

# GARDEN CITY COMMUNITY COLLEGE

801 Campus Drive • Garden City, Kansas 67846 • (620) 276-7611 • FAX (620) 276-9573 • [www.gcccks.edu](http://www.gcccks.edu)

June 8, 2009

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 **MONDAY, June 8, 2009**. The meeting will be held in the **Beth Tedrow Student Center, Endowment Room** Garden City Community College Campus.

7:00 PM Regular Board Meeting Beth Tedrow Student Center, **Endowment Room**

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## AGENDA

### CALL TO ORDER

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

### CONSENT AGENDA

- A. Approval of minutes of previous meeting (May 13, 2009)
- B. Submit financial information to the auditor
  - B-1 Financial information – Revenues
  - B-2 Financial information – Expenses
  - B-3 Financial information – Cash in Bank
- C. Approval of personnel actions
- D. Approval of purchase order over \$20,00
  - D-1 Apple Computer Bid
  - D-2 Phase II Roof Repairs
  - D-3 Annual Datatel Maintenance Agreement
  - D-4 Completion of Phase 1-Ammonia Refrigeration 5<sup>th</sup> System
  - D-5 Vehicle Purchase
- E. State Funds
- F. Quality Assurance Program-Agriculture
- G. Approval of annual agreement for Athletic Insurance 2009-2010
- H. Approval of annual agreement for Workers' Compensation Insurance
- I. Approval of annual agreement for Great Western Dining
- J. Centers of Excellence (#457) Annual Agreements
  - J-1 Health Science
  - J-2 Criminal Justice
  - J-3 Early Childhood Education and Services
  - J-4 Information Technology

- J -5Automotive Technology
- J -6 Industrial Maintenance Technology
- J -7 Welding
- J -8 Career Learning System (CLS) Coordinator

## **POLICY REVIEW**

- A. Monitoring Reports and ENDS
  - A-1 Monitoring Report – Monthly
  - A-2 Monitoring Report –Annual
- B. Ownership Linkage
  - B-1 Correspondence-Pat Roberts
  - B-2 E-mail Todd Tiaht
  - B-3 Correspondence-Sam Brownback
  - B-4 Thank You-Professional Engineering Consultants
  - B-5 Thank You Judy Crymble
  - B-6 E-mail Tom Tempel
- C. Board Process and Policy Governance Review

## **REPORTS**

- A. President Carol Ballantyne
  - A-1 Incidental Information
  - A-2 2007-2008 Accomplishments
  - A-3 College Plan 2009-2010
  - A-4 Projections 2010 & Beyond
  - A-5 Continuing Education
    - A-5a-Educational Talent Search
    - A-5b-Adult Learning Center
    - A-5c-Southwest Kansas Regional Prevention Center

### **Upcoming calendar dates:**

<u>June8-July24:</u>	Kids College
<u>June 19&amp;20:</u>	KACCT/COP Retreat-Seward CC, Liberal, KS
<u>July 3:</u>	Campus Closed to celebration Fourth of July
<u>July 8:</u>	Regular meeting of the Board <b>7 PM (summer meeting time)</b>
<u>July 18:</u>	Budget Retreat-On Campus
<u>Sept 13</u>	GCCC 90th Anniversary Celebration, 1:30 p.m. Sunday, Sept. 13-additional information at a later date
<u>Oct 7-10</u>	ACCT 40 <sup>th</sup> Annual Community College Leadership Congress-San Francisco, CA

### **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.

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

**May 13, 2009**

Trustees Present:

Della Brandenburger, William S. Clifford, Merilyn Douglass,  
Steven Sterling, Terri Worf

Trustee Absent:

Ron Schwartz

Others Present:

Samuel Andrade, Student  
Carol Ballantyne, President  
Kevin Brungardt, Dean of Academics  
Lenora Cook, Director of Nursing  
KayLani Erwin, Student PTK  
Josh Gaede, Student PTK  
Amy Garrison, Student PTK  
Shelia Hendershot, Social Science/ECE/PTK  
Jacob Hughes, President of Student Government Association  
Jesse Hughes, Student  
Micah Kasriel, Coordinator Student Activities  
Colin Lamb, Director Student Support Services  
Winsom Lamb, Social Science Instructor  
Deanna Mann, Director of Institutional Effectiveness  
Cathy McKinley, Dean of Continuing Education and Community Services  
Hein Nguyen, Student PTK  
Trevor Ottley, Student  
Doug Pearson, Coordinator Science Lab  
Mary Pendergraft, Nursing Instructor  
Steve Quakenbush, Director of Information Services & Publications  
Ryan Ruda, Director of Counseling and Advising  
Monica Springer, *Garden City Telegram*  
Adam Stainiger, Student PTK  
Cricket Turley, Director of Human Resources  
Dee Wigner, Dean of Administrative Services  
Debra Atkinson, Deputy Clerk

5:15 p.m.: Retirement Reception Cafeteria

6:00 p.m.: Regular meeting in the Beth Tedrow Student Center/ Endowment Room

**COMMENTS FROM THE CHAIR:** In the absence of Chair Schwartz, Vice Chair Brandenburger, called the regular session to order at 6:06 p.m. and made the following comments:

- Expressed thanks for a very nice retirement reception
- Congratulated Lenora Cook, newly appointed Technical Dean
- Congratulated Doris Meng- Selected as Educator of the Year

- Sheila Hendershot – Received Distinguished Advisor Award for Phi Theta Kappa
- Recognized Zach Parkin, Rodeo Team sophomore took first place in bull riding. Going to NIRA finals rodeo in Casper, WY in June.
- Congratulated Softball – Region VI runner up
- Congratulated Baseball placed 4<sup>th</sup> in Region VI tournament
- Recognized Leadership Academy nine employee graduates
- Spring Art Sale is today in Pauline Joyce Fine Arts Building

### **OPEN COMMENTS FROM PUBLIC:**

There were no persons registered for comments.

### **REPORT FROM PHI THETA KAPPA:**

Thirteen members and two advisors represented Garden City Community College at the 2009 Phi Theta Kappa (PTK) International Convention in Grapevine, Texas. Phi Theta Kappa students KayLani Erwin, Josh Gaede, Amy Garrison, Hein Nguyen, and Adam Stainiger presented a PowerPoint presentation of the highlights of the trip, convention and Distinguished Advisor Award presentation to GCCC advisor, Sheila Hendershot. Vice Chari, Brandenburger thanked them for the presentation, and President Ballantyne thanked them for representing GCCC.

### **REPORT FROM STUDENT GOVERNMENT ASSOCIATION:**

Jacob Hughes, SGA president presented his final report. SGA will be sponsoring an end of the year BBQ tomorrow in the cafeteria at noon. SGA will be handing out t-shirts to promote a tobacco free campus. T-shirts will recognize all athletic teams and final play results. Jacob introduced next year's SGA president, Samuel Andrade. There is a full SGA executive staff for next year and they will be meeting next week to begin planning for the next year. Jacob expressed thanks to several individuals for his experience at GCCC.

Vice Chair Brandenburger express her appreciation to Jacob his professional appearance and reporting for SGA this last year.

### **REPORT FROM FACULTY SENATE TO THE BOARD OF TRUSTEES:**

Trustees had previously received an extensive report in their electronic Board packets. Mary Pendergraft, representative from Faculty Senate, was in attendance to answer questions. This report will be distributed campus wide via Busermail. Trustees Worf and Clifford expressed their appreciation of a well written report. Accomplishments of GCCC are well reflected within the report. President Ballantyne commented that the passion of the faculty to help students succeed can be clearly seen in the report. Vice Chair Brandenburger thanked the Senate and congratulated them on the many accomplishments of the year.

### **CONSENT AGENDA:**

Vice Chair Brandenburger asked if Trustees wished to pull any items on the Consent Agenda for the purpose of discussion. No items were pulled. Print outs of Cash in Bank were provided. Detailed video surveillance bids (handout filed with official minutes) were also provided and specifics of the system were explained and discussed.

Vice Chair Brandenburger asked for motion approving Consent Agenda items.

***MOTION: Sterling moved, seconded by Clifford, to approve Consent Agenda.  
Motion carried 5-0.***

Approved actions follow:

**APPROVED MINUTES** of previous meeting held on April 8, 2009.

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

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

**APPROVAL OF** adjunct faculty contracts, as presented.

**APPROVAL OF** purchase orders over \$20,000

Computer Purchase

Two Trees

\$34,090.00

70 Computers

Roof Repair

Repair Job 1 Garden City Roofing & Insulation, Inc. - \$94,442.50

Repair Job 2 Weathercraft Roofing - \$87,700.00

Repair Job 3 Garden City Roofing & Insulation, Inc. -\$58,601.95

Furniture Bid

Office Solutions

\$40,000.00

Video Surveillance

Alexander Open Systems

\$129,961.07

**APPROVAL OF** Resolution 2009-2 **403 (b) Resolution**

(copy filed with official minutes)

**APPROVAL OF** annual agreements re: Emergency Medical Training Paramedic Program

Morton County EMS Elkhart

Stanton County Hospital Johnson

## **POLICY REVIEW:**

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

Trustees have received and reviewed the monitoring reports (monthly), and Semi-Annual Academic Advancement (copies are filed with official minutes). Information in this report showed that GCCCC transfer students continue to equal or outperform their classmates on the state's university campuses. The report included grade point average data from Emporia, Fort Hays, Pittsburg, Washburn Wichita State and Kansas State Universities, as well as the University of Kansas and KU Medical Center. Trustee Clifford expressed his appreciation and stated that this is the "best report" he has seen in his time of serving on the GCCC Board of Trustees.

## **OWNERSHIP LINKAGE:**

Several pieces of correspondence from owners expressing their appreciation were received including thank you notes from John & Pat Veltri, Melinda Harrington, and Department of Commerce. Article and documents regarding 75<sup>th</sup> Anniversary of GCCC were included in ownership.

Copies of all correspondence are part of the electronic board packet.

President Ballantyne shared that the purpose of the article and documents regarding the 75<sup>th</sup> Anniversary is twofold.

- 1) Let trustees know that there is a time capsule from the 75<sup>th</sup> anniversary celebration buried here on campus. Tom Brungardt, welding instructor can build a time capsule for our 90<sup>th</sup> celebration.
- 2) To report that plans for 90<sup>th</sup> anniversary celebration are moving ahead.

Not all ownership is included in the board packet, GCCC provided transportation for the energy rally, listening session was held in Syracuse, GCCC instructors continue to meet with Garden City High School instructors regarding Math, English and Reading. GCCC will be moving out to the seven county service areas to evaluate the gap between high school level and college level student preparedness.

Trustee Worf asked to receive a copy of any notes taken in the listening session.

Trustee Clifford reports that he has been approached by a couple of citizens inquiring about offering golf and tennis at GCCC. President Ballantyne related that both golf and tennis are sports that are difficult to recruit for. The Jayhawk Conference has had three institutions drop golf and two drop tennis due to funding issues. At this time GCCC is not looking at adding these sports, however the campus tennis court has been cleaned up and is being used some. Garden City High School has inquired about GCCC offering bowling, and Bob Larson is investigating the cost.

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

Tabled until the July Board retreat.

## **REPORTS:**

President Ballantyne noted that Trustees had received numerous informational reports. A complete report if filed in the electronic Board packet.

- Incidental Information: – Recent campus happenings are attached as part of these minutes.
- Project Destiny-Lakin: This is the third year for Project Destiny in Lakin. Itzel Rodriguez the program director does a very good job. This is the third year that GCCC has had the highest GED Spanish score in the state.

Title V Internal Monitoring Committee Report: Trustees had previously received an extensive report in their electronic Board packets. This is an internal evaluation of where GCCC is regarding the objectives set out in Title V. Trustee Clifford and Worf expressed concerns regarding information set forth in the report. The Title V grant is designed to increase enrollment in health care career programs among Hispanic and other students. A shared respiratory therapy program and other health fields are below the goals that have been set by the grant.

President Ballantyne reported that student prerequisite skills have been low and is a factor in reaching projected enrollment. Additional instructors and tutors are needed. Appointments have been scheduled for next week to identify a Physical Therapy person to help with the accreditation process. President Ballantyne told Trustees that we are going forward, it does take time to determine what employer needs are and how to meet them.

Trustee Clifford expressed his appreciation and encouraged additional reports.

Debt Schedule:

Provided to Board of Trustees as requested at the last board meeting.

Cash Carry Over/Oil & Gas Reserves:

President Ballantyne expects little change in property tax revenues. Oil and gas tax funds have been released after settlement of appeals. Ballantyne estimates being \$300,000 short of breaking even with personnel resignations and additions. Administrators are just starting to access specifics of next year's potential revenue. More than \$500,000 in additional funds have been requested by various departments. Low enrollment programs will be looked at seriously. Major cuts in state support are expected. Trustee Clifford stated "Well, you're a lot less short than the state, so I think you're doing pretty well".

Essential Computer Skills Definition:

Discussions have begun to determine computer skills students need upon entering at the community college level. Pre and post testing tools will need to be established. Progress is being made.

**OTHER ISSUES:**

Board set a tentative date of July 18<sup>th</sup> for a retreat to address the 2009-2010 fiscal and academic year and to look at financial projections.

May 21<sup>st</sup> has been set for the End of Year Bash. County Fair theme this year and there may be a greased pig contest in addition to cow patty bingo.

June 18<sup>th</sup> & 19<sup>th</sup> KACCT/COP retreat scheduled at Seward County Community College in Liberal Kansas.

October 7<sup>th</sup> – 10<sup>th</sup> is the ACCT Conference in San Francisco California. Please let us know who will be attending this year. Vice Chair Brandenburger asked about the GCCC presentation. ALC Transition Presentation will be given by Cathy McKinley, Hector Martinez and Linda Miller, with Ron Schwartz acting as moderator.

Finals late night breakfast is next week.

Trustee Douglass asked if approval for grant to train Sunflower workers was granted. President Ballantyne and others met for a conference call this morning with Department of Labor regarding this issue. The \$1.9 million training grant that GCCC lost due to delays in Sunflower Electric's Holcomb Station expansion is gone. But there is now hope for new federal stimulus funds that could replace part of the money.

President Ballantyne said that GCCC is very serious about trying to find the training dollars necessary to support this project. The original money cannot be retrieved, but contacts with the Labor Department have been made since the governor's office made the announcement about the agreement. We are on their radar. President Ballantyne will keep trustees posted and noted that GCCC had made only brief contact with Sunflower at this time.

Construction on the new plant will not begin for approximately eighteen months. College officials estimate that training wouldn't need to begin for about eight months. The first grant application might be used as the basis for a new one. President Ballantyne told trustees that the federal stimulus funds may also be tied to green environmental measures.

**UPCOMING CALENDAR DATES**

May 16: Commencement 10 AM (Trustees line up in Hall of Fame room at 9:00 AM)

1PM John Deere Graduation - Clarion  
3PM pinning ceremony for RN Nursing program graduates  
May 18-20: Final Exams  
May 21: Year End Employee Bash-Official end of semester  
May 25: Campus, offices, and facilities closed in observance of Memorial Day  
May 26: Summer hours begin  
June 9: Regular meeting of the Board **7 PM (note time change for summer meetings)**  
June 19&20: KACCT/COP Retreat-Seward CC, Liberal, KS  
Oct 7-10 ACCT 40<sup>th</sup> Annual Community College Leadership Congress-San Francisco, CA

No further business came before the Board, meeting adjourned at 7:35 p. m.

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Debra Atkinson  
Deputy Clerk

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Carol E. Ballantyne Ph. D.  
Secretary

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Della Brandenburger  
Vice-Chair of the Board



**REVENUES**

06-01-09

Page: 1

Fiscal Year: 2009

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	95,284.00-	1,377,641.00-	1,445,168.00-	67,527.00-	4.67
11-00-0000-00000-4002 AMMONIA REFG COURS	0.00	29,953.00-	342,944.00-	435,000.00-	92,056.00-	21.16
11-00-0000-00000-4003 AUTOMATION ELECT C	0.00	0.00	47,808.00-	25,000.00-	22,808.00	91.22-
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	17,810.00-	405,535.00-	350,000.00-	55,535.00	15.86-
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	7,055.00-	123,573.00-	125,000.00-	1,427.00-	1.14
11-00-0000-00000-4006 OUTREACH CREDIT HO	0.00	4,620.00-	52,905.00-	52,000.00-	905.00	1.73-
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	13,740.00-	217,878.00-	220,000.00-	2,122.00-	0.96
11-00-0000-00000-4008 TECHNOLOGY FEE-O :	0.00	1,848.00-	21,162.00-	21,000.00-	162.00	0.76-
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	45.43	33,029.10	45,000.00	11,970.90	26.60
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	610.00-	6,479.50-	15,000.00-	8,520.50-	56.80
11-00-0000-00000-4512 VENDING MACHINES :	0.00	679.27-	8,590.20-	12,000.00-	3,409.80-	28.42
11-00-0000-00000-4601 STATE OPERATING GR	120,338.00	0.00	2,831,491.00-	2,831,491.00-	120,338.00-	4.25
11-00-0000-00000-4803 AD VALOREM PROPERT	0.00	0.00	4,976,735.29-	8,859,467.00-	3,882,731.71-	43.83
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	470,283.12-	593,728.00-	123,444.88-	20.79
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	6,644.23-	8,785.00-	2,140.77-	24.37
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	80,075.83-	129,467.00-	49,391.17-	38.15
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	8,261.94-	24,691.00-	16,429.06-	66.54
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	15,925.27-	17,478.00-	1,552.73-	8.88
11-00-0000-00000-4811 TAX IN PROCESS : G	0.00	0.00	145,215.20-	49,018.00-	96,197.20	196.24-
11-00-0000-00000-4902 INTEREST INCOME :	0.00	660.96-	129,122.71-	200,000.00-	70,877.29-	35.44
11-00-0000-00000-4904 REIMBURSED SALARY	0.00	0.00	166.54-	100,000.00-	99,833.46-	99.83
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	1,916.16-	41,488.37-	90,000.00-	48,511.63-	53.90
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	53,869.51-	87,905.84-	80,000.00-	7,905.84	9.87-
11-00-0000-00000-4912 TRANSCRIPTS : GENE	0.00	1,384.58-	14,029.16-	15,000.00-	970.84-	6.47
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Totals for FUND: 11 - GENERAL	120,338.00	229,385.05-	11,378,831.10-	15,654,293.00-	4,395,799.90-	28.08

06-01-09

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Fiscal Year: 2009

FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
61-00-0000-00000-4103 TAX CREDIT DONATIO	0.00	0.00	131,208.00-	130,208.00-	1,000.00	0.76-
61-00-0000-00000-4803 AD VALOREM PROPERT	0.00	0.00	268,749.51-	487,711.00-	218,961.49-	44.90
61-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	25,877.59-	32,778.00-	6,900.41-	21.05
61-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	365.04-	482.00-	116.96-	24.27
61-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	4,444.91-	0.00	4,444.91	0.00
61-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	446.24-	1,354.00-	907.76-	67.04
61-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	872.09-	959.00-	86.91-	9.06
61-00-0000-00000-4811 TAX IN PROCESS : G	0.00	0.00	8,252.96-	0.00	8,252.96	0.00
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Totals for FUND: 61 - CAPITAL OUTLAY	0.00	0.00	440,216.34-	653,492.00-	213,275.66-	32.64

**EXPENSES**

Garden City Community College  
 Annual Budget Report Ending 05/31/2009  
 Options - All Statuses

06-01-09

Fiscal Year: 2009

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11005 - INSTRUCTION SALARY	0.00	0.00	0.00	2,652.03	2,652.03	100.00
DEPARTMENT: 11010 - BUSINESS & ECONOMI	188.27	23,320.54	170,742.26	265,917.00	94,986.47	35.72
DEPARTMENT: 11020 - HUMANITIES	8.50	18,325.87	93,778.60	118,416.00	24,628.90	20.80
DEPARTMENT: 11021 - ENGLISH	2,812.50	41,102.83	282,555.93	346,936.00	61,567.57	17.75
DEPARTMENT: 11022 - SPEECH	0.00	9,894.46	95,434.62	120,945.28	25,510.66	21.09
DEPARTMENT: 11023 - PHILOSOPHY	0.00	0.00	1,612.38	0.00	1,612.38	0.00
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	0.00	0.00	4,552.00	4,552.00	100.00
DEPARTMENT: 11025 - JOURNALISM	0.00	4,205.41	48,938.59	58,280.00	9,341.41	16.03
DEPARTMENT: 11026 - BROADCASTING	3,582.36	4,403.79	48,272.88	68,875.00	17,019.76	24.71
DEPARTMENT: 11030 - ART	177.25	10,167.12	108,274.86	129,961.08	21,508.97	16.55
DEPARTMENT: 11031 - DRAMA	423.98	9,341.09	92,949.02	102,060.54	8,687.54	8.51
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	6,067.58	61,246.85	72,649.00	11,402.15	15.69
DEPARTMENT: 11033 - INST MUSIC	2,150.00	25,676.37	172,599.23	198,163.88	23,414.65	11.82
DEPARTMENT: 11040 - SCIENCE	22,057.24	72,471.01	384,262.83	377,563.11	28,756.96	7.61
DEPARTMENT: 11050 - MATH	5,200.00	44,103.44	268,724.17	313,944.90	40,020.73	12.75
DEPARTMENT: 11060 - SOCIAL SCIENCE	4,880.69	63,723.54	429,324.04	468,109.00	33,904.27	7.24
DEPARTMENT: 11070 - HEALTH & PHYSICAL	976.00	15,993.63	189,062.01	241,650.00	51,611.99	21.36
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	8,476.48	80,263.21	99,351.00	19,087.79	19.21
DEPARTMENT: 11080 - ESSENTIAL SKILLS	0.00	296.06	3,004.85	1,013.00	1,991.85	196.62
DEPARTMENT: 11081 - READING	0.00	16,534.09	64,960.12	89,445.00	24,484.88	27.37
DEPARTMENT: 11082 - ESL	0.00	4,977.54	48,205.38	58,079.00	9,873.62	17.00
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	1,037.26	11,263.22	16,245.00	4,981.78	30.67
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	245.35	4,354.77	4,838.00	483.23	9.99
DEPARTMENT: 11095 - FORENSICS COMPETIT	0.00	0.00	11,061.09	11,745.00	683.91	5.82
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	14,423.00	25,049.28	84,661.85	220,000.00	120,915.15	54.96
DEPARTMENT: 12011 - MID-MANAGEMENT	314.99	7,050.10	32,413.04	33,251.00	522.97	1.57
DEPARTMENT: 12012 - MCSE/CISCO	0.00	7,439.36	29,444.20	34,028.00	4,583.80	13.47
DEPARTMENT: 12013 - OFFICE EDUCATION	519.94	13,206.37	52,602.92	56,818.00	3,695.14	6.50
DEPARTMENT: 12014 - FINNUP LAB	0.00	4,867.05	48,892.70	67,764.00	18,871.30	27.85
DEPARTMENT: 12200 - ADN PROGRAM	642.15	32,082.82	335,219.75	462,556.00	126,694.10	27.39
DEPARTMENT: 12201 - LPN PROGRAM	1,136.33	13,806.11	135,531.19	170,374.00	33,706.48	19.78
DEPARTMENT: 12202 - EMT	990.00	16,034.08	148,129.12	158,387.00	9,267.88	5.85
DEPARTMENT: 12203 - ALLIED HEALTH	99.30	11,588.62	131,296.88	125,385.00	6,011.18	4.78
DEPARTMENT: 12210 - AGRICULTURE	915.90	3,479.59	42,278.15	49,731.00	6,536.95	13.14
DEPARTMENT: 12211 - MEAT JUDGING	0.00	6,113.82	68,361.11	80,087.00	11,725.89	14.64
DEPARTMENT: 12220 - AG EQUIPMENT & MEC	5,836.59	17,180.55	162,794.39	181,829.76	13,198.78	7.26
DEPARTMENT: 12230 - AUTO MECHANICS	1,743.44	11,868.85	102,527.13	121,058.66	16,788.09	13.87
DEPARTMENT: 12240 - CRIMINAL JUSTICE	2,503.07	25,727.22	150,454.91	181,054.22	28,096.24	15.52
DEPARTMENT: 12241 - FIRE SCIENCE	1,480.61	9,513.58	67,445.35	70,425.00	1,499.04	2.13
DEPARTMENT: 12242 - CHALLENGE COURSE	365.10	908.86	2,428.01	2,867.00	73.89	2.58
DEPARTMENT: 12250 - COSMETOLOGY	49.48	9,589.70	105,105.08	123,791.00	18,636.44	15.05
DEPARTMENT: 12260 - DRAFTING	0.00	1,011.91	7,237.18	9,101.00	1,863.82	20.48
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	3,720.25	30,071.16	344,256.11	397,517.84	49,541.48	12.46
DEPARTMENT: 12271 - AUTOMATION ELECTRI	1,183.40	4,060.11	39,808.60	53,232.00	12,240.00	22.99
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	798.38	8,192.63	56,675.16	111,245.00	53,771.46	48.34
DEPARTMENT: 12273 - WELDING	6,521.62	10,488.81	91,794.01	99,135.08	819.45	0.83
DEPARTMENT: 12280 - BUILDING TRADES	278.50	2,711.52	17,560.04	15,094.00	2,744.54	18.17
DEPARTMENT: 12290 - FINNEY COUNTY LEAR	170.00	6,180.10	67,891.29	75,728.00	7,666.71	10.12
DEPARTMENT: 21100 - INSTITUTIONAL RESE	0.00	5,731.61	67,699.47	76,419.35	8,719.88	11.41
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	721.79	6,322.89	8,074.00	1,751.11	21.69

DEPARTMENT: 32000 - BUSINESS & INDUSTR	3,284.36	6,455.90	69,709.30	79,594.00	6,600.34	8.29
DEPARTMENT: 41000 - LIBRARY	2,055.34	15,669.69	159,366.20	183,047.00	21,625.46	11.81
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	0.00	11,625.81	99,982.41	123,399.00	23,416.59	18.98
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	40,290.69	362,020.82	290,808.00	71,212.82-	24.48-
DEPARTMENT: 42001 - DEAN OF ACADEMICS	93.57	7,240.16	86,088.17	108,768.18	22,586.44	20.77
DEPARTMENT: 42002 - OUTREACH	4,523.29	12,564.40	23,566.77	58,858.00	30,767.94	52.27
DEPARTMENT: 42003 - FACULTY SENATE	2,654.56	2,595.51	22,215.40	36,613.00	11,743.04	32.07
DEPARTMENT: 42005 - DEAN OF TECHNICAL	591.25	12,098.69	124,899.85	156,740.66	31,249.56	19.94
DEPARTMENT: 42006 - DEAN OF CONT ED CO	918.14	12,771.63	131,779.33	167,278.00	34,580.53	20.67
DEPARTMENT: 42007 - BRYAN EDUCATION CE	393.46	4,469.49	49,944.58	60,046.00	9,707.96	16.17
DEPARTMENT: 43000 - TRANSITION	0.00	1,063.68	10,218.82	0.00	10,218.82-	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	15,975.13	155,812.15	184,736.00	28,923.85	15.66
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	11,907.00	11,907.00	0.00	0.00
DEPARTMENT: 50010 - COUNSELING & GUIDA	100.00	11,620.32	129,469.37	149,859.00	20,289.63	13.54
DEPARTMENT: 50011 - ASSESSMENT/TESTING	613.81	2,192.03	8,635.40	9,450.00	200.79	2.12
DEPARTMENT: 50020 - FINANCIAL AID OFFI	2,750.00	24,908.58	239,715.04	293,953.00	51,487.96	17.52
DEPARTMENT: 50030 - ADMISSIONS	1,950.00	16,393.85	166,491.93	203,796.00	35,354.07	17.35
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	7,170.00	10,602.13	121,293.93	145,815.00	17,351.07	11.90
DEPARTMENT: 50050 - STUDENT HEALTH SER	116.08	4,059.26	41,845.94	51,320.00	9,357.98	18.23
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	5,225.68	27,661.71	326,171.40	379,283.85	47,886.77	12.63
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	11,538.26	137,898.67	121,861.35	16,037.32-	13.15-
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	1,182.48	6,611.98	92,461.45	108,398.00	14,754.07	13.61
DEPARTMENT: 55003 - MEN'S TRACK	105.52	2,719.81	34,355.88	40,381.00	5,919.60	14.66
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	2,602.64	33,884.41	39,346.00	5,461.59	13.88
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	5,818.26	7,749.69	66,727.12	85,513.35	12,967.97	15.16
DEPARTMENT: 55006 - FOOTBALL	2,000.00	17,533.87	262,985.05	286,859.00	21,873.95	7.63
DEPARTMENT: 55007 - BASEBALL	2,615.00	10,116.71	110,778.89	119,250.40	5,856.51	4.91
DEPARTMENT: 55008 - VOLLEYBALL	0.00	3,446.47	53,344.43	58,951.00	5,606.57	9.51
DEPARTMENT: 55009 - WOMEN'S SOCCER	298.75	2,029.03	33,715.50	35,469.00	1,454.75	4.10
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	4,916.58	67,181.16	75,514.00	8,332.84	11.03
DEPARTMENT: 55012 - CHEERLEADING	0.00	1,996.41	38,343.00	35,882.00	2,461.00-	6.85-
DEPARTMENT: 55013 - DANCE TEAM	0.00	995.76	16,531.16	23,329.00	6,797.84	29.14
DEPARTMENT: 55014 - RODEO TEAM	933.40	7,785.83	108,092.39	120,060.00	11,034.21	9.19
DEPARTMENT: 55018 - INTRAMURALS & STUD	0.00	1,312.88	7,169.10	8,312.00	1,142.90	13.75
DEPARTMENT: 55019 - ATHLETIC TRAINING	2,714.57	3,988.83	66,336.40	110,762.00	41,711.03	37.66
DEPARTMENT: 61000 - PRESIDENT	7,211.39	24,523.37	330,478.09	387,352.70	49,663.22	12.82
DEPARTMENT: 61001 - BOARD OF TRUSTEES	158.00	886.90	24,670.79	28,600.00	3,771.21	13.19
DEPARTMENT: 61005 - ATTORNEY	0.00	442.00	12,064.10	12,500.00	435.90	3.49
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	6,725.80	42,778.22	1,189,593.35	1,275,969.00	79,649.85	6.24
DEPARTMENT: 62010 - HUMAN RESOURCES	1,536.47	9,670.44	82,609.28	131,817.00	47,671.25	36.16
DEPARTMENT: 62011 - ADA COMPLIANCE	4,278.00	6,548.90	70,552.39	61,241.00	13,589.39-	22.18-
DEPARTMENT: 62050 - ONE-TIME PURCHASES	240,744.45	543,266.03-	48,542.10-	313,160.00	120,957.65	38.62
DEPARTMENT: 63000 - INFORMATION SERVIC	11,061.75	10,868.11	202,145.78	239,485.00	26,277.47	10.97
DEPARTMENT: 64000 - INFORMATION TECHNO	4,687.50	81,867.33	636,836.22	748,302.78	106,779.06	14.27
DEPARTMENT: 65000 - CENTRAL SERVICES	4,597.35	15,229.01	116,427.54	166,096.00	45,071.11	27.14
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	2,737.50	8,294.21	89,227.93	136,575.00	44,609.57	32.66
DEPARTMENT: 71000 - BUILDINGS	12,634.56	29,065.56	275,565.10	373,166.00	84,966.34	22.77
DEPARTMENT: 71005 - SCOTT CITY BLDG MA	1,223.40	1,993.65	24,582.27	31,111.00	5,305.33	17.05
DEPARTMENT: 71009 - RENTAL PROPERTY MA	0.00	0.00	0.00	4,050.00	4,050.00	100.00
DEPARTMENT: 72000 - CUSTODIAL SERVICES	4,100.86	36,751.65	462,170.04	586,748.00	120,477.10	20.53
DEPARTMENT: 73000 - GROUNDS	7,800.72	20,021.06	142,112.91	203,536.00	53,622.37	26.35
DEPARTMENT: 73001 - ATHLETIC FIELDS	3,786.50	1,633.88	29,125.89	40,635.00	7,722.61	19.00
DEPARTMENT: 74000 - VEHICLES	1,598.47	13,291.15	216,337.06	385,267.00	167,331.47	43.43
DEPARTMENT: 75000 - CAMPUS SECURITY	5.36	8,385.98	106,862.46	150,194.00	43,326.18	28.85
DEPARTMENT: 76000 - INSURANCE	0.00	6,066.49	255,611.05	285,758.00	30,146.95	10.55
DEPARTMENT: 77000 - UTILITIES	1,177.57	51,929.29	533,997.11	554,800.00	19,625.32	3.54
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	12,153.70-	16,518.41	62,000.00	45,481.59	73.36
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	697.00	5,535.00	9,020.00	3,485.00	38.64

DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	0.00	17,999.00	33,087.00	15,088.00	45.60
DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	0.00	3,146.00	3,000.00	146.00-	4.86-
DEPARTMENT: 81004 - TUIT WAIVER CTZ IN	0.00	0.00	140,801.00	136,575.00	4,226.00-	3.08-
DEPARTMENT: 81005 - TUIT WAIVER FCHS	0.00	0.00	24,443.00	25,000.00	557.00	2.23
DEPARTMENT: 81006 - TUIT WAIVER FINE A	0.00	0.00	44,462.00	49,938.00	5,476.00	10.97
DEPARTMENT: 94000 - STUDENT CENTER	1,816.65	4,991.04	55,327.27	77,541.00	20,397.08	26.30
DEPARTMENT: 98001 - CHILD CARE	0.00	3,337.42	37,036.87	41,248.00	4,211.13	10.21

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FUND: 11 - GENERAL	452,138.66	814,495.40	13,668,173.67	16,705,094.00	2,584,781.67	15.47
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Fiscal Year: 2009 FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	17,887.12	10,736.17	97,272.22	146,409.22	31,249.88	21.34
DEPARTMENT: 55006 - FOOTBALL	2,466.50	382.62	2,389.46	9,000.00	4,144.04	46.04
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	21.00	21.00	425.30	404.30	95.06
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	1,773.47	1,773.47	0.00	1,773.47-	0.00
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	574.27	8,422.00	7,847.73	93.18
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	430.42	12,676.07	13,000.00	323.93	2.49
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	1,113.53	1,200.00	86.47	7.21
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	4,301.64	5,000.00	698.36	13.97
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	269.10	5,000.00	4,730.90	94.62
DEPARTMENT: 31000 - COMMUNITY SERVICE	26.99	2,241.04	17,978.00	40,350.00	22,345.01	55.38
DEPARTMENT: 55007 - BASEBALL	189.00	5,831.60	13,895.85	16,000.00	1,915.15	11.97
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	2,400.00	2,400.00	100.00
DEPARTMENT: 11031 - DRAMA	0.00	168.00	85,106.18	88,860.00	3,753.82	4.22
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	6,140.99	7,505.00	1,364.01	18.17
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	0.00	7,194.30	0.00	7,194.30-	0.00
DEPARTMENT: 55013 - DANCE TEAM	0.00	50.00	503.75	500.00	3.75-	0.74-

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FUND: 14 - ADULT SUPPLEMENTARY ED	20,569.61	21,634.32	251,209.83	344,071.52	72,292.08	21.01
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Fiscal Year: 2009 FUND: 16 - AUXILIARY ENTITIES

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	1,014.10	9,044.42	12,000.00	2,955.58	24.63
DEPARTMENT: 94000 - STUDENT CENTER	1,392.65	1,160.92	120,460.90	139,100.00	17,246.45	12.40
DEPARTMENT: 95000 - STUDENT HOUSING	4,807.85	37,968.52	1,021,786.02	1,167,148.00	140,554.13	12.04
DEPARTMENT: 95001 - DIRECTOR'S APARTME	0.00	0.00	8,069.00	8,069.00	0.00	0.00
DEPARTMENT: 98000 - COSMETOLOGY	672.70	3,877.85	62,804.18	113,955.00	50,478.12	44.30
DEPARTMENT: 98001 - CHILD CARE	0.00	2,869.19	26,546.24	30,000.00	3,453.76	11.51

DEPARTMENT: 42000 - DEAN OF LEARNING S                    0.00                    2,000.00                    15,200.00                    19,200.00                    4,000.00                    20.83

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FUND: 16 - AUXILIARY ENTITIES                    6,873.20                    48,890.58                    1,263,910.76                    1,489,472.00                    218,688.04                    14.68

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 Annual Budget Report Ending 05/31/2009  
 Options - All Statuses

Fiscal Year: 2009                    FUND: 21 - FEDERAL STUDENT AID

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	41,476.05	3,260,303.13	103,687.51	3,156,615.62-	044.34-
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FUND: 21 - FEDERAL STUDENT AID	0.00	41,476.05	3,260,303.13	103,687.51	3,156,615.62-	044.34-

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Fiscal Year: 2009                    FUND: 22 - RESTRICTED GRANTS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	5,762.00	0.00	5,762.00-	0.00
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	0.00	817.00-	18,398.00	19,215.00	817.00	4.25
DEPARTMENT: 31000 - COMMUNITY SERVICE	1,598.02	14,750.95	29,737.86	88,110.82	56,774.94	64.44
DEPARTMENT: 12200 - ADN PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	837.00	438.41	782.41	9,406.73	7,787.32	82.78
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 12200 - ADN PROGRAM	0.00	0.00	65.25-	0.00	65.25	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	21,634.97	23,234.97	1,600.00	6.89
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	7,839.76	165,282.78	165,286.17	3.39	0.00
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	0.00	0.00	35,670.74	66,352.79	30,682.05	46.24
DEPARTMENT: 45011 - SCIENCE LAB ACTIVI	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	284,299.48	284,299.48	0.00	0.00
DEPARTMENT: 13301 - ABE--INSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 00000 - GENERAL	0.00	0.00	5,675.09	0.00	5,675.09-	0.00
DEPARTMENT: 12211 - MEAT JUDGING	1,819.18	9,531.00	5,060.31	12,554.58	5,675.09	45.20
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	6,676.12	6,676.12	0.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	89,230.77	178,275.19	89,044.42	49.95
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 12273 - WELDING	2,960.58	94.40	9,935.56	12,896.14	0.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	19,608.08	0.00	19,608.08-	0.00
DEPARTMENT: 13301 - ABE--INSTRUCTION	0.00	400.00	400.00	11,800.00	11,400.00	96.61
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	39,757.41	72,000.00	32,242.59	44.78
DEPARTMENT: 00000 - GENERAL	0.00	0.00	29,818.00-	29,818.00-	0.00	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	673.14	38,425.62	211,854.53	315,123.00	102,595.33	32.56
DEPARTMENT: 00000 - GENERAL	0.00	0.00	11,907.00-	11,907.00-	0.00	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	12,031.14	16,106.34	162,279.52	250,041.00	75,730.34	30.29
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	6,520.49	11,858.08	96,595.63	250,380.00	147,263.88	58.82
DEPARTMENT: 45011 - SCIENCE LAB ACTIVI	45,042.37	1,109.18	1,109.18	77,311.00	31,159.45	40.30
DEPARTMENT: 71000 - BUILDINGS	7,300.00	0.00	0.00	247,300.00	240,000.00	97.05

DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	619.78	619.78	3,000.00	2,380.22	79.34
DEPARTMENT: 50000 - DEAN OF STUDENT SE	2,787.26	5,091.89	5,091.89	29,230.00	21,350.85	73.04
DEPARTMENT: 31000 - COMMUNITY SERVICE	50.00	10,810.08	186,055.52	203,940.00	17,834.48	8.74
DEPARTMENT: 11040 - SCIENCE	0.00	1,248.18	7,994.76	14,957.00	6,962.24	46.55
DEPARTMENT: 31000 - COMMUNITY SERVICE	90.00	373.66	30,981.80	51,150.00	20,078.20	39.25
DEPARTMENT: 12240 - CRIMINAL JUSTICE	1,209.30	0.00	0.00	3,515.00	2,305.70	65.60
DEPARTMENT: 42005 - DEAN OF TECHNICAL	8,447.92	9,093.17	135,657.91	163,296.00	19,190.17	11.75
DEPARTMENT: 42000 - DEAN OF LEARNING S	1,300.16	11,982.32	82,542.76	119,414.00	35,571.08	29.79
DEPARTMENT: 31000 - COMMUNITY SERVICE	23.40	8,502.69	83,168.82	105,000.00	21,807.78	20.77
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	34,134.44	4,998.45	4,998.45	54,571.00	15,438.11	28.29
DEPARTMENT: 31000 - COMMUNITY SERVICE	1,243.44	5,081.59	20,668.23	32,373.83	10,462.16	32.32

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FUND: 22 - RESTRICTED GRANTS	128,067.84	157,538.55	1,725,740.11	2,828,984.82	975,176.87	34.47
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FUND: 23 - OTHER RESTRICTED FUNDS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	272.07	5,134.03	13,000.00	7,865.97	60.51
DEPARTMENT: 61000 - PRESIDENT	0.00	0.00	0.00	600.00	600.00	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	0.00	20,028.00	20,028.00	100.00
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	0.00	20,780.00	25,352.50	4,572.50	18.04
DEPARTMENT: 63000 - INFORMATION SERVIC	0.00	0.00	1,000.00	1,000.00	0.00	0.00
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	0.00	3,364.00	3,364.00	100.00
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	0.00	7,000.00	7,000.00	0.00	0.00
DEPARTMENT: 63000 - INFORMATION SERVIC	0.00	0.00	1,000.00	1,000.00	0.00	0.00

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FUND: 23 - OTHER RESTRICTED FUNDS	0.00	272.07	34,914.03	72,344.50	37,430.47	51.74
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Options - All Statuses

Fiscal Year: 2009

FUND: 24 - ADULT BASIC EDUCATION

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 13301 - ABE--INSTRUCTION	14,159.36	8,765.15	157,377.95	181,725.79	10,188.48	5.61
DEPARTMENT: 13305 - ABE--STAFF DEVELOP	147.00	1,028.73	8,874.71	11,342.00	2,320.29	20.46
DEPARTMENT: 13301 - ABE--INSTRUCTION	2,668.43	21,038.52	127,031.04	229,501.00	99,801.53	43.49
DEPARTMENT: 00000 - GENERAL	0.00	0.00	27,500.00-	27,500.00-	0.00	0.00
DEPARTMENT: 13301 - ABE--INSTRUCTION	600.00	9,733.50	118,171.06	147,247.00	28,475.94	19.34

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FUND: 24 - ADULT BASIC EDUCATION	17,574.79	40,565.90	383,954.76	542,315.79	140,786.24	25.96
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06-01-09 Garden City Community College Annual Budget Report Ending 05/31/2009 Page: 8  
Options - All Statuses

Fiscal Year: 2009

FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	58,808.45	36,617.84-	298,109.27	653,492.00	296,574.28	45.38
=====						
FUND: 61 - CAPITAL OUTLAY	58,808.45	36,617.84-	298,109.27	653,492.00	296,574.28	45.38

06-01-09 Garden City Community College Annual Budget Report Ending 05/31/2009 Options - All Statuses Page: 9

Fiscal Year: 2009

FUND: 63 - DEBT RETIREMENT FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	2,060,295.33	0.00	2,060,295.33-	0.00
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	0.00	0.00	99.22	0.00	99.22-	0.00
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	227,447.81-	0.00	227,447.81	0.00
DEPARTMENT: 93000 - ISSUANCE EXPENSE	0.00	0.00	27,296.25	0.00	27,296.25-	0.00
=====						
FUND: 63 - DEBT RETIREMENT FUND	0.00	0.00	1,860,242.99	0.00	1,860,242.99-	0.00

06-01-09 Garden City Community College Annual Budget Report Ending 05/31/2009 Options - All Statuses Page: 10

Fiscal Year: 2009

FUND: 64 - DEBT PROJECT FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	382,654.00	121,360.00	378,546.52	0.00	761,200.52-	0.00
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	1,157.00-	1,157.00-	100.00
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	186,157.00	0.00	0.00	186,157.00	0.00	0.00
DEPARTMENT: 71000 - BUILDINGS	697,031.68	160,477.07	160,477.07	0.00	857,508.75-	0.00
=====						
FUND: 64 - DEBT PROJECT FUND	1,265,842.68	281,837.07	539,023.59	185,000.00	1,619,866.27-	875.59-

06-01-09 Garden City Community College Annual Budget Report Ending 05/31/2009 Options - All Statuses Page: 11

Fiscal Year: 2009

FUND: 65 - CAPITAL CAMPAIGN FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	0.00	730.00	500,000.00	0.00	500,000.00-	0.00
=====						
FUND: 65 - CAPITAL CAMPAIGN FUND	0.00	730.00	500,000.00	0.00	500,000.00-	0.00

Garden City Community College  
 Annual Budget Report Ending 05/31/2009  
 Options - All Statuses

Fiscal Year: 2009

FUND: 71 - ACTIVITY/ORGANIZATION FD

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	2,225.16	27,626.82	212,291.53	316,276.04	101,759.35	32.17
DEPARTMENT: 99001 - STUDENT NEWSPAPER	500.00	3,020.97	15,154.52	52,750.00	37,095.48	70.32
DEPARTMENT: 99002 - STUDENT MAGAZINE	5,852.00	90.94	553.65	53,000.00	46,594.35	87.91
DEPARTMENT: 50000 - DEAN OF STUDENT SE	1,613.80	245.34	15,309.40	35,550.00	18,626.80	52.40
=====						
FUND: 71 - ACTIVITY/ORGANIZATION FD	10,190.96	30,984.07	243,309.10	457,576.04	204,075.98	44.60

Garden City Community College  
 Annual Budget Report Ending 05/31/2009  
 Options - All Statuses

Fiscal Year: 2009

FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	11,965.00	0.00	11,965.00-	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	8,769.00	0.00	8,769.00-	0.00
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	2,418.00	0.00	2,418.00-	0.00
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	0.00	3,237.00	0.00	3,237.00-	0.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	82.00-	11,166.00	0.00	11,166.00-	0.00
DEPARTMENT: 55006 - FOOTBALL	0.00	41.00-	87,815.00	0.00	87,815.00-	0.00
DEPARTMENT: 55007 - BASEBALL	0.00	0.00	6,966.00	0.00	6,966.00-	0.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	840.00	0.00	840.00-	0.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	13,466.00	0.00	13,466.00-	0.00
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	6,044.00	0.00	6,044.00-	0.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	6,515.00	0.00	6,515.00-	0.00
DEPARTMENT: 55013 - DANCE TEAM	0.00	0.00	2,315.00	0.00	2,315.00-	0.00
DEPARTMENT: 55014 - RODEO TEAM	0.00	0.00	17,866.00	0.00	17,866.00-	0.00
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	0.00	27,987.00	0.00	27,987.00-	0.00
DEPARTMENT: 11022 - SPEECH	0.00	0.00	2,239.00	0.00	2,239.00-	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	0.00	8,873.00	0.00	8,873.00-	0.00
DEPARTMENT: 11030 - ART	0.00	0.00	4,386.00	0.00	4,386.00-	0.00
DEPARTMENT: 11031 - DRAMA	0.00	0.00	6,843.00	0.00	6,843.00-	0.00
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	0.00	10,306.00	0.00	10,306.00-	0.00
DEPARTMENT: 11033 - INST MUSIC	0.00	0.00	25,124.00	0.00	25,124.00-	0.00
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	0.00	2,643.00	0.00	2,643.00-	0.00
DEPARTMENT: 12211 - MEAT JUDGING	0.00	0.00	7,704.00	0.00	7,704.00-	0.00
=====						
FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	123.00-	275,487.00	0.00	275,487.00-	0.00

Garden City Community College  
 Annual Budget Report Ending 05/31/2009  
 Options - All Statuses

Fiscal Year: 2009

FUND: 73 - EDUKAN CONSORTIUM FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
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DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	16,041.36	240,388.38	270,000.00	29,611.62	10.97
=====						
FUND: 73 - EDUKAN CONSORTIUM FUND	0.00	16,041.36	240,388.38	270,000.00	29,611.62	10.97

Garden City Community College  
Annual Budget Report Ending 05/31/2009  
Options - All Statuses

06-01-09

Fiscal Year: 2009

FUND: 89 - OTHER

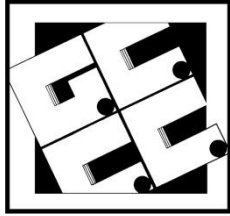
GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
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DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	0.00	0.00	6,500.00	6,500.00	100.00
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	0.00	74,925.00-	0.00	74,925.00	0.00
DEPARTMENT: 00000 - GENERAL	0.00	11,291.61	105,916.48	0.00	105,916.48-	0.00
=====						
FUND: 89 - OTHER	0.00	11,291.61	30,991.48	6,500.00	24,491.48-	376.78-

As of 5/31/2009

		Amount	% Rate
Cash in Bank:	Commerce Bank	\$ 128,473.55	0.0500%
	Security State - Scott City	\$ 24,557.04	0.0000%
	State Municipal Invest. Pool	\$ 41,128.65	0.0700%
	Landmark National Bank	\$ 1,107,836.52	0.1500%

Investments:

Institution	Type	Amount	% Rate	Beg. Date	End Date
First Natl Bank of GC	CD	\$ 1,000,000.00	0.6000%	5/28/2009	9/3/2009
Commerce Bank	CD	\$ 4,000,000.00	2.3050%	12/3/2008	10/19/2009
Commerce Bank	CD	\$ 1,000,000.00	0.9000%	5/27/2009	11/23/2009
Commerce Bank	CD	\$ 2,000,000.00	1.2600%	5/27/2009	5/27/2010



# Garden City COMMUNITY COLLEGE

June 1, 2009

**To:** Board of Trustees

**From:** Cricket Turley, Director of Human Resources

## New Hires

Rae Brungardt, Printer Operator, effective June 1, 2009

Margo McNutt, Asst Track Coach, effective July 1, 2009

## Separations

Cindy Hernandez, Financial Aid Advisor, effective July 31, 2009

Crissy Aslin, Asst Director of SBDC, effective May 21, 2009

## Retirements

## Transfers/Promotions

Brenda Barrett, Director of Institutional Research, effective July 1, 2009

Lenora Cook, Dean of Tech Ed & Nursing Ed, effective July 1, 2009

Ryan Ruda, Dean of Student Services, effective July 1, 2009

Deanna Mann, Dean of Institutional Effectiveness & Enrollment Services, effective July 1, 2009

## Vacancies

Campus Security Officer

Nursing Instructor

Custodian

Admissions Representative

Financial Aid Advisor

Director of Counseling

Asst Director of SBDC

**GARDEN CITY COMMUNITY COLLEGE  
 ADJUNCT FACULTY CONTRACTS - RECEIVED  
 09SPR**

From 01/01/2009 to 05/29/2009

ID	INSTRUCTOR	CLASS	AMOUNT	SALARY LEVEL/ SEMESTERS
0093276	Alexander, Paige	Fundamentals of Statistics 3.00 FLC X \$470.00 (21 Students) MATH-110-90 01/14/2009 05/21/2009 11-00-0000-11050-5260	\$1,410.00	03/2
0071720	Ashlock, Bernard	Group Counsel & Self-Help Grps 3.00 FLC X \$470.00 (8 Students) ADDC-200-90 01/14/2009 05/21/2009 11-00-0000-11060-5260	\$1,410.00	03/6
0119563	Berkley, Deborah	Basic English *** 3.75 FLC X \$500.00 (14 Students) ENGL-091-90 01/14/2009 05/21/2009 11-00-0000-11021-5260	\$1,875.00	04/3
0113852	Bitikofer, Lyle	Electricity IV 3.00 FLC X \$435.00 (4 Students) INED-114-90 01/14/2009 05/21/2009 11-00-0000-12272-5260	\$1,305.00	02/3
0119323	Cox, Jacob <i>Taught with HPER-192-09 (13 students)</i>	Fundamentals Weightlifting I 1.00 FLC X \$400.00 (6 Students) HPER-191-09 01/14/2009 05/21/2009 11-00-0000-11070-5260	\$400.00	01/6
0030195	Delgado, Dan	Health Education 3.00 FLC X \$400.00 (11 Students) HPER-106-90 01/14/2009 05/21/2009 11-00-0000-11070-5260	\$1,200.00	01/8
0000091	Duran, Jerry	Upholstery 3.00 FLC X \$480.00 (11 Students) INED-120-90 01/14/2009 05/21/2009 11-00-0000-12280-5260	\$1,440.00	01/43

<b>ID</b>	<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>	<b>SALARY LEVEL/ SEMESTERS</b>
0031964	Erskin, Nadine	Basic Manual Communication II 3.00 FLC X \$400.00 (4 Students) SPED-125-90 01/14/2009 05/21/2009 11-00-0000-11060-5260	\$1,200.00	01/19
0084418	Evans, Danial	Health Education 3.00 FLC X \$470.00 (21 Students) HPER-106-01 01/14/2009 05/21/2009 11-00-0000-11070-5260	\$1,410.00	03/15
0084418	Evans, Danial	Prev & Care Ath. Injuries 3.00 FLC X \$470.00 (19 Students) HPER-211-01 01/14/2009 05/21/2009 11-00-0000-11070-5260	\$1,410.00	03/15
0084418	Evans, Danial	Athletic Training Practicum 1.00 FLC X \$470.00 (8 Students) HPER-212-01 01/14/2009 05/21/2009 11-00-0000-11070-5260	\$470.00	03/15
0031398	Fleming, Diane	Exceptional Children 3.00 FLC X \$500.00 (9 Students) SPED-203-90 01/14/2009 05/21/2009 11-00-0000-11060-5260	\$1,500.00	04/9
0051580	Gundy, Jason	Beginning Tennis 1.00 FLC X \$400.00 (15 Students) HPER-114-90 03/23/2009 05/21/2009 11-00-0000-11070-5260	\$400.00	01/2
0131672	Harding, Daniel	Comp Aided Drafting I (Engr) 3.00 FLC X \$470.00 (3 Students) DRFT-104E-90 01/19/2009 05/21/2009 11-00-0000-12260-5260	\$1,410.00	03/1

<b>ID</b>	<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>	<b>SALARY LEVEL/ SEMESTERS</b>
0131672	Harding, Daniel	Computer Aided Drafting II 3.00 FLC X \$470.00 (3 Students) DRFT-204-90 01/14/2009 05/21/2009 11-00-0000-12260-5260	\$1,410.00	03/1
0015627	Heath, Reba	Certified Nurse Aide 5.01 FLC X \$470.00 (9 Students) HELR-102-91 01/12/2009 02/25/2009 11-00-0000-12203-5260	\$2,354.70	03/2
0015627	Heath, Reba	Nursing Home Med. Aide 5.00 FLC X \$470.00 (6 Students) HELR-103-90 01/13/2009 02/25/2009 11-00-0000-12203-5260	\$2,350.00	03/2
0015627	Heath, Reba	Nursing Home Med. Aide 5.00 FLC X \$470.00 (5 Students) HELR-103-01 01/13/2009 02/25/2009 11-00-0000-12203-5260	\$2,350.00	03/2
0015627	Heath, Reba	Certified Nurse Aide 5.01 FLC X \$470.00 (10 Students) HELR-102-02 01/12/2009 02/25/2009 11-00-0000-12203-5260	\$2,354.70	03/2
0015627	Heath, Reba	Certified Nurse Aide 5.01 FLC X \$470.00 (7 Students) HELR-102-03 02/25/2009 04/08/2009 11-00-0000-12203-5260	\$2,354.70	03/2
0015627	Heath, Reba	Nursing Home Med. Aide 5.00 FLC X \$470.00 (4 Students) HELR-103-02 02/24/2009 04/09/2009 11-00-0000-12203-5260	\$2,350.00	03/2

<b>ID</b>	<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>	<b>SALARY LEVEL/ SEMESTERS</b>
0015627	Heath, Reba	Certified Nurse Aide 3.00 FLC X \$470.00 (11 Students) HELRL-1023-94 02/25/2009 04/08/2009 11-00-0000-12203-5260	\$1,410.00	03/2
0015627	Heath, Reba	Certified Nurse Aide Lab 2.01 FLC X \$470.00 (11 Students) HELRL-102L-94A 02/25/2009 04/08/2009 11-00-0000-12203-5260	\$944.70	03/2
0013548	Heaton, Stephen	College Algebra 3.00 FLC X \$480.00 (26 Students) MATH-108-90 01/14/2009 05/21/2009 11-00-0000-11050-5260	\$1,440.00	01/31
0131998	Higgins, Lewis	Understanding New Testament 3.00 FLC X \$470.00 (29 Students) LITR-231-90 01/14/2009 05/21/2009 11-00-0000-11020-5260	\$1,410.00	03/1
0125502	Kasriel, Matthew <i>Matthew Kasriel, Larry Pander and Joshua Rees are team-teaching FIRE-101-01.</i>	Firefighter I 2.14 FLC X \$500.00 (8 Students) FIRE-101-01 01/14/2009 04/28/2009 11-00-0000-12241-5260	\$1,070.00	04/1
0125502	Kasriel, Matthew <i>Matthew Kasriel and Larry Pander are team-teaching FIRE-203-90.</i>	Technical Rescue II 1.07 FLC X \$500.00 (8 Students) FIRE-203-90 04/14/2009 04/25/2009 11-00-0000-12241-5260	\$535.00	04/1
0023409	Keller, Patricia	Basic English *** 3.75 FLC X \$400.00 (14 Students) ENGL-091-03 01/14/2009 05/21/2009 11-00-0000-11021-5260	\$1,500.00	01/6

<b>ID</b>	<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>	<b>SALARY LEVEL/ SEMESTERS</b>
0006759	Kemper, Mary	Public Speaking 3.00 FLC X \$480.00 (21 Students) SPCH-111-90 01/14/2009 05/21/2009 11-00-0000-11022-5260	\$1,440.00	01/33
0006759	Kemper, Mary	Interpersonal Communication I 3.00 FLC X \$480.00 (21 Students) SPCH-113-90 01/14/2009 05/21/2009 11-00-0000-11022-5260	\$1,440.00	01/33
0017434	Lamb, Colin <i>Colin Lamb and Ryan Ruda are team-teaching PSYC-206-01.</i>	Teamleading and Collaborative 1.50 FLC X \$470.00 (6 Students) PSYC-206-01 01/14/2009 05/21/2009 11-00-0000-11060-5260	\$705.00	03/14
0000879	Landgraf, Jeffrey	First Responder 6.23 FLC X \$470.00 (11 Students) EMIC-107-01 01/14/2009 05/21/2009 11-00-0000-12202-5260	\$2,928.10	03/3
0000879	Landgraf, Jeffrey	Medical Terminology 3.00 FLC X \$470.00 (13 Students) EMIC-104-01 01/14/2009 05/21/2009 11-00-0000-12202-5260	\$1,410.00	03/3
0040652	Lisk, Martha	College Skills Development 1.00 FLC X \$470.00 (25 Students) PCDE-101-08 01/14/2009 03/13/2009 11-00-0000-11083-5260	\$470.00	03/12
0040652	Lisk, Martha	College Skills Development 1.00 FLC X \$470.00 (18 Students) PCDE-101-03 03/23/2009 05/21/2009 11-00-0000-11083-5260	\$470.00	03/12



<b>ID</b>	<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>	<b>SALARY LEVEL/ SEMESTERS</b>
0059473	McClure, Timmey	Handcuffing 0.50 FLC X \$470.00 (11 Students) CRIM-154-01 01/31/2009 01/31/2009 11-00-0000-12240-5260	\$235.00	03/3
0059473	McClure, Timmey	Tactical Baton 0.50 FLC X \$470.00 (11 Students) CRIM-155-01 02/01/2009 02/01/2009 11-00-0000-12240-5260	\$235.00	03/3
0058516	Miller, Aaron <i>Taught with WELD-120-90 (1 student).</i>	Introduction to AWS Welding 3.34 FLC X \$400.00 (7 Students) WELD-110-90 01/14/2009 05/21/2009 11-00-0000-12273-5260	\$1,336.00	01/4
0058516	Miller, Aaron	Introduction to AWS Welding 3.34 FLC X \$400.00 (11 Students) WELD-110-91 01/14/2009 05/21/2009 11-00-0000-12273-5260	\$1,336.00	01/4
0016832	Miller, Timothy	Beginning Rappelling 1.00 FLC X \$435.00 (9 Students) CRIM-150-02 02/21/2009 02/22/2009 11-00-0000-12240-5260	\$435.00	02/1
0016832	Miller, Timothy	Advanced Rappelling 1.00 FLC X \$435.00 (4 Students) CRIM-152-02 04/04/2009 04/05/2009 11-00-0000-12240-5260	\$435.00	02/1
0016832	Miller, Timothy	Intermediate Rappelling 1.00 FLC X \$435.00 (6 Students) CRIM-151-01 03/07/2009 03/08/2009 11-00-0000-12240-5260	\$435.00	02/1

<b>ID</b>	<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>	<b>SALARY LEVEL/ SEMESTERS</b>
0116679	Moquett, Katrina	Lifetime Fitness 2.00 FLC X \$470.00 (23 Students) HPER-121-90 01/14/2009 05/21/2009 11-00-0000-11070-5260	\$940.00	03/6
0116679	Moquett, Katrina <i>Taught with HPER-192-06 (4 students)</i>	Fundamentals Weightlifting I 1.00 FLC X \$470.00 (3 Students) HPER-191-06 01/14/2009 05/21/2009 11-00-0000-11070-5260	\$470.00	03/6
0116679	Moquett, Katrina	Substance Abuse 3.00 FLC X \$470.00 (11 Students) HPER-107-01 01/14/2009 05/21/2009 11-00-0000-11070-5260	\$1,410.00	03/6
0035527	Musick, Sidni	High-Intermediate Writing-ESL 3.00 FLC X \$470.00 (7 Students) LANG-232-90 01/14/2009 05/21/2009 11-00-0000-11082-5260	\$1,410.00	03/8
0014256	Neri, Juan	Intro Computer Concepts & Appl 3.00 FLC X \$435.00 (11 Students) CSCI-1103-90 01/14/2009 05/21/2009 11-00-0000-11010-5260	\$1,305.00	02/14
0014256	Neri, Juan	Keyboarding 3.00 FLC X \$435.00 (8 Students) CSCI-100-90 01/14/2009 05/21/2009 11-00-0000-11010-5260	\$1,305.00	02/14
0022181	Niblock, Debra	Certified Nurse Aide 3.00 FLC X \$500.00 (10 Students) HELR-1023-95 03/24/2009 05/07/2009 11-00-0000-12203-5260	\$1,500.00	04/1

<u>ID</u>	<u>INSTRUCTOR</u>	<u>CLASS</u>	<u>AMOUNT</u>	<u>SALARY LEVEL/ SEMESTERS</u>
0022181	Niblock, Debra	Certified Nurse Aide Lab 2.01 FLC X \$500.00 (10 Students) HELR-102L-95 03/24/2009 05/07/2009 11-00-0000-12203-5260	\$1,005.00	04/1
0068157	Nichols, Kip	Bowling 1.00 FLC X \$400.00 (26 Students) HPER-118-90 01/14/2009 05/21/2009 11-00-0000-11070-5260	\$400.00	01/15
0111913	Penner, Jacqueline	Para Health Team Refr Course 1.00 FLC X \$500.00 (5 Students) HELR-110-02 01/23/2009 01/24/2009 11-00-0000-12203-5260	\$500.00	04/7
0111913	Penner, Jacqueline	Para Health Team Refr Course 1.00 FLC X \$500.00 (5 Students) HELR-110-03 05/02/2009 05/03/2009 11-00-0000-12203-5260	\$500.00	04/7
0001515	Rainman, Valerie	Elementary Spanish II 5.00 FLC X \$480.00 (8 Students) LANG-1331-90 01/14/2009 05/21/2009 11-00-0000-11020-5260	\$2,400.00	01/29
0001515	Rainman, Valerie	Intro to Conv. Spanish II 1.00 FLC X \$480.00 (4 Students) LANG-131-90 01/14/2009 05/21/2009 11-00-0000-11020-5260	\$480.00	01/29
0061059	Rees, Joshua <i>Larry Pander and Joshua Rees are team-teaching FIRE-103-90.</i>	Technical Rescue I 0.98 FLC X \$435.00 (10 Students) FIRE-103-90 03/03/2009 03/13/2009 11-00-0000-12241-5260	\$426.30	02/1

<b>ID</b>	<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>	<b>SALARY LEVEL/ SEMESTERS</b>
0061059	Rees, Joshua <i>Matthew Kasriel, Larry Pander and Joshua Rees are team-teaching FIRE-101-01.</i>	Firefighter I 1.16 FLC X \$435.00 (8 Students) FIRE-101-01 01/14/2009 04/28/2009 11-00-0000-12241-5260	\$504.60	02/1
0044396	Richmond, Rita	Team-T: Dispatch I 1.00 FLC X \$435.00 (7 Students) CRIM-130-01 02/12/2009 02/13/2009 11-00-0000-12240-5260	\$435.00	02/11
0066505	Rishel-Montez, Sabrina	Beginning Ballet 1.00 FLC X \$400.00 (9 Students) HPER-142-01 01/14/2009 05/21/2009 11-00-0000-11070-5260	\$400.00	01/3
0018283	Routon, Timothy	Wood Production Methods 3.00 FLC X \$565.50 (13 Students) INED-106-90 01/14/2009 05/21/2009 11-00-0000-12280-5260	\$1,696.50	02/16
0018283	Routon, Timothy	Applied Music: Instrumental I 1.34 FLC X \$400.00 (4 Students) MUSC-102-90 01/14/2009 05/21/2009 11-00-0000-11033-5260	\$536.00	01/16
0018283	Routon, Timothy <i>Taught with MUSC-204-90 (1 student)</i>	Applied Music: Instrumental II 1.34 FLC X \$400.00 (3 Students) MUSC-103-90 01/14/2009 05/21/2009 11-00-0000-11033-5260	\$536.00	01/16
0018283	Routon, Timothy	Applied Music: Instrumental I 1.34 FLC X \$400.00 (2 Students) MUSC-1021-90 01/14/2009 05/21/2009 11-00-0000-11033-5260	\$536.00	01/16

<b>ID</b>	<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>	<b>SALARY LEVEL/ SEMESTERS</b>
0067718	Ruda, Ryan <i>Colin Lamb and Ryan</i> <i>Ruda are team-teaching</i> <i>PSYC-206-01.</i>	Teamleading and Collaborative 1.50 FLC X \$470.00 (6 Students) PSYC-206-01 01/14/2009 05/21/2009 11-00-0000-11060-5260	\$705.00	03/23
0012665	Sisk, Bradley	Emergency Medical Tech-Interm 4.12 FLC X \$650.00 (25 Students) EMIC-110-90 02/03/2009 03/26/2009 11-00-0000-12202-5260 \$75.00/cr. hr. x 4 cr. hr. (Polycom class) = \$300.00	\$2,978.00	04/23
0012665	Sisk, Bradley <i>Bradley Sisk and Kenneth</i> <i>Smith are team-teaching</i> <i>EMRG-101-01.</i>	Emergency Medical Technician 8.00 FLC X \$650.00 (6 Students) EMRG-101-01 01/06/2009 05/28/2009 11-00-0000-12202-5260	\$5,200.00	04/23
0012665	Sisk, Bradley	Emergency Medical Tech-Interm 4.12 FLC X \$650.00 (18 Students) EMIC-110-91 03/03/2009 04/30/2009 11-00-0000-12202-5260 \$75.00/cr. hr. x 4 cr. hr. (Polycom class) = \$300.00	\$2,978.00	04/23
0052427	Smith, Kenneth <i>Bradley Sisk and Kenneth</i> <i>Smith are team-teaching</i> <i>EMRG-101-01.</i>	Emergency Medical Technician 3.58 FLC X \$470.00 (6 Students) EMRG-101-01 01/06/2009 05/28/2009 11-00-0000-12202-5260	\$1,682.60	03/1
0078914	Strawder, Freddie	Evoc II 1.00 FLC X \$435.00 (7 Students) CRIM-141-01 04/04/2009 05/15/2009 11-00-0000-12240-5260	\$435.00	02/3
0000001	Stubblefield, Robert	Machine Woodworking 3.00 FLC X \$470.00 (6 Students) INED-107-01 01/14/2009 05/21/2009 11-00-0000-12280-5260	\$1,410.00	03/22

<b>ID</b>	<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>	<b>SALARY LEVEL/ SEMESTERS</b>
0081235	Thomas, Chevelle <i>Taught with Adv Pattern Study &amp; Garm Const (3 students)</i>	Pattern Study & Garment Const 3.00 FLC X \$400.00 (3 Students) HMEC-103-90 01/14/2009 05/21/2009 11-00-0000-11060-5260	\$1,200.00	01/3
0008202	Thompson, Kevin	English I 3.75 FLC X \$470.00 (22 Students) ENGL-101-90 01/14/2009 05/21/2009 11-00-0000-11021-5260	\$1,762.50	03/18
0008202	Thompson, Kevin	English II 3.75 FLC X \$470.00 (23 Students) ENGL-102-90 01/14/2009 05/21/2009 11-00-0000-11021-5260	\$1,762.50	03/18
0125466	Tunis, Tamara	Issues in Educ: Heads Up Rdg 3.00 FLC X \$400.00 (8 Students) EDUC-113-90 01/14/2009 05/21/2009 11-00-0000-11060-5260	\$1,200.00	01/2
0023490	Turner, Lynda	College Math 3.00 FLC X \$400.00 (7 Students) MATH-105-90 01/14/2009 05/21/2009 11-00-0000-11050-5260	\$1,200.00	01/2
0002551	Unruh, Robin <i>Pro-rate for 1 student/based on 4 students (3 FLC x 1/4 = .75 FLC)</i>	Field Practicum II 0.75 FLC X \$470.00 (1 Students) ADDC-2043-01 01/14/2009 05/21/2009 11-00-0000-11060-5260	\$352.50	03/4
0000275	Wilson, Robert	Anatomy & Physiology II 4.34 FLC X \$564.00 (20 Students) BIOL-212-90 01/14/2009 05/21/2009 11-00-0000-11040-5260	\$2,447.76	03/58
<b>TOTAL ADJUNCT FACULTY CONTRACTS</b>			<b>\$97,993.16</b>	

**GARDEN CITY COMMUNITY COLLEGE  
OUTREACH FACULTY CONTRACTS - RECEIVED  
09SPR**

From: 01/01/2009 to 05/30/2009

ID	INSTRUCTOR	CLASS	AMOUNT	SALARY LEVEL/ SEMESTERS
<b>BEC</b>				
0029478	Booth-Varnado, Stephanie	Intro Computer Concepts & Appl 3.00 FLC X \$400.00 (7 Students) CSCI-1103-SC 01/21/2009 05/13/2009 11-00-0000-11010-5220	\$1,200.00	01/12
0039874	Carver, Heather	Introduction to Sociology 3.00 FLC X \$400.00 (7 Students) SOC1-102-ST 01/15/2009 05/07/2009 11-00-0000-11060-5220	\$1,200.00	01/2
0015879	Emahizer, Shellie	Certified Nurse Aide 5.01 FLC X \$470.00 (5 Students) HELR-102-SC 03/04/2009 04/22/2009 11-00-0000-12203-5220	\$2,354.70	03/5
0000148	Hill, Kent	General Psychology 3.00 FLC X \$564.00 (5 Students) PSYC-101-SC 01/21/2009 05/13/2009 11-00-0000-11060-5220	\$1,692.00	03/39
0070430	Laudick, David	Public Speaking 3.00 FLC X \$470.00 (5 Students) SPCH-111-SC 01/19/2009 05/18/2009 11-00-0000-11022-5220	\$1,034.00	03/25
	<i>David Laudick taught 01/21/2009-04/06/2009—pro-rate at 11/15 (\$470 x 3 FLC = \$1,410.00 x 11/15)</i>			
0000241	Ward, Shana	Beginning Algebra *** 3.00 FLC X \$400.00 (5 Students) MATH-006-SC 01/15/2009 05/11/2009 11-00-0000-11050-5220	\$1,200.00	01/15

0118072	Wasielewski, Tamara	Intro to Mgmt Info Systems 1.00 FLC X \$400.00 (4 Students) CSCI-101A-SC 03/24/2009 04/09/2009 11-00-0000-11010-5220	\$400.00	01/4
<b>LAKI</b>				
0000033	Bowser, Michael	Public Speaking 3.00 FLC X \$480.00 (11 Students) SPCH-111-LK 01/06/2009 05/05/2009 11-00-0000-11022-5220	\$1,440.00	01/37
0010121	Hoover, Kevin	Certified Nurse Aide 5.01 FLC X \$470.00 (9 Students) HELR-102-LA 01/12/2009 03/03/2009 11-00-0000-12203-5220	\$2,354.70	03/7
0010121	Hoover, Kevin	Certified Nurse Aide 5.01 FLC X \$470.00 (6 Students) HELR-102-LK 03/16/2009 05/05/2009 11-00-0000-12203-5220	\$2,354.70	03/7
0099508	Jorgensen, Eric	Lifetime Fitness 2.00 FLC X \$400.00 (6 Students) HPER-121-LK 01/05/2009 02/20/2009 11-00-0000-11070-5220	\$800.00	01/8
<b>SCOT</b>				
0076281	Thornburg, Allen	Wood Production Methods 3.00 FLC X \$500.00 (7 Students) INED-106-SC 01/19/2009 05/18/2009 11-00-0000-12280-5220	\$1,500.00	04/6
0085511	Wilkinson, Anissa	Lifetime Fitness 2.00 FLC X \$400.00 (8 Students) HPER-121-SC 01/20/2009 03/31/2009 11-00-0000-11070-5220	\$800.00	01/1



**SUBL**

0131873	Freelove, Gregory	Firefighter I 1.67 FLC X \$435.00 (9 Students)	\$726.45	02/1
<i>Greggory Freelove, Larry Pander and Greg Standard are team-teaching FIRE-101-SB.</i>		FIRE-101-SB 01/14/2009 05/05/2009 11-00-0000-12241-5220		
0131873	Freelove, Gregory	Hazardous Materials Awareness 0.67 FLC X \$435.00 (9 Students)	\$291.45	02/1
<i>Greggory Freelove, Larry Pander and Greg Standard are team-teaching FIRE-110-SB.</i>		FIRE-110-SB 04/16/2009 05/05/2009 11-00-0000-12241-5220		
0132188	Standard, Greg	Firefighter I 2.49 FLC X \$435.00 (9 Students)	\$1,083.15	02/1
<i>Greggory Freelove, Larry Pander and Greg Standard are team-teaching FIRE-101-SB.</i>		FIRE-101-SB 01/14/2009 05/05/2009 11-00-0000-12241-5220		
0132188	Standard, Greg	Hazardous Materials Awareness 0.67 FLC X \$435.00 (9 Students)	\$291.45	02/1
<i>Greggory Freelove, Larry Pander and Greg Standard are team-teaching FIRE-110-SB.</i>		FIRE-110-SB 04/16/2009 05/05/2009 11-00-0000-12241-5220		
<b>SYRA</b>				
0035736	Hugo, Bernard	Principles of Economics: Micro 3.00 FLC X \$480.00 (5 Students)	\$1,440.00	01/26
		ECON-112-SY 01/06/2009 05/22/2009 11-00-0000-11010-5220		
0000217	Lewis, Yvonne	Projects: Oil Painting 3.00 FLC X \$480.00 (3 Students)	\$1,440.00	01/60
<i>Taught with ARTS-201-SS (3 students) ARTS-201-SK</i>		01/06/2009 05/22/2009 11-00-0000-11030-5220		
<b>TOTAL OUTREACH FACULTY CONTRACTS</b>			<b>\$23,602.60</b>	

**GARDEN CITY COMMUNITY COLLEGE  
OUTREACH SEERVICE CONTRACTS - RECEIVED  
09SPR**

From 01/01/2009 to 05/29/2009

PROVIDER/INSTRUCTOR	CLASS	AMOUNT	SALARY LEVEL/ SEMESTERS
<b><u>Dighton - USD 482</u></b>			
Shearer Morse, Ashley	English II 3.75 FLC X \$375.00 (8 Students) ENGL-102-DI 01/05/2009 05/14/2009 11-00-0000-11021-6610	\$1,406.25	CC/2
<b><u>Garden City - USD 457</u></b>			
Ackerman, Linda  <i>Contract combined with CSCI-1103-GH (6 students)</i>	Intro Computer Concepts & Appl 3.00 FLC X \$375.00 (9 Students) CSCI-1103-GA 01/06/2009 05/19/2009 11-00-0000-11010-6610	\$1,125.00	CC/13
Burden, Karen  <i>Pro-rate for 3 students/based on 5 students (\$375 x 3/5 = \$225)</i>	Working With Children 1.00 FLC X \$225.00 (3 Students) EDUC-114-GC 01/14/2009 05/21/2009 11-00-0000-11060-6610	\$225.00	CC/2
Irvin, Jana  <i>Contract combined with CSCI-1103-GN (6 students)</i>	Intro Computer Concepts & Appl 3.00 FLC X \$375.00 (7 Students) CSCI-1103-GC 01/06/2009 05/19/2009 11-00-0000-11010-6610	\$1,125.00	CC/5
Neri, Juan  <i>Contract combined with CSCI-1103-GR (10 students)</i>	Intro Computer Concepts & Appl 3.00 FLC X \$375.00 (5 Students) CSCI-1103-GD 01/06/2009 05/19/2009 11-00-0000-11010-6610	\$1,125.00	CC/14
<b><u>Healy - USD 468</u></b>			
Ostmeyer, Annette  <i>Pro-rate for 4 students/based on 5 students (\$375 x 4/5 = \$300)</i>	English II 3.75 FLC X \$300.00 (4 Students) ENGL-102-HE 01/12/2009 05/14/2009 11-00-0000-11021-6610	\$1,125.00	CC/4

PROVIDER/INSTRUCTOR	CLASS	AMOUNT	SALARY LEVEL/ SEMESTERS
<b><u>Holcomb - USD 363</u></b>			
Kemper, Mary	English II 3.75 FLC X \$375.00 (11 Students) ENGL-102-HO 01/06/2009 05/08/2009 11-00-0000-11021-6610	\$1,406.25	CC/33
Kemper, Mary	Public Speaking 3.00 FLC X \$375.00 (11 Students) SPCH-111-HO 01/06/2009 05/08/2009 11-00-0000-11022-6610	\$1,125.00	CC/33
<b><u>Lakin - USD 215</u></b>			
Thompson, Kevin	English II 3.75 FLC X \$375.00 (14 Students) ENGL-102-LK 02/17/2009 05/14/2009 11-00-0000-11021-6610	\$1,406.25	CC/18
Thompson, Kevin	English II 3.75 FLC X \$375.00 (7 Students) ENGL-102-LA 02/17/2009 05/14/2009 11-00-0000-11021-6610	\$1,406.25	CC/18
<b><u>Leoti - USD 467</u></b>			
Conard, Julie	Interpersonal Communication I 3.00 FLC X \$375.00 (10 Students) SPCH-113-LE 01/05/2009 05/13/2009 11-00-0000-11022-6610	\$1,125.00	CC/15
<b><u>Scott City - USD 466</u></b>			
Kucharik, Stephen	English II 3.75 FLC X \$375.00 (8 Students) ENGL-102-ST 01/05/2009 05/14/2009 11-00-0000-11021-6610	\$1,406.25	CC/54
<i>ITV Class - with ENGL-102-DE (9 students) &amp; ENGL102-Spearville</i>			

PROVIDER/INSTRUCTOR	CLASS	AMOUNT	SALARY LEVEL/ SEMESTERS
Kucharik, Stephen	English II 3.75 FLC X \$375.00 (6 Students) ENGL-102-SO 01/05/2009 05/14/2009 11-00-0000-11021-6610	\$1,406.25	CC/54
Paget, William	College Algebra 3.00 FLC X \$375.00 (7 Students) MATH-108-SO 01/05/2009 05/14/2009 11-00-0000-11050-6610 <i>ITV Class - with MATH-108-DR (4 students) &amp; MATH-108-LA (11 students)</i>	\$1,125.00	CC/18
Paget, William	College Algebra 3.00 FLC X \$375.00 (4 Students) MATH-108-ST 01/05/2009 05/14/2009 11-00-0000-11050-6610 <i>ITV Class - with MATH-108-DE (4 students) &amp; MATH-108-LK (6 students)</i>	\$1,125.00	CC/18
<b><u>Syracuse - USD 494</u></b>			
Shepard, Glenda	English II 3.75 FLC X \$375.00 (9 Students) ENGL-102-SY 01/06/2009 05/22/2009 11-00-0000-11021-6610	\$1,406.25	CC/2
<b><u>Tribune - USD 200</u></b>			
St John, Joyce	American History Since 1865 3.00 FLC X \$375.00 (20 Students) HIST-104-TR 01/05/2009 05/20/2009 11-00-0000-11020-6610	\$1,125.00	CC/11
<b>TOTAL OUTREACH SERVICE CONTRACTS</b>		<b>\$20,193.75</b>	

**GARDEN CITY COMMUNITY COLLEGE  
 ADJUNCT FACULTY CONTRACTS  
 SPRING, 2009**

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>	<b>SALARY LEVEL/ SEMESTERS TAUGHT</b>
Heath, Reba Marie	Nursing Home Med. Aide (Certified Medication Aide) Supervision of Clinical Activities: \$100.00/student x 3 students = \$300.00 HELR103-01 (1/13/2009 – 2/25/2009) 11-00-0000-12203-5260	\$ 300.00	L3/2
Heath, Reba Marie	Nursing Home Med. Aide (Certified Medication Aide) Supervision of Clinical Activities: \$100.00/student x 5 students = \$500.00 HELR103-90 (1/13/2009 – 2/25/2009) 11-00-0000-12203-5260	\$ 500.00	L3/2
Heath, Reba Marie	Nursing Home Med. Aide (Certified Medication Aide) Supervision of Clinical Activities: \$100.00/student x 4 students = \$400.00 HELR103-02 (2/24/2009 – 4/9/2009) 11-00-0000-12203-5260	\$ 400.00	L3/2
Miller, Sharron K.	Home Health Aide 2.00 FLC x \$1,223.50 (10 students) HELR-107-01 (4/16/2009 -5/18/2009) 11-00-0000-12203-5260	\$ 2,447.00	L1,L11/50
Miller, Sharron K.	Certified Nurse Aide 5.01 FLC x \$1,223.50 (10 students) HELR-102-01 (1/7/2009 -4/16/2009) 11-00-0000-12203-5260	\$ 6,129.74	L1,L11/50
<b>TOTAL ADJUNCT FACULTY CONTRACTS</b>		<b>\$ 9,776.74</b>	

11-00-0000-12203-5260 - \$9,776.74

**GARDEN CITY COMMUNITY COLLEGE  
FACULTY CONTRACTS  
FOR NON-CREDIT CLASSES  
SPRING, 2009**

INSTRUCTOR	CLASS	AMOUNT
Brennaman, Lisa V.M.	Cake Decorating I (HMGD107-05) 7 (6 hr. + 1 hr. prep) contact hour(s) @ \$20.00/hour (9 students) 1/26/09 - 1/28/09, M-W, 6:00 - 9:00 p.m. 14-00-8006-31000-5270	\$ 140.00
Brennaman, Lisa V.M.	Cake Decorating II (HMGD107-07) 7 (6 hr. + 1 hr. prep) contact hour(s) @ \$20.00/hour (8 students) 2/16/09 - 2/18/09, M-W, 6:00 - 9:00 p.m. 14-00-8006-31000-5270	\$ 140.00
Catanese, Beverly J.	Color Draping (SLFM120-01) 2 contact hour(s) @ \$20.00/hour (14 students) 3/3/09, T, 6:30 - 8:30 p.m. 14-00-8006-31000-5270	\$ 40.00
Cole, Christina M.	Bake It! (HMGD161-06) 3.5 (2.5 hr. + 1 hr. prep) contact hour(s) @ \$20.00/hour (8 students) 4/13/09, M, 6:30 - 9:00 p.m. 14-00-8006-31000-5270	\$ 70.00
Eaton, Deena Jean	Selling on eBay (COMP125-10) 4 contact hour(s) @ \$52.00/hour (12 students) 1/19/09 - 1/21/09, M-W, 6:30 - 8:30 p.m. 14-00-8006-31000-5270	\$ 208.00
Eaton, Deena Jean	Selling on eBay (COMP125-11) 4 contact hour(s) @ \$52.00/hour (15 students) 4/7/09 - 4/9/09, T-Th, 6:30 - 8:30 p.m. 14-00-8006-31000-5270	\$ 208.00
Homm, Michael J.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-41) 4 contact hour(s) @ \$30.00/hour (19 students) 4/4/09, S, 1:00 - 5:00 p.m. (Range Officer) 14-00-8033-31000-5270	\$ 120.00
Ingels, Lora D.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-43) 3 contact hour(s) @ \$30.00/hour (12 students) 4/18/09, S, 9:00 a.m. - 12:00 p.m. (Legal) 14-00-8033-31000-5270	\$ 90.00
Ingels, Lora D.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-39) 2 contact hour(s) @ \$30.00/hour (16 students) 2/28/09, S, 3:00 - 5:00 p.m. (Assistant Range Officer) 14-00-8033-31000-5270	\$ 60.00
Ingels, Lora D.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-39) 3 contact hour(s) @ \$30.00/hour (16 students) 2/28/09, S, 9:00 a.m. - 12:00 p.m. (Legal) 14-00-8033-31000-5270	\$ 90.00
Kolbeck, Kent M.	Take Action! (SLFM115-06) 7 contact hour(s) @ \$30.00/hour (8 students) 2/21/09, S, 9:00 a.m. - 5:00 p.m. 14-00-8006-31000-5270	\$ 210.00
Kolbeck, Kent M.	Forklift Safety - Tatro Plumbing (CONT300-03) 3 contact hour(s) @ \$30.00/hour (25 students) 3/6/09, F, 7:30 - 10:30 a.m. 14-00-8004-31000-5270	\$ 90.00

Landgraf, Rebecca S.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-40) 2 contact hour(s) @ \$30.00/hour (16 students) 3/7/09, S, 3:00 - 5:00 p.m. (Assistant Range Officer) 14-00-8033-31000-5270	\$ 60.00
Landgraf, Rebecca S.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-38) 2 contact hour(s) @ \$30.00/hour (16 students) 2/14/09, S, 3:00 - 5:00 p.m. (Assistant Range Officer) 14-00-8033-31000-5270	\$ 60.00
Landgraf, Rebecca S.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-41) 2 contact hour(s) @ \$30.00/hour (19 students) 4/4/09, S, 3:00 - 5:00 p.m. (Assistant Range Officer) 14-00-8033-31000-5270	\$ 60.00
Lappin, Jerry B.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-41) 10 contact hour(s) @ \$30.00/hour (19 students) 4/4/09, S, 7:00 a.m. - 6:00 p.m. (Lead Instructor) 14-00-8033-31000-5270	\$ 300.00
Lappin, Jerry B.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-38) 4 contact hour(s) @ \$30.00/hour (16 students) 2/14/09, S, 1:00 - 5:00 p.m. (Range Officer) 14-00-8033-31000-5270	\$ 120.00
Lappin, Jerry B.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-39) 10 contact hour(s) @ \$30.00/hour (16 students) 2/28/09, S, 7:00 a.m. - 6:00 p.m. (Lead Instructor) 14-00-8033-31000-5270	\$ 300.00
Lappin, Jerry B.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-41) 3 contact hour(s) @ \$30.00/hour (19 students) 4/4/09, S, 9:00 a.m. - 12:00 p.m. (Legal) 14-00-8033-31000-5270	\$ 90.00
Lappin, Jerry B.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-42) 4 contact hour(s) @ \$30.00/hour (12 students) 4/6/09, M, 1:00 - 5:00 p.m. (Range Officer) 14-00-8033-31000-5270	\$ 120.00
Neff, Martin E.	Contract Training - Electrical (CONT920-01) 4 contact hour(s) @ \$30.00/hour (14 students) 1/13/09, T, 1:00 - 5:00 p.m. 14-00-8004-31000-5270	\$ 120.00
Neff, Martin E.	Contract Training - Electrical (CONT920-02) 4 contact hour(s) @ \$30.00/hour (12 students) 1/16/09, F, 1:00 - 5:00 p.m. 14-00-8004-31000-5270	\$ 120.00
Pardo, Carlos F.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-43) 4 contact hour(s) @ \$30.00/hour (12 students) 4/18/09, S, 1:00 - 5:00 p.m. (Range Officer) 14-00-8033-31000-5270	\$ 120.00
Pardo, Carlos F.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-44) 4 contact hour(s) @ \$30.00/hour (14 students) 5/2/09, S, 1:00 - 5:00 p.m. (Range Officer) 14-00-8033-31000-5270	\$ 120.00

Pardo, Carlos F.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-40) 4 contact hour(s) @ \$30.00/hour (16 students) 3/7/09, S, 1:00 - 5:00 p.m. (Range Officer) 14-00-8033-31000-5270	\$ 120.00
Pardo, Carlos F.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-37) 4 contact hour(s) @ \$30.00/hour (11 students) 1/17/09, S, 1:00 - 5:00 p.m. (Range Officer) 14-00-8033-31000-5270	\$ 120.00
Pauley, Paul D.	Deerfield High School - Low Ropes (TEAM900-04) 5 contact hour(s) @ \$30.00/hour (15 students) 5/12/09, T, 10:30 a.m. - 3:30 p.m. 14-00-8004-31000-5270	\$ 150.00
Prewitt, Robert D.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-40) 10 contact hour(s) @ \$30.00/hour (16 students) 3/7/09, S, 7:00 a.m. - 6:00 p.m. (Lead Instructor) 14-00-8033-31000-5270	\$ 300.00
Prewitt, Robert D.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-42) 10 contact hour(s) @ \$30.00/hour (12 students) 4/6/09, M, 7:00 a.m. - 6:00 p.m. (Lead Instructor) 14-00-8033-31000-5270	\$ 300.00
Prewitt, Robert D.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-43) 10 contact hour(s) @ \$30.00/hour (12 students) 4/18/09, S, 7:00 a.m. - 6:00 p.m. (Lead Instructor) 14-00-8033-31000-5270	\$ 300.00
Prewitt, Robert D.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-37) 10 contact hour(s) @ \$30.00/hour (11 students) 1/17/09, S, 7:00 a.m. - 6:00 p.m. (Lead Instructor) 14-00-8033-31000-5270	\$ 300.00
Prewitt, Robert D.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-39) 4 contact hour(s) @ \$30.00/hour (16 students) 2/28/09, S, 1:00 - 5:00 p.m. (Range Officer) 14-00-8033-31000-5270	\$ 120.00
Smith, Elizabeth T.	Adobe Photoshop Fundamentals (COMP902-04) 8 contact hour(s) @ \$30.00/hour (8 students) 3/3/09 - 3/5/09, T-Th, 1:00 - 5:00 p.m. 14-00-8004-31000-5270	\$ 240.00
Smith, Marci L.	Deerfield High School - Low Ropes (TEAM900-04) 4 contact hour(s) @ \$30.00/hour (15 students) 5/12/09, T, 11:00 a.m. - 3:00 p.m. 14-00-8004-31000-5270	\$ 120.00
Soldner, Jerry L.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-44) 3 contact hour(s) @ \$30.00/hour (14 students) 5/2/09, 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) (CRMJ300-40) 3 contact hour(s) @ \$30.00/hour (16 students) 3/7/09, 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) (CRMJ300-37) 3 contact hour(s) @ \$30.00/hour (11 students) 1/17/09, 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) (CRMJ300-42) 3 contact hour(s) @ \$30.00/hour (12 students) 4/6/09, M, 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) (CRMJ300-38) 3 contact hour(s) @ \$30.00/hour (16 students) 2/14/09, 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) (CRMJ300-38) 10 contact hour(s) @ \$30.00/hour (16 students) 2/14/09, S, 7:00 a.m. - 6:00 p.m. (Lead Instructor) 14-00-8033-31000-5270	\$ 300.00
Soldner, Jerry L.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-37) 2 contact hour(s) @ \$30.00/hour (11 students) 1/17/09, S, 3:00 - 5:00 p.m. (Assistant Range Officer) 14-00-8033-31000-5270	\$ 60.00
Unruh, Troy R.	QuickBooks Essentials (COMP701-13) 8 contact hour(s) @ \$30.00/hour (7 students) 4/28/09 - 4/30/09, T-W, 6:00 - 8:30 p.m., Th, 6:00 - 9:00 p.m. 14-00-8004-31000-5270	\$ 240.00
Unruh, Troy R.	QuickBooks Essentials (COMP701-12) 8 contact hour(s) @ \$30.00/hour (7 students) 2/10/09 - 2/12/09, T-Th, 8:00 a.m. - 12:00 p.m. 14-00-8004-31000-5270	\$ 240.00
Unruh, Troy R.	QuickBooks Advanced (COMP703-13) 8 contact hour(s) @ \$30.00/hour (5 students) 3/17/09 - 3/19/09, T-Th, 8:00 a.m. - 12:00 p.m. 14-00-8004-31000-5270	\$ 240.00
Whetstone, Teresea F.	C.N.A. Refresher Course (ASAH101-05) 10 contact hour(s) @ \$30.00/hour (7 students) 3/6/09 - 3/7/09, F-S, 5-9:00 p.m. & 8:00 a.m. - 3:30 p.m. 14-00-8001-31000-5270	\$ 300.00
Williams, Douglas B.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-44) 10 contact hour(s) @ \$30.00/hour (14 students) 5/2/09, S, 7:00 a.m. - 6:00 p.m. (Lead Instructor) 14-00-8033-31000-5270	\$ 300.00
<b>TOTAL NON-CREDIT FACULTY CONTRACTS</b>		<b>\$ 7,256.00</b>

14-00-8001-31000-5270	\$ 300.00	(Allied Health)
14-00-8004-31000-5270	\$ 1,560.00	(Business & Industry)
14-00-8006-31000-5270	\$ 1,016.00	(Community Services)
14-00-8033-31000-5270	\$ 4,380.00	(Public Safety)

**GARDEN CITY COMMUNITY COLLEGE  
PAYMENTS TO OUTREACH COORDINATORS  
SPRING SEMESTER 2009**

<b>Location</b>	<b>Total Student Coordinator</b>	<b>Cr. Hr.</b>	<b>Contract Rate of Pay</b>	<b>Salary</b>	<b>Totals</b>
Deerfield	Amy R. DeLaRosa	83	\$6.52/cr. hr.	\$ 541.16 <u>200.00</u> Base	\$ 741.16
Dighton/ Healy	Debra D. Dowell	36	\$6.87/cr. hr.	\$ 247.32 <u>200.00</u> Base	\$ 447.32
Holcomb	Jennifer L. LaSalle	66	\$5.91/cr. hr.	\$ 390.06 <u>200.00</u> Base	\$ 590.06
Leoti	Janis M. Kreutzer	30	\$6.75/cr. hr.	\$ 202.50 <u>200.00</u> Base	\$ 402.50
Syracuse	Ron Ewy	60	\$6.04/cr. hr.	\$ 362.40 <u>200.00</u> Base	\$ 562.40
Tribune	William H. Wilson	63	\$6.15/cr. hr.	\$ 387.45 <u>200.00</u> Base	\$ 587.45

**TOTAL OUTREACH  
COORDINATOR PAYMENTS**  
11-00-0000-42002-5220

**\$ 3,330.89**

**GARDEN CITY COMMUNITY COLLEGE  
 SERVICE CONTRACT PAYMENTS TO OUTREACH COORDINATORS  
 SPRING SEMESTER 2009**

<b>Location</b>	<b>Total Student Coordinator</b>	<b>Cr. Hr.</b>	<b>Contract Rate of Pay</b>	<b>Salary</b>	<b>Totals</b>
<b>LAKIN</b>					
USD 215	Praveen K. Vadapally	226	\$6.04/cr. hr.	\$1,365.04 <u>200.00</u> Base	\$1,565.04

**TOTAL OUTREACH  
 COORDINATOR PAYMENTS**  
 11-00-0000-42002-6610

**\$ 1,565.04**

**GARDEN CITY COMMUNITY COLLEGE  
 PAYMENTS TO OUTREACH CENTERS  
 FOR FACILITY USAGE \*  
 SPRING SEMESTER 2009**

<b>Location</b>	<b>Total Student Cr. Hr.</b>	<b>Rate of Pay</b>	<b>Total</b>
<b><u>LAKIN</u></b>			
USD 215	48	\$5.00	\$ 240.00
<b><u>SCOTT CITY</u></b>			
USD 466	37	\$5.00	\$ 185.00
<b><u>SYRACUSE</u></b>			
First National Bank	15	\$5.00	\$ 75.00
Yvonne Lewis	18	\$5.00	\$ 90.00
<b>TOTALS</b>	<b>93</b>		<b>\$ 590.00</b>

11-00-0000-42002-6620

\* Based on Total Non-Concurrent Student Credit Hours

June 2, 2009

To: Carol Ballantyne

From: Dee Wigner

RE: Computer purchase

Laura York Guy is requesting permission to purchase computers for the journalism lab. The computers will replace existing computers and will be paid for out of SGA funds. Attached is the Bid Record and Purchase Order Requisition.

# GCCC BID RECORD

Please type or print clearly and neatly

## Item(s) to be purchased:

Apple Computers for the Media Center

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### Bidders and amounts:

(1) Company Denali AMOUNT \$39,734

Address \_\_\_\_\_

(2) Company Apple AMOUNT \$38,601

Address \_\_\_\_\_

(3) Company \_\_\_\_\_ AMOUNT \$

Address \_\_\_\_\_

(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:** Apple

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

**Reason for selection if not lowest bid** 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

Scott Smythe

Department

IT

Purchaser's Signature



# PURCHASE ORDER REQUISITION



## Garden City Community College

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

### INSTRUCTIONS

**VENDOR:**            Apple Computer  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- (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
5	ZOG8	Mac Pro, One Quad-Core Intel Xeon	\$3,075.09	\$15,375.45
5	BD791LL/A	AppleCare Portection	183.55	\$917.75
5	MB382LL/A	Apple LED Display	736.95	\$3,684.75
10	ZOFP	iMac, 24"	1,373.37	\$13,733.70
10	S3128LL/A	Imac AppleCare	109.76	\$1,097.60
1	ZOG5	Mac Book Pro	3,571.31	\$3,571.31
1	S3131LL/A	Mac Book Pro AppleCare	220.44	\$220.44
			<b>TOTAL</b>	<b>\$38,601.00</b>

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

Account Number	Amount
71-00-6042-99001-8530	\$19,977.95
71-00-6043-99002-8530	\$18,623.05

Requested by	Date	Department	Building
Scott Smythe	7/2/09	Media	VOC
Person	Date	Approved	Not Approved
Div. Dir.			
Dean			
Comp. Ctr.	7/2/2009	X	
Bus. Mgr.			

June 5, 2009

TO: Carol Ballantyne

Cc: Debbie Atkinson; Dee Wigner

FROM: Larry Johnston *LJ*

The college released a Request for Proposal (RFP) dated May 27, 2009 for the second round of hail damage repairs to the college buildings; please, see the attached RFP and bid summary.

After reviewing the bid proposals, I am requesting that the Board accept the lowest bid on each of the Repair Jobs as follows:

Repair Job 1 – DV Douglass Roofing Inc; \$54,760.00 (w/Alternate 1)

Repair Job 2 – Garden City Roofing & Insulation Inc; \$18,006.00

Repair Job 3 – DV Douglass Roofing Inc; \$52,800.00

The Bid Total: \$125,566.00



# GCCC

Garden City Community College  
801 Campus Drive  
Garden City, Kansas 67846

## BID COMPARISON FORM

ROOF REPAIRS - PHASE II  
Thursday, June 4, 2009  
2:00 p.m. Local Time

VENDOR	REPAIR JOB NUMBER	REPAIR TYPES	BID
DV Douglass Roofing Inc 1215 W Mary Garden City, KS 67846	→ 1	Sweep, Flood & Regravel	\$ 54,100.00
	Alternate 1	Gutter w/Downspouts	\$ 660.00
	→ 2	Composition Shingle R & R	\$ 25,300.00
Garden City Roofing & Insulation Inc 1712 E Fulton Garden City, KS 67846	→ 3	Metal Roof Replacement	\$ 52,800.00
	1	Sweep, Flood & Regravel	\$ 117,407.90
	Alternate 1	Gutter w/Downspouts	\$ 5,750.00
Weathercraft Company 807 E Fulton Garden City, KS 67846	→ 2	Composition Shingle R & R	\$ 18,006.00
	3	Metal Roof Replacement	\$ Did Not Meet Specifications 17,917.00
	1	Sweep, Flood & Regravel	\$ 67,333.00
	Alternate 1	Gutter w/Downspouts	\$ 2,963.00
	2	Composition Shingle R & R	\$ 22,023.00
	3	Metal Roof Replacement	No Bid

# REQUEST FOR PROPOSAL: GCCC ROOF REPAIRS – PHASE II

May 27, 2009

## PROJECT SCOPE

Garden City Community College (GCCC) is issuing a Request for Proposal (RFP) to repair the following identified roofs with associated roofing specifications.

❖ ***Build-up Roofing(BUR); SWEEP, FLOOD & REGRAVEL – Repair Job (1):***

Dennis Perryman Athletic Complex Building (DPAC) and the Physical Plant Building (PHYP); with **Detail Work and Alternate 1** as specified.

**Note:** *Insurance Adjuster's Worksheet Included for Reference Only; Verify all Measurements and Allowances.*

❖ ***Composition Shingle Replacement – Repair Job ( 2):***

Buildings requiring removal and replacement of shingled roofs:

- a. 1803 E Spruce: Fire Training Tower (OBSERVE 2 ROOF CUT-OUT DETAILS)
- b. 2316 Schulman: House, Garage & Shed
- c. 4101 E Hwy 50, Lot 466 (SEE INSTALLATION **NOTE**)
- d. South of Gene Ave: Barn & Garage
- e. Track - North of E Spruce St: Press Box, Restrooms & Well House

**Note:** *Insurance Adjuster's Worksheet Included for Reference Only; Verify all Measurements and Allowances.*

- ❖ ***Metal Roof Panel Replacement – Repair Job (3):*** Beth Tedrow Student Center (BTSC); West End: Building requiring metal roof panels replacement including (2) Porches and Window Awnings:

## BIDDING DOCUMENTS

All bids are to be broken down on a Per **Repair Job (#)** Quote including **Alternate 1; provide all manufactures specifications, instructions and sample material color(s).**

Any oral answers to inquires are not the responsibility of GCCC. However, you are encouraged to submit any questions in writing to Larry Johnston at email [larry.johnston@gcccks.edu](mailto:larry.johnston@gcccks.edu) or FAX (620) 275-3241. Bidding roofing contractors are to verify all dimensions and specified details.

The construction period for this project shall **commence no sooner than Jun 15<sup>th</sup>, 2009.**  
**Completion date is on or before September 30, 2009 with all Repair Jobs with this phase.**

## INSTRUCTIONS FOR BIDDERS

Bids shall be directed in a sealed envelope, endorsed "**GCCC Roof Repairs – Phase II**" to the Director of Physical Plant, 801 Campus Drive, Garden City, Kansas 67846. **All proposals are to be due at 1:30 P.M., Local Time, Tuesday, Jun 2, 2009, in Physical Plant Office.**

**Each proposal "Repair Job (#)" must be clearly marked including alternate(s).** Bids must be valid for the specified completion date.

By signing the bid proposal, the Bidder declares that the proposal is made without any understanding, agreement or connection with any other person, firm or corporation offering a proposal for the same purpose, and that his/her proposal is in all respects fair and without collusion or fraud.

Provide documentation of company's approval, authorization or licensed by the roof covering material manufacture to install its product. Manufacture shall have produced the specified materials for a minimum of five years.

Provide a minimum one (1) - year warranty for all materials and one (1) - year warranty for labor is required after the Final Inspection and acceptance by the College.

Bid tabulation results and the College's Board successful bidder selection will be made in writing on Jun 11, 2009.

#### AWARD OF BID

- A. Bids shall be awarded taking into consideration cost, adherence to specifications, quality, performance, the time of delivery, technical support, and other relevant factors.
- B. Late bids received up to one (1) hour after said due time and date **may be** considered only if the amount is twenty percent (20%) below the lowest received, submitted bid. Rebids not permitted.
- C. All bids of \$20,000 or more require the College's Board approval.
- D. The College reserves the right to evaluate bids, to reject any and all bids and proposals, to waive informalities and technicalities within the scope of authority, and further specifically, the College reserves the right to make the award in the best interest of Garden City Community College.
- E. The Successful Bidder shall furnish a Performance Bond in the amount of one-hundred percent (100%) of the contract sum to assure the Owner of full and prompt performance of contract during construction and during the period of guarantee after the completion.
- E. A penalty in the sum of one-hundred dollars (\$100.00) per day, for failure to complete the work, within the authorized time as specified for performance, will be assessed.
- F. The Contractor shall not be held responsible for delays in the completion of the work caused by reasons beyond his control; (i.e. Acts of God; Acts of foreign, domestic, Federal or State governments; War; Insurrection or riot; Inclement weather etc.). All claims for extensions must be submitted to the College in writing, and the College will decide the approval of the extension of the contract time, based upon these extenuating circumstances followed with a written decision issued.
- G. The Contractor must obtain all permits and schedule all required inspections.

Do not include sales or federal excise tax in figures. The College is exempt and will issue an exemption certificate upon request.

Payment will be made according to vendor's terms stated on invoices following receipt of goods.

## DISCLOSURE

Garden City Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, age, height, weight, marital status, sexual orientation, handicap, and other non-merited reasons. Nor, does the College tolerate sexual harassment in its employment practices and/or educational programs or activities. Those concerned about those mentioned above should contact Cricket Turley at Garden City Community College, 801 Campus Drive, Garden City, KS 67846; or at (620) 276-9574.

Garden City Community College is complying with the Americans with Disabilities Act, and is committed to equal and reasonable access to facilities and programs, for all employees, students and visitors. Those with ADA concerns, or who need special accommodations should contact Kellee Munoz, Garden City Community College, 801 Campus Drive, Garden City, KS 67846; or at (620) 276-9638.

# PURCHASE ORDER REQUISITION



## Garden City Community College

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

### INSTRUCTIONS

**VENDOR:** Datatel  
4375 Fair Lakes Court  
Fairfax, Virginia 22033

- (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
		Datatel software maintenance renewal July 1, 2009 - June 30, 2010		\$167,717.00
		Partner Renewals Paypay e-commerce RDBMS AE users Security Smith		\$8,705.00
For equipment purchases please indicate equipment location. Building _____ Room _____				
All technology requests must be routed through the computer center.				
			<b>TOTAL</b>	<b>\$176,422.00</b>

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

Account Number	Amount

Requested by	Date	Department	Building
D Wigner	6/1/09	Bus Office	SCSC
Person	Date	Approved	Not Approved
Div. Dir.			
Dean			
Comp. Ctr.			
Bus. Mgr.			

# *Memo*

June 2, 2009

To: Board of Trustees  
From: Carol Ballantyne  
RE: Completion of Phase 1 of  
Ammonia Refrigeration 5<sup>th</sup> System

I am recommending that the college complete the 5<sup>th</sup> system in the ammonia refrigeration lab in two phases. Phase I, to be completed this summer, would include the installation of the piping system; and Phase II, to be completed in the 2009-2010 fiscal year, would complete work on the insulation and electrical controls.

We have two bids for the installation of the piping system:

- Republic Refrigeration, Inc. -- \$40,837
- AC & R Specialists -- \$69,230

I recommend that the college accept the bid from Republic Refrigeration, Inc. in the amount of \$40,837.

Thank you.

June 2, 2009

To: Carol Ballantyne

From: Dee Wigner

RE: Vehicles

As previously reported, the college fleet received considerable damage as a result of the May 2009 hail storm. At that time, vehicles were examined and placed in one of three categories; total loss, repair, or not to repair. Five vehicles were considered a total loss and were removed from the fleet.

Earlier this year, the Board approved the purchase of 3 mini-vans from insurance proceeds. After all repairs are paid, there will be \$20,000 remaining from insurance proceeds. I would like to request that this money be used to purchase another mini-van.

Based on information in the attached Bid Comparison, I would like to recommend the Board approve the purchase of the Dodge Caravan from Burtis Motor for a price of \$19,977.00



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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:** May 27, 2009

**RE:** Funds returned to the State

We received the notification that we need to refund \$121,155 to the State for their shortfall. Attached is the list for all Regent Schools and what they need to return. The dollars will be returned from revenue which may mean a reduction in anticipated revenue for 2008-2009.

**Kansas Board of Regents  
FY 2009 State Funding Reductions (Senate Bill 23)**

Institution	Capital Outlay	Community College Operating Grant	Kansas Academy of Math & Science	Municipal University Operating Grant	Nursing Grant	Postsecondary Aid	Technology Grant	Institution Total
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**Universities**

Emporia State University					(\$550)			(\$550)
Fort Hays State University			(\$3,688)		(\$218)			(\$3,906)
Pittsburg State University					(\$1,630)			(\$1,630)
University of Kansas Medical Center					(\$1,174)			(\$1,174)
Washburn University	(\$8,978)			(\$531,791)	(\$1,308)	(\$112,654)	(\$1,633)	(\$656,364)
Wichita State University					(\$2,078)			(\$2,078)

**Community Colleges**

Allen County Community College		(\$214,373)					(\$687)	(\$215,060)
Barton County Community College		(\$349,731)			(\$320)		(\$945)	(\$350,996)
Butler County Community College		(\$606,649)			(\$523)		(\$1,203)	(\$608,375)
Cloud County Community College		(\$199,001)			(\$476)		(\$817)	(\$200,294)
Coffeyville Community College	(\$8,612)	(\$72,284)				(\$47,971)	(\$817)	(\$129,684)
Colby Community College		(\$128,896)			(\$528)		(\$817)	(\$130,241)
Cowley County Community College	(\$13,189)	(\$361,446)					(\$946)	(\$375,581)
Dodge City Community College	(\$8,832)	(\$114,919)			(\$81)		(\$817)	(\$124,649)
Fort Scott Community College		(\$144,775)					(\$817)	(\$145,592)
Garden City Community College		(\$120,338)					(\$817)	(\$121,155)
Highland Community College	(\$7,973)	(\$207,991)				(\$70,878)	(\$903)	(\$287,745)
Hutchinson Community College	(\$14,671)	(\$334,680)			(\$403)	(\$59,013)	(\$1,246)	(\$410,013)
Independence Community College		(\$92,990)					(\$817)	(\$93,807)
Johnson County Community College	(\$23,730)	(\$945,221)			(\$1,474)	(\$67,063)	(\$1,891)	(\$1,039,379)
Kansas City Community College	(\$9,473)	(\$308,600)			(\$1,033)	(\$147,751)	(\$1,246)	(\$468,103)
Labette Community College		(\$133,885)			(\$251)		(\$687)	(\$134,823)
Neosho County Community College		(\$118,769)			(\$1,444)		(\$817)	(\$121,030)
Pratt Community College	(\$8,899)	(\$122,217)			(\$1,036)		(\$602)	(\$132,754)
Seward County Community College	(\$8,059)	(\$83,453)				(\$80,069)	(\$817)	(\$172,398)

**Technical Colleges**

Flint Hills Technical College	(\$9,005)					(\$109,804)		(\$118,809)
Manhattan Area Technical College	(\$8,962)				(\$376)	(\$113,413)		(\$122,751)
North Central Kansas Technical College	(\$10,247)				(\$160)	(\$171,163)		(\$181,570)
Northwest Kansas Technical College	(\$8,919)					(\$132,300)		(\$141,219)
Salina Area Technical School	(\$8,803)					(\$97,530)		(\$106,333)
Wichita Area Technical College	(\$11,848)					(\$281,906)		(\$293,754)

**Private Institutions**

Brown Mackie College - KC					(\$209)			(\$209)
Brown Mackie College - Salina					(\$209)			(\$209)
MidAmerica Nazarene University					(\$251)			(\$251)
Southwestern College					(\$167)			(\$167)

<b>Total</b>	<b>(\$170,200)</b>	<b>(\$4,660,218)</b>	<b>(\$3,688)</b>	<b>(\$531,791)</b>	<b>(\$15,899)</b>	<b>(\$1,491,515)</b>	<b>(\$19,342)</b>	<b>(\$6,892,653)</b>
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Return funding amount in "Institution Total" column to KBOR no later than **June 15, 2009**.

Make checks payable to: Kansas Board of Regents

Send payment to:

Kansas Board of Regents  
Attention: Sheri Buser  
1000 SW Jackson Street, Suite 520  
Topeka, KS 66612

Questions/Contact:

Kelly Oliver, Director of Finance  
[koliver@ksbor.org](mailto:koliver@ksbor.org)  
785-296-5235

# MEMO

June 3, 2009

To: Carol Ballantyne

From: Judy Crymble

RE: New Certificate Program Approval Request

One of the measurable outcomes of the KBOR Innovative Technology Agriculture Bioscience grant (awarded to GCCC in 2008) was to develop a Quality Assurance certificate program for the food processing industry.

With input from local industry partners, Clint Alexander has developed a short-term certificate program that will support incumbent and/or entry level workers.

With approval of the College, we would like to submit this certificate program for KBOR approval.

Proposed Program: Certificate in Food Science with a focus on Quality Assurance and Food Safety

Description of Program: This certificate program will meet the growing requirements of the food industry related to product quality assurance and food safety.

Summary of Outcomes: Students will have the basic bioscience laboratory skills for industry jobs such as food bacteriological technicians and quality assurance technicians; or transfer to institutions of higher education to earn degrees as biological laboratory technologists, microbiology quality control technologists, or other agriculture-related bioscience programs of study.

Course content focuses on the following topics:

- Animal health and treatment – understanding of factors that affect animal health and treatment interventions as well as safe and effective processing protocols;
- Animal nutrition – understanding how nutrients affect animal growth, carcass composition, and reproductive performance;
- Governmental regulating agencies – understanding of the Center for Disease Control and Prevention (CDC), United States Department of Agriculture (USDA), Food and Drug Administration (FDA), Environmental Protection Agency (EPA), Occupational Safety and Health Administration (OSHA) and National Animal Identification System (NAIS) regulations and requirements;
- Microbiology – study of the anatomy and physiology of specific harmful and beneficial microorganisms utilized in the meat and food industries as well as those studied in the animal pharmaceutical field (including *E. coli*, *Clostridium* species such as Botulism, *Salmonella*, etc.);
- Natural and organic foods – study the differences between modern production and processing and properties of natural and organic foods.

Upon completing the coursework, students will have the knowledge and skills to achieve the following learning outcomes:

- Understand how to use scientific method for research, problem solving and confirmation of testing.
- Understand how to perform biological research and testing procedures in a Biological Safety Level 2 (BSL-2) facility.
- Validate measurement of microbial growth in meat and food systems
- Study the anatomy and physiology of microorganisms to understand how these organisms grow, their sources of energy, and their environmental needs (temperature, moisture, etc.)
- Characterize and purify DNA for gene fusion production to identify specific sub species of pathogens
- Visualize and analyze DNA in electrophoretic gels which is necessary to study molecular biology of microorganisms
- Mix and culture specific strains of bacteria to study growth habits
- Centrifuge and prepare genetic biological samples for Polymerase Chain Reaction (PCR) to determine the specific serotype of specific microorganisms.
- Understand the environmental requirements and growth habits of anaerobic bacteria
- Understand the capabilities and methods for using a Stomacher to prepare samples for digestion, utilization in other activities and research methods.
- Utilize a Spiral Plater for enumeration of bacteria strains for research and analysis.
- Perform bacterial cell pelleting for mini-preps of bacterial cultures.

Courses:	Basic Food Microbiology Food Sanitation Basic Food chemistry Hazard Analysis Critical Control Points Introduction to Food Science Principles of Meat Science Food Industry Internship
Proposed Date of Initiation:	Fall 2009
Target Audience:	Tyson Fresh Foods Quality Assurance Technicians Beef Products Inc. Quality Assurance Technicians Other Food Processing Industry Partners on Request GCCC Animal Science Majors
Number of Credits:	19-24 (These credit hours will support completion of the AAS or AS degree.)
Delivery of Instruction:	A majority of the course content will be taught on-line with the hands-on portion provided through a 1-6 credit hour Food Industry Internship at one of the local processing plants.
Instructor:	Clint Alexander
Cost of Program:	The Innovative Technology grant purchased all of the scientific equipment needed to support this certificate program.

June 1, 2009

To: Carol Ballantyne

From: Dee Wigner

Re: Athletic Insurance Renewal

Last year the college requested bids on athletic insurance. Based on proposed rates, the college selected United State Fire Insurance Company, Dissinger Reed broker, effective July 1, 2008. That policy will expire June 30, 2009. We believe it is in the best interest of the college to remain with a company for a few years in order to establish experience. If we were to encounter problems or concerns with service or if our rates were to increase dramatically, we would go out for bid. Routinely, we plan to go out for bid at least every five years.

Dan Evans, Head Athletic Trainer, handles the athletic claims and works very closely with the Dissinger team. Dan is extremely pleased customer service and efficiency of claims processing.

Dissinger has proposed an annual renewal rate of \$93,500 which is a 4% increase over last year's rate of \$89,674. Annual premium for catastrophic coverage remains at \$20,294.

The rate increase was based on the following facts:

- At this time, the current 08-09 paid claims are running 100% higher from claims paid on 07-08 injuries. (\$40,000 vs. \$20,000)
- The 07-08 paid losses have increased from \$20,194 a year ago to current \$63,183 (315% increase)

Our recommendation is the Board approve the athletic insurance renewal presented by Dissinger Reed.

CBW/mt  
2

# Garden City Community College

## Athletic Injury Insurance

### Basic Coverage

2009-10

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#### CURRENT - United States Fire Insurance Company

##### AG Administrators

<u>Plan Type</u>	<u>Deductible</u>	<u>Benefit Period</u>	<u>AD&amp;D</u>	<u>Premium</u>
Excess	\$1,000*	2 years	\$10,000	\$89,674

\$25,000 Medical Maximum

\$500,000 AD&D Aggregate

Includes Expanded Medical, Heart & Circulatory, HMO/PPO Benefits and Pre-existing Conditions

Dental and Physical Therapy covered up to policy max of \$25,000

\*Deductible is a Reducing/Disappearing Deductible

#### RENEWAL - United States Fire Insurance Company

##### AG Administrators

<u>Plan Type</u>	<u>Deductible</u>	<u>Benefit Period</u>	<u>AD&amp;D</u>	<u>Premium</u>
Excess	\$1,000*	2 years	\$10,000	\$93,500

\$25,000 Medical Maximum

\$500,000 AD&D Aggregate

Includes Expanded Medical, Heart & Circulatory, HMO/PPO Benefits and Pre-existing Conditions

Dental and Physical Therapy covered up to policy max of \$25,000

\*Deductible is a Reducing/Disappearing Deductible

#### Covered Sports

Men: Baseball, Basketball, Cheerleading, Cross Country, Football, Rodeo, and Soccer

Women: Basketball, Cheerleading, Cross Country, Dance, Rodeo, Soccer, Softball and Volleyball

**Garden City Community College**  
**Athletic Injury Insurance**  
**Catastrophic Coverage**  
**2009-10**

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**Current**

**Mutual of Omaha 2008-09**

<u>Plan Type</u>	<u>Deductible</u>	<u>Premium</u>
<b>Catastrophic*</b>	<b>\$25,000</b>	<b>\$20,294</b>

Based on Fall & Spring Football and one other Hazardous Sport (Rodeo)

\*\$5,000,000 Lifetime Maximum

**Renewal**

**Mutual of Omaha 2009-10**

<u>Plan Type</u>	<u>Deductible</u>	<u>Premium</u>
<b>Catastrophic*</b>	<b>\$25,000</b>	<b>\$20,294</b>

Based on Fall & Spring Football and one other Hazardous Sport (Rodeo)

\*\$5,000,000 Lifetime Maximum

Home Health and Combined Home Healthcare/Custodial –

\$100,000/yr for years 1-10

\$110,000/yr for years 11-20

\$10,000 increase each ten years thereafter

(was \$250,000 per Calendar Year)

Physical Therapy

\$50,000 per Calendar Year

(was \$25,000 per Calendar Year)

June 1, 2009

To: Carol Ballantyne

From: Dee Wigner

RE: Worker's Compensation Insurance

Last year, the college requested bids on the worker's compensation insurance. The lowest premium proposal submitted was Liberty Insurance Company, Overland Park, Kansas. The college's workers' compensation insurance policy expires June 30, 2009.

This past year, Liberty Mutual became an insurance underwriter and no longer employed account representatives. Our representative, Jason Brandenburg is now an independent agent working for HUB International out of Overland Park Kansas.

Mr. Brandenburg recently delivered our renewal rate of \$86,743 which is \$8,824.00 higher than last year's rate of \$79,046. This past year, our Experience Modification Factor jumped from 1.01 to 1.11, which means our workers compensation claims are 10% higher than industry standards which are based on averages, company size and loss history. As a result, there is an 10% increase in our renewal rate.

We recommend renewal of our worker's compensation policy with Liberty Mutual Insurance.

Consent #



Garden City Community College

Workers' Compensation - Quote 636735.1 (Renewal of WC7-141-438394-018)  
 Company 7 - Liberty Insurance Corporation

Policy Period 07/01/2009 to 07/01/2010

States Covered  
 KS

Employers Liability Limits

Bodily Injury By Accident	\$1,000,000	Each Accident
Bodily Injury By Disease	\$1,000,000	Each Employee
Bodily Injury By Disease	\$1,000,000	Policy Limit

Premium Summary

	Estimated	Total	Subject	Exp.	Standard	Premium	Estimated
State	Payroll	Manual	Premium	Mod	Premium	Discount	Premium
KS	11,178,392	82,407	82,654	1.11 Fin	91,746	(7,439)	86,743

**TOTALS** 11,178,392 82,407 82,654 91,746 (7,439) 86,743

\*Estimated Payroll excludes non-payroll class codes  
 \*\*Estimated Premium includes Terrorism(if applicable).  
 \*\*\*Estimated Premium includes Catastrophe - Other Than Certified Acts of Terrorism (if applicable).

Terrorism

State	Rate	Amount
KS	0.010	1,118
<b>TOTALS</b>		1,118

Catastrophe - Other Than Certified Acts of Terrorism

State	Rate	Amount
KS	0.010	1,118
<b>TOTALS</b>		1,118

Miscellaneous Charges

State		Rating Units	Rate	Amount
KS	Expense Constant			200
<b>TOTALS</b>				200

June 1, 2009

To: Carol Ballantyne  
From: Dee Wigner  
RE: Food Service Contract

On July 1, 2008, GCCC entered into a five year agreement with Great Western Dining for food service. The annual renewal addendum is submitted for approval. There was a 4% increase in meal plan rates and a 2% increase in summer conference rates. The increase was attributed to minimum wage increases that take effect July 1, 009.

We have been notified that our current Food Service Manager, Dan Karczewski, will be transferring to Fort Scott Community College at the end of June. The current Fort Scott Director will be moving to Garden City.

**DINING SERVICE AGREEMENT "EXHIBIT A"**

**LOCATION:** Garden City Community College  
801 Campus Drive  
Garden City, KS 67846

**COMMENCEMENT DATE:** July 1, 2009

**INITIAL TERM OF CONTRACT:** Four years commencing July 1, 2009.

**PURPOSE OF EXHIBIT A:** Exhibit A sets forth the terms and conditions upon which Garden City Community College retains Great Western to manage and operate the Food Service for Garden City Community College's students, faculty, staff, employees, visitors and invited guests. In addition, Garden City Community College's Request for Proposal (RFP) dated March 4, 2008, and Great Western's Proposal ("Proposal") submitted to Garden City Community College on April 25, 2008 is incorporated herein by reference. In the event there is a discrepancy between this Agreement, the RFP and the Proposal, the following order of precedence shall prevail: (1) this Agreement, (2) the Proposal; (3) the RFP.

**MINIMUM WAGE INCREASE:** In the event legislation or government intervention makes law any increases in minimum hourly rates or mandatory fringe benefits after the first year of this Agreement, Great Western will pass these on to the Garden City Community College commensurate with the effective date decreed at cost.

**SPECIAL PROVISIONS:**

**Return to the College**

The following commissions on Net Sales will be given to the College by Great Western:

<i>Non campus sponsored catering</i>	<i>15-percent (15%)</i>
<i>Casual meal sales</i>	<i>10-percent (10%)</i>

**Great Western's Investment**

Great Western shall make available to Garden City Community College an Investment in the amount of \$50,000. If the entire Investment is paid at the start of the contract, Great Western shall amortize the Investment on a straight-line basis over five (5) years, commencing with the contract start date, and such amortization shall be charged as an operating expense of the Food Service. If the Agreement expires or is terminated prior to the complete amortization of the Investment, Garden City Community College shall reimburse Great Western, on the expiration date, or within five (5) days after receipt by either party of any notice of termination under this Agreement, the unamortized portion.

If the Investment is made in annual increments of \$10,000, each annual increment will be amortized on a straight-line basis over one year. If needed or agreed upon upgrades exceeded \$10,000 in any given year of the contract, the following year's allotment would be reduced and a buyout clause added to cover those conditions. The final expenditure list would be mutually agreed upon between Great Western and Garden City Community College. Garden City shall own the Investment.

**Meal Plan Options**

- 19-Meal Plan
- 15-Meal Plan
- 10-Meal Plan

**Contract Campus Dining Rates:**

NO. OF PARTICIPANTS	19-Meal Plan	15 Meal Plan	10-Meal Plan
316-Above		<i>To Be Negotiated</i>	
301 - 315	\$7.47	\$7.00	\$6.01
286 - 300	\$7.64	\$7.16	\$6.22
271 - 285	\$7.80	\$7.33	\$6.41
256 - 270	\$8.03	\$7.56	\$6.65
241 - 255	\$8.30	\$7.82	\$6.90
226 - 240	\$8.60	\$8.12	\$7.20
211 - 225	\$8.95	\$8.47	\$7.56
196 - 210	\$9.36	\$8.89	\$7.97
181 - 195	\$9.84	\$9.36	\$8.44
166 - 180	\$10.39	\$9.92	\$9.00
151 - 165	\$11.07	\$10.59	\$9.63
149-Below		<i>To Be Negotiated</i>	



**Guarantee of Service Days**

Meal plan rates are based on a minimum of (233) Two Hundred and Thirty Three Accounting Days.

**Reduced Meal Rates**

A 10-Meal and 15-Meal Card will be offered for commuters/faculty and staff at the following rates:

*10-Meal Card*    \$36.50

*15-Meal Card*    \$51.50

Meals for College Advisory Boards and meals arranged by Admissions for prospective students and Daycare meals will also be charged at a reduced rate.

*College Advisory Board*            \$3.75

*Admissions' Meals*                 \$3.25

*Daycare Meals*                        \$2.10

**Personnel Dinner**

Great Western will host an annual dinner for all College Faculty, Administrators and Staff at a time designated by the College.

**Casual Meal Rate**

*Breakfast*                                \$3.50

*Continental Breakfast*                \$2.00

*Lunch*                                     \$4.50

*Dinner*                                    \$5.55

*Steak Night/Special Events*        \$6.55

Prices do not include applicable state sales tax.

**Summer Conference Rates:**

Great Western will honor the established rates for summer business that may have been contracted prior to our tenure on Garden City's campus. During summer session, Great Western will provide food service, Monday through Friday as required at the below rates plus a subsidy of \$300.00 per week to help offset operational costs for low volume serving days during the summer.

<b>Participants</b>	<b>2009 Rates</b>
<i>Breakfast</i>	\$4.25
<i>Lunch</i>	\$5.25
<i>Dinner</i>	\$6.25
<i>Daily Rate</i>	\$15.75

**Courtesy Meal Service**

At all regular boarding meals, no charge shall be made for the following Garden City Community College Administrative personnel:

1. *President*
2. *Executive Dean of Administrative Services*
3. *Executive Dean of Students*
4. *Director of Residential Life*
5. *Residence Hall Supervisor*
6. *Volunteer Coach*

Any designated guests of any of the above would also be entitled to courtesy meals as well as visiting individuals with equivalent positions from other institutions.

**President's Catering Fund**

Great Western shall provide to the President of Garden City Community College a fund of \$3,000 to be used for catering services at the President's discretion.

**Early Athletic and Special Circumstances Meals**

A fixed price of \$12.00 per student per day for Two (2) Meals Per Day, will be charged for students staying in the residence halls and eating in the cafeteria prior to the start of regular board rates. All charges will be for a full day, no partial day meal will be offered on the plan.

A fixed price of \$15.75 per student per day for Three (3) Meals Per Day, will be charged for students staying in the residence halls and eating in the cafeteria prior to the start of regular board rates. All charges will be for a full day, no partial day meal will be offered on the plan.

**The Broncbuster Bistro Snack Bar**

Great Western will operate and manage The Broncbuster Bistro Snack Bar on a “break-even” basis for the College. The College agrees to subsidize, in an amount not more than \$10,000 per year, any costs of operations that exceed revenues (“deficit”) from the operation of the Bistro. Great Western will submit a monthly accounting of all revenue from cash and non-cash sales, purchases and cost of the operation and shall bill the College for any deficit on a monthly basis based on Great Western’s operating calendar. Payments shall be due within fifteen (15) days after the invoice date. The selling prices to be charged in The Broncbuster Bistro shall be determined periodically by mutual agreement of Garden City Community College and Great Western.

**Bistro Bucks**

All meal plan participants will receive a cash value add-on to their plans (“Bistro Bucks”). This charge is not included in the daily rate in the sliding scale. The add-on value will be for use in The Broncbuster Bistro Snack Bar. The College will pay to Great Western the total cost of the Bistro Bucks based on occupancy as of September 1 and February 1. Additional purchases of Bistro Bucks may be made by Meal Plan Participants any time in Twenty-Five Dollars (\$25.00) increments. Any unused Bistro Bucks at the end of any semester shall be forfeited. Bistro Bucks are not transferable from year to year and are not refundable. Bistro Bucks are not eligible for commission to the College.

**Declining Balance Cards**

GCCC Staff may purchase declining balance cards in Twenty-Five Dollar increments (\$25.00). These cards may be used in the Cafeteria or in the Broncbuster Bistro Snack Bar. These cards do not expire and are not eligible for commission to the college.

**Advance Board Bill**

Great Western will submit an invoice of one (1) month average anticipated board cost to Garden City Community College by July 1 of the corresponding year. Garden City Community College will need to pay this invoice by August 1. The advance board bill will begin to be credited back to the Institute during the third week in March each year.

**Guarantee of Rates and Fees**

All rates and fees proposed to Garden City Community College and any other financial arrangements related to the dining service operation and contained in this proposal will be maintained and guaranteed by Great Western for a period of TWELVE (12) FULL MONTHS from the date Great Western commences operations.

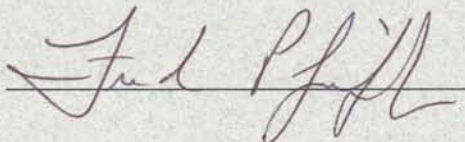
Subsequent year's board rates shall be negotiated with the College and shall not increase by more than the Consumer Price Index "Food Away From Home", for all urban consumers. However, in the event that legislation or government intervention makes law any increases in minimum hourly rates, mandatory fringe benefits, or state and federal payroll taxes, Great Western will pass these on to Garden City Community College commensurate with the effective date decreed.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

**Garden City Community College:**

**Great Western Dining Service, Inc.:**

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

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

Name: \_\_\_\_\_

Name: Fred L. Pfeiffer

Title: \_\_\_\_\_

Title: President





**AGREEMENT FOR SERVICES**  
**Health Science**  
**Academic Year 2009-10**

This agreement is made and entered into on July 1, 2009, 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 **Health Science** Center of Excellence through the Career Learning System -- Finney County.

**NOW THEREFORE**, USD #457 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 Health Science Center of Excellence: The Health Science 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 GCHS. GCCC will provide the postsecondary component of medical terminology coursework for dual credit embedded in GCHS Health Science B on the GCHS schedule. GCCC will provide CNA , First Responder and EMT-B Bridge. CMA will be investigated during this year for implementation in the spring or fall of 2010. All post secondary courses are dependent on student interest and instructor availability. Minimum enrollment for each course will be negotiated with the school district and dependent on instructor salary.

5. Instructors:

Number: GCHS – 2  
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 and USD #457 will collaborate to recruit and promote the Health Science COE (brochures, flyers, etc.).

7. 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.

8. Students: Students at GCHS may earn dual credit for Medical Terminology embedded in the GCHS class Health Science B, CNA, CMA, First Responder and EMT-B Bridge taught by GCCC adjunct faculty on the high school rotation schedule.

**All high school dual credit classes are dependent upon student interest and instructor availability.**

9. High school students enrolled in Health Sciences 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, 2009 and shall terminate on June 30, 2010. Both parties shall evaluate the agreement at that time and decide whether to continue with the agreement or not.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
President, GCCC Board of Trustees

\_\_\_\_\_  
Witness

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

**AGREEMENT FOR SERVICES**  
**Criminal Justice**  
**Academic Year 2009-10**

This agreement is made and entered into on July 1, 2009, 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 **Criminal Justice** Center of Excellence through the Career Learning System -- Finney County. **NOW THEREFORE**, USD #457 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 the 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:           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 and USD #457 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 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 as per the articulation agreement.
9. Facilities: NA

This agreement shall be effective July 1, 2009 and shall terminate on June 30, 2010. Both parties shall evaluate the agreement at that time and decide whether to continue with the agreement or not.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
President, GCCC Board of Trustees

\_\_\_\_\_  
Witness

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

5/27/2009

**AGREEMENT FOR SERVICES**  
**Early Childhood, Education and Services**  
**Academic Year 2009-10**

This agreement is made and entered into on July 1, 2009, 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 **Early Childhood, Education and Services Center of Excellence** through the Career Learning System -- Finney County.

**NOW THEREFORE**, USD #457 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 the 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: 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 and USD #457 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 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, 2009 and shall terminate on June 30, 2010. Both parties shall evaluate the agreement at that time and decide whether to continue with the agreement or not.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
President, GCCC Board of Trustees

\_\_\_\_\_  
Witness

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

## **AGREEMENT FOR SERVICES**

Information Technology  
Academic Year 2009-2010

This agreement is made and entered into on July 1, 2009, 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 an **Information Technology** Center of Excellence through the Career Learning System -- Finney County.

**NOW THEREFORE**, USD #457 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) Information Technology (networking) core curriculum leading to industry certification and employment 2) Computer Information Science (programming) core curriculum leading to industry certification and employment, and 3) Web Development core curriculum leading to industry certification and employment;
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: GCCC

5. Instructors:  
Number: 2

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

Professional Development: GCCC and USD 457 will share the cost of training a high school instructor to teach IT Essentials. Upon documentation of the necessary credit hours, the high school instructor will be assigned to teach GCCC's IT Essentials for concurrent credit at GCHS.

6. GCCC and USD #457 will collaborate to recruit and promote the IT COE (brochures, flyers, etc.).
7. Students: All high school students in the Information Technology Center of Excellence will enroll in the program courses for college credit in:
  - 1) Information Technology (networking)
  - 2) Computer Information Science (programming)

3) Web Development

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

8. 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, 2009 and shall terminate on June 30, 2010. Both parties shall evaluate the agreement at that time and decide whether to continue with the agreement or not.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
President, GCCC Board of Trustees

\_\_\_\_\_  
Witness

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

**AGREEMENT FOR SERVICES**  
**Automotive Technology**  
**Academic Year 2009-10**

This agreement is made and entered into on July 1, 2009, by and between the Board of Education, Garden City Unified School District #457, hereinafter called USD #457, the Board of Education, and the Trustees of Garden City Community College, hereinafter called GCCC.

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

**NOW THEREFORE**, USD #457 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: 1-2

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: GCCC will pay the salaries of their instructor(s).

Overload: Overload will be paid at the rate of \$550/credit hour.

Staff Development/Training:

GCCC will provide appropriate training.



6. Operating Expenses:

All operating expenses will be paid for through GCCC.

GCCC and USD #457 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, 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 as determined by the Auto Tech instructors after student interviews. Tuition, fees, textbooks and any industry certification tests will be the responsibility of the student.

This agreement shall be effective July 1, 2009 and shall terminate on June 30, 2010. Both parties shall evaluate the agreement at that time and decide whether to continue with the agreement or not.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
President, GCCC Board of Trustees

\_\_\_\_\_  
Witness

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

**AGREEMENT FOR SERVICES**  
**Industrial Maintenance Technology**  
**Academic Year 2009-10**

This agreement is made and entered into on July 1, 2009, 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 an **Industrial Maintenance Technology** Center of Excellence through the Career Learning System -- Finney County.

**NOW THEREFORE**, USD #457 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: GCCC will pay the salary of the instructor  
Extension: NA  
  
Overload: Overload will be paid at the rate of \$550/credit hour.
6. Operating Expenses: All operating expenses will be paid for through GCCC.

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 and all equipment owned by GCCC shall remain the property of GCCC.
8. Students: Each high school student enrolled in the Industrial Maintenance Technology Center of Excellence will enroll in the program courses for dual credit. Tuition, fees, textbooks and any industry certification tests will be the responsibility of the student.

This agreement shall be effective July 1, 2009 and shall terminate on June 30, 2010. Both parties shall evaluate the agreement at that time and decide whether to continue with the agreement or not.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
President, GCCC Board of Trustees

\_\_\_\_\_  
Witness

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

**AGREEMENT FOR SERVICES**  
**Welding**  
**Academic Year 2009-10**

This agreement is made and entered into on July 1, 2009, 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 Center of Excellence** as part of the Career Learning System -- Finney County.

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

1. Purpose: Offer a seamless, technologically focused program that will yield a high school diploma, certification and/or post secondary degree and employment.
2. Definition of Welding Center of Excellence: The Welding COE will provide a seamless program of study leading to AAS or AS degree.
3. Definition of a Pathway 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 at GCCC.
5. Instructors:  
Number: GCHS – 1  
GCCC – 1 plus appropriate adjuncts  
  
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 and USD #457 will collaborate to recruit and promote the Welding Center of Excellence (brochures, flyers, etc.).

7. Equipment: All equipment owned by USD#457 shall remain the property of USD #457. All equipment owned by GCCC in the USD #457 welding lab as of the 2007-08 school year shall remain the property of GCCC. GCCC agrees to leave equipment previously purchased for the USD #457 lab in the GCHS lab with the stipulation that it not be sold or traded. Since the equipment was purchased with Perkins dollars it must remain on the GCCC inventory and GCHS will notify GCCC if the equipment is no longer being used.

8. Students:

- Concurrent Credit Option: GC High School Juniors and Seniors may enroll for concurrent college credit upon the recommendation of their high school Welding instructor. College tuition/fees and course materials fees will be paid by the student.
- Postsecondary Credit Option: High School students may enroll in GCCC Welding courses for Dual credit.
- Articulated Credit Option: Will be awarded based on the criteria defined in the articulation agreement.
- Textbooks for post secondary courses are the responsibility of the student.
- Any industry certification tests will be the responsibility of the student.

8. Facilities: NA

This agreement shall be effective July 1, 2009 and shall terminate on June 30, 2010. Both parties shall evaluate the agreement at that time and decide whether to continue with the agreement or not.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
President, GCCC Board of Trustees

\_\_\_\_\_  
Witness

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

**AGREEMENT FOR SERVICES-CLS Coordinator**

This Agreement is made and entered into on July 1, 2009, 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 the Career Learning System -- Finney County.

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

**NOW THEREFORE**, USD #457 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 two entities.
2. USD #457 shall provide office space, phone and computer access for the Career Learning System 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, 2010. Each entity will provide \$100 towards expenses.
4. This agreement shall be effective July 1, 2009, and shall terminate on June 30, 2010. 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

\* 2008-2009 Budget \$75,728.00— (Reflects 08-09 figures, amount will be higher for '09-10 salary and benefits.):  
Coordinator salary \$63,380 and benefits \$12,048  
Supplies -- Not to exceed \$200

## **JUNE 2009 MONITORING REPORT**

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

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

### **Data directly addressing the CEO's interpretation**

No purchases were made during the month from businesses in which Board members or employees have any interest.

<b>EXECUTIVE LIMITATIONS</b>	<b>MONTHLY</b>
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<b>General Executive Constraints #10</b>	<b>Page 7</b>
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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.**

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

### **Data directly addressing the CEO's interpretation**

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

<b>EXECUTIVE LIMITATIONS</b>	<b>MONTHLY</b>
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<b>Asset Protection #5</b>	<b>Page 12</b>
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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.**

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

## **Data directly addressing the CEO's interpretation**

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

### Purchases over \$10,000 requiring bid sheet:

- Check #188438 to Zones, Inc. for \$15,019.62 for the campus wide Microsoft licensing agreement. A bid sheet was attached indicating this was a single source provider.
- Check #188828 to CDW Government Inc. for \$39,363.00 for core switch for campus computer system. A bid sheet was attached indicating the lowest price was selected. The Board approved this purchase at the April 8, 2009 Board meeting.

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

- Check #188166 to EduKan for \$12,000.00 for Spring 09 Session 3 tuition.
- Check #188390 to City of Garden City for \$44,395.73 for utilities.
- Check #188396 to Dick Construction Inc. for \$91,026.00 for partial payment for work on the Penka addition and the Fouse remodel. The Board previously approved these projects.
- Check #188425 to Seminole Energy Services for \$12,438.50 for utilities.
- Check# 188530 to Commerce Bank for \$17,428.51 for various purchase card charges.
- Check #188545 to Great Western Dining for \$62,909.47 for multiple invoices.
- Check #188762 to Blue Cross-Blue Shield of Kansas for \$106,493.72 for June health insurance premiums.
- Check #188835 to Dick Construction Inc., for \$101,317.00 for partial payment for work on the Penka Addition and the Fouse remodel. The Board previously approved these projects.



## JUNE 2009 MONITORING REPORT

### ANNUAL REPORT

**EXECUTIVE LIMITATIONS ANNUAL: Compensation/Benefits #1 Page 13 – The President shall not change his *or* 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 annually and the Board Chair will direct Human Resources to make the changes.

**Data directly addressing the CEO's interpretation:** The Human Resources Office provides the chairman of the Board with information regarding range of pay for other Kansas Presidents, national presidential salary information, and mid-point and range information provided by KG Associates, our compensation advisors. The Chair then Authorizes the HR Office to implement the changes. The President does not change her compensation or direct anyone else to do so.

**EXECUTIVE LIMITATIONS ANNUAL: Compensation/Benefits #2 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 are approved by the Board.

**Data directly addressing the CEO's interpretation:** The Faculty agreement and the President are the only groups that are contracted at the institution. All others are at will employees. This is the final year of a three year contract for faculty. The President holds a two (2) year rolling contract with the Board. Each year the Board has extended the President's contract by another year keeping the rolling contract in place. The President recommends a salary raise appropriate to economic conditions, and information regarding local, regional, and national trends for remaining college employees. No one is promised employment or continued employment.

**EXECUTIVE LIMITATIONS ANNUAL: Compensation /Benefits #3 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. Recommended raises for a one year period will be justified in regards to safely projected revenues.

**Data directly addressing the CEO's interpretation:** The process initiated by the President to evaluate positions and their pay ranges continues to be in use. KG Associates provide us with information regarding the current year, local, regional, and national salary comparisons. Positions are reviewed annually by Human Resources and the President to determine if we are in alignment with others and which positions need to be reviewed for classification. New job positions are reviewed before the position is posted to decide classification and range. Some positions are found to have a market value added, based on the skills needed.

The President keeps abreast of CSI in addition to what others in the area are offering with regard to raises and then determines what raises to give staff. Preliminary discussion with the Board concerning raises will begin at the June Board meeting, continuing at the July Board retreat. Final decisions on salaries and benefits will be made when projected revenues have been verified.

PAT ROBERTS  
KANSAS

109 HART SENATE OFFICE BUILDING  
WASHINGTON, DC 20510-1605  
202-224-4774

<http://roberts.senate.gov>

# United States Senate

WASHINGTON, DC 20510-1605

May 15, 2009

COMMITTEES:  
AGRICULTURE

FINANCE

HEALTH, EDUCATION,  
LABOR, AND PENSIONS

ETHICS

RULES

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

Dear Dr. Ballantyne:

Thank you for taking the time to write regarding the Workforce Investment Act (WIA). I appreciate your taking the time to write.

WIA authorizes several job training programs, including youth, adult, and dislocated worker activities and Job Corps. The Senate Health, Education, Labor and Pensions (HELP) Committee, of which I am a member, unanimously approved a WIA renewal bill, S. 1021, in the 109<sup>th</sup> Congress. The bill reauthorizes the Title I WIA program, the Adult Education and Family Literacy Act and the Rehabilitation Act of 1973. These community-based job training programs are essential to developing our workforce. The bill increases accountability for states and providers of adult education while also taking steps to make existing One-Stop Career Centers more effective. Unfortunately, S. 1021 failed to reach Senate consideration before the adjournment of the 109th Congress. It is my hope that the HELP committee will again take up this important reauthorization measure this year.

As the Senate begins work on WIA and funding for this program, rest assured I will keep your comments in mind. 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:mk



**From:** Judy Crymble  
**Sent:** Wednesday, May 27, 2009 4:19 PM  
**To:** Carol Ballantyne; Dee Wigner; Catherine McKinley; Lenora Cook  
**Cc:** Steve Quakenbush  
**Subject:** FW: Great op-ed from Tiaht, if you haven't seen yet

FYI...

*Judy Crymble*

Dean of Technical Education  
Garden City Community College  
801 Campus Drive  
Garden City, KS 67846  
Phone: 620-276-9521  
Fax: 620-276-9523

[Official College Email](mailto:jcrymble@garden-city-cc.edu)

**From:** Gustin, Clare [mailto:cgustin@sunflower.net]  
**Sent:** Wednesday, May 27, 2009 2:41 PM  
**To:** Judy Crymble  
**Subject:** FW: Great op-ed from Tiaht, if you haven't seen yet

Judy, did you see this? Have you been talking to Rep. Tiaht? Good of him to help.

Clare Gustin  
Sunflower Electric Power Corporation  
PO Box 1020  
Hays, KS 67601  
785-623-3321 Office  
785-635-3511 Cellular  
785-623-3368 Fax

**From:** Smith, Christopher [mailto:christopher.smith@fleishman.com]  
**Sent:** Wednesday, May 27, 2009 1:05 PM  
**To:** Gustin, Clare; Hertel, Cinthia; McGreevy, Abby; Jeff Glendening - The Kansas Chamber; Jeff Glendening - The Kansas Chamber; cathyngent@willispndleton.com  
**Cc:** LaValle, David  
**Subject:** Great op-ed from Tiaht, if you haven't seen yet



### **Victory has its costs**

Rural communities understand the constant struggle to create economic opportunities for our workers and their families. All too often we read news reports about businesses shutting down that force small communities to become even smaller. The agreement this month between Sunflower Electric and Gov. Parkinson finally brought some good news for Kansas job creation but with a shadow of lost opportunities for our state.

The year and a half struggle to overcome political objections from then-Gov. Sebelius over construction of two clean-coal electrical generating plants was a reminder that common sense ideas are not always going to win quick approval. When good ideas are delayed for political posturing, there are often far-reaching consequences of lost opportunities.

One such example comes from Garden City Community College. In 2007, the college was awarded a \$2 million matching federal grant for a job training program to help train and educate workers who needed specialty skills for construction of the state-of-the-art electrical generating facilities. Combined with the matching \$2 million in private sector funding, this was a \$4 million educational economic opportunity for the college and Finney County residents.

After Gov. Sebelius' fourth veto of legislation permitting the Holcomb power plants to be constructed, the U.S. Department of Labor confirmed it was pulling the plug on the college's federal grant because the plants were not going to be constructed. Had common sense won a little sooner, this lost educational opportunity would not have occurred. Currently, I am working to restore the federal funding.

Now that an agreement has been reached to move forward with 895 megawatts of new electrical generating power, it is time to celebrate a victory for common sense, for Kansas jobs and for new opportunities. But it is also a time to reflect on what happened over the past two years so we can prevent a repeat of this saga on the next big job-creating issue.

Kansans are industrious people and are known for their solid work ethic. We must tap into this potential and work to create more opportunities for workers and their families. Expanding our energy production capacity and exporting energy from wind, solar, nuclear, clean-coal and biofuel products will be important if we want to see economic growth in the heartland.

I have been working in Congress on initiatives to help keep and create jobs in Kansas so we can together build a more prosperous future. Part of this plan involves creating more energy using our natural and renewable resources in our state with Kansas workers. Kansas should be on the cutting edge of producing clean, reliable energy. We have great workers and great minds, and with the right leadership we can harness our state's full potential to create jobs and provide a better future for our children and grandchildren.

**TODD TIAHRT**

**Representative,**

**4th Congressional**

**District of Kansas**

**Christopher B. Smith**

Vice President

Fleishman-Hillard, Inc.

(314) 982-8603, office

(314) 443-0832, cell

SAM BROWNBACK  
KANSAS

(202) 224-8521 PHONE  
(202) 228-1265 FAX

# United States Senate

WASHINGTON, DC 20510-1804

COMMITTEES:  
APPROPRIATIONS  
COMMERCE, SCIENCE  
AND TRANSPORTATION  
ENERGY AND  
NATURAL RESOURCES  
JOINT ECONOMIC  
AGING

May 26, 2009

Dr. Carol E. Ballantyne  
801 Campus Drive  
Garden City, Kansas 67846

Dear Dr. Ballantyne:

Thank you for contacting me regarding support for adult education programs. I appreciate that you took the time to express your thoughts on this issue.

As the product of public schooling and having attended elementary school, high school, and two state universities in Kansas, I fully understand the importance of having education resources readily available for Kansans of all ages. A better education leads to increased job opportunities and an overall higher standard of living. For example, college graduates earn about 65 percent more than high school graduates, and are 57 percent less likely to be unemployed. It is my hope that educational opportunities can be made available to anyone wishing to pursue them and I will work to ensure that those opportunities remain available.

As Senator, I have been a supporter of adult education programs and have voted to increase their funding in the past. Rest assured, I will keep your concerns in mind as the Workforce Investment Act, as well as other measures related to adult education, make their way through the Senate.

Again, thank you for taking the time to express your concerns. If I can be of further assistance, please do not hesitate to contact me in the future. In the meantime, I encourage you to visit my website at [brownback.senate.gov](http://brownback.senate.gov) for more information on this and other issues on which I am working.

Sincerely,



Sam Brownback  
United States Senator



SB:cv

612 SOUTH KANSAS AVENUE  
TOPEKA, KS 66603  
(785) 233-2503 PHONE  
(785) 233-2616 FAX

1001-C NORTH BROADWAY  
PITTSBURG, KS 66762  
(620) 231-8040 PHONE  
(620) 231-6347 FAX

811 NORTH MAIN STREET, SUITE A  
GARDEN CITY, KS 67846  
(620) 275-1124 PHONE  
(620) 275-1837 FAX

245 NORTH WACO, SUITE 240  
WICHITA, KS 67202  
(316) 264-8066 PHONE  
(316) 264-9078 FAX

11111 WEST 95TH, SUITE 245  
OVERLAND PARK, KS 66214  
(913) 492-6378 PHONE  
(913) 492-7253 FAX

[www.brownback.senate.gov](http://www.brownback.senate.gov)

PROFESSIONAL ENGINEERING CONSULTANTS  
WICHITA ■ TOPEKA ■ TULSA ■ LAWRENCE ■ PITTSBURG

Ms. Ballentine -

Thanks so much for sharing lunch with  
Joe Palacios and me. We appreciate  
learning more about your plans for  
the future and your perception of  
PEC. We will continue to work  
hard to maintain a great relationship!

Sho Hauck

June 1, 2009

Dear Carol and Members of the Board,

Thank you for honoring my fourteen years at HCCC with a special reception and silver tray. I leave with a lot of wonderful memories of talented people and a sense of appreciation for the many opportunities I've had to learn.

Bill and I plan to return to join in the festivities on September 13th when HCCC celebrates its 90th Birthday!

Again, thank you for helping me celebrate this milestone in my life with friends and family.

Best wishes,

Judy Cymbala



**Debbie Atkinson**

---

**Subject:** FW: Congratulations!!!

----- Original Message -----

From: Robert Larson  
To: Dan Delgado; Stephen Gorton; Kristopher Baumann; Chris Finnegan  
Cc: Carol Ballantyne  
Sent: Wed Jun 03 11:34:00 2009  
Subject: FW: Congratulations!!!

Just FYI, keep up the good work.

From: Bob Tempel [mailto:btempel@sbcglobal.net]  
Sent: Tuesday, June 02, 2009 3:42 PM  
To: Robert Larson  
Subject: Congratulations!!!

I just read the article about GCCC athletics great successes this year in the Telegram. We wanted to congratulate you and your staff on an outstanding year. I also wanted to let you know we've also experienced firsthand some of the wonderful young people in your programs. My son Dusty has had the pleasure of working with one of your young pitchers - O'mar from Puerto Rico. He's a wonderful young man with a incredible attitude and a wonderful way with kids. Thanks for recruiting such wonderful young people into our community. The college is a great asset to our community. Please pass along our congratulations to Mr. Delgado, Mr. Gorton, Mr. Baumann and Mr. Finnegan. Your leadership will continue to drive a very positive outcome for the college.

Have a wonderful week,

The WindRiver Team

Robert Tempel

WindRiver Grain, LLC.

General Manager

620-275-2101 ex 19 work

**Incidental Information**  
**GCCC Board of Trustees**  
**June 2009**

Winsom Lamb's Sociology class picked up **20 (Dillons/Wal-mart) bags of trash** on campus on Earth day!

The **Automotive Advisory committee has completed the NATEF Self Study** in preparation for submission. The committee members spent many evenings during the late fall and spring months evaluating all aspects of the program. The results of their work will be sent to NATEF for review. During the fall 2009 a site team will be assembled on campus to review all documentation. Should the site team agree that the program meets all standards – safety, learning facility, equipment, curriculum, instructional materials, instructor qualifications, administrative support, and partnerships – the program will be certified for an additional five years. Local members who participated in the self study include: Jerry Bitter, Jared Seba, Kevin Knoll, Clint Howard, Gary Nuzum, Mike Homm, and Jordon Johnson.

The **GCCC Industrial Maintenance Technology and Welding programs in partnership with Tyson Fresh Foods and the Kansas Department of Commerce initiated training on May 18<sup>th</sup>** for recently hired Tyson maintenance technicians. The training will include 37 credit hours of coursework, On-the-Job Training (OJT), and an apprenticeship through the Kansas Apprenticeship Council. Participants are earning a full salary during their morning studies at GCCC and their afternoon at the Holcomb plant. Participants will earn a certificate of completion which can lead to an AAS degree.

As part of the KBOR alignment process, **Criminal Justice will start the alignment process on June 3-4**. The purpose of the alignment process is to standardize all technical programs across the Kansas community and technical college system to ensure that technical programs meet identified industry standards. For each technical program completing this process, the following will be aligned: Program length, Program core courses (course titles, credit hours, descriptions, competencies and performance standards), pre-requisites and co-requisites (if any) and an exit assessment (industry-recognized credential preferred). To date, GCCC has participated in alignment of curriculum for the Practical Nursing, Welding, and Automotive programs. Industrial Maintenance Technology is slated for fall.

**Adult Learning Center**

**English as a Second Language:** Approximately **40 students** went to the college's ESL Grammar presentations. The students were able to see the reality of becoming a college student, even with a language barrier.

**Migrant Family Literacy: The Migrant Family Literacy Program** is getting ready for the summer migrant school, which is in the mornings. There will be more than 30 children involved with this program. There are 22 migrant families currently in the program. Susan Ratzlaff and Rosa Patino attended the National Migrant Educators Conference in San Antonio, Texas. The computer lab at East Garden Village has been very busy this month. Joel Tuche has volunteered to open the lab to the public on Tuesday evenings from 5 to 7 p.m.

**General Education Development:** The ALC had 70 students complete their GED's so far this year and close to half of the students participated in the GCCC graduation ceremonies. Thirty-five ALC students have entered postsecondary education this year. Two GED students who completed in May scored 700; one student scored 720; one student scored 750; one student scored 790; and *two students scored a perfect score of 800*. Many other students had scores in the 600s. The minimum score to pass the GED is 420.

### **Refugee Program**

When the refugee program was started in January 2009, the center served only 20 refugees. Now the center is serving 225. Tyson is now allowing the refugee caseworkers to participate in Tyson's orientations in order to register newcomers. Some of the services that have been offered this month include taking refugees to Tyson for employment, finding housing, driving lessons, interpreting and translating for refugees and businesses, plus community awareness by presenting a video presentation at various organizations.

### **Bryan Education Center**

Scott City Chamber of Commerce hosted a luncheon for local chamber members with 34 attending. Scott County Extension's Lunch n Learn program met with six participants. The Scott County Partners for Youth's monthly meeting was held with five members attending. Scott Community Foundation met with 10 participants, generating \$20 in fees, and NRCS conducted a workshop with 34 participants, generating \$75 in fees. Compass placement tests were administered for 25 students and three high school students were administered the AP test. A new server was installed which *provides wireless internet access in the multipurpose room*.

### **Business & Industry**

- Purchased and customized DiSC curriculum for Tyson contract training. Trained four out of twelve groups of Tyson supervisors (50 people). Winsom Lamb, Liz Sosa, Jean Warta, and Steve Thompson are facilitating these sessions.
- Contract training for 18 staff members at PetroSantander in the area of safety. Larry Pander taught this class.
- 218 hits were received on Business & Industry web page this month up from 162 in April – 152 new visitors.
- Distributed Pronto Spanish flyer to GCCC staff for training in July.
- Staff volunteered at 3I show.
- Adopted online registration/payment processes for Ed2Go
- USD 457 had 43 students on the Challenge Course this month.
- ***Finney County Economic Development Partnership***
  - 2 reported business visits – one grand opening, one follow-up
  - No contract training from the partnership this month

### **Community Services**

A wine and shopping trip, the final spring personal enrichment class, to Lindsborg and Salina had 14 participants. Kids' College registration continued and an incentive was mailed out to Kids' Colleges' "Best Customers" per an analysis done by LERN to increase enrollments. Information pulled from Datatel told how many classes each individual had completed. From that list, the top 42 customers from the last two years were pulled and sent a certificate giving them a free Kids' College t-shirt if they signed up for three or more classes as well as a 10% discount on classes if they signed up for five or more classes at one time. As of the end of May, 10 students had signed up for the 10% discount for the first week of Kids' College which will begin on June 8. Four students took advantage of the free t-shirt deal.

A market segment analysis was conducted from the data currently collected for B&I, Kids' College and Personal Enrichment registrations. This information will help determine future marketing strategies. The analysis found that the largest market segment for CECS courses is female Baby Boomers and Generation Y. This segment made up 13% of all of the registrations.

### **Educational Talent Search**

ETS student Darris Hawks graduated from GCCC the morning of May 16 and from Holcomb High School that same afternoon. ETS student Tiffany Nguyen was selected "Principal's Student of the Year" at the GCHS for her academics, activities, and leadership as well as being a role model for others. ETS students Abraham Rodriguez and Tiffany Nguyen were two of the top academic students at the GCHS with 4.0 GPAs.

Ninety-seven ETS students graduated from GCHS (this does not include December graduates); three ETS students graduated from Lakin; and three ETS students graduated from Deerfield high school. ETS staff was invited again to assist with the GCHS graduation and to sit with the faculty.

Miguel Ramos was selected for the MAPP program at KSU. He will take six hours this summer with tuition, room and board paid for through a special bridge program in the business department. He has also been selected to live in the Scholarship House at KSU next fall.

Javier Delarosa has been awarded a full-ride scholarship to the University of Chicago to study pre-med. He also earned a 32 on his ACT test which is especially exceptional for an ESL student.

ETS held a parent/student meeting for selected rising ninth graders to explain the advantages of enrolling in a rigorous curriculum, to discuss classes, activities, and opportunities students should embrace in high school to maximize their ability to be accepted to a college of their choice. Scholarship opportunities for freshmen also were distributed.

Nine ETS students participated in the Community Service Project for May. The students made and delivered May Baskets to a nursing home.

Rebekah Fitzpatrick, ETS administrative assistant graduated from GCCC with her Associates in Science Degree.

### **Project Destiny**

Math workshops for area students working on their preparation for the Spanish GED Official Math exam continue every Friday from 10 a.m. to 2 p.m. in the SCSC Building. Students traveling from Syracuse and Ulysses attend these sessions on weekly basis along with the local students.

A group of students from Syracuse and Lakin are preparing to take their Official GED Exams on campus this summer. The group from Syracuse has already taken a campus tour and is registered to take these tests.

This month a group of students from Scott City will be touring the GCCC campus in preparation to take their GED Official Exams. The campus tour offered by Project Destiny emphasizes the services and facilities students need in order to take their exams.

### **SBDC**

Cristina Aslin has resigned her position as Assistant Director. The job posting to fill this position is in progress.

Mike O’Kane, new outreach center consultant at SCCC/ATS, has gotten off to a fast start with training in Topeka and attendance at several meetings to get him up to speed on the KSBDC services and resources. A contract is being finalized with the City of Greensburg and USDA to fund another year of KSBDC services in Kiowa County. Greensburg SBDC consultant Mark Buckley is officed in the new Sun Chips Business Incubator.

Pat, Kathy and Mike all spent time working at the 3i Show in May. Pat, Mike and Mark attended an E-Communities meeting in Greensburg, and Mike also attended the Brownfield’s meeting in Dodge City. Clients are working at all stages of business from startup to expansion and inquiries don’t seem to be slowing down at all.

		2007-08 ACCOMPLISHMENTS			
GCCC Strategic Priority		Goal/Outcome (Not Operational)		Measurable Objective	Accomplishment Date
Helping Students Learn	1	Retention	1.1	Developed and began using Web Advisor	Fall 2007
			1.2	Combined Beginning Algebra and Intermediate Algebra	Spring 2008
			1.3	Combined Basic English and Grammar courses; pilot to determine effectiveness	Spring 2008
			1.4	Equalized advising loads for instructors across campus	Fall 2007
			1.5	Wireless laptops and three SmartBoards in ESL and GED	FY08
			1.6	Increased B&I classes offered by 28 classes or 18%	Jun-08
	2	Recruitment	2.1	Increased ALC students transferring to postsecondary technical education. Number increased from 3 to 38	Fall 2007
			2.2	Implemented WorkKeys as part of the transition from GED to post-secondary education for 30 students	FY08
			2.3	Expanded HEP services to Lakin & Syracuse; increasing numbers by 71%	Spring 2008
			2.4	Increased SWKMA music lesson enrollment by 23 students	May-08
			2.5	Increased B&I contract trainings by 44% and increased class attendance by 61%	Jun-08
	3	Success	3.1	Reviewed developmental reading and English placement scores to determine if revision is necessary	Spring 2008
			3.2	Purchased and implemented the use of plagiarism detection software	Fall 2007
			3.3	Redesigned space according to purpose in the library	Summer 2008
3.4			Auto Skills USA - earned 6th and 8th places	Spring 2008	
3.5			Achieved 95% pass rate on Fire Science certification tests (Firefighter I/II, Driver/Operator/Haz-Mat)	Spring 2008	
3.6			CJC students completed 1,496 community service hours	Spring 2008	
3.7			Meats team finished in the top four of six contests	Spring 2008	
3.8			NCLEX pass rate above State and Nat. average for PN & RN	Spring 2008	
3.9			Cosmetology students won 1st and 3rd place in regional competition	Fall 2007	
3.10			Decreased Kids College class cancellations by 4%	Jun-08	
		3.11	Increased life skills of ETS students with 90% completing course and 90% developed a personal financial plan	Jun-08	
		3.12	Mens Cross Country -- 2007 Academic National Champions with a team GPA 3.46	Fall 2007	
		3.13	Women's Cross Country team named to the Coaches Association Academic All-American team	Fall 2007	
		3.14	14 Academic All-Americans in Athletics	Spring 2008	
	4	Improve Residential Life web site	4.1	Increased faxed paperwork/fewer calls	02/08
	5	Update and publish viewbook, junior viewbook and academic catalog	5.1	Produced 2008-2010 GCCC Academic catalog	06/08
5.2			Used high volume CD and traditional book	06/08	
Helping Students Learn continued	6	80% of SSS students will meet or exceed a 2.0 GPA at the end of each academic year.	6.1	89% of participants met or exceeded 2.0 GPA	05/08
	7	SSS students will overcome technology barriers through computer career research.	7.1	80% of SSS students completed career research through the internet	09/07
	8	Provide counseling needed for SSS students	8.1	All 200 SSS students received personal, career, academic, transfer & FA counseling	07/07 to 06/08
	9	Redesign and improve Early Enrollment Days	9.1	Increased students 38%; credit hours 38.6%	04-06/08
	10	Expand Exploration Day	10.1	Included academics; 68% more students	11/07
	11	Improve loan entrance/exit counseling	11.1	Adopted Mapping-Your-Future as site provider	07/07

				<b>2007-08 ACCOMPLISHMENTS</b>	
<b>GCCC Strategic Priority</b>		<b>Goal/Outcome (Not Operational)</b>		<b>Measurable Objective</b>	<b>Accomplishment Date</b>
	12	Enhance the work study program	12.1	SWKPC community service position identified	07/07
			12.2	Increased work study hourly rate	07/07
	13	Better identify students being placed into developmental coursework for advising	13.1	COMPASS required for all degree-seeking students prior to enrollment	01/08
			13.2	Developed advisor/advisee notification letter	06/08
	14	Implement new activities for students	14.1	Acquired additional game equipment as needed	03/08
	15	Provide welding lab for new program	15.1	Designed and developed new welding lab	Summer 2008
	16	Construct Fire Training Tower and Classroom	16.1	Oversaw financing and construction of new building	Fall 2007
	17	Upgrade nursing lab to accommodate Nursing simulators	17.1	Installed pneumatics	Summer 2008
<b>Leading &amp; Communicating</b>	1	Partnerships	1.1	Met with high school representatives toward developing the Project Lead the Way program	Summer 2008
			1.2	Expanded Team-T seminars for EMS CE hours, special courses, refreshers	Spring 2008
			1.3	Developed welding training partnership with Palmer Tank Manufacturing	Spring 2008
			1.4	ETS partner with alternative high school to develop activities to meet the needs of this population	May-08
			1.5	ALC provided informational workshops about services in health, recreation, education and community opportunities for adult learners	FY08
			1.6	Established "College for Life" classes for clients of Mosaic	FY08
			1.7	Increased parenting education opportunities within the community with Migrant Family Literacy Program	FY08
			1.80	Established BEC as area-wide information center for educators, students and businesses	FY08
	2	Leadership	2.1	Criminal Justice, EMST, Fire Science, Animal Science, and Nursing faculty/staff served in leadership roles on state and national committees	Spring 2008
			2.2	ALC, SBDC, SWKRPC and CECS staff served in leadership roles on state and national committees and boards	Spring 2008
	3	Improve communication with students	3.1	Implemented document tracking in Datatel	02/08
	4	Design and initiate next GCCC market research study	4.1	Gave presentation at National Council for Marketing and Public Relations.	09/07
<b>Leading &amp; Communicating continued</b>	5	Enhance public awareness of GCCC	5.1	Hosted C of C Breakfast & After Hours events	Fall 07
			5.2	Completed GCCC My Space profile	02/08
			5.3	Hosted Student Universal/300+ SW KS 7-12 grade students from 14 schools	03/08
			5.4	Increased campus tours by 7.4%	07/07 to 06/08
			5.5	Dedicated Robotic Patient Lab, Gary E. Jarmer Tech Annex, & SWKS Fire Training Center	11/07 & Spring 08
	6	Increase Assessment service awareness	6.1	Opened Lasergrade publicly for City Inspectors	10/07
			6.2	Proctored services for all colleges/universities	07/07
			6.3	Adopted Pearson Vue for certification testing	10/07
			6.4	Administered 140 EduKan finals	12/07,05/08
	7	Use GCCC student email accounts to contact students and deliver messages	7.1	Activated 400+ student email accounts	09/07
	8	Ensure new hires are oriented into the GCCC culture; procedures & policies	8.1	Surveyed recent new hires to revise current orientation procedures	Spring 2008
			8.2	Redesigned New Employee Orientation to include online illustrations, FAQs	Fall 2007

				2007-08 ACCOMPLISHMENTS	
GCCC Strategic Priority		Goal/Outcome (Not Operational)		Measurable Objective	Accomplishment Date
	9	Provide on demand pay information for employees receiving direct deposit	9.1	Tested and implemented on-line pay advices	Spring 2008
	10	Provide training to employees	10.1	Developed Hiring 101 sessions for campus	Spring 2008
	11	Streamline processes and reduce paper	11.1	Installed scanners for ImageNow, trained faculty and staff	Fall 2007
			11.2	Began storing all cash receipts on-line	Spring 2008
<b>Planning Continuous Improvement</b>	1	State of the Art Instruction	1.1	Revamped College Skills classes to include computer usage	Summer 2008
			1.2	Updated technology to align technical programs with industry standards	Fall 2008
			1.3	Initiated industry-based assessment in technical programs	Spring 2008
			1.4	Implemented revised ADN curriculum; simulation scenarios	Fall 2007
			1.5	Completed Fire Tower implement CE and traditional training	Spring 2008
			1.6	ALC instructors obtained writing certifications to be counted toward student learner outcomes	FY08
			1.7	Purchased new 30-passenger bus	Summ 08
			1.80	Completely refinished gym floor in competition gym	Summ 08
			1.90	Converted track shed into Men's soccer locker room	Summ 08
	2	Professional Development	2.1	Budgeted funds to man TLC with full-time instructors	Fall 2007
			2.2	Improved record keeping in TLC to determine faculty use	Spring 2008
			2.3	Developed faculty advising handbook	Summer 2008
			2.4	Provided permanent space for the TLC	Spring 2008
			2.5	Initiated new Perkins Professional Development standards	Fall 2007
<b>Planning Continuous Improvement continued</b>			2.6	All Three Certified Athletic Trainers met requirements to maintain NATABOC National Certifications	Spring 2008
	3	Institutional Processes	3.1	Renovated office space in ACAD	Summer 2008
			3.2	Developed and implemented FLC for all full-time instructors	Fall 2007
			3.3	Brought athletic facilities into compliance with Office of Civil Rights	Fall 2007
	4	Measure resident satisfaction	4.1	Conducted Exit Survey, presented to SEM	12/07
	5	Make purchases for campus improvements	5.1	Replaced washers in East lounge	6/08
			5.2	Replaced chalk boards with whiteboards	06/08
	6	Expanded financial aid processes	6.1	Implemented electronic loan processing	09/07
			6.2	Implemented AutoPackager for 07/08 awards	07/07
			6.3	Conducted Early Awareness campaign	03/08
	7	Transition to paperless office	7.1	Implemented Image Now	07/07
	8	Complete landscaping project for BTSC	8.1	Planted additional trees and plants	04/08
	9	Implement new aspects of Datatel	9.1	Incorporated military data on MINF screen	04/08
			9.2	Completed Degree Audit for AS, AA, AGS	06/08
	10	Ensure supervisors the information and skills to manage high-performing departments	10.1	Developed leadership and supervisory training series for managers	Spring 2008
	11	Streamline employment notification process	11.1	Prepared adjunct and full-time contracts through Datatel	Summer 2008
	12	Recruit talented workforce	12.1	Established online application and screen processes	Spring 2008
			12.2	Established applicant database to be accessible by hiring committees now and in the future	Spring 2008
	13	Decrease controllable employee turnover by 5%	13.1	Trained supervisors in performance management	Spring 2008
	14	Upgrade softball field at Tangeman Fields	14.1	Moved outfield fence, replace sod, install warning track, finish press box	Summer 2008



		<b>2007-08 ACCOMPLISHMENTS</b>		
<b>GCCC Strategic Priority</b>		<b>Goal/Outcome (Not Operational)</b>	<b>Measurable Objective</b>	<b>Accomplishment Date</b>
	15	Renovate apartment for Dir of Res Life and create 2 efficiency apartments	15.1 Oversaw financing and construction of project	Fall 2008
	16	Offer direct deposit to all employees	16.1 Offered direct deposit for part-time, adjunct and student employees	Spring 2008
	17	Eliminate safety hazard and upgrade decor	17.1 Replaced carpet and remodeled area in Academic Building faculty offices	Fall 2007 & Summer 2008
			17.2 Purchased new hall furniture for Penka and Technical Building	Summer 2008
	18	Implement "enterprise" level UPS system	18.1 Installed UPS (Battery Backup) for all servers in the server room	Summer 2008
	20	Convert Endowment database to Colleague Advancement	20.1 Set up tables and rules, convert data to new database	Spring 2008
	21	Streamline computerized reports to one report writing tool	21.1 Converted Cognos reports to Business Objects Crystal Reports	Spring 2008
	22	Standardize printers	22.1 Converted all printers to GCCCprint	
	24	Streamline paperwork for travel process	24.1 Developed combination Trip Request and Expense Report to include cash advance, prepayment and purchase card	Summer 2008

GCCC College Plan

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1								
2	Category		Goal/Outcome (Not Operational)		Measurable Objective	Resource Needs (brief associated cost description/justification)	Antic. Compl. Date	Accomp- lishment Date
3	<b>STRATEGIC PRIORITY 1: Helping Students Learn</b>							
4	<b>Student Recruitment</b>	1	Establish a safe campus	1.1	Replace fire alarm system in dorms(4 phases) & JCVT - repair defective fire alarms	Phase 1 - west units - \$75,000 funded by Residential Life	Spring 10	
5				1.2	Design and install campus wide video surveillance	Total cost \$120,000	Spring 10	
6				1.4	Upgrade security radios to meet requirement of city and county	\$1,900 per year for 5 years	Sum 09	
7				1.5	Begin replacing asphalt parking lot (SAFL)	Annual Service Maintenance: Via City of GC \$ TBD	Sum 09	
8				1.6	Identify rooms by installing room number signage- (3 phases)	\$100,000	Sum 09	
9				1.7	Provide programming on student safety/social/mental issues			
10				1.8	Secure two washers and two dryers to replace 20-year-old units in DPAC	\$23,000	Summer 2009	
11				1.9	Replace two automotive lifts	\$12,000	SU2009	
12				1.10	Meet OSHA standards for Fire Science breathing equipment	\$2,500	Summer 2009	
13				1.11	Replace RL/BTSC lock cores	\$20,100	Aug-09	
14		2	Beautify Campus	2.1	Landscape Fire Tower area	3/4 ton pickup \$10,000	Sum 09	
15				2.2	Replace Irrigation Control Wiring at DPAC	\$3,000	Sum 10	
16				2.3	Create visual aid flow chart which is explained to student employees during orientation	\$7,000	Spring 10	
17		3	Increase effect/access of techn recruit tools	3.1	Interactive web site, dept. online, texting, streaming video, webcasting	Expand bandwidth, wireless, easier access to web site func	SP2010	
18				3.2	Implement plan to provide cell phones to recruiting faculty & staff	\$20,000	Fall 2009	
19				3.3	Host new summer camps for media, ag & middle school		Summer 2010	
20				3.4	Pictures for WEB and boards			
21				3.5	Develop on line Spring Orientation			
22		5	Expand alternative delivery options for instruction	5.1	One Polycom, 3 online courses	Expanded bandwidth, employee training	SP2010	
23		6	Implt new retention plan strategies includ bilingual s	6.1	Inc retention of prgm, cert & degree-seeking studnts 5% sem to sem (100 students)	Advisor training, bilingual tutoring, imple	Spring 2010	
24				6.2	Expand access to WorkReady cert 75 ALC students to earn WorkReady cert	Educate employers and students on ber	SP2010	
25		7	Provide certificate programs	7.1	Develop 5 certificate programs		SP2010	
26		8	Update technology	8.1	Become a wireless campus	Approximately \$10,000 for RL, Partnering with IT	Sp 2010	
27				8.2	Survey traditional students		Aug-09	
28		9	Ensure student safety	9.1	Upgrade camera system	RL/BTSC/Parking/RL mall \$60,000	Fa 2009	

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2	<b>Category</b>		<b>Goal/Outcome (Not Operational)</b>		<b>Measurable Objective</b>	<b>Resource Needs (brief associated cost description/justification)</b>	<b>Antic. Compl. Date</b>	<b>Accomp- lishment Date</b>
29								
30				9.3	Upgrade fire alarm system in West Hall to meet safety codes	Approximately \$75,000	Sp 2010	
31		10	Spanish translation of Student Services materials	10.1	Counseling, Assessment, Accommodations, Recruitment		Sp 2010	
32		11	Comply with minimum wage	11.4	Increase work study rate to \$7.25	\$18,500	Jul-09	
33		12	Boost student activities/events 5%	12.1	Portable electronic message board	\$2,895/32 inch/with SGA	Sp 2010	
34		13	SSS students address tech needs	13.1	Computer career research project		Su 2010	
35		14	Lead development of SEM plan	14.1	Obtain consultant for in-service		Fa 2009	
36		15	Implement retention plan	15.1	Analyze supporting statistical data	Use existing Noel-Levitz Surveys	Su 2009	
37				15.2	Instruct initial retention course		Fa 2009	
38				15.3	Implementation of new SAP proc	Work with IT/Registrar/Fin Aid	Su 2009	
39		16	Rewrite/retain SSS and UB grant	16.1	Attend grant writing workshop	\$3,000	Sp/Su 09	
40	<b>Student Success</b>	1	Highlight student achievement/accomplishment	1.1	Build additional showcase to display Academic All-Americans	\$1,200	Jul-09	
41		2	Initiate new short-term courses	2.1	Enroll 60 students		SP2010	
42		3	Ensure effective non-credit instruction	3.1	Develop screening process for non-credit instructors		Jul-09	
43		4	Fund and expand WorkKeys	4.1	Raise College Skills fees to \$18	Exams cost \$18 per student	Fa 2009	
44				4.2	Retain WorkKeys contract	\$2500 increase in yearly contract	Sp 2009	
45		5	Student Accommodation needs	5.1	Install Ease Reader with RFB&D	\$350 annually/\$250 headsets	Su 2009	
46		6	Increase Student Center usage	6.1	Double number of activities/prizes	Current budget only	Sp 2010	
47		7	Identify student destinations in an emergency	7.1	Post emergency contact locations	Make and install signs	Su 2009	
48		8	Enhance accessibility to Career Center	8.1	Relocate student workers		Su 2009	
49	<b>STRATEGIC</b>							
50	<b>Partnerships</b>	1	Strengthen working relationships with industry/community partners	1.1	Cooperatively share Garden City's sports and recreation facilities to provide swimming and additional outdoor activities		Fall 2009	
51				1.2	Develop three new business & industry partnerships to serve workforce and training needs		SP2010	
52		2	Expand assessment services	2.1	Provide Nursing State Boards	Work with Nursing Dept and KSBN		
53				2.2	Obtain Pearson Vue authorization			
54				2.3	Partner with area comm. colleges			

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1								
2	Category		Goal/Outcome (Not Operational)		Measurable Objective	Resource Needs (brief associated cost description/justification)	Antic. Compl. Date	Accomp- lishment Date
55		3	Improve Assessment procedures	3.1	Create Datatel flag for expirations	Work with Registrar/IT		
56		4	Promote ADA awareness	4.1	Update bldg directory/access pts			
57		5	Publicize student/grad success	5.1	Place student testimonials on web	Work with Information Services		
58		6	Complete U.S. Census on campus	6.1	Distribute and collect forms			
59		7	Enhance customer service	7.1	Workplace Spanish course	Work with HR		
60				7.2	Automated Records messaging			
61				7.3	Departmental signage SCSC1			
62		8	Support Bryan Education Center	8.1	Records/Registration data training			
63		9	Implement ImageNow WorkFlow	9.1	Test and upgrade to Version 6.0		Fall 2009	
64	Leadership	1	campus	1.1	blog		Fall 2009	
65				1.2	policies and procedures, grant writing, etc	teach in TLC	SP2010	
66		2	Celebrate 90th Anniversary	2.1	Plan/implement celebration events	Campus wide involvement	Fall2009	
67		3	Implement GRE/TOEFL	3.1	Administer entrance exams		SU 2009	
68		4	Recruiting across the campus	4.1	Report data training	Partnering with TLC	Fall 2009	
69	<b>PRIORITY 3:</b>							
70	<b>State-of-the-Art Institution</b>	1	Increase web usage	1.1	Provide forms electronically such as Refund Appeal, Petty Cash, Sales Tax Exemption, Bid Record, Vendor Form, Purchase Card PLOT		Spring 10	
71				1.2	Wireless Access for dorms and BTSC		Fall 09	
72		2	Wireless Campus	2.1	Wireless Access to the Fire Tower		Spring 10	
73				2.2	Provide electronic forms & approvals such as Employment Forms, Leave Requests & Trip Request/Expense Reports		Fall 09	
74		3	Streamline registration and enrollment processes	1.1	Implement online registration (including non-credit)	Partner with Institutional Research and IT	SP2010	
75				1.2	Network BEC to GCCC	Work with IT	Fall 2009	
76		4	Provide accredited programs	3.1	Meet NATEF, KSBN, and CoEMSP standards	\$600; KSBN site visit - \$1,000	Fall 2009	
77		5	Provide safe, sanitary environment					
78		6	Increase web services	6.1	Interactive online application, WEB Advisor, WEB Registration, Degree Audit		Sp 2010	
79				6.2	E-brochure, Viewbook, pictures, video		Fa 2009	
80				6.3	FA awards/needed information	Work with IT/Creative Services	Su 2009	
81				6.4	Post Work Study job descriptions, post work study job descriptions		Fa 2009	

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1								
2	Category		Goal/Outcome (Not Operational)		Measurable Objective	Resource Needs (brief associated cost description/justification)	Antic. Compl. Date	Accomp- lishment Date
82				6.5	Add link to Student Organizations	Work with Creative Services	Fa 2009	
83				6.6	Add BTSC link pictures/video	Purchase digital camera \$400	Fa 2009	
84				6.7	Add link for online feedback to Activities Coordinator	Partnering with Creative Services	Fa 2009	
85		2	Use eCOMPASS for outreach	2.1	Pilot Mobile Assessment Lab		Sp 2009	
86		3	Evaluate ADA accessibility	3.1	Repair handicap accessible doors	Work with maintenance	Su 2009	
87				3.2	Update accessibility in DPAC	Work with maintenance	Sp 2010	
88				3.3	Update accessibility in restrooms	Work with maintenance	Fa 2009	
89		4	Increase efficiency of BBP training	4.1	Create online training		Sp 2010	
90	<b>Fiscal &amp; Resource Efficiencies</b>	1	RL/BTSC maintenance/custodial	1.1	Designated person	Work with Physical Plant, \$19,700-	Su 2009	
91		2	Replace defective apartment window	2.1	Lower energy costs	\$25,000 \$39,900	Su 2009	
92		3	Develop interoffice training manuals	3.1	Materials with notes/screen shots		Sp 2010	
93		4	Streamline processes	4.1	Implement web-time entry		Spring 10	
94				4.2	Computerize monthly statements for daycare patrons		Fall 09	
95				4.3	Decrease Maintenance Contracts - EMS, Track It, Real Assets, Microsoft project		Fall 09	
96		5	Decrease overhead costs	5.1	Decrease maintenance costs by moving to SQL Reporting	Install SharePoint to relieve cost of purchasing software. \$1,000	Spring 10	
97				5.2	Reduce number of servers		Spring 10	
98				5.3	Implement document imaging in HR & Payroll	Blade Center & Virtualization \$100,000 cost will be offset by electrical cost savings	Spring 10	
99				5.4	Introduce recommended supply list to parents of day care		Fall 09	
100				5.5	Install airlock and replace South Entry Doors @ DPAC		Sum 09	
101				5.6	Provide walk-in copying services by purchasing high speed printer/copier	\$5,000	Fall 09	
102				5.7	Implement tuition payment plan		Spring 10	
103		6	Reduce student account write-offs	6.1	Design and enforce policies and procedures regarding enrollment fees & dorm charges		Fall 09	
104				6.2	Develop procedure for tagging and tracking/reporting college assets		Fall 09	
105		7	Provide more secure packaging and mail delivery	7.1	Replace more reliable and weather protected vehicle		Fall 09	

GCCC College Plan

	A	B	C	D	E	F	G	H
1								
2	<b>Category</b>		<b>Goal/Outcome (Not Operational)</b>		<b>Measurable Objective</b>	<b>Resource Needs (brief associated cost description/justification)</b>	<b>Antic. Compl. Date</b>	<b>Accomp- lishment Date</b>
106				7.2	Increase PT payroll clerk to FT to increase office coverage, confidentiality and cross-training	Electric or gas powered vehicle - \$7,500	Fall 09	
107		8	Provide accessibility	8.1	Acquire bagless vacuum cleaners	\$17,000	Sum 09	
108		9	Utilization of more efficient equipment	9.1	Replace paper towel dispensers with hand blowers	\$7,000	Sum 10	
109				9.2	Replacement worn out golf carts	\$6,500	Fall 09	
110	<b>Fiscal &amp; Resource Efficiencies</b>	10	Increase fiscal efficiency	10.1	Departmental audits of expenditures to identify cost savings		Inservice Fall 2009	
111		11	Develop outside funding sources	11.1	3 programs increase resources through industry donations		SP2010	
112				11.2	Increase BAA membership by \$25,000		Fall 2009	
113		12	RL/BTSC maintenance/custodial	12.1	Designated person	Work with Physical Plant, \$19,700-\$25,000	Su 2009	
114		13	Replace defective apartment window	13.1	Lower energy costs	\$39,900	Su 2009	
115		14	Develop interoffice training manuals	14.1	Materials with notes/screen shots		Sp 2010	
116	<b>Professional Development</b>	1	Increase TLC use	1.1	Increase TLC attendance by 5%- train faculty to use smart classrooms, projectors		SP2010	
117				1.2	Provide training to develop and upload online courses		Spring 2010	

College Plan Projections	Anticipated Completion
Remodel Baseball Academy	2010
Import course descriptions in Datatel and WebAdvisor	2010
Utilize Return to Title IV Function within Datatel	2010
Complete TB Risk Assessment on incoming students and require skin tests for those at risk	2010
Increase email use for recruiting prospective students	2010
Improve Science Lab efficiency	2010
Strengthen working relationships with industry/community partners that includes mutual support of education and training needs	2010
Fully utilize technology available	2010
Computerize Nelson-Denny assessment license	2010
Ensure campus-wide ownership of assessment plan	2010
Redo domestic plumbing in West Hall	2010
Finish replacing windows in Residential Life Apartments	2010
Purchase a Creative Service computer to adapt to web management demands	2010
Update Residential Life Supervisor's laundry area, kitchen, bath, and carpet/tile	2010
Promote on-campus event dates to prospective students/promotional card with event dates	2010
Produce virtual tour of campus on the web	2010
Wireless implemented across campus where needed	2011
Update to Windows7	2011
Expand training sessions on financial reporting and processes	2011
Investigate and test ePayments for accounts payable and student refunds	2011
Research biometric payroll time entry tools; implement upon approval and funding	2011
Identify and organize storage areas	2011
Eliminate worn grass walk areas at dorms with sidewalks	2011
Update Server 2008	2011
Unify Physical Plant departments by building a "team"	2011
Develop maintenance/repair rotation plan for programs	2011
Expand web site use	2011
SuperCircuit , weight room, training room expansion	2011
Develop classroom furniture replacement rotation plan	2011
Replace floor level retractable seating in both gyms	2011

Seek funding to support strategic facility plan	2011
Add a wall in DPAC1073	2011
Write & retain ETS and UB grant	2011
Develop alumni association/ Plan capitol campaign	2011
Upgrade ag lab	2011
Permanently replace brick walkways with concrete to avoid ongoing safety issues	2011
Implement web time entry for work study students	2011
Transcript interface between Admissions and Financial Aid	2011
Develop electronic/online FA Policies & Procedures Manual	2011
Create interactive checklist for awarding & loan certification	2011
Send Missing Information & Award Notifications via email	2011
Process early / estimated award letters	2011
Improve landscaping by planting trees around fence at Tangeman Fields	2012
Develop IT disaster recovery plan for catastrophic disaster	2012
Update smart classrooms	2012
Replace network infrastructure and hardware	2012
Replace bedding cover material across campus	2012
Convert Annex building pneumatic to Campus BAC system	2013
Replace Fire Alarm System in DPAC	2013
Renovate 2nd softball field at Tangeman Fields	2013
Replace plant hot water primary pumps	2013
Resurface Fine Arts parking lot	2013
Remodel ACAD classrooms	2013
Resurface DPAC parking lot	2013
Add bus garage	2014
Resurface dorm parking lot	2014
Add additional parking across campus	2014
Implement Datatel leave recording	2014
Remodel DPAC restrooms	2014



## **EDUCATIONAL TALENT SEARCH PROGRAM EVALUATION**

### ***1. State the mission of this service area.***

Educational Talent Search (ETS) is a free program sponsored by Garden City Community College through a grant from the U.S. Department of Education. Through early intervention, this program encourages participants, grades 6 through 12, to graduate from high school and to pursue postsecondary education. ETS serves students of Finney County which includes USD 457 and USD 363.

### ***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**

ETS provides:

- Workshops to develop reading skills and comprehension
- Reading clubs for middle school and high school students
- Graphing calculators for students and workshops to learn how to use them
- Practice questions for Math and Reading Kansas State Assessments
- 12 hours of tutoring weekly for math, reading and other school subjects
- Opportunities for public speaking at leadership conferences, other activities and in the community

#### **B. Work Preparedness**

- Career Pipeline provides occupational information which:
  - Matches values, interests and abilities to possible occupational options
  - When available, notes average WorkKeys skill levels needed for entry-level employment
  - Covers work requirements and job demand/outlook
- Career Pipeline provides preparation for the job search by offering tips on resumes, cover letters, interviews, internships and apprenticeships

#### **C. Academic Advancement**

- Support services to assist students to advance to the next grade level and graduate from high school.
- Preparation workshops and practice questions for Kansas Standards in Math and Reading, Compass, and ACT
- College visits which include a campus tour, meeting with advisor from major area of interest, admissions representative and financial aid. (16 colleges were visited in 2008-09)
- Transportation and support for scholarship interviews
- Assistance with college admission applications, FAFSA, scholarship applications, ACT waivers
- Maintain resources from colleges/universities such as catalogs, applications, etc. and contacts with the schools
- Assistance applying for bridge programs (i.e.: MAP at K-State)
- Present information about colleges and possible majors

- Provide workshops for scholarship assistance
  - Present information about online resources such as Number2.com, Fastweb, ACT prep
- D. Workforce Development
- Kansas Career Pipeline
  - Technology skills including website design, digital camera, media
  - Graphing Calculator training
- E. Personal Enrichment
- Each student is met with individually to develop a Personal Success Plan which identifies realistic short- and long-term goals, barriers and strategies to overcome these barriers.
  - Monthly community service opportunities
  - Leadership opportunities and activities through “Leadership Under Construction”
  - Opportunities to attend local, state and regional leadership conferences
  - Use the Career Pipeline to identify areas of interest, strengths and skills to explore interest in careers.
  - Personal financial planning workshops for students – how to open a savings account, information about credit cards, etc.
  - Provide student cultural activities

## **GCCC PROGRAM EVALUATION SERVICE AREA FUNCTIONS**

### **1. *Indicate the principle functions or types of services performed by this service area.***

- *Personal counseling*
  - Mentoring
  - Referrals to other community agencies and GCCC’s Student Support Services
- *Career counseling*
  - Career Exploration
- *Academic advising*
  - Test preparation (ACT, Compass, etc.)
  - FAFSA/Financial Aid/Scholarship applications
  - College admissions applications
  - Academic advice/assistance
  - Referrals to other community agencies
  - Student Support Services
  - Guidance on secondary school re-entry
  - College campus visits
  - Tutoring
- *Student activities*
  - Cultural events
  - Mentoring
  - Skill improvement workshops: reading, math, writing, grammar, \*speaking, study skills, life skills

- Technology workshops: photo editing, media editing, website design
- Other workshops: learning styles, personality types, parent workshops
- School supplies and sling bag
- Special programs: 2008 – five girls attended “Girls in Engineering” Summer Program (first time); two students attended the Migrant Families camp
- *Leadership activities*
  - “Leadership Under Construction” program
  - Regional and national leadership conferences
  - Oratory contests

**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.)**

\*NOTE: The ETS grant year runs from September 1 to August 31. Therefore, statistics are based on this timeline.

**Total reported student contacts**

<b>Year</b>	<b>Total amount</b>
2006-2007	456+
2007-2008	1,021+
2008-4/1/09	1,293 <sup>+</sup>

<sup>+</sup> only significant contacts are reported so the number of contacts for information and questions would be much greater.

- *Personal counseling*
  - Mentoring
    - Since 2007, ETS has assisted students in finding mentors for Buff projects
  - Referrals to other community agencies
    - Referrals are made to SRS, Child Russell Development Center
  - Student Support Services
    - 2007: 98% of college-bound students were referred to SSS
    - 2008: 100% of college-bound students were referred to SSS
  - Guidance on secondary school re-entry
    - 2007: four students were referred for GED
    - 2008: seven students were referred for GED or re-enrolled in secondary school
  
- *Academic advising*
  - Test preparation (ACT, Compass, etc.)
    - Test preparation is done during regular tutoring. Students also are given an online ACT practice program in which they can list a staff member as a coach so their practice time is monitored.
    - ACT vouchers are given by ETS counselors as well as high school counselors. Each ETS student can receive two in their lifetime.
  - FAFSA/Financial Aid/Scholarship applications
    - 2008: 81 out of 103 students applied for financial aid
  - College admissions applications
    - 2008: 81 out of 103 students applied for financial aid
  - Academic advice/assistance

- Academic advice and assistance is offered on an ongoing basis; ETS increased its presence at GCHS in 2008 by being available daily
- *Career counseling*
  - Career Exploration: ETS implemented the Kansas Career Pipeline survey in grant year 2007-2008 and 112 students have completed the career assessment to date.

**Reported scholarship awards offered to ETS students during the past three years**

<b>Year</b>	<b>Total amount</b>
2005-2006	\$63,551 *
2006-2007	\$54,164 *
2007-2008	\$308,184*

\*This does not include Pell grants or SEOG grants students received.

**College Campus Visits**

<b>Year</b>	<b>Total amount</b>
2005-2006	10 different college visits
2006-2007 *	14 different college visits in and out of state
2007-2008*	16 different college visits in and out of state

\*In February 2007, scope of college visits was expanded to include meetings with admissions, financial aid and major area of interest, campus tour, and, if possible, to eat in student union.

**Tutoring**

<b>Year</b>	<b>Total amount</b>
2006-2007	260
2007-2008	347
2008-to 4-1-09	320* year ends August 31

- *Student activities*
  - Cultural Events
    - Since 2007, ETS has gone to a musical in Wichita yearly
    - Students have visited museums, zoos, IMAX, tried different foods, and toured historically significant and career-related sites (i.e. Sunflower, cotton mill)
  - Skill Improvement Workshops: Reading, Math, Writing, Grammar, \*Speaking, Study Skills, Life Skills
    - Seven ETS students have become Life Skills trainers
    - More than 50 students have completed one level of Life Skills training which involves 12-15 sessions.
  - Technology Workshops: Photo Editing, Media Editing, Website Design
    - Technology Workshops began in 2007 with 10 students (three teams) designing a website. One team won best of contest for a new program.
    - One student entered and made semifinals in a photo essay contest
    - 2008: 18 students participated in website design workshops

- Media Editing was introduced and three teams submitted a media entry, either an original film or PSA. Two teams made semifinals in a national contest.
    - Photo Essay – three students submitted a photo essay and two made the semifinals.
  - Other Workshops: Learning Styles, Personality Types, Parent Workshops
    - In 2008, ETS began a graphing calculator workshop in which a high school upper-level math instructor teaches a six-session workshop on how to use a graphing calculator. ETS gives the student a calculator to keep – more than 28 students have participated in this program.
- *Leadership activities*
  - “Leadership Under Construction”
    - Began in 2007 – total of 38 students have participated in leadership activities through this program
  - Leadership Conferences
    - 2006-2007: MO-KAN-NE; MAEOPP
    - 2007-2008: MO-KAN-NE; MAEOPP; Dodge City; Fort Hays State University
    - 2008-present: MO-KAN-NE (planned); MAEOPP; Dodge City;
  - Oratory Contests (started in 2007)
    - 2007: five students participated in regional contests
    - 2008: 10 students participated in regional contests
    - Four students spoke at a legislative breakfast in Washington, D.C., in March 2009

## **GCCC PROGRAM EVALUATION SERVICE AREA CLIENTELE**

### ***1. Identify the principal clientele served.***

650 students from Finney County schools, grades 6 through 12

### ***2. Approximate the number and/or percentage of services provided to each client.***

- Each of the 650 students is met with individually and is interviewed to determine how their needs can be met. Based on the outcome of that interview, ETS personnel assists students in meeting the self-identified needs.
- Tutoring is available to all students – teachers and parents request tutoring for students and students also come for assistance.
- College visits are available to students who have expressed an interest in a school based on a career goal. The student must complete the pipeline assessment and have at least a 2.0 GPA.
- ACT prep is available to all ETS high school students.
- Kansas Assessment sample questions are available for all grade levels all ETS have access to this information.
- Financial aid and school admission assistance is available to all seniors.
- Scholarship application assistance is available to all ETS high school students.
- Life Skills training is available to all ETS students. There are three levels to complete as well as workshops to be a life skills trainer.

- The “Leadership under Construction” program is open to students who are active in ETS activities, have a good GPA, are motivated to go to college, and are dedicated to developing leadership skills including public speaking. Staff makes the final selection of participants.
- Community service activities are available to all students.
- Technology workshops are available to all students, but high school students are preferred because of the time commitment involved.
- Other workshops – study skills, reading club, financial information, etc. – are available to all students and adapted to grade level.
- Advising to students who need to enroll for their GED is available to students who have dropped out of high school
- School supplies are offered to all students who attend the ETS “back to school bash” or complete a personal success plan (PSP).

### **GCCC PROGRAM EVALUATION PERSONNEL**

***1. Supply the information requested below for all full-time and part-time personnel. Attach additional pages if necessary.***

a. Professional/Technical

<b>Position</b>	<b>Status (FT/PT)</b>	<b>Degrees obtained</b>	<b>Date of employment</b>
Director of ETS	FT	JD, PHD	January, 2007
Assistant Director	FT	B.A.	August, 2000
ETS Advisor	FT	M.S.	October, 2002
ETS Advisor	FT	B.S.	March, 2007

b. Support

<b>Position</b>	<b>Status (FT/PT)</b>	<b>Highest degree obtained</b>	<b>Date of Employment</b>
Administrative Assistant	FT	AA (in May 2009)	July 2006
Tutor	PT	AA(in May 2009)	2007
Tutor	PT	High school diploma GCCC student	2009
Tutor	PT	High School diploma GCCC student	2009
Student webmaster	PT	Junior in high school	2008
Student webmaster	PT	Junior in high school	2008

***2. Is the number of staff adequate to support the service area? If no, explain.***

No. ETS serves 650 students many of whom are low income and first generation, so the program could definitely benefit from more staff. However, we are constrained by the parameters of the current grant.

Each student needs to have regular contact with a staff member to ensure the student is progressing satisfactorily, completing homework, and achieving the goals set in their

personal success plan. Sometimes home visits are necessary so parents can help support the student's educational goal.

**3. Does the available staff possess all specialized skills required to support the service area? If no, explain.**

ETS personnel are constantly striving to acquire new specialized skills. Three staff members have learned specialized software for website design and movie maker. All staff are life skills trainers and are taking advocacy workshops.

**GCCC PROGRAM EVALUATION COMMUNITY SERVICE/PARTICIPATION**

**1. Do service area staff provide services to the community or participate in community affairs/activities, to a degree, greater than that required by their responsibilities at the college?**

  X   yes, please answer the remaining questions  
       no

**2. List the pertinent community services and/or activities.**

- Family Crisis Services
- Boo at the Zoo
- Relay for Life (American Cancer Society)
- Southwest Kansas Live on Stage
- Habitat for Humanity
- Voter Registration
- Emmaus House
- Big Brothers Big Sisters
- Victor Ornelas kindergarten prep program
- YMCA Recreation Center
- Project Graduation
- Christmas Activity by Recreation Commission
- Endowment Auction
- Endowment Phonathon
- Mexican Fiesta
- Cinco De Mayo at GCHS
- Garden City High School Prom
- Nursing Homes – volunteers to read and assist
- St. Catherine's Hospital – volunteers
- Parent Teacher Conferences
- Parades – riding on floats
- FCCLA showcase at Garden City High School
- Debate tournaments – serving as judges/assistance
- Parents Night at Garden City High School
- Career Day at Holcomb High School
- Garden Valley Retirement Village
- Home visits to shut-ins
- Jail Ministry

- Church activities including teaching Sunday School, helping in nursery, youth group
- Quilt Club
- Girl Scouts/ Boy Scouts
- Member Eagles Lodge
- Member of Board of Ed at Trinity Lutheran Church

**3. Indicate extent of involvement of service area staff in the above activities.**

Family Crisis Services Hotline Volunteer .....	19 years
Boo at the Zoo .....	1 year
Relay for Life (American Cancer Society).....	5 years
Southwest Kansas Live on Stage.....	1 year
Habitat for Humanity .....	3 years
Voter Registration .....	2 years
Emmaus House.....	2 years
Big Brothers Big Sisters .....	3 years
Victor Ornelas kindergarten prep program.....	1 year
YMCA Recreation Center Activities.....	1 year
Project Graduation.....	1 year
Christmas Activity by Recreation Commission .....	1 year
Mexican Fiesta Queen .....	1 year
Cinco De Mayo at High School.....	1 year
Garden City High School Prom.....	2 years
Nursing Homes – volunteers to read and assist.....	2 years
St. Catherine’s Hospital – volunteers .....	1 year
Parent Teacher Conferences .....	2 years
Parades – riding on floats .....	3 years
FCCLA showcase at Garden City High School .....	2 years
Debate tournaments – serving as judges/assist.....	2 years
Parents Night at Garden City High School.....	2 years
Garden City High School Graduation .....	2 years
Career Day at Holcomb High School.....	1 year
Site Council at the High School .....	1 year
New School Exploration Committee.....	1 year
Garden City High School Site Council .....	1 year
Garden Valley Retirement Village Volunteer .....	5 years
Home visits to shut-ins .....	½ year
Church activities including teaching Sunday School, helping in nursery, youth group, VBS, etc. ....	over 18 years
Quilt club .....	2 years
Girl Scouts/ Boy Scouts.....	10 years
Seeds of Hope.....	new program
Yoga teacher (free to community).....	5 years
Hospice volunteer .....	2 years
National Night Out .....	1 year

**4. How successful has this participation/involvement been? (Provide documentation, if available.)**

Although there is no data on the successful participation in these activities, many of the activities depend on volunteers for the activity to happen. ETS staff strongly believes that



students should be given opportunities to be involved in community service and that by the staff modeling this behavior; it will have a positive impact on students. ETS staff members are committed to giving back to the community in a variety of ways.

**GCCC PROGRAM EVALUATION CAMPUS/COMMUNITY INVOLVEMENT**

*1. What campus committees or activities do staff in this service area serve on or assist with?*

- Leadership Development Academy
- Advising Committee
- Employee Development Committee
- Learning Services Committee
- GCCC Endowment Phonathon
- GCCC Endowment Auction
- College Goal Sunday for Financial Aid
- Phi Theta Kappa
- Teaching & Learning Center (TLC)
- Newman Club

**GCCC PROGRAM EVALUATION PROFESSIONAL ACTIVITIES**

*1. In what professional organizations do staff in this service area participate? Indicate any offices held.*

<b>ORGANIZATION</b>	<b># OF PERSONNEL PARTICIPATING</b>	<b>OFFICES HELD</b>
MO-KAN-NE	5	Board of Directors – Deborah Berkley; Kansas State Representative; State Leader; Research & Evaluation Committee
Maeopp	5	
Families Together	3	
AHEAD	1	
Finney County Bar Association	1	
Barton County Bar Association	1	

**2. *What honors, awards, or recognition have service area personnel received in the last five years?***

- Leadership Development Academy Participant (2)
- University of Washington Award for Technology Development (2)
- Oracle Thinkquest Award for Participation (2)
- Kansas Advocacy Award – Families Together (3)
- Kansas Mission of Mercy Planning Committee
- Every Voice Counts (1)
- PTK nomination

**3. *What projects, presentations or publications have staff completed in the last five years?***

- MO-KAN-NE Regional conference presenters (All staff members have presented a training session within the last five years)
- MAEOPP Regional Conference Presenter (four staff members have presented)
- College Access Challenge Grant (for ETS middle schoolers)
- Transportation Grant PowerPoint presentation to Department of Transportation
- Speaker at legislative breakfast in Washington, D.C.
- Video presentations for parent-teacher conferences
- Presentation for Parent’s Night at the high school
- Presentation for decriminalizing mental health issues
- FCCLC on True Colors presenter
- Presenter at Women’s Conference
- ETS Handbook
- Kansas State Leader for Legislative Breakfast
- Coordinated Monthly Community Service Activities Project
- Life Skills Presentations (all staff members are trainers)
- TRiO programs publications (part of the team to revamp and publish booklet)
- Presentation on website design
- Presentation on using digital camera
- Presentation on Windows movie maker
- Tutorials for Micromedia Flash, Dreamweaver, Windows Movie Maker
- Adobe Photoshop Beginning, Intermediate and Advanced Tutorials
- Grant writing for Kansas Mission of Mercy Dental Clinic
- Presentation of 10 Risk Factors
- Brochures of activities for each semester and the summer
- Postcards of activity updates
- New application forms – also translated to Spanish
- Yearly APR report to the Department of Education

**GCCC PROGRAM EVALUATION PROFESSIONAL DEVELOPMENT**

**1. *Do staff members in this service area routinely participate in professional development activities?***

- Attendance at national, regional and state conferences

- Local involvement in professional organizations
- Relevant campus in-services
- Leadership development workshops
- Visited other ETS professionals and sites to view best practices
- Continuing education with Families Together
- Attendance at trainings sanctioned by Department of Education
- Life Skills training
- FAFSA training
- Inservices at the high school
- Grant writing workshops
- Classroom Performance System Training in TLC

***1. In what in-service opportunities have staff in this service area participated? (List such things as conferences, courses, workshops, etc.)***

- MAEOPP regional TRiO conferences and courses
- Leadership training
- MO-KAN-NE regional conferences
- Child Advocacy Training
- Bullying workshops
- Technology training workshops
- APR workshops
- Policy and legislative regulations workshops
- New personnel in Trio workshops
- Lunch program workshops from Kansas State Department
- Diversity Training workshops for Kansas State Department and on campus

***1. Are there areas of unmet professional development needs among staff in this area? If so, list those areas of need and the individual staff members concerned.***

- Need best practices for working with ESL students for all staff members
- ACT preparation training for all staff members

## **GCCC PROGRAM DEVELOPMENT FACILITIES AND EQUIPMENT**

***1. Are available general use facilities, such as office and work spaces, adequate support the service area?***

No. A private space is needed for phone calls and individual meetings with students which should be confidential. Additional secure storage areas also are needed.

***2. Is available dedicated space adequate to support the service area?***

No. The increased need for student tutoring has increased the need for additional space for one-on-one tutoring as well as for small group work. ETS students also need access to computer labs.

***3. Is available equipment adequate to support service area objectives?***

Yes.

**4. Is available equipment up-to-date?**

No. ETS scanners are not up-to-date. Equipment is updated as allowed by the grant.

**5. Are additional facilities or equipment required to support the service area?**

Yes. A private space is needed for phone calls and individual meetings with students which according to the grant should be confidential. Additional secure storage areas also are needed.

**GCCC PROGRAM EVALUATION METHODS AND TECHNOLOGY**

**1. Are the present methods of operation/delivery appropriate for meeting the service area mission?**

The present methods of operation and delivery are specified in the grant. Naturally, in serving 650 students, more staff members and more tutors qualified in upper level math and science would be helpful. However, the present methods are constrained by parameters of the grant.

**2. Do these methods utilize the best-suited, available technologies?**

Yes. In the past two years, ETS has updated services to include technology instruction and practice.

**3. Indicate recently implemented innovations in service and/or use of technology.**

<u>Innovation</u>	<u>Date Implemented</u>
Graphing Calculator Workshops & Distribution	2007
Developed new marketing tools	2007
Website design training	2007
Website design software obtained	2007
Flash, Photoshop training	2007
Career Pipeline (Career planning)	2007
Leadership Under Construction	2007
Life Skills Training (4 levels)	2007
Digital camera training and checkout	2007
Laptop computer checkout	2007
Kansas Assessment Prep	2008
ACT prep with responders	2008
Monthly Community Service projects	2008
Updated Application Forms	2008
Movie maker	2008
Reading Club (monthly)	2009
Translate forms into Spanish	2009
Developed ETS Handbook	2007
Re-designed GCCC ETS program website	2009
Developing best practices for TRiO	2009
Broadened the Scope of Campus Visits	2007
Expanded time at the high school	2008

**1. Is the service area subject to accreditation by state regional or national accrediting agencies?**

yes, please answer the remaining questions

no, ETS is a grant-based program granted through U.S. Dept. of Education

**GCCC PROGRAM EVALUATION SERVICE AREA STRENGTHS**

**1. List and comment on the major strengths of the service area.**

- Students find ETS staff approachable, informative and beneficial
- Staff are cross-trained to provide all services
- Perform well as a team
- Provide evening services three times per week or other times by appointment
- Collaborate well with other student service and academic departments and high school staff
- Communicate information appropriately through a variety of channels
- Responsive to student needs
- Creatively seek alternate funding sources
- Staff members have different strengths which can facilitate a variety of activities, instruction and innovation
- Staff truly cares about youth and desires to facilitate success

**GCCC PROGRAM EVALUATION SERVICE AREA WEAKNESSES**

**1. List and comment on the major weaknesses or needs for improvement of the service area.**

- Need to develop best practices for ESL students.
- Find ways to improve ACT prep for ESL students.
- Find mentors from the community that will commit to specific times.
- Find ways to inform the college about our activities so different entities realize ETS is part of the college.

**2. List recommendations for improving service area and correcting identified weaknesses.**

Need to develop best practices for ESL students

MO-KAN-NE is developing a data base of best practices which ETS will participate in providing our best practices and validating other ideas that are appropriate for our ESL students

Networking at conferences with other programs with ESL students to find out what works

Find ways to improve ACT prep for all students including ESL students

Networking with other programs to find out what works

Building vocabulary

ETS has started a reading club which will hopefully expose students to vocabulary on the ACT test –

Continue to search for ACT practice opportunities on line, as well as through software and print

Expand the number of mentors from the community who will commit to specific times for activities  
ETS hopes that by being more visible in the community, that when there is a call for mentors that community members will volunteer  
Find networking opportunities to meet potential mentors  
Have older students mentor younger students  
Having a gathering time during OP time at the high school once a month to review activities and share information with students  
School Administration has been approached with the idea

## **GCCC PROGRAM EVALUATION**

### **1. *Have service area personnel received favorable evaluations?***

Although we have not done a formal evaluation, ETS has received many favorable remarks from parents and school staff. This is reflected in the fact that Counselors and administrators are bringing students to enroll in our program and get assistance. Furthermore, administrators are asking us to expand our services and provide life skills training as an after school program in particular grade schools and middle schools.

### **2. *Has overall delivery of services from this area been evaluated by users?***

Not formally. ETS is trying to meet and exceed the services and the delivery of services specified in the grant and completes a yearly report for the Department of Education evaluating the specified objectives.

### **3. *From the evaluation(s) described in Questions #1-3 and other sources (if appropriate), summarize how successful the area has been in carrying out its mission (e.g. providing its stated functions and serving its various clientele.)***

Although ETS has not met all of the percentages (80% -85%) specified in the grant for graduation of seniors and seniors enrolling in post secondary education, ETS has increased the percentages every year. Students who have gone on to college, parents, school personnel and current students have told ETS staff that without ETS their goals would not have become a reality. ETS is constantly trying to upgrade and improve our services to facilitate student success.

### **4. *How has your area used these evaluations? What changes have been made as a result?***

ETS is striving to diversify our services to better accommodate our varied and growing clientele. Furthermore, ETS is striving to facilitate students to take a rigorous curriculum during high school improve their probability for success in college. With the high dropout rate, teen pregnancies, gang issues at our schools, it is imperative that ETS intervene as early as possible so when students begin high school they are on the right track to succeed.



# GCCC Adult Learning Center

## Mission

*Garden City Community College's Adult Learning Center strives to provide innovative opportunities that promote and help participants to successfully meet their educational and life goals in an environment that is committed to lifelong learning.*

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

- a. Serving adults, 16 years of age and older, who are functioning below the high school completion level with emphasis on reading, numeracy, and English literacy.
- b. Conduct initial assessments to determine student placement in Adult Basic Education (ABE).
- c. Support student success by working with essential skills such as speaking, listening, comprehension and writing English to be involved in and learn about U.S. culture.
- d. Offer interactive home literacy activities to reinforce skills learned in class and increase family literacy activities at home.
- e. Integrate scope and sequence for math and reading for GED program.
- f. Provide Spanish illiterate students the opportunity to learning English at the same time they study elementary and secondary school in their own language.
- g. Offer civics and citizenship classes to program participants.
- h. Integrate new students to our community with community workshops and trainings regarding housing, cooking, health and driving.

### B. Work Preparedness

- a. Introduce Workplace Essential Skills as part of ESL and GED classes as well as technology lessons. These programs include how to look for employment, how to interview for a job, completing applications for employment, and retaining employment.
- b. Partner with local agencies/employers to provide our participants a job as long as they attend GED/ESL classes.
- c. Register students through the KansasWorks web site while attending the GED or higher ESL program. Students are guided through different resources where they can research, compare and identify careers.
- d. Provide Kansas WorkReady assessments to determine the individuals' employability skills. These consist of Applied Math, Locating for Information, and Reading for Information. These assessments determine the skill level of the participant and are designated by the levels Bronze, Silver and Gold.

### C. Academic Advancement

- a. Higher level ESL students spend time with the transition advisor to receive guidance on furthering their education.
- b. An ESL transition class is held morning and night to facilitate advanced students who are preparing for postsecondary education or trade.



## *GCCC Adult Learning Center*

- c. One-on-one advising/counseling sessions are scheduled for students with a postsecondary education desire.
- d. Students are assessed with Compass and/or Michigan tests for placement into future classes.

### D. Personal Enrichment

- a. Conduct an initial interview one-on-one to assist all ABE students with realistic goal settings.
- b. The students are given opportunities during class to visit with individuals within the community and ask questions to learn more about various fields.
- c. Students take class visits, campus tours and meet with advisors or counselors while attending ESL and GED.
- d. Students are given the opportunity to experience personal enrichment of their choice by familiarizing them with the different fields of study offered on campus.

### E. Workforce Development

- a. Adult Learning Center administrative staff meets with a community advisory board quarterly to keep apprised of community needs.
- b. Administer, assess and provide a Kansas WorkReady Certificate to students to increase their value as employees.
- c. The use of CASAS Employability Competency System helps:
  - i. Identify youth and adults in need of employability skills.
  - ii. Place students into appropriate education and employment training programs.
  - iii. Monitor progress and certify attainment of employment-related competencies.

### *Glossary:*

ABE – Adult Basic Education

ALC – Adult Learning Center

CASAS – Comprehensive Adult Student Assessment Systems

ESL – English as a Second Language





# GCCC Adult Learning Center

## Service area functions.

1. Functions and services performed by this service area.
  - *English as a Second Language*
    - CASAS Placement test (Comprehensive Adult Student Assessment Systems)
    - Listening/Speaking Skills instruction
    - Reading Skills instruction
    - Writing (grammar)Skills instruction
    - Life and work skills instruction
    - Community awareness instruction
    - Goal setting advice
    - Michigan Placement Test preparation
  - *General Education Development*
    - Adult Basic Education instruction
      - Math, Reading, Science, Social Studies, Writing instruction
    - Adult Secondary Education (Kansas High School Diploma) preparation
      - Math, Reading, Science, Social Studies, Writing instruction
      - College skills class (College credit and faculty)
      - Official practice test
  - *Transition to postsecondary education*
    - College tours
    - Admission advice
    - Personal counseling
    - Career counseling
    - Academic advising
    - Financial Aid advice
    - Career exploration day
    - Scholarship research
    - Technical career advice
    - Transition follow-up
  - *Migrant Family Literacy Program*
    - Increase parental involvement in children's education
    - Increase parental involvement in children's literary activities
  - *Basic technology instruction*
    - Basic Computer Skills
    - Computer Test Preparation
  - *Citizenship class preparation*
    - Civics classes
    - Citizenship classes
  - *Employability skills instruction*



## *GCCC Adult Learning Center*

- Job Preparation (Enter employment)
- Retain Employment skills instruction
- *Refugee program services*
  - Employability skills
  - English skills
  - Job search
  - Driving instruction
  - Emergency services
  - Community awareness
  - Housing
  - Transportation
  - Home visits
  - Informational referrals
  - Child care
  - Mentoring
  - Translation
  - Interpretation
  - Legal issues
- *Plaza Comunitaria (Adult education in Spanish) instruction/ tutor*
  - Alphabetization
  - Elementary education (1-6 grade)
  - Secondary Education (6-9 grade)
- *Official practice test services*
  - Mathematics
  - Science
  - Social Studies
  - Reading
  - Writing
- *GED official testing*
  - Walk-in testing
- *KansasWorks registration*
  - Job search
  - Resume advice
- *Kansas WorkReady ® Certificate testing*
  - Applied Math
  - Locating for information
  - Reading for information



## GCCC Adult Learning Center

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.)

2006-2007		
Participants Status on Entry into Program	Number	Percentage
Adults with Disabilities	0	0.00%
Employed	240	48.88%
Unemployed	70	14.26%
Not in the Labor Force	181	36.86%
On Public Assistance	38	7.74%
Living in Rural Areas	24	4.89%
Previous Education in USA	146	29.74%
Previous Education outside USA	345	70.26%
Average Highest Grade Level Completed	8.4	

Participants by Program Type, Age 2006-2007						
Program Type / Age	16-18	19-24	25-44	45-59	60 and older	Totals
Adult Basic Education	24	43	24	5	2	98
Adult Secondary Education	14	13	10	0	0	37
English-as-a-Second-Language	5	60	231	49	11	356
<b>Totals</b>	<b>43</b>	<b>116</b>	<b>265</b>	<b>54</b>	<b>13</b>	<b>491</b>

Participants by Age, Ethnicity and Gender 2006-2007							
Age Group		16-18	19-24	25-44	45-59	> 59	Total
Ethnicity							
American Indian/Alaskan Native	Female	0	0	0	0	0	0
	Male	0	2	0	1	1	4
Asian	Female	0	2	15	4	3	24
	Male	0	2	11	1	0	14
Black/African American	Female	0	0	1	0	0	1
	Male	0	7	2	0	0	9
Hispanic	Female	14	53	153	32	3	255
	Male	12	31	75	15	4	137
Native/Hawaiian Pacific Islander	Female	0	1	0	0	0	1
	Male	0	0	0	0	0	0
White	Female	7	6	3	1	0	17
	Male	10	12	5	0	2	29
<b>Total</b>		<b>43</b>	<b>116</b>	<b>265</b>	<b>54</b>	<b>13</b>	<b>491</b>

Participants by Program Type, Age 2007-2008
---------------------------------------------



## GCCC Adult Learning Center

Program Type / Age	16-18	19-24	25-44	45-59	60 and older	Totals
Adult Basic Education	25	43	39	7	2	116
Adult Secondary Education	16	20	12	0	0	48
English-as-a-Second-Language	10	45	237	57	13	362
<b>Totals</b>	<b>51</b>	<b>108</b>	<b>288</b>	<b>64</b>	<b>15</b>	<b>526</b>

Participants by Program Type, Age 2007-2008							
Age Group		16-18	19-24	25-44	45-59	> 59	Total
Ethnicity							3
American Indian/Alaskan Native	Female	0	0	2	1	0	3
	Male	0	1	0	0	0	1
Asian	Female	4	3	13	7	1	28
	Male	1	1	8	2	0	12
Black/African American	Female	0	2	3	1	0	6
	Male	2	7	0	1	0	10
Hispanic	Female	10	50	163	35	4	262
	Male	13	27	85	15	8	148
Native/Hawaiian Pacific Islander	Female	0	0	0	0	0	0
	Male	0	0	0	0	0	0
White	Female	10	6	11	1	0	28
	Male	11	11	3	1	2	28
<b>Total</b>		<b>51</b>	<b>108</b>	<b>288</b>	<b>64</b>	<b>15</b>	<b>526</b>

2008-2009		
Participants Status on Entry into Program	Number	Percentage
Adults with Disabilities	0	0.00%
Employed	254	50.50%
Unemployed	103	20.48%
Not in the Labor Force	146	29.03%
On Public Assistance	21	4.17%
Living in Rural Areas	40	7.95%
Previous Education in USA	143	28.43%
Previous Education outside USA	360	71.57%
Average Highest Grade Level Completed	8.24	



## GCCC Adult Learning Center

Participants by Program Type, Age 2008-2008						
Program Type / Age	16-18	19-24	25-44	45-59	60 and older	Totals
Adult Basic Education	39	48	61	6	2	156
Adult Secondary Education	9	21	8	1	1	40
English-as-a-Second-Language	6	45	188	62	6	307
Totals	54	114	257	69	9	503

Participants by Age, Ethnicity and Gender 2008-2009							
Age Group		16-18	19-24	25-44	45-59	> 59	Total
Ethnicity							
American Indian/Alaskan Native	Female	1	0	2	1	0	4
	Male	0	0	0	0	0	0
Asian	Female	0	5	9	3	1	18
	Male	0	5	13	2	1	21
Black/African American	Female	3	6	2	4	0	15
	Male	1	11	8	2	2	24
Hispanic	Female	9	39	138	34	2	222
	Male	19	26	63	21	3	132
Native/Hawaiian Pacific Islander	Female	0	0	0	0	0	0
	Male	0	0	0	0	0	0
White	Female	10	11	15	2	0	38
	Male	11	11	7	0	0	29
Total		54	114	257	69	9	503

The responsible investment of federal, state and local funds has significant social and economic impact on learners enrolled at the GCCC Adult Learning Center. The following data shows a conservative estimate of impact that occurred as result of 826 adult learners who retained or became employed.

\$5.85/hr. (2006) federal minimum wage x 40/hours/week x 52 weeks/year =	\$12,168.00
\$12,168 yearly earning x 826 employees =	\$ 10,050,768.00
<b>Return on Investment: \$10,050,768.00 – \$422,086.00* =</b>	<b><u>\$9,628,682.00</u></b>

\*826 adult learners who retained/entered employment x \$511.49 estimated annual cost per enrollee = \$422,086.00



## GCCC Adult Learning Center

Placement in PSE Report For Exited Participants			
	2006-2007	2007-2008	2008-2009
<b>Goal :</b> Placement in PSE/Training	4	12	42
<b>Outcome:</b> Placed in PSE	3	11	38
Percentage Who Were Placed in PSE	75.00 %	91%	90%

Increase Involvement in Children's Education & Literacy			
	2006-2007	2007-2008	2008-2009
<b>Goal -</b> Increase Involvement in Children's Literacy Activities	83	35	25
<b>Outcome:</b> Increased Involvement in Children's Literacy	42	35	24
Percentage: Increased Involvement in Children's Literacy	50.60 %	100%	96%

Receive GED For Exited Participants			
	2006-2007	2007-2008	2008-2009
<b>Goal -</b> Receive GED	84	87	96
<b>Outcome:</b> Received GED	51	62	62
Percentage Who Received GED	60.71 %	71.26%	64.58%

Achieved Citizenship Skills Report			
	2006-2007	2007-2008	2008-2009
<b>Goal :</b> Achieve Citizenship	100	84	36
<b>Outcome:</b> Achieved Citizenship	56	56	31
Percentage Who Achieved Citizenship	56.00 %	66.67%	86.11%

Enter Employment Report			
	2006-2007	2007-2008	2008-2009
<b>Goal -</b> Enter Employment	14	17	44
<b>Outcome:</b> Enter Employment	10	13	34
Percentage Who Achieved Enter Employment	71%	76.47%	77%

Improve Employment Report 2006-2007			
	2006-2007	2007-2008	2008-2009
<b>Goal -</b> Improve Employment	164	191	126
<b>Outcome:</b> Improve Employment	150	164	95
Percentage Who Achieved Enter Employment	91%	86.32%	75%



## GCCC Adult Learning Center

### Service area clientele

- Community members 16 years of age and older, who are functioning below the high school completion level with emphasis on reading, numeracy, and English literacy. The Adult Learning Center:
    - Assists adults to become literate and obtain the knowledge and skills necessary for employment and self sufficiency,
    - Assists adults who are parents to obtain skills necessary to become a full partner in the educational development of their children, and
    - Assists adults in the completion of secondary school education.
2. Approximate number and/or percentage of services provided to each clientele by hours.

Quarterly Instructional Hours by Entry Classification for Participants 2006-2007

Entering Educational Functional Level	Participants Per Level	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total Hours
1. ABE Beginning Literacy	7	77.43	209.72	189.95	78.5	555.6
2. ABE Beg. Basic Education	14	76.25	254.63	309.72	159.48	800.08
3. ABE Intermediate Low	27	170.68	332.33	527.38	363.42	1393.83
4. ABE Intermediate High	50	788.17	787.3	787.98	325.85	2689.3
5. ASE Low	18	187.42	93.8	245.05	50.07	576.32
6. ASE High	19	49.2	50	26	280.73	405.95
7. ESL Beginning Literacy	65	985	1441	2000	2197	6623
8. ESL Beginning	132	2699	3722.07	4024	4389.5	14834.57
9. ESL Intermediate Low	89	1466	2729.5	2496.92	3150	9842.42
10. ESL Intermediate High	54	1054	1545.5	1551.5	1638	5789
11. ESL Low Advanced	16	410.5	329	354	628	1721.5
	<b>491</b>	<b>7963.65</b>	<b>11494.85</b>	<b>12512.5</b>	<b>13260.55</b>	<b>45231.57</b>

Quarterly Instructional Hours by Entry Classification for Participants 2007-2008

Entering Educational Functional Level	Participants Per Level	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
1. ABE Beginning Literacy	7	165.5	276.5	302	167	911
2. ABE Beginning	18	319.5	489	250	513.5	1572
3. ABE Intermediate Low	40	305.5	702.5	678	693	2379
4. ABE Intermediate High	51	586	553.5	941	790.5	2871
5. ASE Low	10	46	163.5	106	111	426.5
6. ASE High	38	306	276	183	232	997
7. ESL Beginning Literacy	44	549	1142	760	1238	3689
8. ESL Low Beginning (New)	54	1164	2027	1711	1459.5	6361.5
9. ESL High Beginning	87	1907	3519	2587	2074	10087
10. ESL Intermediate Low	111	2071	3809.5	3547.5	2691	12119
11. ESL Intermediate High	41	712	1308	1045	601	3666
12. ESL Low Advanced	25	606.5	846	738	372	2562.5
	<b>526</b>	<b>8738</b>	<b>15112.5</b>	<b>12848.5</b>	<b>10942.5</b>	<b>47641.5</b>



## GCCC Adult Learning Center

### Quarterly Instructional Hours by Entry Classification for Participants 2008-2009

Entering Educational Functional Level	Participants	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
1. ABE Beginning Literacy	6	56	129.5	136.5	146	468
2. ABE Beginning	26	557.25	460.5	401.5	868.5	2287.75
3. ABE Intermediate Low	44	753	624	504.5	1348	3229.5
4. ABE Intermediate High	80	1676.08	1486	1255.5	1803.5	6221.08
5. ASE Low	16	303	136.5	335	486	1260.5
6. ASE High	24	201.58	172.5	123	249.5	746.58
7. ESL Beginning Literacy	38	219	695	852	1446	3212
8. ESL Low Beginning	55	438	636.58	802	1927	3803.58
9. ESL High Beginning	85	1222.5	1445	1778	2306	6751.5
10. ESL Intermediate Low	59	1255.08	1020	1415	1559	5249.08
11. ESL Intermediate High	61	1767	1384.5	1217	1557	5925.5
12. ESL Low Advanced	9	52	164	294	473	983
	503	8500.5	8354.08	9114	14169.5	40,138.07

### EVALUATION PERSONNEL

1. Supply the information requested below for all full-time and part-time personnel. Attach additional pages if necessary.
  - Professional/Technical

Position	Status (FT/PT)	Highest degree obtained	Date of employment
Adult Learning Center, Director	FT	Bachelor Degree	March, 2001
Adult Learning Center, ESL Head Instructor	FT	Bachelor Degree	December, 2007
Adult Learning Center, GED Head Instructor	PT	Bachelor Degree	February
12 Adult Learning Center, Instructors (ESL)	PT	2 Master Degree 10 Bachelor Degree	
1 Adult Learning Center, Instructor (Civics)	PT	Bachelor	
6 Adult Learning Center, Instructors (GED)	PT	1 Master Degree 5 Bachelor degree	
Transition Coordinator	FT	Bachelor	July 2008
Migrant Family Literacy,	FT	Associates	December 2007





## GCCC Adult Learning Center

Coordinator			
5 Migrant Family Literacy, Leader	PT	High School	
7 Migrant Family Literacy, Helpers	PT	High School	
Refugee Program, Coordinator	FT	Bachelors	January, 2009
2 Refugee Program, Case Workers	PT	High School	January, 2009

### b. Support

<b>Position</b>	<b>Status (FT/PT)</b>	<b>Highest degree obtained</b>	<b>Date of Employment</b>
Adult Learning Center, Receptionist AM	FT	High School	August 2008
Adult Learning Center, Receptionist PM	PT	High School	1999

2. Are the numbers of staff adequate to support the service area? If no, explain.
  - No. Due to the increase of participants and the increase of the services needed in the community, the instructional and support staff is strained at this time.
  
3. Does the available staff possess all specialized skills required to support the service area? If no, explain.
  - Yes. All instructional staff possess a credential from the Kansas Adult Education Association and receive mandatory training provided by Kansas Board of Regents on implementation and use of CASAS (Comprehensive Adult Students Assessment System).
  - All other staff receive training locally within the mandatory monthly staff meetings



## *GCCC Adult Learning Center*

### **COMMUNITY SERVICE/PARTICIPATION**

Does service area staff provide services to the community or participate in community affairs/activities, to a degree, greater than that required by their responsibilities at the college?

  yes   yes, please answer the remaining questions

List the pertinent community services and/or activities.

- Participate in parades
- Participate in the children's literacy fair at the high school
- Legislative visits
- Chamber of Commerce Open Houses
- Corporate Cup Challenge
- MDA Jail volunteer
- Cancer Relay for Life

How successful has this participation/involvement been? (Provide documentation, if available.)

- Home Show Booth 290 signed in
- Children's literacy fair 500 participated

### **CAMPUS/COMMUNITY INVOLVEMENT**

1. What campus committees or activities do staff in this service area serve on or assist with?
  - IT board member
  - Technology committee
  - College rodeo
  - Table at High Plains League
  - College Goal Sunday (financial aid department)
  - College Theater
  - Graduation
  - Campus tours on early enrollment days
  - Participate in Career Exploration Day

### **PROFESSIONAL ACTIVITIES**

1. In what professional organizations does staff in this service area participate? Indicate any offices held.
  - Kansas Adult Education Association, director is current president
  - SW Kansas of the Diversity Students at KU, committee member
  - State Leadership Academy
2. What honors, awards, or recognition have service area personnel received in the last five years?
  - Garden City Area Chamber of Commerce Leadership
  - GCCC Leadership Academy
  - IT Board Member Award



## *GCCC Adult Learning Center*

3. What projects, presentations or publications have staff completed in the last five years?
  - College Education Journal published by K-State
  - Presentation on ESL and refugee students at LULAC State Conference
  - Presentation on ESL and refugee students at Noon Lions Club
  - Surveys for diversity students from KU
  - Hosted the Kansas Board of Regents state conference

### **PROFESSIONAL DEVELOPMENT**

1. Do staff members in this service area routinely participate in professional development activities?
  - Monthly staff meetings for all instructors and staff
  - Kansas Board of Regent PAM workshops
  - Certification in writing
  - Commission on Adult Basic Education CASAS training
  - Workplace Essential Skills workshop
  - Training in technology
  - Civics training in Liberal, Ks hosted by the USCIS (U.S. Citizen and Immigration Services)
2. In what in-service opportunities have staff in this service area participated? (List such things as conferences, courses, workshops, etc.)
  - Kansas Adult Education Association state conference
  - Commission on Adult Basic Education (COABE) national conference
  - National Transition Conference
  - Summer and Fall Institute meetings
  - Research Based Strategies and Models for Adult Transitions to Postsecondary Education on-line class
3. Are there areas of unmet professional development needs among staff in this area? If so, list those areas of need and the individual staff members concerned.

No

### **FACILITIES AND EQUIPMENT**

Answer and provide explanations for each of the following:

1. Are available general use facilities, such as office and work spaces, adequate support the service area?
  - **Yes**
2. Is available dedicated space adequate to support the service area?
  - **Yes**
3. Is available equipment adequate to support service area objectives?
  - **Yes**



## GCCC Adult Learning Center

4. Is available equipment up-to-date?

- **Yes**

5. Are additional facilities or equipment required to support the service area?

- **Yes, additional facilities are needed to support the service area.**

The main two programs hosted at the Adult Learning Center are English as a Second Language and the General Education Development. Two years ago the total of students attending daily was 114. Now the center serves 235 students on average every day. The center has literally run out of classroom space.

Two years ago when the ALC moved into the lower level of the new Student and Community Services Center (SCSC) the GED program was held in two small classrooms. Last year, the GED students had to move into the Community Services classrooms on the second level of the SCSC. The ESL students have now taken the classrooms the GED students were using and all four classrooms in the lower level are over capacity at this time.

There are no office spaces for the refugee caseworkers. The two caseworkers share office space, which doesn't allow any privacy with their clients. The refugee program coordinator is housed with the ESL head instructor; again, there is no privacy for student counseling and advising. A year ago the refugee program began serving 45 refugees. Today, the program has grown to almost 300 refugees.

Classrooms are in use every day 9 to 11 a.m., 11 a.m. to 1 p.m., 5 to 7 p.m., and 7 to 9 p.m.

### EVALUATION METHODS AND TECHNOLOGY

1. Are the present methods of operation/delivery appropriate for meeting the service area mission?

- Yes, the Adult Learning Center is to "provide innovative opportunities." The center has been able to equip the classrooms with Smart Boards, Elmos, overhead projectors, CD players, televisions and DVD players.

2. Do these methods utilize the best-suited, available technologies? Explain.

- Yes. In an effort to provide the highest quality of service, the ALC provides technology instruction and use of diverse types of technology in the classroom. This exposes and involves participants in cutting-edge technology.
- Advanced technology is accessible to all classrooms.
- Internet access is provided to the EGV community via classrooms and a public computer lab.

3. Indicate recently implemented innovations in service and/or use of technology?

<u>Innovation</u>	<u>Implementation Date</u>
Web site update (New host)	May 2006
New computer lab on campus (8 old computers)	June 2006
Computer cart (10 laptops)	August 2006
Community Technology Center (8 computers at EGV)	2007
Laptops for GED Transition class (5)	November 2007



## GCCC Adult Learning Center

New Smart Boards for ESL classrooms (2)  
New Smart Board for ESL/GED classrooms (2)  
Web site update (college upgrade)  
Update computer lab

May 2008  
July 2008  
November 2009 (projected)  
FY2010 (Projected)

### EVALUATION ACCREDITATION

1. Is the service area subject to accreditation by state regional or national accrediting agencies?

X No. However, the Adult Learning Center is part of Garden City Community College's accreditation program (AQIP). The college's project on transition was coordinated and managed by the Adult Learning Center. The transition program received outstanding comments from reviewers on performance and results of the transition to postsecondary education from adult education (GED to PSE and ESL to GED and/or PSE).

### EVALUATION SERVICE AREA STRENGTHS

1. List and comment on the major strengths of the service area.
  - ESL and GED instruction.
    - ALC instructors and staff produced 979 educational gains in the last three years.
    - All instructors are state board-certified in CASAS training, plus have earned at minimum a bachelor's degree.
    - The ALC has an active, helpful advisory board.
  - Multicultural education
    - Having the refugee center at the ALC as well as partnering with the Family Migrant program helps identify the diverse cultures in the community.
  - Continuing Education (Transition)
    - Having a transition coordinator helps with transitioning ESL and GED students into postsecondary education.

### EVALUATION SERVICE AREA WEAKNESSES

1. List and comment on the major weaknesses or needs for improvement of the service area.
  - *Part-time Instructors*
    - Most ALC instructional positions are part-time. This makes it difficult to recruit and retain instructors.
    - Because of limited staffing, some services are offered to a limited extent. These services include technology, work place essential skills, WorkReady certificate preparation, college tours, etc.
  - *Space*
    - The number of students is growing vastly and the center needs more classrooms and office space. More students, less funding and less instructors.



## *GCCC Adult Learning Center*

- *Program awareness*
  - The program needs more marketing tools and more marketing implemented. If for any reason federal funding is depleted, the center will have to rely on stakeholders within the community to fund the program. If the community is not aware of the need for the center, the community is not going to want to fund the program.
  
- 1. List recommendations for improving service area and correcting identified weaknesses.
  - Work with the college to have additional classroom space and office space if possible (East Garden Village new facility)
  - Limit the number of students and decrease waiting list for students enrolled for ESL and/or GED programs
  - Execute strong attendance policy for enrollees of ESL and GED programs.
  - Improve recruiting efforts for instructors
  - Develop and implement a strong marketing program
  - Create community awareness about the *Kansas High School Diploma* for GED graduates

# **Southwest Kansas Regional Prevention Center GCCC Program Evaluation – Fiscal Year 2009**

## **Introduction and Overview**

Fiscal Year 2009 marks the 18<sup>th</sup> year of Southwest Kansas Regional Prevention Center (SWKRPC) as an associated program of Garden City Community College. SWKRPC's goal has been to address the problems of youth substance abuse and related youth problem behaviors. The techniques that prevention centers (there are 13 regional prevention centers in Kansas) have used in this work have evolved with research through the years, but for most of those years the efforts have been focused on these primary objectives:

1. To delay the age of initiation of problem behaviors,
2. To reduce the number of youth who report using substances within the last 30-days,
3. To decrease the availability of alcohol, tobacco and other drugs to underage youth, and
4. To decrease the attitudes that are favorable to substance abuse.

### **How effective have efforts been through the years?**

According to the Kansas Communities That Care School Survey (recorded for more than 60,000 Kansas youth annually for more than 15 years), the youth of Finney County, in 2008, were reporting that they:

- Were 4% less likely to have used alcoholic beverages within the last 30 days
- Were reporting that they were 6 months older when they first used alcohol
- Were 10 % less likely to report that it was easy to obtain alcoholic beverages.

Taken in the context of the usual parameters of population level behavioral change, these results are highly significant.

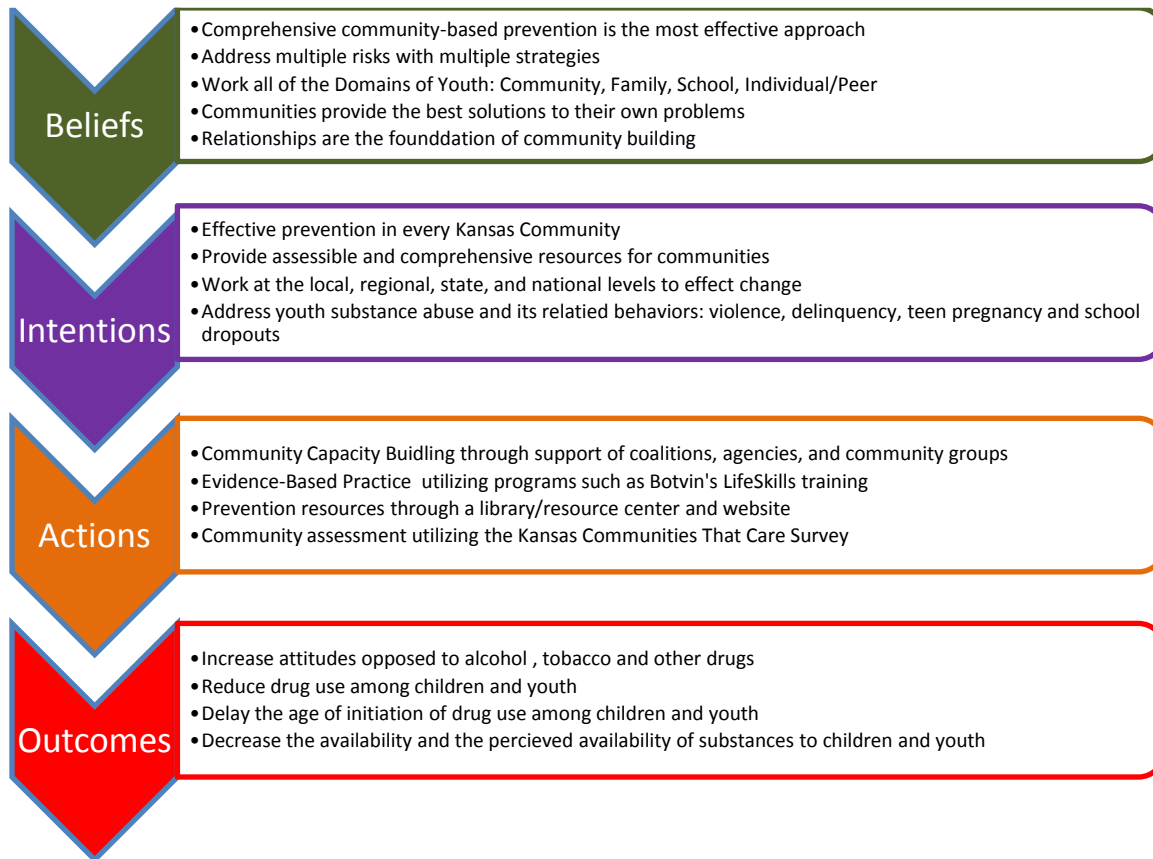
### **What specifically has been done in the past year?**

- Provided key technical assistance to Finney County Community Health Coalition in developing its successful application for the Strategic Prevention Framework/State Incentive Grant, which will bring just less than \$1 million to Finney County over the next three years to implement a plan to reduce underage drinking.
- Instrumental in assisting the Liberal Area Coalition for Families in receiving a similar grant for Seward County. Two of the fourteen grants awarded statewide were awarded to SWKRPC clients.
- Trained more than 100 LifeSkills Trainers in southwest Kansas, including the school districts of Pratt County, Garden City, Holcomb, Dodge City, Sublette and Liberal, as well as GCCC's Educational Talent Search (ETS) advisors.
- Worked regionally to build capacity in active local coalitions in Finney County, Ford County, Scott County, Haskell County, Meade County, and Edwards County.
- Provided methamphetamine awareness training for three counties in southwest Kansas.
- Worked with Alcohol Beverage Control officers to provide information and awareness to more than 200 tobacco retailers in this region.

- Executed 100% of the deliverables for the substance abuse prevention grant.
- Assisted the Finney County Health Coalition in obtaining a \$200,000 grant from Catholic Health Initiatives to establish a Center for Children and Families.

### How are substance abuse and problem behaviors approached?

The following diagram summarizes the current approach:



### Who are SWKRPC's partners?

Active, ongoing relationships to provide prevention-based social services and technical assistance are maintained with:

- ***Garden City Community College*** – as a resource for students, faculty, and administration and a participant in college planning and activities
- ***Addiction and Prevention Services of Kansas*** – the mother organization at the state level and the agency that awards SWKRPC's operating funds
- ***Kansas Social and Rehabilitation Services*** – the parent organization of Addiction and Prevention Services that receives the Federal Block Grant funds that sustain prevention efforts for treatment and prevention
- ***Regional Prevention Center Association of Kansas*** – the administrative organization of the 13 Regional Prevention Centers in Kansas



- ***Kansas Family Partnership*** – a Topeka organization that ensures statewide presence and sponsors Kansas Red Ribbon and the Kansas Youth Leadership Retreat. It also is the resource center for national informational sources on prevention
- ***University of Kansas Workgroup on Health Promotion*** – a Lawrence organization that provides an online documentation and support service for the Prevention Centers
- ***The Southeast Educational Service Center at Greenbush*** –partner for various projects related to the school domain of youth education and awareness
- ***Kansas Department of Revenue*** –partner in the SYNAR program which educates tobacco retailers in the region
- ***Kansas Department of Health and Environment*** – funds tobacco and teen pregnancy prevention efforts in several counties.
- ***Kansas Juvenile Justice Authority*** – the 16<sup>th</sup>, 25<sup>th</sup>, and 26<sup>th</sup> Judicial Districts provide prevention funding and resources throughout southwest Kansas
- ***Kansas Department of Education*** – HIV/AIDS Resource Center funding
- ***Kansas Department of Transportation*** – Underage drinking partner
- ***Kansas Alcohol and Beverage Control*** – tobacco retailer education and examination through the Department of Revenue in this region
- ***St. Catherine Hospital*** – The Finney County Community Health Coalition
- ***Kansas Children’s Service League***
- ***Kansas Methamphetamine Project***
- ***Kansas Drug Endangered Children Alliance*** –staff serves on board of directors
- ***Tobacco-Free Kansas Coalition of Kansas*** – a partner in the development and defense of the Garden City clean air ordinance
- ***Kansas State Research and Extension*** – the Finney County Resource Guide
- ***The Salvation Army*** – Underage drinking town hall meetings and the Crossroads Center
- ***Kansas Action for Children*** – Kansas Kids Count assessment tool
- ***Western Kansas Community Foundation*** – partner in youth education and leadership
- ***Community Anti-Drug Coalitions of America*** – national resource organization
- ***The National Prevention Network*** – national prevention organization and resource
- ***The Center for Substance Abuse Prevention*** – national funder of prevention programs and practices
- ***The National Institute of Drug Abuse*** – national research hub for prevention
- ***Substance Abuse and Mental Health Services Administration*** – the main clearinghouse for prevention information and resources in the United States

- ***Kansas Red Ribbon Campaign*** – through the Kansas Family Partnership and the Kansas National Guard
- ***Kansas Health Foundation*** – Early Childhood Development research and resources
- ***Kansas Center for Community Support and Research*** – formerly the Kansas Self-Help Network, a partner in strategic planning, implementation, and evaluation for our regional coalitions
- ***Heartland Regional Alcohol and Drug Assessment Center*** – the regional assessment center and partner in recovery oriented systems of care
- ***Emporians for Drug Awareness*** – partner in the development of the southwest Kansas Fetal Alcohol Screening clinic
- ***Garden City Area Chamber of Commerce*** – Leadership Garden City (staff serves on advisory board)
- ***Southwest Center for the Application of Prevention Technology*** – provides substance abuse proficiency training for prevention centers and communities

*The current regional coalitions that SWKRCP serves and provides technical assistance for:*

- Finney County Community Health Coalition – recipient of the SPF/SIG underage drinking grant (a client since its inception eight years ago)
- Scott County Partners for Youth Council, Inc. (Scott County) – client since 1995
- Community Health Organization Committee (Haskell County) – client for the past eight years
- Liberal Area Coalition for Families (Seward County) – client for four years
- Seeds of Hope, Inc. (Finney County) – two years, Jail Ministry, also a partner of GCCC
- Citizens Totally Against Graffiti (Finney County) – two years
- Edwards County Health Coalition – three years
- Finney County Teen Pregnancy Prevention Coalition – one year
- Meade County Prevention Coalition – one year
- Finney County Alcohol Fund Advisory Committee – served on this board and provided strategic assistance for 8 years
- 25<sup>th</sup> Judicial District Youth Services (Finney County) – 10 years
- Coalition for the Youth of Dodge City (Ford County) – Two years, a coalition focused on youth and underage drinking
- Garden City Youth Pastors and Ministerial Alliance (Finney County) – Two years
- Finney County Sheriff’s Department – county fair informational booth and resources
- Garden City Police Department – Underage drinking town hall meetings

### **How does SWKRPC’s work relate to the vision and mission of Garden City Community College?**

SWKRPC’s overall purpose aligns almost perfectly with the mission of Garden City Community College – to produce positive contributors to the economic and social well-being of society. SWKRPC’s activities most closely align with the college’s strategic categories of “Leading and Communicating” and “Building Collaborative Relationships.”

SWKRPC contributes to AQIP criterion primarily in these ways:

- *Category 1: Helping Students Learn* – contributing to overall student development by providing support and resources
- *Category 2: Accomplishing Other Distinctive Objectives* – as a process that contributes to achieving the organization’s major goals other than educating its students
- *Category 3: Understanding Students’ and Other stakeholders’ Needs* – through an understanding of the needs and expectations of communities regarding their youth throughout the region (25 counties/20,000 square miles)
- *Category 4: Valuing People* – through efforts to enrich the work environment for staff, faculty, and visitors on campus by providing materials, equipment, and hospitality.
- *Category 5: Leading and Communicating* – SWKRPC operates through the governance process of the college and serves on the board of Leadership Garden City.
- *Category 6: Supporting Institutional Operations* – Willing participants in the internal governance processes, fiscal accountability processes, and policies and procedures of GCCC.
- *Category 7: Measuring Effectiveness* – SWKRPC’s progress is measured through the “Kansas Communities That Care” school survey and the comprehensive “Community Tool Box and Online Documentation System” of the KU Work Group, which measures the evolution and markers of community change.
- *Category 8: Planning Continuous Improvement* – major revisions to SWKRPC’s logic model in the past year have placed even more emphasis on community capacity development
- *Category 9: Building Collaborative Relationships* – as a participant in internal and external relationships related to the healthy development of youth in this region. This category is the crux of SWKRPC’s contribution to the college priorities and consists of a host of relationships and ongoing projects throughout the catchment area of GCCC (reviewed and summarized in the preceding pages).

**How does SWKRPC work encompass the expected outcomes of GCCC?**

- **Essential Skills:** The LifeSkills training program instituted two years ago has produced more than 100 presenters in southwest Kansas. This is a tested-effective, evidence-based practice that has won national acclaim as a model and exemplary program. It prepares students to utilize life skills and exhibit social competence and leadership in many areas. It is anticipated that as many as 500 students in southwest Kansas are receiving this instruction including members of the ETS programs here at GCCC
- **Work Preparedness:** Work with the Seeds of Hope Jail Ministry has produced one GED graduate (GCCC program) and prepares inmates to enter the workplace through support, education, and social skills.
- **Academic Advancement:** The Prevention Center maintains an up-to-date resource library of socially relevant materials that are available to GCCC students, staff and faculty. This lending library serves more than 500 people region wide. Internal collaborations within the Continuing Education and Community Services division include projects related to GED, ETS, Youthscape Summer Playground Programs, and presentations at East Garden Village.

- Personal Enrichment – Staff is active in civic and college-sponsored cultural events and training.

**SWKRPC operational documents and Logic Model:**

The Prevention Center provides a detailed logic model and work plan to Addiction and Prevention Services each year as a requirement for funding. Although the Logic Model is not entirely pertinent to the program review of GCCC, it does give a very clear synopsis of the work SWKRPC does in the region. For that reason, the Logic Model is attached to this report.

## Spring 2009 Athletic Program Review

### **Men's Basketball**

The men's basketball program had one of the best seasons in program history. For the first time since 1956 GCCC won the Region VI Championship and played in the NJCAA National Tournament, finishing 6<sup>th</sup>. Thomas Manzano led the way for post season awards. He was named 2<sup>nd</sup> team all-conference for the Jayhawk West, 2<sup>nd</sup> team all-region, and honorable mention All-American. Coach Kris Baumann was also named Region VI Coach of the Year after leading the Busters to the region championship. Coach Baumann has 10 student-athletes currently on campus and is expecting to have 7 returners from a year ago.

### **Women's Basketball**

The women's basketball program continued improvement in the 2008-2009 season. The team improved to 12 wins and 19 losses. Katie Novack was named 2<sup>nd</sup> team all-conference and broke the GCCC single season record for 3 pointers made by sinking 85. She also led the Jayhawk West in scoring. Cheree Freeman was named honorable mention all-conference. Two student-athletes will be named NJCAA Academic All-American with distinction; Katie Novack and Janel Durler. Coach Alaura Sharp has taken over and hopes to continue the improvement of the program and take it to a higher level. Women's basketball will have four student-athletes returning for next year.

### **Baseball**

The baseball team continued a great year for Broncbuster athletics. They had a great turnaround going from 8<sup>th</sup> place in the Jayhawk West in 2008 to Jayhawk West Champions in 2009. Coach

Finnegan was named Jayhawk West coach of the year. There were also 8 players named to the all-conference team. Erik Mattingly was named Jayhawk West freshman of the year as well as first team all-conference outfielder. Cass Via was named first team all-conference shortstop. Ben Warner and Kyle Oestereicher were named 2<sup>nd</sup> team all conference. Sloan Soulia, CJ Gillman, MJ Sartin, and Heath Wyatt were all named to the honorable mention all-conference team. The baseball team will have 15 returning sophomores.

## **Softball**

The GCCC Softball team turned in another good season in 2009. They finished the season as Region VI Runner-up and had eight student-athletes named all-conference. The list of postseason honors is as follows:

Megan Hamilton-1<sup>st</sup> Team all-conference shortstop

Sarah Archuleta-1<sup>st</sup> team all-conference third base

Kayla Jeanjacquet-1<sup>st</sup> team all-conference utility

Tracey Stefanski-1<sup>st</sup> team all-conference outfield

Taylor Cange-1<sup>st</sup> team all-conference pitcher

Alexa Harvery-2<sup>nd</sup> team all-conference 1<sup>st</sup> base; Jayhawk West freshman of the year

Blair Stadler-2<sup>nd</sup> team all-conference 2<sup>nd</sup> base

Trisha Haslam-2<sup>nd</sup> team all-conference outfield

Softball will have six players returning for the 2009-2010 school year.

## **Rodeo**

The GCCC rodeo team had one member qualify for the NIRA Finals Rodeo in Casper, WY. Zach Parkin qualified as a bull-rider for Garden City. The GCCC rodeo was named most improved rodeo for the region in 2009. The rodeo team will have 10 student-

athletes returning for the 2009-2010 school year and will most likely have eight new members of the team.

## **Track and Field**

Our outdoor track team competed in four regular season meets, Region VI and Nationals. Three male athletes and two female athletes have qualified for the NJCAA National Meet: Margo McNutt, Heidi Hines, Ter Diu, Mohamed Noor, and Gabriel Proctor. Coach Delgado plans to have three females and seven males returning to the program next year.