

August 6, 2008

Board of Trustees
Garden City Community College
801 Campus Drive
Garden City, KS 67846

Dear Trustees:

The Board of Trustees will meet in regular session on **Wednesday, August 13, 2008**. **The meeting will be held in the Endowment Room, Beth Tedrow Student Center**, community college campus.

6:30 p.m.: *Budget Hearing for 2008-09 budget*

Budget approval

Immediately following: *Regular meeting of the Board of Trustees*

THE AGENDA

CALL TO ORDER

- A. Comments from the Chair
- B. Open comments from public

CONSENT AGENDA

- A. Approval of minutes of previous meetings (July 9 and 12)
- B. Submit financial information to the auditor
 - o Financial information—Cash in Bank
- C. Approval of personnel actions
- D. Approval of Paramedic to Registered Nurse Bridge Program
- E. Approval of computer monitor bids
- F. Approval of vehicle recommendation (sell, purchase, request to bid)

POLICY REVIEW

- A. Monitoring Reports and ENDS
 - o A1 Monitoring Report—Monthly
 - o A2 Monitoring Report—Annual
- B. Ownership Linkage
 - o B1 Thank you letter from GC Fire Department
 - o B2 Thank you note from Greensburg student
 - o B3 Thank you letter from Senator Pat Roberts
- C. Board Process and Policy Governance Review

REPORTS

- A. President Carol Ballantyne
 - A1 Incidental Information
 - A2 Program Review—Student Services
 - A2a Financial Aid
 - A2b Counseling and Advising and Related Areas
 - A3 Update regarding boiler bid from last month's meeting
 - A4 2008 Finney County Resource Guide
 - A5 2008-2010 Catalog
 - A6 Survey regarding The Citizen Trustee: Profile in Leadership

- B. Report from Finney County Economic Development Corp.

Upcoming calendar dates:

- August 8: Fall Inservice; Fine Arts Auditorium, 8 a.m.
- Sept. 5-6: KACCT/COP meeting; Wichita Airport Hilton (Ballantyne, Schwartz)
- Sept. 10: Regular monthly meeting at 5:30 p.m.
- Oct. 8: Regular monthly meeting at 5:30 p.m.
- Oct. 28-Nov. 1: ACCT Leadership Congress in New York City (Worf, Douglass, Schwartz, Brandenburger, Ballantyne, Daniels)

Executive Session

Adjournment

Sincerely,

Ron Schwartz, 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, Work Force Development*

CERTIFICATE

TO THE CLERK OF Finney County COUNTY, STATE OF KANSAS

We the undersigned, duly elected, qualified and acting officers of
Garden City Community College

certify that: (1) the hearing mentioned in the attached proof of publication was held; (2) after the Budget Hearing this budget was duly approved and adopted as the maximum expenditure for the various funds for the year 2008-2009; and (3) the Amount(s) of 2008 Tax to be Levied are within statutory limitations.

TABLE OF CONTENTS:			2008-2009 ADOPTED BUDGET		
Adopted Budget and Financial Statements	K.S.A.	Page No.	Expenditures & Transfers	Amount of 2008 Tax to be Levied	County Clerk's Use Only
Worksheet CC-1		2			
Statement of Indebtedness		3			
Statement of Conditional Lease, etc.		3a			
Current Funds Unrestricted:					
General	71-204	4&5	18,745,000	9,037,952	
Vocational Education	71-613	6&7	0	XXXXXXXXXX	
Adult Education	71-617	8&9	693,300	0	
Adult Supplementary Education	72-4525	10&11	1,750,000	XXXXXXXXXX	
Employee Benefits	12-16,102	NA	0	XXXXXXXXXX	
Motorcycle Driver Safety	71-1508	12&13	100,000	XXXXXXXXXX	
Truck Driver Training Course	71-1509	NA	0	XXXXXXXXXX	
Auxiliary Enterprise		14	2,000,000	XXXXXXXXXX	
Total Current Funds Unrestricted			23,288,300	9,037,952	
Current Funds Restricted		15	XXXXXXXXXX		
Plant Funds					
Capital Outlay	71-501	16&17	3,497,525	487,711	
Bond and Interest	10-113	NA	0	0	
Special Assessment		NA	0	0	
No Fund Warrants		NA	0	0	
Revenue Bonds	10-113	NA	0	XXXXXXXXXX	
Total Plant Funds			3,497,525	487,711	
TOTAL - ALL FUNDS		XXXXXXXXXX	26,785,825		
Publication		18			
Final Assessed Valuation					

Municipal Accounting Use Only
Received _____
Reviewed by _____
Follow-up: Yes ___ No ___

Assisted by: _____

Attest: _____, 2008

County Clerk

Signature and Title of Elected Official

**DRAFT OF A MOTION TO APPROVE THE BUDGET
AUGUST 13, 2008**

I move that the Board of Trustees certify that the budget hearing was held, that the budget was duly approved and adopted as the maximum expenditure for the various funds for the year 2008-09, and that the amount of 2008 tax to be levied is within statutory limitations (General Fund-- \$* _____ with an estimated mill levy of ** _____ mills, and Capital Outlay Fund \$*** _____ with a mill levy of 1.04 mill)

Further, that the General Fund Operating Budget be set at \$**** _____.

ADMINISTRATION RECOMMENDS:

General Fund

* \$9,037,952

** 19.16

Capital Outlay Fund

*** \$487,711

General Operating Budget

**** \$16,705,094 which includes \$400,750 of cash reserve expenditures (bus, 2 boilers, make up air unit and athletic uniforms).

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

July 9, 2008

Trustees Present: Della Brandenburger, William S. Clifford, Marilyn Douglass,
Ron Schwartz, Steve Sterling, Terri Worf

Others Present: Carol E. Ballantyne, President
Darla Daniels, Deputy Clerk
Beth Tedrow, Dean of Student Services
Kevin Brungardt, Dean of Academics
Judy Crymble, Dean of Technical Education
Cathy McKinley, Director of Human Resources
Steve Quakenbush, Director of Information Services & Publications
Lenora Cook, Director of Nursing
Brenda Barrett and Cynthia Johnson, College Staff
John Haas, Ranson Financial Consultants
Emily Behlmann, *Garden City Telegram*

COMMENTS FROM THE CHAIR. Chair Douglass called the regular session to order at 7 p.m.

OPEN COMMENTS FROM PUBLIC. Chair Douglass noted that no one had registered to make comments.

REORGANIZATION OF BOARD OF TRUSTEES FOR 2008-2009

ELECTION OF OFFICERS

Chair Douglass opened the floor for nominations for Chair of the Board of Trustees for the 2008-09 year.

Worf nominated Schwartz; Clifford seconded that nomination; and the following motion was made:

Worf moved, seconded by Clifford, that nominations cease and Schwartz be elected as Chair of the Board for the 2008-09 year. Motion carried 6-0.

Douglass then asked for nominations for Vice Chair.

Sterling nominated Brandenburger; Clifford seconded that nomination; and the following motion was made:

Sterling moved, seconded by Clifford, that nominations cease and Brandenburger be elected as Vice Chair of the Board for the 2008-09 year. Motion carried 6-0.

Douglass then asked for nominations for Clerk.

Worf nominated Clifford; Schwartz seconded that nomination; and the following motion was made:

Worf moved, seconded by Schwartz, that nominations cease and Clifford be elected as Clerk of the Board for the 2008-09 year. Motion carried 6-0.

Douglass then asked for nominations for KACCT Representative.

Worf stated that she felt it was important to maintain consistency in this position and because she was unable to attend most of the statewide meetings last year, even though she and Schwartz were co-representatives, she withdrew her name for consideration and recommended that Schwartz continue on in this position for another year. Schwartz indicated that he was “okay” with this. *Consensus was that Schwartz would continue serving as KACCT Representative for the 2008-09 year.*

Consensus was that Schwartz would also continue his service as Finney County Economic Development Corporation Representative for the 2008-09 year.

APPOINTMENTS

Douglass referred Trustees to the slate of appointments and asked for a motion approving same.

Worf moved, seconded by Brandenburger, that appointments for 2008-09 be:

- Secretary to the Board Carol E. Ballantyne*
- Deputy Clerk Darla Daniels*
- College Attorney Ward Loyd and Randy Grisell*
- College Engineer Professional Engineering Consultants, P.A.*
- College Treasurer Dee Wigner*
- Designated Agent for KPERS Dallas Crist*
- Alternate Designated Agent for KPERS Dee Wigner and Cathy McKinley*

Motion carried 6-0.

DEPOSITORIES

Clifford moved, seconded by Sterling, that the depositories for 2008-09 be:

Primary Depository: Commerce Bank

*Other Depositories: Western State Bank, First National Bank of Holcomb,
First National Bank of Garden City, Landmark National Bank,
American State Bank, Garden City State Bank, Peoples State Bank,
State of Kansas Municipal Investment Fund,
Security State Bank (Scott City)*

Motion carried 6-0.

CONSENT AGENDA

Chair Douglass asked if Trustees wished to pull any items on the Consent Agenda for the purpose of discussion. Ballantyne asked to pull Item J (approval of purchase orders over \$20,000) until after the budget discussion. She indicated that those items were going to be purchased before the end of the fiscal year (with carryover funds); however, staff got tied up with hail damage issues, CBJT grant delay, etc., so these projects were not able to get completed before June 30.

Clifford commented that the “usual” monthly report detailing personnel new hires, resignations, etc., was not in the packet. Ballantyne explained that McKinley had been out of the office for a few days, but she would present that report at Saturday’s retreat. Ballantyne then asked the Board if they had any concerns about approving a “big list” of contracts for adjunct instructors, part-time employees, etc., at the end of each semester, rather than the “monthly list” detailing same. *Consensus was to do whatever we could to streamline the process!*

MOTION: *Clifford moved, seconded by Brandenburger, that the remainder of the Consent Agenda items be approved as presented. Motion carried 6-0.*

Approved actions follow:

APPROVED MINUTES of previous meeting, June 11, 2008, as written.

SUBMITTED FINANCIAL INFORMATION TO THE AUDITOR, as presented.

APPROVED PERSONNEL ACTIONS, as presented - see attached lists.

APPROVED 2008-09 MOU WITH COLBY, SEWARD COUNTY, DODGE CITY, AND GARDEN CITY COMMUNITY COLLEGES, RE: PARAMEDIC PROGRAM, as presented.

[copy of MOU filed in the electronic Board packet]

APPROVED ANNUAL AGREEMENT FOR SERVICES WITH USD #457, RE: VEHICLE SERVICING., as presented.

[copy of agreement filed in the electronic Board packet]

APPROVED WELDING NEW COURSE FEES, as presented.

- See attached list; \$15/credit hour for several WELD courses

APPROVED PROPOSED PHYSICAL THERAPY ASSISTANT PROGRAM, as presented.

- See attached handout; one of the Title V Grant objectives is to implement a Physical Therapy Assistant Program

APPROVED HAIL DAMAGE RECOMMENDATION, as presented.

- See attached handout. In short, GCCC would “lose” three vehicles to the insurance agency; the proceeds of \$16,779.75 would be used toward the purchase of a new vehicle for the fleet.

APPROVED COMPUTER BIDS FOR 2008-09, as presented. [copy of bid sheet filed in the electronic Board packet]

Desktop	MTC	\$585.79
Notebook	Gateway	\$1,075 with case
Tablets	Gateway	\$1,200
Multimedia	Recommendation is that bids be requested when we are ready to order multimedia stations and <i>not</i> have an annual bid on this equipment	
Monitors	This item will be <i>re-bid</i> because all bids received were for widescreen monitors; GCCC prefers standard screens	
Cartridges	MTC (Brand)	\$15,152.58
Projectors	This item will be <i>re-bid</i> because bids received were not comparative	

OTHER

APPROVAL OF RESOLUTION NO. 2008-05 WITH RANSON FINANCIAL AUTHORIZING LEASE PURCHASE TRANSACTION NOT TO EXCEED \$1,084,000 FOR CAMPUS IMPROVEMENTS

John Haas, Ranson Financial, “walked through” the three actions that needed to be taken this evening as the “next step” on the project to improve the Penka Building and the Fouse Science-Math Building (also known as the “allied health expansion project”): (1) review bids for COPs; (2) accept low bid; and (3) pass resolution authorizing lease purchase transaction (see attached handouts for details).

Review Bids: Haas reported that five bids had been received for the purchase of \$1,084,000 principal amount of “Certificates of Participation, Series 2008A.” Country Club Bank, N.A. (in

conjunction with Western State Bank, Garden City, KS) had the low bid with an average net interest rate of 3.210%. Haas stated that he was very pleased with this rate because a few months ago he estimated the rate to be 3.35%. (The other bids were 3.49%, 3.544%, 4.049%, and 4.055%).

Accept low bid: After reviewing the bids, the following motion was made:

Clifford moved, seconded by Schwartz, that the Board of Trustees accept the low bid from Country Club Bank with an average net interest rate of 3.210% for the Certificates, as presented. Motion carried 6-0.

Pass resolution authorizing lease purchase transaction: Trustees had previously reviewed Resolution No. 2008-05 in the electronic Board packet, and Haas answered appropriate questions. In short, the resolution authorized GCCC to enter into a lease purchase transaction, not to exceed \$1,084,000, to pay for certain improvements to Penka Building and Fouse Science-Math Building. After discussion, the following motion was made:

Worf moved, seconded by Sterling, that the Board of Trustees approve Resolution No. 2008-05, as presented. (copy attached as a part of these minutes)

A RESOLUTION AUTHORIZING GARDEN CITY COMMUNITY COLLEGE TO ENTER INTO A LEASE PURCHASE TRANSACTION, THE PROCEEDS OF WHICH WILL BE USED TO PAY THE COSTS OF ACQUIRING, CONSTRUCTING, AND INSTALLING CERTAIN BUILDING IMPROVEMENTS ON THE COLLEGE CAMPUS IN GARDEN CITY, KANSAS; AND TO APPROVE THE EXECUTION OF CERTAIN DOCUMENTS IN CONNECTION THEREWITH.

Motion carried 6-0.

DISCUSSION OF POSSIBLE RESOLUTION REGARDING REFINANCING OF SERIES 2004 CERTIFICATES OF PARTICIPATION

Haas stated that he had asked Country Club Bank if they were interested in refinancing the Series 2004 COPs. At first glance, Country Club Bank offered a 2% savings, but Haas recommended that the Board hold out for a 3% savings. The Board agreed, so Haas will continue to monitor the situation and let the Board know when it would be a good time to refinance.

POLICY REVIEW

MONITORING REPORTS and ENDS REPORT

Trustees indicated that they had received and reviewed the monitoring reports (monthly, quarterly, semi-annual, and annual). Trustees asked appropriate questions indicating that they felt the semi-annual monitoring report regarding developing additional revenue sources for capital improvement projects was somewhat "passive." Ballantyne stated that she would

gather additional information and present it at Saturday's retreat. Douglass noted that the monitoring reports were accepted as presented.

OWNERSHIP LINKAGE

Trustees received several pieces of correspondence from owners expressing their appreciation for various college activities: (1) email from One Stop employee; (2) email from parents expressing appreciation for help with their student-athlete [recruit]; (3) thank you note from American Cancer Society expressing appreciation for being able to use college facilities for the annual Relay for Life event; (4) thank you note from Barb Larson expressing appreciation for plant in memory of her father.

BOARD PROCESS AND POLICY GOVERNANCE REVIEW

Chair Douglass stated that this item would be discussed at Saturday's Board retreat.

DISCUSSION OF 2008-09 BUDGET

Ballantyne stated that the electronic Board packet contained much budget information including year-end purchases, cash carryover balances for both General and Capital Outlay Funds, revenue projections, salary information for staff and faculty, working budget information, recommendations for the published budget, and more. She "walked through" the various documents and discussed the steps administration had taken to arrive at the proposed budget for 2008-09. Listed below are highlights; complete reports are included in the electronic Board packet.

Year-end Purchases: \$82,166 committed (batting cages, office furniture, John Deere ventilation, kiln, rodeo panels, Jarmer Annex signage, server for Image Now, and more)

Cash Carryover (Reserves), General Fund: \$861,063

Cash Carryover (Reserves), Capital Outlay Fund: \$558,960 (includes oil and gas holdback of three years)

Revenue Projections: Enrollment is projected to be slightly up for 08-09. Ballantyne stated that administration calculated tax revenue at \$471,000 per mill rather than \$488,000 because of the possible tax abatement for Conestoga Energy.

Raises for Staff: At the current time, Ballantyne was recommending a 2.5 percent increase for staff, which is lower than the cost of living index (4.0). The premium for Blue Cross/Blue Shield was scheduled to increase 28% in October. Ballantyne proposed that the college bid health insurance (for enrollment starting in October) and pay the individual cost for staff; she requested that we budget for the worst case scenario (low option individual BCBS) and hope that we can get a less expensive premium through the bidding process.

Raises for Faculty: We are in the third year of a three-year negotiated agreement. The current agreement allows \$301 per month toward the individual health insurance premium for faculty;

faculty will probably negotiate something different when negotiations begin next February for 2009-2010 and beyond.

President's Salary: Will discuss in executive session and then finalize at July 12 retreat.

New money requests include a few cost center increases for new programs that did not have budgets last year and provision for a Physical Therapy Director to begin in February to initiate the accreditation process for the program to begin in 2010.

Proposal to use cash carryover to purchase a bus, two boilers, make-up air unit, two minivans, and athletic uniforms. In addition, set aside in the working budget some of the cash reserves for possible purchase of adjacent land, rental or purchase of a construction trades building, and the cash match if the Community Based Job Training projects gets continued.

Discussion was held and Trustees asked appropriate questions. In short, Ballantyne felt that the budget needed to be raised 2 mills, perhaps 1 ½, to allow for some flexibility in funding individual insurance coverage for staff and to put some things back into the budget that were taken out last year when cost centers were reduced ten percent. Trustees indicated that they felt a 2 mill increase was "huge" in today's world, but understood the necessity of taking care of our employees. Consensus was that administration would study the figures further and bring back lower numbers for consideration at the retreat scheduled for Saturday, July 12.

REPORTS

PRESIDENT CAROL E. BALLANTYNE noted that Trustees had received numerous informational reports. A complete report is filed in the electronic Board packet.

- Incidental Information – highlighted summer activities.
- 2007-08 Scholarship Report – \$383,518.05 was given to 713 students for scholarships!
- Kansas Board of Regents approved Performance Reports –GCCC will receive 100 percent of the new FY 2009 funding for which it is eligible!
- Tax credit sales started July 1 – Ballantyne reported that GCCC had already received one contribution through this higher education deferred maintenance tax credit program!
- Update on hail damaged facilities – Net claim if depreciation is recovered: \$584,777.59

REPORT FROM KACCT/COP MEETING IN HUTCHINSON JUNE 20-21.

Ballantyne and Schwartz gave highlights from the KACCT/COP meeting:

- Discussion (and on-going work) regarding the distribution formula was tabled because of uncertainty of what was happening regarding funding for technical schools

- Proposed revenue may not meet the State's needs
- JCCC asked if next year's legislative session would be a continuation of the "energy debate"
- The process has begun to find a replacement for Shelia Frahm as Executive Director, who planned to retire at the end of the year

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORP.

Schwartz reported the following:

- The old Monfort property had been purchased
- A couple of dairy companies are looking at the Garden City/Finney County area
- Representatives from FCEDC, the Chamber of Commerce, and Downtown Vision will get together on July 22 to begin discussion to try to resolve the split between the FCEDC and the Chamber

UPCOMING CALENDAR DATES. Chair Douglass reviewed the following:

- July 12: Board of Trustees Retreat; 8 a.m.
- August 8: Fall Inservice
- August 13: Budget Hearing at 6:30 p.m.; regular monthly meeting immediately following
- Sept. 5-6: KACCT/COP meeting in Wichita (Schwartz and Ballantyne)
- Sept. 10: Regular monthly meeting at 5:30 p.m.
- October 8: Regular monthly meeting at 5:30 p.m.
- Oct. 28-Nov. 1 ACCT Leadership Congress in New York (Worf, Douglass, Schwartz, Brandenburger, Ballantyne, Daniels)

EXECUTIVE SESSION

Worf moved, seconded by Sterling, that the Board go into executive session at 8:50 p.m. for the purpose of discussing personnel matters of nonelected personnel and their contractual obligations because if these matters were discussed in open session it might invade the privacy of those discussed, and that the Board of Trustees reconvene into open session at 9:20 p.m. Motion carried 6-0.

Board recessed into executive session at 8:50 p.m.

Board reconvened into regular session at 9:20 p.m.

No official action was taken, and the meeting adjourned at 9:21 p.m.

Darla J. Daniels
Deputy Clerk

Carol E. Ballantyne, Ph.D.
Secretary

Ron Schwartz
Chair of the Board

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

July 12, 2008

Trustees Present: Della Brandenburger, William S. Clifford, Marilyn Douglass,
Ron Schwartz, Terri Worf

Trustee Absent: Steve Sterling

Others Present: Carol E. Ballantyne, President
Darla Daniels, Deputy Clerk
Dee Wigner, Executive Dean of Administrative Services
Steve Quakenbush, Director of Information Services & Publications
Brenda Barrett, Assistant Director of Information Technology
Emily Behlmann, *Garden City Telegram*

COMMENTS FROM THE CHAIR. Chair Schwartz called the special retreat session to order at 8 a.m. and stated that the purpose of the meeting was to:

1. Approve 2008-09 working and published budget for publication
2. Review the policy governance document

He noted that approval of the President's contract for 2008-09 and the purchase orders over \$20,000 would also be discussed inasmuch as those items were part of the budget discussion and were carried over from the regular Board meeting held on July 9. Schwartz then asked Douglass to chair the remainder of the meeting inasmuch as she was the Chair of the Board when this meeting was scheduled.

Douglass then asked Ballantyne to continue with the budget discussions from three nights ago.

Ballantyne distributed **updated budget information** (copy attached as a part of these minutes) which showed the cash carryover ending higher than originally expected because the insurance payment came in from the May hail damage and some yearend purchase orders were cancelled for various reasons. Ballantyne shared highlights from two budgets—one calling for 1.25 mill increase and one calling for 1 mill increase. In short, her recommendation was:

Working budget be set at \$16,304,344

Which includes:

- Staff raises of 3.5%
- Increase staff health insurance coverage paid by the college to the cost of a full individual policy
- Faculty raises per negotiated agreement
- New money requests of \$48,002
- Uncontrollable cost increases of \$328,700

In addition, one-time money requests:

35 passenger bus	\$ 98,750
Two boilers	250,000
Make-up air unit	27,000
Athletic uniforms	<u>25,000</u>
TOTAL	\$400,750

Ballantyne noted that these new numbers held the mill levy down by deferring the purchase of two mini vans for the college fleet and using \$650,000 in reserve funds.

Discussion was held, and Trustees asked appropriate questions. After discussion, the following motion was made:

Clifford moved, seconded by Worf, that the Board of Trustees authorize for publication a budget for the Fiscal Year 2008-09 with a General Fund tax in the amount of \$9,037,952 with an anticipated General Fund mill levy of 19.16 mills. Further, that the Board authorize the publication of a Capital Outlay tax equal to one mill. Motion carried 5-0.

The Board then turned their attention to **four purchase orders over \$20,000**, which had been pulled from the Consent Agenda at the July 9 Board meeting upon Ballantyne's request that they be approved after the budget discussion:

- o Master's Transportation, Inc., \$98,750; 35 passenger bus
- o Tatro Plumbing Co., Inc.; \$275,000; two boilers and make up air unit
- o Electrical Solutions Co.; \$67,834.22; electrical work for welding lab
- o Tatro Plumbing Co. Inc.; \$49,500; make up air unit/exhaust fans for welding lab

Worf moved, seconded by Schwartz, that the Board of Trustees approve the four purchase orders detailed above, using "one-time money," as presented.

Discussion was held. Clifford expressed concern that there was only one bid on the boiler project. Ballantyne explained that other companies weren't willing to bid on the boilers because they tie into the campus heating and cooling loop that was also installed by Tatro. Discussion continued, with Clifford reiterating that he would have preferred that the project was bid. Worf stated that she would let her motion stand, but agreed that it would be smart to bid in the future. Trustees asked that the minutes reflect that the Board recognized that this

was an exception to policy and this decision was made in the interest of facilitating the college's needs, but in the future, administration should be mindful of following the bid policy.

Motion carried 4-0, with Clifford voting "nay."

Trustees then turned their attention to the president's contract for 2008-09.

Clifford moved, seconded by Schwartz, that the Board of Trustees approve a two-year contract for President and CEO Carol Ballantyne (July 1, 2008 – June 30, 2010) and that the salary for the 2008-09 year be \$123,675.22, and that she be allowed to carryover 30 vacation days. Motion carried 5-0.

Clifford stated that this increase reflected the Board's confidence in Ballantyne to carry out the mission of the college, and Douglass expressed appreciation for Ballantyne's loyalty and dedication.

Trustees then turned their attention to two additional reports that Ballantyne had given them (also left over from the July 9 Board meeting):

- monthly Human Resources report
- revised Monitoring Report detailing additional information on the Mission

Trustees noted that this was the kind of data they were looking for. Douglass stated that the reports would be accepted as presented.

Trustees then took a 10 minute break.

Review Policy Governance Document

Inasmuch as the Policy Governance Document contained "a lot" of policies, Douglass asked Trustees to share their priorities for today's meeting. Those priorities included:

- Whether there should be additions to the workforce development objective
- Ways to give feedback in any future instance when the Board might not be satisfied with the President's performance
- Whether Trustees should strengthen their requirement that the President seek alternative revenue sources for the college
- A succession plan that could be used in the event the President might depart, either unexpectedly or with advance notice

After much review and discussion, the following motion was made:

Clifford moved, seconded by Worf, that the following statement be added to page 7 of the Policy Governance Document, effective immediately:

13. The President shall not fail to outline a process that transitions leadership of the

College in the event of a planned or unplanned departure.

Motion carried 5-0.

Discussion continued regarding the priorities listed above, although no official action was taken. Trustees did ask that future monitoring reports discussing revenue sources be more specific as to what activities, processes, ideas, plans, etc., were being explored for securing/developing additional revenues. Trustees also asked that a report be written that listed all of the CEO's interpretations and justifications "in one place" and that a year's worth of monitoring reports be "in one place." Ballantyne stated that she would work on that and get those items posted to the Trustees' web page.

There being no further business, meeting adjourned at 11:45 a.m.

Darla J. Daniels
Deputy Clerk

Carol E. Ballantyne, Ph.D.
Secretary

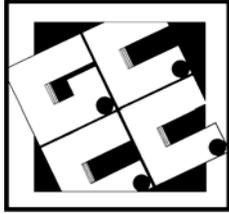
Ron Schwartz
Chair of the Board

As of 7/31/2008

		Amount	% Rate
Cash in Bank:	Commerce Bank	\$ 209,472.49	0.1500%
	Security State - Scott City	\$ 23,734.04	0.0000%
	State Municipal Invest. Pool	\$ 1,530,143.29	1.9410%
	Landmark National Bank	\$ 3,250,238.72	2.0000%

Investments:

Institution	Type	Amount	% Rate	Beg. Date	End Date
American State Bank	CD	\$ 1,000,000.00	4.1900%	12/18/07	10/23/08
American State Bank	CD	\$ 1,000,000.00	4.1900%	12/18/07	11/24/08
American State Bank	CD	\$ 1,000,000.00	4.1900%	12/18/07	12/18/08
Commerce Bank	CD	\$ 2,000,000.00	2.4900%	05/30/08	12/01/08
First National Bank	CD	\$ 2,000,000.00	2.7100%	05/30/08	12/01/08



Garden City COMMUNITY COLLEGE

Aug. 6, 2008

To: Board of Trustees

From: Cathy McKinley, Director of Human Resources

New Hires

Luis Barboza, Custodian, effective July 9, 2008

Mike Dudley, Asst. Baseball Coach, effective Aug. 11, 2008

Dawnnel Rae Francis, Math Instructor, effective Aug. 5, 2008

Jay Gundy, part-time Athletic Grounds/2nd Asst. Baseball Coach, effective Aug. 4, 2008

Wade Kunze, Asst. Rodeo Coach, effective Aug. 4, 2008

Abelardo Munoz, Custodian, effective Aug. 13, 2008

Megan Neubauer, Child Care Assistant, effective Aug. 1, 2008

Separations

Dane Hernandez, Student Activities Coordinator, effective July 27, 2008

M. Edward Hibbs, Career Transition Advisor, effective July 14, 2008

Mia Horn, Cosmetology Instructor, effective Spring 2009

Matt Parker, Athletic Grounds/Asst. Baseball Coach, effective July 31, 2008

Ryan Sawyers, Asst. Baseball Coach, effective July 31, 2008

Adam Sharp, English Instructor, effective July 21, 2008

Marvin Wippering, Industrial Maintenance Instructor, effective July 25, 2008

Retirements

Transfers/Promotions

Linda Miller, ESL Head Instructor, effective July 1, 2008

Vacancies

Asst. Men's Basketball Coach

Asst. Volleyball Coach

Asst. Women's Basketball Coach

Career Transition Advisor

Computer Technician

Cosmetology Instructor

Dean of Continuing Education & Community Service

English Instructor

Industrial Maintenance Instructor

Next Step Career Transition Advisor

Perkins Transition Advisor

Student Activities Coordinator

August 5, 2008

To: Board of Trustees

From: Carol Ballantyne, President

RE: **Approval of the Paramedic to Registered Nurse Bridge Program**

With the shortage of nurses all over the country, new strategies to recruit students into nursing programs are being designed. The Paramedic to Registered Nurse bridge program encourages current paramedics to expand their health care skills and career options by pursuing additional education that leads to licensure as a registered nurse. A student completing this program will be versatile and able to work in either the emergency medical service or nursing field.

Graduates of GCCC's Paramedic program have been expressing a desire for the college to pursue implementation of this program for several years. Currently, these students must take a minimum of two more years to complete the ADN program with much of the curriculum duplicating the knowledge/skill competencies that Paramedics have learned and are using in their daily work. The bridge program eliminates instruction that is common to both programs, thereby reducing the completion time to one year.

In order to gain a better indication of demand for this program from potential applicants and employers, a survey was sent to stakeholders including graduates, ground and air-based EMS services and hospitals across western Kansas. Fourteen surveys were received. The response to the proposed bridge program was very positive.

Current facilities and equipment are adequate to support all bridge courses. However, one additional full-time instructor will need to be hired to support the instruction and clinical components of this program. This instructor must be a Registered Nurse with a Masters degree, or a Registered Nurse with a Bachelors of Science in Nursing degree and a Masters in progress. This program will be designed with a hybrid instructional format that allows students to receive lectures through multiple methods such as CD/DVD, Blackboard, and simulation seminars while learning the hands-on skills through face-to-face meetings.

TIMELINE

Board of Trustees, approval requested	August 13, 2008
Submit program requests to KBOR and KSBN	October 1, 2008
Approval notification from KBOR and KSBN	December 2008
New syllabi reviewed/approved by Learning Services	Begin process as soon as program approved
Advertising begins	January 2009
Application packet ready	January 2009
One instructor hired	Late spring 2009
Begin accepting class	July 2009
Program begins	August 2009

MPC \ Gateway**Zones****ByteSpeed****MTC****Nex-Tech**

17" Standard	\$ 185.00	Gateway			\$ 153.29	V7	\$ 189.00	Acer
17" Wide Screen	\$ 175.00	Gateway	\$ 153.82	Acer	\$ 189.00	Envision	\$ 190.39	Acer
19" Standard	\$ 210.00	Gateway			\$ 198.49	V7	\$ 235.00	Acer
19" Wide Screen	\$ 190.00	Gateway	\$ 174.69	Acer	\$ 199.00	Envision	\$ 178.49	V7
20" Standard	\$ -		\$ 204.67	Acer			\$ 249.00	Acer
20" Wide Screen	\$ 285.00	Samsung			\$ 205.00	Envision	\$ 208.00	BENQ
21" Standard			\$ 215.99	Acer	\$ 250.00	Envision		
21" Wide Screen					\$ 209.95	V7	\$ 265.00	Acer

Recommendation:

MTC (Midwest Technology Connection)

MTC is the overall lowest bid on all monitors except the 17" wide screen.

MTC has supplied good warranty and customer service to GCCC in the past.

August 7, 2008

To: Carol Ballantyne

From: Dee Wigner
Jennifer Edwards

RE: **Vehicle Recommendation**

We have inspected the vehicles damaged by the recent hail storms. Attached is a list of all vehicles damaged, the amount of insurance payment and our recommendation for each vehicle. When considering whether or not to repair a vehicle, we looked at the mileage on the vehicle, the main use of the vehicle and the amount of damage. **We are recommending that repairs be made to the newer vehicles and those that are used for team travel.**

I am also requesting that insurance coverage on several vehicles be changed from full coverage to liability only. These vehicles are of little cash value and it is no longer necessary to carry full coverage insurance.

We would like permission to sell two vehicles. One is the 1982 Bus that is in need of mechanical repair and has been replaced by the new 35-passenger bus. The second is a 1995 GMC maintenance van with mechanical problems that has been parked for several months.

We would like to request that the remaining insurance proceeds be used to purchase 3 mini-vans. Four vehicles were totaled by the hail storm and have been removed from the fleet. Several other fleet vehicles have high mileage and will soon need to be replaced. **Insurance proceeds and current budget would allow us to purchase a total of 5 vehicles which would greatly improve the safety and reliability of our fleet.**

UNIT #	YEAR	MAKE	MODEL	VIN	ASSIGNMENT	MILEAGE	DAMAGE	RECOMMENDATION
						12/31/2007		
1	1982	MCI	Bus	3534	FLEET	410207	\$5,432.00	Sell bus - Replaced with new 35-passenger
2	1998	EIDorado	Mini Bus	530723	FLEET	150892	\$131.95	Repair broken lights
3	1998	Ford	Mini Bus	A32987	FLEET	162663	\$3,715.81	Repair broken lights - do not repair damage to roof
4	1998	MCI	Bus	60171	FLEET	350974	\$5,255.94	Repair broken lights - do not repair damage to roof
5	2001	GMC	Mini Bus	193732	TRiO	21232	\$3,510.50	Do not repair
14	2000	Ford	Crown Vic	148186	CJ		\$3,098.56	Do not repair - change to liability only
15	1999	Ford	Crown Vic	164504	CJ		\$2,820.56	Do not repair - change to liability only
19	2000	Ford	Taurus	165439	AUTOMOTIVE		\$2,124.99	Do not repair - change to liability only
30	1995	Ford	Van	A76539	ANNEX		\$1,949.32	Do not repair - change to liability only
31	1992	Dodge	Van	120784	ALC VAN		\$1,854.00	Do not repair - change to liability only
33	1994	Dodge	Van	584058	MAINTENANCE	160771	\$1,427.50	Do not repair - change to liability only
34	1995	Dodge	Van	535809	MAINTENANCE		\$1,577.50	Do not repair - change to liability only
35	1995	GMC	Van	553769	MAINTENANCE	126435	\$2,072.00	Sell van
36	1997	Ford	Van	A91800	MAINTENANCE	140665	\$1,460.00	Do not fix - change to liability only
37	2002	GMC	Van	146358	MAINTENANCE	40006	\$2,261.50	Repair damage - used as backup for team travel
	2003	Ford	Van	B70897	MEATS	80000	\$1,715.40	Repair damage - used for team travel
39	2000	Dodge	Van	126314	MAINTENANCE	89967	\$2,165.00	Do not repair
44	1996	Ford	F250	B65566	RODEO		\$2,257.77	Do not repair - change to liability only
47	2003	Chevrolet	S-10	126118	MAINTENANCE	38340	\$2,501.00	Do not repair
55	2003	Ford	Taurus	265327	FLEET	154242	\$3,562.72	Do not repair - change to liability only
56	2005	Ford	Crown Vic	106963	FLEET	114876	\$3,493.56	Repair windshield and lights
57	2005	Ford	Crown Vic	106962	FLEET	123808	\$3,238.56	Repair windshield
59	2005	Buick	Century	134381	FLEET	124789	\$115.00	Repair damage
71	2000	Dodge	Van	126317	FLEET	144383	\$1,804.50	Repair mirrors only
72	2001	Dodge	Van	526098	FLEET	100971	\$1,489.50	Repair mirrors only
73	2001	Dodge	Van	526099	FLEET	105745	\$1,689.50	Repair mirrors only
74	2005	Chevrolet	Van	229048	FLEET	58064	\$2,314.50	Repair damage
75	2005	Chevrolet	Van	229729	FLEET	65000	\$2,536.38	Repair damage
76	2004	GMC	Van	244079	FLEET	85091	\$2,314.50	Repair damage
81	2001	Ford	Windstar	C31854	TRiO		\$2,968.50	Do not repair
82	2005	Dodge	Caravan	142876	FLEET	117435	\$500.00	Do not repair
83	2007	Honda	Odyssey	O75928	FLEET	4501	\$2,976.34	Repair damage
84	2007	Honda	Odyssey	403180	FLEET	8140	\$4,560.46	Repair damage
93	1998	Blair	Trailer	O72373	FLEET		\$156.00	Repair damage
Vehicles totalled								
12	1996	Ford	Crown Vic	117243			\$3,679.30	
51	2001	Ford	Taurus	220403			\$3,435.67	
52	2001	Ford	Taurus	220404			\$3,181.81	
53	2001	Ford	Taurus	220405			\$3,110.83	
54	2003	Ford	Taurus	265326	SECURITY		\$3,532.19	
							\$97,991.12	
							\$21,750.00	Estimated cost of repairs
							\$76,241.12	Available to purchase new vehicles

AUGUST 2008 MONITORING REPORT

EXECUTIVE LIMITATIONS	MONTHLY
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General Executive Constraints	#9	Page 7
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There shall be no conflict of interest in awarding purchases or other contracts.	
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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
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General Executive Constraints	#10	Page 7
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The President shall not allow for purchases without first giving consideration to local businesses, with a maximum 10% premium to local businesses.	
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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
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Asset Protection	#5	Page 12
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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.	
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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 Great Western Dining – 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 #180352 to Liberty Mutual Insurance for \$79,046.00 annual workers compensation insurance. The Board approved this requisition at the June 2008 Board meeting.
- Check #180392 to Datatel for \$165,078.00 for annual software maintenance. The board approved this requisition at the June 2008 Board meeting
- Check #180393 to Dissinger Insurance Service for \$109,968.00 for annual athletic insurance premium. The Board approved this requisition at the June 2008 Board meeting.
- Check #180436 to Fisher Scientific Co., LLC for \$29,700.71 for equipment for the meats lab. The Board approved the total cost of \$34,399.51 at the May 2008 Board meeting.
- Check #180510 to Western Kansas Broadcasting for \$18,103.00 for enrollment advertising package. Bid sheet attached indicating single source provider.
- Check #180518 to School Datebooks for \$11,400.75 for student handbooks. Bid Sheet attached indicating lowest bidder selected.
- Check #180638 to Clean Air America, Inc. for \$61,479.00 for welding stations. The Board approved this purchase at the May 2008 Board meeting. .
- Check #180642 to Kent Audio Visual for \$12,341.00 for smart board equipment. Bid Sheet attached indicating preferred company will train on equipment.
- Check #180674 to Electrical Solutions Co. for \$18,400.00 for partial payment for electrical work done in the welding lab. The Board approved the total cost of \$67,834.22 at the July 2008 Board meeting.

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

- Check #180452 to Professional Engineering for 10,430.34 for professional services related to the welding shop remodel. No bid sheet required, as this is the College Engineer.
- Check#180424 to City of Garden City for \$39,481.26 for utilities.
- Check # 180572 to Blue Cross – Blue Shield for \$112,841.22 for August health insurance premiums.

AUGUST 2008 MONITORING REPORT

ANNUAL REPORT

EXECUTIVE LIMITATIONS

Treatment of People

#1

ANNUAL

Page 8

The President shall not operate without procedures which clarify student and staff rules, provide for effective handling of grievances and complaints, and protect against wrongful conditions.

CEO's Interpretation and its justification: The President needs to ensure that policies and procedures are established to handle staff and student grievances and protect both from wrongful conditions.

Data directly addressing CEO's interpretation: Administrative policies and procedures have been developed to ensure that staff is aware of rules, how grievances are handled and what to do when encountering wrongful conditions on campus. The Board sees revisions in a monitoring report semi-annually and will approve them annually. State statute requires that they be rescinded and re-approved with revisions, thus taking care of any legal issues regarding policies.

Policies and procedures are examined by College personnel. If changes are needed, the internal governance system studies it and makes recommendations to Cabinet. If the Cabinet agrees at the first reading, it is sent to all staff for questions and concerns and then a 2nd reading two weeks later. If it is all approved, it is finalized and sent to all staff and put on the web. If it is not approved, it is sent back to the committee for further revisions.

The staff manual, the student handbook, athletic handbook and catalog are all taken from this document.

The Business Office is in the process of revising their procedures. Forms for the procedures will also be put on the web.

EXECUTIVE LIMITATIONS

Treatment of People

#2

ANNUAL

Page 8

The President shall not discriminate against anyone for expressing an ethical dissent.

CEO's Interpretation and its justification: The President shall set up a system to ensure that no one is discriminated against for expressing an ethical dissent.

Data directly addressing CEO's interpretation: The Human Resources Office works with all questions of discrimination and has not received any complaints. The Internal Governance system was set up to allow everyone to be able to express opinions and views on the workings of the College.

EXECUTIVE LIMITATIONS**Treatment of People****#3****ANNUAL****Page 8****The president shall not withhold a due process procedure from faculty.**

CEO's Interpretation and its justification: Due process shall be established for the faculty by the negotiated agreement and the president will ensure that personnel adhere to the procedure.

Data directly addressing CEO's interpretation: The President has established the Human Resources Office as the office that works with the appropriate Dean and the faculty member to ensure that the due process is followed.

EXECUTIVE LIMITATIONS**Treatment of People****#4****ANNUAL****Page 8****The president shall not withhold an appeal process from staff and students.**

CEO's Interpretation and its justification: The President shall ensure that the appeal process is available to everyone.

Data directly addressing CEO's interpretation: No student or staff member has been denied due process this past year. The expanded job description of the Human Resources Officer includes keeping our procedures consistent and allowing everyone due process.

EXECUTIVE LIMITATIONS**Treatment of People****#5****ANNUAL****Page 8****The President shall not prevent faculty from grieving to the Board when internal grievance procedures have been exhausted.**

CEO's Interpretation and its justification: The President shall allow faculty access to the Board of Trustees if the grievance procedure has been exhausted.

Data directly addressing CEO's interpretation: No faculty member has asked for access to the Board when the internal procedures have been exhausted.

EXECUTIVE LIMITATIONS**Treatment of People****#6****ANNUAL****Page 8****The President shall not fail to acquaint students and staff with their rights and responsibilities.**

CEO's Interpretation and its justification: The President shall ensure that staff and students are acquainted with their rights and responsibilities.

Data directly addressing CEO's interpretation: The rights and responsibilities of students, staff, student athletes and student activities are covered in the GCCC catalog, student handbook, on the web, staff handbook, activity handbook and athletic handbook. All offices that deal with student complaints remind students of the process if they have concerns. Staff has access to the employee manual, faculty manual, adjunct faculty manuals and the negotiated agreement.

EXECUTIVE LIMITATIONS

ANNUAL

Treatment of People

#Preamble

Page 8

With respect to treatment of students, staff, volunteers, and the community, dealings shall not be inhumane, unfair, or undignified.

CEO's Interpretation and its justification: The President shall ensure that people are treated in a humane, fair and dignified way.

Data directly addressing CEO's interpretation: I have no concerns about the treatment of people. We are trying to find methods to recognize people more and let them know they are appreciated and doing a good job. We will continue to work to try to make people feel valued.



Garden City Fire Department

P.O. Box 499
302 N. 9th
Garden City, KS 67846
E-mail: fire@garden-city.org

Jeff Deal
Deputy Fire Chief
(620) 276-1146
Fax: (620) 276-1147

Memo

To: GCCC President Carol Ballantyne
From: Deputy Chief Deal
Date: 07-01-08
RE: Greg Greathouse and Trena Moquett

Dear Mama

On behalf of the fire department I would like to express my thanks and appreciation for two of your employees. Greg Greathouse and Trena Maquett spoke to my fire fighters concerning fire fighter fitness, both were very knowledgeable and their instruction was extremely beneficial. These are obviously two people who know what they are doing and are a credit to our community college and our community in general. I will most certainly relay on them in the future.

You should take pride in the job they do and their willingness to serve beyond their daily duties.

Thanks again,

Jeff Deal
Deputy Chief, Garden City Fire Department



Thank You

Dear Lisa & Dean Tudrow ~

Thank you so much for waiving Subal's housing expenses. This is a very gracious and unexpected gift. Everyone at GCC is so nice and has been extremely helpful to us. Subal is looking forward to begin his college life there. Thank you again for taking such good care of Subal. You are a blessing.

For the thoughtfulness that always
seems so much a part of you.

Sincerely,
Ritchie, Cheryl & Subal Webster
Student from Greensburg

PAT ROBERTS
KANSAS

109 HART SENATE OFFICE BUILDING
WASHINGTON, DC 20510-1605
202-224-4774
<http://roberts.senate.gov>

COMMITTEES:
AGRICULTURE
FINANCE
HEALTH, EDUCATION,
LABOR, AND PENSIONS
ETHICS

United States Senate

WASHINGTON, DC 20510-1605

June 30, 2008

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

Dear Dr. Ballantyne:

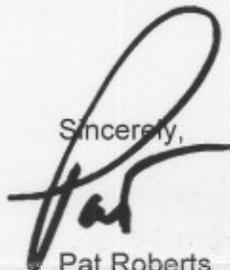
Thank you for taking the time to write to inform me of your request to modify the initiation and completion dates of Garden City Community College's Community-Based Job Training grant. I appreciate hearing from you.

I understand the difficulty that can come with working with various government agencies and trying to align dates for projects. Please keep me informed on the status of your request with the Department of Labor and do not hesitate to contact me if you encounter any obstacles.

Again thank you for taking the time to contact me. If you would like more information on issues before the Senate, please visit my website at <http://roberts.senate.gov>. You may also sign up on my home page for a monthly electronic newsletter that will provide additional updates on my work for Kansas.

With every best wish,

Sincerely,



Pat Roberts

PR:ae

**Incidental Information
GCCC Board of Trustees
August 2008**

The first of several **LifeSkills training sessions** was completed here at GCCC (taught by Becky Thomas). There were 7 participants and all received certificates allowing them to present LifeSkills training. This training was for youth and was very well received.

The Prevention Center met with Hector Martinez (GCCC) and Mark Welch (Finney County Law Enforcement Center) to discuss methods of keeping the **GED program alive at the jail**. The pilot program served numerous participants, two of whom passed their GED exam. The Regional Prevention Center will help mobilize resources to keep the program functioning through 2008.

The Finney County Community Health Coalition, with technical assistance from the **Prevention Center**, was awarded a Catholic Health Initiatives grant, which will total \$200,000 over three years. These funds will be used to create a Center for Children and Families in Garden City, which will provide parenting, nutrition, exercise, and social skills to youth, parents and citizens.

The Prevention Center met with Darrel Lang of the Kansas Department of Education to begin the development of community awareness, assessment and planning on the issues of **Teen Pregnancy and HIV/AIDS in Finney County**.

The Prevention Center received the signed title page for their **grant renewal amendment** from SRS, which finalizes the grant renewal funding agreement for Fiscal Year 2009.

Community Assessment surveys have been completed and capacity building plans continue for the Finney County Community Health Coalition in connection with their **Underage Drinking Grant**.

CTAG- Citizens Totally against Graffiti group held a conference call with Sally Zellers with Safe Streets of Topeka and discussed possible strategies to organize neighborhoods to combat graffiti and other forms of vandalism. Plans are underway for National Night Out activities.

With the close of July came the close of **Kids' College**. The total for Kids' College was 467 enrollments for 2008. Scott City Kids' College second session met with 7 classes and 45 registered students, generating \$1,188 in fees. This year was the first time 4 years old and Pre-K attended, and with the interest shown, we will offer classes for them in the future. A meeting open to the Scott City community on organizing a playground was held with over 40 people in attendance.

The GCCC KSBDC participated in the **Jetmore Business Fair** on July 9 with a booth and a presentation on Marketing. The director attended the Cultural Awareness seminar presented that evening in Garden City. Two Steps to Startup Workshops were held on July 15 with a total of 10 participants. A Success Story for the GCCC KSBDC, EWE Specialties of Garden City, was featured in a front page story of the Garden City Telegram in July.

On Monday, July 14, State Director Wally Kearns and Regional Director Pat Veasart gave presentations in Dodge City and Liberal with Presidents Burke and Dunn and several deans at each school to discuss the possibility of adding outreach centers for the GCCC KSBDC based on their campuses. Each **outreach center** would be funded by the hosting college (Dodge City and/or Seward County) and funds from the KSBDC set aside for outreach centers. This would allow 1-2 new consultants to be hired to cover those service areas at no further cost to Garden City Community College. The colleges are considering the proposals and further information will follow if they choose to become a part of the network.

Five **B & I contract training** sessions were held this month. One – a day-long event for all support staff of SW Kansas Area Mental Health. Worked with Finney County Young Professionals to facilitate a visioning session and follow up goal setting and action plan training and development.

Planning continues for the **Finney County Job Fair** with Finney County Economic Development, Garden City Chamber of Commerce, and Kansas Works; September 16th, noon – 5:00 pm.

A grand total of **199 people trained** by Business and Industry in the month of July!

The Physical Plant staff has been very busy preparing the campus for the beginning of the school year. Tile is being installed in the Technical Building. Electrical and mechanical work continues on the Welding Lab. The welding booths, welders and related equipment have arrived.

Great Western Dining took over food service effective July 1. Custodial staff worked very hard to deep clean the kitchen and snack bar areas. Dan Karczewski has been hired as the new Food Service Manager for **Great Western Dining**. Joshua Hatcher is the chef and Assistant Manager.

Kate Covington and the coaches have now moved in to their remodeled apartments. The **rental house** at 1718 Mike's Drive has been demolished.

Dirt work has begun at the **construction site for Penka addition**. The soccer fields were prepared for camp. Over 3,000 sq ft of sod was laid at Tangeman Fields and around the Fine Arts Building and the Library.

Judy Crymble and Cyd Vagher compiled information to complete the **close-out documents for the Workforce Development grants** that ended June 30, 2008. This included gathering and reporting information on six different funding streams over four fiscal years. The grants closed were the Adult, Dislocated Worker, DW Rapid Response, Incentive, Transition and Rapid Response grants that GCCC contracted through the Local Area 1 Workforce Board to operate.

The business office staff spent many hours in July in **year-end processing and preparation for the annual audit**. Lewis, Hooper and Dick had an audit team on campus conducting field work for the audit July 21-29.

Project Destiny has been offering math workshops on campus every Friday from 10 a.m. to 2 p.m. where area students come to participate every week in preparation for the GED Official exams. We also continue to serve as the main hub for our area classes while each site has its own activities.

Ulysses: Our first group of students for this session is half way done with their official exams while we have recruited new students in this site. Math workshops have also continued to be offered in this site every other Saturday of the month to help students better prepare for their exams. **Scott City:** We have a small group of students preparing to start taking their official exams this month while new students are waiting to start the program at the end of August. **Syracuse:** Our first group of participants in this site which opened in January will be tested this month and expected to graduate by the end of Sept. Our partnership with the Syracuse School District and Migrant Coordinator continue to grow as we plan to join them for future events such as Open House and enrollment days. **Lakin:** Our newest site in the program, opened in March, has a group of eight students. They are all enthusiastic and hard workers. Plans are to graduate this first group by the end of the year; this site already has a waiting list of students willing to participate in our program. Our next session will start in Sept.

2008 Fall Early Enrollment Days were very successful. The 2008 numbers are: 261 students enrolled in 4,054 credit hours. 198 guests attended with the students. These numbers are up from 2007 by 68 students, 1,129 credit hours and 47 guests. A big thank you to faculty and staff across campus who helped make these days so successful.

In the last two months, the Assessment Center has **administered several Emergency Medical Technician class B (EMTB) certifications for the test provider** Pearson Vue. These candidates are coming from all over the state of Kansas and further. These candidates are coming as far away as Wichita, El Dorado, Hays, Liberal, Pratt, Fredonia and even some from other states such as Oklahoma and Colorado. GCCC has been able to accommodate such individuals due to the availability of the Assessment Center.

**FINANCIAL AID
PROGRAM EVALUATION**
Summary, August 2008

Service Area: Financial Aid Department
Director: Kathy Blau, Director
Division: Student Services

INTRODUCTION:

The Financial Aid Department began in fall of 1969. It is staffed by 3 full-time employees and one part-time employee. The Director, Kathy Blau, is completing her 7th year in the Financial Aid Department. The Assistant Director, Barb Edwards, has worked in financial aid for 14 years (10 years at GCCC). Melinda Harrington, Financial Aid Advisor for 1 ½ years had 5 years experience as the Administrative Secretary to the Dean of Student Services. The current Administrative Secretary to the Dean of Student Services, Erin Rydquist, has 1 ½ years experience. Britney Carter, the part-time summer employee worked for 3 years as a work-study student in financial aid and the past 2 summers in the capacity of summer part-time Financial Aid Assistant.

MISSION AND PHILOSOPHY:

The mission of the Financial Aid Department is to provide access to post-secondary education for all students. The college mission statement: "Garden City Community College exists to produce positive contributors to the economic and social well-being of society" is supported by the Financial Aid service area by disseminating information regarding assistance available to eligible recipients.

The philosophy of Student Financial Aid is that parents and students are primarily responsible for financing post-secondary education and that federal financial aid, scholarships and work-study programs are available to facilitate the attainment of educational goals. The actual award process begins when the student submits their financial aid or scholarship application.

Utilizing the regulations, policies and guidelines of the federal government and those of Garden City Community College, the funds made available to students are often the contributing factor that determines whether or not they are able to continue with post-secondary education making it possible to obtain skills and information that enhances their quality of life. The attainment of additional education and the capabilities that come from specific training courses develop a direct correlation with the mission statement by creating positive contributors to their communities both economically and socially.

PRINCIPLE FUNCTIONS OF SERVICE AREA:

The principle function of the Financial Aid service area is to process the FAFSA (Free Application for Federal Student Aid) and review scholarship applications. Verification may be required to confirm the reported information and determine eligibility then finalize awards for the following programs: Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Academic Competitiveness Grant, Federal Stafford Loans, Federal PLUS Loans, Work Study, and Scholarships. In conjunction with their determinations, staff is available to counsel students and their parents in regard to their federal aid application and awards.

ACTIVITY OF SERVICE AREA

- Information dissemination (see Table 1)
- Process applications (see Table 2)
- Loan Certification
- Federal Work Study and Institutional Work Study
- Scholarships and Grant-in-aid
- Default Management (see Table 3, Default Study. Note the latest Official Cohort Default Rate available is for 2005 with a rate of 4.9%. This is substantially lower than the dangerously high rates of 27.8% in 1990 and 26.9% in 1991. It is noteworthy that the most recently released data is the lowest rate for GCCC in the past 10 years.)

ACTIVITY OF SERVICE AREA (continued):

- Federal, state and institutional reporting
- Supporting and communicating with other departments on campus as a team.
- Software Management
- Staff Development

COMMUNITY INTERACTION

- Teachers Credit Union Volunteer
- March of Dimes WalkAmerica
- College Goal Sunday
- Volunteer at St. Dominic's Catholic Church
- YMCA Corporate Challenge
- American Red Cross Blood Donors
- Relay for Life
- Leadership Garden City Classes
- Officer with Jennie Wilson Elementary School PTO
- Chamber of Commerce Ambassador for GCCC

CAMPUS INTERACTION

- Academic Review Committee
- DataCore (Datatel Users Group)
- Endowment Association Phone-a-thon Volunteer
- Residential Life Volunteer (various events)
- SGA Casino Night Volunteer
- Parade Rider Volunteer
- GCCC Endowment Auction Volunteer
- Staff Development Committee
- 8th Grade Career Fair Volunteer
- Strategic Enrollment Management Committee
- Home Show Volunteer
- GCCC Rodeo volunteer
- SGA Casino Night
- Commencement Exercises Assistants
- Admissions Football Recruiting Tours
- Human Resources Committee—Past member & chairperson
- High Plains Tournament Information Table
- Student Employee Recognition Reception
- GCCC Wellness Group
- Scholarship Committee
- GCCC Leadership Class
- KACROA Conference Local Arrangements Committee

STATE/REGIONAL/NATIONAL INVOLVEMENT

- National Association Student Financial Aid Administrators (NASFAA)
- Rocky Mountain Association Student Financial Aid Administrators (RMASFAA)
- Kansas Association Student Financial Aid Administrators (KASFAA)
- KASFAA committees: College Goal Sunday, Publicity and Awareness, Mentor, Welcome, Newsletter
- Neophyte Training
- High School Counselor Workshop Training
- KASFAA Secretary 2007-2008
- USA Funds Advisory Council Member

PROJECTS COMPLETED IN THE LAST FIVE YEARS

- Datatel implementation
- High School Financial Aid Night Presentations
- College Goal Sunday
- Financial literacy & Financial Aid presentations
- USA Funds Trusted Advisor Review
- Utilized electronic processing of loans with Datatel and ELM
- Cooperated with Business Office for electronic delivery of loan proceeds
- Conduct Early Awareness Promotion for FAFSA priority deadlines
- ImageNow transition to paperless office
- Liquidation of the Perkins Loan program
- Officially adopted Student Loan Code of Conduct
- Neophyte Training at state financial aid conference

PERSONNEL

<u>Position Title</u>	<u>(FT/PT)</u>	<u>Degree</u>	<u>Employed</u>
Director	FT	BS	Fall 2001
Assistant Director	FT	*	Spring 1998
Advisor	FT	BS	Fall 2002
Secretary	PT	BS	Spring 2007
Summer Asst.	PT	AA	Summer 2007
Work Study	PT		Fall 2007
Work Study	PT		Summer 2008

*Over 14 years experience in student financial aid.

STRENGTHS

The financial aid office is committed to quality customer service to students, staff, faculty and community. The background and experience of our staff members provides constant dedication to the department. Conscientious adherence is given to federal regulations to ensure funding. Having gained over 34 years of combined experience, the financial aid staff are capable of carrying out the policies, procedures, guidelines and regulations of both the Department of Education and GCCC.

The Financial Aid staff has embraced the transition from using the CARS system to Datatel, relocating to the "Front Door" from the Academic Building, adapting the Image Now process to access student documents, and transitioning to electronic loan processing and delivering loan proceeds electronically instead of by paper check. They have been dedicated to staying current with all the changes within GCCC as well as those with the Department of Education. Transitions and implementations over the last 3 years have been profound!

CONCERNS

Need for further training and utilization of technology is ongoing as new functions are developed. Cross-training within the department is needed in regard to tasks that are now specialized. This is essential in the event that a staff person leaves employment at GCCC or has an emergency that would keep them out of the office for an extended period of time.

A primary concern is the availability of computers for students to use in the Financial Aid area with staff assistance while still insuring privacy and integrity for other workers.

RECOMMENDATIONS

With the passing of HR 5715 to insure access to student loans with the FFELP (Federal Family Education Loan Program) for Stafford Student Loans and PLUS (Parent Loan for Undergraduate Students) Loans, GCCC will be able to assure funding for all students through June 30, 2009. In light of recent economic trends within the loan industry we will explore the possibility and need of switching to the Direct Loan (DL) program. In so doing, set up will be needed with the Datatel system, additional audit requirements will be required and intense training will be needed to transition borrowers from the FFELP program to DL.

Continued experience and training for Datatel processes including report writing is essential. This can be accomplished via interaction with IT staff, workshops, SameTime sessions, attendance at the annual DUG conference, aligning GCCC with a regional Datatel Users Group (MR DUG) and networking with other Datatel users both on the GCCC campus and at other institutions. We are pleased to know that another Kansas community college, Kansas City Kansas Community College, is implementing Datatel so that we will have colleagues in KASFAA using the same software.

Technical knowledge, training, and support will be needed to upgrade to Image Now (version 6.0) and implement its “workflow” features.

Consideration should be given for direct deposit of work study payroll and financial aid refunds to student savings or checking accounts at a financial institution of the student’s choice.

Use of email messages within the Datatel communications management module could replace the paper letters we are sending at the present time.

For the 2009-2010 award year we plan to develop web access for students to view the list of items (if any) we need to complete their file, award notification and acceptance, and Satisfactory Academic Progress status.

TABLE 1.- Activities

ACADEMIC YEAR	2005-06	2006-07	2007-08
High School Information Nights			
Schools Visited	11	9	10
Attendees	379	204	241
High School Counselor Training	Attended (Provided Trainer for EFC Calc)	Hosted by GCCC Provided Trainer for ACG/SMART)	Attended
College Goal Sunday			
Volunteers	32	33	27
Students	78	76	81
Attendees	147	141	145
Students Submitting FAFSAs	1,735	1,515	1,433

	EDE ISIRS (total)	ISIRS (highest)	Pell	SEOG	ACG1	ACG2	GSL	UGSL	PLUS	CWSP/FWS	IWSP	Other aid	TOTAL
1998-99	*	*	517	169			300	75	3	84	105		
			\$922,362	\$48,075			\$600,478	\$132,507	\$5,682	\$77,217	\$62,771	\$1,185,811	\$3,034,903
1999-00	*	*	538	191			326	94	3	79	89		
			\$958,767	\$48,536			\$666,729	\$168,639	\$6,757	\$78,348	\$67,711	\$1,405,014	\$3,400,501
2000-01	*	*	541	178			322	86	3	91	84		
			\$1,035,177	\$45,786			\$674,531	\$173,423	\$4,500	\$75,359	\$69,546	\$1,625,283	\$3,703,605
2001-02	*	*	590	206			307	105	10	88	80		
			\$1,269,319	\$46,409			\$605,465	\$188,828	\$33,870	\$69,279	\$65,909	\$1,860,684	\$4,139,763
2002-03	*	*	664	145			379	126	9	91	100		
			\$1,520,516	\$51,100			\$759,423	\$261,869	\$29,196	\$86,621	\$87,130	\$1,995,290	\$4,791,145
2003-04	2,826	1,705	782	149			437	136	23	92	109		
			\$1,796,982	\$46,337			\$906,963	\$279,752	\$82,013	\$79,301	\$72,921	\$2,286,838	\$5,551,107
2004-05	2,812	1,682	774	143			426	180	24	83	89		
			\$1,741,694	\$46,112			\$910,195	\$377,004	\$97,488	\$73,333	\$80,175	\$2,206,323	\$5,532,324
2005-06	2,993	1,735	715	128			437	152	19	79	79		
			\$1,648,173	\$45,815			\$872,685	\$325,149	\$80,312	\$75,654	\$83,172	\$2,731,108	\$5,862,068
2006-07	2,718	1,515	667	152	25	11	443	152	16	81	70		
			\$1,490,448	\$52,230	\$17,296	\$11,566	\$731,696	\$264,013	\$72,723	\$67,356	\$79,094	\$2,421,137	\$5,207,559
2007-08	2,499	1,433	626	161	64	32	366	148	23	68	84		
			\$1,559,577	\$55,439	\$41,073	\$35,475	\$797,849	\$351,676	\$36,729	\$69,168	\$85,208	\$2,771,109	\$5,803,303

NOTES:

EDE ISIRS (total) = Total number of ISIRs (federal applications) processed / includes initial application plus corrections
 ISIRS (highest) = unduplicated number of students (counted by highest transaction) processed via Dept. of Education Software

Number of ISIRs --trend shows slight decrease due to online application as more edits to reduce applicant errors
 and number of aid applicants parallels slight reduction in enrollment during 06-07 & 07-08

* US Dept. of Educ. applications and ISIR information data not available

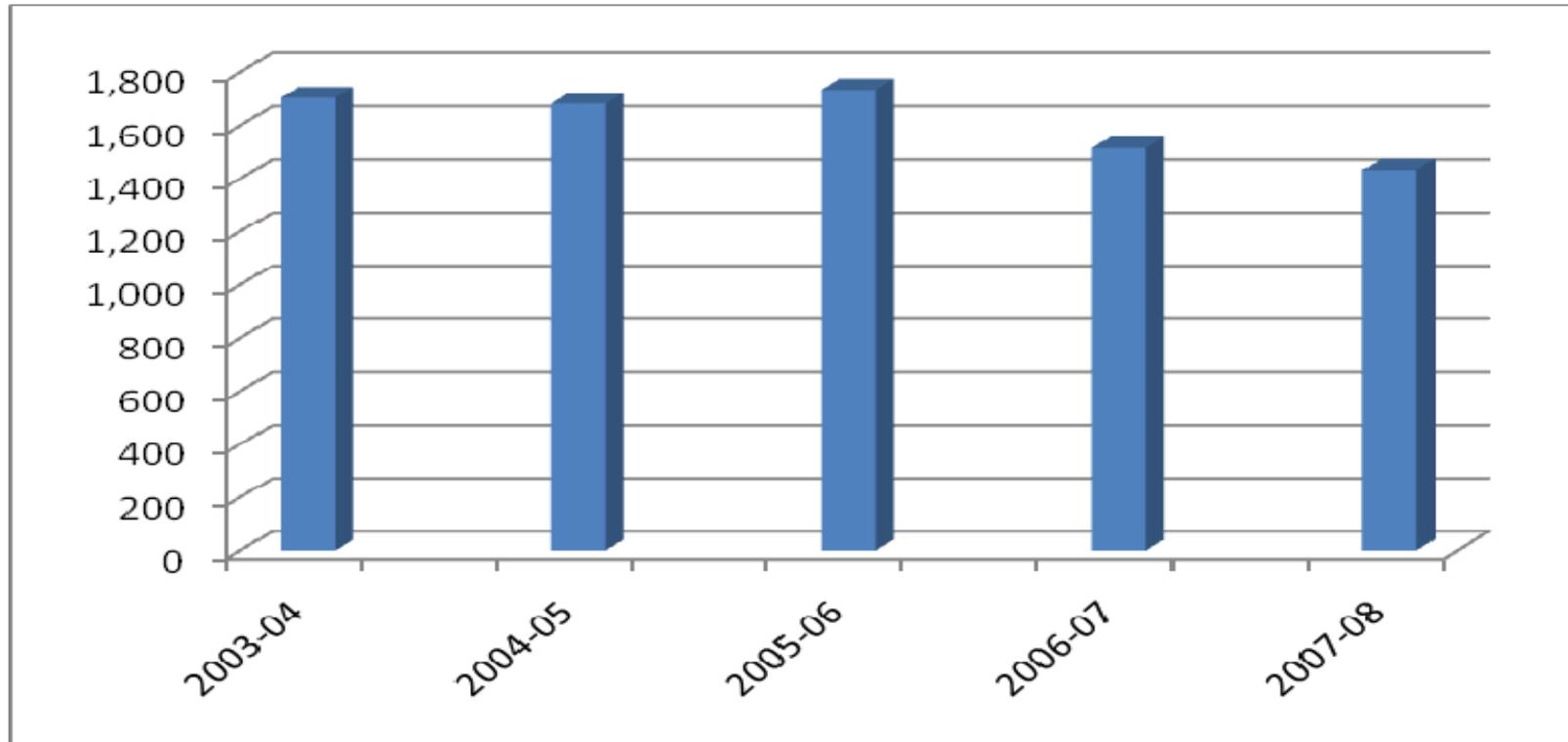
Federal allocations for Federal Work Study and SEOG have not changed. Some carry-over funds were available
 for SEOG awards in 06-07 and 07-08

05-06 and 06-07 Pell grant annual max. award = \$4050 / 06-07 Pell grant annual max. award = \$4310

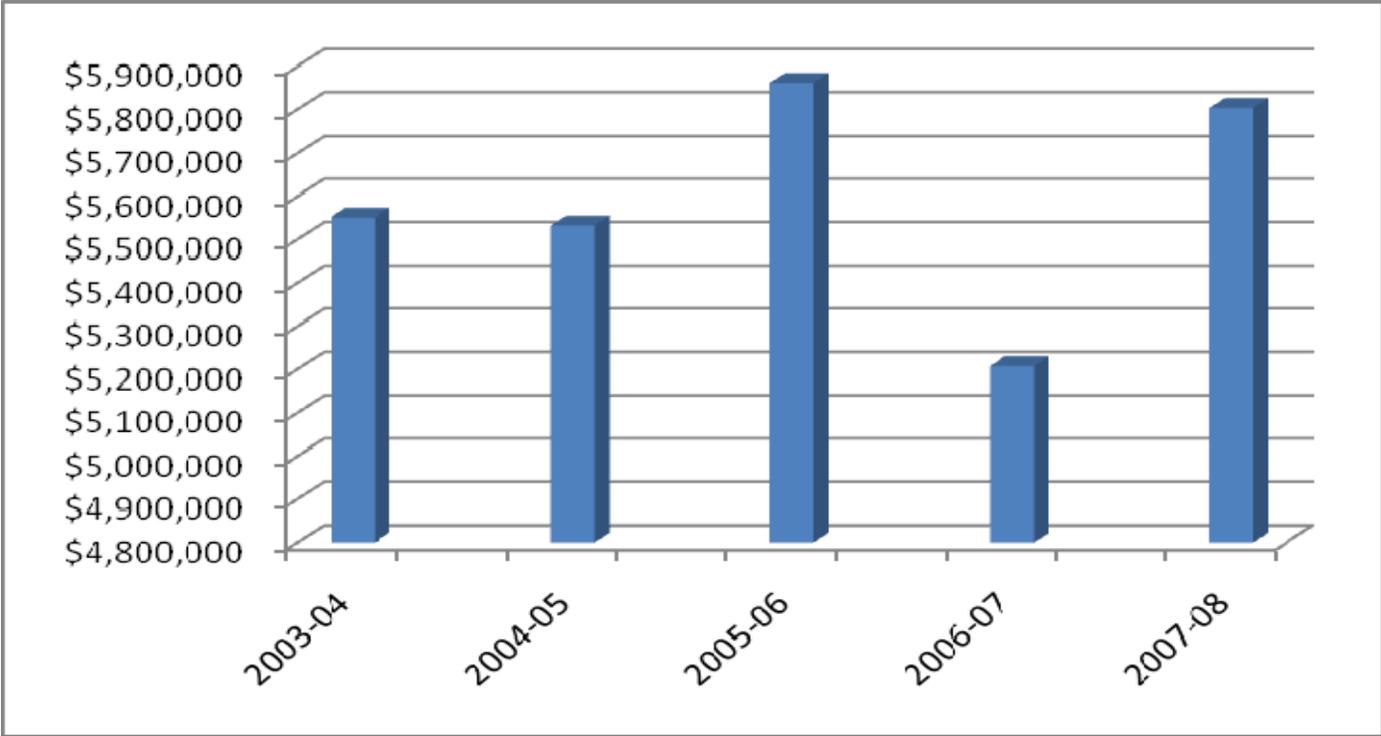
ACG--Academic Competitiveness Grant--new award in 06-07 / Max. ACG 1=\$750, Max ACG2=\$1300
 06-07 awards for only self-identified recipients / in 07-08 GCCC queried for all eligible students even though not required to do so by Dept. of Educ.

05-06 and 06-07 Work Study Rate \$5.50
 07-08 Work Study Rate \$6.25 (Federal minimum wage increasing to \$6.55 in 2008-09 & \$7.25 for 2009-2010)

Table 2. -- APPLICATIONS PROCESSED



AID AWARDED



Note: Amount of aid awarded reflects decline in enrollment during 06-07

GCCC FINANCIAL AID STATISTICS

Fiscal Year	# of Borrowers Entering Repayment	# of Borrowers in Default	Official Cohort Default Rate
1992	135	33	24.4%
1993	138	32	23.1%
1994	197	27	13.7%
1995	189	23	12.1%
1996	211	33	15.6%
1997	205	33	16%
1998	218	30	13.7%
1999	231	19	8.6%
2000	214	21	9.8%
2001	220	23	10.4%
2002	252	30	11.9%
2003	226	19	8.4%
2004	308	24	7.7%
2005	306	15	4.9%

**GCCC PROGRAM EVALUATION—COUNSELING/ADVISING
MISSION OF SERVICE AREA**

1. State the mission of this service area.

To foster students' success through a welcoming and positive educational support environment. To collaborate with other members of the Student Services division, administration, faculty and staff to promote educational opportunities to those we serve.

2. How does the mission of the service area support the overall mission of the College as adopted by the Board of Trustees?

A. Essential Skills

- Conduct initial student assessments to determine student placement in writing, reading and math courses
- Support student success by working with English, reading, math and ESL departments to determine appropriate placement cutoff scores
- Provide information on student placement to promote successful academic advisement
- Additional skills assessment for technical programs

B. Work Preparedness

- Administer initial placement assessments to ascertain essential skills levels
- Offer WorkKeys assessments which align individual results with needed workplace competencies: allows employers and educators to work together to strengthen achievement of workplace skills
- DISCOVER provides occupational information which:
 - i. Matches values, interests, and abilities to possible occupational options.
 - ii. When available, notes average WorkKeys Skills levels needed for entry level employment
 - iii. Covers work requirements, job demand/outlook
- Advising/Counseling website includes links to useful job search, resume writing, and job listing sites including local jobs.
- DISCOVER provides preparation for the job search (contacts and leads, job applications, resume building, and cover letters) and interviewing(video vignettes and tips), addresses, work ethic, resume building, also cover letter information (covers work requirements, and job demand outlook)
- Instruct Career Orientation, College Skills classes, Leadership curriculum and Addiction Studies program

C. Academic Advancement

- Website offers information for students considering transfer to major Kansas universities
- Students are empowered by having web access to transfer equivalency information for Kansas institutions (e.g. KU, KSU, FHSU, WSU, etc)
- Arrange for representatives from 4-year colleges/universities to visit with GCCC staff and students
- Maintain resources from 4-year colleges/universities (e.g. catalogs, applications. etc.)
- Conduct training on degree requirements for advising staff and faculty
- Complete college skills assignments with advisees
- Present information about transfer options to college skills classes
- Instruct several sections of College Skills Development
- Counseling staff is knowledgeable and current regarding transfer regulations and requirements
- Updated Advising Handbook
- On-line degree check sheets

D. Workforce Development

- Lasergrade
- CLEP
- COMPASS
- WorkKeys
- RETA
- Job postings and employment opportunities

E. Personal Enrichment

- Help with Technical Exploration Day to assist students in exploring programs and careers
- Leadership opportunities through Student Government Association and leadership classes
- Administer and interpret assessments (Myers Briggs Type Indicator(MBTI), DISCOVER, etc.) in career orientation class and on individual basis
- Assist students with realistic goal setting
- Provide student activities and leadership activities/projects

2. Provide indications of the service area's activity in relation to these functions over the past three years (e.g. user trends, service area output, clients served, material collected and/or distributed etc.)

Counseling/Advising July 2004-June 2005

Month	Enrollment/Schedule Change/ Transfer Info	Personal	Total for month
July	362	12	374
August	659	19	678
September	74	32	106
October	124	40	164
November	371	23	394
December	226	13	239
January	416	9	425
February	58	22	80
March	116	29	145
April	224	23	247
May	462	11	473
June	387	4	391
Totals	3479	237	3716

Month	Enrollment/Schedule Change/ Transfer Info	Personal	Total for Month
July	316	23	339
August	626	19	645
September	62	31	93
October	118	45	163
November	315	19	334
December	198	17	215
January	389	8	397
February	62	11	73
March	112	14	126
April	212	23	235
May	424	16	440
June	375	20	395
Totals	3209	246	3455

Counseling/Advising July 2006-June 2007

Month	Enrollment/ Schedule Change/ Transfer Info	Personal	Total for Month
July	336	21	357
August	598	25	623
September	73	36	109
October	114	62	176
November	302	11	313
December	202	8	210
January	336	7	343
February	81	15	96
March	89	20	109
April	204	42	246
May	384	10	394
June	375	20	395
Totals	3094	277	3371

PRAXIS 2004-05

Test Date	6-2004	9-2004	11-2004	1-2005	3-2005	4-2005	6-2005
# Tested	101	24	49	74	37	84	110

PRAXIS 2005-06

Test Date	9-2005	11-2005	1-2006	3-2006	4-2006	6-2006
# Tested	26	70	32	40	50	74

PRAXIS 2006-07

Test Date	9-2006	11-2006	1-2007	3-2007	4-2007	6-2007
# Tested	23	74	43	41	95	82

ACT 2004-05

Test Date	10-2004	12-2004	2-2005	4-2005	6-2005
# Tested	88	89	70	157	72

ACT 2005-06

Test Date	10-2005	12-2005	2-2006	4-2006	6-2006
# Tested	92	86	75	132	93

ACT 2006-07

Test Date	10-2006	12-2006	2-2007	4-2007	6-2007
# Tested	87	91	68	141	97

GRE 2004-07

Test Date	11-2004	11-2005	11-2006
# Tested	3	2	3

STUDENT ACTIVITIES 2006-2007

2006-2007	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
EVENTS	3	5	4	3	3	3	3	4	3	2
STUDENTS	100	296	125	40	66	110	25	70	89	58

STUDENT ACTIVITIES 2007-2008

2007-2008	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
EVENTS	2	2	4	2	1	3	3	2	5	1
STUDENTS	120	87	203	22	50	102	21	122	486	47

TEST

YEAR

NUMBER TESTED

BRYAN EDUCATION CENTER

NELSON-DENNY	2004-2005	212	15
NELSON-DENNY	2005-2006	395	28
NELSON-DENNY	2006-2007	364	12
COMPASS	2004-2005	1490	65
COMPASS	2005-2006	1226	84
COMPASS	2006-2007	1175	82
MICHIGAN	2004-2005	21	
MICHIGAN	2005-2006	55	
MICHIGAN	2006-2007	42	
CLEP	2004-2005	14	
CLEP	2005-2006	19	
CLEP	2006-2007	54	
WORKKEYS	2004-2005	3920	
WORKKEYS	2005-2006	1191	
WORKKEYS	2006-2007	1265	
RETA	2004-2005	51	
RETA	2005-2006	37	
RETA	2006-2007	43	
LASERGRADE	2004-2005		
LASERGRADE	2005-2006		

LASERGRADE	2006-2007	72	
PROCTORED EXAMS	2004-2005	8	
PROCTORED EXAMS	2005-2006	14	
PROCTORED EXAMS	2006-2007	33	
ASSET	2004-2005	353	
ASSET	2005-2006	226	
ASSET	2006-2007	87	

GCCC PROGRAM EVALUATION

Answer and provide explanations for each of the following:

1. Have service area personnel received favorable evaluations?

Several surveys have been conducted by the college regarding the counseling and advising of students. Results of the annual surveys are as follows:

2007 ACT Survey of Academic Advising

This survey was conducted to gain insight into student satisfaction with academic advising at GCCC. The survey asked, "...does the advising system meet your needs?" Respondents rated GCCC's overall advising system as follows:

<u>Exceptionally well:</u>	GCCC- 36.3%	National norm-20.4%
<u>More than adequate:</u>	GCCC- 25.8%	National norm- 25.8%
<u>Adequate:</u>	GCCC-32.7%	National norm- 39.7%

Results show satisfaction levels of more than adequate to exceptionally well at 62.1% compared to a national norm of 46.2%

The same survey also assessed student satisfaction with individual advisor assistance. Rated on a 5-point Likert Scale (with 5 being the highest rating), the top areas addressed on the survey were as follows:

Identifying a career area that fit my current skills, abilities and interests.

GCCC: 4.52 National: 4.25

Meeting requirements for graduation, student teaching, certification:

GCCC: 4.45 National: 4.21

The survey indicated that GCCC students have a longer term with the same advisor than the national average which assists in rapport-building and retention. Additionally, the survey indicated that 83.3% of GCCC students meet with their advisors at least twice per semester compared to 50.5% of the national norm group. This also assists in retention and rapport.

2006 Noel Levitz Student Satisfaction Survey

Respondents in this survey were asked a series of questions related to their satisfaction of particular areas of campus. They were asked to rate their satisfaction on a Likert scale of 1-7 with 7 being the highest. Following is a list of questions specific to Counseling/Advising, assessment and student activities from this survey.

Survey question	GCCC	National
Counseling staff care about students as individuals	5.28	5.11
My academic advisor is knowledgeable about the transfer requirements of other schools	5.59	5.06
The assessment and course placement procedures are reasonable	5.27	5.21
My academic advisor is approachable	5.83	5.38
Satisfaction with Counseling/Academic Advising as a department	5.53	5.15
There are adequate services to help me decide upon a career	5.17	5.13
Institution's commitment to students with disabilities	5.46	5.42
The student center is a comfortable place for students to spend their leisure time	5.29	5.11

At the July Board meeting, the Board approved the Purchase Order to Tatro Plumbing for \$275,000 for 2 new boilers and a make-up air unit. The Board requested that Bob Kreutzer be contacted regarding competitive bids for the boilers.

Prior to submitting a quote to the college, Bob had obtained bids for the boilers. His price quote to the college was based on the lowest boiler bid price.

Bid information is shown below. Lowest bid is indicated by a check mark.

- ✓ (2) Superior Boiler-250HP Includes Linkageless Burner Controls; Freight to Jobsite; Start-up Services. Quote through Hughes Machinery Co. \$130,534.00

(2) Hurst Boiler – 250 HP; w/linkageless burner, freight and startup and commissioning; Quote through Combustion Controls, Inc.: \$144,751.00

- ✓ Greenheck Corp.; Direct Fired Make Up Air Unit, freight included; estimate 6-8 week lead time. Quote through Jorban-Riscoe: \$11,299.00

Hastings Indoor Direct Fired Unit, includes freight. Quoted through The Trane Company – Wichita CSO: \$12,183.00

Weather-Rite; Make-Up Air Unit Schedule – Direct Fired. Approx Ship Time 5-7 weeks. Quote thru Brookside & Lane Associates: \$12,642.00

Estimated Freight \$1,653.00