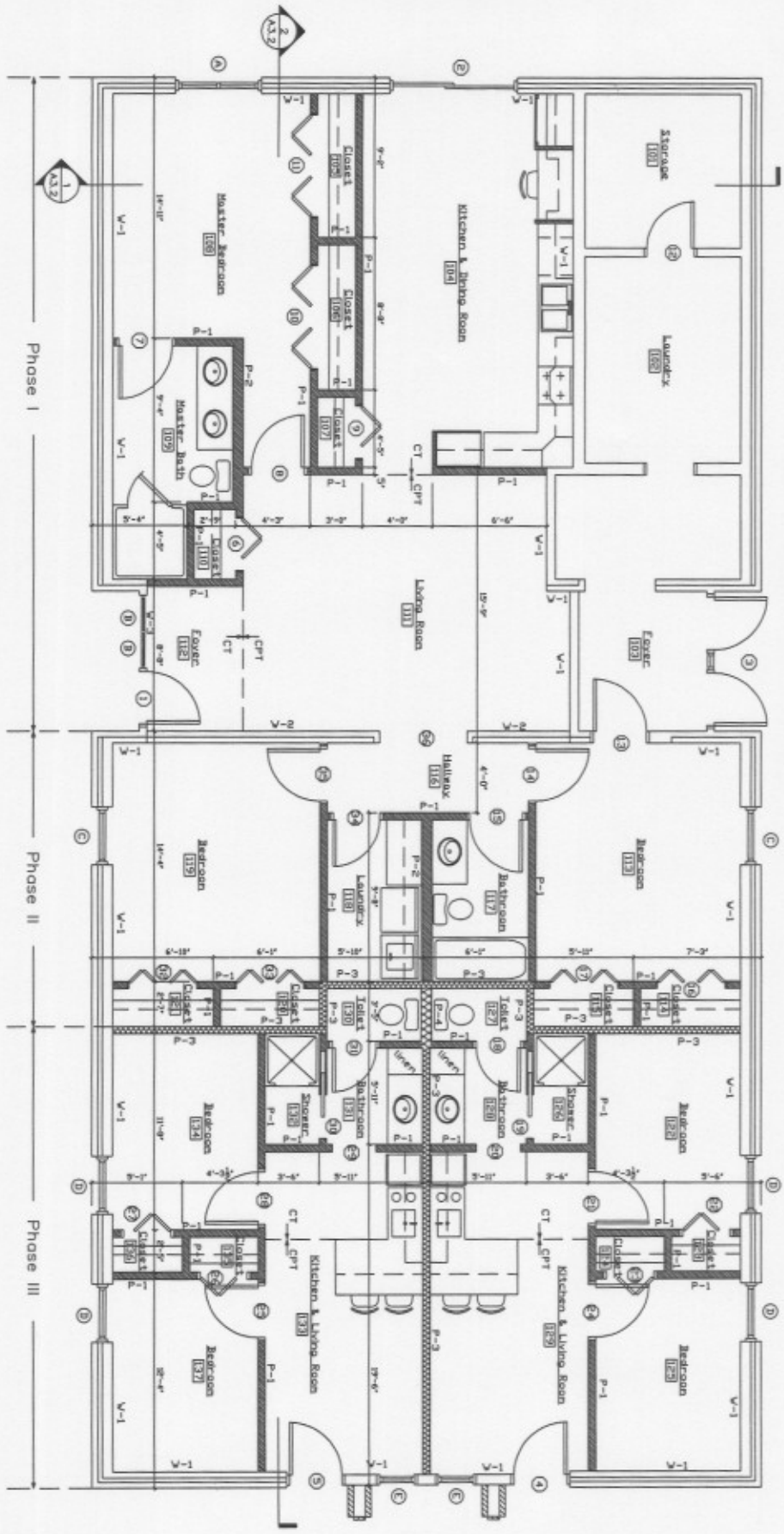
Quan.	Part No.	Description	Unit Cost	Extended
		Professional services - Residential Life Director's Apartment Remodel		\$14,720.00
For equipment purchases please indicate equipment location. Building _____ Room _____ All technology requests must be routed through the computer center.				

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

Account Number	Amount
16-00-5011-95001-6672	\$14,720.00

Requested by	Date	Department	Building
D Wigner		Admin	SCSC
Person	Date	Approved	Not Approved
Div. Dir.			
Dean			
Comp. Ctr.			
Bus. Mgr.			

**TOTAL**      \$14,720.00



EAST LOUNGE

## **AGREEMENT FOR VEHICLE EXCHANGE**

The City of Garden City, Kansas, through its Police Department, periodically updates and replaces vehicles in its fleet of police cruisers, and in so doing normally disposes of those vehicles being replaced through public auction.

The Garden City Community College, for the use of its Campus Security Department, and through its Department of Public Safety, owns and utilizes police cruisers, although due to fiscal constraints such vehicles are aging and not readily replaceable by the College.

The parties agree, as an accommodation of one taxing authority to another, to participate in a program of vehicle exchange, by which, when and as deemed appropriate by the parties, the City will transfer and convey ownership to the College of a vehicle or vehicles intended by the City to be surplus and sold, and in exchange the College will transfer and convey ownership to the City of a vehicle or vehicles being used for purpose of campus security or police science training which is in need of replacement, which the City intends thereafter to dispose of through its normal public auction of surplus vehicles.

In the event a vehicle exchange is at any time negotiated between the parties, each party shall be entitled to inspect any vehicle proposed for exchange for purposes of determining that the same is suitable for its intended purpose, and any vehicle proposed for exchange may be rejected for any reason by either party. The College agrees to re-key, at its own expense, the ignition and door locks on all vehicles received under this agreement.

The parties understand that any vehicle which at any time shall be subject to this Agreement for Vehicle Exchange is and shall be a used vehicle, that the vehicle will be exchanged and conveyed "as is" without seller representation or warranty, and that all warranties, express or implied, with respect to any such vehicle, are disclaimed by the party conveying title to the same.

Ownership of any vehicle exchanged under the terms of this Agreement shall be transferred and conveyed by appropriately endorsed certificate of title and upon request of a party, by bill of sale.

Neither party is or will be under any continuing obligation to engage in any vehicle exchange as herein provided.

This Agreement shall be effective as of the date executed by the parties, and shall have continuous, year-to-year effect thereafter until terminated by either party making and providing to the other written notice of such termination.

**CITY OF GARDEN CITY, KANSAS**

**GARDEN CITY COMMUNITY COLLEGE**

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**AMENDMENT NUMBER FOUR TO**  
**UNIVERSITY MANUAL FOOD SERVICES AGREEMENT**

This Amendment Number Four to University Manual Food Services Agreement effective July 1, 2007, is between Garden City Community College ("Client") and Compass Group USA, Inc. by and through its Chartwells Division ("Compass" or "Chartwells") (collectively the "Parties").

WHEREAS, Client and Chartwells are parties to that certain University Manual Food Services Agreement dated July 1, 2001, as amended by that certain Amendment dated May 1, 2003, by that certain Amendment dated May 1, 2004, and by that certain Amendment Number Three to University Manual Food Services Agreement dated July 1, 2006 (collectively, the "Agreement"); and

WHEREAS, the Parties now desire to amend the Agreement;

NOW, THEREFORE, in consideration of the promises contained herein and for other good and valuable consideration, the Parties agree as follows:

1. Definitions. All capitalized terms not otherwise defined herein shall have the meaning ascribed to them in the Agreement.
2. Amendment of Exhibit A, Section B. Exhibit A of the Agreement is amended by deleting Section B thereof and replacing it with the following:

**B. Catering**

Compass shall provide catering services to Client on and off campus as requested. The parties shall negotiate financial arrangements on an even-by-event basis. Compass shall provide a function sheet to the requesting party prior to the event so that a purchase order may be requested. Compass should not provide catering services without a college purchase order number. Compass shall invoice the Client for catering services within 10 days and Client shall pay said invoice within ten (10) days of receipt.

3. Amendment of Exhibit A, Section C. Exhibit A of the Agreement is amended by deleting Section C thereof and replacing it with the following:

THIS SPACE INTENTIONALLY BLANK

**C. Meal Plans, Casual Meal Rates and Conference Rates**

Client shall pay daily meal plan rates to Chartwells based on the sliding scale set forth below:

**Meal Plan Rates Academic Year 2007 – 2008**

Count	Daily Rate		
	19 meal plan	14 meal plan	10 meal plan
301-316	\$7.619	\$6.762	\$5.756
286-300	\$7.798	\$6.965	\$5.949
271-285	\$7.999	\$7.19	\$6.159
256-270	\$8.223	\$7.439	\$6.395
241-255	\$8.476	\$7.72	\$6.657
226-240	\$8.764	\$8.035	\$6.953
211-225	\$9.094	\$8.395	\$7.288
196-210	\$9.475	\$8.808	\$7.671
181-195	\$9.925	\$9.285	\$8.112
166-180	\$10.457	\$9.845	\$8.627
150-165	\$11.101	10.511	\$9.237
149 and below	To be negotiated		

Each meal plan will feature \$25 in Flex Dollars for fall and spring semesters, which will be billed to the Client in addition to the meal plan daily rate. At the end of each semester, unused student Flex Dollars will be forfeited and become the property of Chartwells. Flex Dollars purchased by staff will not expire.

Contract charges are based on a minimum of two hundred thirty<sup>f</sup>-give (235) days per year.

Additionally: Chartwells agrees to extended hours when requested. Extend the Dinner meal period by one-half hour to accommodate athletes and others who need later service. On such days that extended service is offered, Chartwells shall charge an additional 5 cents (\$.05) per boarder per day.

Billings to the Customer will be based on the number of persons listed on Friday (after the first day) morning before breakfast. Billings will be prepared weekly on Thursday for the previous week.

The following charges for casual meal sales (which are subject to commissions as provided above):

Academic year:	2007-2008	
Meal:	Charge:	
Breakfast		\$3.40
Continental Breakfast		\$2.00
Lunch		\$4.55
Dinner		\$5.55
Special Dinner		\$6.55

Casual Meal Prices include Sales Tax.

Client shall pay Chartwells the following reimbursements for conference meal sales (which are subject to commissions as provided above):



Academic year:	2007- 2008
<u>Meal</u>	<u>Charge:</u>
Breakfast	\$4.15
Lunch	\$5.20
Dinner	\$6.15

**Athletic and early arrival pricing - summer of 2007**

Lunch and Dinner \$11.74 per day

Breakfast, Lunch and Dinner \$15.32 per day

Counts will be based on actual or guarantee, whichever is higher.

The parties shall renegotiate charges a reasonable time prior to the beginning of subsequent academic years. Prices for all other Products and Services will be determined by Chartwells.

Chartwells shall bill Client on a monthly basis for all reimbursable meals. Client shall remit to Chartwells the aggregate reimbursement within 10 days of receipt of the billing. Chartwells shall remit weekly to Client the total proceeds from all cash sales together with a report describing such sales in a form satisfactory to Client.

Client shall be completely responsible for any payment or reporting of sales or similar taxes due with respect to sales under this Agreement. In the event that a determination is made by the appropriate governmental authority that any payments between the parties, either in part or in full, are subject to any sales tax or any similar tax, the full amount of such tax, together with any interest or penalties with respect thereto shall be immediately paid by Client or, upon receipt of an invoice from Chartwells therefore, be reimbursed by Client to Chartwells.

**Summer Session:** All services, menus, prices, rates, and commissions for summer food service operations will be renegotiated annually by Chartwells and the Client. For a fee of \$300.00 (three hundred dollars) per week, the Chartwells Director of Dining will work during the Summer Session in accordance with a schedule to be negotiated annually by Chartwells and Client.

**Contract Patrons on Tour:** Any contract boarding student visiting another campus whose food service is provided by Chartwells will be offered meal service at no charge upon valid identification of their participation in a Chartwells food service program.

**Athletic Service:** Chartwells will offer pregame or postgame meal service for sports events. This service will be at no extra charge to the Client if the meal is served in lieu of a regularly scheduled meal. Upon advance notice to the Food Service Director, traveling athletic teams will be offered meal service at other Chartwells locations at no cost to boarding athletes. Non-contract athletes will be charged a nominal fee.

**Courtesy meals:** At all regular boarding meals, there shall be no charge to the school's Dean of Administrative Services, Dean of Students, Dean of Learning, and President or visiting Presidents from other institutions. The following administrative personnel are likewise exempt from charges:

Director of Residential Life, Assistant Director of Residential Life. Trustees: (6) as named by Client.

**President's Fund:** Chartwells will provide the President of the Client with an annual catering credit of Two Thousand Five Hundred Dollars (\$2,500.00). This fund shall be utilized at the sole discretion of the President, for credit towards catering service provided by Chartwells either on or off campus without restriction.

**Replacement Cost:** Chartwells will replace all flatware and chinaware provided by the Client lost due to breakage, pilferage, or other causes. Whenever possible, replacements will conform exactly to weights, standards, patterns and brands of flatware and chinaware provided by the Client. The Client will be responsible for the purchase of food preparation and serving items, which require replacement due to normal wear and tear. These items include knives, spatulas, tongs, etc. Chartwells shall furnish the Client with a monthly listing of items, which have been replaced.

**Employee benefits:** Chartwells will make available to all regular employees through our group plan: Major Medical insurance, Hospitalization, and Life insurance. Additionally, Chartwells shall provide a one-week paid vacation after the first year of employment and a two-week paid vacation after the second year for all full-time employees. Chartwells will provide holiday pay for all full time employees for the following: Christmas Day, Thanksgiving Day, New Year's Day, and Easter.

**Division of Costs and Responsibilities:** Expenses and responsibilities for the operation of the food service facility will be divided according to the following chart:

	Chartwells	Client
• Foodstuffs	X	
• Supplies (including cleaning supplies)	X	
• Labor	X	
• Uniforms	X	
• Table Linen	X	
• Telephone and Telegraph	X	
• Printing and Stationary	X	
• Flowers and Candles	X	
• Bookkeeping and payroll preparation	X	
• General Supervision	X	
• Licenses and Permits	X	
• All insurance (except fire insurance)	X	
• Garbage and Trash Removal		X
• Outside Window Cleaning		X
• Equipment Repair and Replacement		X
• Provision of fully equipped office (filing cabinets, calculator, cash registers)		X
• Painting and Redecorating		X
• Printing of meal tickets		X
• Outside Maintenance		X
• Utilities		X
• Pest Control		X
• Fire Insurance		X

- Cleaning and waxing of cafeteria floor

X

**Special Programs:** Kick Off Reception: at the beginning of each school year, Chartwells shall host an informal reception at the convenience of the Client. The affair will feature punch, coffee, and cookies and allow representatives from the school to meet members of the Chartwells management team.

**Personnel Dinner:** To show our appreciation for the opportunity to serve your school, Chartwells will host a dinner for all faculty, administration and staff members and their spouses. The dinner will feature a special menu, selected by Chartwells. There will be no cost to the Client for this event and it may be scheduled at any time during the year.

4. Amendment of Exhibit A, Section B. Exhibit A of the Agreement is amended to insert the following at the end of Section B: "Prices for catering provided to Client in the 2007-2008 academic year shall not be increased over 2006-2007 prices. Prices for catering provided to external customers shall be increased based upon local market pricing."

5. Confirmation and Integration. Except as expressly amended by this Amendment, the parties hereby confirm and ratify the Agreement in its entirety. The Agreement, as amended hereby, constitutes the entire agreement between the parties and their predecessors pertaining to the subject matter of the Agreement, as so amended, and supersedes all prior and contemporaneous agreements and understandings of the parties and their predecessors in connection therewith.

6. Counterparts. This Amendment may be executed in any number of counterparts, each of which shall constitute an original and all of which together shall constitute but one and the same original document.

7. Headings. The section headings herein are for convenience only and do not define, limit or construe the contents of such sections.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be signed by their duly authorized officers, all done the day and year first above written.

GARDEN CITY COMMUNITY COLLEGE

COMPASS GROUP USA, INC. by and through  
its Chartwells Division

By: \_\_\_\_\_

By:  \_\_\_\_\_

Its: \_\_\_\_\_

Its: President & CEO \_\_\_\_\_

Date: \_\_\_\_\_

Date: 4/27/07 \_\_\_\_\_



**KANSAS ASSOCIATION OF SCHOOL BOARDS  
WORKERS COMPENSATION FUND, INC.  
MEMBER PARTICIPATION AGREEMENT**

This Member Participation Agreement is entered into between the Kansas Association of School Boards Workers Compensation Fund, Inc. (hereinafter "Fund") and the member school district for the purpose of providing the participating member Workers Compensation insurance and related services and benefits as more fully set out herein.

**WITNESSETH:**

WHEREAS, K.S.A. 12-2616 *et seq.* allows the member to participate in this group-funded liability pool; and

WHEREAS, the Kansas Association of School Boards Workers Compensation Fund, Inc. provides Workers compensation insurance and related services and benefits pursuant to K.S.A. 12-2616 *et seq.*; and

WHEREAS the Fund and member desire to enter into this participation agreement so as to facilitate the Fund providing such Workers compensation insurance and related services and benefits for the benefit of the member and the member's desire to pay for and receive such Workers compensation insurance and related services and benefits;

NOW, THEREFORE, in consideration of the payment of premiums by the member and the Fund performing the services outlined in this participation agreement, all parties do hereby agree to all terms and conditions of this agreement and the governing bylaws established and adopted by the Fund as follows:

**TERMS AND CONDITIONS**

1. **Member Name** Garden City Community College #710
2. **Adoption of Member Participation Agreement.** The member, acting by and through its duly authorized representative, hereby approves and adopts the terms and conditions of this Member Participation Agreement (MPA), Fund Bylaws, *and amendments thereto*, and the Fund Rules of Operation, *and amendments thereto*, by an affirmative vote at a duly constituted meeting of the member's board of control.
3. **Term.** The initial term of this agreement is for 12 months and subsequent terms shall be for one year and automatically renew for successive one-year terms thereafter, unless sooner terminated as provided in the Fund's Rules of Operation. The initial term shall commence at 12:01 a.m. on **July 1, 2007**, and shall automatically renew on July 1, 2008 and that date shall be the anniversary date thereafter, unless sooner terminated in accordance with the provisions of the Fund's Rules of Operation, or any subsequent

WORKERS COMPENSATION FUND MEMBERSHIP PARTICIPATION AGREEMENT

renewal thereof. Each subsequent automatic renewal shall be subject to the provisions of this agreement, and expressly subject to the Fund's right to recalculate and assign the member participant's premiums and/or conditions for such renewal.

4. **Assessment.** The participating Fund Member agrees to pay any assessment, as a general assessment or a contribution to surplus, as may be imposed by the board. The participating Fund Member agrees any assessment, as a general assessment or a contribution to capital shall be paid within the time frame specified by the Board.

IN WITNESS WHEREOF, the parties, acting through their duly authorized representatives, sign this Member Participation Agreement as of the date specified herein.

MEMBER: Garden City Community College #710

By: \_\_\_\_\_  
President, Board of Control

Date: \_\_\_\_\_

KANSAS ASSOCIATION OF SCHOOL BOARDS  
WORKERS COMPENSATION FUND, INC.

By: \_\_\_\_\_  
Fund Administrator

Date: \_\_\_\_\_

# PURCHASE ORDER REQUISITION



## Garden City Community College

801 Campus Drive    Garden City, Kansas 67846    (620) 276-7611  
**INSTRUCTIONS**

**VENDOR:** KASB  
1420 SW Arrowhead  
Topeka, KS 66604

- (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
		Workers compensation Premiim 7-1-07 to 6-30-08		\$101,918.00
		For equipment purchases please indicate equipment location. Building _____ Room _____ All technology requests must be routed through the computer center.		

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

**TOTAL**    \$101,918.00

Account Number	Amount
11-00-0000-76000-5920	\$101,918.00

Requested by	Date	Department	Building
D Wigner		Admin	SCSC
Person	Date	Approved	Not Approved
Div. Dir.			
Dean			
Comp. Ctr.			
Bus. Mgr.			

# PURCHASE ORDER REQUISITION



## Garden City Community College

801 Campus Drive    Garden City, Kansas 67846    (620) 276-7611

### INSTRUCTIONS

**VENDOR:** Keller Leopold Insurance  
 \_\_\_\_\_  
 \_\_\_\_\_  
Garden City, KS 67846  
 \_\_\_\_\_

- (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
		Athletic Insurance 7-1-07 to 6-30-08		
		Basic policy		\$94,935.00
		Catastrophic coverage		\$20,294.00
		For equipment purchases please indicate equipment location.		
		Building _____ Room _____		
		All technology reqests must be routed through the computer center.		

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

**TOTAL**    \$115,229.00

Account Number	Amount
11-00-0000-55000-6240	\$115,229.00

Requested by	Date	Department	Building
D Wigner		Admin	SCSC
Person	Date	Approved	Not Approved
Div. Dir.			
Dean			
Comp. Ctr.			
Bus. Mgr.			

## FINNEY COUNTY RODEO TEAM FACILITIES

THIS AGREEMENT (Agreement) made and entered into this \_\_\_\_ day of June 2007, by and between the BOARD OF COUNTY COMMISSIONERS, FINNEY COUNTY, KANSAS (County) and the BOARD OF TRUSTEES, GARDEN CITY COMMUNITY COLLEGE, Finney County, Kansas (College);

WHEREAS, the County owns real property which has been periodically used as a practice rodeo arena and facilities area, and which is a portion of the Finney County Fairgrounds situated west of Taylor Avenue and north of Lake Street; and,

WHEREAS, as a part of its educational program, the College sponsors a rodeo club and students who participate in intercollegiate rodeo competition; and,

WHEREAS, the rodeo club of the College has maintained and used livestock pens and the area adjacent to the Horse Palace, and desires to continue to do so, and the parties agree that it would be to their mutual benefit, and to the benefit of the taxpayers of Finney County, were the County to allow the College to continue to make improvements to and to utilize the designated portion of the rodeo team facilities area for the above purposes;

NOW, THEREFORE, intending to provide a mechanism for the cost effective utilization of the livestock pen and practice arena area of the County, and in consideration of the terms and conditions set forth, the parties hereby agree as follows:

1. PREMISES. The real property subject to this agreement (Premises) is owned by the County and is identified upon Exhibit "A" attached and incorporated. The College shall have access to and use of the Premises upon the terms and conditions herein contained for the purpose of conducting collegiate rodeo practice and events, and the boarding of horses, mules, cattle and goats belonging to the College and its students. The College may not use the area identified as the drainage swale along the west boundary of the Premises. Pens adjacent on the west to the Horse Palace Indoor Arena may be used by the College only during scheduled use of such Arena. The College agrees to promptly vacate said pens upon completion of scheduled use. The College agrees to utilize acceptable animal husbandry practices regarding the boarding of animals.

2. FACILITIES USAGE. The College shall have access to and use of such Premises during daylight hours from noon on Monday through Thursday, during the period of use herein defined to be August 1 through May 31 of each lease year. Notwithstanding the foregoing, the parties acknowledge that the College's access to the Premises may not be available during the 3I Show when it is held in Finney County, Kansas. The County will endeavor to assist the College in locating other space, if available. During the period of mid-May to mid-August, the College shall make not less than 10 horse stalls available for use by the County, and the College shall retain the right to use the horse stalls not otherwise to be made available for use by the County.

County of Finney, Kansas RODEO TEAM FACILITIES  
Garden City Community College Page 2

3. SCHEDULING. The parties shall cooperate with one another in the advance planning for the use of the Premises, and in scheduling any events and facilities usage. Each party shall designate the person or office through which all contacts and such scheduling shall be made. Initially, the County designates its Fairground Manager, and the College designates its Head Rodeo Coach. The designations may change from time to time during the term of this Agreement, provided written notice of same is given to the other party, with such notice identifying the contact person by name and position, with address, and telephone numbers. Should the College desire to utilize the Premises other than as provided in paragraph 2, it shall notify and schedule with the County such desired use, and in the event of any conflicting use the College's use shall be subordinate to previously scheduled events. Nothing herein shall be deemed to prohibit the County from scheduling any event or use of the Premises or its facilities during the time of College use as provided in paragraph 2 above, subject to reasonable advance notice to and scheduling thereof with the College.

4. COLLEGE DUTIES. The improvements the College has made to the Premises are identified on Exhibit "B" attached and incorporated. The College shall maintain and routinely upgrade portable panels, livestock pens, sheds and the outdoor arena. The College agrees it will implement planned improvements annually during the summer months which will upgrade and replace existing portable panels. Scheduling of the planned improvements shall be coordinated with the Fairground Manager. Any College improvements shall not be deemed nor shall the same become fixtures, but rather shall remain the property of the College. The College may remove its improvements from the Premises upon the termination of this Agreement.

5. MAINTENANCE. (a) Each party shall be separately responsible for maintaining in good operating condition those improvements they are responsible to provide to the Premises. Each party shall be responsible for keeping and maintaining the Premises clean and free of trash and debris during their use; provided, the College shall have the primary responsibility for maintaining the south and east boundary areas of the Premises. Any damage caused to the Premises or any improvement thereon during either parties' use shall be the responsibility of the party utilizing the Premises at the time of the damage. Parties agree to periodically jointly inspect condition of premises at least once each month during the defined period of use.

(b) For the period it is entitled to usage of the Premises, as identified in paragraph 2, the College shall be responsible for routine maintenance of the outdoor arena from noon on Monday through Thursday of each week, and the County shall have such responsibility Friday until noon on Monday. The cost of maintenance and repairs for the outdoor arena during the period defined herein, including fill dirt, shall be shared equally by the County and the College.



(c) For the period it is entitled to usage of the Premises, as identified in paragraph 2, the College shall cause accumulated manure to be hauled off the Premises not less often than once per month. The County shall provide sufficient gravel for access drive to the manure storage area and College shall maintain the access drive. Additionally, the County shall provide fill dirt and gravel to be used to maintain adequate drainage and access and the College shall utilize materials provided to complete at its cost any and all necessary grading required during the period of use.

6. OTHER FAIRGROUND FACILITIES. This Agreement shall not apply to the use of other Fairground Facilities by the College. Any use of other facilities by the College, including use of the Horse Palace Indoor Arena, and the Main Fairground Rodeo Arena and grandstand, shall continue to be subject to the County's scheduling and usage fee policies.

7. TERM & RENEWAL. The initial term shall be a period of one year, commencing upon execution hereof by the parties, and terminating June 30, 2008. Thereafter, this agreement shall automatically renew for terms running from July 1 through June 30, unless either party terminates this agreement by delivering to the other party, written notice of termination no later than 180 days in advance of the termination date.

8. UTILITIES. At all times during the term hereof the County shall pay for and provide to the Premises utility services, inclusive of electricity, natural gas, and water. College students utilizing electrical connections other than during normal practice times shall be required to arrange for such use with the Fairgrounds Manager, and pay appropriate charges for power usage.

9. FACILITY USAGE CHARGE. The College may conduct clinics or hold jackpot events for which a reasonable entry or participation fee will be charged, and subject to reasonableness the College shall retain any such fees or charges. It is recognized that the College may retain proceeds of fees charged to students for facility usage, provided that Such proceeds are used for Premises facility improvements. Otherwise, neither party hereto shall impose upon the other party a fee or charge for use of the Premises or its improvements.

10. SUPERVISION. To the extent supervision of the rodeo team facilities or practice arena or any usage thereof shall be deemed necessary the party making use of the facilities shall be solely responsible for the same.

11. DISPUTES. It is acknowledged that the County shall at all times have the right to notify the College of good faith concerns regarding the use and maintenance of the Premises by the College, including the right to make reasonable requests regarding manner of use and care of property. All such concerns shall be expressed and resolved at the level of the initial contact for this agreement, as provided in paragraph 3. In the event any concern is not resolved to the satisfaction of either party the same shall be referred to the County Administrator of the County and the Dean of Administrative Services of the College for resolution, whose decision shall be final.

12. RELATIONSHIP. The relationship of the parties as a result of this agreement shall be deemed landlord and tenant, and no other relationship by way of agency, partnership, joint venture, or employment is intended hereby and none shall be implied.

13. LIABILITY AND INSURANCE. For all purposes herein, and except only when the Premises or the facilities are being used for an identified educational purpose, or for an event for which there is a charge, all uses of the Premises shall be deemed recreational within the contemplation of K.S.A. 58-3201 et seq. Each party shall be solely responsible for maintaining any insurance upon the Premises, the rodeo team facilities and practice arena, or any use thereof, as deemed necessary or appropriate by either such party. Nothing in the agreement shall be deemed to create any obligation on the part of the County or the College beyond that as provided in the Kansas Tort Claims Act, K.S.A. 75-6101 et seq., to obtain or maintain insurance for a liability amount in excess of any limit Act provided, to waive any exception from liability as in such Act provided, or to waive liability exemptions for premises use as provided in K.S.A. 58-3201 et seq. Nothing in the agreement shall be deemed to make either or the parties hereto additional parties insured under any policy of insurance maintained by the other, now or in the future, absent the express written consent or acknowledgment by both the insuring party and its insurer; nor shall this Agreement be deemed to create or be a hold harmless or indemnity obligation on the part of the College in favor of the County, its officers, directors, employees or agents.

14. AUTHORITY; LIMITATION. Each party has full authority to make and enter into this agreement, the County by virtue of K.S.A. 19-101, and the College by virtue of K.S.A. 71-201. Each party shall take any and all appropriate action to adopt and approve this Agreement by resolution or motion, and shall cause a copy of same to be filed of public record to the extent required by the laws of the state. The College shall be a party hereto and shall use the Premises for education purposes; notwithstanding, and by virtue of the characterization of this agreement as a lease, the agreement shall be subject to change or termination by the legislature of the state of Kansas.



15. ADDITIONAL APPROVALS. Should this Agreement at any time be deemed a form of interlocal cooperation subject to the provisions of K.S.A. 12-2901 et seq., or 12-3901 et seq., the parties shall cooperate with one another and take any and all such action as may be necessary to obtain the approval hereof by the appropriate authority or authorities.

16. DEFAULT. In the event any party fails or refuses to abide by the terms and conditions of this Agreement, hereinafter referred to as "default," the non-defaulting party may elect to terminate this Agreement. Provided, the non-defaulting party shall give written notice of intent to terminate by reason of default not less than ninety days prior to the effective date of termination. Such notice shall identify the default and the action required to cure the default, and if the defaulting party shall take and complete the action necessary to cure the default within sixty days of the date of the notice of intent to terminate, the Agreement shall not terminate, but rather shall continue in accordance with its terms. This Agreement shall not limit in any manner the legal rights and remedies available to a party should default occur. The waiver of any default hereunder shall not constitute a waiver or release of any of the terms and conditions of this agreement or a waiver of any like or similar future default.

17. GENERAL. There may be no modification of this agreement except in writing, executed by the parties. If any part, term, or provision of this agreement or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this agreement which can be given effect without the invalid provision or application, and to such end the provisions of this agreement are deemed to be severable. Headings are inserted for ease of reference, and shall not be deemed to define, limit, or extend the scope or intent of the section to which they pertain. This agreement and each and every of the terms and provisions hereof, shall be binding upon the parties hereto, their heirs, personal representatives, successors and assigns.

IN WITNESS WHEREOF, the parties have executed this agreement by and through their respective officers as of the date first above written.

THE BOARD OF COUNTY COMMISSIONERS  
FINNEY COUNTY, KANSAS

By \_\_\_\_\_  
Chairman

Attest:

County of Finney, Kansas RODEO TEAM FACILITIES  
Garden City Community College Page 6

Clerk

THE BOARD OF TRUSTEES  
GARDEN CITY COMMUNITY COLLEGE

By \_\_\_\_\_  
Chairman

Attest:

Clerk/Secretary

County of Finney, Kansas RODEO TEAM FACILITIES  
Garden City Community College Page 7

Exhibit A

DESCRIPTION/DIAGRAM OF PREMISES

[will insert map]

County of Finney, Kansas RODEO TEAM FACILITIES  
Garden City Community College Page 8

Exhibit B

GCCC RODEO TEAM FACILITIES IMPROVEMENTS

~

Horse Pens

Shed for each pen with 20' x 50' run

Barn Shed – 12' x 20'

Horse Panels – 10' x 5'6"

Gates to match panels – 10'

~

Outdoor Arena

140' x 205'

Fences – 5'6"

Roping chutes

Bucking chutes

Return Alley

~

Stock Pens

4 Pens for practice stock

# MEMO

To: Dee Wigner  
From: Marty Sigwing  
Subject: Property Disposal List  
Date: 06/05/07

The following list contains equipment that is no longer useful to the college and has been removed from service. The equipment is either outdated, damaged beyond repair, or is no longer economically serviceable. It is recommended that an attempt be made to sell any of the equipment that can be used or operated safely, and any of that equipment that does not sell be donated to a church or charitable organization. Items that are damaged or would be considered unsafe to operate should be destroyed.



**ADOPTION AGREEMENT  
and  
CONSULTANT SERVICE CONTRACT**

This Adoption Agreement and Consultant Service Contract is entered into this 13<sup>th</sup> day of June, 2007 at Finney County, Kansas, by and between the KANSAS ASSOCIATION OF SCHOOL BOARDS LEGAL ASSISTANCE FUND (hereinafter referred to as the Fund) and the BOARD OF TRUSTEES, GARDEN CITY, FINNEY County, Kansas (hereinafter referred to as the Participating Board.)

**WITNESSETH:**

That in consideration of the mutual promises herein contained, the Participating Board agrees to participate in the Trust pursuant to the terms and conditions of the Agreement and Declaration of Trust establishing the Kansas Association of School Boards Legal Assistance Fund as attached hereto and incorporated as if fully rewritten herein, and the Participating Board further agrees to make payment to the Fund of One Thousand One Hundred dollars (\$1100.00), as the initial consultant service fee for the period of July 1, 2007, THROUGH June 30, 2008, and the Fund agrees to provide the Participating Board with the following initial consultant services:

1. Written report of selected legal decisions together with an interpretive analysis of the decision's precedential value and operational impact;
2. Written summaries of state and federal legislation and administrative regulations;
3. Written memoranda on specific legal questions asked by Participating Boards; and
4. Maintain a resource file of important court decisions and interpretations of laws affecting schools; and
5. Telephone consultation on specific legal issues.

The Fund and the Participating Board further agree that in consideration of the continuing consultant service fee as set forth herein, the Fund agrees to provide to the Participating Board, by legal counsel designated by the Trustees, as set forth in this agreement, legal research, legal representation at administrative hearings and court appearances, on-site legal services, *amicus curiae* briefs and other assistance upon request of the Participating Board, subject to the terms and conditions of the Declaration of Trust establishing the Kansas Association of School Boards Legal Assistance Fund.

\_\_\_\_\_  
Chair, Board of Trustees

Garden City, \_\_\_\_\_ Finney County, KS.

\_\_\_\_\_  
Kansas Association of School Boards  
Legal Assistance Fund

\_\_\_\_\_  
Clerk

*Upon adoption return to: Kansas Association of School Boards Legal Assistance Fund  
1420 SW Arrowhead Road, Topeka, Kansas 66604-4024*

KANSAS  
ASSOCIATION



OF  
SCHOOL  
BOARDS

1420 SW Arrowhead Road • Topeka, Kansas 66604-4024  
785-273-3600

April 1, 2007

To: Board Presidents and Chairmen  
Superintendents, Directors and Presidents

Subject: 2007-2008 KASB Legal Assistance Fund Membership

For a number of years, KASB has provided direct legal services to its members. This service is offered by a limited number of state school board associations and we are proud to have been a leader in this important field. KASB employs six full time attorneys and additional support staff. KASB's attorneys devote all of their time and efforts to the legal issues encountered by local boards of education.

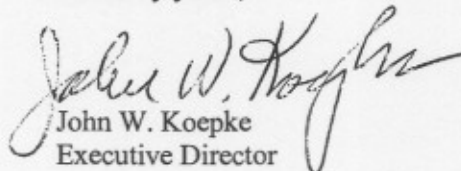
The Legal Assistance Fund is a separate KASB service that allows this important legal representation to be provided. It is kept separate to protect the attorney/client relationship and guarantee ethical representation for our members. Legal services cannot be provided to nonmembers of the KASB Legal Assistance Fund, even though a local board may be a member of KASB. Only local boards belonging to KASB are eligible to join the Legal Assistance Fund. This separate funding allows us to employ our outstanding legal staff and ensures our members that an attorney/client relationship has been established when working with our attorneys.

This year, over 300 school districts, interlocal cooperatives and community colleges were members of the KASB Legal Assistance Fund. We hope you will join us so that we may continue to provide this outstanding service to your board. As always, we appreciate your suggestions, comments and even criticism as we work to assist local boards with important legal issues.

A contract for membership and an invoice for the KASB Legal Assistance Fund consultant service contract fee are enclosed with a copy of this letter to the chief executive officer. This year's contract fee is the same as last year, \$1100.00.

Thank you for your early consideration of these services and contract. We look forward to working with you in the future. Please give us a call if you have any questions.

Sincerely yours,

  
John W. Koepke  
Executive Director

**Note:** Please return your signed contract with your payment.

cc: Clerks



# *McMillen Folkerts & Associates, P.A.*

## **Certified Public Accountants**

<i>Devin D. McMillen, C.P.A.</i>	Telephone (620) 792-2588	Telephone (620) 397-2841	Telephone (620) 792-2588
<i>David F. Folkerts, C.P.A.</i>	Fax (620) 792-6728	Fax (620) 397-2457	115 N. Pennsylvania Street
<i>Douglas M. Volkland, C.P.A.</i>	2200 Lakin St., Suite A	121 E. Long Street	Ness City, KS. 67560
<i>Tammy L. Mann, C.P.A.</i>	Great Bend, KS 67530	Dighton, KS. 67839	

### **REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS**

Executive Committee  
Western Kansas Community  
College Virtual Education Consortium  
Barton County, Kansas

We have audited the accompanying statement of net assets of Western Kansas Community College Virtual Education Consortium, Barton County, Kansas, as of June 30, 2006, and the related statement of revenues, expenses and changes in net assets and the statement of cash flows for the year then ended. These financial statements are the responsibility of the Consortium's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of Western Kansas Community College Virtual Education Consortium, as of June 30, 2006, and the changes in its net assets and cash flows, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued a report dated February 15, 2007, on our consideration of the Consortium's internal control over financial reporting and our tests of compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit. The Management's Discussion and Analysis on pages i through iv, is not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquires of management regarding the methods of measurement and presentation of the supplemental data. However, we did not audit the information and express no opinion on it.

Executive Committee  
Page 2

Our audit was performed for the purpose of forming an opinion on the financial statements that collectively comprise the Western Kansas Community College Virtual Education Consortium's basic financial statements.

Respectfully submitted,

*M. Milken Folkerts & Associates, P.A.*

MCMILLEN FOLKERTS & ASSOCIATES, P.A.

Great Bend, Kansas  
February 15, 2007

# *McMillen Folkerts & Associates, P.A.*

## **Certified Public Accountants**

<i>Devin D. McMillen, C.P.A.</i>	Telephone (620) 792-2588	Telephone (620) 397-2841	Telephone (620) 792-2588
<i>David F. Folkerts, C.P.A.</i>	Fax (620) 792-6728	Fax (620) 397-2457	115 N. Pennsylvania Street
<i>Douglas M. Volkland, C.P.A.</i>	2200 Lakin St., Suite A	121 E. Long Street	Ness City, KS. 67560
<i>Tammy L. Mann, C.P.A.</i>	Great Bend, KS 67530	Dighton, KS. 67839	

### **INDEPENDENT AUDITORS' REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Executive Committee  
Western Kansas Community  
College Virtual Education Consortium  
Barton County, Kansas

We have audited the financial statements of Western Kansas Community College Virtual Education Consortium, Barton County, Kansas, as of and for the year ended June 30, 2006, and have issued our report thereon dated February 15, 2007. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

#### Compliance

As part of obtaining reasonable assurance about whether Western Kansas Community College Virtual Education Consortium's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

#### Internal Control Over Financial Reporting

In planning and performing our audit, we considered Western Kansas Community College Virtual Education Consortium's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

Executive Committee  
Page 2

This report is intended for the information and use of the executive committee, audit committee, management, others within the organization and is not intended to be and should not be used by anyone other than these specified parties. This restriction is not intended to limit the distribution of this report, which upon acceptance by Western Kansas Community College Virtual Education Consortium, is a matter of public record.

Respectfully submitted,

*McMillen Folkerts & Associates, P.A.*

MCMILLEN FOLKERTS & ASSOCIATES, P.A.

Great Bend, Kansas  
February 15, 2007



# WESTERN KANSAS COMMUNITY COLLEGE VIRTUAL EDUCATION CONSORTIUM

June 30, 2006

## Management's Discussion and Analysis

### Overview of the Financial Statements and Financial Analysis

Western Kansas Community College Virtual Education Consortium is presenting this discussion and analysis of its financial statements to provide an overview of the financial activities for the year. This is the first year the Consortium has had a financial audit performed. It is presenting its annual financial statements in accordance with pronouncements issued by the Government Accounting Standards Board (GASB), the authoritative body for establishing Generally Accepted Accounting Principles (GAAP) for state and local governments, including public institutions of higher learning.

The Consortium was created by six western Kansas community colleges to jointly develop and market general education courses over the Internet. It was created in 1999 and has operated successfully since that time. The initial investment made by the colleges will be repaid within the next fiscal year and the Consortium will continue to produce quality education to its students.

Since the Consortium has not been audited in the past, the statements are presenting the current year data with no comparable data for the past fiscal year. The emphasis of the discussion will be on the current year; however, in the future a comparative analysis will be presented.

The new basic financial statements focus on the Consortium as a whole. These basic statements are designed to emulate corporate presentation models. There are three financial statements presented: the Statement of Net Assets; the Statements of Revenues, Expenses, and Changes in Net Assets; and, the Statement of Cash Flows.

The Statement of Net Assets reflects the financial position of the Consortium at June 30, 2006. This statement identifies the total assets and liabilities of the Consortium. Net Assets is an accounting concept defined as total assets less total liabilities, and represents institutional equity or ownership in the total assets of the Consortium.

The Statement of Revenues, Expenses, and changes in Net Assets reflects the results of the operation of the Consortium for the fiscal year ended June 30, 2006. The costs, as reflected by function, are supported mainly by Tuition.

The Statement of Cash Flows provides information about the cash receipts and disbursements of the Consortium during the period. It shows the various cash activities by type, reconciling the beginning cash amount to the ending cash, which is shown on

The Statement of Net Assets. This approach is intended to summarize and simplify the user's analysis of costs of various Consortium services to students and the public.

### Statement of Net Assets

The Statement of Net Assets is a point of time financial statement. The purpose of the Statement of Net Assets is to present to the readers of the financial statements a fiscal snapshot of the Consortium. The Statement of Net Assets presents end-of-year data concerning Assets (current and non-current), Liabilities (current and non-current), and Net Assets (Assets minus Liabilities).

From the data presented, readers of the Statement of Net Assets are able to determine the assets available to continue the operations of the Consortium. They are also able to determine how much the Consortium owes vendors and others. The Statement of Net Assets provides a picture of the net assets (assets minus liabilities) and their availability for expenditure by the Consortium. The net assets of the consortium are unrestricted and are available for any lawful purposes.

### Net Assets at June 30, 2006

	<u>2006</u>
<b>Assets:</b>	
Current assets	\$ 587,943
<b>Total Assets</b>	<u>\$ 587,943</u>
<b>Liabilities:</b>	
Current Liabilities	\$ 78,476
<b>Total Liabilities</b>	<u>\$ 78,476</u>
<b>Net Assets:</b>	
Unrestricted	\$ 509,467
<b>Total Net Assets</b>	<u>\$ 509,467</u>

The Net Assets of the Consortium is cash and is available for repayment of the original investments made by the community college investors. It is also available to the Consortium to continue development of new courses and continual improvement of existing coursework. The past success of the Consortium will allow it to continue into the future.

## Statement of Revenues, Expenses and Changes in Net Assets

Changes in total net assets as presented on the Statement of Net Assets are based on the activity presented in the Statement of Revenues, Expenses, and Changes in Net Assets. The purpose of the statement is to present the revenues received by the Consortium, both operating and non-operating, and the expenses paid by the Consortium, operating and non-operating, and any other revenues, expenses, gains and losses received or spent by the Consortium.

Generally speaking, operating revenues are received for providing goods and services to the various customers and constituencies of the Consortium. Operating expenses are those expenses paid to acquire or produce the goods and services provided in return for the operating revenues, and to carry out the mission of the Consortium. Non-operating revenues are revenues received for which goods and services are not provided. For the Consortium, non-operating revenues are interest on cash balances.

### Revenues, Expenses and Changes in Net Assets for the Year ended June 30, 2006

	<u>2006</u>
Operating revenues	\$ 1,096,632
Operating expenses	<u>900,635</u>
Operating Income	195,997
Net non-operating revenues (expenses)	<u>5,221</u>
Net increase (decrease) in net assets	201,218
Net assets - beginning of year	608,249
Dividend Distribution	<u>300,000</u>
Net assets - end of year	<u>\$ 509,467</u>

The operating revenues of the Consortium are primarily tuition and fees generated on the sale of education to students. These revenues are successfully covering the costs of the Consortium and creating a profit, which allows dividend payments back to the investors.

### Statement of Cash Flows

The final statement presented by the Consortium is the Statement of Cash Flows. The Statement of Cash Flows presents detailed information about the cash activity of the Consortium during the year. It is divided into cash flows from operating activities, capital activities and investing activities. It reconciles the net cash used to the operating

income or loss reflected on the Statement of Revenues, Expenses, and Changes in Net Assets.

**Cash Flows for the Year ended June 30, 2006**

	<u>2006</u>
<b>Net cash provided (used) by:</b>	
Operating activities	\$ 211,590
Capital and related financing activities	(300,000)
Investing activities	<u>5,221</u>
<b>Net Change in Cash</b>	(83,189)
<b>Cash - beginning of year</b>	<u>471,860</u>
<b>Cash - end of year</b>	<u>\$ 388,671</u>

The positive cash flows from the operations for the year contributed to the dividend payments to the investors. The cash balance at the end of the year is sufficient to continue the operations of the Consortium.

**Economic Outlook**

The Consortium has been successful since its inception and anticipates that this success will continue in the future. The success will be dependent on developing courses needed and desired by students and successfully marketing these education products. The investors and management are committed to continuing successful operations of the Consortium.

Dennis Franz  
Executive Director



## **JUNE 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 members 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 # 167583 to Lee Construction for \$10,372.50 for remodeling the women's locker room. A bid sheet was attached indicating single source provider.

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

- Check # 167878 to Chartwells for \$50,219.56 for food service.
- Check # 167879 to City of Garden City for \$36,775.93 for utilities.
- Check # 168147 to USD 457 for \$26,000.00 for the fourth of five annual payments for turf.
- Check #168279 to Blue Cross and Blue Shield for \$105,954.7 for group health insurance.
- Check 168345 to EduKan for \$61,295.00 for Spring 2007 classes.

# JUNE 2007 MONITORING REPORT

## ANNUAL REPORT

### EXECUTIVE LIMITATIONS

Compensation/Benefits

#1

ANNUAL

Page 13

**The President shall not change his or her own compensation or benefits.**

**CEO's Interpretation and its justification:** The President shall not determine or change her own compensation. She shall discuss contract terms with the Board each June or July and let the Board Chairman tell the Human Resources office what to put in Presidents' contract.

**Data directly addressing the CEO's interpretation:** The Human Resources Office provides the Chairman of the Board with compensation information regarding the percent of midpoint from KG Associates, our personnel range and placement consultants, and information about the range of pay for Presidents in Kansas, to assist the Board with its decision. The Chairman directs the Human Resources Office to implement the changes. The President does not change her compensation.

### EXECUTIVE LIMITATIONS

Compensation/Benefits

#2

ANNUAL

Page 13

**The President shall not promise or imply permanent or guaranteed employment.**

**CEO's Interpretation and its justification:** The President does not guarantee or promise employment to anyone. All contracted groups (faculty and President) are approved by the Board.

**Data directly addressing the CEO's interpretation:** Faculty and the President are the only contracted groups at the institution. Negotiations for faculty are now in the second year of a three-year agreement. The President holds a two-year rolling contract with the Board. Each year the Board extends the contract another year when they set the salary provided they evaluate the President's service as effective. The President does not guarantee or promise anyone continued employment or employment.

### EXECUTIVE LIMITATIONS

Compensation/Benefits

#3

ANNUAL

Page 13

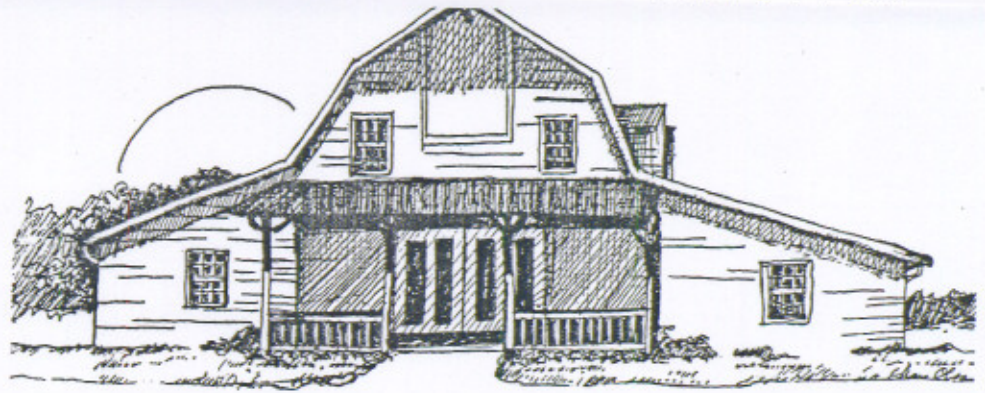
**The President shall not establish compensation and benefits which:**

- A. Deviate significantly from the geographic area or market for the skills employed;**
- B. Create obligations over a longer term than revenues can be safely projected, in no event longer than one year, and in all events subject to losses of revenue.**

**CEO's Interpretation and its justification:** The President shall make annual raise decisions that are in line with what is happening locally, regionally and nationally in relation to the skills employed and recommend raises for a one year period that can be justified in regards to the safely projected revenue.

**Data directly addressing the CEO's interpretation:** The President instituted a process to determine salary range and classifications for all positions at GCCC. With the annual assistance of KG Associates, we are provided with last years compensation for similar positions locally, regionally or nationally depending on the classification (custodial and secretarial are local, counselors and other professionals are regional and officers are national). New position job descriptions are reviewed before the position is posted to determine classification and range. Positions are reviewed annually by officers to determine which positions need to be reviewed. Computer and nursing instructional positions are given a market value percentage in addition to their range and placement.

The President keeps up with the annual raises given by the county, city, local school districts and new companies coming to town to determine the raise recommended. Preliminary recommendations on salaries and benefits will be at the June Board meeting. Final decisions will be made when projected revenues have been verified.



978 Arapaho Road  
Inman, KS 67546  
[www.kansassampler.org](http://www.kansassampler.org)

KANSAS SAMPLER FOUNDATION

Dear Carol,

Wow! We did it and many thanks for the success of the festival go out to GCCC! So many people from the college were involved and their help, and yours, was greatly appreciated.

I was impressed from the minute I met you when you jumped right in to help at the arts Council food booth. You have set a great example for both the college and community on the importance of volunteering. Thank you very much not only for your support of the festival but also for supporting Garden City.

Fondly,  
Wendee LaPort

May 13, 2007

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

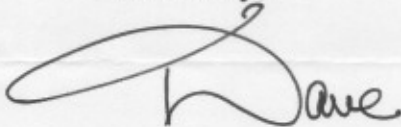
Dear Carol,

On behalf of the 2007 3i Show Committee, thank you for loaning a driver and the van that was used as a shuttle vehicle. Your willingness was invaluable to the success of the show, and we are extremely grateful for your kindness.

We made every effort to return your vehicle in the same or better condition than when it began the assignment, but if you have any concerns, please let us know.

Thank you again.

Sincerely,

A handwritten signature in black ink that reads "Dave". The signature is stylized with a large, sweeping loop at the beginning and a cursive "ave" following.

Dave Jones, Co-Chairman  
Transportation Committee

Sharon Bellis, Co-Chairman  
Transportation Committee



May 21, 2007

Carol Ballantyne  
President  
Garden City Community College  
801 Campus Drive  
Garden City, Ks. 67846

Dear Carol,

I recently heard the strings instructor Priscilla Hallberg's contract was not renewed. I was concerned because I believe she has been very effective. The programs and concerts I have attended were excellent. The students I have heard from have nothing but praise.

Perhaps her way of dealing with people is somewhat different having come from the east coast. I would ask reconsideration be made. It would be unfortunate for the college and community to lose such a talented teacher.

Sincerely,

Judy Ackley  
655 Wheatridge  
Garden City Ks 67846

copy: Board of Trustees

May 7, 2007

Carol Ballantyne, President  
Garden City Community College  
801 Campus Dr.  
Garden City, KS 67846

1709  
E. Maggie  
#2

Dear Dr. Ballantyne:

I am writing this letter to show support of Dr. Priscilla Hallberg and to ask that the college offer to rehire her as the strings instructor for fall 2007. I've had the pleasure of knowing Dr. Hallberg since August 2006. I have played with her in the Sweeney Todd musical and the Mass of the Children concert. I attended her and Carolyn Klassen's recital in September. When we were rehearsing for Sweeney Todd, she asked me to help out by playing in her string ensemble for the fall semester. We played for the dedication of the new building on campus, several gigs, and the Christmas Vespers concert. I became a student of hers in the ensemble this year and also a private violin student. I played in the strings recital yesterday and will be in the string orchestra concert under her direction this Sunday.

As a string player, I have been involved with GCCC music events and the Garden City Choral Union & Symphony for more than 20 years, and this is the first time we have had a person of Dr. Hallberg's caliber and talent to instruct us. She is a great teacher and mentor. She is truly dedicated to helping every musician reach their potential. I have learned so much from her and have improved my violin skills a lot. I would hate to lose her from the college and possibly Garden City. I don't feel that she can be replaced. She has become my friend as well as my teacher. She, her husband Gordon, and mother Elizabeth Hodges, are wonderful, gifted people who have made a lot of friends and admirers in our community in a short time. At the strings recital and reception yesterday, I saw plenty of that friendship and admiration. Priscilla's and Gordon's students performed beautifully and Mrs. Hodges, "Libby", volunteered her time and talent to accompany us on the piano.

Please reconsider. Thank you.

Sincerely,

*Debi Asper*  
Debi Asper

cc: Kevin Brungardt  
Carolyn Klassen  
Clay Wright  
James McAllister  
Bruce Spiller

May 10, 2007

Julie M. Christner  
1629 Bancroft  
Garden City, KS 67846

Garden City Community College  
Dr. Carol Ballantyne  
801 Campus Dr  
Garden City, KS 67846

Dear Dr. Ballantyne:

It has come to my attention that Dr. Priscilla Hallberg has not had her contract renewed for the 2007-2008 school year. I was shocked and stunned by this news. And I would like to take an opportunity to express, to you, what a blow this is to Garden City's orchestral program! Dr. Hallberg's talent and ability for instruction has proved invaluable to my daughter's musical growth in the last year. Without her continued instruction, the gains that have been made, this year, will be lost.

I would like to say that Dr. Hallberg is a highly skilled and professional musician. For this reason, alone, Garden City should be clamoring to hold onto her exceptional talent. And not only does Garden City have the privilege of having Dr. Hallberg in our community, but we have the privilege of having her share her gifts with our children. This past year has proven to be one of dramatic musical growth for many of Dr. Hallberg's students.

And as I have brought to your attention in prior emails, Dr. Hallberg's instruction, with my daughter, has proven to be invaluable. As a freshman, she received a 1 rating at Regional Contest and a 2 rating at State Contest. And as I have mentioned, I truly believe that this phenomenal performance was in direct relation to the instruction provided by Dr. Hallberg! My contacting you by email was to show my appreciation to the college for the foresight to have recruited such a talented mentor for our children. Never, in my wildest of dreams, did I think that Dr. Hallberg would NOT have her contract renewed. The news left me sick, not only for my daughter, but for all of the children that Dr. Hallberg has been tutoring.

Garden City had a chance to really compete with large metropolitan areas under Dr. Hallberg's tutelage. I cannot image a reason good enough to justify removing the opportunity for a program to achieve greatness. I realize that orchestra is probably at the bottom of this school system's priorities, but ANY OFFERED PROGRAM should demand excellence for our student's growth and abilities. Any offered program deserves the right to have the very best resources available. Any offered program instructor/coach that is showing results of any kind, especially major results, should not be discontinued.

During this past year, I have sat in on 95% of my daughter's private lessons with Dr. Hallberg. My daughter, Madeline, has grown so dramatically, over the year, from Dr. Hallberg's insistence on Madeline achieving beyond her potential. I have been overwhelmed at the level of dedication and effort from Dr. Hallberg. And I have been so impressed with Dr. Hallberg's tireless determination to see Madeline achieve goals that we didn't even dream she could achieve.



Is Dr. Hallberg "tough" on Madeline? Absolutely and positively, yes! I would not expect any less. Pushing students to achieve goals is the duty of any professional in charge of a program. I am certain the college would not employ coaches that strive to achieve mediocrity. Excellence is always expected. Why should orchestra be any different? Orchestra is as important to Madeline as sports are to any of your athletes. And Madeline has an instructor that has been leading her to excellence. At least, Madeline HAD an instructor that was leading her to excellence.

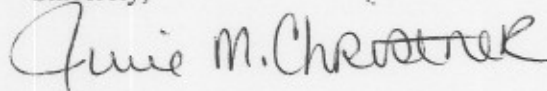
Mrs. Summer Miller and Mrs. Deann West are the orchestra instructors for grades 5 through 12 at USD #457. They are very dedicated to all of their students. They are both talented musicians in their own right and they work endless hours readying students for concerts and contests and strive to give each student opportunities for betterment. However, the ability to provide intensive one-on-one time with students is almost impossible in this situation.

At State Contest, Mrs. Miller conveyed to me that the reason the larger metropolitan areas have such an edge over us is that the students have the advantage of taking private lessons from professional/doctorate musicians from the time they begin playing. We could have gained that edge with Dr. Hallberg through her employment with the college and The Academy's private lessons.

I would ask that the college reconsider their decision to non-renew Dr. Hallberg's contract. To find a way to work together to give our college, schools and community the opportunity to fully utilize Dr. Hallberg's talent. To find a way to offer our students the mastery of skill that Dr. Hallberg can provide. To allow Garden City's orchestral programs the ability to achieve excellence.

Thank-you for your consideration on this matter.

Sincerely,



Julie M. Christner

cc: Board of Trustees, Terri Worf, Chairman  
Dr. Priscilla Hallberg



**Joe G. English, JD, CPA, Attorney-at-Law**

112 S. Broadway  
Sterling, KS 67579

*JoeGEnglish@attorney-cpa.com*  
[www.kansastaxattorney.com](http://www.kansastaxattorney.com)

Wichita, KS:  
(316) 265-7723

Thursday, May 10, 2007

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

**BY U.S MAIL CERTIFIED &  
RETURN REQUEST REQUESTED**

RE: Dr. Priscilla Hallberg

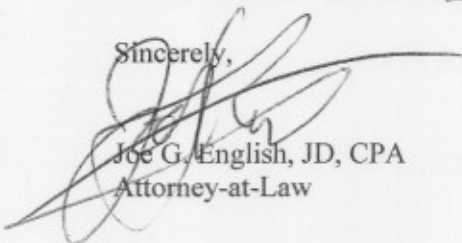
Dear President Ballantyne:

I'm president of a farming corporation with over 5000 acres and also am the general partner of a natural gas production company both located in southwest Kansas. So, my wife Sharon and our family reside at 2103 N. Belmont Pl., Garden City; even though, I have law offices in Wichita and Sterling. I'm writing you because we are so very disappointed to learn that the College didn't renew its contract with Dr. Priscilla Hallberg.

Dr. Hallberg makes such an outstanding reflection on Garden City Community College. Dr. Pam Stewart, a Garden City Medical Doctor, highly recommended Dr. Hallberg to us for our daughter's violin education. We've so enjoyed Dr. Hallberg and her students at their recitals.

If at all possible, please have your secretary phone Sharon or me at our home in Garden City, 272-0788, to make an appointment for us to meet, even if it's only by a conference phone call. If you have any questions, or if I can be of any other assistance, please don't hesitate to phone me on my mobile phone at 620-966-2889, in Wichita at (316) 265-7723, ext. 3, to fax me at (620) 278-2000 or to e-mail me at [joegenglish@attorney-cpa.com](mailto:joegenglish@attorney-cpa.com).

Sincerely,

  
Joe G. English, JD, CPA  
Attorney-at-Law

Dear Dr. Ballantyne:

I have recently been informed that Dr. Hallberg's contract was not renewed. Participating in the music academy has brought much more quality into my life. She is the best music teacher I have ever had. Please reconsider and renew her contract.

Sincerely,

Deborah Guerrette



4503 T Road  
Ingalls, KS 67853  
May 16, 2007

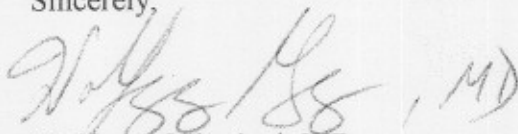
President  
Garden City Community College  
801 Campus Dr.  
Garden City, KS 67846

Dear Dr. Ballantyne:

Recently, I was contacted by another parent of the Southwest Kansas Music Academy, and was told that Dr. Priscilla Hallberg was not offered a contract renewal. This news was shocking to me, as my family has come to know the entire Hallberg family (including husband, Gordon, and mother, Mrs. Hodges, who assist in teaching and accompaniment) as one of talent and dedication. Three of my daughters and I are strings students for the SKMA, and under Dr. Hallberg and her family, our instruction, learning and performance took a quantum leap in improvement this year. For our spring recital, the Hallberg family even arranged a special quartet piece, just for my family. And to think, I had just started string bass only 7 months ago!

I do not claim to know all the reasons why she has not been offered a renewal, but I do know that Dr. Hallberg is an exceptionally friendly, talented and professional professor who has put her heart into this job. (I would not have known about this, had it not been for another SKMA family.) Finally, as the co-owner of St. Catherine Hospital's Emergency Department physician group, I know that a quality professional is worth his or her weight in gold. So I urge you - don't let this one get away!! Please call (620) 668-5842, or write if you have any questions ([wmiggiani@juno.com](mailto:wmiggiani@juno.com)).

Sincerely,

  
Wolfgang Miggiani, MD

**EMERGENCY PHYSICIANS OF SOUTHWEST KANSAS, LLC**  
1827 Koster Street, Garden City KS 67846. Phone: (620) 272-2290. Fax: (620) 272-2293

Kimberly Miller  
RR 2 Box 50  
Satanta, Kansas 67870  
620-649-2445

Dr. Carrie Ballantyne  
Garden City Community College  
801 Campus Drive  
Garden City, Kansas 67846

May 10, 2007

Dear Dr. Ballantyne,

This is a letter to voice support for Dr. Priscilla Hallberg, in hopes you might consider reinstating her contract for the upcoming year.

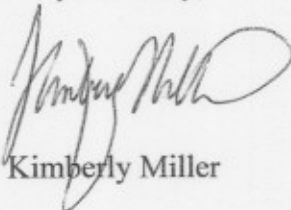
My 5 year old son and I together, have taken violin lessons from Dr. Hallberg through the Southwest Kansas Music Academy. We have been very pleased with her ability and patience with us as I am sure we are both very challenging students! Still, Dr. Hallberg plows ahead and makes a nice learning experience even for a small, active boy. As a mother, I have appreciated her willingness to be VERY creative in teaching my son.

We live out of town, in Satanta, so drive 47 miles to lessons. One day we arrived and Dr. Hallberg was out sick and we were not advised prior to leaving home. The SWKMA director and a dean, of what I don't remember exactly, apologized profusely and assured us it wouldn't happen again. They also arranged another student to teach us that day and all was well. Dr. Hallberg has called us personally since to make sure we were aware of school holidays, such as Easter and Spring Break. We feel the situation was rectified extremely satisfactorily.

I am not aware of any other issues surrounding the decision not to renew the contract, but we wanted to let you know our positive experiences with Dr. Hallberg. We would hate to lose someone like her, with the gifts she is willing to share, from our community.

Please feel free to contact me if you have any questions.

Very sincerely,



Kimberly Miller



May 8, 2007

Dr. Carol Ballantyne  
Garden City Community College  
801 Campus Dr.  
Garden City, KS 67846-6333

Dear Dr. Ballantyne:

It has come to my attention that the college is considering not hiring Dr. Priscilla Hallberg for the next school year. I am writing to you to ask you to please retain Dr. Hallberg.

I would be less than honest if I did not say that at first I wasn't quite sure what to think. However, I believe that most of that was due to being a little intimidated by her credentials. I have found Dr. Hallberg to be very approachable and a very good teacher. She goes beyond mere mechanics (which she does also) and helps us with technique and "feeling it". I have learned more in this past eight months playing with the college strings than I have since my very first year learning to play the cello.

Dr. Hallberg was a great asset in the community group as well. I attended the recitals that have been held the last few weeks and was quite frankly astonished at the number of students playing in our community and the level of their progress.

With the numbers and the strong foundation that Mrs. Miller and Mrs. West have formed in the secondary schools, I feel that the numbers of students wanting and needing string education at the college level can only grow. It would be a shame to let strings die in Garden City.

In closing, as a taxpayer, a GCCC alumnus, and a community orchestra member, I would please ask that you retain Dr. Hallberg. Thank you for your attention and consideration.

Sincerely,



Carolyn R. Peebles  
PO Box 146  
Garden City, KS 67846-0146

***OWNERSHIP LINKAGE***  
***CORRESPONDENCE 4 – email from former student***

**From:** Linda Morgan  
**Sent:** Monday, May 28, 2007 1:18 PM  
**To:** Carol Ballantyne; Judy Crymble; Darla Daniels  
**Cc:** David G. Rupp  
**Subject:** FYI and Board Report?

Hi All

As you read the last sentence - I think Matt left out a word but it's nice to hear that we made an impact on a former student's career path. John Jay College of Criminal Justice is one of the premier 4 year Criminal Justice programs in the nation.

Linda

**Linda Morgan, Director**  
**Department of Public Safety**  
**Office: 620.276.9503**  
[www.gcccks.edu/current/studentorgs/crimjust/index.htm](http://www.gcccks.edu/current/studentorgs/crimjust/index.htm)  
[www.team-t.org](http://www.team-t.org)

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**From:** matt thomeczek [mailto:thomeczek24@hotmail.com]  
**Sent:** Wed 5/16/2007 10:03 AM  
**To:** Linda Morgan  
**Subject:** Hey

Hi Linda,

How are you? I'm doing good, just finishing up my finals here. As you know I'm at John Jay College and I love it here. I am studying International Criminal Justice with a concentration in Terrorism. I really like it here, I have learned so much. I am also in the Army. I am doing ROTC, so when I get out of college I will serve in the Army National Guard which is just a part time job.

I would like to thank you because you really are the one who got me on the right track to being here. The classes here are amazing, but I still have taken a class and learned more than your Intro class. The CJ program at GCCC is amazing and I really hope that everything is going good!

Take care

Matt Thomeczek

Linda & David-

Thank you for extending the DPS students to assist us. The event was a hit & would not have been so without the assistance of your outstanding students. Their professionalism and respect did not go unnoticed. Again - thank you.

Professionally Yours -  
Kelly Robbins, David Fyler



**Western Kansas Child Advocacy Center**

Christy Davis & Elizabeth York



# NLNAC

National League for Nursing Accrediting Commission, Inc.

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New York University  
New York, New York

May 15, 2007

Lenora Cook, MSN, RN  
Director  
Associate Degree Nursing Program  
Garden City Community College  
801 Campus Drive  
Garden City, KS 67846

Dear Ms. Cook:

Thank you for informing NLNAC of modifications in the philosophy and curriculum of the associate degree nursing program. The document was clear and addressed areas of interest to us. I appreciate the additional information provided including a copy of the approval letter from Kansas State Board of Nursing (KSBN). NLNAC is willing to approve the changes requested.

Best wishes as you complete the academic year.

Regards,

*Ngazi O. Nkongho*  
Ngazi O. Nkongho, PHD, RN, CNE  
Deputy Director

FVI

**Incidental Information**  
**GCCC Board of Trustees**  
**June 2007**

The **Garden City Adult Learning Center** was selected from Washington and the State to be one of the test pilots for the revised Citizenship Naturalization test (Civics). 25 students in levels 2 and 3 from the EGV and GCCC attended today from 9 – 10:30 and completed this test. We also been selected as one of the test pilots for the new CASAS listening test; we will test students for all levels and send the results to CASAS next month.

The Physical Plant staff was very busy during the month of May assisting with numerous activities on and off campus. Some of those activities were the **Kansas Sampler, the Relay for Life and the 2007 Commencement**. In addition, the grounds department assisted the community daycare on Spruce Street with the mowing of their grass due to their mower being inoperable.

DV Douglass has **completed roofing repairs** from the winter storms and other repairs as requested by our insurance carrier.

**Remodeling of the faculty offices in the Academic Building** is underway. The project is expected to take one month to complete. New office furniture will be arriving late July.

**Remodeling of the women's locker rooms continues**. The first locker room is nearly complete. The second locker room is awaiting paint and once the restroom partitions arrive, the single stall will be converted into a handicap accessible facility.

Construction has begun on the **Fire Tower and classroom building**. Tatro Plumbing started on the construction of the hot water loop expansion project.

The Grounds and Maintenance Departments have hired part-time seasonal workers for the summer. The **dorms and student apartments were inspected, cleaned and repaired**. With the help of the Athletic Department, new mulch was placed around the BTSC building. The Grounds Department has removed dead trees on campus and trees on the Front Island have been pruned. Projects such as floor stripping, carpet cleaning, window cleaning, and painting are happening as well.

Storage areas have been **inventoried and a recommendation for the disposition of office furniture, classroom chairs and tables** has been prepared. Bids have been solicited for vehicles and equipment for year-end purchases.

The Print Shop was busy during May completing over **416 orders**. Jobs include the premiere issue of Carpe Verbum, a literary magazine for Fine Arts, forms for Athletic Training and Admissions, and various handbooks and manuals were prepared for Campus Child Care, the Copy Center, and Allied Health. The Copy Center made over 104,689 impressions during the month.

New postal regulations went into effect May 14. The **postage machine has been updated** with new software and hardware so the transition went smooth. Equipment and operator are up and running at top speed. The mailroom posted 7,855 pieces of mail for a cost of \$4,035.62. Bulk mailings were processed for Athletic Trainers, Business and Industry, Southwest Kansas Music Academy, Admissions, college Newspaper and TRiO.

The Switchboard received **2,292 daytime calls and 377 night calls** during the month.

Business Office staff received training on the **Electronic Loan Management (ELM) process and the ELM website**. Cyd Vagher, Fiscal Operations Manager, met with personnel from various grants in regards to their budgets and year end expenses. Meetings were scheduled to discuss changes in the Finnup Lab course set up, instructor mileage reimbursement and student course fees.

The Payroll Office sent an **annual survey to employees** as an e-mail attachment and as a hard copy with the adjunct and part-time employee paychecks. From this survey, they hope to prioritize what areas need the most improvement and attention to better service our patrons. With the help of the IT department and Jeff Davis from the Finnup Lab, Payroll is learning better ways to modify Datatel reports for monthly and quarterly reporting. Payroll Office "Bustermail" informational notices (pay day reminders, time sheet deadlines, KPERS information) seem to generate the responses they had hoped for – that we appreciate GCCC employees.

GCCC was notified that the Automotive Technology had **successfully met all NATEF 2.5 year program performance standards** and would be **certified through 2009**. The program is currently certified in five of the eight areas of instruction so work will begin during the next academic year to prepare for full program NATEF Certification.

As part of the Automotive Center of Excellence, Small Gas Engines class will be offered in fall to nine Holcomb High School students. This course will provide them an opportunity to explore automotive technology as a career field. Eighteen GCHS students were accepted into the Automotive program and will start their studies in the fall.

The One Stop has sent personnel to Haviland over the past several weeks to **help the Greensburg residents with employment services** that will allow them to be paid for clean up of their town. This effort is being paid through a 20 million dollar National Emergency Grant (NEG) which was made available to those who have lost their jobs due to the impact of the tornado. Greensburg residents who wish to help with cleanup will be paid up to \$11.00 an hour over a six month period. WIA case managers will continue to work with the Greensburg residents using NEG funds, Rapid Response funds as well as Dislocated Worker funds for those who need assistance in securing other employment, interviewing outside of their area, relocation assistance or training services.

The Kansas Department of Commerce has announced the **closing of its Dodge City and Liberal Workforce Centers** (along with 8 other centers across the state due to a \$1.2 million shortfall). Since our GCCC case managers have been providing Adult and Dislocated Worker services out of those offices, we are seeking new partners in each of those communities. The LWIB will explore the possibility of having WIA case managers assist with connecting job seekers with the business/industry community.

**Garden City Police Department (GCPD) and the City of Garden City are working with the Department of Public Service (DPS) / Criminal Justice (CJ) in a patrol vehicle switch out program**. As the GCPD moves their patrol vehicles out of the fleet, they are transferring the vehicle to GCCC for the CJ program. The CJ program vehicles (2) are then rotated out to the City of Garden City to be auctioned off. This partnership (started Spring 07) allows more current vehicles to be used in our training program. In the past, the GCCC CJ patrol vehicles were moved in from the GCCC fleet which required a complete setup including rewiring, paint, addition of police radios, and light

bar -- a rather expensive activity. This partnership provides efficiency and cost effectiveness to allow the CJ program patrol vehicles to be kept more current as well as operationally sound. This partnership is very much appreciated.

Cody Kennedy (Scott City,) Melissa Hall (Holcomb) Ryan Roehr (Plains) Bo Jacobs (Plains) and Linda Morgan attended the **1<sup>st</sup> Annual Kansas Collegiate Law Enforcement Academy** on May 21-23, 2007. The Kansas Highway Patrol, with promotional support from GCCC's CJ instructors, designed as a mini boot camp. The days started at 5:30 a.m. with Physical Training and extended through approximately 10:00 p.m. with the following activities:

- Emergency Vehicle Operations: Students received classroom orientation and then spent 4 hours on the KHP EVOC driving course using KHP vehicles. .
- Firearms Training: Students received classroom orientation and then spent 4 hours on the firing range with the Firearms Training Team.
- Traffic Stops: Students received classroom orientation and then spent 4 hours learning to do traffic stops and critiques.
- Career Panel: Professionals from the State Fire Marshall's Office, FBI, KLETC, KBI, Sheriff's office, Police Department, Alcoholic Beverage Control and others participated in a career opportunity panel.

Department of Public Safety (DPS) faculty and staff sponsored the **3<sup>rd</sup> Explorer Challenge Academy** held May 29 – June 1, 2007. Law Enforcement and Fire Explorer posts attended this camp and participated in a variety of activities from vehicle extrications to building searches, the challenge course to crime scene/fingerprint processing and handcuffing. Dave Rupp, Larry Pander and Brandy Unruh were the lead instructors for this class. This event is one of DPS's recruiting tools and targets those students between the ages of 12-19. Students come from all across the state. This is the only academy of this type in the state. The students spent the week in the Residence Halls and ate all meals in the cafeteria during this camp.

**Revisions to the philosophy and curriculum** of the associate degree nursing program **were approved by the NLNAC** without the need for an on campus site visit to review documents. This completes the approval process that included approval by the GCCC Learning Services committee, Kansas State Board of Nursing (KSBN) and Kansas Board of Regents (KBOR). The revisions included:

- The mission was changed to reflect the move toward a bi-level program and a career ladder for nursing;
- The college philosophy emphasizes the learning environment. The nursing philosophy was changed to reflect this emphasis. Nursing faculty agree that instruction methods should focus on learning rather than teaching. In fact, nursing faculty embrace the concept of being a guide and facilitator for student learning.
- The definition of practical nursing and the differentiation from the role of an associate degree nursing was needed to implement a bi-level program. In addition, the essential components of the old curriculum did not include key concepts necessary for our new curriculum. The faculty identified new key concepts that were important to base all learning experiences upon. These concepts are woven into content throughout the curriculum and are more inclusive of current standards of practices.
- The leveled outcomes were changed to address the bi-level option, reflect key concepts and facilitate higher order thinking and performance skills.

Included under the Consent Agenda are the 2007-08 **Centers of Excellence Agreements** that **identify the roles and responsibilities of each partner.** USD 457 and GCCC will share the cost of the Career Learning System (CLS) Coordinator salary with USD 363 contributing on a per student participant basis. USD 457 pays ½ of the salary of the automotive and industrial maintenance technology instructor salaries. The articulation agreements for the Criminal Justice, Early Childhood Education, and Welding programs identify how students may use articulation agreements to matriculate through a seamless delivery of these two programs.

<b>Center of Excellence Program</b>	<b>2003-04 Enrollments</b>	<b>2004-05 Enrollments</b>	<b>2005-06 Enrollments</b>	<b>2006-07 Enrollments</b>
Automotive Technology Fall Enrollment Spring Enrollment	60 (35GC/1H/24CC) 46 (22GC/24CC)	64 (35GC/1H/28CC) 49 (22GC/1H/26CC)	60 (31GC/29CC) 44 (19GC/25CC)	37 (18GC, 19CC) 24 (7GC, 17CC)
Industrial Technology Fall Enrollment Spring Enrollment	20 (4GC/16CC) 22 (4GC/18CC)	23 (6GC/17CC) 25 (4GC/21CC)	17 (3GC/14CC) 17 (3GC/14CC)	20 (1GC,12CC,7HHS) 26 (4GC,16CC,6HHS)
Welding			59(GCCCFall&spr) 276 (GCHSfall&spr)	39 (GCCCFall&spr) 269 (GCHSfall&spr)
Information Technology Fall Enrollment MCSA Cisco IT Essentials Spring Enrollment MCSA Cisco IT Essentials	7 (2GC/5CC/457 Emp)  9 (9CC) 12 (1GC/11CC) 6 (1GC/5CC/457Emp) 16 (16CC) 13 (13CC)	15(4GC/3H/5CC/2-457Emp/1-CC Emp) 9 (9CC) 12 (1GC/11CC) 11(3GC/2H/5CC/1CCEmp) 16 (16CC) 18 (17CC/1H)	17 (3GC14CC) 23 (23CC) 10 (10CC) 13 (3GC10CC) 13 (13CC) 7 (1H/6CC)	14 (2GC,12CC) 13 (13CC) 8 (1GC,7CC) 8 (2GC, 6CC) 16 (16 CC) 9 (2GC, 7CC)
Healthcare Fall Enrollment Spring Enrollment GCHS-CNA/HHA Fall GCHS-CNA/HHA Spring	36 (GCHS) 6 (GCHS)	65 (GCHS) 6 (GCHS)	30 (GCHS) 11 (GCHS)	68 (GCHS) 17 (GCHS) 8 8
Criminal Justice Law I (GCHS) Law II (GCHS) Law III (GCHS) History of Law(HHS) CC Intro to CJ Fall CC Crim Investigations Spr	158 29 21 16	99 21 N/A 19	70 25 15 25	274 60 29 15 2 GCHS 1GCHS
Early Childhood Education and Services Working with Children Exploring Teaching (Fall) Exploring teaching (Spring)	16 (6 - GCCC credit) 44 23	13 (5 - GCCC credit) 13 16	15 (4 GCCC credit) 22 17	18 NA 16

Exploring Children Lab (HHS)	3	1	N/A	2
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CC=GCCC; H=Holcomb High School; GC=Garden City High School

For the Fiscal Year of 06 -07, the Garden City Community College **Ammonia Program** had an overall increase in enrollment of 21.9% from the 2005 – 06 Fiscal Year.

We had an increase of 14.4% enrollment in Operator 1.

We had an increase of 28.9% enrollment in Operator 2.

We had an increase of 55.2% enrollment in Technician 1.

We had an increase of 36.8% enrollment in PSM/RMP.

Class	Operator 1	Operator 2	Technician 1	PSM/RMP	Totals
06 – 07	270	98	45	26	439
05 – 06	236	76	29	19	360
Change	+34	+22	+16	+7	+79
% change	14.4%	28.9%	55.2%	36.8%	21.9%

Ten Students with the **Upward Bound Program** graduated from high school this year. Nine of those students are enrolled in college for either summer or next fall.

**Educational Talent Search (ETS) also had a number of graduating seniors.** Four graduated from Deerfield High School, five from Holcomb High School, four from Lakin High School, 51 from Garden City High School, and one from Horizon Academy. Two students also completed their GED.

On May 19<sup>th</sup> **33 Upward Bound students and their parents attended an orientation meeting** for Upward Bound Summer Session 2007. Director Dr. Debbie Berkley outlined the summer activities and discussed the expectations for participant behavior. The five-weeks of instructional classes in math, science, English and a foreign language will be centered on the theme of “Water”. The residential summer program will culminate with a trip to the Texas gulf coast. Job shadowing is also part of the summer program.

Six Upward Bound students are **“bridging” to college** this summer and are enrolled in classes at Garden City Community College. They will also be staying in the dorms.

**47 Educational Talent Search students** attended the Summer Splash party at the YMCA May 30<sup>th</sup> to kick off the summer activities for the program. They enjoyed basketball, racquetball, volleyball and swimming activities as well as treats and camaraderie. Journals were distributed to over 100 Educational Talent Search students in grades 6<sup>th</sup> through 8<sup>th</sup> (at our attendance schools) to encourage writing during the summer months. Any student who has 50 journal entries in the fall will receive a reward.

The spring **personal enrichment classes** wrapped up with good success. The golf class ended with 14 people in it and all were very happy and asking for more. The entire semester wrapped up very well with registration numbers more than double from the previous semester. We will be holding a few classes throughout the summer for personal enrichment. See Kansas with New Eyes, a class that we had scheduled in April, will be held in June with Marci Penner, Kansas Explorer and Kansas Sampler champion. We will also be finalizing a beading and jewelry class schedule for the summer.

**Kids' College enrollments** are rolling in and numbers look good. We have over \$900.00 in scholarships to give out and so far we have given out about \$580.00. College for Life (classes held for Mosaic clients) was in session at the end of May and we had six participants in the Personal Care class. Working with the Cosmetology students, participants were shown pedicures, manicures and basic personal care. On deck for Mosaic clients we have a Beginning Jewelry class, a clay class and a Dress for Less class. We look forward to continually working with Mosaic to provide fun and educational classes for their clients.

**Bryan Education Center:** Enrollment for summer semester began with seven credit classes being offered, Kids' College enrollment began with 16 classes being offered, Compass placement testing continues with over 30 students tested in May, utilized the Discover career plan to assist five students from USD #466, three businesses rented the facility with a total of 18 participants and \$90 generated in fees.

Current Broncbuster Senior Club membership is up to 83. The first **STEPS (Seniors Together Enhance Physical Success)** program concluded on May 25<sup>th</sup> with six people participating. The next STEPS program is schedule to begin June 13<sup>th</sup> and run through August 24<sup>th</sup>. 150 flyers were mailed out on May 25<sup>th</sup> and we have received a great response (13 people as of today). Eight interested people have also either called or emailed and Dan Knight (trainer) informed use that five of the first attendees are planning on coming again. We're looking into finding a larger room to accommodate the growing number and somewhere safe to keep their weights and cart.

May was a busy month for Business and Industry. We offered a few **"not so typical" computer software courses** that were well received including: Excel Intermediate, Front Page, and GPS. Also this month was QuickBooks Advanced which is offered regularly. We were able to get our OSHA Ten Hour Construction Outreach program approved for Plumbing, HVAC, and Electric CEU's. There was a large turnout of 22 who attended the day-and-a-half course. The Kansas Department of Labor sent three instructors to teach this course. They will also be teaching a course this summer for us in Hydrogen Sulfide Gas.

B & I volunteered for the Kansas Sampler Festival as well as the 3I Show. In the midst of all of this, we developed the 3<sup>rd</sup> quarter schedule. Also, a terrific partnership developed out of a business **request for CPR/First Aid Train the Trainer**. Several campus instructors have provided resources to enable us to do contract training for Palmer Mfg. Tammy Hutcheson is teaching the course, Brad Sisk provided the CPR mannequins and Larry Pander guided us in all of the right directions to put it together. This will take place in June.

In addition to our regular monthly client load in the month of May the Kansas Small Business Development Center staff: held two Start-up Workshops on the GCCC campus, attended a Network Kansas meeting in Wichita, supported the disaster relief center in Greensburg, and participated/volunteered in KS Sampler and 3I show

The **Adult Learning Center** received **\$217,975.00** for the Fiscal year 2008. (July 2007-June 2008), placed third on state for funding and place 11<sup>th</sup> out of 31 programs on total number of points awarded for quality of services and comprehensive program review.

The ALC welcomed **36 new students to our GED program**. 18 GED students will be taking the official GED test in the next two weeks.

The ALC college staff welcomed the students from our BJ site who are now attending classes at Penka Building. Thanks to all the staff that made the move possible.

The ALC The **Family Literacy testing** is completed for preschool children and all our participants improved in their test scores.

The Mexico consulate presented a project called “**PLAZA COMUNITARIA**” at the Public Library on Saturday, May 19<sup>th</sup>. The project has materials and online resources to help Spanish speakers improve their academic skills and obtain elementary and middle education on their language. The ALC is working with other community partners to offer this service to the community.

The **Regional Prevention Center** was informed that we have been funded to the full amount that we requested (which was an amount specified by AAPS/SRS) and is the same as last year’s dollar amount! Eight teachers attended our first LifeSkills Presenter Workshop in Pratt on May 17th and will implement the program in grades 3-9 during the 2007-2008 school year. The LifeSkills program meets new state board of education requirements for bullying prevention. These requirements have increased interest in the program. The **southwest region average compliance rate for 111 Reward & Reminder visits completed in 2007 is 89%, up 5.5% from our 2006 average.** The state average is 85%, up 4% from 2006.

**Southwest Kansas Music Academy** is in our first session of music classes and have had quite a few questions about our show choir camp that will begin July 16<sup>th</sup>-20<sup>th</sup>. Our 2<sup>nd</sup> session will begin July 9<sup>th</sup>. We will be calling daycare centers and asking them if Deb Tidwell can do some demonstration “First Steps” music classes. We would really like to see this program for early music education be accessible to as many children as possible.

First group of students for **Project Destiny** from **Ulysses** will be taking their official Spanish GED exams in July. Also, beginning this fall, Spanish GED classes in Ulysses will be offered at Mary Queen of Peace Catholic Church on Monday and Tuesday evenings. The **Scott City** class now has 12 students and has served around 18. Our own Miguel Rodriguez (**Garden City**) will be recognized for his outstanding scores in the Spanish GED during the Kansas State Migrant Conference in Wichita next week. He will be traveling there with expenses paid by Project Destiny with his family.





## ALTERNATIVE RISK SERVICES, LLC

May 22, 2007

Ms. Cathy McKinley  
Garden City Community College  
801 Campus Drive  
Garden City, KS 67846-9574

Dear Ms. McKinley:

Thank you for taking the time to visit with me on May 8, 2007. The purpose of our visit was to tour each of the college-owned facilities in an effort to review unsafe conditions or practices and provide assistance to your ongoing safety efforts.

The Garden City Community College appears to keep well-maintained facilities. It also appears that several of the safety activities you have been involved in have had a positive impact. As we discussed, most accidents are the result of unsafe behaviors. The best way to positively influence these behaviors is by conveying safety expectations to staff through building staff meetings and then positively and consistently reinforcing these expectations on a regular basis. As a result of our discussion and building tours, I have attached recommendations.

Again, thank you for taking the time to visit with me. If there is anything else I may assist you with, feel free to contact me at my direct line listed below.

Sincerely,

A handwritten signature in black ink that reads 'Allen Keehler'.

Allen Keehler  
Loss Control Manager  
Alternative Risk Services, LLC  
816.587.5076 Direct  
[allen\\_keehler@arskc.com](mailto:allen_keehler@arskc.com)

cc: Ms. Liz Maisberger-Clark - Kansas Association of School Boards

## Garden City Community College

Workers Compensation Facility Visit

May 8, 2007



06-1 All grinders should have the tongue guard adjusted to within ¼” of the abrasive wheel. This should reduce the potential for injury by containing the abrasive wheel in the grinder housing in the event that it would break.



06-2 The grinder should have a housing that encloses the rotating shaft. This should reduce the potential of someone getting caught by the shaft.



06-3 The cord should be relocated. If this is not possible it should be covered with a cord cover. This should reduce the potential for injury due to tripping.



06-4 All water fountains located on tile floors should have a mat placed in front of them. This should catch any water that escapes the catch basin and reduce the potential for slipping type accidents.



06-5 Finger guards should be installed on all paper cutters. This should reduce the potential for injury due to employees getting their fingertips under the cutting blade.



06-6 The cord in the print shop should be coiled and stored off the floor. This should reduce the potential for injury due to tripping.



06-7 The storage in the printing room should be reviewed. The height of the storage may make it unstable and pose a hazard while trying to retrieve the upper most items. Limiting the height may reduce the potential of injury.



06-8 The storage and overall housekeeping in the information technology room should be reviewed. The height of the storage may make it unstable and pose a hazard while trying to retrieve the upper most items. Limiting the height of the storage



and ensuring that it is well organized may reduce the potential of injury due to falling or tripping.



06-9 The storage area in the Automation Laboratory should be guarded with a rail that includes a top rail, mid rail, and toeboard. This should reduce the potential for injury from falling or having something drop on an employee standing below the platform.



06-10 The forklift should be equipped with a seatbelt. This should ensure that employees are contained within the roll cage in the event the forklift overturns.



06-11 All electrical outlets within 6 feet of a source of water should be ground fault interrupter outlets. This should reduce the potential for injury in the event an electrical appliance falls into the water.



06-12 A minimum of 3 feet clearance should be maintained around all fire extinguishers at all times. This should ensure they are easily accessible in the event of an emergency.



06-13 The radial arm saw should be equipped with a guard. This should reduce the potential that an employee would contact a rotating blade.



06-14 The storage area above the mechanical room on the stage should be guarded with a rail that includes a top rail, mid rail, and toeboard. This should reduce the potential for injury from falling or having something drop on an employee standing below the platform.



06-15 All electrical outlets within 6 feet of a source of water should be ground fault interrupter outlets. This should reduce the potential for injury in the event an electrical appliance falls into the water.



06-16 All liquid chemicals should be stored below eye level. This should reduce the potential for injury from chemicals spilling onto employee's face while retrieving them from overhead.

*The above recommendations relate to representative hazards identified during my visit. This list is not intended to be an inclusive outline of all hazards to which your employees may be exposed. Rather, it is designed to identify representative types of hazards present in order to assist in eliminating these unsafe conditions, which may cause employee injury.*





# KANSAS BOARD OF REGENTS

1000 SW JACKSON • SUITE 520 • TOPEKA, KS 66612-1368

TELEPHONE – 785-296-3421  
FAX – 785-296-0983  
[www.kansasregents.org](http://www.kansasregents.org)

May 25, 2007

Dr. Carol Ballantyne, President  
Garden City Community College  
801 Campus Drive  
Garden City, KS 67846-6399

Dear Dr. Ballantyne,

Enclosed please find the results of the Civil Rights Onsite Review conducted at Garden City Community College during May, 2007.

After touring the school system's facilities and reviewing documentation presented, the following items of noncompliance were noted by onsite review team members. With respect to accessibility requirements, the standard used to determine noncompliance is listed alongside each building and in detail below the list of buildings. The decision as to which standard applies to specific construction depends on the date on which the construction began. For existing facilities – that is facilities where construction was initiated before June 4, 1977 – the readily accessible standard applies. Under the Section 504 regulations at 34 C.F.R. §104.22, a program or activity meets this standard when each part, viewed in its entirety, is readily accessible to persons with disabilities. This standard does not require a recipient to make every part of an existing facility accessible to persons with disabilities. For new construction initiated between June 4, 1977 and January 17, 1991, the applicable standard is the American National Standards Institute A117.1-1961 (R 1971) (ANSI). For new construction initiated between January 18, 1991 and January 26, 1992, the Uniform Federal Accessibility Standards (UFAS) apply. For new construction on or after January 27, 1992, either UFAS or Americans with Disabilities Act Accessibility Standards (ADAAS) apply.

1. **ADMINISTRATION:**
  - Investigation did not reveal any evidence of a violation.
2. **RECRUITMENT:**
  - Investigation did not reveal any evidence of a violation.
3. **ADMISSIONS:**
  - Investigation did not reveal any evidence of a violation.
4. **STUDENT FINANCIAL AID:**
  - Investigation did not reveal any evidence of a violation.
5. **COUNSELING:**
  - Investigation did not reveal any evidence of a violation.
6. **STUDENTS with DISABILITIES:**
  - Investigation did not reveal any evidence of a violation.
7. **ACCESSIBILITY:**
  - ADMINISTRATION BUILDING (Readily Accessible and ADA Accessibility Standards)**
    - Investigation did not reveal any evidence of a violation.

**ACADEMIC BUILDING (American National Standard Institute)**

- Investigation did not reveal any evidence of a violation.

**FINE ARTS BUILDING (Readily Accessible and American National Standard Institute)**

- Exposed hot water and drains in men's and women's restrooms
  - ANSI 5.6.3 Toilet rooms shall have lavatories with narrow aprons, which when mounted at standard height are usable by individuals in wheelchairs; or shall have lavatories mounted higher, when particular designs demand, so that they are usable by individuals in wheelchairs.

*Note: It is important that drain pipes and hot-water pipes under a lavatory be covered or insulated so that a wheelchair individual without sensation will not burn himself.*

**JOHN COLLINS VOCATIONAL-TECHNICAL BUILDING (Readily Accessible and American National Standard Institute)**

- Exposed hot water and drains in men's and women's restrooms
  - ANSI 5.6.3 Toilet rooms shall have lavatories with narrow aprons, which when mounted at standard height are usable by individuals in wheelchairs; or shall have lavatories mounted higher, when particular designs demand, so that they are usable by individuals in wheelchairs.

*Note: It is important that drain pipes and hot-water pipes under a lavatory be covered or insulated so that a wheelchair individual without sensation will not burn himself.*

**JOHN COLLINS VOCATIONAL-TECHNICAL BUILDING ANNEX (American National Standard Institute)**

- Investigation did not reveal any evidence of a violation.

**DORMITORIES: WEST (Readily Accessible)**

- Investigation did not reveal any evidence of a violation.

**DORMITORIES: EAST (American National Standard Institute)**

- Investigation did not reveal any evidence of a violation.

**DORMITORIES: A, B, AND C (ADA Accessibility Standards)**

- Investigation did not reveal any evidence of a violation.

**STUDENT CENTER (Readily Accessible and ADA Accessibility Standards)**

- Investigation did not reveal any evidence of a violation.

**PENKA BUILDING (American National Standard Institute)**

- Exposed hot water and drains in men's and women's restrooms
  - ANSI 5.6.3 Toilet rooms shall have lavatories with narrow aprons, which when mounted at standard height are usable by individuals in wheelchairs; or shall have lavatories mounted higher, when particular designs demand, so that they are usable by individuals in wheelchairs.

*Note: It is important that drain pipes and hot-water pipes under a lavatory be covered or insulated so that a wheelchair individual without sensation will not burn himself.*

**LIBRARY (Readily Accessible and ADA Accessibility Standards)**

- Investigation did not reveal any evidence of a violation.

**SCIENCE AND MATH BUILDING (Readily Accessible and ADA Accessibility Standards)**

- Investigation did not reveal any evidence of a violation.

**PHYSICAL EDUCATION BUILDING (Readily Accessible and American National Standard Institute)**

- Exposed hot water and drains in men's and women's locker rooms
  - ANSI 5.6.3 Toilet rooms shall have lavatories with narrow aprons, which when

mounted at standard height are usable by individuals in wheelchairs; or shall have lavatories mounted higher, when particular designs demand, so that they are usable by individuals in wheelchairs.

*Note: It is important that drain pipes and hot-water pipes under a lavatory be covered or insulated so that a wheelchair individual without sensation will not burn himself.*

**8. COMPARABLE FACILITIES:**

- Investigation did not reveal any evidence of a violation.

**9. WORK STUDY, COOPERATIVE EDUCATION, JOB PLACEMENT, AND APPRENTICE TRAINING:**

- Investigation did not reveal any evidence of a violation.

**10. EMPLOYMENT:**

- Investigation did not reveal any evidence of a violation.

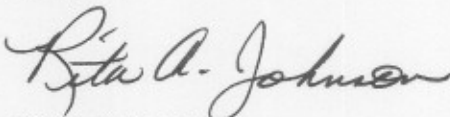
**11. SITE SELECTION AND STUDENT ELIGIBILITY CRITERIA**

- Investigation did not reveal any evidence of a violation.

Also enclosed are a Summary of Violations of Accessibility Standards per Building, Building Construction and Renovation Details which includes information concerning accessibility issues for each building and a Voluntary Compliance Plan for Civil Rights Review detailing these specific items and the corrective actions to be taken. With respect to the accessibility requirements, please note that you must chose Uniform Federal Accessibility Standards or ADA Accessibility Standards as the standard under which to remedy the findings of noncompliance. The Voluntary Compliance Plan for Civil Rights Review must be completed and returned to our offices within 60 days of receipt of this letter. If technical assistance is needed please contact Susan Peck at 785-368-7109 or [speck@ksbor.org](mailto:speck@ksbor.org).

The cooperation and hospitality extended to the onsite review team was greatly appreciated and we encourage your continued proactive efforts to comply with the requirements of Title VI, Title IX and Section 504.

Sincerely,



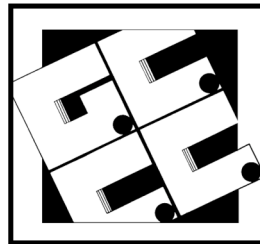
Rita A. Johnson  
Senior Associate Director, Career and Technical Education

cc: Judy Crymble  
Susan Peck

The Education Research Council of Garden City Community College

Final Results  
**Awareness & Perceptions  
of GCCC**  
Executive Edition

*Telephone survey research regarding  
public awareness and perceptions of Garden City Community College*



Conducted by  
**The Education Research Council**  
*January-June, 2007*

**Garden City Community College**  
801 Campus Drive, Garden City, KS 67846  
620-276-7611/800-658-1696/[www.gcccks.edu](http://www.gcccks.edu)

## **Awareness and Perceptions of Garden City Community College**

### **INTRODUCTION**

This report offers results and recommendations from a scientific survey of people in Garden City Community College's service area, conducted in January-June of 2007 by the Education Research Council of GCCC, a group of 13 GCCC staff members who completed a 40 clock-hour training program in market research. The training was provided by a full-service marketing research firm, The Research Partnership, Inc., of Wichita, Kansas. This research constitutes the concluding project of the training program.

#### **Research objectives**

The overall objective of the study was to determine public awareness of, and perceptions about, GCCC and the services and programs it provides. Specific objectives in support of this goal included:

1. Obtaining aided and unaided awareness of GCCC
2. Obtaining top of mind perceptions of GCCC, including positives and negatives
3. Exploring whether there is a perceived difference between a community college and junior college, and if so, which GCCC is perceived to be.
4. Ascertaining the **awareness, use** and planned **future use** of the following GCCC programs and services:
  - a. Business training
  - b. Technical training
  - c. Higher education
  - d. Cultural activities (e.g. plays and concerts).
  - e. Youth activities
  - f. Athletic activities
  - g. Outreach opportunities
  - h. Dual credit classes
  - i. Personal enrichment learning
  - k. Adult Basic Education classes
5. Determining what **new** programs/services GCCC should offer that are not currently being offered.
6. Exploring the importance of GCCC to the community.
7. Obtaining advertising recall for institutions of higher education, including probing on:
  - a. What advertisements are recalled.
  - b. Where advertisements were seen or heard (e.g. radio, television, billboard, etc.)

- c. Where consumers would like to obtain information regarding GCCC.
8. Providing a demographic profile of those participating in the research.

## Research Methodology

1. A telephone survey was administered to a large enough sample of individuals who live in the credit service area of GCCC to yield 300 completions. The **maximum margin of error** is + or – 5.7% at the 95% confidence level.
2. Individuals participating in the survey met the following screening criteria:
  - A. Must have been 16 years of age or older.
  - B. Must have lived in the credit service area for GCCC for one year or longer.
  - C. Individuals or their family members could not currently work or have ever worked in market research, advertising or in higher education (e.g. a community college or university).

The methodology was selected by The Education Research Council, in consultation with The Research Partnership, Inc., as the most effective means of accurately determining public perceptions of GCCC, and because of the higher response rate that a telephone survey provides.

The instrument (questionnaire) used to conduct the survey was developed by The Education Research Council, with consultation and assistance from The Research Partnership, Inc., based on the study objectives. It was pre-tested on 17 respondents in October of 2006, to insure that the survey would adequately accomplish the objectives.

The objectives on which the survey was based were developed by The Education Research Council, and then reviewed by the GCCC President's Cabinet and GCCC Board of Trustees.

After completion of the pre-test, the instrument was revised and telephone interviews were conducted with a total sample of 309 individuals. The sample was drawn at random from GCCC's credit service area and had a margin of error of 5.7%

All surveys were administered by members of the GCCC Forensics and Debate Team or The Education Research Council, after receiving specific training provided by The Research Partnership, Inc., or by trained members of The Education Research Council. The survey calling process was monitored on-site by members of The Education Research Council, with two or more on duty at all times.

After the data collection process, data was coded and entered, and submitted for computer analysis, using the SPSS application. Frequency distributions and cross-tabs have been employed in preparing these results. Figures have been rounded to the nearest whole number or decimal.

This report consists of:

- An introduction
- A summary of key conclusions, with recommendations
- An overview of the results, including conclusions, data and recommendations

- An appendix, including a copy of the survey instrument, a listing of applicable open-ended comments, and acknowledgements.

Results are reported by aggregate responses (all surveys), and responses by respondents specifically familiar with GCCC programs and endeavors, where applicable. Information is presented in tabular, bar graph or pie chart format to provide the clearest perspective in each case.

These results are submitted as the research team's findings in this project. The results should be viewed as strong indicators that show trends or directions in the marketplace. There is, however, no guarantee that application of these results will bring absolute success. There are continual environmental changes that can affect the outcome of the information obtained in this study. It is suggested that these results be used as a tool, along with knowledge of GCCC's service area, when making decisions.

## **Awareness and perceptions of Garden City Community College SUMMARY**

### **OBJECTIVE 1**

**Are the people of GCCC's service area aware of the institution, and how aware are they?**

#### **CONCLUSIONS**

Most people think of a university in terms of higher education, not a community college. However, when it comes to community colleges, more people identify with GCCC than any other.

Nearly everyone in the service area is aware of GCCC, 97.3 % total, and over 80 percent think of GCCC first among community colleges. Respondents named GCCC far more frequently than any other community college mentioned, at 82.9%, with Colby Community College at 3.3% and Dodge City Community College at 3%.

GCCC has higher top-of-mind awareness than any school except Kansas State University and the University of Kansas. GCCC's top of mind awareness is higher than that of Emporia State, Fort Hays State, Pittsburg State, Washburn and Wichita State Universities.

#### **RECOMMENDATIONS**

- GCCC should continue all present public awareness endeavors
- GCCC should consider expanding the focus on individual successes in public communications
- GCCC should consider focusing on university partnerships in public communications

### **OBJECTIVE 2**

**What positive or negative top-of-mind perceptions do people in the service area hold in regard to GCCC**

#### **CONCLUSIONS**

A total of 4.2 percent of the people surveyed harbor negative opinions about the college, and 9.2% hold neutral opinions, but 86.6% have positive perceptions of GCCC.

Positive perceptions are all over the board, in terms of specifics, with "Good school/Great school" the most common at 16.5%. Other positive impressions mentioned most often included past or present individual or family attendance at GCCC; the college slogan or jingle, "From here, you can go anywhere"; familiarity with Broncbuster athletic endeavors; the college nursing program; and educational opportunities in general.

Four of the 13 negative responses pertained to costs.



## **RECOMMENDATIONS**

- GCCC should continue all present public awareness endeavors
- GCCC should continue all present endeavors in student and customer service
- GCCC should consider a stronger emphasis about value in comparison to costs as part of public communications, including television messages
- GCCC should place stronger emphasis on transfer student success in public communications

## **OBJECTIVE 3**

**Do people served by GCCC understand the difference between a junior college and a community college, and do they perceive GCCC as one or the other?**

### **CONCLUSIONS**

While 67 percent of the people surveyed perceive little difference between the terms “junior college” and “community college,” over 70% consider GCCC to be a community college.

Among people who elaborate, more associate quality programs and extensive services with the term “community college,” but more associate course transferability with the term “junior college.”

Other more frequent perceptions volunteered about the term “community college” included “Offers more” or “More services,” as well as “More complete/More degrees” and “More non-traditional students.”

### **RECOMMENDATIONS**

- GCCC should consider greater emphasis in public communications on the comprehensive nature of the community college
- GCCC should place greater emphasis in public communications on course transferability

## **OBJECTIVE 4-A**

**How much do people in GCCC’s service area use the course opportunities the college offers?**

### **CONCLUSIONS**

More than 50% of respondents have taken at least one GCCC course, but only slightly over 20% have definite plans to enroll in the future.

There is potential for enrollment among the 22.5% who reported they “may” or “probably will” take a course in the future.

Among those who said they may enroll, the greatest potential appears to be in the age range of 25-34, with the second greatest potential in the range of 35-44.

In terms of educational level, the strongest potential for enrollment appears to be among those who have completed GEDs or high school, with the second strongest potential among those who have also already completed some college or technical school education.

## **RECOMMENDATIONS**

- GCCC should consider course packaging/repackaging and development, plus targeted public communications about those courses, for people in the age category of 25-34, and also for those in the age category of 35-44, who have completed high school or GEDs
- GCCC should consider focus groups or other age group-specific research to prompt additional enrollment

## **OBJECTIVE 4-B**

**How aware is the service area's population about specific programs and services offered by GCCC, how much use does the population make of those programs and services, and how likely are those programs and services to be used in the future?**

## **CONCLUSIONS**

Southwest Kansans have a strong awareness of most of GCCC's major services and activities.

Awareness is greatest for athletics, business services and technical education, ranging from 86.6 to 93.8 %. Awareness is weakest for dual credit classes, youth activities and personal enrichment learning, but even those attained awareness level of 67 to 69.9 %.

The potential for increased use of services and activities may be strongest in the outreach courses, business services and personal enrichment opportunities. This potential varies by age, but the strongest demand may fall into the broad age range of 19-54.

## **RECOMMENDATIONS**

- GCCC should consider course packaging/repackaging and development, plus targeted public communications about those courses, for people in the age category of 25-34
- GCCC should consider stronger public communications about personal enrichment programming
- GCCC should consider stronger public communications about technical learning opportunities for people past traditional college age
- GCCC should consider stronger emphasis on dual credit and outreach learning opportunities

## **OBJECTIVE 5**

**What additional programs or services should GCCC consider offering?**

## **CONCLUSIONS**

Respondents gave an extensive list of suggestions, but few clear trends emerged. Nearly 63% had no suggestions or believe current offerings are adequate.

Among those giving recommendations, many suggestions fell into one of two related categories:

- Programs, services or classes that GCCC already offers
- Suggestions for more offerings in current programs or classes

Areas in which more offerings were requested include adult classes in music, arts and evening computer instruction; computer learning in general, including evening instruction; criminal justice; bilingual programs; English; health; 2+2 programs; incentives for making the transition to college from adult basic education; master's degree programs; medical programs; outreach programs in automotive topics, small engine repair and music; senior citizen hobby classes; summer children's programs; tutoring and individual assistance; vocational-technical courses; and veterinary and meats classes.

## **RECOMMENDATIONS**

- GCCC should consider focus group inquiries to clarify and more sharply define public desires
- GCCC should consider packaging/repackaging of existing learning opportunities to more effectively meet public needs
- GCCC should incorporate information on existing programs into ongoing public communications

## **OBJECTIVE 6**

**Is GCCC valuable to Garden City and Holcomb, as well as to the other communities in the institution's service area?**

### **CONCLUSIONS**

GCCC has a 96.8% approval rating from the public. A total of 96.8% believe or strongly believe that GCCC is an asset to the community, and only 1.6% do not consider GCCC an important community asset.

Belief in the value and importance of GCCC is strong in all age categories and locations.

### **RECOMMENDATIONS**

- GCCC should continue all present public awareness endeavors

## **OBJECTIVE 7**

**How well do people in GCCC's service area recall college advertising?**

### **CONCLUSIONS**

Out of people who recall seeing advertising about colleges in Kansas, more than 75% recall GCCC advertising, and the elements they best recall best include the jingle and slogan, class and course opportunities, and television images.

More people recall advertising about GCCC than any other college. A total of 35.5% remember GCCC messages, with 15.5% remembering Dodge City Community College advertising, 9.7% recalling Kansas State University advertising, 6.8% remembering University of Kansas advertising, and fewer than 6% recalling advertising about any other college or university.

Preferred methods of receiving GCCC information vary by age, and most respondents rely on a combination of means, the most popular of which are direct mail, newspaper/Inside GCCC, television and radio.

Almost 60 percent read the Garden City Telegram daily, and over 70 percent read it at least one to three times weekly, though readership is lower among younger people. In addition to the Telegram, or in lieu of it, almost 44 percent read another newspaper.

The most popular radio formats are Country, Pop/Rock/Rap, Christian and News/Talk/Sports, including Agriculture News.

### **RECOMMENDATIONS**

- GCCC should continue present public communication efforts, but adjust to better align with service area demographics
- GCCC should consider additional direct mail contact with potential students
- GCCC should consider additional communications, determined by focus groups or other research, to build stronger communication with potential traditional age students

## **DEMOGRAPHIC PROFILE OF RESPONDENTS (Objective 8)**

### **CONCLUSIONS**

The 309 people surveyed represented a random sampling of Southwest Kansans by age, gender, level of education, marital status, household income and residential location, as well as familiarity with GCCC.

Approximately 20% were age 34 or under, with nearly 80% age 35 or older. About 30% were male and 70 percent were female.

About 44% had completed associate or higher degrees, and more than 90% had completed high school or the equivalent. There were dramatic differences in annual income between households with lower levels of education and higher levels of education.

Approximately half had taken a course from the college and half had not.

Segments underrepresented in the sampling included people under age 19 and individuals not fluent in English.

### **RECOMMENDATIONS**

- GCCC should consider conducting student focus groups or targeted surveys for greater insight among:
  - (1) People of traditional college age
  - (2) People served by outreach courses
  - (3) People whose primary language is Spanish.
- GCCC should consider emphasizing learning services available in the Community Services Division or other areas to people who have completed associate or higher degrees.
- GCCC should emphasize the value of education, as illustrated by the difference that levels of education can make in annual household income.

# Awareness and perceptions of Garden City Community College RESEARCH RESULTS

## OBJECTIVE 1

**Are the people of GCCC's service area aware of the institution, and how aware are they?**

### SUMMARY

Most people think of a university in terms of higher education, not a community college. However, when it comes to community colleges, more people identify with GCCC than any other.

Nearly everyone in the service area is aware of GCCC, and over 80 percent think of GCCC first among community colleges.

GCCC has higher top-of-mind awareness than any school except Kansas State University and the University of Kansas.

### RECOMMENDATIONS

- GCCC should continue all present public awareness endeavors
- GCCC should consider expanding the focus on individual successes in public communications
- GCCC should consider focusing on university partnerships in public communications

### DATA

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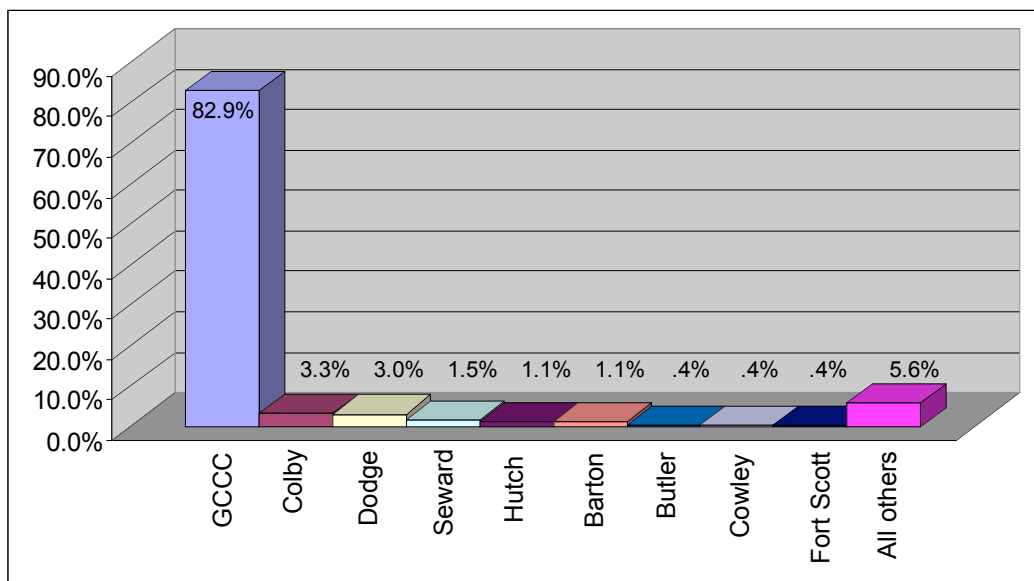
#### Question:

*What one school or college comes to mind when thinking of higher education in Kansas?*

Kansas State University	34.0 %
University of Kansas	22.7 %
GCCC	12.3 %
Fort Hays State University	11.0 %
All others	20.0 %

#### Question:

*What one community college comes to mind when thinking of higher education in Kansas?*



**Question:**

*Before my phone call today, were you aware that there is a college in Garden City?*

Aware	97.3 %
Not aware	2.7 %

## OBJECTIVE 2

**What positive or negative top-of-mind perceptions do people in the service area hold in regard to GCCC**

### SUMMARY

A few people harbor negative or neutral opinions, but over 85 percent have positive perceptions of GCCC.

Positive perceptions are all over the board, in terms of specifics, with “Good school/Great school” the most common at 16.5 percent. Four of the 13 negative responses pertained to costs.

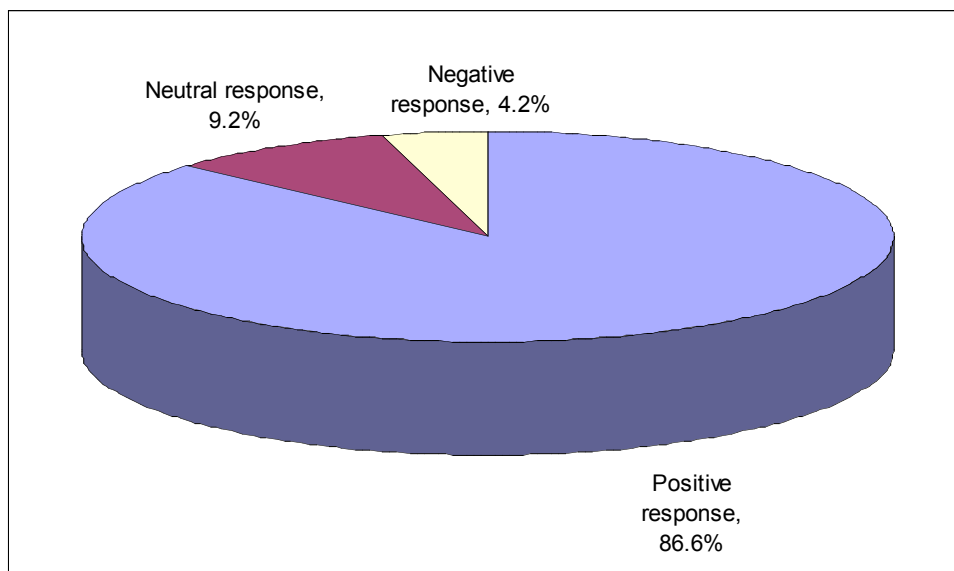
### RECOMMENDATIONS

- GCCC should continue all present public awareness endeavors
- GCCC should continue all present endeavors in student and customer service
- GCCC should consider a stronger emphasis about value in comparison to costs as part of public communications, including television messages
- GCCC should place stronger emphasis on transfer student success in public communications

### DATA

#### Question:

*What words or phrases first come to mind when you think of GCCC?*



#### ***Most frequent positive responses:***

Good School/Great School	16.5 %
Attended/Son-Daughter Attended	6.1 %
GCCC Jingle/Theme Song	3.2 %
Broncbusters	2.6 %
Good Nursing	2.3 %
Football	1.0 %
Offers opportunities	1.0 %
Outreach	1.0 %
All other positive responses*	66.3 %

\*Less than 1 percent each

***All negatives responses (13 total)***

Expensive/too expensive X4

Lack of scholarships

Not advise my kids to go there

Not believe in junior colleges

Too into sports

Don't like

Bad feelings about board members' decisions

Joke

Too close to home

Very disappointed

A full list of the positive comments appears in the appendix.



## OBJECTIVE 3

**Do people served by GCCC understand the difference between a junior college and a community college, and do they perceive GCCC as one or the other?**

### SUMMARY

Most people perceive little difference between the terms “junior college” and “community college,” but over 70 percent consider GCCC to be a community college.

Among people who elaborate, more associate quality programs and extensive services with the term “community college,” but more associate course transferability with the term “junior college.”

### RECOMMENDATIONS

- GCCC should consider greater emphasis in public communications on the comprehensive nature of the community college
- GCCC should place greater emphasis in public communications on course transferability

### DATA

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#### Question:

*Is there a difference between a community college and a junior college?*

#### *All respondents*

Little or no difference	67.0 %
There is a difference	17.5 %
Don't know	15.2 %

#### *Respondent comments*

A total of 24 respondents volunteered comments on the question, summarized here:

#### **Community college**

Life enhancement  
One on one  
Greater quality  
More complete/all degrees **3**  
Includes vocational  
Offers more/More services **4**  
Part of community  
More students  
More non-traditional students **2**

#### **Junior college**

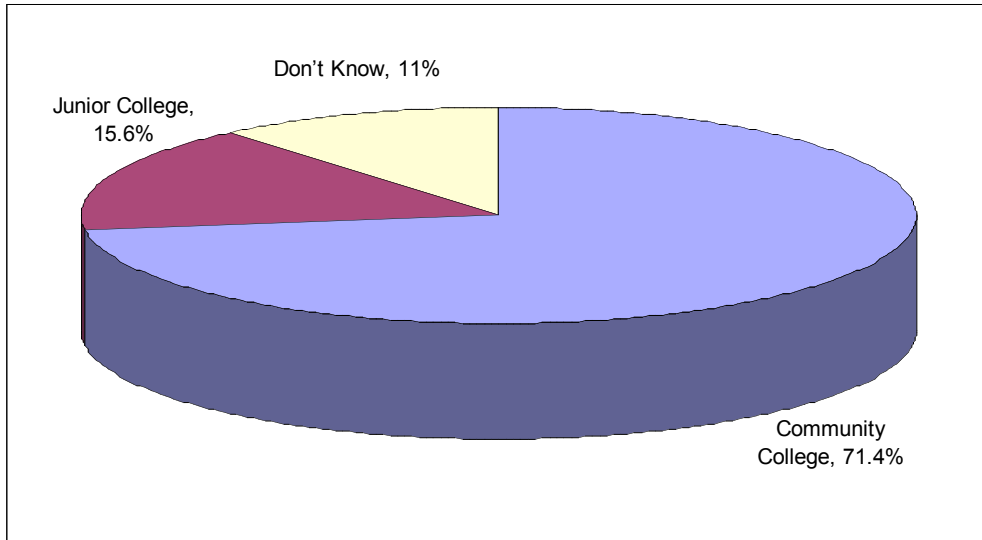
More credits transfer **3**  
More students  
Better classes  
Educational in nature

#### **Other comments**

Two-year/Four-year  
Both two-year colleges  
In political terms

**Question:**

*Which do you perceive the college in Garden City to be?*



## OBJECTIVE 4-A

### How much do people in GCCC's service area use the course opportunities the college offers?

#### SUMMARY

More than 50 percent of respondents have taken at least one GCCC course, but only slightly over 20 percent have definite plans to enroll in the future.

There is potential for enrollment among the 22.5 percent who reported they “may” or “probably will” take a course in the future. Among those who said they may enroll, the greatest potential appears to be in the age range of 25-34, with the second greatest potential in the range of 35-44.

In terms of educational level, the strongest potential for enrollment appears to be among those who have completed GEDs or high school, with the second strongest potential among those who have also already completed some college or technical school education.

#### RECOMMENDATIONS

- GCCC should consider course packaging/repackaging and development, plus targeted public communications about those courses, for people in the age category of 25-34, and also for those in the age category of 35-44, who have completed high school or GEDs
- GCCC should consider focus groups or other age group-specific research to prompt additional enrollment

#### DATA

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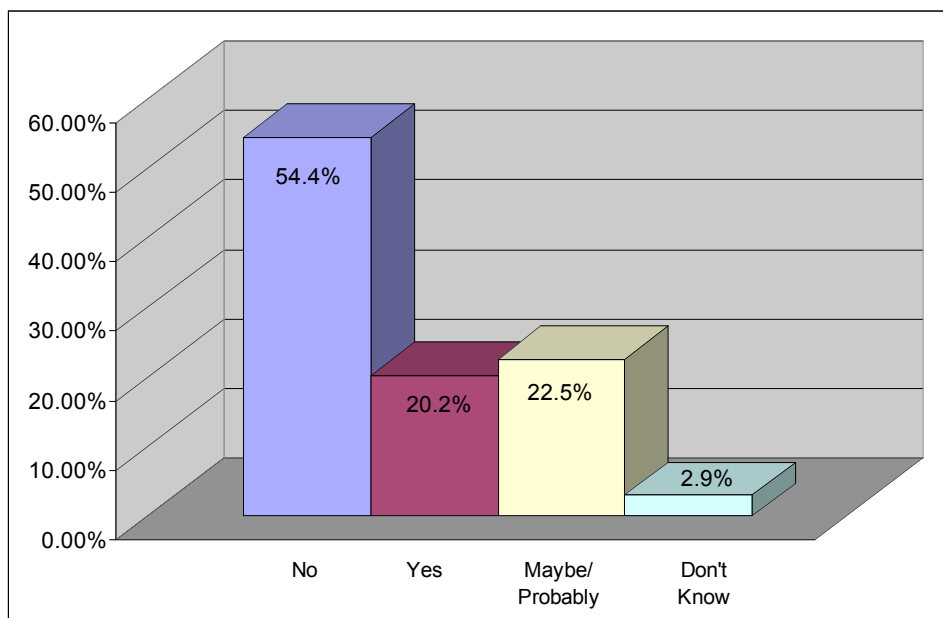
##### Question:

*Have you taken a credit course from Garden City Community College?*

Have taken a course	52.9 %
Have not taken a course	47.1 %

##### Question:

*Do you plan to take a GCCC credit course in the future?*



## OBJECTIVE 4-B

**How aware is the service area's population about specific programs and services offered by GCCC, how much use does the population make of those programs and services, and how likely are those programs and services to be used in the future?**

### SUMMARY

Southwest Kansans have a strong awareness of most of GCCC's major services and activities.

Awareness is greatest for athletics, business services and technical education (86.6 to 93.8 %).

Awareness is weakest for dual credit classes, youth activities and personal enrichment learning (67 to 69.9 %).

The potential for increased use of services and activities may be strongest in the outreach courses, business services and personal enrichment opportunities. This potential varies by age, but the strongest demand may fall into the broad age range of 19-54.

### RECOMMENDATIONS

- GCCC should consider course packaging/repackaging and development, plus targeted public communications about those courses, for people in the age category of 25-34
- GCCC should consider stronger public communications about personal enrichment programming
- GCCC should consider stronger public communications about technical learning opportunities for people past traditional college age
- GCCC should consider stronger emphasis on dual credit and outreach learning opportunities

### DATA

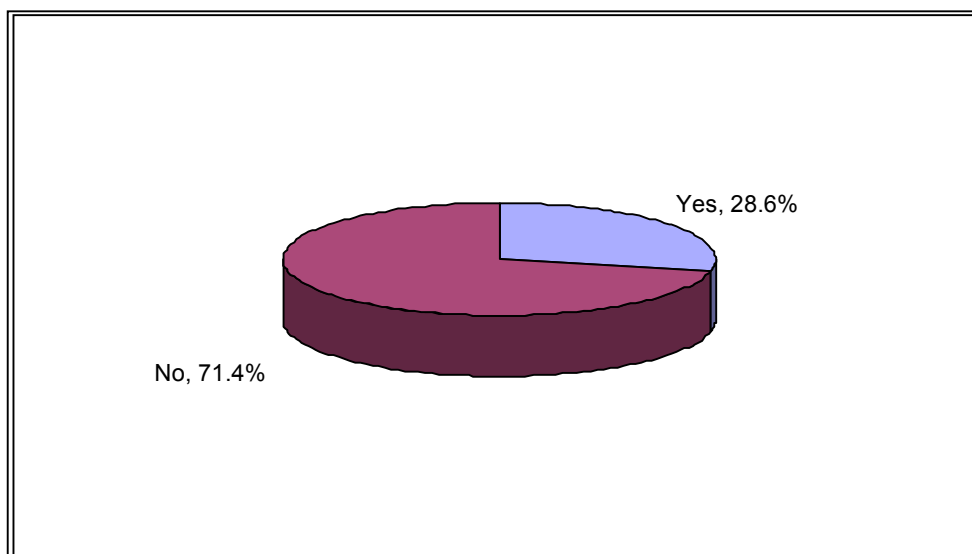
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#### Business training

*Are you aware of GCCC business training?*

Aware	90.5%
Not aware	9.5 %

*Have you ever used/attended GCCC business training?*



*Do you plan to use GCCC business training in the future?*

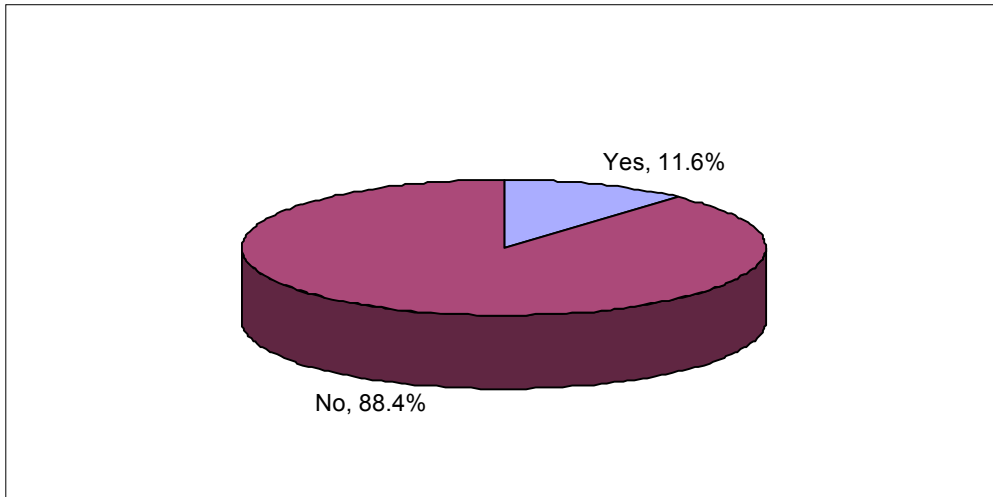
Do plan to use	18.4 %
Do not plan to use	57.0 %
Might use	24.6 %

### **Technical training**

*Are you aware of GCCC technical training?*

Aware	86.6 %
Not aware	13.4 %

*Have you ever used/attended GCCC technical training?*



*Do you plan to use GCCC technical training in the future?*

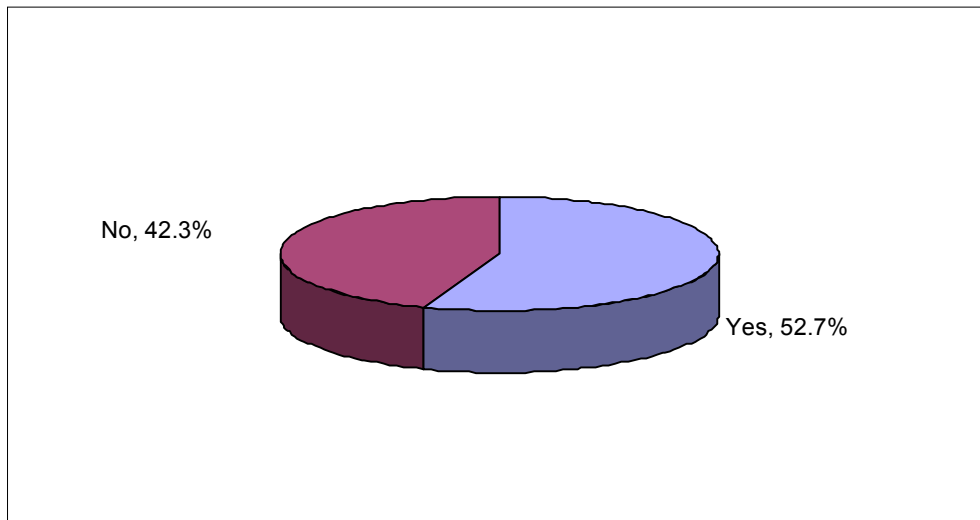
Do plan to use	10.6 %
Do not plan to use	82.2 %
Might use	7.2 %

### **Cultural and arts activities**

*Are you aware of GCCC cultural activities?*

Aware	86.0 %
Not aware	14.0 %

*Have you ever attended GCCC cultural activities?*



*Do you plan to attend GCCC cultural activities in the future?*

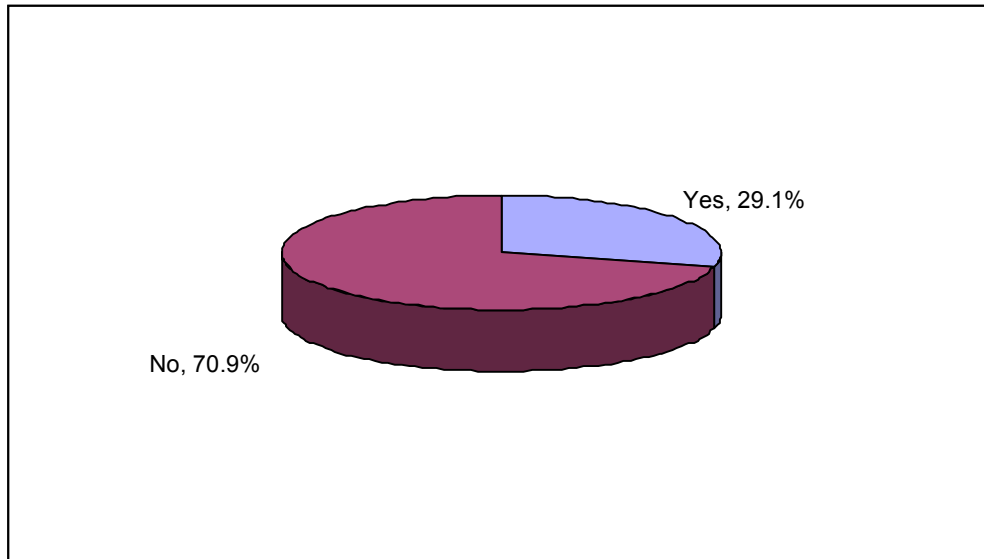
Plan to attend	47.2 %
Do not plan to attend	36.6 %
Might attend	16.2 %

### **Youth activities**

*Are you aware of youth activities at GCCC?*

Aware	69.5 %
Not aware	30.5 %

*Have you (or family) ever attended/used GCCC youth activities?*



*Do you plan to use/attend GCCC youth activities in the future?*

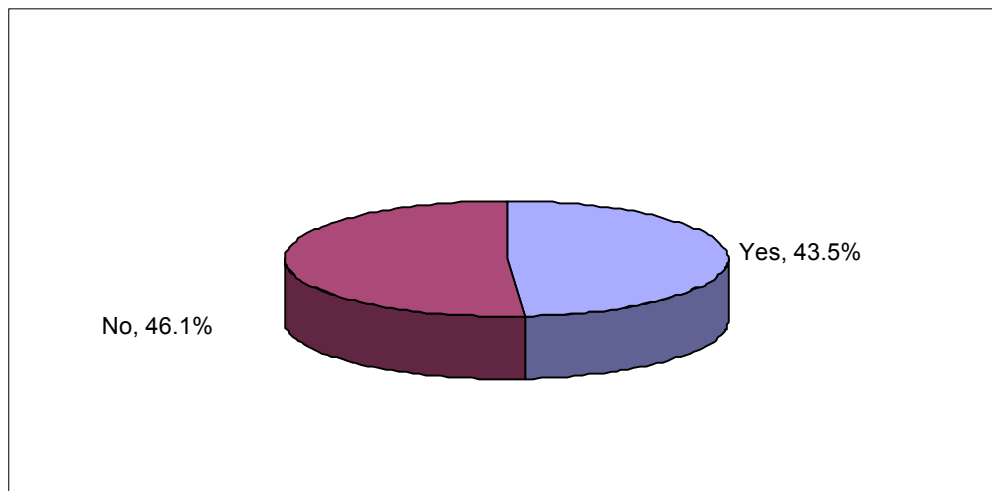
Plan to use/attend	25.2 %
Do not plan to use/attend	63.1 %
Might use/attend	11.7 %

### **Athletic events**

*Are you aware of GCCC athletic events?*

Aware	93.8 %
Not aware	6.2 %

*Have you attended GCCC athletic events?*



<i>Do you plan to attend GCCC athletic events in the future?</i>	
Plan to attend	43.5 %
Do not plan to attend	40.3 %
Might attend	16.3 %

**Outreach classes**

<i>Are you aware of GCCC outreach classes?</i>	
Aware	71.7 %
Not aware	28.3 %

<i>Have you attended outreach classes through GCCC?</i>	
Used/attended	24.2 %
Not used/attended	75.8 %

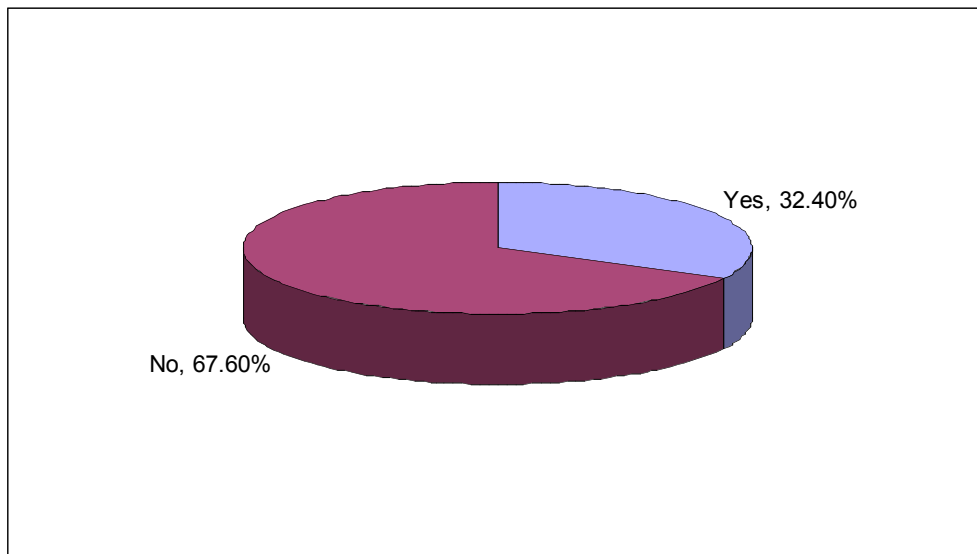
<i>Do you plan to enroll in GCCC outreach classes in the future?</i>	
Plan to enroll	18.7 %
Do not plan to enroll	60.0 %
Might enroll	21.3 %

**Outreach classes (Responses from outside Finney County)**

<i>Are you aware of GCCC outreach classes?</i>	
Aware	71.4 %
Not aware	28.6 %

<i>Have you attended outreach classes through GCCC?</i>	
Used/attended	30 %
Not used/attended	70%

*Do you plan to enroll in GCCC outreach classes in the future?*

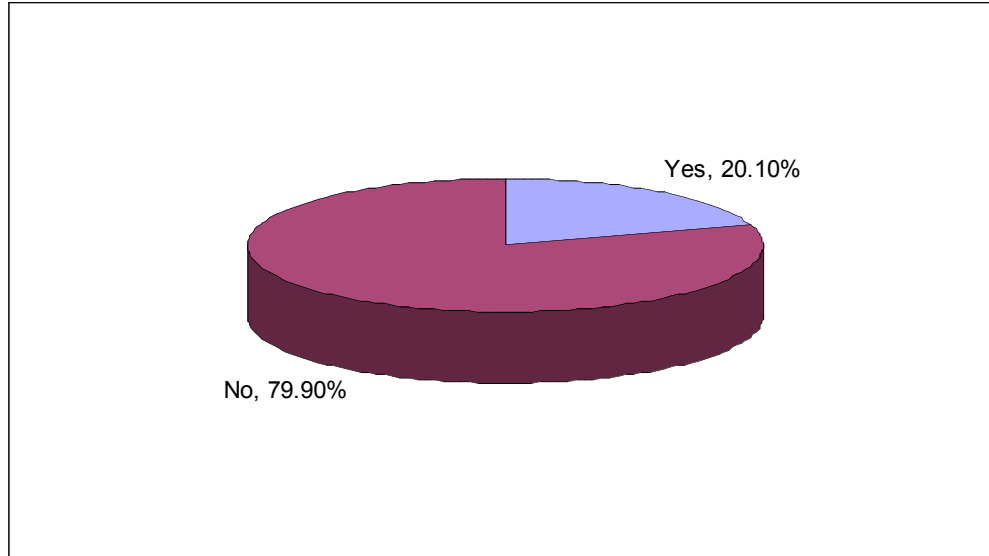


## Dual credit classes

*Are you aware of dual credit classes GCCC offers?*

Aware	67.4 %
Not aware	32.6 %

*Have you attended dual credit classes through GCCC?*



*Do you plan to enroll in GCCC dual credit classes in the future?*

Plan to enroll	11.4 %
Do not plan to enroll	83.2 %
Might enroll	5.5 %

### Dual credit classes (Finney County responses only)

*Are you aware of dual credit classes GCCC offers?*

Aware	57%
Not aware	43%

*Have you attended dual credit classes through GCCC?*

Used/attended	25%
Not used/attended	75%

*Do you plan to enroll in GCCC dual credit classes in the future?*

Plan to enroll	13%
Do not plan to enroll	87%

### Dual credit classes (Responses from outside Finney County)

*Are you aware of dual credit classes GCCC offers?*

Aware	58%
Not aware	42%

*Have you attended dual credit classes through GCCC?*

Used/attended	26%
Not used/attended	74%



*Do you plan to enroll in GCCC dual credit classes in the future?*

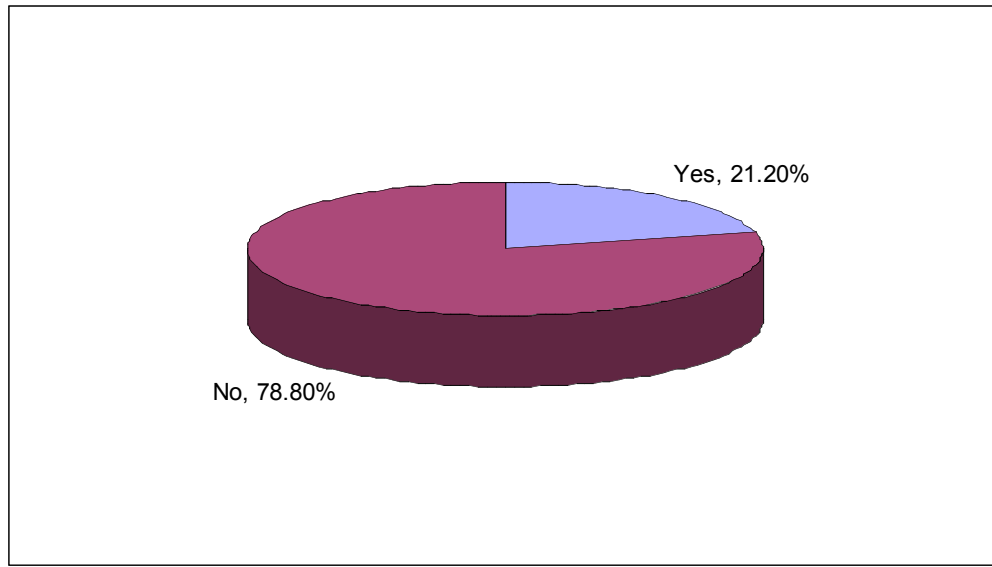
Plan to enroll	13.7%
Do not plan to enroll	86.3%

### **Personal enrichment classes**

*Are you aware of personal enrichment classes GCCC offers?*

Aware	69.9 %
Not aware	26.2 %
Not reported	3.9 %

*Have you attended personal enrichment classes through GCCC?*

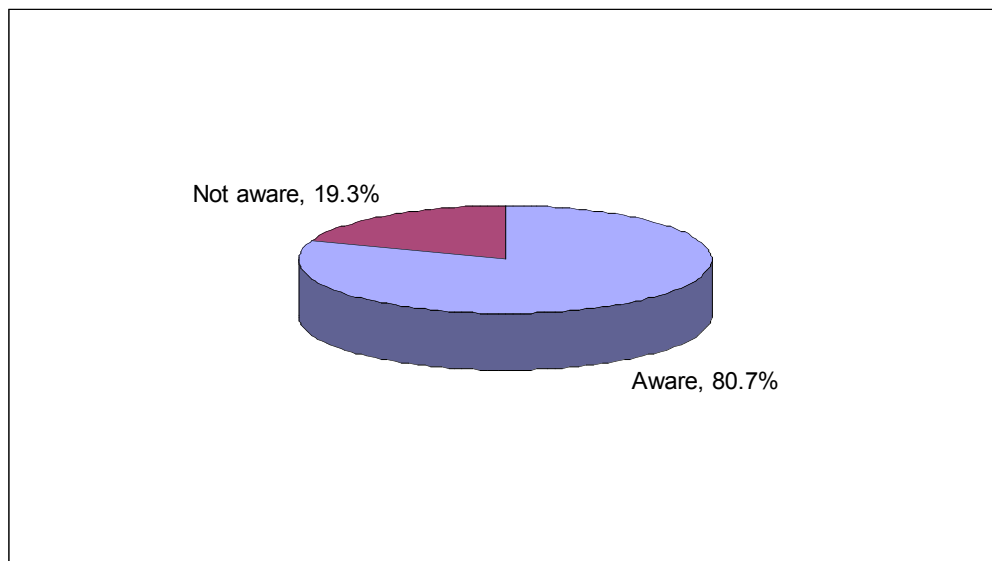


*Do you plan to attend GCCC personal enrichment classes in the future?*

Plan attend	19.1 %
Do not plan to attend	35.0 %
Might attend	17.8 %
Not reported	28.2 %

### **Adult basic education classes**

*Are you aware of Adult Basic Education classes GCCC offers?*



*Have you attended Adult Basic Education classes through GCCC?*

Attended	7.8 %
Not attended	90.3 %

*Do you plan to enroll in GCCC Adult Basic Education classes in the future?*

Plan to enroll	4.9 %
Do not plan to enroll	67.0 %
Might enroll	2.6 %
Not reported	25.6 %

*Because of language barriers and income levels reported in the survey process, there may be greater potential than shown for ABE enrollment.*

## OBJECTIVE 5

### What additional programs or services should GCCC consider offering?

#### SUMMARY

Respondents gave an extensive list of suggestions, but few clear trends emerged. Nearly 63 percent had no suggestions or believe current offerings are adequate.

Among those who recommend programs or courses, many suggestions fell into one of two related categories:

- Programs, services or classes that GCCC already offers
- Suggestions for more offerings in current programs or classes

#### RECOMMENDATIONS

- GCCC should consider focus group inquiries to clarify and more sharply define public desires
- GCCC should consider packaging/repackaging of existing learning opportunities to more effectively meet public needs
- GCCC should incorporate information on existing programs into ongoing public communications

#### DATA

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##### Question:

*In addition to what GCCC is currently doing, what programs or services would you like GCCC to offer in the future?*

##### Most frequent responses:

Don't know	41.4 %
Nothing more needed/Doing great job now	21.2 %
Become a four-year (college or university)	2.6 %
More credits that transfer	1.0 %
All other responses combined	33.6 %

##### Programs/services/classes in which more offerings were requested:

Adult evening computer classes	Adult music and arts
Bilingual programs	Computer classes
High school 2+2	Computer programming classes
Criminal Justice	English
Health	Higher education/Masters programs
Summer children's programs	Medical programs
Outreach in automotive/small engines	ABE-to-college incentives
Senior hobby classes	Tutors and one-on-one help
Vocational classes	Veterinary/meats classes
Music outreach	

*Suggestions were statistically small, ranging from 1 to 3 requests each.*

## OBJECTIVE 6

**Is GCCC valuable to Garden City and Holcomb, as well as to the other communities in the institution's service area?**

### SUMMARY

GCCC has a 96.8 percent approval rating from the public. Most people believe or strongly believe that GCCC is an asset to the community.

Belief in the value and importance of GCCC is strong in all age categories and locations.

### RECOMMENDATIONS

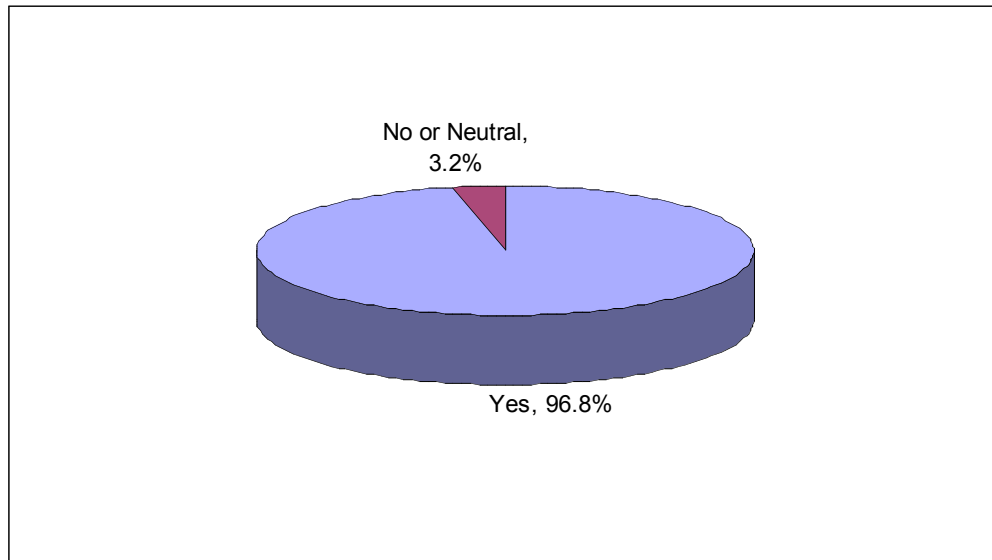
- GCCC should continue all present public awareness endeavors

### DATA

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#### Question:

*Is Garden City Community College an important asset to your community?*



#### *Detailed response*

People who strongly agree GCCC is an asset	52.3 %
People who agree GCCC is an asset	44.5 %
People who are neutral on the question	1.6 %
People who disagree GCCC is an asset	.3 %
People who strongly disagree GCCC is an asset	1.3 %

## **OBJECTIVE 7**

### **How well do people in GCCC's service area recall college advertising?**

#### **SUMMARY**

More than 75 percent recall GCCC advertising, and the elements they recall best include the jingle and slogan, class and course opportunities, and television images.

More people recall advertising about GCCC than any other college.

Preferred methods of receiving GCCC information vary by age, and most respondents rely on a combination of means, the most popular of which are direct mail, newspaper/Inside GCCC, television and radio.

Almost 60 percent read the Garden City Telegram daily, and over 70 percent read it at least one to three times weekly, though readership is lower among younger people. In addition to the Telegram, or in lieu of it, almost 44 percent read another newspaper.

The most popular radio formats are Country, Pop/Rock/Rap, Christian and News/Talk/Sports, including Agriculture News.

#### **RECOMMENDATIONS**

- GCCC should continue present public communication efforts, but adjust to better align with service area demographics
- GCCC should consider additional direct mail contact with potential students
- GCCC should consider additional communications, determined by focus groups or other research, to build stronger communication with potential traditional age students

#### **DATA**

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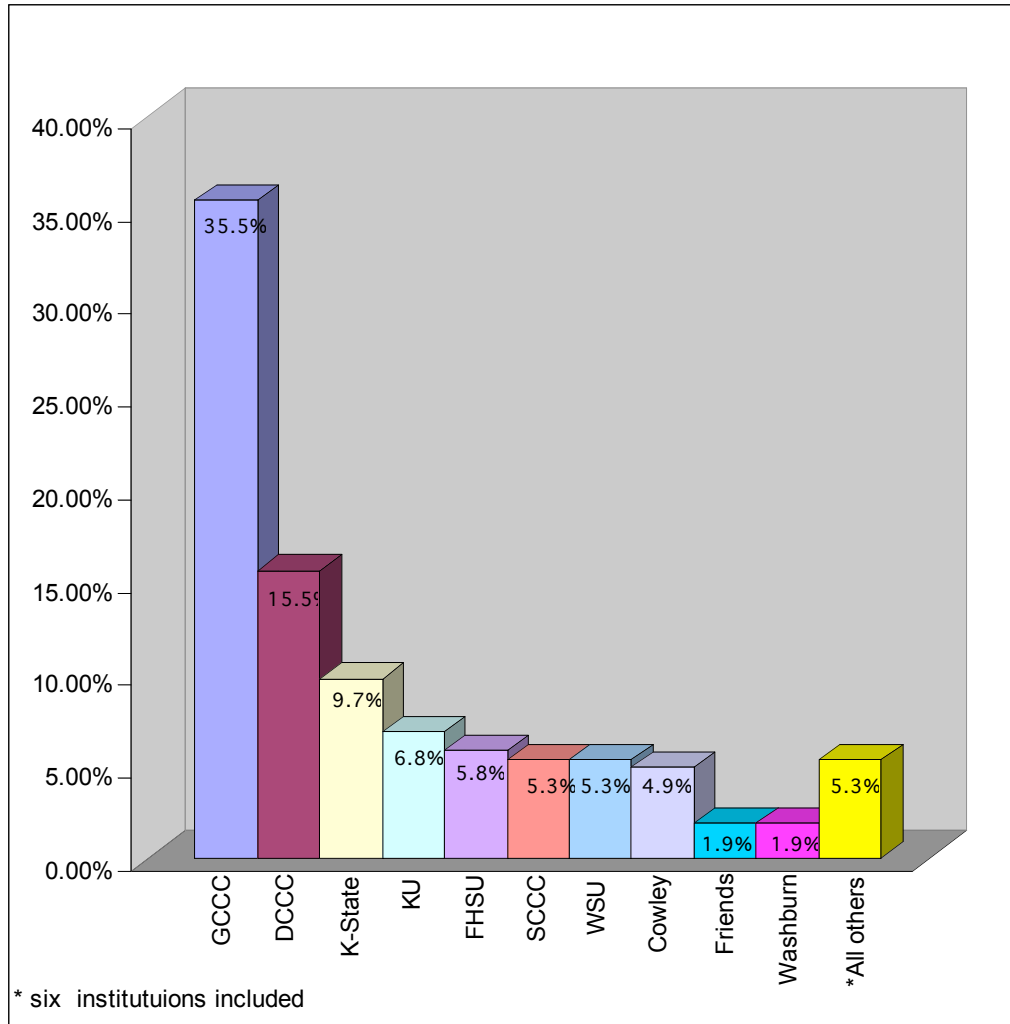
##### **Question:**

*Do you recall any advertising regarding colleges in Kansas?*

People who recall college-related advertising	68.1 %
People who don't recall college advertising	31.9 %

**Question:**

Which college(s) do you recall hearing an advertisement about?



**Question:**

Do you recall GCCC advertising? (Asked of the 68.1 % who recall college advertising)

People who recall GCCC advertising	75.3 %
People who don't recall GCCC advertising	24.2 %
No reply	.5 %

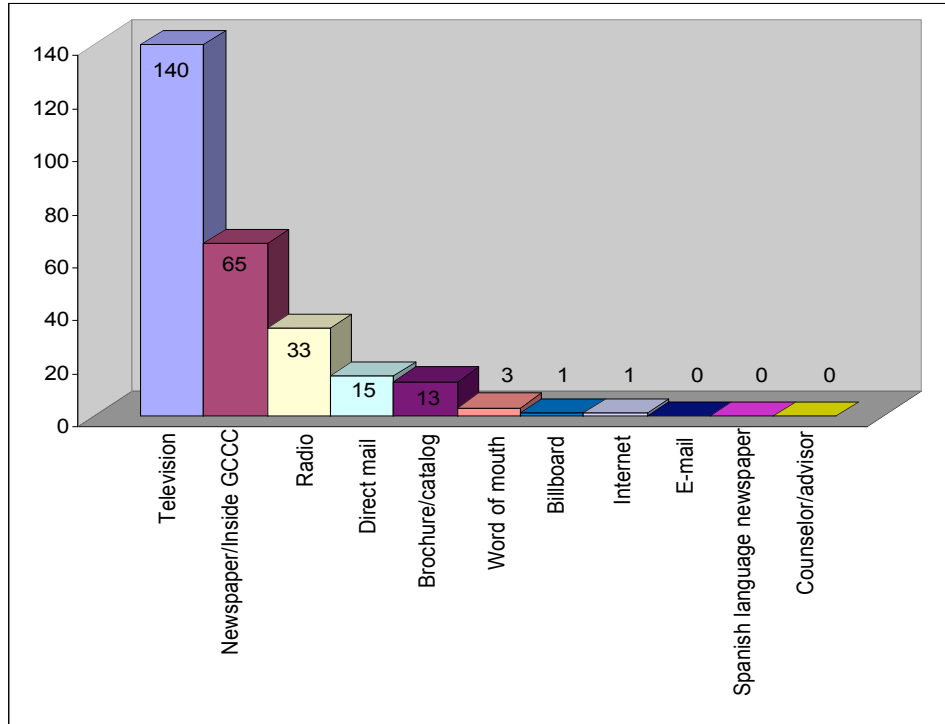
**Question:**

What do you recall about GCCC advertising?

Jingle/slogan	8.8 %
Don't recall specifics	7.8 %
Course/class specifics	6.6 %
Newspaper/Inside GCCC schedule listings	2.1 %
Television commercial images	1.2 %
All other separate responses (231) combined	73.5 %

**Question:**

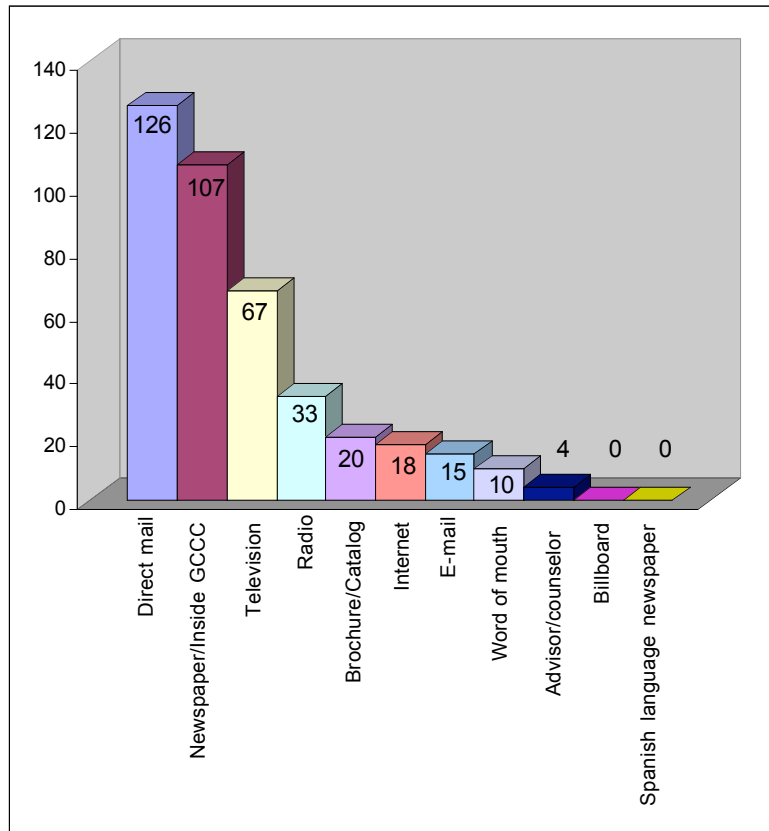
Where did you see/hear the GCCC advertising that you recall?



Replies shown by frequency of occurrence, not percentage. (Question allowed multiple responses)

**Question:**

What is the best way to get information to you about GCCC?



Replies shown by frequency of occurrence, not percentage. (Question allowed multiple responses)

**Question:***How often do you usually read the Garden City Telegram?*

Saturday only	4.2 %
2-3 times per week	10.1 %
Never	15.7 %
Daily	57.8 %
Other	12.1 %

**Question:***Is there another newspaper that you read?*

Read another newspaper	43.7 %
Do not read another newspaper	56.3 %

*Other newspapers read:*

Hutchinson News	14.1 %
Wichita Eagle	7.9 %
Scott County Record	6.5 %
Lakin Independent	2.3 %

*Other newspapers mentioned at least once each: 8 dailies and 10 weeklies***Question:***What do you listen to most often on the radio?*

Country	90
Christian	50
Pop/Rock/Rap	47
Talk/News/Sports (including Ag)	38
Oldies	30
Public Radio	28
Never Listen	24
Satellite	12
Spanish language programming	12
Other	45

*Replies shown by frequency of occurrence, not percentage. (Question allowed multiple responses)*



## DEMOGRAPHIC PROFILE OF RESPONDENTS (Objective 8)

### SUMMARY

The 309 people surveyed represented a random sampling of Southwest Kansans by age, gender, level of education, marital status, household income and residential location, as well as familiarity with GCCC.

Approximately 20 percent were age 34 or under, with nearly 80 percent 35 or older. About 30 percent were male and nearly 70 percent were female.

About 44 percent had completed associate or higher degrees, and more than 90 percent had completed high school or the equivalent. There were dramatic differences in annual income between households with lower levels of education and higher levels of education.

Approximately half had taken a course from the college and half had not.

Segments underrepresented in the sampling included people under age 19 and individuals not fluent in English.

### RECOMMENDATIONS

- GCCC should consider conducting student focus groups or targeted surveys for greater insight among:
  - (1) People of traditional college age
  - (2) People served by outreach courses
  - (3) People whose primary language is Spanish.
- GCCC should consider emphasizing learning services available in the Community Services Division or other areas to people who have completed associate or higher degrees.
- GCCC should emphasize the value of education, as illustrated by the difference that levels of education can make in annual household income.

### DATA

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#### *Age*

Age 34 or less	19.9 %
Age 35 or greater	79.8 %
Not reported	.3 %

#### *Age, detailed*

16-18	1.6 %
19-24	3.6 %
25-34	14.7 %
35-44	16.0 %
45-54	25.5 %
55-64	19.0 %
65 +	19.3 %
Not reported	.3 %

#### *Gender*

Male	30.4 %
Female	69.6 %

**Marital status**

Married	72.9 %
Single (Including widowed/separated/divorced)	26.5 %
Not reported	.6 %

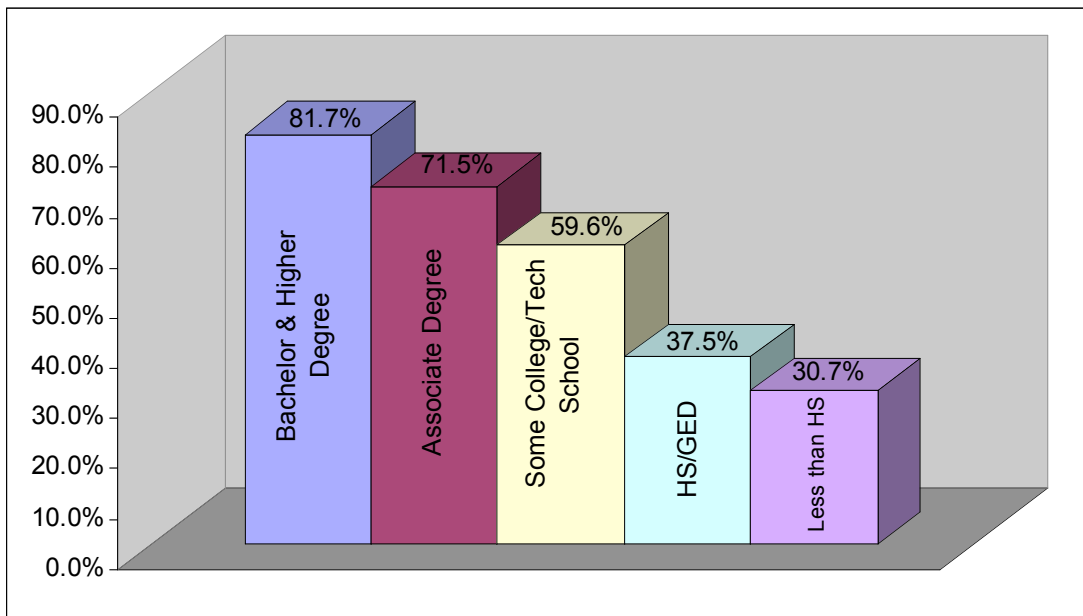
**Highest level of education**

Less than associate degree	55.3 %
Associate degree or higher	44.4 %
Not reported	.3 %

**Highest level of education, detailed**

Currently in high school	1.6 %
Didn't complete high school	5.2 %
High school or GED graduate	26.5 %
Some college, technical school or certificate	22.0 %
Associate degree	16.8 %
Bachelor's degree	18.1 %
Master's degree	6.8 %
Doctorate	1.6 %
Not reported	.3 %

**Households earning over \$40,000 annually, by level of education**



**Total household income**

\$60,000 or less	49.9 %
\$60,001 or more	34.4 %
Not reported	15.7 %

**Total household income, detailed**

Under \$25,000	10.1 %
\$25,001-\$40,000	15.0 %
\$40,001-\$60,000	24.8 %
\$60,001-\$80,000	15.4 %
\$80,001-\$100,000	9.5 %
\$100,001 +	9.5 %

Not reported	15.7 %
--------------	--------

***Service area location***

Finney County	71.2 %
Outside Finney County	27.8 %
Not reported	1.0 %

***Service area location, detailed***

Bucklin	1
Cimarron	9
Deerfield	1
Dighton	10
Garden City	202
Healy	2
Holcomb	13
Lakin	12
Leoti	7
Marienthal	1
Pierceville	1
Scott City	32
Syracuse	4
Tribune	8
Not reported	3

*Data indicates number of respondents, not percentages*

**Awareness and Perceptions of Garden City Community College  
APPENDIX**

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**GCCC Perception Survey  
Questionnaire**

Date Completed: \_\_\_\_\_

Respondent Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Interviewer Name: \_\_\_\_\_

**300 completions in our 7 county credit service area:** Finney, Lane, Scott, Wichita, Greeley, Hamilton & Kearny

Hello, this is \_\_\_\_\_ from Education Research Council. We are conducting a study regarding Educational Services and would like to include your opinion. **We are not a telemarketing company. We are not selling anything. For quality control, this call may be monitored.** This is a strictly confidential survey and none of the participants could be or would be personally identified by their responses.

A. Are you 16 years of age or older?

\_\_\_ Yes, **continue**

\_\_\_ No, Is there someone in your household I can speak to that is 16 years of age or older?

\_\_\_ Yes, may I speak to that person, **repeat introduction**

\_\_\_ No, **terminate with thanks**

B. Have you lived in this county for at least one year or longer?

\_\_\_ Yes, **continue**

\_\_\_ No, **terminate with thanks**

C. Do you or any member of your family currently work or have ever worked in any of the following areas:

- In market research
- In advertising
- In higher education – e.g. a community college or university

\_\_\_ No, **continue**

\_\_\_ Yes, **terminate with thanks**

1. What ONE school or college in Kansas first comes to mind when you think of higher education?

**(DO NOT READ, CIRCLE ONE)**

*(obj. 1)*

- |                                 |                                   |
|---------------------------------|-----------------------------------|
| 1 Colby Community College       | 7 Kansas State University         |
| 2 Dodge City Community College  | 8 Seward County Community College |
| 3 Emporia State University      | 9 University of Kansas            |
| 4 Fort Hays State University    | 10 Washburn University            |
| 5 Garden City Community College | 11 Wichita State University       |
| 6 Hutchinson Community College  | 12 Other (specify) _____          |

**IF THEY NAMED ANY COMMUNITY COLLEGE IN #1, SKIP TO QUESTION #3**

2. What ONE community college in Kansas comes to mind when you think of higher education?

**(DO NOT READ, CIRCLE ONE)**

*(obj. 1)*

- |                                   |   |
|-----------------------------------|---|
| 1 Allen County Community College  | 11 Highland Community College           |
| 2 Barton County Community College | 12 Hutchinson Community College         |
| 3 Butler Community College        | 13 Independence Community College       |
| 4 Cloud County Community College  | 14 Johnson County Community College     |
| 5 Coffeyville Community College   | 15 Kansas City Kansas Community College |
| 6 Colby College                   | 16 Labette Community College            |
| 7 Cowley College                  | 17 Neosho County Community College      |
| 8 Dodge City Community College    | 18 Pratt Community College              |
| 9 Ft. Scott Community College     | 19 Seward County Community College      |
| 10 Garden City Community College  | 20 Other (specify) _____                |

3. What are the first two words or phrases that come to mind when you think of Dodge City Community College?

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4. What are the first two words or phrases that come to mind when you think of Garden City Community College? *(obj. 1 & 2)*

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5. What are the first two words or phrases that come to mind when you think of Colby Community College?

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6. Before my phone call today were you aware there is a college in Garden City? (*obj 4i*)

- 1 Yes, **continue**
- 2 No, **skip to demographics #14 on page 4**

7a. Is there a difference between a Community College and a Junior College? (*obj. 3*)

**(IF THEY GIVE AN EXPLANATION PLEASE WRITE IT IN THE NOTES SECTION, BUT DO NOT ASK FOR ONE.)**

- 1 Yes, **continue**
- 2 No, **skip to #9**

7b. Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Which do you perceive the college in Garden City to be? (*obj. 3*)

- 1 Community College
- 2 Junior College

9. Have you taken a college credit course from Garden City Community College? (*obj. 4*)

- 1 Yes
- 2 No

10. Do you plan to take a Garden City Community College credit course in the future? (*obj. 4*)

- 1 Yes
- 2 No

11. I am going to read services that Garden City Community College offers, please tell me if you are aware of the service? *(obj. 4a-4h)*

**(IF THEY ANSWER NO TO AWARENESS OF, MOVE TO NEXT SERVICE – IF THEY ANSWER YES, CONTINUE TO B & C)**

Services offered (SEE CARD FOR DEFINITIONS IF NEEDED)	A.		B.		C.	
	Are you aware of?		Have you ever used/attended?		Do you plan to use this service in the future?	
	Yes	No	Yes	No	Yes	No
a. Business training	1	2	1	2	1	2
b. Technical training	1	2	1	2	1	2
c. Higher education	1	2	1	2	1	2
d. Cultural activities	1	2	1	2	1	2
e. Youth activities	1	2	1	2	1	2
f. Athletic events	1	2	1	2	1	2
g. Outreach/dual credit classes	1	2	1	2	1	2
h. Personal Enrichment classes	1	2	1	2	1	2

12. I am going to read you a statement, please tell me if you: *(obj. 6)*

**(CIRCLE ONLY ONE)**

Strongly Disagree	Disagree	Remain neutral	Agree	Strongly Agree
1	2	3	4	5

The statement is:

**Garden City Community College is an important asset to the community.**

13. In addition to what GCCC is currently doing, what programs or services would you like them to offer in the future? *(obj. 5)*

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14. Do you recall any advertising regarding colleges in the state of Kansas? *(obj. 7)*

1 No, **skip to question 16a**

2 If Yes, continue

15a. Which college do you recall seeing or hearing an advertisement about?

\_\_\_\_\_

1. What do you recall about the advertisement? \_\_\_\_\_

\_\_\_\_\_

2. Where did you see or hear the advertisement? (*obj. 7b*)

**(DO NOT READ, CHECK ALL THAT APPLY)**

- |   |  |
|---|--|
| <input type="checkbox"/> Advisor/counselor  | <input type="checkbox"/> Newspaper       |
| <input type="checkbox"/> Billboard          | <input type="checkbox"/> Radio           |
| <input type="checkbox"/> Brochures/Catalogs | <input type="checkbox"/> Television      |
| <input type="checkbox"/> Direct Mail        | <input type="checkbox"/> Word of mouth   |
| <input type="checkbox"/> E-mail             | <input type="checkbox"/> Other (specify) |
| _____                                       |  |
| <input type="checkbox"/> Internet           | <input type="checkbox"/> Don't know      |

**If more than one college is mentioned continue to 15b/ 15c. If not, skip to question 16a.**

15b. Which college do you recall seeing or hearing an advertisement about?

\_\_\_\_\_

1. What do you recall about the advertisement? \_\_\_\_\_

\_\_\_\_\_

2. Where did you see or hear the advertisement? (*obj. 7b*)

**(DO NOT READ, CHECK ALL THAT APPLY)**

- |   |  |
|---|--|
| <input type="checkbox"/> Advisor/counselor  | <input type="checkbox"/> Newspaper       |
| <input type="checkbox"/> Billboard          | <input type="checkbox"/> Radio           |
| <input type="checkbox"/> Brochures/Catalogs | <input type="checkbox"/> Television      |
| <input type="checkbox"/> Direct Mail        | <input type="checkbox"/> Word of mouth   |
| <input type="checkbox"/> E-mail             | <input type="checkbox"/> Other (specify) |
| _____                                       |  |
| <input type="checkbox"/> Internet           | <input type="checkbox"/> Don't know      |

15c. Which college do you recall seeing or hearing an advertisement about?

\_\_\_\_\_

1. What do you recall about the advertisement? \_\_\_\_\_

\_\_\_\_\_

2. Where did you see or hear the advertisement? (*obj. 7b*)

**(DO NOT READ, CHECK ALL THAT APPLY)**

- |  |                                    |
|--|------------------------------------|
| <input type="checkbox"/> Advisor/counselor | <input type="checkbox"/> Newspaper |
|--|------------------------------------|



- |   |  |
|---|--|
| <input type="checkbox"/> Billboard          | <input type="checkbox"/> Radio           |
| <input type="checkbox"/> Brochures/Catalogs | <input type="checkbox"/> Television      |
| <input type="checkbox"/> Direct Mail        | <input type="checkbox"/> Word of mouth   |
| <input type="checkbox"/> E-mail             | <input type="checkbox"/> Other (specify) |
| <hr/>                                       |  |
| <input type="checkbox"/> Internet           | <input type="checkbox"/> Don't know      |

**If Garden City Community College was mentioned in question 15a,b,c, skip to question 17.**

16a. Do you recall any advertising regarding Garden City Community College? (*obj. 7*)

- 1 Yes, **continue**
- 2 No, **skip to question 17**

16b. What do you recall about the advertisement? (*obj. 7a*)

16c. Where did you see or hear the advertisement? (*obj. 7b*)

**(DO NOT READ, CHECK ALL THAT APPLY)**

- |   |  |
|---|--|
| <input type="checkbox"/> Advisor/counselor  | <input type="checkbox"/> Newspaper       |
| <input type="checkbox"/> Billboard          | <input type="checkbox"/> Radio           |
| <input type="checkbox"/> Brochures/Catalogs | <input type="checkbox"/> Television      |
| <input type="checkbox"/> Direct Mail        | <input type="checkbox"/> Word of mouth   |
| <input type="checkbox"/> E-mail             | <input type="checkbox"/> Other (specify) |
| <hr/>                                       |  |
| <input type="checkbox"/> Internet           | <input type="checkbox"/> Don't know      |

17. What is the best way to get information about Garden City Community College to you?

**(DO NOT READ, CHECK ALL THAT APPLY)** (*obj. 7b*)

- |   |  |
|---|--|
| <input type="checkbox"/> Advisor/counselor  | <input type="checkbox"/> Newspaper       |
| <input type="checkbox"/> Billboard          | <input type="checkbox"/> Radio           |
| <input type="checkbox"/> Brochures/Catalogs | <input type="checkbox"/> Television      |
| <input type="checkbox"/> Direct Mail        | <input type="checkbox"/> Word of mouth   |
| <input type="checkbox"/> E-mail             | <input type="checkbox"/> Other (specify) |
| <hr/>                                       |  |
| <input type="checkbox"/> Internet           | <input type="checkbox"/> Don't know      |

**Please read:** The following questions are for classification purposes only. (*obj. 8*)

18. Which of the following categories best describes your age? **READ CATEGORIES**

- 1 16 to 18
- 2 19 to 24
- 3 25 to 34
- 4 35 to 44
- 5 45 to 54
- 6 55 to 64
- 7 65 years or older

8 Refused **(DO NOT READ)**

19. What is the highest level of education that you have completed?

- 1 Current high school student
- 2 Did not complete high school
- 3 GED
- 4 High school graduate
- 5 Some college, technical school or certificate program
- 6 Associates Degree
- 7 Bachelors Degree
- 8 Masters Degree
- 9 Doctoral Degree
- 10 Refused **(DO NOT READ)**

20. What is your marital status?

- 1 Married
- 2 Single
- 3 Refused **(DO NOT READ)**

21. What is your zip code? \_\_\_\_\_

22a. How often do you usually read the Garden City Telegram?

**READ RESPONSES, CIRCLE ONLY ONE**

- 1 Never, **continue to question 22b**
- 2 Daily
- 3 2-3 times per week
- 4 Saturday only,
- 5 Other (specify) \_\_\_\_\_

22b. **If never**, Is there another newspaper that you do read?

- 1 No
- 2 Yes, What newspaper? \_\_\_\_\_

23. What do you listen to most often on the radio?

**(DO NOT READ, CHECK ALL THAT APPLY)**

- |                 |                                  |
|-----------------|----------------------------------|
| ___ Blues       | ___ Punk                         |
| ___ Christian   | ___ Pop                          |
| ___ Country     | ___ Rap                          |
| ___ Folk        | ___ Rock                         |
| ___ Hip-hop     | ___ Satellite                    |
| ___ Heavy metal | ___ Spanish language programming |
| ___ Internet    | ___ Talk/News/Sports             |
| ___ Jazz        | ___ Never listen                 |

\_\_\_\_\_ Public Radio

\_\_\_\_\_ Other (specify) \_\_\_\_\_

24. Which of the following categories best describes your annual household income?  
(**READ CATEGORIES, CIRCLE ONLY ONE**)

- 1 Under \$25,000
- 2 \$25,001 to \$40,000
- 3 \$40,001 to \$ 60,000
- 4 \$60,001 to \$ 80,000
- 5 \$80,001 to \$100,000
- 6 Above \$100,000
- 7 Refused **(DO NOT READ)**

25. Gender **(DO NOT ASK)** Interviewer, please indicate:

- 1 Male
- 2 Female

Thank you very much for participating in this research. My supervisor may select your household to validate that this interview took place, so I need to verify your first name and telephone number.

First name \_\_\_\_\_

Telephone number \_\_\_\_\_

**(INTERVIEWER – after validation)** Thank you again and have a pleasant evening.

---

### Positive top-of-mind perceptions

*(What word or phrases first come to mind when you think of GCCC?)*

**(Full list of positive responses from Objective 2)**

- A lot of classes
- Accessible (x3)
- Achievement
- Advertising
- Aerobics classes
- Affordable/Affordable education (x3)
- Ag/Agriculture (x3)
- Alma mater
- Alright
- Athletics/Sports/Sports program (X4)
- Attended/Daughter/son/family/friends attend(ed) (x23)
- Available
- Awesome school
- Baseball

- Basketball (x2)
- Beef Empire Days
- Better future
- Broncbusters (x8)
- Business education
- Children attended (x4)
- Clean
- Close/Close to home (x8)
- College/Community college/Community oriented (x3)
- Convenient (x4)
- Cosmetology
- Creditable
- Criminal Justice
- Different people
- Diversity
- Does a lot of good
- Doing good job
- Education (x2)
- EduKan for kids
- English
- Enjoyed
- ESL and GED
- Excellence
- Excellent for young people to start an education
- Family
- Fine
- Flexible
- Football (x2)
- For sports
- Four-year degree
- Friendly/Friends there (x3)
- From here you can go anywhere/Go anywhere (x10)
- Garden City (x4)
- Very good/Good/Good college/Good curriculum-education (x45)
- Good athletes
- Good nursing
- Good place
- Great/Great college/Great school (x13)
- Growing
- Has night classes
- Helpful (x2)
- Higher education (x2)
- Higher ratings
- Hometown/Hometown college (x5)
- Innovative
- Interested
- John Deere
- Just plains success/Plains success (x2)
- Like/liked it (x3)
- Livestock Judging
- Local (x8)
- Meats Judging (x2)
- Music program
- My home
- Nice college
- Nice facility
- Non-traditional
- Nursing program (x5)
- Offers opportunities for students (2)
- Outreach/Outreach programs (x5)
- Outstanding (x2)

- Police training
- Pretty good (x2)
- Pretty good vo-tech program
- Progressive (x2)
- Quality
- Really good (x2)
- Rejuvenating
- So many opportunities
- Southwest Kansas
- Success (x2)
- Supposed to be excellent
- Teachers are good
- Technology
- Top-notch
- Use it a lot
- Value
- Variety of classes (x3)
- Versatile
- Very community oriented
- Volleyball
- Warren Fouse
- Wide variety
- Willing to help
- Wish I would have went to college there
- Wonderful
- You can find anything and everything you would want to take there.

---

## **ACKNOWLEDGEMENTS**

### **The Education Research Council of Garden City Community College**

The Education Research Council of GCCC is a group of 13 college employees who completed this study. The group went through a 40-hour training program in market research, provided by The Research Partnership, Inc. This study serves as the group's final exercise in concluding the training program. This group, though each member has full individual responsibilities of his/her own, now comprises a corps of GCCC personnel with training in market research, giving the college an internal resource for research projects.

**Cristina Aslin**, *Assistant Director, Kansas Small Business Development Center*

**Lynn Ballinger**, *Business Liaison, Business and Industry Institute (Former employee)*

**Judy Crymble**, *Dean of Technical Education*

**Nikki Geier**, *Director of Admissions*

**Nancy Harness**, *Associate Dean of Continuing Education and Community Services*

**Linda Hill**, *Assistant Director of Admissions*

**Linda Holmquist**, *Coordinator, Career Learning System of Finney County*

**Vicki Krehbiel**, *Director, Bryan Education Center*

**Jayre Lee**, *Admissions Representative*

**Deanna Mann**, *Director of Institutional Research*

**Lisa Myers**, *Office Manager, Residential Life*

**Steve Quakenbush**, *Director of Information Services and Publications*

**Pat Veesart**, *Regional Director, Kansas Small Business Development Center*

### **Survey Calling Team**

Survey calling in this study took place over six evenings in January and February of 2007. Calls were conducted after training by The Research Partnership, Inc., and under the on-site supervision of The Education Research Council. While the national average of completed survey questionnaires to attempted calls is one to 10, the calling team attained a rate of approximately five to 10.

**Lake Battles**, *Garden City*

**Kelcy Hathaway**, *Garden City*

**Kaleb Jessee**, *Garden City*

**Andrew Moorman**, *Garden City*

**Danny Peterson**, *Garden City*

**Sarah Staats**, *Garden City*

**Brice Friesen**, *Great Bend*

**Mark Jarmer**, *Garden City, Coach*

**Eron Lira**, *Garden City*

**Wendy Palmer**, *Garden City*

**Alanea Phillips**, *Pratt*

**Christine Urie**, *Lakin*

### **Calling Facility Provider**

The Education Research Council wants to acknowledge the assistance of Commerce Bank, Garden City, in making it possible to complete this study. Commerce Bank provided access to main bank facilities, as well as a telephone system with a neutral caller-identification designation. The bank also provided an on-site employee liaison during all calling periods, and absorbed all costs for local and long distance calling charges. Special thanks are due to President Richard Harp, and bank officers Marsha Grisell, Kirk Olomon, Janice Parks and Craig Wheeler.

### **Research Training Providers**

The Education Research Council also wants to offer thanks to Esther Headley, Bob Ross and Dean Headley of The Research Partnership, Inc., not only for the excellent and valuable training that they provided in market research, but also for their support, assistance, guidance, encouragement and friendship throughout the training process and the completion of this study.

## **Spring 2007 Athletic Program Review**

Many of the GCCC athletic programs during the spring semester at Garden City Community College were found to be competing in NJCAA Region IV tournament, with an opportunity to advance to national tournaments.

### **Men's Basketball**

The GCCC Men's Basketball Team ended the year with a 9-21 record (19-12 not including the forfeits). The Busters had two All-Region VI student/athletes; Julian Allen and Yima Chia-Kur. Julian Allen was also selected as the Kansas Jayhawk Conference Player of the Year, as well as being named to the NJCAA First Team All-American. Julian Allen being named Jayhawk Player of the Year stamped GCCC Basketball as the recipient of this prestigious award for the third consecutive year. The three (3) consecutive recipients of the Jayhawk Player of the Year Award:

2006-2007 Julian Allen

2005-2006 Roy Bright

2004-2005 Tory Johnson

The Busters were seated fourth in the Jayhawk Western Division and therefore hosted a first round NJCAA Region VI playoff game versus Cowley County in which the Busters won. Unfortunately, our good luck ran out and we were beaten on the campus of Wichita State University by eventual champions Coffeyville Community College! Our coaches have recruited well and signed 15 student/athletes for the 2007-08 academic year. Coach Baumann is very happy with the student/athletes he has returning and also with the new recruits coming in for next season.

### **Women's Basketball**

The 2007 campaign for the Garden City Community College Women's Basketball will always be remembered for the effort put forth by the players from other sports who joined the team. A late change in the head coaching position (August) left the Lady Buster Basketball program severely undermanned; and a string of injuries added insult to injury as Coach Ripple had to literally beg athletes from other GCCC teams to come and play just to make a team and to allow GCCC to compete in the Jayhawk Conference. We ended with just 7 women at the end of the season; they did go on the road and compete in the 1<sup>st</sup> round of the Region VI Tournament. We have signed 12 student/athletes for next year's team. Our women's program will be much improved and 80% freshmen.

## Rodeo

The Garden City Community College Rodeo Team began the year with 33 students on the team: 11 of those were women and 22 were men. We had a few transfer at semester but finished the 2006-07 school year with a total of 28 student/athletes.

Cort Scheer and Justin Keith have qualified to compete at the College National Finals Rodeo. We had 6 student/athletes finish in the top 10 in the region in 7 events. Our women's team won the championship for two-year year schools in the region and our men's team was reserve team champions for two-year programs in this region. We were also voted as the Most Improved Rodeo in the region.

Coach Hash is working extremely hard at his recruiting for 2007. Currently the rodeo team has 18 men and 18 women signed up to rodeo and more could be signed on board by August for the beginning of classes!

## Track and Field

Our outdoor track and field team was limited due to the unusual weather this past spring. We were only able to compete in four regular season meets, but were still able to make a good showing at the Region VI meet that resulted in 4 men and 3 women qualifying for the national tournament. The qualifiers were:

Trent Mazanec	Javelin
Damian Price	110 HH
Dane Steward	1500 Meters
Riley Voth	Steeple Chase
Nichole Knowles	800 Meters
Andrea Steele	5000 Meters
Latiash Brown	4 <sup>th</sup> in the long jump and 5 <sup>th</sup> in the triple jump at the <b><u>national</u></b> track championships!

## Baseball

Our baseball team concluded the season with a 37-27 overall and a Jayhawk record of 17-14. They were a NJCAA Region VI finalist and one game short of advancing to the NJCAA College World Series. The Busters were the only Jayhawk team to defeat Region VI Champions Cowley County Community College.

Our ace pitcher Jacob Cunningham was a 1<sup>st</sup> team all conference selection. Bryce Butt tied the single season record for saves and the Busters will return 3 pitchers for next season.



## Softball

The GCCC Softball Team finished the year with a team best ever 30-19 record. Congratulations to GCCC's 11 year coach Phil Terpstra for fielding the best ever team in the 11 years of his GCCC coaching tenure! The team was a NJCAA Region VI finalist that in route also broke 15 different single season team batting records. Our Lady Busters will return 9 players for the 2008 campaign. GREAT JOB LADIES! Post season honors include:

Becky Diehl -	First Team All Conference and Region VI - outfield
Ashley Roland -	First Team All Region and 2 <sup>nd</sup> Team All Conference – catcher
Cassidee LePrey -	Honorable mention All Conference and 2 <sup>nd</sup> Team All Region – outfield
Joni Stegman -	2 <sup>nd</sup> Team All Region - infield

## Activities Summary

### Academic Year: August, 2006 – May, 2007

Acting as a point of contact when students need to access healthcare continues to be a major strength of Student Health Services (SHS). Most times, combining a nursing assessment with proper early intervention methods aids the students in managing their health problems in the least costly and time consuming manner, not requiring off campus referrals. Coordinating off campus care for the students remains one of the largest challenges of SHS. The Student Health Nurse networks with community healthcare providers to obtain the most cost efficient, timely healthcare possible for out of town students, especially those without insurance or access to monetary funds. Students are usually referred in Garden City. However, the Student Health Nurse does act as a point of contact for out of town physicians, who feel comfortable providing medical care to their "life long" patient by phone. An added challenge this previous year was Finney County Health Department's (FCHD) institution of a \$45.00 "upfront" office fee and appointment only access for all services. The result was the loss of an expedient source of healthcare when FCHD Nurse Practitioners would accept a positive strep test at GCCC Student Health Office as indication for treatment on a walk-in basis with minimal expense to the student. Students must now have an appointment and \$45.00 to be seen.

Beginning fall, 2007, Kansas State law requires all Residential Life students be vaccinated against meningitis. At GCCC, this requirement was put into effect, fall, 2006. It was a challenging fall semester as 130 students "moved in" without the meningococcal vaccine. Students over the age of 18 do not qualify for the Vaccine for Children Program (18 and under). Therefore, students over the age of 18 must pay \$85-\$95 for the vaccination. One alternative to vaccination is a signed declination of vaccination, stating they have received written information on the risks of meningitis and the benefits of vaccinations and they choose not to be vaccinated at the time. Residential Life students are compliant when they have documentation of meningococcal vaccination or a signed declination on file in Student Health Services, along with documentation of 2 MMR (measles/mumps/rubella) vaccinations and a signed completed Tuberculosis Risk Assessment, with appropriate measures taken where necessary. The student is given a grace period to comply with the immunization policy. He/she is contacted by phone, email, and "snail" mail of his non compliant status. If the student does not respond to Student Health Services, his/her name is placed on Administrative Hold with the business office. A student on Administrative Hold cannot enroll the second semester or obtain GCCC transcripts without resolving this issue by visiting with the Student Health Nurse.

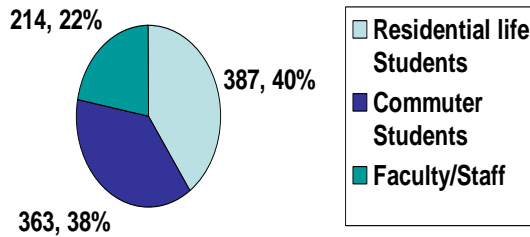
#### Student Health Services

##### Office Activity:

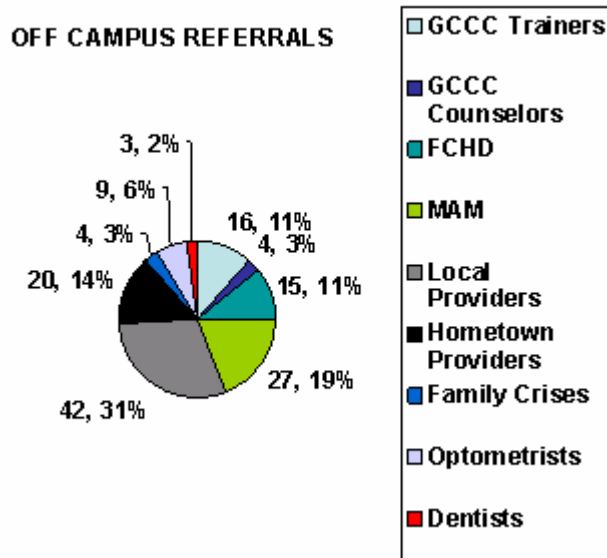
Blood Pressure/Wt.-Ht. Checks.....	148
Wound Care/Suture Removal.....	38
Pregnancy Tests.....	14
Strep Tests.....	36
Immunizations/Vaccinations.....	139
Sexually Transmitted Disease.....	18
Pain/Headache.....	35
Asthma/Allergies.....	36
E.E.N.T.....	118
Respiratory.....	148
Dermatology/Skin.....	24
Musculoskeletal.....	27
Neurological.....	3
Psychological/Supportive.....	51
Gynecological.....	18
Gastrointestinal.....	59
Genitourinary.....	11
Oral/Dental.....	4
Health Education/Prevention.....	37

**TOTAL PATIENT VISTS.....964**

### PATIENT POPULATION ANALYSIS



The above chart shows the origination of patient contacts in Student Health Services for the Academic year, 2006-2007. Total patient contacts equaled 964.



The above chart displays referrals made to other healthcare providers from SHS. Total referrals – 120.

## **OTHER ACTIVITIES:**

16 Sexually Transmitted Disease Educational/Prevention Classroom Presentations (446 students)

4 Bloodborne Pathogen/New Employee Training Presentations (48 employees)

Yearly Bloodborne Pathogen custodial/Maintenance Training (19 employees)

Bloodborne Pathogen Training for "Rural Transit Employees" per request of University of Kansas/KDOT  
November 2, 2006 (30 participants)

Attended In-services (2)

Participated in New Student's Orientation, fall, 2006

Volunteer for Tumbleweed Festival, fall, 2006

Participated in March of Dimes Walkathon, GCCC team, April, 2007

Coordinated and hosted American Red Cross Blood Drive on GCCC campus, April, 2007

Organized RAINN DAY, September 28, 2006

Attended grand opening of new Student & Community Service Center

Continued monitoring of Residential Life Immunization requirements

Organized meningitis vaccination clinic to offer meningitis vaccine at a reduced rate to GCCC Residential  
Life Students at Finney County Health Department. (11 students received free vaccination)

Conducted Influenza Vaccination program, fall, 2006. (150 students/employees vaccinated)

Continued networking with community healthcare providers for timely, affordable healthcare of students.

Transported students to medical services off campus (14 students transported)

Continued budgeting and stocking of inventory for Student Health Office.

Obtained yearly update of Standing Orders for operation of Student Health Office from Michael  
Baughman, MD.

Obtained use of display case in Academic Bldg, SW hallway, for avenue of increased health education.

Conducted interview with Silhouette staff for printed health information (9 interviews)

Completed Unit Plan and collaborated for completion of Division Plan, spring, 2007.

Revised GCCC Student Health Services web page with up to date information and forms to facilitate  
access for students.

Attended monthly SANE/SART committee meetings at Finney County Attorney's Office – appointed  
Chairmanship of subcommittee to obtain 501c3 non profit status of SART.

Continued to serve as member of Finney County Health Department Family Planning Advisory Board.

Attended "HPV/GARDASIL Vaccine update" by Henry Buck, MD, University of Kansas.

Attended Employee Development offerings

- PICKLES Training – September 8, 2006
- "Using Digital Cameras" – January 25, 2007
- SNAG IT Training – February 14, 2007
- "Getting the most out of Digital Cameras" – February 15, 2007
- "Digital Camera Purchasing Tips" – February 22, 2007

Acted as tour guide for John Deere Day, March 8, 2007

Instructor for "Infection Control Issues" for Cosmetology Instructors & Students, providing five (5)

Continuing Education Units for recertification of Cosmetology Instructors, April, 2007

Collaborated to bring "National Crime Victims Rights Presentation" to GCCC campus, April, 2007

Participated in Early Enrollment Days, spring, 2007

Completed Datatel entry of all immunizations and continued conversion.

Continued administration of Bloodborne Pathogen compliance on GCCC campus.

Created new, up to date, Student Health Services brochure reflecting recent changes in offerings.

## **GOALS & OBJECTIVES MET**

### **Helping Students Learn**

Sexually Transmitted Disease presentations continued  
Continued to network with community healthcare providers  
Implementation of new meningococcal vaccination requirements  
100% compliance with immunization requirements met  
Transport students to medical appointments, as needed

### **Leading & Communicating**

Academic Bldg. display case utilized to increase communication regarding health issues.  
Continued implementation of Bloodborne Pathogens Exposure Control Plan.  
Coordination of successful American Red Cross Blood Drive  
Participant in New Employee Trainings.  
Attended SANE/SART committee meetings.  
Served on FCHD Family Planning Advisory Board  
Tumbleweed Festival Volunteer  
March of Dimes Walkathon team member  
Conducted Bloodborne Pathogen Training for thirty (30) Rural Transit Workers per University of Kansas/KDOT request.  
Instructed Cosmetology Department Continuing Education Units (5 hours) on "Infection Control Issues."  
Collaborated to bring "National Crime Victims Rights Presentation" to GCCC Campus, April, 2007.  
Tour guide for John Deere Day, March, 2007.

### **Planning Continuous Improvement**

Obtained yearly, updated Physician Standing Orders  
Updated Student Health Services web page  
Updated Student Health Services printed brochure  
Attended "HPV/GARDASIL Update" by Henry Buck, MD, University of Kansas  
Attended five (5) Employee Development offerings  
Continued Datatel entry and conversion

Janice Nunn, RN, BSN  
Student Health Office  
Garden City Community College

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**MEMORANDUM**  
**Garden City Community College**  
**Office of the President**

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**TO:** GCCC Board of Trustees

**FROM:** Carol E. Ballantyne, Ph.D.

**DATE:** June 5, 2007

**RE:** Staff salary increase discussion for 2007-08

During FY 2006-07 the College was able to place every staff member at 85% of the midpoint of the range. After five years of pursuing that end, we have been able to have accurate job descriptions, place all positions in a job grade and establish a range for each. Since we have completed this process we no longer need to get people up to the 85% range. We need to establish our range for each position. We have determined that we will narrow the range to 75% of the midpoint for minimum qualifications and 125% of the midpoint for the top of the range. New hires will fall somewhere in between depending on their qualifications. Cathy McKinley is writing the criteria for placement within a range.

We have talked to the School District, City and County to determine what their pay increase will be for next year. Each has determined that they will increase an average of 5% for the next year. We also looked at the benefits given by each of those entities and determined that we should increase our individual health insurance coverage by \$25 per month or \$300 per year. All of the other entities are partially self insured.

We have taken into consideration the proposed salaries of the companies that may be coming into Finney County in the next few years and have determined that we will be competitive for non skilled labor; but we will need to keep an eye on the proposed wages over the next few years.

I believe that my recommendation in July will be a 5% average increase with the \$300 for health insurance included. This would be about 4.5% in salary and wages plus the \$300. The attached document will show the regular staff and grant staff proposed wages for next year.

Many years ago in lieu of a raise, people were expected to work 37.5 hours per week except in the security, custodial and maintenance departments. We have taken this into consideration this year and determined that those people who are required to work 40 hours per week will be moved to 95% of the midpoint and the new hires for those positions placed between 95% and 125%.

We will gradually move to anyone over 125% of the midpoint will only receive cost of living increases since this process has established what each job is worth to the College.

**2007-08  
Salary Ranges - Exempt Salaried**

<u>Grade</u>	<u>75 percent</u>	<u>85 percent</u>	<u>90 percent</u>	<u>95 percent</u>	<u>Mid-point</u>	<u>105 percent</u>	<u>110 percent</u>	<u>115 percent</u>	<u>120 percent</u>	<u>125 percent</u>
7	\$21,685.10	\$24,576.44	\$26,022.11	\$27,467.79	\$28,913.46	\$30,359.13	\$31,804.81	\$33,250.48	\$34,696.15	\$36,141.83
8	\$23,795.87	\$26,968.65	\$28,555.04	\$30,141.43	\$31,727.82	\$33,314.21	\$34,900.60	\$36,486.99	\$38,073.38	\$39,659.78
9	\$26,228.82	\$29,726.00	\$31,474.58	\$33,223.17	\$34,971.76	\$36,720.35	\$38,468.94	\$40,217.52	\$41,966.11	\$43,714.70
10	\$29,038.95	\$32,910.81	\$34,846.74	\$36,782.67	\$38,718.60	\$40,654.53	\$42,590.46	\$44,526.39	\$46,462.32	\$48,398.25
11	\$32,291.82	\$36,597.40	\$38,750.18	\$40,902.97	\$43,055.76	\$45,208.55	\$47,361.34	\$49,514.12	\$51,666.91	\$53,819.70
12	\$36,068.51	\$40,877.64	\$43,282.21	\$45,686.77	\$48,091.34	\$50,495.91	\$52,900.47	\$55,305.04	\$57,709.61	\$60,114.18
13	\$40,462.77	\$45,857.81	\$48,555.32	\$51,252.84	\$53,950.36	\$56,647.88	\$59,345.40	\$62,042.91	\$64,740.43	\$67,437.95
14	\$45,590.94	\$51,669.73	\$54,709.13	\$57,748.52	\$60,787.92	\$63,827.32	\$66,866.71	\$69,906.11	\$72,945.50	\$75,984.90
15	\$51,592.61	\$58,471.62	\$61,911.13	\$65,350.63	\$68,790.14	\$72,229.65	\$75,669.15	\$79,108.66	\$82,548.17	\$85,987.68
16	\$58,636.97	\$66,455.23	\$70,364.36	\$74,273.49	\$78,182.62	\$82,091.75	\$86,000.88	\$89,910.01	\$93,819.14	\$97,728.28
17	\$66,930.59	\$75,854.66	\$80,316.70	\$84,778.74	\$89,240.78	\$93,702.82	\$98,164.86	\$102,626.90	\$107,088.94	\$111,550.98
20	\$103,395.15	\$117,181.17	\$124,074.18	\$130,967.19	\$137,860.20	\$144,753.21	\$151,646.22	\$158,539.23	\$165,432.24	\$172,325.25

**Salary Ranges - Nonexempt Hourly**

<u>Grade</u>	<u>75 percent</u>	<u>85 percent</u>	<u>90 percent</u>	<u>95 percent</u>	<u>Mid-point</u>	<u>105 percent</u>	<u>110 percent</u>	<u>115 percent</u>	<u>120 percent</u>	<u>125 percent</u>
4	\$8.08	\$9.15	\$9.69	\$10.23	\$10.77	\$11.31	\$11.85	\$12.39	\$12.92	\$13.46
5	\$8.76	\$9.93	\$10.51	\$11.10	\$11.68	\$12.26	\$12.85	\$13.43	\$14.02	\$14.60
6	\$9.55	\$10.82	\$11.46	\$12.09	\$12.73	\$13.37	\$14.00	\$14.64	\$15.28	\$15.91
7	\$10.43	\$11.82	\$12.51	\$13.21	\$13.90	\$14.60	\$15.29	\$15.99	\$16.68	\$17.38
8	\$11.45	\$12.97	\$13.73	\$14.50	\$15.26	\$16.02	\$16.79	\$17.55	\$18.31	\$19.08
9	\$12.62	\$14.30	\$15.14	\$15.98	\$16.82	\$17.66	\$18.50	\$19.34	\$20.18	\$21.03
10	\$13.96	\$15.82	\$16.75	\$17.68	\$18.61	\$19.54	\$20.47	\$21.40	\$22.33	\$23.26
11	\$15.53	\$17.60	\$18.63	\$19.67	\$20.70	\$21.74	\$22.77	\$23.81	\$24.84	\$25.88
12	\$17.34	\$19.65	\$20.81	\$21.96	\$23.12	\$24.28	\$25.43	\$26.59	\$27.74	\$28.90
13	\$19.45	\$22.04	\$23.34	\$24.63	\$25.93	\$27.23	\$28.52	\$29.82	\$31.12	\$32.41
14	\$21.92	\$24.84	\$26.30	\$27.76	\$29.22	\$30.68	\$32.14	\$33.60	\$35.06	\$36.53

2007-08 Staff Increases

Name	Pay Basis	2006-07		4.50%	2007-08	TO	40-Hr Emp: 95%
		Hourly Rate	Salary		Wage	GRADE RG	All other: 85%
Acosta, Sonia	Hourly	\$11.14	\$23,171.20	\$1,042.70	\$11.64		\$10.23
Armendariz, Dora	Hourly	\$8.98	\$18,678.40	\$840.53	\$9.38	\$1,759.47	\$10.23
Aslin, Lucas	Salary	\$0.00	\$52,000.00	\$2,340.00	\$54,340.00		\$51,669.73
Babcock, Dallas	Salary		\$77,227.54	\$3,475.24	\$80,702.78		
<b>Barb, Charles</b>	<b>RE-CLASSIFY</b>	<b>\$10.63</b>		<b>\$4,867.20</b>	<b>\$12.97</b>		<b>\$12.97</b>
Barlow, Christopher G	Salary	\$0.00	\$32,337.93	\$1,455.21	\$33,793.14		\$32,910.81
Barrett, Brenda	Salary	\$0.00	\$51,625.85	\$2,323.16	\$53,949.01		\$36,597.40
Baumann, Kristopher E	Salary	\$0.00	\$49,000.00	\$2,205.00	\$51,205.00		\$40,877.64
Bergmann, Crystal	Salary		\$29,870.00	\$1,344.15	\$31,214.15		\$32,910.81
Blackburn, Wayne	Salary		\$74,257.25	\$3,341.58	\$77,598.83		
Blau, Kathleen S	Salary	\$0.00	\$44,872.18	\$2,019.25	\$46,891.43		\$45,857.81
Blood, Clyde L	Hourly	\$12.85	\$26,728.00	\$1,202.76	\$13.43		\$11.82
Bluml, Christine	Hourly	\$12.00	\$20,352.00	\$915.84	\$12.54		\$10.82
Brungardt, Kevin	Salary	\$0.00	\$66,095.10	\$4,974.28	\$71,069.38		\$66,455.23
Chastain, Terry	Hourly	\$21.62	\$44,969.60	\$2,023.63	\$22.59		\$15.82
Cole, Jerre S	Salary		\$30,000.00	\$1,350.00	\$31,350.00		\$29,726.00
Collazo, Silvester	Hourly	\$9.83	\$20,446.40	\$920.09	\$10.27	\$1,139.11	\$10.82
<b>Cook, Lenora</b>	<b>FMV/Re-Classify</b>		<b>\$58,632.75</b>	<b>\$8,501.75</b>	<b>\$67,134.50</b>		<b>\$51,669.73</b>
Cox, Jacob	Salary		\$37,000.00	\$1,665.00	\$38,665.00		\$36,597.40
Crist, Dallas	Salary	\$0.00	\$38,750.00	\$1,743.75	\$40,493.75		\$36,597.40
Cruz, Mike	Salary	\$0.00	\$38,236.16	\$1,720.63	\$39,956.79		\$32,910.81
Crymble, Judith	Salary	\$0.00	\$72,253.20	\$3,251.39	\$75,504.59		\$66,455.23
Daniels, Darla	Hourly	\$22.67	\$47,153.60	\$2,121.91	\$23.69		\$15.82
Delgado, Dan	Salary	\$0.00	\$37,311.75	\$1,679.03	\$38,990.78		\$37,471.17
Denison, Katrina	Salary	\$0.00	\$32,337.93	\$1,455.21	\$33,793.14		\$32,910.81
Edwards, Barbara	Salary	\$0.00	\$32,558.95	\$1,465.15	\$34,024.10		\$32,910.81
Edwards, Jennifer	Hourly	\$10.63	\$22,110.40	\$994.97	\$11.11	\$731.43	\$11.46
Estenson, Dennis	Salary		\$77,227.54	\$3,475.24	\$80,702.78		
<b>Evans, Danial P</b>	<b>RE-CLASSIFY</b>		<b>\$35,146.92</b>	<b>\$2,324.08</b>	<b>\$37,741.00</b>		<b>\$37,741.00</b>
Evans, Jenni D	Hourly	\$12.36	\$25,708.80	\$1,156.90	\$12.92		\$11.82
Ferretti, Roxy	Hourly	\$10.71	\$22,276.80	\$1,002.46	\$11.19		\$10.23
Finnegan, Chris	Salary	\$0.00	\$36,668.00	\$1,650.06	\$38,318.06		\$35,292.95
Garrier, Joann	Salary	\$0.00	\$40,384.06	\$1,817.28	\$42,201.34		\$32,910.81
Geier, Nikki	Salary	\$0.00	\$44,910.79	\$2,020.99	\$46,931.78		\$45,857.81
George, Ronald L	Hourly	\$9.27	\$19,281.60	\$867.67	\$9.69		\$10.23
Gilbert, Lesa	Salary	\$0.00	\$28,243.40	\$1,270.95	\$29,514.35		\$29,726.00
Good, Scott	Hourly	\$15.00	\$31,200.00	\$1,404.00	\$15.68		\$14.30
<b>Gorton, Stephen A</b>	<b>RE-CLASSIFY</b>		<b>\$27,810.00</b>	<b>\$5,737.58</b>	<b>\$33,547.58</b>		<b>\$33,547.58</b>
Gough, Andrew	Salary		\$44,969.60	\$2,023.63	\$46,993.23		\$40,877.64
Guerrero, Larry	Hourly	\$10.14	\$21,091.20	\$949.10	\$10.60		\$10.23
Guitron, Roy	Hourly	\$10.81	\$22,484.80	\$1,011.82	\$11.30		\$10.23
Haines, Tammy	Salary		\$32,337.93	\$1,455.21	\$33,793.14		\$32,910.81
Harness, Nancy	Salary		\$66,095.10	\$2,974.28	\$69,069.38		\$66,455.23



2007-08 Staff Increases

<u>Name</u>	<u>Pay Basis</u>	<u>Hourly Rate</u>	<u>Salary</u>	<u>4.50%</u>	<u>Wage</u>	<u>GRADE RG</u>	<u>All other: 85%</u>
Harrington, Melinda A	Salary		\$28,000.00	\$1,260.00	\$29,260.00		\$26,968.65
Harrison, Dena	Hourly	\$11.46	\$23,836.80	\$1,072.66	\$11.98		\$11.82
Harrison, Kimberly S	Hourly	\$12.92	\$26,873.60	\$1,209.31	\$13.50		\$12.97
Hash, Jimmy W	RE-CLASSIFY		\$33,327.39	\$4,143.78	\$37,471.17		\$37,471.17
Hawley, Sandy	Hourly	\$13.78	\$28,662.40	\$1,289.81	\$14.40		\$10.82
Heinemann, Carol	Hourly	\$11.10	\$23,088.00	\$1,038.96	\$11.60		\$10.82
Heit, Tiffany L	Salary		\$30,601.76	\$1,377.08	\$31,978.84		\$29,726.00
Hernandez, Dane	Salary		\$29,243.40	\$1,315.95	\$30,559.35		\$29,726.00
Hernandez, Glenn	Hourly	\$10.85	\$22,568.00	\$1,015.56	\$11.34		\$10.23
Hill, Brian	Salary		\$36,831.59	\$1,657.42	\$38,489.01		\$32,910.81
Hill, Linda	Salary		\$32,651.03	\$1,469.30	\$34,120.33		\$32,910.81
Huffman, Jeffery	Salary		\$36,660.30	\$1,649.71	\$38,310.01		\$37,471.17
Jagers, Ashley	Hourly	\$9.00	\$14,400.00	\$648.00	\$9.41	\$1,320.00	\$10.23
Jasper, Brady	Salary		\$26,806.45	\$1,206.29	\$28,012.74		\$27,248.84
Jirgens, Christian	Salary		\$37,000.00	\$1,665.00	\$38,665.00		\$36,597.40
Johnson, Cynthia	Salary		\$31,665.00	\$1,424.93	\$33,089.93		\$36,597.40
Johnston, Larry	Salary		\$45,456.50	\$2,045.54	\$47,502.04		\$32,910.81
Kemper, Barbara J	Hourly	\$10.32	\$21,465.60	\$965.95	\$10.78	\$656.45	\$11.10
Krehbiel, Vicki	Salary	\$0.00	\$37,814.07	\$1,701.63	\$39,515.70	\$1,361.94	\$40,877.64
Larson, Robert	Salary	\$0.00	\$65,940.44	\$2,967.32	\$68,907.76		\$51,669.73
Lee, Jordan J	Salary	\$0.00	\$29,570.15	\$1,330.66	\$30,900.81		\$29,726.00
Lucas, Jill A	Salary	\$0.00	\$29,243.40	\$1,315.95	\$30,559.35		\$29,726.00
Machotka, Diana E	Salary	\$0.00	\$32,548.00	\$1,464.66	\$34,012.66		\$32,910.81
Mader, Debra	Hourly	\$18.75	\$39,000.00	\$1,755.00	\$19.59		\$17.60
Mann, Deanna	RE-CLASSIFY		\$51,493.75	\$4,506.25	\$56,000.00		\$56,000.00
Martinez, Hector	Salary	\$0.00	\$49,118.07	\$2,210.31	\$51,328.38		\$45,857.81
Martinez, Luciana	Hourly	\$12.32	\$25,632.96	\$1,153.48	\$12.88		\$11.82
McKinley, Catherine A	RE-CLASSIFY		\$50,118.07	\$8,353.55	\$58,471.62		\$58,471.62
Morillo, Hector	Hourly	\$13.77	\$28,641.60	\$1,288.87	\$14.39		\$11.82
Moshier, Cheryl	Hourly	\$11.35	\$23,608.00	\$1,062.36	\$11.86		\$10.23
Myers, Lisa	Hourly	\$12.05	\$25,064.00	\$1,127.88	\$12.59		\$10.82
Neal, Donna	Hourly	\$9.20	\$19,136.00	\$861.12	\$9.61	\$1,281.28	\$10.23
Norris, Heath C	Hourly	\$14.16	\$29,452.80	\$1,325.38	\$30,778.18		\$29,726.00
Nunn, Janice	Salary	\$0.00	\$34,557.53	\$1,555.09	\$36,112.62		\$29,726.00
Olson, Mary	Hourly	\$15.40	\$32,032.00	\$1,441.44	\$16.09		\$13.73
Ortiz, Sammy R	Hourly	\$10.79	\$22,443.20	\$1,009.94	\$11.28		\$10.82
Ortiz, Samuel S	Hourly	\$16.14	\$33,571.20	\$1,510.70	\$16.87		\$10.82
Padilla, Virginia	Hourly	\$11.19	\$23,275.20	\$1,047.38	\$11.69		\$10.82
Pearson, Douglas	Hourly	\$13.60	\$21,488.00	\$966.96	\$10.80		\$12.97
Peitz, Audra	Hourly	\$10.63	\$22,110.40	\$994.97	\$11.11		\$10.82
Petrovic, Nikola	Salary	\$0.00	\$33,475.00	\$1,506.38	\$34,981.38	\$2,489.80	\$37,471.17
Quakenbush, Steve	Salary	\$0.00	\$45,777.39	\$2,059.98	\$47,837.37		\$45,857.81
Ratanabouapha, Chanthavy	Hourly	\$9.13	\$18,990.40	\$854.57	\$9.54	\$1,433.43	\$10.23
Richman, Jennifer	Hourly	\$12.18	\$25,334.40	\$1,140.05	\$12.73		\$11.82

2007-08 Staff Increases

<u>Name</u>	<u>Pay Basis</u>	<u>Hourly Rate</u>	<u>Salary</u>	<u>4.50%</u>	<u>Wage</u>	<u>GRADE RG</u>	<u>All other: 85%</u>
Ripple, Jacob	Salary		\$40,000.00	\$1,800.00	\$41,800.00		\$40,877.64
Routon, Timothy	Hourly	\$10.50	\$21,840.00	\$982.80	\$10.97	\$265.20	\$11.10
<b>Ruda, Ryan</b>	<b>RE-CLASSIFY</b>	<b>\$0.00</b>	<b>\$44,872.18</b>	<b>\$6,797.55</b>	<b>\$51,669.73</b>		<b>\$51,669.73</b>
Rydquist, Erin	Hourly	\$11.63	\$24,190.40	\$1,088.57	\$12.15		\$11.82
Santana, Jose S	Hourly	\$9.80	\$20,384.00	\$917.28	\$10.24		\$10.23
Sawyers, Ryan	Salary		\$27,707.00	\$1,246.82	\$28,953.82		\$27,248.84
Schultz, Barbara	Salary	\$0.00	\$34,738.50	\$1,563.23	\$36,301.73		\$40,877.64
Sena, Amelia	Hourly	\$8.98	\$18,678.40	\$840.53	\$9.38	\$1,759.47	\$10.23
Servantez, Leo	Hourly	\$12.54	\$26,083.20	\$1,173.74	\$13.10		\$10.23
Shaw, David	Hourly	\$10.11	\$21,028.80	\$946.30	\$10.56	\$1,112.90	\$11.10
<b>Siebert, Christine</b>	<b>RE-CLASSIFY</b>	<b>\$10.79</b>		<b>\$2,142.40</b>	<b>\$11.82</b>		<b>\$11.82</b>
Sigwing, Martin	Salary		\$55,545.23	\$2,499.54	\$58,044.77		\$57,471.62
Smith, Lydia	Salary	\$0.00	\$33,155.86	\$1,492.01	\$34,647.87		\$24,576.44
Smith, Ron	Hourly	\$15.59	\$32,427.20	\$1,459.22	\$16.29		\$11.82
Smith, Trent R	Salary	\$0.00	\$51,500.00	\$2,317.50	\$53,817.50		\$45,857.81
Stewart, Judy	Hourly	\$11.65	\$16,216.80	\$729.76	\$12.17		\$10.82
Stoppel, Annie	Hourly	\$11.84	\$24,627.20	\$1,108.22	\$12.37		\$10.82
Tedrow, Beth	Salary		\$88,484.83	\$3,981.82	\$92,466.65		\$75,854.66
Terrones, Belen	Hourly	\$11.73	\$24,398.40	\$1,097.93	\$12.26		\$11.82
Theye, Dale	Hourly	\$8.98	\$18,678.40	\$840.53	\$9.38	\$1,759.47	\$10.23
Trilli, Victor A	Salary		\$67,161.15	\$3,022.25	\$70,183.40		\$66,455.23
Truong, Coi	Hourly	\$9.42	\$19,593.60	\$881.71	\$20,475.31		\$10.23
Ulrich, Jana	Hourly	\$10.94	\$22,755.20	\$1,023.98	\$11.43	\$161.62	\$11.51
Unruh, Nancy	Salary		\$44,872.18	\$2,019.25	\$46,891.43		\$45,857.81
Urie, Janice K	Hourly	\$12.52	\$26,041.60	\$1,171.87	\$27,213.47		\$11.82
<b>VACANT - Counselor/SSS</b>	HALF Salary		\$17,346.63	\$780.60	\$18,127.23		\$16,455.41
<b>VACANT - Groundskeeper</b>	Hourly	\$8.98	\$18,678.40	\$840.53	\$9.38	\$1,759.47	\$10.23
<b>VACANT- IT PROGRAMMER</b>	Salary		\$40,514.40	\$1,823.15	\$42,337.55		\$40,877.64
<b>VACANT-B&amp;I Liaison</b>	HALF Salary		\$20,000.00	\$900.00	\$20,900.00		\$32,910.81
Vagher, Cyd	Salary		\$54,541.23	\$2,454.36	\$56,995.59		\$45,857.81
Warta, Jean	Salary		\$45,000.00	\$2,025.00	\$47,025.00		\$45,857.81
Wigner, Dee	Salary		\$73,226.75	\$3,295.20	\$76,521.95		\$75,854.66
Wilson, Mary A	Salary		\$62,522.18	\$2,813.50	\$65,335.68		\$51,669.73
Winkelman, Patti G	Hourly	\$11.07	\$16,117.92	\$725.31	\$11.57		\$10.82
Winter, Kathy	Hourly	\$11.00	\$22,880.00	\$1,029.60	\$11.50		\$10.82
			\$4,208,194.22	\$225,179.83		\$18,991.04	
Part Time Raises				\$6,000.00			
SOCIAL SECURITY				\$19,138.07			
<b>NEW - Safety Director</b>				\$40,000.00			
<b>NEW - Rodeo Coach - Full Time</b>				\$21,000.00			
<b>NEW - Accommodations Coordinator/Adviser</b>				\$46,000.00			
<b>NEW - HUFA Division Director</b>				\$5,000.00			
<b>Increase to Blue Cross Blue Shield premium</b>				\$40,000.00			
<b>TOTAL "NEW" Money</b>				\$421,308.95			

2007-08 Staff Increases

<u>Name</u>	<u>Pay Basis</u>	<u>Hourly Rate</u>	<u>Salary</u>	<u>4.50%</u>	<u>Wage</u>	<u>GRADE RG</u>	<u>All other: 85%</u>
<b>Grants - Auxillary Funds</b>		<b>2006-07</b>		<b>2007-08</b>		<b>85% of Grade</b>	
Adams, Elaine	Hourly	\$13.00	\$27,040.00	\$1,216.80	\$13.59	\$1,487.20	\$14.30
Aslin, Cristina M	Salary		\$32,548.00	\$1,464.66	\$34,012.66		\$32,910.81
Berkley, Deborah	Salary		\$50,000.00	\$2,250.00	\$52,250.00		\$45,857.81
Bolton, Dale	Salary		\$32,651.03	\$1,469.30	\$34,120.33		\$32,910.81
Calbeck, John	Salary		\$48,338.49	\$2,175.23	\$50,513.72		\$45,857.81
Covarrubias, Karla	Hourly	\$13.33	\$27,726.40	\$1,247.69	\$13.93	\$769.91	\$14.30
Covington, S Kate	Salary		\$37,814.07	\$1,701.63	\$39,515.70		\$40,877.64
Dugan, Janelle	Salary		\$34,272.58	\$1,542.27	\$35,814.85		\$32,910.81
Espinoza, Pedro	Salary		\$31,981.50	\$1,439.17	\$33,420.67		\$29,726.00
Fisher-Gough, Emily	Hourly	\$11.38	\$23,670.40	\$1,065.17	\$11.89		\$10.82
Fitzpatrick, Rebekah	Hourly	\$10.78	\$22,422.40	\$1,009.01	\$11.27		\$10.82
German, Ron	Salary		\$30,600.26	\$1,377.01	\$31,977.27		\$26,968.65
Guerrero, Melissa D	Hourly	\$13.39	\$27,851.20	\$1,253.30	\$13.99	\$639.50	\$14.30
Heinemann, Amy	Salary		\$29,243.40	\$1,315.95	\$30,559.35		\$29,726.00
Holmquist, Linda	Salary		\$58,599.25	\$2,636.97	\$61,236.22		\$36,597.40
Kinney, Tina	Hourly	\$9.75	\$20,280.00	\$912.60	\$10.19	\$1,895.40	\$11.10
Lamb, Colin	Salary		\$43,708.05	\$1,966.86	\$45,674.91		\$40,877.64
Ledford, Jody	Hourly	\$10.73	\$22,318.40	\$1,004.33	\$11.21		\$10.82
Limes, Lois	Salary		\$29,570.15	\$1,330.66	\$30,900.81		\$29,726.00
Lisk, Martha A	Salary		\$38,528.09	\$1,733.76	\$40,261.85		\$32,910.81
Mendoza, Bertha	Salary		\$30,000.00	\$1,350.00	\$31,350.00		\$29,726.00
Ortiz, Ramona	Salary		\$32,673.19	\$1,470.29	\$34,143.48		\$29,726.00
Parker, Deborah	Salary		\$36,111.69	\$1,625.03	\$37,736.72		\$36,597.40
Pawley-Taylor, Royal	Hourly	\$13.41	\$27,892.80	\$1,255.18	\$14.01		\$13.41
Peterson, Kurt	Salary		\$32,337.93	\$1,455.21	\$33,793.14		\$32,910.81
Rodriguez, Itzel	Salary		\$42,272.85	\$1,902.28	\$44,175.13		\$36,597.40
Stadick, Maria Elena	Hourly	\$13.00	\$27,040.00	\$1,216.80	\$13.59		\$10.82
Thomas, Lynette	Hourly	\$10.79	\$22,443.20	\$1,009.94	\$11.28		\$10.82
Thomas, Rebecca	Salary		\$29,243.40	\$1,315.95	\$30,559.35		\$29,726.00
Thykkuttathil, Tessy M	Salary		\$29,570.18	\$1,330.66	\$30,900.84		\$29,726.00
<b>VACANT - Counselor/SSS</b>	HALF Salary		\$17,346.63	\$780.60	\$18,127.23		\$16,455.41
Veesart, Patricia	Salary		\$53,042.63	\$2,386.92	\$55,429.55		\$45,857.81
Vigil, Manuela	Hourly	\$10.79	\$22,443.20	\$1,009.94	\$11.28		\$10.82
			\$1,071,581.37	\$48,221.16		\$4,792.01	
SOCIAL SECURITY				\$4,055.51			
TOTAL "NEW" MONEY				\$57,068.68			