

# 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)

August 5, 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 **Wednesday, August 12, 2009**. The meeting will be held in **the Endowment Room, Beth Tedrow Student Center, Garden City** Community College Campus.

5:15 PM	Go through regular cafeteria line for dinner
5:45 PM	Budget Hearing for 2009-2010 Budget
	Budget Approval

Immediately Following: Regular Board Meeting called to order in the Endowment Room

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## **AGENDA**

### **CALL TO ORDER:**

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

### **CONSENT AGENDA:**

- A. Approval of minutes of previous meeting (July 18, 2009)
- B. Submit financial information to the auditor
  - B-1 Financial information – Cash in Bank
- C. Approval of personnel actions
  - C-1 Contracts
- D. Approval Affiliation Agreement Emergency Medical Technician-Paramedic (Hays location)
- E. Approval of request to dispose of assets

### **OTHER:**

- A. Resolution 2009-3
  - Accepting Funds from the American Recovery and Reinvestment Act (ARRA) of 2009

### **POLICY REVIEW:**

- A. Monitoring Reports and ENDS
  - A-1 Monitoring Report – Monthly
  - A-2 Monitoring Report – Annual
    - A-2a-Communication Topics
- B. Ownership Linkage
  - B-1 Telegram piece on Bill Young
  - B-2 Thank You - Judy Crymble

- B-3 Thank You - Beth Tedrow
- C. Board Process and Policy Governance Review
  - C-1 Diversity Phrasing

**REPORTS:**

- A. President Carol Ballantyne
  - A-1 Incidental Information
  - A-2 Program Review-Student Services
    - A2a-Financial Aid
    - A2b-Counseling and Advising and Related Areas
  - A-3 Annual Report
  - A-4 Noel Levitz Student Satisfaction Inventory
- B. Report from Finney County Economic Development Corporation

**Upcoming calendar dates:**

<u>Aug. 13<sup>th</sup></u>	Faculty Report-Division/Department Day
<u>Aug. 14<sup>th</sup></u>	In-Service
<u>Aug. 19<sup>th</sup></u>	Classes Begin
<u>Sept 7<sup>th</sup></u>	Labor Day – NO CLASSES
<u>Sept 9<sup>th</sup></u>	Regular monthly meeting at 5:30 PM
<u>Sept 11<sup>th</sup> &amp; 12<sup>th</sup></u>	KACCT/COP Annual – Butler CC, Andover Campus, Andover, KS
<u>Sept. 13<sup>th</sup></u>	GCCC 90th Anniversary Celebration, 1:30 p.m. Sunday, Sept. 13-additional information at a later date
<u>Oct 9-10<sup>th</sup></u>	Oct 9 <sup>th</sup> NO CLASSES/Faculty Work Day – Oct. 10 <sup>th</sup> Faculty Holiday NO CLASSES
<u>Oct 7-10<sup>th</sup></u>	ACCT 40 <sup>th</sup> Annual Community College Leadership Congress-San Francisco, CA (Dr. Ballantyne, Ron Schwartz, Cathy McKinley, Nora Salazar, Hector Martinez)
<u>Oct 14<sup>th</sup></u>	Regular monthly meeting at 5:30 PM

**Executive Session**

**Adjournment**

Sincerely,

Della Brandenburger, 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

**July 18, 2009**

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

Trustee Absent: Steve Sterling absent at beginning arrived at 9:00 AM

Others Present: Carol E. Ballantyne, President  
Kevin Brungardt, Dean of Academics  
Lenora Cook, Dean Technical Education  
Deanna Mann, Dean Institutional Effectiveness & Enrollment Services  
Cathy McKinley, Dean Continuing Education & Community Service  
Steve Quakenbush, Director of Information Services & Publications  
Ryan Ruda, Dean of Students  
Scott Smythe, Director Computer Services  
Monica Springer, *Garden City Telegram*  
Cricket Turley, Director Human Resources  
Dee Wigner, Executive Dean of Administrative Services  
Debra Atkinson, Deputy Clerk

## **COMMENTS FROM THE CHAIR:**

Chair Schwartz called the special retreat session to order at 8:10 AM, and made the following comments:

- Chair Schwartz welcomed all to the meeting.-
- Noted and appreciated the good article in the paper regarding the eight students that were named Academic All American, in addition to the articles regarding local softball and basketball team.
- Thanks to those that participated in the Fourth of July parade.
- Kids College last session begins July 20th ends July 24<sup>th</sup>.
- String Music Camp was July 14<sup>th</sup> – 16<sup>th</sup>.
- Fall enrollment continues.
- August 7<sup>th</sup> football and soccer students arrive.
- August 13<sup>th</sup> faculty return.
- August 14<sup>th</sup> In-service – campus closed.
- August 19<sup>th</sup> first day of class.

## **OPEN COMMENTS FROM PUBLIC:**

There were no persons registered for comments.

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

Page 2 Essential Skills

Concern was expressed regarding receiving information in a timely manner to monitor/measure results. President Ballantyne reported that we are getting information on a regular basis that is consistent with all other schools.

Page 3 Work Preparedness & Page 6 Workforce Development

Both areas are well defined.

Page 8 Treatment of People

The assessment tool will not be designated in the document.

Page 10 Financial Condition

#3 “Fail to develop additional revenue sources for capital improvement projects.”

Board members discussed what results they would like to see. After appropriate discussion the word “develop” will be changed to “obtain”.

Page 20 Annual Board Planning Cycle #4

Wording will be changed to reflect February rather than May.

Page 15 Governing Style

Board members discussed adding another point that would specifically address diversity. Steve Quakenbush will assist by doing some “word smithing” on this and will send the results to President Ballantyne and the board for their consideration.

Page 12 Asset Protection # 5 “Make any purchase: (a) over \$2,500 without having obtained comparative prices with consideration of quality; and (b) of over \$10,000 without competitive bids and due consideration regarding cost, quality, and service; and (c) of over \$20,000.

Board members feel that the wording still addresses what is needed.

After appropriate discussion the following motion was made.

*Trustee Clifford moved, seconded by Brandenburger that the following changes are made to the Policy Governance Document, effective immediately:*

*Page 10, #3 – change the word develop to OBTAIN*

*Page 20, #4- change the month from May to FEBRUARY*

*Motion carried 5-0*

**DISCUSSION OF 2009-2010 BUDGET**

President Ballantyne expressed her apology for Budget information not being on the web. Tiffany Heit, who normally takes care of this duty and her husband are the proud adoptive parents of a little boy and is on maternity leave. Congratulations were extended from the board to Tiffany and her family.

The electronic Board packet contained much budget information including cash carryover balances for both General and Capital Outlay Funds, year-end purchases, revenue projections, salary information for staff, working budget information, recommendations for the published budget, and more. President Ballantyne “walked through” the various documents and discussed the steps administration had taken to arrive at the proposed budget 2009-2010. Listed below are highlights; complete reports are included in the electronic Board packet.

Cash Carryover (Reserves), General Fund: \$3,873,425

Cash Carryover (Reserves), Capital Outlay Fund: \$747,676

Year-end Purchases: \$126,961 committed ( two automobile lifts and replace lights in Auto lab, HVAC system controller, piping for 5<sup>th</sup> system Ammonia refrigeration, replace control wire DPAC irrigation, two washers & two dryers DPAC, tables for two classrooms, rodeo panels, portable welder rodeo, two smart classrooms, and parking lot light for DPAC.

Revenue Projections: Enrollment is projected to be up for 2009-2010. Calculated tax revenue is projected at \$496,774 per mil.

9:00 AM Trustee Sterling Arrived.

Raises for Staff: At the current time, President Ballantyne is recommending a 2 percent increase for staff. The premium for Blue Cross/Blue Shield is scheduled to decrease slightly in October. Board members discussed health insurance and the national issue it is becoming.

Discussion was held and Trustees asked appropriate questions. President Ballantyne recommended that the budget be raised .76 mills.

## **EXECUTIVE SESSION**

*Worf moved, seconded by Clifford, that the Board recess into executive session at 9:32 AM. The Board of Trustees will reconvene into open session at 10:00 AM. Motion carried 6-0*

Board recessed into executive session at 9:32 AM.

\*\*\*\*\*

Board reconvened into regular session at 10:10 AM.

The following motions were made:

*Douglass moved, seconded by Sterling, that the Board of Trustees authorize for publication a budget for the Fiscal Year 2009-2010 with a General Fund tax in the amount of \$9,496,856 with an anticipated General Fund mill levy of 19.12 mills. Further, that the Board authorize the publication of a Capital Outlay tax equal to one mill. Motion carried 6-0*

*Clifford moved, seconded by Worf that the Board of Trustees approves the extension of contract for the President and CEO Carol E. Ballantyne and to maintain current salary (\$123,675.22) for the 2009-2010 year.*

Board members expressed their appreciation to President Ballantyne for her excellent performance in carrying out the mission of the college. Board felt that current economic conditions necessitated holding level for this year and re-evaluating next year.

*Motion carried 6-0.*

President Ballantyne and her staff were commended by the board for the good job done in providing the budget information.

## **REORGANIZATION OF BOARD OF TRUSTEES FOR 2009-2010**

### **ELECTION OF OFFICERS**

Chair Schwartz opened the floor for nominations for Chair of the Board of Trustees for the 2009-2010 year.

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

*Worf moved, seconded by Clifford, that nominations cease and Brandenburger be elected as Chair of the Board for the 2009-2010 year. Motion carried 5-0.*

At this time the gavel was passed to the newly elected Chair Della Brandenburger.

Brandenburger then opened the floor for nominations for Vice Chair.

Brandenburger nominated, Clifford for Vice Chair, Sterling seconded that nomination; Clifford nominated

Douglas for Vice Chair seconded by Worf.

**Brandenburger called the vote: Clifford as Vice Chair, Ayes 5 Nays 0**

**Clifford is elected as Vice Chair of the Board for the 2009-2010 year.**

Board members expressed their appreciation to Ron Schwartz for his leadership and in turn Ron thanked everyone for the opportunity of serving as Chair of the Board.

Newly elected Chair Brandenburger then asked for nominations for Clerk.

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

**Clifford moved, seconded by Douglas, that nominations cease and Worf be elected as Clerk of the Board for the 2009-2010 year. Motion carried 5-0.**

Brandenburger then asked for nominations for KACCT Representative.

**Clifford moved, second by Worf that hat Schwartz continue his service as KACCT Representative and Finney County Economic Development Corporation Representative for the 2008-09 year.  
Motion Carried 5-0**

### **APPOINTMENTS**

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

**Schwartz moved, seconded by Clifford, that appointments for 2009-2010 be:**

*Secretary to the Board .....Carol E. Ballantyne*

*Deputy Clerk .....Debra Atkinson*

*College Attorney .....Ward Loyd and Randy Grisell*

*College Engineer .....Professional Engineering Consultants, P.A.*

*College Treasurer .....Dee Wigner*

*Designated Agent for KPERS .....Dallas Crist*

*Alternate Designated Agent for KPERS .....Dee Wigner and Cricket Turley*

**Motion carried 6-0.**

### **DEPOSITORIES**

**Clifford moved, seconded by Douglas, that the depositories for 2009-2010 be:**

Primary Depository: *Commerce Bank*

Other Depositories: *Western State Bank, First National Bank of Holcomb,*

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

***Motion carried 6-0.***

**CONSENT AGENDA**

Chair Brandenburger asked if Trustees wished to pull any items on the consent Agenda. Douglass asked to pull Item E (Approval of Vehicle Maintenance Agreement) for separate vote, and Item G (Banner Health Agreement) for discussion.

***MOTION: Worf moved, seconded by Clifford to approve the remainder of the Consent Agenda items with the change in minutes of June 9, 2009, fourth bullet “outstand” to “outstanding”.***

***Motion carried 6-0***

Approved actions follow:

**APPROVED MINUTES** of previous meetings, June 9, 2009 with change as noted above, and June 29, 2009.

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

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

**APPROVED PURCHASE ORDERS OVER \$20,000**, as presented, handout filed with official minutes.

(D-1)

Vendor: Puritan Bennett 840  
For: Ventilator  
Amount: \$26,153.94

(D-2)

Vendor: CDW  
For: Data Switches  
Amount: \$43,946.91

**APPROVAL OF CERTIFICATE PROGRAMS (F)** handout filed with official minutes.

F-1 Animal & Food Biotechnology

F-2 Agribusiness Specialist Pathways in Agronomy and Animal Science

**APPROVAL OF LIBRARY BOOK WEEDING PROJECT (H)**, as presented, memo filed with official minutes.

**APPROVAL OF PULLED ITEMS (E) AND (G)**

**ITEM E – VEHICLE MAINTENANCE**

The RFP was sent to approximately 15 local automobile repair shops regarding vehicle maintenance for the college fleet. After reviewing the proposals, and a visit to the repair shops, Burtis Motor is the recommended repair shop for the maintenance for college vehicles.

***MOTION: Clifford moved, seconded by Sterling to accept the recommendation of Burtis Motor to provide***

*maintenance for the college fleet, with Schwartz recusing himself.*

*Motion carries 5-0*

#### **ITEM G – BANNER HEALTH AGREEMENT**

This is an education affiliation agreement that will allow Northeast Colorado students to enroll in the GCCC Paramedic Program and complete clinical work near their home communities. After discussion and appropriate questions the following motion was made.

**MOTION:** *Douglas moved, seconded by Schwartz to approve the agreement as presented.*

*Motion carries 6-0.*

(supporting documents are filed with official minutes)

#### **OTHER:**

#### **APPROVAL OF RESOLUTION 2009-2 AUTHORIZATION OF USERS/INVESTORS FOR INVESTMENT POOL**

This resolution updates signature card,

**MOTION:** *Clifford moved, seconded by Worf to approve Resolution 2009-2 as presented.*

*Motion carries 6-0.*

(supporting documents are filed with official minutes)

#### **POLICY REVIEW:**

Trustees indicated that they had received and reviewed the monitoring reports (monthly, quarterly, semi-annual annual (mission), annual). Trustees acknowledge that the monitoring reports are accepted.

(supporting documents are filed with official minutes)

#### **OWNERSHIP LINKAGE:**

Several pieces of correspondence from owners expressing appreciation were received. An email was received from a concerned individual regarding the dorm parking lots (photos included). Trustee Clifford stated that the Southeast view of the campus, which includes the dorm parking lot, does lack character. Dr Ballantyne shared that future plans do include improving the ascetics along Spruce Street.

(supporting documents are filed with official minutes)

#### **REPORTS:**

Trustees have received numerous informational reports as part of the electronic Board packet.

- Incidental Information:  
Campus happenings this summer, not all turned reports in due to busy schedules.
- Senate Bill 11  
This bill allows schools to own land outside our taxing district.
- 2008-2009 Scholarship Report (Endowment)  
Information attached.
- National League for Nursing Accrediting Commission. Inc.  
Information attached.
- State Performance Agreement  
Performance Agreement completed and turned in.

#### **REPORT FROM KACCT/COP MEETING IN LIBERAL JUNE 19-20**

Schwartz gave highlights from the KACCT/COP meeting.

- Liberal group from Students for Free Enterprise had a good presentation, very active group in the community of Liberal.



- Discussed legislative issues, and concern over the TEA, tiered funding formula, and how funding would be distributed among the institutions.
- Technical schools becoming accredited community colleges and issues this will raise.
- KACCT is working to get community college representative on the TEA board.
- Schwartz will send Capitol update to other members via email.
- Next meeting is in Topeka in August, working toward speaking as one voice at the legislative meeting in January.

**REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION**

Schwartz reported the following:

- Meeting of all partners and board August 6, 2009 at 1:30 PM.
- Sunflower- still waiting on permits before moving forward.
- BNSF/Union Pacific interested in the train traffic.

**ADDITIONAL INFORMATION**

- President Ballantyne distributed an example of the electronic brochure that will be available to students that are inquiring about GCCC.
- Endowment Association would like to meet with BAA and Board of Trustees August 17<sup>th</sup> or 18<sup>th</sup>. Will notify board when a date has been set.
- GCCC is scheduled for the January, 2010 Chamber breakfast – PowerPoint Presentation will be given at that time.
- September 13, 2009 GCCC Open House, food, bands, ribbon cutting on Penka/Corley building, activities for adults and kids.

Trustee Douglass asked if the message center at Williams Stadium had been revived. The message center was not fixable. There was discussion involving other options for a message center and locations that would benefit the most individuals.

Trustee Clifford expressed his appreciation for the birthday card and cake.

**EXECUTIVE SESSION**

Schwartz moved, seconded by Clifford, that the Board go into executive session at 11:20 AM for the purpose of discussing non-elected personnel.

No official action was taken, and the meeting adjourned at 11:50 AM.

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Debra J. Atkinson  
Deputy Clerk

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Carol E. Ballantyne, Ph.D.  
Secretary

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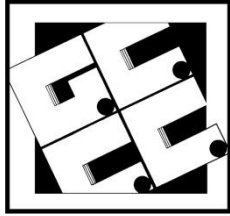
Della Brandenburger  
Chair of the Board

As of 7/31/2009

		Amount	% Rate
Cash in Bank:	Commerce Bank	\$ 370,685.02	0.0500%
	Security State - Scott City	\$ 24,688.04	0.0000%
	State Municipal Invest. Pool	\$ 84,929.74	0.0700%
	Landmark National Bank	\$ 1,628,217.59	0.2100%

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

August 5, 2009

**To:** Board of Trustees  
**From:** Cricket Turley, Director of Human Resources

## New Hires

Greg Gorton, Volunteer Soccer Coach, effective August 9, 2009  
Luke Miller, Assistant Football Coach, effective August 1, 2009  
Kelsi Hoffman, Financial Aid Advisor, effective August 5, 2009

## Separations

Lisa Myers, Residential Life Office Manager, effective September 2009  
Joy Truax, Academic Building Secretary, effective August 14, 2009

## Retirements

## Transfers/Promotions

Colin Lamb, Director of Counseling, effective September 1, 2009  
Martha Lisk, SSS Director, effective September 1, 2009

## Vacancies

Campus Security Officer  
Nursing Lab Skills Coordinator  
C N A Instructor  
Welding Instructor  
Residential Life Office Manager  
Academic Building Secretary  
Adjunct Fire Instructor  
Adjunct Math Instructor  
Adjunct English Instructor

Report Date: 8/5/2009

**GARDEN CITY COMMUNITY COLLEGE  
ADJUNCT FACULTY CONTRACTS**

**09SUR**

**From: 06/01/09 - 08/05/09**

INSTRUCTOR	CLASS	AMOUNT	LEVEL/ SEMESTERS	
<b>MAIN</b>				
0093276	Alexander, Paige	Fundamentals of Statistics	\$1,635.00	03/3
	3.00 FLC X \$470.00 (7 Students)			
	MATH-110-50 (5/26/2009 - 7/31/2009)			
	11-00-0000-11050-5230			
	Extra Amt: \$470.00 + \$75.00/FLC for On-Line Class			
0071720	Ashlock, Bernard	Family Counseling	\$1,410.00	03/
	3.00 FLC X \$470.00 (5 Students)			
	ADDC-210-01 (5/26/2009 - 6/12/2009)			
	11-00-0000-11060-5230			
0099558	Aslin, Lucas	Lifetime Fitness	\$940.00	03/10
	2.00 FLC X \$470.00 (32 Students)			
	HPER-121-01 (7/27/2009 - 8/5/2009)			
	11-00-0000-11070-5230			
0110418	Baumann, Kristopher	Recreation for Spec. Pops	\$1,200.00	01/
	3.00 FLC X \$400.00 (19 Students)			
	HPER-203-90 (5/26/2009 - 6/12/2009)			
	11-00-0000-11070-5230			
0110418	Baumann, Kristopher	Fundamentals of Minor Sports	\$800.00	01/
	2.00 FLC X \$400.00 (10 Students)			
	HPER-186-01 (5/26/2009 - 6/12/2009)			
	11-00-0000-11070-5230			

0014612	Bean, Frank	American Government	\$2,250.00	06/
	Frank Bean & Drew Thon are team-teaching POLS- 105-01.	3.00 FLC X \$750.00 (54 Students) POLS-105-01 (5/26/2009 - 6/12/2009) 11-00-0000-11060-5230		
0014612	Bean, Frank	American Government	\$2,250.00	06/
		3.00 FLC X \$750.00 (33 Students) POLS-105-90 (5/26/2009 - 6/12/2009) 11-00-0000-11060-5230		
0014612	Bean, Frank	World Geography	\$2,250.00	06/
		3.00 FLC X \$750.00 (11 Students) GEOG-101-01 (6/15/2009 - 7/24/2009) 11-00-0000-11060-5230		
0122269	Beyer, Douglas	Music History and Appreciation	\$2,025.00	06/
		3.00 FLC X \$675.00 (5 Students) MUSC-108-01 (5/26/2009 - 7/6/2009) 11-00-0000-11033-5230		
0000049	Cervantes, Mary	Survey of Civilization I	\$2,250.00	06/
		3.00 FLC X \$750.00 (21 Students) HIST-101-90 (5/26/2009 - 6/12/2009) 11-00-0000-11020-5230		
0000049	Cervantes, Mary	American History to 1865	\$2,250.00	06/
		3.00 FLC X \$750.00 (11 Students) HIST-103-90 (6/15/2009 - 7/24/2009) 11-00-0000-11020-5230		
0119323	Cox, Jacob	Fundamentals Weightlifting I	\$400.00	01/7
	Taught with Fundamentals of Weightlifting II HPER- 192-01 (10 students total)	1.00 FLC X \$400.00 (7 Students) HPER-191-01 (5/26/2009 - 6/12/2009) 11-00-0000-11070-5230		

0119323	Cox, Jacob	Fundamentals Weightlifting I	\$400.00	01/7
	Taught with Fundamentals of Weightlifting II HPER- 192-90 (14 students total)	1.00 FLC X \$400.00 (11 Students) HPER-191-90 (7/27/2009 - 8/5/2009) 11-00-0000-11070-5230		
0044339	Crain, Terry	Math Processes for Technicians	\$2,025.00	06/
		3.00 FLC X \$675.00 (8 Students) JDAT-110-01 (5/19/2009 - 7/7/2009) 11-00-0000-12220-5230		
0044339	Crain, Terry	Orientation and Safety	\$904.50	06/
		1.34 FLC X \$675.00 (8 Students) INPR-151-01 (7/9/2009 - 7/23/2009) 11-00-0000-12272-5230		
0122305	Eberhart, Eugenia	Medical Terminology	\$2,025.00	06/
		3.00 FLC X \$675.00 (8 Students) EMIC-104-01 (6/15/2009 - 7/24/2009) 11-00-0000-12203-5230		
0084418	Evans, Danial	First Aid	\$940.00	03/16
		2.00 FLC X \$470.00 (5 Students) HPER-109-01 (7/20/2009 - 7/22/2009) 11-00-0000-11070-5230		
0089639	Ferguson, Jean	ESL Academic Vocabulary	\$2,250.00	06/
		3.00 FLC X \$750.00 (13 Students) LANG-205-01 (6/15/2009 - 7/24/2009) 11-00-0000-11082-5230		
0133521	Glunt, Fern	Certified Nurse Aide	\$1,500.00	04/1
		3.00 FLC X \$500.00 (10 Students) HELR-1023-01 (5/19/2009 - 7/16/2009) 11-00-0000-12203-5230		

0133521	Glunt, Fern	Certified Nurse Aide Lab 2.01 FLC X \$500.00 (10 Students) HELR-102L-01 (5/19/2009 - 7/16/2009) 11-00-0000-12203-5230	\$1,005.00	04/1
0010007	Greathouse, Lachele	Keyboarding 3.00 FLC X \$850.00 (15 Students) CSCI-100-01 (5/26/2009 - 12/15/2009) 11-00-0000-11010-5230	\$2,550.00	06/
0010007	Greathouse, Lachele	Keybrdg-Mod 1- Alpha 1.00 FLC X \$850.00 (4 Students) CSCI-100R-01 (5/26/2009 - 12/15/2009) 11-00-0000-11010-5230	\$850.00	06/
0015627	Heath, Reba	Certified Nurse Aide 3.00 FLC X \$470.00 (7 Students) HELR-1023-02 (5/27/2009 - 6/24/2009) 11-00-0000-12203-5230	\$1,410.00	03/3
0015627	Heath, Reba	Certified Nurse Aide Lab 2.01 FLC X \$470.00 (7 Students) HELR-102L-02 (5/27/2009 - 6/24/2009) 11-00-0000-12203-5230	\$944.70	03/3
0015627	Heath, Reba	Certified Nurse Aide 3.00 FLC X \$470.00 (11 Students) HELR-1023-03 (6/29/2009 - 7/29/2009) 11-00-0000-12203-5230	\$1,410.00	03/3
0015627	Heath, Reba	Certified Nurse Aide Lab 2.01 FLC X \$470.00 (7 Students) HELR-102L-03 (6/29/2009 - 7/29/2009) 11-00-0000-12203-5230	\$944.70	03/3

0015627	Heath, Reba	Nursing Home Med. Aide	\$2,350.00	03/3
	Paid with HELR-103L-06	5.00 FLC X \$470.00 (4 Students)		
		HELR-1033-06 (5/19/2009 - 6/25/2009)		
		11-00-0000-12203-5230		
0015627	Heath, Reba	Nursing Home Med. Aide	\$2,350.00	03/3
	Paid with HELR-103L-07	5.00 FLC X \$470.00 (7 Students)		
		HELR-1033-07 (6/29/2009 - 8/11/2009)		
		11-00-0000-12203-5230		
0013548	Heaton, Stephen	College Algebra	\$1,440.00	01/
		3.00 FLC X \$480.00 (23 Students)		
		MATH-108-01 (5/21/2009 - 6/30/2009)		
		11-00-0000-11050-5230		
0000052	Hendershot, Shelia	Children's Literature	\$2,550.00	06/
		3.00 FLC X \$850.00 (9 Students)		
		EDUC-290-01 (6/15/2009 - 7/24/2009)		
		11-00-0000-11060-5230		
0003192	Hill, Brian	History & Prin. of Phys. Ed.	\$1,200.00	01/27
		3.00 FLC X \$400.00 (8 Students)		
		HPER-291-01 (5/26/2009 - 6/12/2009)		
		11-00-0000-11070-5230		
0003192	Hill, Brian	Fund. of Coaching Football	\$800.00	01/7
		2.00 FLC X \$400.00 (7 Students)		
		HPER-181-01 (7/27/2009 - 8/5/2009)		
		11-00-0000-11070-5230		
0059709	Hinde, Guillermina	Cosmetology Seminar	\$1,539.00	06/
	Pati Pfenninger & Guillermina Hinde are team-teaching COSM2003-01/COSM2002-01/COSM2001-01 (7 students total)	2.28 FLC X \$675.00 (4 Students)		
		COSM-2003-01 (5/26/2009 - 6/9/2009)		
		11-00-0000-12250-5230		



0044765	Hutcheson, Tammy	General Psychology	\$2,025.00	06/
		3.00 FLC X \$675.00 (15 Students)		
		PSYC-101-02 (7/10/2009 - 7/19/2009)		
		11-00-0000-11060-5230		
0044765	Hutcheson, Tammy	General Psychology	\$2,025.00	06/
		3.00 FLC X \$675.00 (8 Students)		
		PSYC-101-01 (6/15/2009 - 7/24/2009)		
		11-00-0000-11060-5230		
0006759	Kemper, Mary	Public Speaking	\$1,440.00	01/34
		3.00 FLC X \$480.00 (15 Students)		
		SPCH-111-01 (5/26/2009 - 6/12/2009)		
		11-00-0000-11022-5230		
0070872	Koehn, Dixie	Rehabilitative Aide	\$1,000.00	04/13
		2.00 FLC X \$500.00 (6 Students)		
		HELR-111-01 (6/2/2009 - 6/30/2009)		
		11-00-0000-12203-5230		
0010034	Kolbeck, Kent	Karate/Self Defense (Beg)	\$1,900.00	06/
		2.00 FLC X \$950.00 (17 Students)		
		HPER-161B-90 (6/2/2009 - 7/23/2009)		
		11-00-0000-11070-5230		
0018250	Lamb, Winsom	Developmental Psychology	\$1,680.00	05/
		3.00 FLC X \$560.00 (10 Students)		
		EDUC-110-01 (6/15/2009 - 7/24/2009)		
		11-00-0000-11060-5230		
0096234	Marcy, Charles	Principles of Econ: Macro	\$2,250.00	06/
		3.00 FLC X \$750.00 (10 Students)		
		ECON-111-01 (6/15/2009 - 7/24/2009)		
		11-00-0000-11010-5230		

0090346	McAllister, James	National Humanities Studies	\$1,500.00	06/
		2.00 FLC X \$750.00 (20 Students)		
		HUMA-2022-01 (5/26/2009 - 7/18/2009)		
		11-00-0000-11020-5230		
0089529	McCallum, Brian	Art Appreciation	\$2,250.00	06/
		3.00 FLC X \$750.00 (20 Students)		
		ARTS-120-01 (5/26/2009 - 6/12/2009)		
		11-00-0000-11030-5230		
0089529	McCallum, Brian	Projects	\$1,507.50	06/
		2.01 FLC X \$750.00 (9 Students)		
		ARTS-201-01 (5/26/2009 - 7/31/2009)		
		11-00-0000-11030-5230		
0000295	Meng, Doris	Basic English ***	\$3,187.50	06/
		3.75 FLC X \$850.00 (8 Students)		
		ENGL-091-01 (6/15/2009 - 7/24/2009)		
		11-00-0000-11021-5230		
0000271	Morgan, Linda	Problems in Criminal Justice	\$3,610.00	06/
		3.80 FLC X \$950.00 (8 Students)		
		CRIM-213-01 (5/25/2009 - 7/24/2009)		
		11-00-0000-12240-5230		
0000279	Neff, Martin	Advanced PLC/SLC Programming	\$1,537.50	06/
		2.05 FLC X \$750.00 (5 Students)		
		INPR-242-01 (6/1/2009 - 6/5/2009)		
		11-00-0000-12271-5230		
0022181	Niblock, Debra	Certified Nurse Aide	\$1,500.00	04/2
		3.00 FLC X \$500.00 (12 Students)		
		HELR-1023-90 (6/2/2009 - 7/16/2009)		
		11-00-0000-12203-5230		

0022181	Niblock, Debra	Certified Nurse Aide Lab 2.01 FLC X \$500.00 (6 Students) HELR-102L-90 (6/2/2009 - 7/16/2009) 11-00-0000-12203-5230	\$1,005.00	04/2
0022181	Niblock, Debra	Certified Nurse Aide Lab 2.01 FLC X \$500.00 (6 Students) HELR-102L-90A (6/2/2009 - 7/16/2009) 11-00-0000-12203-5230	\$1,005.00	04/2
0000297	Nonhof, Arthur	Principles of Biology 5.68 FLC X \$750.00 (14 Students) BIOL-105-01 (5/26/2009 - 7/2/2009) 11-00-0000-11040-5230	\$4,260.00	06/
0113673	Pander, Lawrence	Fire Science Internship 3.35 FLC X \$750.00 (1 Students) FIRE-213-01 (5/26/2009 - 7/31/2009) 11-00-0000-12241-5230	\$2,512.50	06/
0131681	Payne, Alan	English I 3.75 FLC X \$850.00 (15 Students) ENGL-101-01 (6/15/2009 - 7/24/2009) 11-00-0000-11021-5230	\$3,187.50	06/
0131681	Payne, Alan	English II 3.75 FLC X \$850.00 (19 Students) ENGL-102-01 (6/15/2009 - 7/24/2009) 11-00-0000-11021-5230	\$3,187.50	06/
0072784	Pfenninger, Pati  Pati Pfenninger & Guillermina Hinde are team-teaching COSM2003- 01/COSM2002- 01/COSM2001-01 (7 students total)	Cosmetology Seminar 2.28 FLC X \$675.00 (4 Students) COSM-2003-01 (5/26/2009 - 6/9/2009) 11-00-0000-12250-5230	\$1,539.00	06/

0001515	Rainman, Valerie	Intro to Conv. Spanish I	\$480.00	01/30
		1.00 FLC X \$480.00 (16 Students)		
		LANG-130-01 (6/19/2009 - 6/22/2009)		
		11-00-0000-11020-5230		
0009625	Rupp, David	Police Firearms I	\$904.50	06/
		1.34 FLC X \$675.00 (5 Students)		
		CRIM-121-01 (6/3/2009 - 6/5/2009)		
		11-00-0000-12240-5230		
0009625	Rupp, David	Police Firearms III	\$904.50	06/
		1.34 FLC X \$675.00 (5 Students)		
		CRIM-223-01 (6/10/2009 - 6/12/2009)		
		11-00-0000-12240-5230		
0009625	Rupp, David	EVOC I	\$337.50	06/
		0.50 FLC X \$675.00 (6 Students)		
	David Rupp & Billy Young are team-teaching CRIM- 140-01 (1 cr. hr.)	CRIM-140-01 (6/11/2009 - 6/12/2009)		
		11-00-0000-12240-5230		
0026337	Schafer, John	Microbiology	\$4,515.00	06/
		6.02 FLC X \$750.00 (14 Students)		
		BIOL-213-01 (5/26/2009 - 7/2/2009)		
		11-00-0000-11040-5230		
0066977	Thomas, Gregory	Introduction to Sociology	\$2,550.00	06/
		3.00 FLC X \$850.00 (20 Students)		
		SOCI-102-90 (6/15/2009 - 7/24/2009)		
		11-00-0000-11060-5230		
0052885	Thon, Michael	American Government	\$1,200.00	01/1
		3.00 FLC X \$400.00 (54 Students)		
	Frank Bean & Drew Thon are team-teaching POLS- 105-01.	POLS-105-01 (5/26/2009 - 6/12/2009)		
		11-00-0000-11060-5230		

0097359	Venjohn, Cindy	Agriculture Internship (Sum) 1.56 FLC X \$570.00 (1 Students) AGRI-121-01 (5/26/2009 - 7/31/2009) 11-00-0000-12210-5230	\$889.20	06/
0096233	Wenzel, Leslie	College Math 3.00 FLC X \$750.00 (14 Students) MATH-105-01 (5/26/2009 - 7/2/2009) 11-00-0000-11050-5230	\$2,250.00	06/
0096233	Wenzel, Leslie	Intermediate Algebra Review 5.00 FLC X \$750.00 (10 Students) MATH-107R-01 (5/26/2009 - 7/2/2009) 11-00-0000-11050-5230	\$3,750.00	06/
0096233	Wenzel, Leslie	College Skills Development 1.00 FLC X \$750.00 (9 Students) PCDE-101-02 (6/12/2009 - 7/2/2009) 11-00-0000-11083-5230	\$750.00	06/
0000267	Whitehill, Judy	Human Sexuality 3.00 FLC X \$750.00 (19 Students) SOC1-104-01 (5/26/2009 - 6/12/2009) 11-00-0000-11060-5230	\$2,250.00	06/
0000275	Wilson, Robert	Anatomy & Physiology I 4.34 FLC X \$760.00 (19 Students) BIOL-211-HO (6/15/2009 - 7/24/2009) 11-00-0000-11040-5230	\$3,298.40	03/
0039919	York Guy, Laura	Interpersonal Communication I 3.00 FLC X \$675.00 (21 Students) SPCH-113-01 (5/26/2009 - 6/12/2009) 11-00-0000-11022-5230	\$2,025.00	06/

0039919	York Guy, Laura	Public Speaking	\$2,025.00	06/
		3.00 FLC X \$675.00 (12 Students)		
		SPCH-111-02 (5/26/2009 - 6/12/2009)		
		11-00-0000-11022-5230		

<b>TOTAL ADJUNCT FACULTY CONTRACTS</b>	<b>\$123,286.00</b>
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**GARDEN CITY COMMUNITY COLLEGE  
ADJUNCT FACULTY CONTRACTS  
SUMMER, 2009**

(For approval at 8/12/09 Board Meeting)  
(Presented to Payroll for Payment 7/25/09)

<b>LOCATION/INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>	<b>SALARYLEVEL/ SEMESTERS TAUGHT</b>
Heath, Reba Marie	Nursing Home Med. Aide (Certified Medication Aide) Supervision of Clinical Activities: \$100.00/student x 4 students = \$400.00 HELR103-06 (5/19/2009 – 6/25/2009) 11-00-0000-12203-5230	\$400.00	L3/3
<b>TOTAL OUTREACH FACULTY CONTRACTS</b>		<b>\$400.00</b>	

11-00-0000-12203-5230 - \$ 400.00

Report Date: 8/5/2009

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

**09SUR**

**From: 06/15/09 - 08/05/09**

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>	<b>LEVEL/ SEMESTERS</b>	
<b>BEC</b>				
0090628	Henderson, Marie	College Algebra	\$1,200.00	01/9
		3.00 FLC X \$400.00 (9 Students)		
		MATH-108-SC (6/4/2009 - 7/23/2009)		
		11-00-0000-11050-5220		
0040362	Niswonger, Leslie	Public Speaking	\$1,410.00	03/19
		3.00 FLC X \$470.00 (16 Students)		
		SPCH-111-SC (6/3/2009 - 7/22/2009)		
		11-00-0000-11022-5220		
<b>LAKI</b>				
0010121	Hoover, Kevin	Certified Nurse Aide	\$1,410.00	03/8
		3.00 FLC X \$470.00 (6 Students)		
		HELR-1023-LK (6/1/2009 - 7/21/2009)		
		11-00-0000-12203-5220		
0010121	Hoover, Kevin	Certified Nurse Aide Lab	\$944.70	03/8
		2.01 FLC X \$470.00 (6 Students)		
		HELR-102L-LK (6/1/2009 - 7/21/2009)		
		11-00-0000-12203-5220		



0090868 McAtee, Travis Principles of Biology \$2,272.00 01/7  
5.68 FLC X \$400.00 (6 Students)  
BIOL-105-LK (6/8/2009 - 7/17/2009)  
11-00-0000-11040-5220

**LEOT**

0002021 Breitreutz, Betsy College Algebra \$1,440.00 01/29  
3.00 FLC X \$480.00 (6 Students)  
MATH-108-LE (6/2/2009 - 7/30/2009)  
11-00-0000-11050-5220

**LIBE**

0113673 Pander, Lawrence Technical Rescue II \$2,002.50 06/  
2.67 FLC X \$750.00 (13 Students)  
FIRE-203-LI (6/12/2009 - 7/19/2009)  
11-00-0000-12241-5230

**TOTAL ADJUNCT FACULTY CONTRACTS \$10,679.20**

**GARDEN CITY COMMUNITY COLLEGE**  
**PAYMENTS TO OUTREACH COORDINATORS**  
**SUMMER SEMESTER 2009**  
**(For approval at 8/12/09 Board Meeting)**

Location	Coordinator	Total Student Cr. Hr.	Rate of Pay	Salary	Contract Totals
Leoti	Janis M. Kreutzer	18	\$6.75/cr. hr.	\$ 121.50 <u>200.00</u> Base	\$ 321.50

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

**\$ 321.50**

c: BOT  
 Ballantyne  
 Payroll  
 Brungardt

**GARDEN CITY COMMUNITY COLLEGE**  
**SERVICE CONTRACT PAYMENTS TO OUTREACH COORDINATORS**  
**SUMMER SEMESTER 2009**  
**(For approval at 8/12/09 Board Meeting)**

Location	Coordinator	Total Student Cr. Hr.	Rate of Pay	Salary	Contract Totals
<b><u>LAKIN</u></b>					
USD 215	Praveen K. Vadapally	60	\$6.04/cr. hr.	\$ 362.40 <u>200.00</u> Base	\$ 562.40
<b>TOTAL OUTREACH COORDINATOR PAYMENTS</b>					<b>\$ 562.40</b>
11-00-0000-42002-6610					

c: BOT  
Ballantyne  
Vagher  
Brungardt

**GARDEN CITY COMMUNITY COLLEGE**  
**PAYMENTS TO OUTREACH CENTERS**  
**FOR FACILITY USAGE\***  
**SUMMER SEMESTER 2009**  
**For Approval at 8/12/09 Board Meeting**  
**Presented for Payment 7/2009**

<b>Location</b>	<b>Total Student Cr. Hr.</b>	<b>Rate of Pay</b>	<b>Total</b>
USD 215 (Lakin)	30	\$5.00	\$ 150.00
USD 467 (Leoti)	18	\$5.00	<u>\$ 90.00</u>
<b>TOTALS</b>	<b>48</b>		<b>\$ 240.00</b>

11-00-0000-42002-6620

\* Based on Total Non-Concurrent Student Credit Hours

c: Brungardt  
 Ballantyne  
 Wigner  
 Vagher

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

(For approval at 8/12/09 Board Meeting)  
(Presented to Payroll for Payment 6/25/09)

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Baker, Paula S.	MS Excel 2007 Intro (COMP122-07) 4 contact hour(s) @ \$30.00/hour (11 students) 6/8/09 - 6/10/09, M-W, 6:15 - 8:15 p.m. 14-00-8004-31000-5270	\$ 120.00
Brungardt, John Thomas	CDL Exam Preparation - English (TECH100-09) 14 contact hour(s) @ \$30.00/hour (6 students) 7/11/09 - 7/18/09, S, 9:00 a.m. - 5:00 p.m. 14-00-8004-31000-5270	\$ 420.00
Good, Karin R.	Adobe Photoshop Fundamentals (COMP902-05) 8 contact hour(s) @ \$30.00/hour (4 students) 6/1/09 - 6/3/09, M-W, 6:00 - 10:00 p.m. 14-00-8004-31000-5270	\$ 240.00
Grover, Dr. Donald L.	Manage Conflict Proactively (PROF114-02) 4 contact hour(s) @ \$30.00/hour (3 students) 6/17/09, W, 12:30 - 4:30 p.m. 14-00-8004-31000-5270	\$ 20.00
Grover, Dr. Donald L.	Effectively Manage People & Projects (PROF114-03) 4 contact hour(s) @ \$30.00/hour (3 students) 6/24/09, W, 12:30 - 4:30 p.m. 14-00-8004-31000-5270	\$ 120.00
Hornbeck, Debra Arlene	Challenge Facilitator - Basic Training (CRMJ206-03) 33 contact hour(s) @ \$22.00/hour (9 students) 6/8/09 - 6/12/09, M-T-W-Th-F, 8:00 a.m. - 5:00 p.m. 14-00-8033-31000-5270	\$ 726.00
Lamb, Winsom	Tyson - Supervisory Training (CONT1000-01A) 6 contact hour(s) @ \$30.00/hour (23 students) 5/12/09 - 5/20/09, F-S, (hours varied) 14-00-8004-31000-5270	\$ 180.00
Lappin, Jerry B.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-46) 10 contact hour(s) @ \$30.00/hour (9 students) 6/20/09, S, 7:00 a.m. - 6:00 p.m. (Lead Instructor) 14-00-8033-31000-5270	\$ 300.00
Morgan, Linda M.	Challenge Facilitator - Basic Training (CRMJ206-03) 10 contact hour(s) @ \$22.00/hour (9 students) 6/8/09 - 6/12/09, M-T-W-TH-F, 8:00 a.m. - 5:00 p.m. 14-00-8033-31000-5270	\$ 220.00
Pander, Lawrence J.	H2s, Conf Space, Respiratory Protec (OSHA111-04) 4 contact hour(s) @ \$30.00/hour (7 students) 6/19/09, F, 7:30 a.m. - 12:30 p.m. 14-00-8004-31000-5270	\$ 120.00
Pander, Lawrence J.	H2s - Petrosantander (CONT300-04) 5 contact hour(s) @ \$30.00/hour (18 students) 5/27/09, W, 7:30 a.m. - 12:30 p.m. 14-00-8004-31000-5270	\$ 150.00

Pardo, Carlos F.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-45) 4 contact hour(s) @ \$30.00/hour (21 students) 5/30/09, S, 1:00 - 5:00 p.m. (Range Officer) 14-00-8033-31000-5270	\$ 120.00
Pauley, Paul D.	Challenge Facilitator - Basic Training (CRMJ206-03) 35 contact hour(s) @ \$22.00/hour (9 students) 6/8/09 - 6/12/09, M-T-W-TH-F, 8:00 a.m. - 5:00 p.m. 14-00-8033-31000-5270	\$ 770.00
Prewitt, Robert D.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-45) 10 contact hour(s) @ \$30.00/hour (21 students) 5/30/09, 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) (CRMJ300-45) 2 contact hour(s) @ \$30.00/hour (21 students) 5/30/09, S, 3:00 - 5:00 p.m. (Assistant Range Officer) 14-00-8033-31000-5270	\$ 60.00
Rainman, Valerie J.	Pronto Spanish for the Workplace (COMM102-10) 14 contact hour(s) @ \$30.00/hour (24 students) 7/13/09 - 7/16/09, T-Th, 8:00 a.m. - 4:00 p.m. 14-00-8004-31000-5270	\$ 420.00
Rainman, Valerie J.	Pronto Spanish for the Workplace (COMM102-09) 14 contact hour(s) @ \$30.00/hour (22 students) 7/13/09 - 7/16/09, M-W, 8:00 a.m. - 4:00 p.m. 14-00-8004-31000-5270	\$ 420.00
Schneider, Mitch A.	Challenge Facilitator - Basic Training (CRMJ206-03) 35 contact hour(s) @ \$22.00/hour (9 students) 6/8/09 - 6/12/09, M-T-W-Th-F, 8:00 a.m. - 5:00 p.m. 14-00-8033-31000-5270	\$ 770.00
Schneider, Jane Ann	Challenge Facilitator - Basic Training (CRMJ206-03) 35 contact hour(s) @ \$22.00/hour (9 students) 6/8/09 - 6/12/09, M-T-W-Th-F, 8:00 a.m. - 5:00 p.m. 14-00-8033-31000-5270	\$ 770.00
Soldner, Jerry L.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-46) 3 contact hour(s) @ \$30.00/hour (9 students) 6/20/09, 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) (CRMJ300-45) 3 contact hour(s) @ \$30.00/hour (21 students) 5/30/09, S, 9:00 a.m. - 12:00 p.m. (Legal) 14-00-8033-31000-5270	\$ 90.00
Thompson, Steven R.	Tyson - Supervisory Training (CONT1000-01A) 7.5 contact hour(s) @ \$30.00/hour (11 students) 6/23/09 - 6/24/09, T-W, 1:30 - 5:00 p.m. & 1:00 - 5:00 p.m. 14-00-8004-31000-5270	\$ 225.00
Thompson, Steven R.	Team Leadership - Tyson (CONT1000-04P) 4 contact hour(s) @ \$30.00/hour (8 students) 6/30/09 - 7/1/09, T-W, 1:00 - 5:00 p.m. 14-00-8004-31000-5270	\$ 120.00
Unruh, Troy R.	QuickBooks Advanced (COMP703-14) 8 contact hour(s) @ \$30.00/hour (9 students) 6/15/09 - 6/19/09, M-F, 8:00 a.m. - 12:00 p.m. 14-00-8004-31000-5270	\$ 240.00

Williams, Douglas B.	Carry Concealed Handguns (8 Hour Class) (CRMJ300-46) 4 contact hour(s) @ \$30.00/hour (9 students) 6/20/09, S, 1:00 - 5:00 p.m. (Range Officer) 14-00-8033-31000-5270	\$ 120.00
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Wilson, Mary A.	Excel 2007 Advanced (COMP303-07) 8 contact hour(s) @ \$30.00/hour (3 students) 6/18/09 - 6/19/09, Th-F, 1:00 - 5:00 p.m. 14-00-8004-31000-5270	\$ 240.00
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<b>TOTAL NON-CREDIT FACULTY CONTRACTS</b>	<b>\$7,471.00</b>
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14-00-8004-31000-5270	\$ 3,135.00	(Business & Industry)
14-00-8033-31000-5270	\$ 4,336.00	(Public Safety)

Report Date: 8/5/2009

**GARDEN CITY COMMUNITY COLLEGE  
ADJUNCT / OUTREACH CONTRACTS - RECEIVED**

**09SPR**

**From: 05/21/09 - 05/21/09**

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>	<b>LEVEL/ SEMESTERS</b>
<b>MAIN</b>			
0046386 Snodgrass, David	Fundamentals of Minor Sports 2.00 FLC X \$400.00 (14 Students) HPER-186-01 (3/23/2009 - 5/21/2009) 11-00-0000-11070-5260	\$800.00	01/2
<b>TOTAL ADJUNCT FACULTY CONTRACTS</b>		<b>\$800.00</b>	



## AFFILIATION AGREEMENT

**Garden City Community College**

**Ellis County EMS**

801 Campus Drive

1009 Cody Avenue

Garden City, Kansas 67846  
(COLLEGE)

Hays, Kansas 67601  
(AGENCY)

**WHEREAS**, The COLLEGE has established and provides an approved and accredited Emergency Medical Technician–Paramedic training program, including a clinical training component through the educational facilities of the AGENCY for clinical experiences;

**WHEREAS**, it is of mutual interest and advantage for selected students of the COLLEGE to be provided quality clinical education experiences through the participation of AGENCY, and of mutual interest to the AGENCY to participate in the provision of such quality education;

**THEREFORE, IT IS AGREED** By and between the parties that they will affiliate upon the terms as in this agreement provided. Additional terms specific to the clinical training programs and the participation of the AGENCY therein may be set forth and provided on an attached Schedule. Collectively, the terms of this Affiliation Agreement and the attached Schedules are referred to as the “Agreement.”

**IT IS ACKNOWLEDGED** by the parties that they have read this agreement, understand it, and agree to be bound by all of its provisions. This Agreement constitutes the complete and exclusive statement of the agreement between the parties, and supersedes all prior oral and written communications concerning the subject matter hereof.

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the date shown below, intending the same to be and become effective commencing with School Year 2008 - 2009

**COLLEGE:**

**AGENCY:**

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

Name: Carol E. Ballantyne, PhD, President Name: \_\_\_\_\_

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

**I. General Agreement**

- A. The term of this Agreement shall be for one year and shall be automatically renewed for successive terms of one year unless otherwise terminated. This Agreement may be terminated by either party upon sixty days prior written notice accomplished either by personal service or by certified or registered mail upon the COLLEGE Dean of Instruction or the AGENCY President as required. Any students enrolled in the ongoing programs at the time of such termination notice shall be given the opportunity by the AGENCY and the COLLEGE to complete the requirements of the program as offered at the time of their entry and in compliance with the conditions contained in this Agreement.
- B. This Agreement shall be subject to annual review or review from time-to-time as the need may arise, in order to consider any amendment, alteration or change as may be mutually agreed upon in writing by the parties.
- C. This Agreement shall be interpreted in accordance with and pursuant to the law of the State of Kansas.
- D. Nothing in the Agreement is intended to be contrary to applicable State or Federal laws or regulations. In the event of a conflict between terms and conditions of this Agreement and any applicable State or Federal laws or regulations, the State or Federal law or regulation will supersede the terms of this agreement.

**II. Mutual Responsibilities**

- A. COLLEGE personnel, faculty and students shall not be deemed to be employees or agents of the AGENCY, and nothing herein contained shall be construed as creating a relationship other than that of an independent contractor between the AGENCY and the COLLEGE, its employees, faculty and students. COLLEGE personnel, faculty and students shall not be entitled to compensation from the AGENCY in connection with any service or actions of benefit to the AGENCY which are a part of or related to the educational program. The AGENCY and its employees shall not be entitled to compensation from the COLLEGE for services or actions of benefit to the COLLEGE which are part of or related to the educational program.
- B. COLLEGE personnel, faculty and students are not eligible for coverage under the AGENCY'S Workers' Compensation or Unemployment Compensation insurance programs. The AGENCY shall have no responsibility for any injury to any student of the COLLEGE occurring during the clinical training.

COLLEGE will provide, if any, Workers' Compensation or Unemployment Compensation coverage as required by State law for students enrolled in the program. It is not anticipated that the students shall be compensated for services and clinical training, and nothing in this Section

shall be deemed to extend Workers' Compensation or Unemployment Compensation coverage beyond the specific requirements and provisions of State statute.

- C. The COLLEGE shall provide, at its own expense, general comprehensive liability insurance covering bodily injury and property damage liability with a professional liability endorsement which includes "malpractice" coverage, to the extent applicable, covering the COLLEGE, its faculty and students participating in the educational programs under this Agreement, in an amount, type and provided by a reputable insurance company reasonably acceptable to AGENCY. The COLLEGE shall provide AGENCY with appropriate evidence of such insurance coverage.

The COLLEGE will defend, indemnify and hold harmless the AGENCY, its officers, agents, employees and representatives from any and all claims for loss or damage to property or injury or death to persons, including costs, expenses and reasonable attorney's fees, arising from the negligent or wrongful acts or omissions of the COLLEGE, its faculty or students.

AGENCY agrees to notify COLLEGE when any faculty member or student has been involved in an incident which has been reported to AGENCY, and COLLEGE shall be permitted access to any investigation, reports or other documentation of the handling of the incident.

- D. The AGENCY shall provide, at its own expense, adequate liability insurance coverage for its employees.

The AGENCY will defend, indemnify and hold harmless the COLLEGE, its trustees, officers, agents, representatives, employees, faculty and students from any and all claims for loss or damage to property or injury or death to persons, including costs, expenses and reasonable attorney's fees, arising from the negligent or wrongful acts or omissions of the AGENCY'S employees.

- E. The COLLEGE shall notify the AGENCY in writing of any change or proposed change of any clinical instructor.

- F. The COLLEGE shall provide the AGENCY with a schedule for student assignments, including the number and names of students, and a copy of the clinical objectives in sufficient time (a minimum of three calendar weeks) in advance of the beginning of the student rotation to allow for adequate planning and staffing of the department to meet the needs of the AGENCY and its patients.

The COLLEGE faculty shall arrange in advance with the AGENCY for an orientation to the AGENCY, and its safety and hazardous waste exposures policies.

Students who were formerly AGENCY employees and who were discharged for misconduct

shall not be permitted to participate in their clinical rotation unless the AGENCY is the only source for the clinical experience. The COLLEGE shall review circumstances of individual students with the AGENCY.

The AGENCY shall determine whether its physical plant will be made available for the educational purposes requested by the COLLEGE. Under no circumstances shall the AGENCY be deemed to have consented to the use of its physical plant, programs, personnel, plans or schedules except as specifically indicated and mutually agreed.

- G. The COLLEGE shall comply with the Title V, VI and VII of the Civil Rights Act of 1964, the provisions of the Americans with Disabilities Act of 1990, the Family and Medical Leave Act of 1993, the Kansas Age and Discrimination Act of 1991, the Kansas Act Against Discrimination, as amended, Title IX of the Education Amendments of 1972 and all related federal and state regulations and assures that it does not and will not discriminate against any person on the basis of race, sex, creed, national origin, age, or disability.
- H. The safety, health and welfare of the AGENCY's patients is and at all times shall be of the utmost importance in this Agreement. The COLLEGE will provide necessary assurance or evidence of all students and faculty members completing the 2 Step Mantoux TB skin testing within one year of the clinical experience; if the student/faculty member is providing direct patient care the Hepatitis B Immunization series must be completed. Should the student/faculty decline the Hepatitis Immunization Series, the COLLEGE must retain documentation to that effect. The COLLEGE shall provide assurance that student and faculty observe Universal Precautions and the proper handling of hazardous waste materials according to AGENCY policies and procedures.
- I. The AGENCY shall provide the COLLEGE with all bylaws, rules, regulations and standards of the AGENCY and its medical staff and shall participate in an orientation program in conjunction with the COLLEGE for informing all participating faculty and students of the provisions thereof. Students assigned to the educational program who do not abide by the bylaws, rules, regulations and policies of the AGENCY or meet the standards of safety, health and ethical behavior prescribed thereby, may be suspended, placed on probation or dismissed from the clinical program. Prior to instituting disciplinary actions, COLLEGE shall, in consultation with AGENCY, provide the student notice of the proposed action and an opportunity to be heard. The COLLEGE shall be responsible for the proper conduct of students and instructors while at the AGENCY as governed by the rules and regulations of the clinical area.

### **III. College Responsibilities**

- A. The COLLEGE shall maintain sole responsibility for the educational programs of students assigned to the AGENCY. The COLLEGE shall offer educational programs accredited by appropriate national and state accrediting organizations and shall determine standards of

education, hours of instruction, clinical learning experiences, instructional schedules, evaluation of students, and other matters pertaining to educational programs offered by the COLLEGE. The COLLEGE shall maintain all student records relevant to the clinical training programs.

- B. All COLLEGE personnel, faculty and students shall be informed of and shall abide by the bylaws, rules and regulations of the AGENCY, and at all times shall maintain the appropriate degree of care and responsibility in connection with the educational programs when dealing with patients, facilities, and medical staff.
- C. All COLLEGE personnel, faculty and students who have access to patient or research medical records shall maintain strict confidentiality with regard to said records and shall not disclose any information contained therein to any person outside the clinical training program in which they are involved.
- D. The COLLEGE maintains the privilege for its faculty to visit the AGENCY's facility during normal business hours for the purposes connected with the educational program during the educational period.
- E. The COLLEGE agrees that the STUDENT shall:
  - 1. Be responsible for following all policies of the AGENCY.
  - 2. At all times, behave in a professional and ethical manner as defined in the professional code of ethics and/or departmental policies and procedures.

#### **IV. Hospital Responsibilities**

- A. The AGENCY shall maintain ultimate responsibility for patient care and treatment.
- B. The AGENCY shall cooperate with the COLLEGE in the preparation of students in clinical education programs. To the extent COLLEGE is able to make offerings available, the AGENCY will provide clinical space subject to availability to qualified students from the COLLEGE for educational purposes under the guidance and supervision of the clinical instructors during such periods of time and to such extent as HOSPITAL shall agree.
- C. The AGENCY shall determine the number of students it will accept during a specific clinical educational period and shall notify the COLLEGE within 5 days of receipt of schedule. The AGENCY may, in its reasonable discretion, limit the number of students in any of the clinical programs.
- D. The AGENCY shall designate in writing a Site Coordinator to work with the COLLEGE's Program Coordinator, Program Medical Advisor.

- E. The AGENCY shall complete all forms as requested by the COLLEGE such as verification of a student's competency in performing the procedure for which training is provided, and general information forms and evaluation reports, including an analysis of outcome assessments addressing the ability of each STUDENT participating in the clinical training.
- F. The AGENCY shall not discriminate against any STUDENT applicant because of age, race, creed, religion, sex, national origin, or disability.
- G. The AGENCY shall permit the full-time and part-time faculty and students assigned to the COLLEGE's educational programs to use its patient care, medical record and data facilities for clinical education, provided that such use shall not conflict with or violate any rules, regulations, bylaws, or policies of the AGENCY. Such use shall be subject to and at all times comply with the confidentiality provisions contained in subsection III.C. of this Agreement.
- H. The AGENCY shall inform the patient of the proposed student involvement in their treatment. The patient shall have the right to consent to or refuse consent to student participation in their treatment. The AGENCY shall obtain such consent or refusal of consent in writing.
- I. The AGENCY shall maintain full certification by the appropriate State certifying authority.

# MEMO

To: Carol Ballantyne  
From: Dee Wigner  
Subject: Disposal of Assets  
Date: August 5, 2009

The Automotive Program would like to dispose of the following vehicles. These vehicles were donated to the automotive program and are no longer useful. Because the vehicles were donated, they will be disposed of as salvage.

1984 Ford LDT	VIN - 1FABP3934EA162269
1985 GMC Safari	VIN - 1G5DM15NGFB522541
1989 Chrysler New Yorker	VIN - 1C3BC463OKD515301
1991 Ford Taurus	VIN - 1FALP52U8SG216393

Below is a list of items that are no longer useful to the college and have been removed from service. Equipment is either outdated, damaged beyond repair, or is no longer economically serviceable. It is recommended that any items that are damaged beyond repair or considered unsafe to operate should be destroyed. An attempt will be made to sell any of the equipment that can be used or operated safely, and any of that equipment that does not sell will be donated to a charitable organization or destroyed.

John Deere 301A Tractor – previously used by rodeo  
6 X 4 Gator ID#W006X4017204  
Track mats  
Whirlpool microwave  
Sawyers projector  
Kodak Carousel 650H  
Projector case  
Dukane film strip projector  
Overhead projectors  
Hydraulics  
Mimeograph machine  
Shelving  
Drafting tables  
Card file  
Student desks  
Office desks  
File cabinets  
Various multi-purpose carts  
Various chairs  
Various tables

**RESOLUTION NO. 2009-03**

**A RESOLUTION ACCEPTING FUNDS FROM THE AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) OF 2009 AND EDUCATION AND STABILIZATION FUND AND SETTING GUIDELINES AND RESTRICTIONS ON THE USE OF SAID FUNDS**

**WHEREAS**, Garden City Community College received funding through the American Recovery and Reinvestment Act (ARRA) of 2009 and Education Stabilization Fund.

**WHEREAS**, the Board of Trustees therefore authorizes the College President, Dr. Carol E. Ballantyne, to accept funds from the American Recovery and Reinvestment Act of 2009 for the purpose of institutional betterment for years 2009, 2010 and 2011; and

**WHEREAS**, the Board determines that in compliance with ARRA , the monies received will be used for modernization, renovation or repair of IHE facilities that are primarily used for instruction, research and student housing including modernization, renovation and repairs that are consistent with the recognized green building rating system; and

**WHEREAS**, the Board authorizes and directs that the College President, Dr. Carol E. Ballantyne, shall monitor the utilization of said funds to insure that their use complies with ARRA; and

**WHEREAS**, the Board specifically directs that these monies will be used for campus modernization and renovation within ARRA stipulations.

The Board of Trustees of Garden City Community College hereby authorizes and directs that the College President, Dr. Carol E. Ballantyne, shall execute any and all documents necessary to receive funds from the American Recovery and Reinvestment Act (ARRA) of 2009 and Education Stabilization Fund and further directs that Dr. Carol E. Ballantyne shall insure that the use of said funds complies with the requirements of ARRA as set forth in this resolution.

Approved by the Board of Trustees of Garden City Community College this 12<sup>th</sup> day of August, 2009.

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Della Brandenberger, Chairman  
Board of Trustees  
Garden City Community College



## AUGUST 2009 MONITORING REPORT

<b>EXECUTIVE LIMITATIONS</b>	<b>MONTHLY</b>
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**General Executive Constraints #9 Page 7**

**There shall be no conflict of interest in awarding purchases or other contracts.**

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

**Data directly addressing the CEO's interpretation:** 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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**General Executive Constraints #10 Page 7**

**The President shall not allow for purchases without first giving consideration to local businesses, with a maximum 10% premium to local businesses.**

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

**Data directly addressing the CEO's interpretation:** Purchases over \$2,500 were reviewed. Local businesses were given consideration when their bid price was less than 10% more than vendors outside our area.

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

**The President shall not make any purchase (a) of over \$2,500 without having obtained comparative prices with consideration of quality; (b) of over \$10,000 without competitive bids and due consideration regarding cost, quality, and service; and (c) of over \$20,000.**

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

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

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

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

- Check #189869 to Datatel for \$176,422.00 for annual maintenance and software renewal agreement. The attached bid sheet indicated single source provider. The board approved this purchase at the June 8, 2009 Board meeting.
- Check #189879 to Keller-Leopold Insurance for \$89,516.00 for worker's compensation insurance. The Board approved this purchase at the June 29, 2009 Board meeting.
- Check #189888 to Apple Computer Inc. for \$38,601.00 for computers for the media lab. The attached bid sheet indicated lowest bid recommended. The Board approved this purchase at the June 8, 2009 Board meeting.
- Check #189907 to Mid-States Fitness Equipment for \$11,590.00 for two EFX cross -it trainers for the Super Circuit. The attached bid sheet indicated the lowest bid selected.
- Check #190006 to School Datebooks for \$12,153.63 for 2009-10 student handbook/planners. The attached bid sheet indicated the bid was given to the vendor that could meet the delivery date deadline.
- Check #190211 to Western Kansas Broadcasting for \$16,374.00 for advertising. The attached bid sheet indicated a single source provider for local broadcasting.
- Check #190220 to Republic Refrigeration for \$29,849.25 for installation of the 5<sup>th</sup> system for the Ammonia Refrigeration Program. The attached bid sheet indicated the lowest bid recommended. The Board approved this purchase at the June 8, 2009 Board meeting.

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

- Check # 189854 to Rebekah Fitzpatrick for \$10,100 for travel advance to take Educational Talent Search students to TREC Grant School Tours in Kansas. Grant funds were used for this trip.
- Check #189870 to Dissinger Insurance Service for athletic insurance. The Board approved this renewal at the June 9, 2009 Board meeting.
- Check # 189873 to KACCT for \$11,819.00 for 2009-10 annual dues
- Check #189892 to City of Garden City for \$42,341.54 for utilities.
- Check #190069 to Blue Cross and Blue Shield for \$105,716.70 for August health insurance premium.
- Check #190193 to EduKan for \$41,000.00 for Summer Session 1.
- Check #190197 to Great Western Dining for \$59,572.50 for multiple invoices.
- Check #190215 to Dick Construction for \$373,106.00 for partial payment for work on the Penka addition and the Fouse remodel. The Board previously approved these projects.

# AUGUST 2009 MONITORING REPORT

## ANNUAL REPORT

### EXECUTIVE LIMITATIONS

ANNUAL

#### Treatment of People #1

Page 8

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

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

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

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

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

The Business Office is in the process of revising their procedures. Debbie and Scott are working on getting all the forms for the procedures on the web.

### EXECUTIVE LIMITATIONS

ANNUAL

#### Treatment of People #2

Page 8

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

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

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

Monthly topic meetings have been set up by the President. Employees may attend these meetings to gain more information on a specific topic or ask any questions they may have. In addition, the President has set up twice a month meetings with different departments to talk about what is happening campus wide. The President will strive to increase trust in the current open door policy and inclusiveness of staff in decision making.

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

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

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

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

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

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

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

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

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

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

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

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

**EXECUTIVE LIMITATIONS**

ANNUAL

**Treatment of People #Preamble**

Page 8

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

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

**Data directly addressing CEO's interpretation:** I have no concerns about the treatment of people. We are trying to find methods to recognize people more and let them know they are appreciated and doing a good job. We will continue to work to try to make people feel valued. Survey findings indicated concern regarding communication. Cabinet officers shall be assigned a building to visit on a weekly basis and will communicate with employees in assigned building.

<b>Month</b>	<b>Topic</b>	<b>Department 1</b>	<b>Department 2</b>	
August	3rd	Athletics	Residential Life	
September	23rd Budget 2:30	Physical Plant	Auto/Ag/John Deere	
October	21st Computer Usage 2:30	Counseling/Advising	Fire/CJ/paramedics	
November	4th Services 2:30	Business Office	Business,Management,Computer	
December	16th Equipment Replacement 2:30	Humanities	Library, CLC, Te4sting TLC	
January	27th Capitol Campaign 2:30	Welding Ammonia	IR, FA,admissions	
February	24th Classroom Technology 2:30	Health	Continuing Ed	
March	24th Safety and Security 2:30	Social Sciences	IT	
April	21st Grounds and Signage 2:30	ESL/Reading/Speech	Math Science	
Rooms will be announced				

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## Neighbors: Profession about helping community

Published 7/13/2009 in Features

By MONICA SPRINGER

[mspringer@gctelegram.com](mailto:mspringer@gctelegram.com)

What Bill Young likes most about being an Emergency Medical Services educator is that his students are helping to save people all over the country. He requires his students to be active in the community they live in, and he leads by example.

Young, a lead instructor in Garden City Community College's Emergency Medical Services Technology program, has earned a statewide award for his work. He earned the 2009 Irvin Powell Memorial Award, given to those who demonstrate community involvement and participate in community service.

Young, Holcomb, said he wants his students to know that being involved in EMS is a community-driven job.

Young is active in his church and works with the local, non-denominational Christian Motorcycle Association chapter.

He was nominated for the award through Southwest Kansas EMS, an organization for paramedics and emergency medical technicians.

Young's students in the GCCC program have volunteered to collect and distribute clothing for those in need, offered assistance during the annual Mission of Mercy free dental clinic in Garden City, and provided no-charge medical examinations in cooperation with local service agencies.

When Mission of Mercy came to Garden City, Young and his students were there to help when a couple of the people had reactions to the dental procedures, Young said.

Also, Young said, he and his students provided electrocardiograms for about 100 people at a Garden City church. He said his students were able to identify a woman in her 40s who was in the early stages of having a stroke, and they referred her to a hospital.

Young said people who serve in the profession are those who are involved in the city they live in.

"It's very altruistic. EMTs are always looking to help the community," Young said.

Young earned his bachelor's degree at Covenant College in Lookout Mountain, Ga., and his master of science degree at Regis University in Denver.

He has taught at GCCC since 2007. He moved to Kansas from Georgia and lived in the South his whole life. Young said there are some things he's still getting used to in Garden City, including the weather.

When Young and his wife moved to Holcomb, a hail storm destroyed the roof of their house, prompting neighbors to say "Welcome to Kansas," Young said, laughing.

In Georgia, the lowest temperature usually falls in the 40s, he said, adding that

another element of Kansas that he's adjusting to are the chilly temperatures in the winter.

The EMS program at GCCC is growing every year, Young said. Two years ago, the program had five students. This year, the program will have 10 or 11 students in the two-year program.

In the second year, students learn everything from how to handle allergic reactions to emergency childbirth to trauma to cardiac emergencies.

He added that it's an important, needed profession that is suffering from a shortage of paramedics.

"The job market is wide open," Young said.

Found 2 comment(s)!

Bill Young

GC Telegram, Thanks for your story on our friend and colleague. Our profession is truly fortunate to have an individual such as Bill teaching and influencing student and patient lives. GCCC did well when they hired Bill.

Posted by: Chy Miller on 7/14/2009

Bill Young

Bill is a wonderful instructor! Kansas EMS is lucky to have him!

Posted by: Donna Connell on 7/14/2009

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Thank you so  
much for your  
thoughtful  
donation to  
the Bay Village Endowment  
fund in honor of my mother.  
This fund provides financial  
support to residents who live  
their personal lives out here  
my family and I sincerely  
appreciate your generosity.

Judy Crepple

Dear Carol &  
BCC Family

To thank you for  
your kindness and sympathy  
at a time when it was  
deeply appreciated

B-2

1902 Old Flat Mill Rd  
Clay Center KS  
67432



Dr. Carol Ballantyne  
BCC  
801 Campus Drive  
Garden City KS  
67846



B-2

Dear Trustees,

Words cannot express the joy that working at GCCC brought to me. I appreciate the opportunities for both personal and professional growth that were given to me through your efforts and support.

Thank you for the silver tray and the retirement celebration.

I will miss you all - know that I will continue to appreciate all that you do for GCCC and our employees, and especially for our students!

As always,

Beth Tedrow

Ownership B-3

## **DIVERSITY PHRASING**

Encourage diversity on the board and among GCCC employees.

Encourage ethnic and cultural diversity on the board and among GCCC employees.

Encourage diverse representation on the board and among GCCC employees.

Encourage diverse ethnic and cultural representation on the board and among GCCC employees.

Encourage diverse representation on the board and within the ranks of GCCC employees.

Encourage diverse ethnic and cultural representation on the board and within the ranks of GCCC employees.

Encourage ethnic and cultural diversity, representative of GCCC's community and service area, on the board and among GCCC employees.

Encourage ethnic and cultural diversity, representative of GCCC's community and service area, on the board and within the ranks of GCCC employees.

## **Incidental Information**

### **GCCC Board of Trustees**

**August 2009**

GCCC hosted **Governor Parkinson and a group of Western Kansas business people** in the Student and Community Center. Dave Kerr and the Governor stopped in to thank me for hosting, treating them well and said the facility worked out well for them and it was a beautiful building, kept very clean. Thanks to maintenance, custodial and Continuing Education personnel for making certain that this was a good experience.

21 Student Services staff members completed fourteen hours of **Pronto! , Spanish coursework** in order to better serve the members of our community whose first language is Spanish. The division continues to work on strengthening its Spanish language skills during biweekly division meetings.

The **annual audit of the financial aid office** was completed on July 24th with no findings from the auditors.

**The Residence Halls are full** and we are taking a waiting list and preparing to house overflow students at the Wheatlands. The RA's have arrived and we are preparing to open the halls for football on August 6th and then continue with soccer, volleyball and cross country before we officially open on August 15<sup>th</sup>.

**The Erdene Corley Simulation Lab** addition is complete. College employees are busy preparing the lab for students. Mike Cruz is working with local vendors to develop landscaping for the area east and south of the new addition.

Cabinets have been installed in the **Fouse building**. Work has been completed on the flooring, ceiling, and lighting. Some electrical, painting and finish work remains. The anticipated completion date is August 10.

Physical plant staff has been busy on several summer projects. **The Fine Arts Office complex** has received new carpet and lighting. The space is currently being painted and new Steelcase furniture is being assembled. The offices will be ready for faculty when they return on August 13.

The **newspaper morgue has been built in the Cox Media Center**. Work continues on the television and radio control rooms. Light fixtures are being replaced; counter tops and glass are being installed, as well as a new coat of paint. The project should be complete the first week of August.

All three roofing companies **continue repairing roof damage** as a result of the 2008 hail storms. The concrete light pole bases have been poured in the DPAC parking lot. The new poles and fixtures will be set once the concrete has cured.

The Grounds Department is replacing the **control wire in the area surrounding the DPAC** building. Summer crews are busy preparing the campus grounds for the arrival of students.

The Transportation Department **recently began mandatory drug and alcohol testing for CDL** licensed bus drivers. All current drivers have been tested and are cleared to drive.

**Design of the new GCCC web** page is complete. The main page and links have been tested. The new page should be posted prior to August 19.

The IT Department has completed **installation of the new Core Switch**. Over 100 new computers have been installed during the annual computer rotation. Annual software updates are underway. The installation of the Video Surveillance system will begin August 10.

New **equipment has been installed in the Bryan Education Center**. The equipment includes a new firewall for a connection back to the main campus network, a new switch and wireless connectivity.

The **new SharePoint server** has been installed. IT staff have been testing the software and writing new software programs. New programs will include a Help Desk, project management, room scheduling and work orders. The work order process has been developed and training will begin shortly.

The football team was **pre-season picked fourth** in the Jayhawk Conference in a poll voted by the other coaches in the conference. They have also been chosen NJCAA Pre-season #22. In addition to the pre-season rankings, Terry Vaughn has been voted as a pre-season 1<sup>st</sup> Team All-American defensive lineman and Dontrell Johnson has been voted as a pre-season 2<sup>nd</sup> Team All-American defensive back.

Athletics had their yearly **kick-off staff meeting** Monday and their annual kick-off barbecue with families of the coaching staff and BAA Board Members.

We are also the new home to **two new heavy-duty washers and two new heavy duty dryers**. They were installed Tuesday.

The **financial audit** began August 3. Auditors from Lewis, Hooper & Dick, CPA's, will be on campus through August 7.

The **federal mediator met with the Board and HEA negotiating teams** on Wednesday, July 29. The session was very productive. Tentative agreement was reached on all issues. The two teams will now meet to develop final language for the agreement. Once the document is finalized, faculty will vote on the contract sometime after they return to campus on August 13. Once approved, the document will be presented to the Board of Trustees for their approval.

Bryan Education Center **Summer semester** ended with the following results: two courses for six credit hours; 25 students enrolled, generating 75 hours with **FTE of 5**. **Fall semester** enrollment began with 23 credit courses being offered. Director Vicki Krehbiel attended the annual **Outreach Coordinator's meeting** on campus. Placement testing continued with **12 Compass tests** and **two Nelson-Denny** reading tests being administered.

**Business & Industry** worked with Tyson to finish its supervisor leadership training July 1 with 84 trained, hosted “Spanish for the Workplace” for GCCC staff and community participants – 46 people attended.

- Finney County Economic Development Partnership: GCCC provided a two-hour phone coaching session for contract training sales techniques and methods. No contract trainings resulted from this partnership

Community Service Kids’ College 2009 ended with a total of 264 enrollments, down 45% from last summer’s total. Parents and children were asked to evaluate the classes they took and parents said the thing they least liked about Kids’ College was the cost for sending their children the entire day, which was \$155 or \$170 (per week) depending on the Lunch Bunch option parents picked. The thing they enjoyed most about Kids’ College was that children were learning something and doing something fun rather than being at daycare or watching TV. Overall, parents and kids enjoyed the classes and the instructors and parents felt that their child’s summer experience was enhanced by the Kids’ College classes.

The fall 2009 catalog has been released and features 23 personal enrichment classes. Classes scheduled for this semester include *Couples Foot Reflexology*, *Adobe Photoshop Elements*, *Getting to Know Your Digital Camera* and *Movie Making Madness*. Additionally, community service’s is now offering woodworking and upholstery classes for non-credit.

Sixteen Educational Talent Search rising 9<sup>th</sup> graders, four ETS rising seniors served as advisor/mentors, and two staff drivers took a “**TREC**” **around Kansas** visiting every Regent’s college and Washburn. The group also visited cultural, scientific and historical places such as the Cosmosphere, Exploration Place, Eisenhower Museum, Rolling Hills Park, and the State Capitol where they met with Gov. Parkinson and climbed the 296 stairs to the dome. The trip introduced the 9<sup>th</sup> graders to postsecondary admission requirements, academic choices and requirements, and financial aid so they understand the importance of working hard starting the freshman year in high school. The tour also exposed the rural students to cultural, scientific and historical information of Kansas. Students kept a journal of their travels and completed an information sheet about each college. This trip was made possible through a College Access Grant from the Kansas Board of Regents with support from the GCCC ETS program.

We have received word from the KBOR staff that our **performance agreement was, for the most part, well written and with some revision should be accepted by the regents**. On Tuesday, August 4, Deanna Mann and Kevin Brungardt took part in a phone conference call to the Board of Regents staff to clarify revisions in an effort to produce a performance agreement that is designed to focus on key areas of improvement. At the same time, one goal of the document is to clearly demonstrate to the board that the faculty, staff, and administration take their collective role as educational leaders very seriously.

Revisions on the performance agreement will be due in to KBOR soon and various people are working on it. In the meantime, **special thanks** goes to Deanna Mann, Cathy McKinley, Ryan Ruda, and Lenora Cook for their help and dedication to making this work for the entire college.



ADMISSIONS RESPONSIBILITIES 2008-09

	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	
Activities & Events	Admissions Staff Members Participate in KACRAO and Serve on State Association Committees throughout the year												
	Provide Campus Tours for Prospective Students & families on demand throughout the year												
	Black Student Union (BSU) Sponsor												
	HALO Sponsor												
	ALC Advisory Board Member												
	3i Show HS Ag Career Day Committee Chair												
	Faculty and staff trained to produce recruiting reports on demand												
	Produce Student IDs, Ammonia Refrigeration IDs, LPN & RN Nursing IDs, Upward Bound & Educational Talent Search IDs, Kids College IDs, Food Service IDs and Meats Judging Team IDs												
					High School Visits & College Planning Conferences (KS &K)			In-service	High School Visits		Early Enrollment/Orientation Days		
		Upward Bound & ETS Tours for middle and high school age students						Extended Hours			AACRAO	Relay for Life	
			In-service			Pizza Nights-selected schools		Football Recruiting & Tours				Kids College IDs	
								Financial Aid Nights					
			Extended Hours first two weeks			Hispanic Day Tech Expl Day		Minority Student/Parent Workshop	College Goal Sunday		Student Universal Leadership Conference	3i Show HS Ag Career Day every other year	
			New Student Orientation					Hi-Plains & Santa Fe Trails HS BB tournaments					
Letters & Mailings	<b>JUNIORL</b>	First GCCC recruiting letter to high school seniors	International Student Document			SRPLAN Letter to all seniors on database	Deadline for International Student Documents	SRFINAID Financial Aid letter to Seniors		Scholarship Reminder Letter to Seniors		Deadline for International Student Documents	SRGRAD letter to Seniors
		Letters of Acceptance and I-20s completed for International Students											
					High School Visit Postcards to Seniors	<b>SURVEY</b> of non-returning students				Lakin Middle School 6th Grade Students Future Tour	<b>SRDECISION</b> letter to all Seniors	Letters of Acceptance and I-20s completed for International Students	
								GCHS Early Grad letter					Early Enrollment 2nd mailing to Seniors
											Mail Early Enrollment Info Cards to Seniors		
	Acceptance Letters generated weekly to students who have applied for admission to GCCC												
	Student Support Services Letters, photocopies, and labels generated for Student Support Services												
	GED Completion letters and scholarship applications sent as the GED scores arrive in our office from the Finney County Community Learning Center												
	Campus Visit Thank You letters sent to students who visit campus												



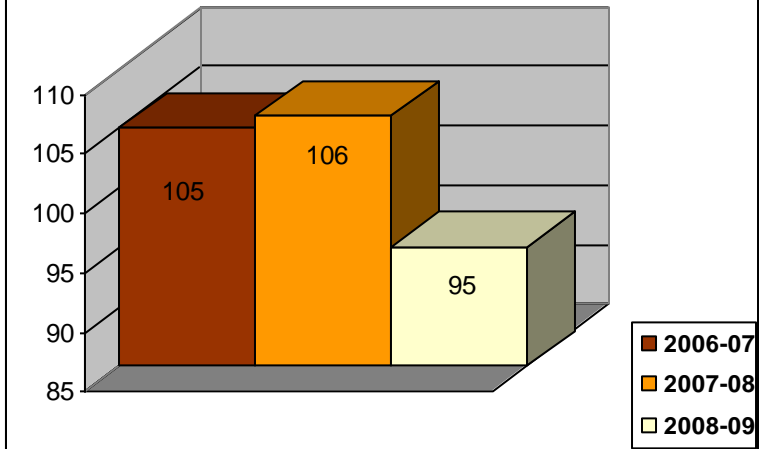




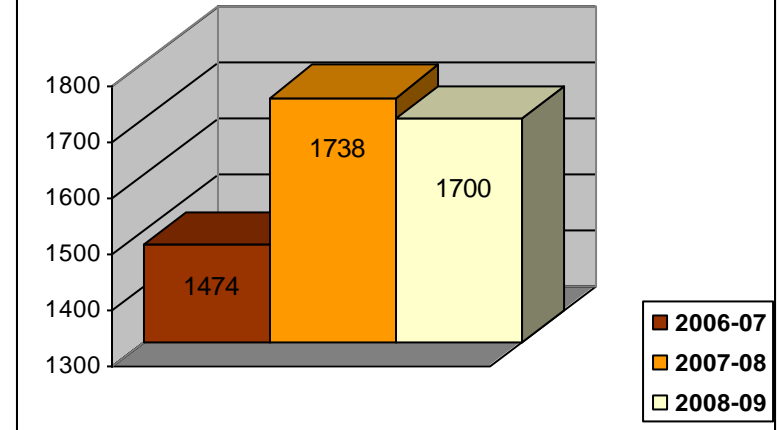




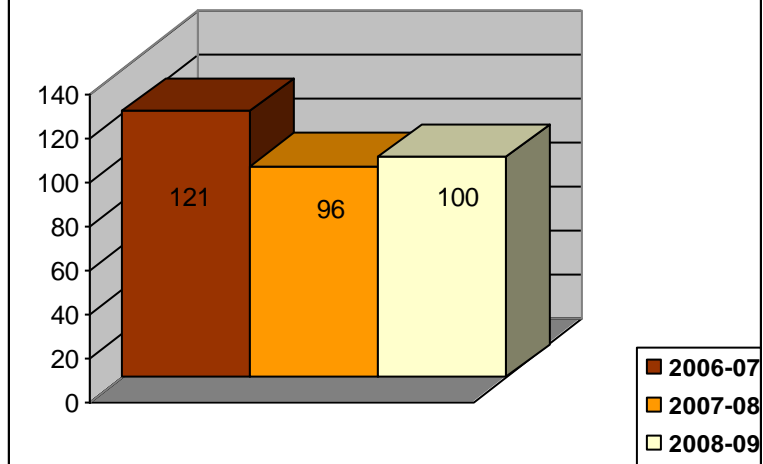
### GED Scores Processed



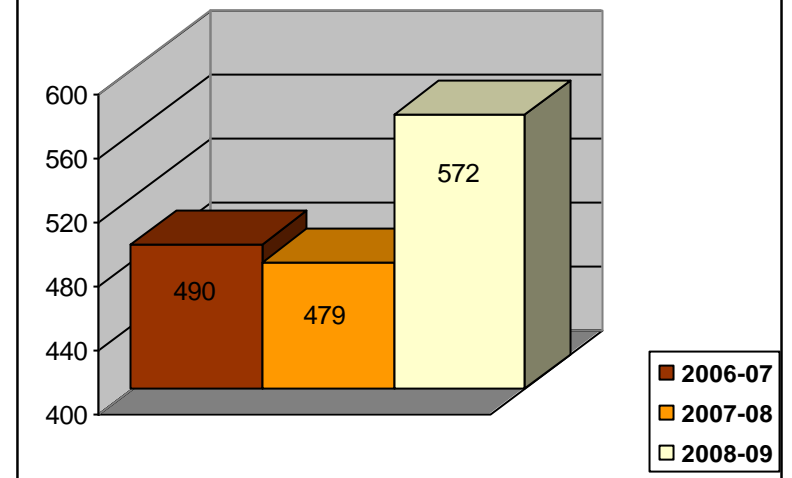
### Applications Processed



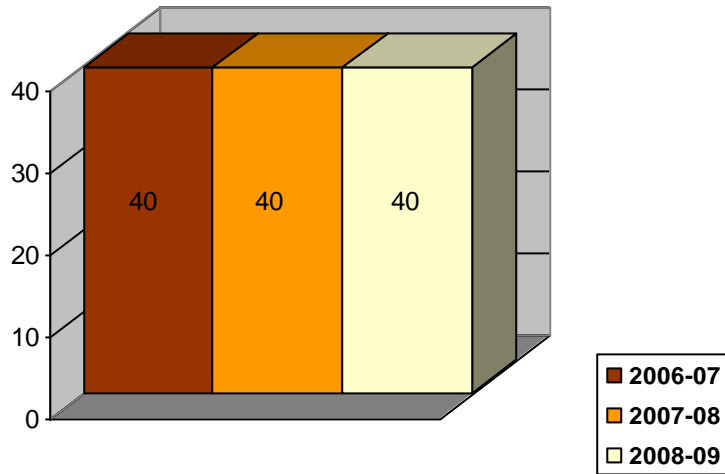
### High Schools Visited



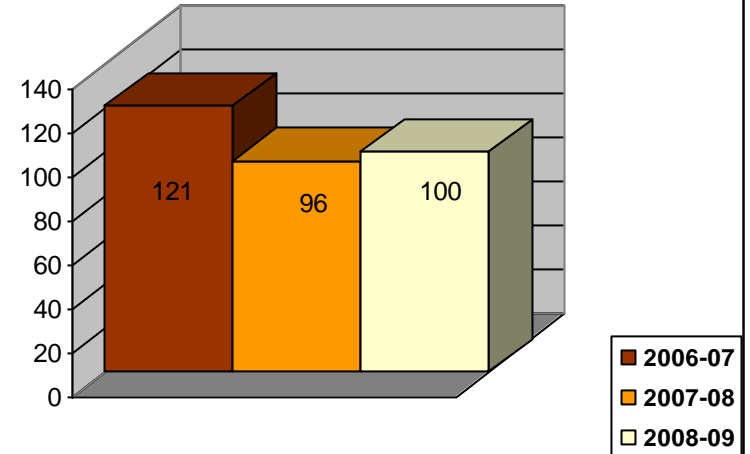
### Transfer Transcripts Received



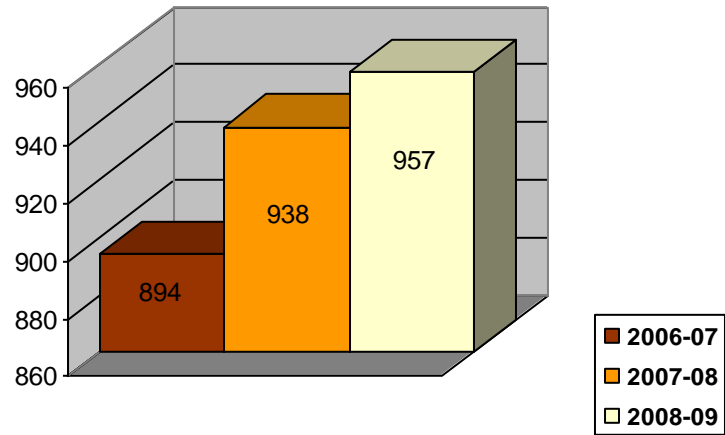
### College Planning Conferences



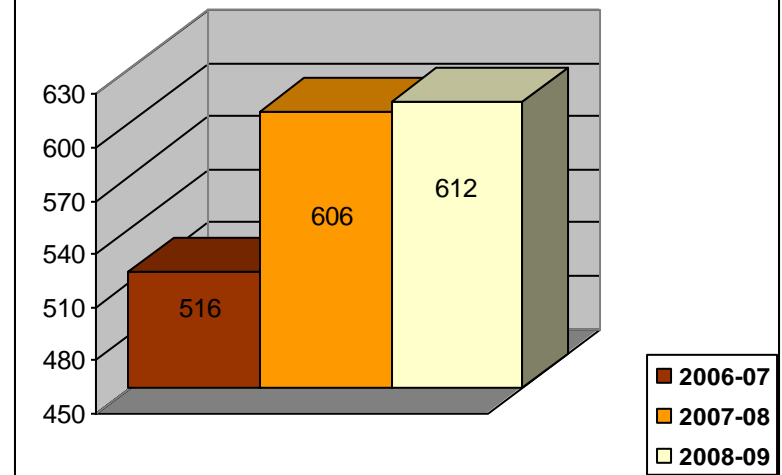
### High Schools Visited

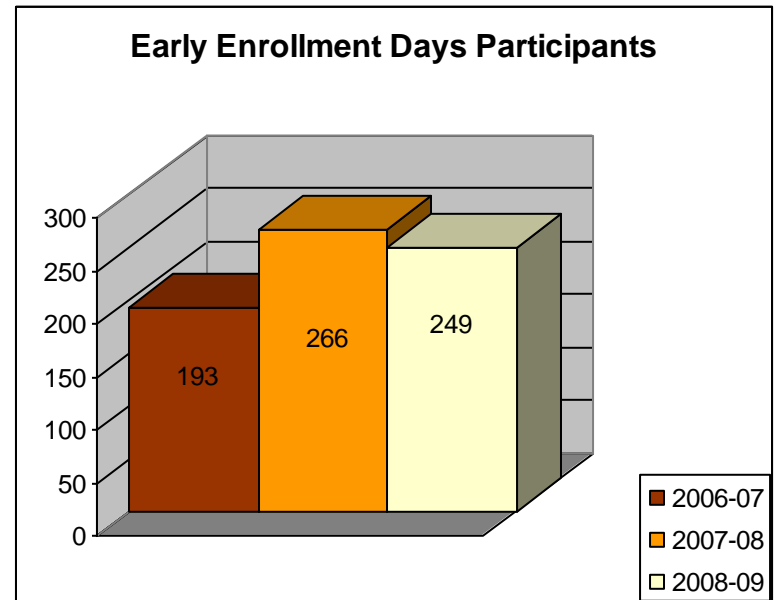
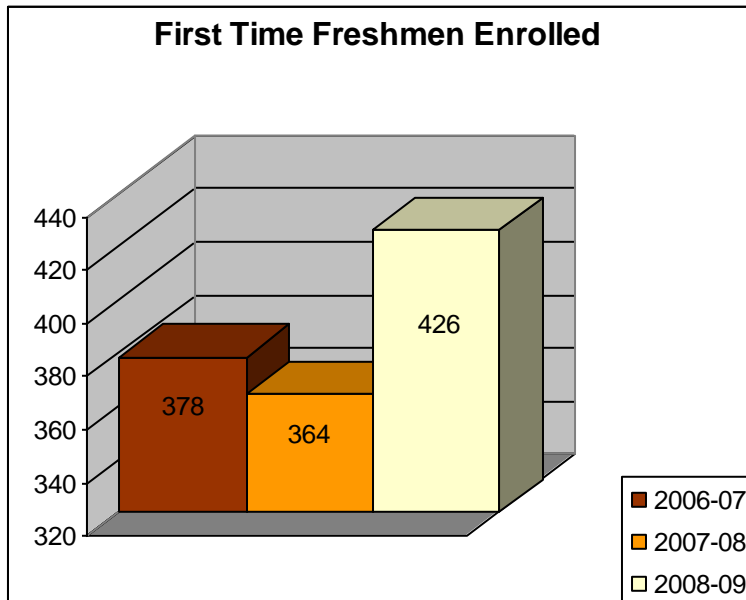
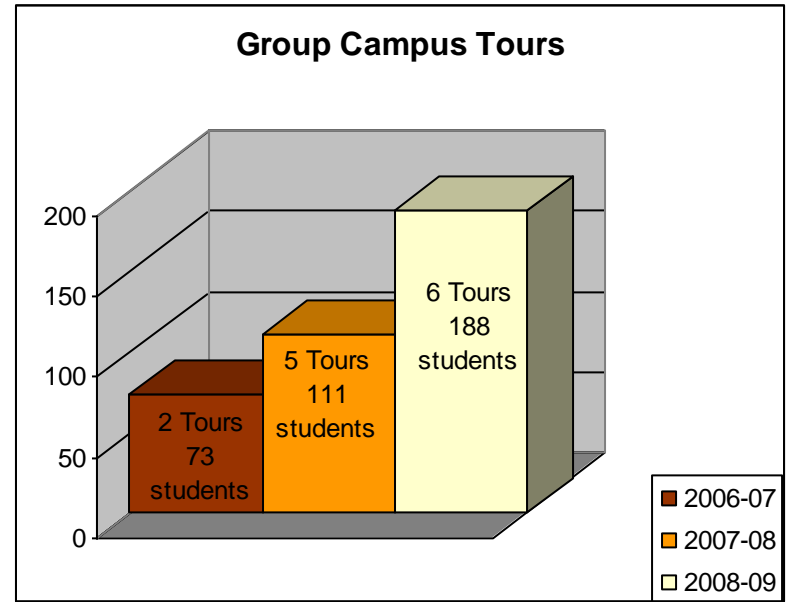
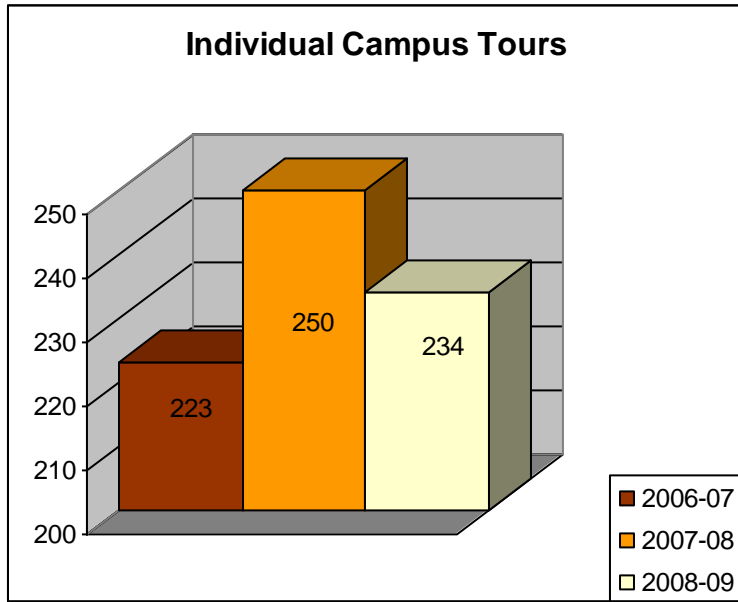


### Student Contacts at College Planning Conferences

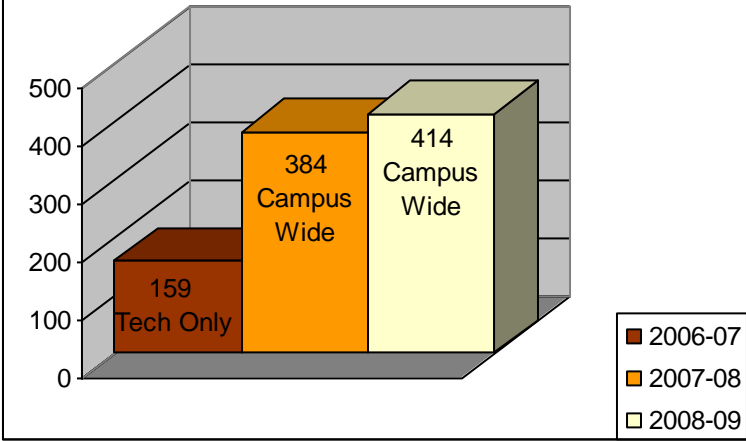


### Student Contacts at High School Visits





### On Campus Recruiting Exploration Day





## **ADMISSIONS PROGRAM EVALUATION**

**Service Area:** Admissions  
**Director:** Nikki Geier  
**Assistant Director:** Jayre Lee  
**Admissions Representatives:** Lesa Gilbert  
Daniel Reyes

### **INTRODUCTION:**

The Office of Admissions has four full-time staff positions: Director, Assistant Director, two Admissions Representatives. Nikki Geier is the Director of Admissions. Her credentials include an MS in Higher Education Administration with an emphasis on the Community College as well as 20+ years experience in Admissions. Jayre Lee serves as the Assistant Director of Admissions, has a BS in Mass Communications and Journalism and is completing her 6th year with GCCC. Lesa Gilbert and Daniel Reyes serve as Admissions Representatives. Lesa has an AAS and is completing her 2<sup>nd</sup> year while Daniel Reyes has a BS in Journalism and a BA in History and started working here on July 6, 2009.

The Office of Admissions is staffed from 8 a.m. – 4:30 p.m. Monday through Friday with extended hours the first week of the fall and spring semesters. Tours, enrollment days and special events are also scheduled on Saturdays and evenings throughout the year.

### **MISSION:**

The Office of Admissions will lead and support recruitment activities across the campus and disseminate information to all prospective students, regardless of age or interest, to aid them in their educational decision-making process.

This mission of the Office of Admissions supports the overall college mission to produce positive contributors to the economic and social well-being of society.

### **SUPPORTING THE COLLEGE MISSION:**

#### Essential Skills

- Plan and implement Early Enrollment Days that will include an assessment of students' essential skills in writing, reading, math and computer courses

#### Work Preparedness

- Assist students in career decision-making by providing class and program information about various technical programs
- Arrange advising meetings for students with technical program instructors

#### Academic Advancement

- Assist students interested in transfer by making them aware at the time of initial enrollment that their assigned advisor will assist them in making appropriate class selections for successful transfer
- Assist students in scheduling campus tours on other college or university campuses

#### Personal Enrichment

- Assist with Exploration Day to assist area high school students in exploring programs and careers

- Give presentations at Hispanic Day to show area high school minority students the many opportunities they have beyond high school
- Assist those students whose enrollment is for personal enrichment by making course offerings, schedules and course description readily available in the Admissions Office
- Make students aware of online schedules they may check at their leisure

#### Workforce Development

- Assist students with information about the numerous technical offerings at GCCC

### **FUNCTIONS**

- Recruit students of all ages
- Provide campus tours to prospective students and community members
- Lead the recruiting efforts across the campus
- Provide support to the recruiting efforts across the campus
- Work with International Students and necessary immigration documentation

### **CAMPUS INVOLVEMENT**

- Give “Going to College” presentations/set up informational tables for activities both on and off campus: Hispanic Day, Exploration Day, Alternative High School Parent/Teacher Conferences, 4<sup>th</sup> grade Science competition, Science Olympiad, ABC Pregnancy Care Center/Bridges Program, Holcomb High School Career Day, BSU sponsor, HALO sponsor, College Planning Conferences in Kansas and Oklahoma and individual high school visits
- Provided venue (location, AV equipment and support & lunch) for Student Universal Leadership Conference -- 350+ freshmen through senior Western Kansas high school students
- Serve on a wide variety of campus committees including: strategic enrollment management, community relations, academic review, campus website committee, new student orientation, Datatel core
- Support all areas of campus with recruiting efforts and activities

### **COMMUNITY INVOLVEMENT**

- Involved with American Cancer Society Relay for Life, 3-I Show High School Ag Career Day Committee Chair, Garden City Home Show, ABC Pregnancy Care Center Bridges Program, College Goal Sunday and graduates of GC “Every Voice” and GCCC Leadership classes
- Provide tours: GED participants, students in grades 4-12, non-traditional Students, alternative school students, prospective student/athletes on Saturdays from November through early February, and community members
- Big Brothers Big Sisters Board Member

### **STATE/REGIONAL/NATIONAL INVOLVEMENT**

- Involvement in the Kansas Association of Collegiate Registrars and Admissions Officers, American Association of Collegiate Registrars and Admissions Officers, Datatel Users Group, Kansas International Educators
- Vendor table at Kansas Counseling Association annual meeting
- Hosted Annual State KACRAO conference/200+ members and guests

### **STRENGTHS**

- Responsive to campus, student and community needs
- Are always ready to assist students or visitors to the GCCC campus

- Are knowledgeable about GCCC programs and able to speak about them
- Provide support to the GCCC community in their recruiting efforts
- Facilitate positive experiences with all areas of campus to keep the lines of communication open
- Provide training and support to faculty and staff in the use of Datatel Admissions module which includes looking up demographic information as well as the use of Admissions recruiting reports on demand

## **SUCSESSES**

- Implemented document imaging that allows for document viewing from our work stations while freeing up space as the documents are shredded and no longer stored
- Provided successful venue for 300+ students at Student Universal Leadership Conference on the GCCC campus the last two years
- Have an increase in enrollment over the last three years
- One Admissions Representative is bi-lingual while remaining 3 staff members completed fourteen ours of Pronto Spanish to improve customer service to those whose first language is Spanish
- Planned, facilitated and saw an increase in participation at the 3i Show High School Ag Career Day for students from Western Kansas high schools
- Planned, facilitated and hosted KACRAO annual state meeting –200+ guests over 3 days
- 3 staff members completed leadership training: 2/GCCC Leadership Class and 1/ Chamber of Commerce “Every Voice” Leadership Class
- Schedule over 200 individual campus tours during the week, in the evenings and on weekends each year; 97% of the individuals who responded to follow-up survey gave the Admissions staff scores of 4 (25%) or 5 (72%) with 5 being the most satisfied
- An e-brochure built by and for each prospective student is now up and available on the web for those students who want information within minutes about GCCC

## **GOALS**

- Acquire training to create and modify an Admissions web page
- Work with IT and graphic design to complete on-line interactive Application for Admissions
- Use marketing survey results to learn how to better serve our community and develop a plan to better market our programs and services that will include working with the Continuing Education and Community Services Division
- Complete another marketing survey and target the traditional students for their views on programs and services they deem necessary at GCCC to give us an overall picture of how we could better serve our community
- Continue to work towards a level of competency in Spanish that will allow us to better serve this growing segment of our population
- Continue to work toward an increase in GCCC international student population

## PROGRAM EVALUATION SUMMARY

<b>Name of Service Area:</b>	Records/Registration Office
<b>Beginning Date of Service Area:</b>	AY 1965-1966
<b>Director:</b>	Nancy Unruh, Registrar
<b>Staff Members:</b>	Annie Stoppel, Assistant to the Registrar Jana Ulrich, Records Assistant
<b>Division:</b>	Student Services

### INTRODUCTION

The Records/Registration Office is staffed by one full-time professional position (Registrar) and two full-time support positions (Assistant to the Registrar and Records Assistant). Nancy Unruh currently serves as the director of this service area. Annie Stoppel serves as the Assistant to the Registrar and Jana Ulrich as the Records Assistant. In addition, the Records Office employs two part-time Student Office Assistants through the Work Study Program.

The Records Office is staffed Monday through Friday, 8:00 a.m. – 4:30 p.m. During the first full week of the fall and spring semesters, the office is currently staffed 8:00 a.m. – 7:00 p.m.

### MISSION

The Registrar's Office, through a commitment to equal partnership with instruction and other student service areas, provides a continuous quality services that prepares students for learning and to participate as partners in the student learning experience.

This mission aligns with the mission statement for the College: *Garden City Community College exists to produce positive contributors to the economic and social well-being of society.*

Expected Student Outcomes:

1. **Essential Skills** – Students will possess essential skills.
2. **Work Preparedness** – Students will be prepared for success in the workplace.
3. **Academic Advancement** – Students desiring academic advancement will be prepared for successful transfer to other colleges and universities.
4. **Personal Enrichment** – Recipients will have experiences of personal enrichment in their chosen areas of interest.

### SUPPORTING THE COLLEGE MISSION

The Registrar's Office provides valuable educational support to current and former students to assist them to become positive contributors of society.

1. **Essential Skills** – The Records Office participates in Early Enrollment Days by assisting with enrollments and registrations, as well as provide pertinent information to students through the Services for Success portion of these days.
2. **Work Preparedness** – The Records Office assists inquiring students with career decisions by providing information about courses and directing them to appropriate professionals.
3. **Academic Advancement** – The Records Office assists students with the following: degree audits, graduation and sending transcripts to transferring institutions or employers.
4. **Personal Enrichment** – The Records Office assists students with personal enrichment course requests by providing the necessary information regarding such.

## **FUNCTION**

Listed below are principle functions or types of services performed by this service area.

- a. Communications
  - i. General
  - ii. Academic Calendar
  - iii. Catalog
  - iv. Class Schedule
  - v. Data Collection/Forms
  - vi. Student Directory
  - vii. Institutional Reports
  - viii. State Aid and County Billing
  - ix. Reporting (federal and state)
  - x. Electronic Communication
- b. Registration and Related Functions
  - i. Registration Preparation and Schedule
  - ii. Registration
  - iii. Methods of Registration
  - iv. Schedule Adjustment (drop/add)
  - v. Late Registration
- c. Student Academic Records, Transcripts, and Grading Processes
  - i. Grade-Related Systems and Processing
  - ii. Class Enrollment Information
  - iii. Student Record/Database Information
  - iv. Transcript Processes and Procedures
  - v. Grading Issues
  - vi. Records Management and Retention
- d. Certifications
  - i. Enrollment Certifications
  - ii. Athletic Eligibility
  - iii. Veterans Administration Certification
- e. Advising/Degree Audit/Graduation/Commencement
  - i. Academic Advising
  - ii. Transfer Evaluation
  - iii. Degree Audit
  - iv. Graduation Processing
  - v. Commencement
  - vi. Diplomas
- f. Information Technology and Support Equipment
- g. Legal Issues
  - i. Family Education Rights & Privacy Act (FERPA)
  - ii. Solomon Amendment
  - iii. Student Right-To-Know Legislation

## **CAMPUS INVOLVEMENT**

Staff members in this service area serve on or assist with on the following campus committees or activities.

Internal Governance Committees  
- Student and Stakeholder Needs Committee (chair)  
- Core Committee  
Student Services Division  
Datatel Users Computer Group (Datacore)  
Residency Appeals Committee (chair)  
Open Records Committee (serve as Records custodian)  
New Student Orientation Committee  
New Employee Orientation  
Early Enrollment Days Task Force  
Success Fair (Student Support Services)  
EduKan Student Services Group

## **COMMUNITY INVOLVEMENT**

The staff members of this service area provide services to the community and participate in the following community affairs/activities.

Endowment Phonathon and Auction  
Broncbuster Athletic Association  
College Goal Sunday (financial aid)  
High School Alumni Association (scholarship committee)  
American Cancer Society (Relay for Life)  
March of Dimes  
Local Parades  
Garden City Home Show  
Garden City Recreation Activities  
Involved with local church

## **STATE/REGIONAL/NATIONAL PROFESSIONAL DEVELOPMENT AND INVOLVEMENT**

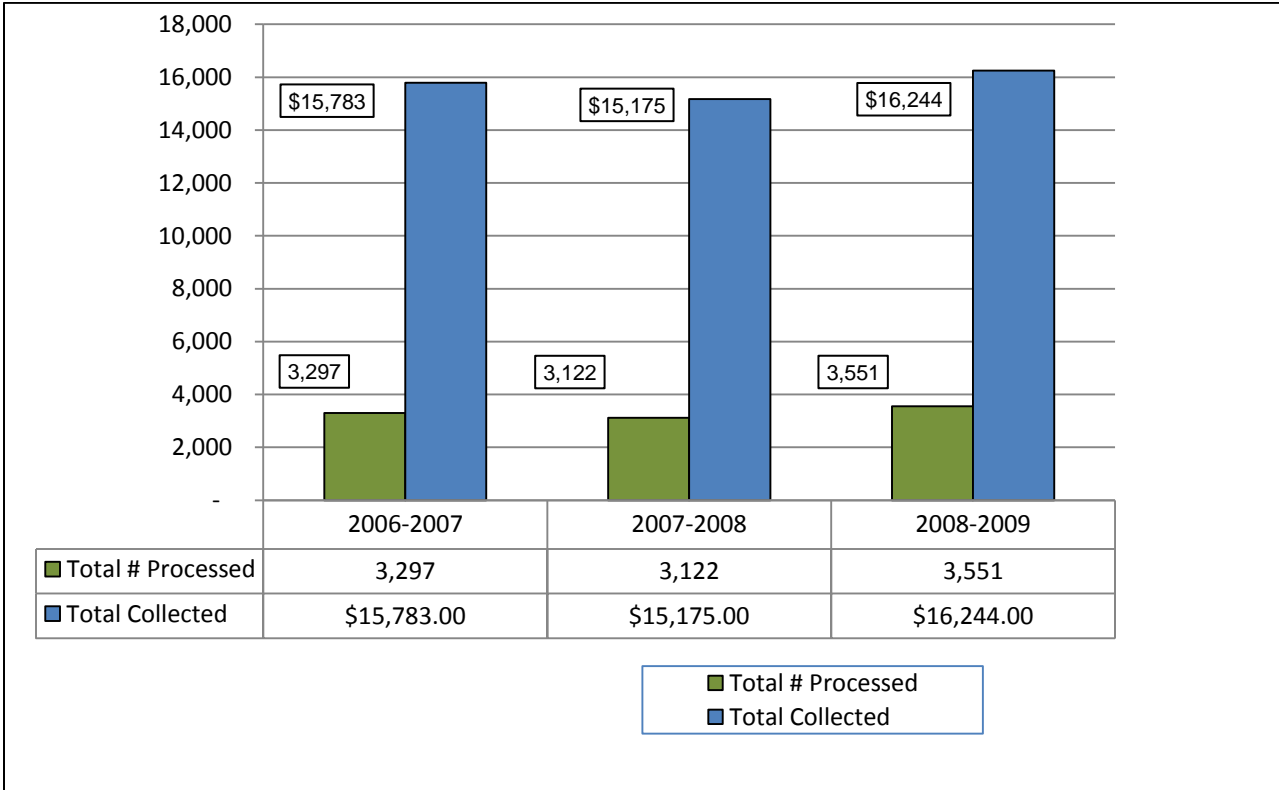
Staff members of the Records Office are involved with the following state, regional, and national affiliations.

American Association of Collegiate Registrars and Admissions Officers (AACRAO)  
- conference session facilitator  
Kansas Association of Collegiate Registrars and Admissions Officers (KACRAO)  
- executive committee (Vice President of Records and Registration)  
- program committee  
- conference session facilitator and presenter  
- conference local arrangements committee  
Datatel Users Groups (DUG)  
National Student Clearinghouse (NSC)  
Veterans Affairs

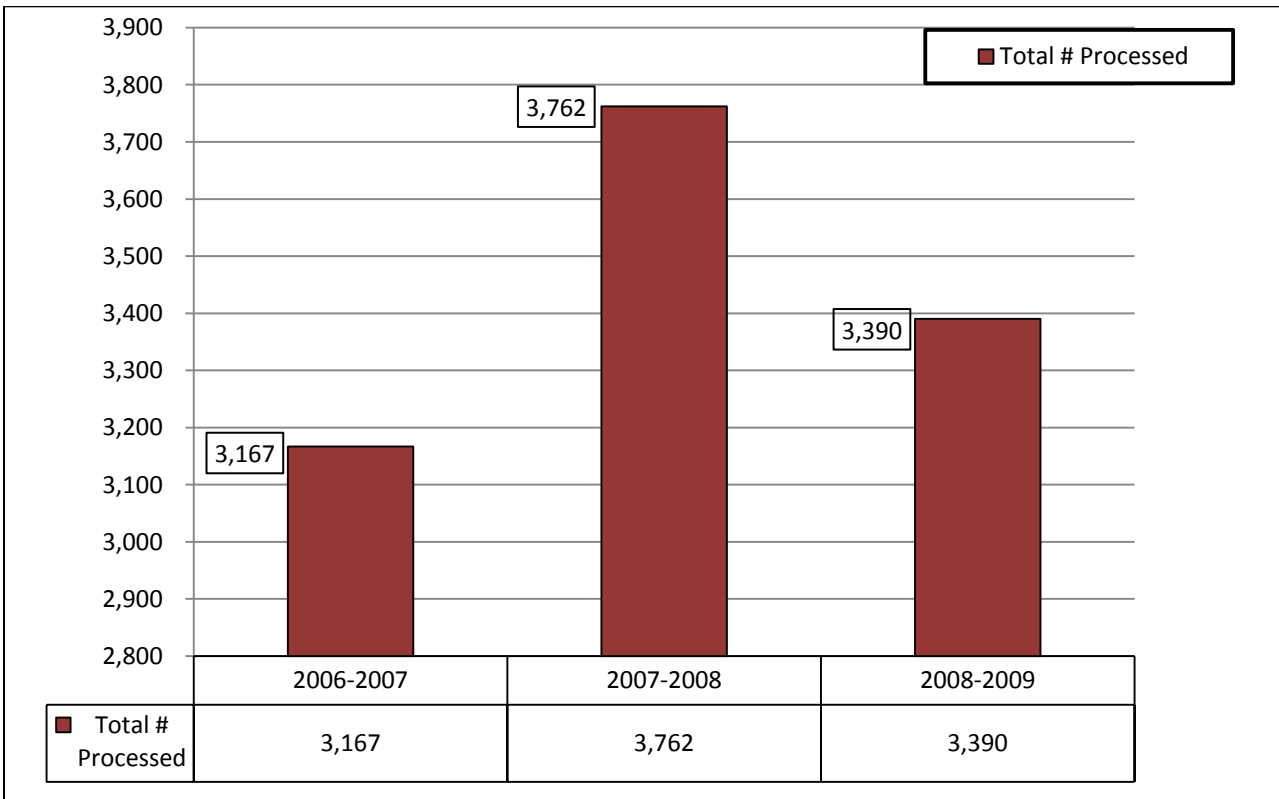
## **RECOMMENDATIONS**

- Hire additional staff (Transfer Coordinator)
- Cross-train staff members in service area and division
- Finalize implementation of web registration for advisors and students

## Official Transcripts



## Unofficial Transcripts



## 20th Day Statistics (Fall Semester)

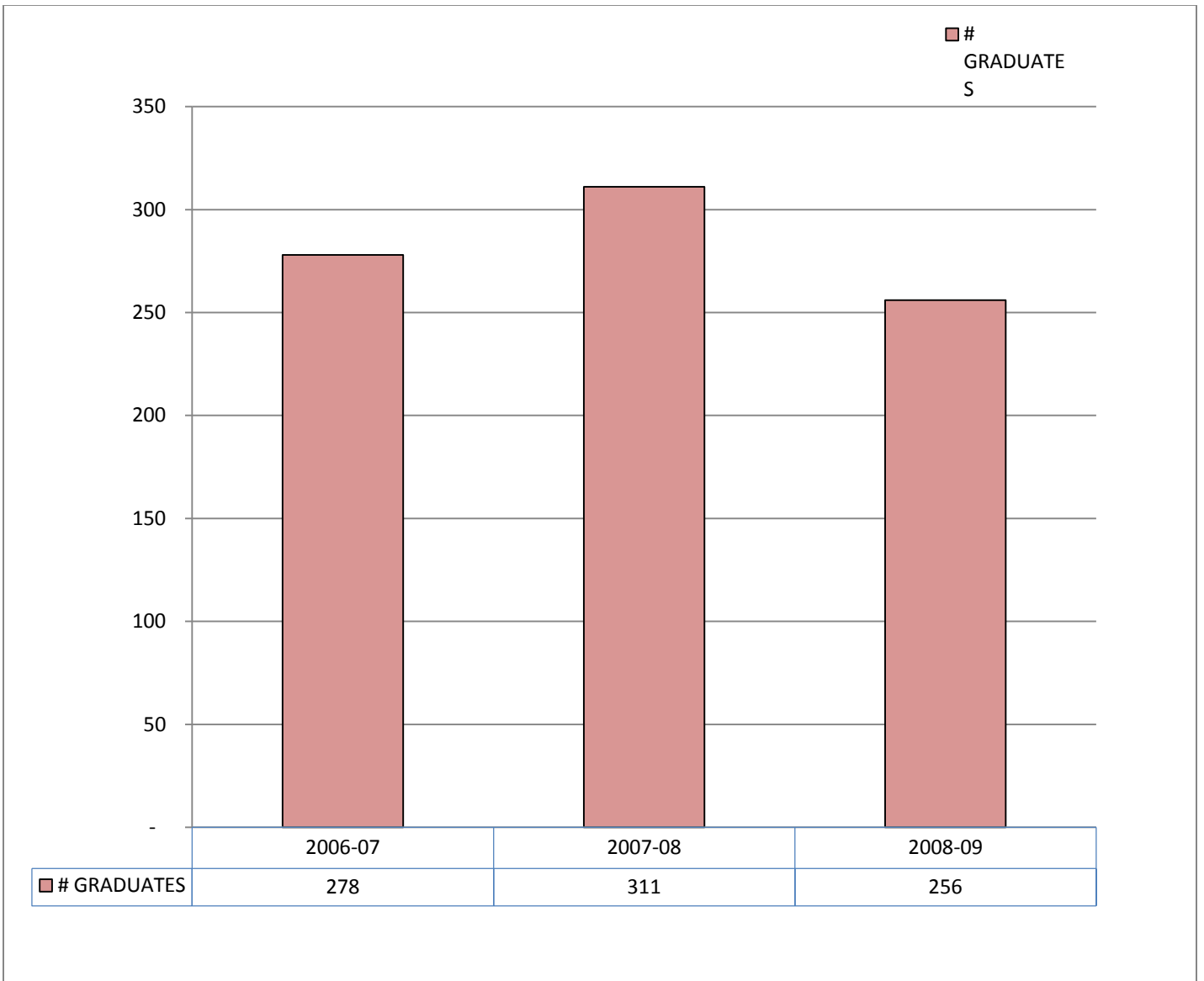




## Demographics

20th Day Figures	SPRING 2009		FALL 2008		SPRING 2008		FALL 2007		SPRING 2007		FALL 2006	
	#	%	#	%	#	%	#	%	#	%	#	%
<b>TOTALS</b>												
Headcount	1899	n/a	1984	n/a	1837	n/a	1996	n/a	1887	n/a	2119	n/a
Credit Hours	17624	n/a	19389	n/a	17082	n/a	18926	n/a	17501	n/a	19665	n/a
FTE	1174.9	n/a	1292.6	n/a	1138.8	n/a	1261.7	n/a	1167	n/a	1311.0	n/a
Full-time	850	44.8	908	45.8	811	44.1	878	44.0	828	43.9	904	42.7
Part-time	1049	55.2	1076	54.2	1026	55.9	1118	56.0	1059	56.1	1215	57.3
<b>ETHNICITY</b>												
Amer Indian/Alaskan	18	1.0	13	0.7	10	0.5	9	0.4	12	0.6	14	0.7
Asian/Pacific Islander	43	2.3	45	2.3	39	2.1	37	1.8	34	1.8	45	2.1
Black, Non-Hispanic	86	4.5	95	4.8	87	4.8	93	4.7	77	4.1	95	4.5
Hispanic	481	25.3	507	25.5	415	22.6	467	23.4	421	22.3	502	23.7
Not Reported	96	5.1	86	4.3	86	4.7	121	6.1	63	3.3	62	2.9
Non-Res Alien/Non-Citizen	8	0.4	10	0.5	10	0.5	13	0.7	5	0.2	8	0.4
Resident Alien	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Unknown/Undecided	0	0.0	0	0.0	3	0.2	2	0.1	0	0.0	7	0.3
White	1167	61.4	1228	61.9	1187	64.6	1254	62.8	1275	67.7	1386	65.4
<b>SEX</b>												
Female	1032	54.3	1045	52.7	996	54.2	1081	54.2	1061	56.2	1158	54.6
Male	867	45.7	939	47.3	841	45.8	915	45.8	826	43.8	961	45.4
<b>INTERNATIONAL</b>	8	0.4	10	0.5	10	0.5	13	0.7	5	0.3	8	0.4
<b>COUNTIES</b>												
Finney County	1104	58.1	1102	55.5	1050	57.2	1124	56.3	1135	60.1	1240	58.5
Other Counties	585	31.0	610	30.8	540	29.4	604	30.3	574	30.4	685	32.3
<b>STATES</b>												
Kansas	1689	88.9	1712	86.3	1590	86.6	1728	86.6	1709	90.6	1925	90.8
Out of State	202	10.6	262	13.2	237	12.9	268	13.4	173	9.2	186	8.8
<b>AGE</b>												
25 or younger	1316	69.3	1449	73.0	1245	67.8	1431	71.7	1225	64.9	1446	68.2
26 and above	583	30.7	535	27.0	592	32.2	565	28.3	662	35.1	673	31.8

# GCCC Graduates FY 2007 - 2009



## **SUMMARY**

### **Registrar's Office Survey**

The survey was distributed campus-wide to faculty and staff by email sent to 'BusterMail' and to students by email sent to 'GC3' on May 4, 2009. There were a total of 43 responses.

Out of those who responded to this survey, approximately 91% have contact with the Registrar's Office. Regarding questions answered by the Registrar's Office, 79.1% indicated their questions were answered promptly, 76.7% responded their questions were answered courteously, 60.5% answered thoroughly, and 69.8% indicated their questions were answered accurately.

The survey resulted in a 92.6% overall rating of service satisfaction.

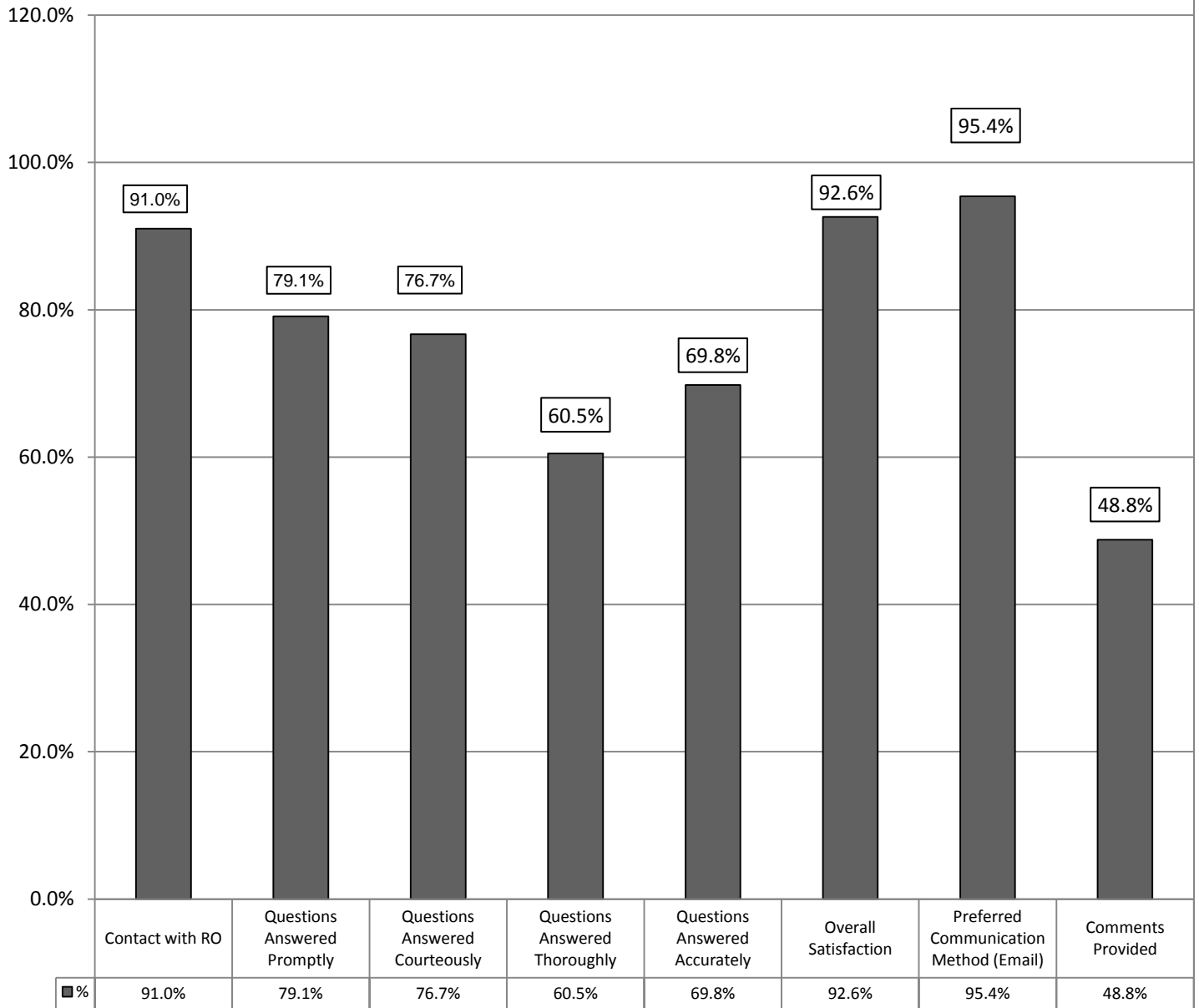
The preferred method of communication from the Registrar's Office is through email, of which the survey resulted in 95.4% rating for email.

There were 21 people (48.8%) who provided additional comments, which are listed below.

#### **ADDITIONAL COMMENTS**

1. We rarely interact with them but have always had good results when we do.
2. When it's mid-term grade or final grade time - the stress really shows and projects from the Registrar's Office help & makes them unpleasant - "never let them see you sweat"
3. Please list block classes as restricted or something else on BusterWeb. Please put handbook on Web as a web page instead of as a pdf. It would be helpful to be able to search instead of scroll.
4. Everything I ever needed, like questions to be answered, paper files, etc. were always answered. Thank you!
5. Enable Jana/Annie to provide more information when Nancy is not available. However, present service is great.
6. I am always helped right away and with a smile I would not change anything.
7. Overall, service is good. It would be nice to have more employees during high volume times.
8. Thank you for all you do! You make my job a little easier.
9. Knowledge of fulltime staff lacking in some areas. Work Study should not be answering questions if does not have knowledge regarding the subject.
10. Have a large sign above counter that reads "Registrar" so students know where to go.
11. Good job - Nancy works too much.
12. I'm very satisfied with my interactions with the Registrar's Office.
13. Excellent job!
14. The Registrar's Office has been great and is a real asset to me in my work. Way to go, ladies!
15. They took care of all my needs so I don't see how to improve your service.
16. All Registrar staff members (including work studies) have all been friendly and helpful. If they don't know the answer, they have been willing to find it out and get back with me.
17. These girls are wonderful. They are very busy yet they always answer my questions in a helpful way. I think they do a great job. What would I do without them?
18. The registrar's office is an open door for information. I NEVER hesitate to call or stop by with a question. They are eager to help and always have a smile on their face. YOU ARE TERRIFIC to work with. Shelia Hendershot
19. Your services are excellent! Thank you for all your hard work!
20. Continue to perform as you are. You are amazing in professionalism, knowledge, and friendliness.
21. The Registrar's Office is a terrific group of professionals. Customer Service is their primary interest no matter who the customer is: faculty, staff, or student. I appreciate all the registrar's office does to assist all their customers. Thank you, Martha Lisk

## Registrar's Office Survey Results



**REGISTRAR'S OFFICE SURVEY**

In an effort to better serve you and to evaluate our current procedures, please complete the following survey.

1. How often do you interact with the Registrar's Office? (Please circle one)

Daily                  Weekly                  Monthly                  Almost Never                  N/A

2. Have your questions been answered. (Please circle all that apply)

Promptly                  Courteously                  Thoroughly                  Accurately                  No Help At All

3. If you have had contact with the Registrar's Office in any of the following areas, please rate each according to your level of satisfaction with service. (1 being least satisfied, 5 being most satisfied)

	<u>Least Satisfied</u>					<u>Most Satisfied</u>
Friendliness	1	2	3	4	5	
Willingness to Help	1	2	3	4	5	
Access to Registrar's Office	1	2	3	4	5	
Explanation of Procedures	1	2	3	4	5	
Question(s) Answered to Your Satisfaction	1	2	3	4	5	
Reasonable Response Time to Inquiries (email, phone, walk-in)	1	2	3	4	5	
Privacy/Confidentiality	1	2	3	4	5	
Overall Rating of Registrar's Office	1	2	3	4	5	

How do you prefer to receive messages from the Registrar's Office?

Email                  Voice Mail                  Campus Mail

What can the Registrar's Office do to better serve you? Please include additional comments below.

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Please return survey to the Registrar's Office by May 11, 2009 via campus mail or by emailing to [registrar@gcccks.edu](mailto:registrar@gcccks.edu).

Thank you for your time!

## Noel-Levitz Student Satisfaction Inventory (Spring 2009)

*Registration Effectiveness* assesses issues associated with registration and billing. The scale also measures the institution's commitment to making this process as smooth and effective as possible.

*Service Excellence* assesses the attitude of staff toward students, especially front-line staff. The scale pinpoints the areas of campus where quality service and personal concern for students are rated most and least favorably.

*Campus Support Services* assesses the quality of support programs and services which students utilize to make their educational experiences more meaningful and productive. This scale covers career services, orientation, childcare, and special programs such as Veterans' Services and support services for displaced homemakers.

<u>SCALE</u>	<u>Importance</u>	<u>Satisfaction</u>
1	not important at all	not satisfied at all
2	not very important	not very satisfied
3	somewhat unimportant	somewhat dissatisfied
4	neutral	neutral
5	somewhat important	somewhat satisfied
6	important	satisfied
7	very important	very satisfied

**Interpreting Results:** Three areas of measurement are significant: importance, satisfaction and performance gaps (the difference between importance and satisfaction).

1. **High Importance/Low Satisfaction** pinpoints areas in need of immediate attention.
2. **High Importance/High Satisfaction** showcases areas of strength.
3. **Low Importance/High Satisfaction** suggests areas where it might be beneficial to redirect resources to areas of higher importance.
4. **Low Importance/Low Satisfaction** presents an opportunity to examine those areas that have low status with students.

### OVERALL SUMMARY:

	<u>Importance Rating</u>	<u>Satisfaction Rating</u>	<u>Performance Gap</u>
<b>1. How Well Are We Meeting Our Students' Expectations?</b>			
Registration Effectiveness:	5.98	5.57	0.41
Service Excellence	5.84	5.40	0.38
<b>1. What's Important to Our Students Compared to Other Community, Junior &amp; Technical Colleges?</b>			
Registration Effectiveness	6.16	5.42	0.74
Service Excellence	5.96	5.26	0.70

### SPECIFIC SCALE/ITEM (related to service area)

#### *Registration Effectiveness:*

1. The personnel involved in registration are helpful.	6.17	5.35	0.82
2. Classes are scheduled at times that are convenient for me.	6.43	5.44	0.99
3. I am able to register for classes I need with few conflicts.	6.35	5.43	0.92
4. Policies and procedures regarding registration and course selections are clear and well publicized.	6.15	5.44	0.71
5. Class change (drop/add) policies are reasonable.	6.10	5.44	0.66

#### *Service Excellence:*

1. The personnel involved in registration are helpful.	6.17	5.35	0.82
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#### *Campus Support Services*

1. Personnel in the Veterans' Services program are helpful.	4.73	4.60	0.13
2. New student orientation services help students adjust to college.	5.84	5.24	0.57

## **Garden City Community College 2008-2009 Annual Report**

A report to the people of Finney County from the Garden City Community College Board of Trustees.

This report, covering the year that concluded June 30, 2009, is part of an annual effort to outline achievements reached and challenges faced by the community's college. Primary objectives for the year included:

- **Helping Students Learn**
- **Leading and Communicating**
- **Planning Continuous Improvement**

GCCC's mission is to produce people who contribute positively to society and the economy, focusing on five key outcomes:

- **Essential skills**
- **Work preparedness**
- **Academic advancement**
- **Personal enrichment**
- **Workforce development**

### **ACCOMPLISHMENTS**

#### **HELPING STUDENTS LEARN**

Overall credit **enrollment** grew by more than three percent in the spring semester of 2009 as GCCC began the year of the institution's 90<sup>th</sup> anniversary.

Juana Maldonado, Syracuse, GCCC student in the **Project Destiny** program, attained the top score in Kansas among people taking their GED high school equivalency tests in Spanish, marking the third straight year GCCC students have earned the honor.

Jorge Mendoza, GCCC alumnus, was chosen as an intern for a **Harvard University** program on evolutionary biology.

The Southwest Kansas Music Academy staged the first **summer string music camp** for Southwest Kansas, drawing 25 young musicians.

GCCC revitalized the **welding program**, with a \$141,050 Kansas Commerce Department grant and assistance from Palmer Manufacturing and Tank, to train certified welders for Kansas industry.

*Breakaway*, student-published GCCC **campus magazine**, earned the Silver Medal in the Kansas Associated Collegiate Press Student Journalist Awards, with several media students taking individual honors in 21 categories.

Every member of GCCC's 2008 **paramedic class** passed their state and national certification testing on the first attempt.

Abraham Rodriguez, Garden City High School student in GCCC's **Educational Talent Search Program**, earned an exclusive \$48,000 business scholarship at Wichita State University.

The GCCC Science and Math Division conducted the 2009 Regional **Science Olympiad**, drawing 11 Kansas high school and middle school teams to compete in over 40 categories linked to National Research Council standards.

The GCCC **Meats Team** finished with Reserve Champion status at the Houston Livestock Show Intercollegiate Meat Judging Contest, after taking record-breaking back-to-back first place honors at the Southwestern Exposition and National Western Meats Contests.

The 31st Annual GCCC **Endowment Association** Scholarship Auction raised over \$143,000 for academic and technical scholarships. Volunteers also raised \$80,120 in the association's 2008 scholarship phonathon.

Competing against college and university teams across the U.S., the GCCC **Debate and Forensics Team** earned second at the 27th Annual Novice National Tournament in Houston, with five members placing in final rounds.

## **LEADING AND COMMUNICATING**

GCCC **Fire Science** Program Director Larry Pander was appointed to the Kansas Fire Service Training Commission.

Pat Veesart, GCCC **Small Business Development Center** regional director, earned the State Star Award from the Kansas SBDC network.

Doug Beyer, who directs the GCCC **String Music Program** and Southwest Kansas Music Academy, was placed on the Kansas chapter executive board of the American String Teachers Association.

Wayne Blackburn, GCCC **Industrial Ammonia Refrigeration** instructor, was appointed to the education committee of the International Institute of Ammonia Refrigeration.

Bill Young, lead instructor in the GCCC **Paramedic Program**, earned the 2009 Irvin Powell Memorial Award from Southwest Kansas EMS, recognizing professionalism and community service.

Shelia Hendershot, GCCC's **Phi Theta Kappa** chapter advisor, earned the Distinguished Advisor Award at the annual conference of the international community college scholastic honor society.

Cyd Stein, GCCC media instructor, was elected to chair the Kansas Association of **Broadcast Educators**, and Laura York Guy, media instructor, was chosen to coordinate the 2009 summer workshop of College Media Advisers, Inc.

GCCC Instructors Linda Morgan, criminal justice, and Kent Kolbeck, John Deere Tech, were chosen for **industry internships**, with Morgan working at the Kansas Law Enforcement Training Center and Kolbeck serving with BTI Wind Energy and Endurance Wind Power.

The GCCC **Adult Learning Center** hosted the Kansas Adult Education Association's state conference, drawing professionals statewide to focus on strategies to help adult learners advance to college.



The **Student Services Division** hosted over 220 recruitment, counseling and records office professionals from universities and colleges across the state at the annual conference of the Kansas Association of Collegiate Registrars and Admissions Officers, where GCCC staff members earned four awards.

GCCC joined hundreds of U.S. colleges in hosting an **African-American Read-In** during Black History Month, conducting the all-day event to honor the memory of the late Kevin Wilson, a GCCC student from Valdosta, Ga.

The GCCC **Drama Department** led a first-ever Thanksgiving New York theater tour, taking 48 community residents to four Broadway productions and other features in New York City.

With support from the **Black Student Union** and **Student Government Association**, GCCC and the City of Garden City jointly sponsored the community's Martin Luther King Day program, featuring John Bul Dau, recipient of National Geographic's Emerging Explorers Award.

The GCCC Financial Aid Office hosted **College Goal Sunday**, providing volunteer financial aid assistance to over 75 college-bound high school students and their families.

The Broncbuster Men's **Soccer Team** took fourth at the NJCAA Soccer National Championships in the fourth year of the program's existence, with Coach Steve Gorton earning Region VI and Plains District coach of the year honors.

The Broncbuster Men's **Basketball Team** took sixth at the NJCAA National Tournament and first in Region VI, while Thomas Manzano earned All-American honors and Head Coach Chris Baumann was named Region VI coach of the year.

Zack Parkin, GCCC **Rodeo Team** bull rider from Pomona, qualified for the second straight year to compete in the National Intercollegiate Rodeo Association's College National Finals Rodeo.

The Broncbuster Men's **Cross Country Team** earned third place for 2009 in the NJCAA, with Coach Dan Delgado named Region VI coach of the year the second time during his four-year tenure.

GCCC Baseball Coach Chris Finnegan was named KJCCC Western Division coach of the year, with the Broncbuster **Baseball Team** taking the Jayhawk West championship.

## **PLANNING CONTINUOUS IMPROVEMENT**

GCCC successfully hosted a comprehensive **accreditation visit** by an evaluation team from the Higher Learning Commission of the North Central Association of Colleges and Schools, focusing on campus progress in the Academic Quality Improvement Program.

The college initiated a 7,115-square-foot **health care education addition** to the Penka Building of Practical Arts and Sciences, named to honor long-time Garden City resident Erdene Corley, whose estate helped make the project possible.

Contributors donated \$130,208 for facility upgrades at GCCC during the first year of a four-year program offering 60 percent **Kansas tax credits** to fund community college deferred maintenance projects.

The Kansas Department of Commerce awarded \$54,571 to the GCCC Industrial **Ammonia Refrigeration Program** to initiate a Refrigeration Refresher and Certification Preparation Program and a Boiler Operator I Program.

Using Title V grant finds, GCCC initiated renovation of labs used for **chemistry, biology, anatomy and physiology**, including new cabinetry, flooring and equipment.

### **STUDENT PROFILE**

*Insert demographic charts*

### **FINANCIAL PICTURE**

*Insert financial charts*

#### **GCCC Trustees**

Garden City Community College is governed by an elected board of six Finney County citizens, who employ a policy governance system in which trustees set guidelines and parameters, and the college president takes responsibility for managing and achieving objectives.

GCCC is led by Carol E. Ballantyne, Ph.D., president

#### **GCCC Board of Trustees**

- Della Brandenburger
- Dr. Bill Clifford
- Marilyn Douglass, ARNP
- Ron Schwartz, 2008-09 chair
- Steve Sterling
- Terri Worf, ARNP

#### **Public input**

The GCCC Board of Trustees represents the people of Finney County. The board welcomes views, opinions and suggestions from the public. Calls, correspondence and attendance at monthly meetings are welcome. The board also maintains a dedicated e-mail address for public input:

[trustees@gcccks.edu](mailto:trustees@gcccks.edu)

LOGO

**Garden City Community College**  
801 Campus Drive, Garden City, KS 67846  
620-276-7611 1-800-658-1696 [www.gcccks.edu](http://www.gcccks.edu)

**(QUOTES for use in margin areas):**

*“The faculty and staff at GCCC are more than amazing, caring and helpful. I have never met so many people who were willing to put down whatever they were doing and help me.”*

**Amelia Jones, Kansas City, 2009 commencement speaker**

*“I wouldn’t trade the skills I’ve learned at GCCC for anything. This college stands true to the statement, ‘From here, you can go anywhere’.”*

**Jacob Hughes, Meade, 2008-09 student government president**

*“I believe that the education offered at GCCC is exceptional. My professors made classes interesting and at the same time challenging.”*

**Jorge Mendoza, Garden City, former GCCC student accepted as a Harvard University research intern**

*“Having this kind of partnership involving GCCC is the only way I could have done this.”*

**Rob Boyd, 2009 Dodge City graduate of the GCCC Paramedic Program**

*“I was able to learn English quickly through the GCCC Adult Learning Center ESL Program. I am grateful to all my teachers and it is my desire to become a doctor, so that I can serve other immigrants to this country.”*

**Dwa Tho, Thai refugee, GED graduate of the GCCC Adult Learning Center**

*“It was a lot of work, but I gave it my best to graduate. I’m happy to know that my effort had such a good result, and to be recognized just made me realize every bit of hard work has good results.”*

**Juana Maldonado, Syracuse, Project Destiny graduate who earned the year’s top GED score in Kansas**

*“I took the Black and White Program at GCCC, and it was like a mini-police academy. If you have an interest, you need to give it a try. GCCC was very supportive, and I had a great advisor who made all the difference.”*

**Heidi Lynch, GCCC graduate, probation officer with the 25<sup>th</sup> Judicial District of Southwest Kansas**

*“I enjoy the independence and being able...to be my own boss. I received hands-on training through my participation on the collegiate meat judging teams, which also helped strengthen my writing, communication, time management and problem solving skills.”*

**Kallie Smith, GCCC meat/animal science graduate, commodity meats grader, U.S. Department of Agriculture**

## Noel-Levitz Student Satisfaction Inventory Summary

- In Spring 2009, the Noel-Levitz Student Satisfaction Inventory was distributed to all graduation students during the outcomes assessment, with 196 inventories being returned with feedback.
- The Noel-Levitz student satisfaction survey is utilized for comparative data on departments across campus and student's rating of their importance and satisfaction with each of the areas. Comparative data is provided from this survey to benchmark GCCC against the last year that the survey was done as well as against the national group for comparisons. The last cohort surveyed with the Noel-Levitz was in Spring 2006.
- Demographics for the Spring 2009 cohort are as follows:
  - 75%-- age 19-24,
  - 14%-- age 25-34
  - 6%-- age 34-44
  - 59% surveyed were female
  - 59% Caucasian, 25% Hispanic, 5% African-American
  - 92% Day-time students
  - 89% full-time
  - 64% completed degree in 2 years
  - 21% worked full-time off campus, 37% worked part-time off campus
  - 19% lived in residence halls, 25% lived in their own house
  - 87% are in-state students
  - 67% indicated that GCCC was their first choice for higher education
- The Noel-Levitz is based on a 7 point likert-type scale with 7 being highest and 1 being lowest.
- Included in this summary is an institutional summary of key areas on campus, summary of student expectations and satisfaction overall, a listing of the strengths and challenges identified through the inventory and a listing of the entire inventory benchmarked against the national cohort.
- In the institutional summary of keys areas, it should be noted that each area listed has shown improvement since the Spring 2006 survey and each core area is higher than the national cohort group in satisfaction.
- Comparison of results against the national group is not the focus of analysis, but it is important to have baseline data to operate from and to determine areas where students are satisfied and areas that may need to be examined.
- Several areas were addressed as strengths in the area of receiving higher satisfaction ratings versus the national community college cohort group. These areas include:
  - Academic advisors know program/transfer requirements and being approachable
  - Adequate financial aid being available and financial aid department is very helpful
  - Able to register for classes with few conflicts
  - Counseling staff care about students as individuals
  - Billing policies are reasonable
  - Students are made to feel welcome on campus

**Institutional Summary**

	Spring 2009	Spring 2006	
<b>Summary</b>			<b>Mean Difference</b>
<b>So far, how has your college experience met your expectations?</b>	4.94	4.63	0.31 **
1=Much worse than expected	0%	2%	
2=Quite a bit worse than I expected	2%	0%	
3=Worse than I expected	6%	8%	
4=About what I expected	33%	43%	
5=Better than I expected	23%	22%	
6=Quite a bit better than I expected	13%	10%	
7=Much better than expected	18%	12%	
<b>Rate your overall satisfaction with your experience here thus far.</b>	5.48	5.25	0.23
1=Not satisfied at all	0%	1%	
2=Not very satisfied	3%	2%	
3=Somewhat dissatisfied	7%	7%	
4=Neutral	14%	13%	
5=Somewhat satisfied	11%	19%	
6=Satisfied	40%	38%	
7=Very satisfied	22%	15%	
<b>All in all, if you had to do it over, would you enroll here again?</b>	5.46	5.41	0.05
1=Definitely not	4%	3%	
2=Probably not	6%	5%	
3=Maybe not	4%	3%	
4=I don't know	9%	12%	
5=Maybe yes	8%	10%	
6=Probably yes	36%	36%	
7=Definitely yes	31%	28%	

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Garden City Community College - Year to  
Year Report - 7/2009

**Noel-Levitz**  
Student Satisfaction Inventory

### Institutional Summary

Scale	Spring 2009			Spring 2006			Mean Difference
	Import	Satis / SD	Gap	Import	Satis / SD	Gap	
▶ Student Centeredness	5.88	5.55 / 1.00	0.33	6.02	5.30 / 1.03	0.72	0.25 **
▶ Instructional Effectiveness	5.97	5.43 / 0.98	0.54	6.15	5.32 / 0.98	0.83	0.11
▶ Responsiveness to Diverse Populations		5.62 / 1.13			5.45 / 1.17		0.17
▶ Campus Support Services	5.38	5.23 / 1.03	0.15	5.48	4.99 / 1.06	0.49	0.24 **
▶ Safety and Security	5.89	5.17 / 1.13	0.72	5.95	5.05 / 1.13	0.90	0.12
▶ Academic Advising/Counseling	6.12	5.64 / 1.10	0.48	6.24	5.53 / 1.18	0.71	0.11
▶ Admissions and Financial Aid	6.03	5.62 / 1.04	0.41	6.07	5.35 / 1.06	0.72	0.27 **
▶ Academic Services	5.87	5.58 / 0.98	0.29	6.02	5.42 / 1.01	0.60	0.16
▶ Registration Effectiveness	5.98	5.57 / 0.97	0.41	6.14	5.49 / 0.90	0.65	0.08
▶ Service Excellence	5.84	5.46 / 0.99	0.38	5.95	5.19 / 0.99	0.76	0.27 **
▶ Concern for the Individual	5.98	5.51 / 1.03	0.47	6.10	5.26 / 1.09	0.84	0.25 **
▶ Campus Climate	5.85	5.48 / 0.94	0.37	5.98	5.24 / 0.96	0.74	0.24 **

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**Strategic Planning Overview**

<b>Strengths and Challenges</b>
<b>Strengths</b>
32. My academic advisor is knowledgeable about my program requirements.
7. Adequate financial aid is available for most students.
25. My academic advisor is concerned about my success as an individual.
6. My academic advisor is approachable.
15. I am able to register for classes I need with few conflicts.
70. I am able to experience intellectual growth here.
13. Financial aid awards are announced to students in time to be helpful in college planning.
12. My academic advisor helps me set goals to work toward.
41. Admissions staff are knowledgeable.
20. Financial aid counselors are helpful.
48. Counseling staff care about students as individuals.
60. Billing policies are reasonable.
36. Students are made to feel welcome on this campus.
5. The personnel involved in registration are helpful.
<b>Challenges</b>
8. Classes are scheduled at times that are convenient for me.
40. My academic advisor is knowledgeable about the transfer requirements of other schools.
68. On the whole, the campus is well-maintained.
69. There is a good variety of courses provided on this campus.
18. The quality of instruction I receive in most of my classes is excellent.
52. This school does whatever it can to help me reach my educational goals.
61. Faculty are usually available after class and during office hours.
29. Faculty are fair and unbiased in their treatment of individual students.
24. Parking lots are well-lighted and secure.
39. The amount of student parking space on campus is adequate.
64. Nearly all classes deal with practical experiences and applications.
<b>Benchmarks</b>
<b>Higher Satisfaction vs. National Community Colleges</b>
32. My academic advisor is knowledgeable about my program requirements.
7. Adequate financial aid is available for most students.
25. My academic advisor is concerned about my success as an individual.
6. My academic advisor is approachable.
15. I am able to register for classes I need with few conflicts.
40. My academic advisor is knowledgeable about the transfer requirements of other schools.
13. Financial aid awards are announced to students in time to be helpful in college planning.
12. My academic advisor helps me set goals to work toward.
52. This school does whatever it can to help me reach my educational goals.
41. Admissions staff are knowledgeable.
20. Financial aid counselors are helpful.
48. Counseling staff care about students as individuals.
60. Billing policies are reasonable.
<b>Lower Satisfaction vs. National Community Colleges</b>
68. On the whole, the campus is well-maintained.



Garden City Community College - 7/2009  
**Institutional Summary**

Student Satisfaction Inventory

Scale	Garden City Community College			National Community Colleges			Mean Difference
	Import	Satis / SD	Gap	Import	Satis / SD	Gap	
▶ Student Centeredness	5.88	5.55 / 1.00	0.33	5.98	5.37 / 1.13	0.61	0.18 *
▶ Instructional Effectiveness	5.97	5.43 / 0.98	0.54	6.18	5.40 / 1.07	0.78	0.03
▶ Responsiveness to Diverse Populations		5.62 / 1.13			5.47 / 1.24		0.15
▶ Campus Support Services	5.38	5.23 / 1.03	0.15	5.48	4.97 / 1.16	0.51	0.26 **
▶ Safety and Security	5.89	5.17 / 1.13	0.72	6.02	5.01 / 1.20	1.01	0.16
▶ Academic Advising/Counseling	6.12	5.64 / 1.10	0.48	6.14	5.20 / 1.30	0.94	0.44 ***
▶ Admissions and Financial Aid	6.03	5.62 / 1.04	0.41	6.03	5.13 / 1.22	0.90	0.49 ***
▶ Academic Services	5.87	5.58 / 0.98	0.29	6.05	5.45 / 1.05	0.60	0.13
▶ Registration Effectiveness	5.98	5.57 / 0.97	0.41	6.16	5.42 / 1.04	0.74	0.15 *
▶ Service Excellence	5.84	5.46 / 0.99	0.38	5.96	5.26 / 1.07	0.70	0.20 **
▶ Concern for the Individual	5.98	5.51 / 1.03	0.47	6.09	5.22 / 1.20	0.87	0.29 ***
▶ Campus Climate	5.85	5.48 / 0.94	0.37	5.98	5.30 / 1.06	0.68	0.18 *

National Group Means are based on 184145 records

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Garden City Community College - 7/2009  
**Institutional Summary**

Student Satisfaction Inventory

	Garden City Community College	National Community Colleges	Mean Difference
<b>Summary</b>			
<b>So far, how has your college experience met your expectations?</b>	4.94	4.79	0.15
1=Much worse than expected	0%	1%	
2=Quite a bit worse than I expected	2%	1%	
3=Worse than I expected	6%	6%	
4=About what I expected	33%	38%	
5=Better than I expected	23%	25%	
6=Quite a bit better than I expected	13%	12%	
7=Much better than expected	18%	14%	
<b>Rate your overall satisfaction with your experience here thus far.</b>	5.48	5.46	0.02
1=Not satisfied at all	0%	1%	
2=Not very satisfied	3%	2%	
3=Somewhat dissatisfied	7%	5%	
4=Neutral	14%	12%	
5=Somewhat satisfied	11%	17%	
6=Satisfied	40%	41%	
7=Very satisfied	22%	19%	
<b>All in all, if you had to do it over, would you enroll here again?</b>	5.46	5.72	-0.26 *
1=Definitely not	4%	2%	
2=Probably not	6%	3%	
3=Maybe not	4%	3%	
4=I don't know	9%	9%	
5=Maybe yes	8%	10%	
6=Probably yes	36%	32%	
7=Definitely yes	31%	38%	

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Garden City Community College - Year to  
Year Report - 7/2009**Noel-Levitz**

Student Satisfaction Inventory

**Institutional Summary**

Item	Spring 2009			Spring 2006			Mean Difference
	Import	Satis / SD	Gap	Import	Satis / SD	Gap	
1. Most students feel a sense of belonging here.	5.38	5.39 / 1.34	-0.01	5.58	5.20 / 1.24	0.38	0.19
2. Faculty care about me as an individual.	5.81	5.45 / 1.34	0.36	5.95	5.37 / 1.29	0.58	0.08
3. The quality of instruction in the vocational/technical programs is excellent.	5.75	5.13 / 1.26	0.62	5.76	5.24 / 1.30	0.52	-0.11
4. Security staff are helpful.	5.78	5.16 / 1.44	0.62	5.71	5.10 / 1.56	0.61	0.06
5. The personnel involved in registration are helpful.	5.95	5.70 / 1.29	0.25	6.10	5.57 / 1.33	0.53	0.13
6. My academic advisor is approachable.	6.15	5.76 / 1.45	0.39	6.35	5.83 / 1.45	0.52	-0.07
7. Adequate financial aid is available for most students.	6.23	5.75 / 1.41	0.48	6.34	5.40 / 1.54	0.94	0.35 **
8. Classes are scheduled at times that are convenient for me.	6.18	5.55 / 1.44	0.63	6.36	5.57 / 1.38	0.79	-0.02
9. Internships or practical experiences are provided in my degree/certificate program.	5.64	5.02 / 1.45	0.62	5.74	4.93 / 1.48	0.81	0.09
10. Child care facilities are available on campus.	4.51	5.08 / 1.39	-0.57	4.81	4.91 / 1.53	-0.10	0.17
11. Security staff respond quickly in emergencies.	5.71	5.13 / 1.37	0.58	5.78	4.92 / 1.46	0.86	0.21
12. My academic advisor helps me set goals to work toward.	6.06	5.65 / 1.51	0.41	6.14	5.53 / 1.59	0.61	0.12
13. Financial aid awards are announced to students in time to be helpful in college planning.	6.08	5.63 / 1.39	0.45	6.05	5.23 / 1.51	0.82	0.40 **
14. Library resources and services are adequate.	5.88	5.74 / 1.25	0.14	6.14	5.54 / 1.33	0.60	0.20
15. I am able to register for classes I need with few conflicts.	6.13	5.67 / 1.27	0.46	6.25	5.52 / 1.29	0.73	0.15
16. The college shows concern for students as individuals.	5.94	5.52 / 1.34	0.42	6.10	5.13 / 1.36	0.97	0.39 ***
17. Personnel in the Veterans' Services program are helpful.	4.66	4.84 / 1.39	-0.18	4.59	4.40 / 1.29	0.19	0.44 **
18. The quality of instruction I receive in most of my classes is excellent.	6.04	5.52 / 1.27	0.52	6.32	5.50 / 1.30	0.82	0.02
19. This campus provides effective support services for displaced homemakers.	5.22	5.15 / 1.37	0.07	5.23	4.85 / 1.27	0.38	0.30 *
20. Financial aid counselors are helpful.	6.01	5.68 / 1.44	0.33	6.19	5.47 / 1.49	0.72	0.21
21. There are a sufficient number of study areas on campus.	5.83	5.57 / 1.25	0.26	5.85	5.27 / 1.41	0.58	0.30 *
22. People on this campus respect and are supportive of each other.	5.81	5.36 / 1.26	0.45	5.93	5.02 / 1.45	0.91	0.34 **
23. Faculty are understanding of students' unique life circumstances.	5.95	5.45 / 1.31	0.50	6.00	5.07 / 1.45	0.93	0.38 **
24. Parking lots are well-lighted and secure.	5.95	5.32 / 1.30	0.63	6.06	5.23 / 1.56	0.83	0.09
25. My academic advisor is concerned about my success as an individual.	6.19	5.69 / 1.33	0.50	6.21	5.49 / 1.61	0.72	0.20
26. Library staff are helpful and approachable.	5.87	5.63 / 1.25	0.24	5.96	5.38 / 1.47	0.58	0.25 *
27. The campus staff are caring and helpful.	6.01	5.61 / 1.19	0.40	6.06	5.45 / 1.29	0.61	0.16
28. It is an enjoyable experience to be a student on this campus.	6.05	5.60 / 1.21	0.45	6.20	5.35 / 1.43	0.85	0.25 *

29. Faculty are fair and unbiased in their treatment of individual students.	5.97	5.25 / 1.43	0.72	6.20	5.04 / 1.58	1.16	0.21
30. The career services office provides students with the help they need to get a job.	5.76	5.33 / 1.33	0.43	5.80	4.93 / 1.33	0.87	0.40 **
31. The campus is safe and secure for all students.	6.02	5.56 / 1.27	0.46	6.17	5.48 / 1.31	0.69	0.08
32. My academic advisor is knowledgeable about my program requirements.	6.26	5.80 / 1.37	0.46	6.33	5.69 / 1.51	0.64	0.11
33. Admissions counselors accurately portray the campus in their recruiting practices.	5.87	5.44 / 1.30	0.43	5.72	5.16 / 1.30	0.56	0.28 *
34. Computer labs are adequate and accessible.	5.90	5.53 / 1.29	0.37	6.10	5.56 / 1.31	0.54	-0.03
35. Policies and procedures regarding registration and course selection are clear and well-publicized.	5.90	5.49 / 1.20	0.41	6.03	5.53 / 1.16	0.50	-0.04
36. Students are made to feel welcome on this campus.	5.95	5.70 / 1.11	0.25	6.17	5.47 / 1.35	0.70	0.23 *
37. Faculty take into consideration student differences as they teach a course.	5.92	5.27 / 1.45	0.65	6.02	5.15 / 1.30	0.87	0.12
38. The student center is a comfortable place for students to spend their leisure time.	5.69	5.39 / 1.24	0.30	5.69	5.29 / 1.43	0.40	0.10
39. The amount of student parking space on campus is adequate.	5.95	4.69 / 1.75	1.26	6.02	4.49 / 1.81	1.53	0.20
40. My academic advisor is knowledgeable about the transfer requirements of other schools.	6.13	5.50 / 1.50	0.63	6.33	5.59 / 1.48	0.74	-0.09
41. Admissions staff are knowledgeable.	6.03	5.65 / 1.29	0.38	6.13	5.56 / 1.28	0.57	0.09
42. The equipment in the lab facilities is kept up to date.	5.82	5.41 / 1.37	0.41	6.06	5.34 / 1.33	0.72	0.07
43. Class change (drop/add) policies are reasonable.	5.88	5.65 / 1.25	0.23	6.10	5.69 / 1.19	0.41	-0.04
44. I generally know what's happening on campus.	5.49	5.34 / 1.38	0.15	5.64	5.02 / 1.45	0.62	0.32 *
45. This institution has a good reputation within the community.	5.88	5.71 / 1.18	0.17	6.06	5.54 / 1.38	0.52	0.17
46. Faculty provide timely feedback about student progress in a course.	5.91	5.52 / 1.24	0.39	6.16	5.33 / 1.35	0.83	0.19
47. There are adequate services to help me decide upon a career.	5.87	5.37 / 1.30	0.50	6.09	5.17 / 1.40	0.92	0.20
48. Counseling staff care about students as individuals.	5.98	5.65 / 1.27	0.33	6.04	5.28 / 1.48	0.76	0.37 **
49. Admissions counselors respond to prospective students' unique needs and requests.	5.95	5.57 / 1.26	0.38	5.99	5.27 / 1.27	0.72	0.30 **
50. Tutoring services are readily available.	5.83	5.71 / 1.23	0.12	6.02	5.49 / 1.43	0.53	0.22
51. There are convenient ways of paying my school bill.	6.00	5.56 / 1.32	0.44	6.19	5.44 / 1.42	0.75	0.12
52. This school does whatever it can to help me reach my educational goals.	6.04	5.47 / 1.29	0.57	6.25	5.29 / 1.45	0.96	0.18
53. The assessment and course placement procedures are reasonable.	5.84	5.31 / 1.37	0.53	5.98	5.27 / 1.35	0.71	0.04
54. Faculty are interested in my academic problems.	5.82	5.34 / 1.39	0.48	6.01	5.20 / 1.38	0.81	0.14
55. Academic support services adequately meet the needs of students.	5.95	5.48 / 1.29	0.47	5.98	5.33 / 1.24	0.65	0.15
56. The business office is open during hours which are convenient for most students.	5.97	5.48 / 1.39	0.49	6.09	5.44 / 1.38	0.65	0.04
57. Administrators are approachable to students.	5.95	5.48 / 1.35	0.47	5.99	5.21 / 1.35	0.78	0.27 *
58. Nearly all of the faculty are knowledgeable in their fields.	6.08	5.59 / 1.34	0.49	6.31	5.63 / 1.24	0.68	-0.04
59. New student orientation services help							0.18

students adjust to college.	5.71	5.34 / 1.27	0.37	5.79	5.16 / 1.32	0.63	
60. Billing policies are reasonable.	5.97	5.63 / 1.28	0.34	6.14	5.44 / 1.37	0.70	0.19
61. Faculty are usually available after class and during office hours.	6.00	5.48 / 1.34	0.52	6.21	5.49 / 1.39	0.72	-0.01
62. Bookstore staff are helpful.	5.79	5.41 / 1.50	0.38	5.97	5.17 / 1.59	0.80	0.24
63. I seldom get the "run-around" when seeking information on this campus.	5.87	5.44 / 1.32	0.43	5.97	5.01 / 1.49	0.96	0.43 ***
64. Nearly all classes deal with practical experiences and applications.	5.95	5.42 / 1.29	0.53	6.01	5.16 / 1.39	0.85	0.26 *
65. Students are notified early in the term if they are doing poorly in a class.	5.89	5.12 / 1.54	0.77	6.14	4.81 / 1.64	1.33	0.31 *
66. Program requirements are clear and reasonable.	5.99	5.52 / 1.23	0.47	6.18	5.46 / 1.30	0.72	0.06
67. Channels for expressing student complaints are readily available.	5.81	5.17 / 1.53	0.64	5.88	4.87 / 1.53	1.01	0.30 *
68. On the whole, the campus is well-maintained.	6.12	5.51 / 1.46	0.61	6.18	5.58 / 1.43	0.60	-0.07
69. There is a good variety of courses provided on this campus.	6.09	5.52 / 1.33	0.57	6.33	5.64 / 1.26	0.69	-0.12
70. I am able to experience intellectual growth here.	6.13	5.64 / 1.31	0.49	6.30	5.56 / 1.36	0.74	0.08
71. Campus item 1							
72. Campus item 2							
73. Campus item 3							
74. Campus item 4							
75. Campus item 5							
76. Campus item 6							
77. Campus item 7							
78. Campus item 8							
79. Campus item 9							
80. Campus item 10							
81. Institution's commitment to part-time students?		5.56 / 1.34			5.46 / 1.38		0.10
82. Institution's commitment to evening students?		5.57 / 1.34			5.46 / 1.42		0.11
83. Institution's commitment to older, returning learners?		5.67 / 1.31			5.54 / 1.33		0.13
84. Institution's commitment to under-represented populations?		5.69 / 1.17			5.43 / 1.35		0.26 *
85. Institution's commitment to commuters?		5.57 / 1.28			5.35 / 1.36		0.22
86. Institution's commitment to students with disabilities?		5.67 / 1.20			5.46 / 1.36		0.21
87. Cost as factor in decision to enroll.	6.42			6.17			
88. Financial aid as factor in decision to enroll.	6.20			6.02			
89. Academic reputation as factor in decision to enroll.	5.77			5.59			
90. Size of institution as factor in decision to enroll.	5.26			5.22			
91. Opportunity to play sports as factor in decision to enroll.	4.54			4.41			
92. Recommendations from family/friends as factor in decision to enroll.	4.92			4.74			
93. Geographic setting as factor in decision to enroll.	5.24			4.83			
94. Campus appearance as factor in decision to enroll.	5.25			5.02			
95. Personalized attention prior to enrollment as factor in decision to enroll.	5.54			5.35			

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

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**TO:** GCCC Board of Trustees  
**FROM:** Carol E. Ballantyne, Ph.D.  
**DATE:** August 3, 2009  
**RE:** 2009-10 Budget Recommendations

Administration recommendation: General Fund 19.12 M - \$9,496,856; Capital Outlay 1.06 - \$527,004. With the unknown of many factors and the possibility of the Sunflower Plant Expansion and the construction of the new high school needing apprenticeship training also I believe that we need time to sort through the personnel or program reductions. FY 09-10 should give us time to do this.

There will be a decrease in revenues due to lower interest rates, the decrease in state operating funds and the elimination of the M & E (machinery & equipment) Slider.

After eliminating the \$390,000 for one-time purchases (cooling loop and bus), last year's working budget was \$16,360,094. The proposed 09-10 budget is based on expenditures of \$16,414,558. This is \$55,000 more than was requested for 08-09.

**Local Investment FY 08-09**

	<b>Published 08-09</b>	<b>Final 08-09</b>
General fund Mills	19.168	18.366
General fund projected dollars	\$9,037,952	\$ 9,053,241
Capital Fund Mills	1.033	.922
Capital Fund projected dollars	\$487,711	\$488,991

Therefore, I am **recommending scenario number 1 which allows us to keep the budget basically flat and still include salary increases of 2% and absorb cost increases for uncontrollable items like natural gas, postage, gasoline, etc.**

FY10 Budget Projection - .754 mill increase

Estimated Revenue - .754 mill increase	15,854,276		
Cash Carryover	560,282		
FY09 Working Budget			16,750,094
Less FY09 one-time money purchases			-390,000
Money saved in position changes			-97,202
10% budget cuts			-311,992
Uncontrollable cost increases			107,814
Scholarship increase - \$2			15,000
2% salary increase			180,000
New Money			160,844
	16,414,558		16,414,558

Items included in Carol's new money		Cost Center
CNA part-time to full-time	38000	12203
Title V - portion of Johnson & Zacapa salaries	25226	12203
Fire Science	8000	12241
Welding	35000	12273
ABE	5000	62000
Transition	36618	43000
90th celebration	13,000	61001
	160844	
<b>Items not included</b>		
New nursing instructor		
Director of Physical Therapy		
Development Office		
Scholarship - \$2 increase in tuition		
NATEF site visit	3000	
KSBN site visit \$1000	1000	
Economic Symposium	10,000	
Money for overload for musical		
Raises for bus drivers		
Chair Academy - June 2020		
Theater supplies budget	1000	
5th system - final phase	49568	



# Uncontrollable Cost Increases

	FY09		
	Budget	Projected	Long/(short)
Electricity/Water inc in water, sewer & refuse	306,500	403,000	-96,500
Natural Gas	183,000	210,000	-27,000
Cable tv \$1 per outlet increase			
Gen Ed			
Tec Ed			
HPER			
Telephone	72,000	50,000	22,000
Postage 5% increase	87,900	83,000	4,900
Vehicle Repair			0
Gasoline	138,000	100,000	38,000
Scott City Telephone	3,500	5,300	-1,800
Credit card fees	11,793	12,850	-1,057
Paper costs			0
Printer cartridges			0
Audit	53,670	57,754	-4,084
Compease			0
Bandwidth			0
Perkins software maintenance			0
Maintenance Service Contracts			0
Datatel maintenance			0
Software maintenance			0
Xerox service agreements			0
Interest payment for Penka COP			0
Tuition scholarships	232,717		
Dependent waiver	33,087		
Book scholarships	62,328		
Additional for book scholarships	62,000		
Retiree health insurance			0
Insurance - athletic FY09 shortage			-15,000
Insurance -workers comp			-4,323
Insurance - liability			0
Insurance -unemployment			0
Athletic officials			0
Athlete early meals			
Next Step grant	10,000	25,000	-15,000
Professional memberships	67,050	75,000	-7,950
FWS			
SEOG			
			-107,814

**DRAFT OF A MOTION TO APPROVE THE BUDGET  
AUGUST 12, 2009**

I move that the Board of Trustees certify that the budget hearing was

Held, that the budget was duly approved and adopted as the maximum

Expenditure for the various funds for the year 2009-2010, and that the amount of 2009 tax

to be levied is within statutory limitations (General Fund--\$\* \_\_\_\_\_ with an

estimated mill levy of \*\* \_\_\_\_\_ mills, and Capital Outlay Fund \$\*\*\* \_\_\_\_\_

with a mill levy of 1.06 mill)

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

**ADMINISTRATION RECOMMENDS:**

General Fund

\*\$9,496,856

\*\* 19.12

Capital Outlay Fund

\*\*\*\$527,004

General Operating Budget

\*\*\*\$16,414,558 which includes \$560,282 of cash reserve expenditures

**CERTIFICATE**

TO THE CLERK OF Finney County COUNTY, STATE OF KANSAS

We the undersigned, duly elected, qualified and acting officers of

Garden City Community College

certify that: (1) the hearing mentioned in the attached proof of publication was held; (2) after the Budget Hearing this budget was duly approved and adopted as the maximum expenditure for the various funds for the year 2009-2010; and (3) the Amount(s) of 2009 Tax to be Levied are within statutory limitations.

TABLE OF CONTENTS:			2009-2010 ADOPTED BUDGET		
Adopted Budget and Financial Statements	K.S.A.	Page No.	Expenditures & Transfers	Amount of 2009 Tax to be Levied	County Clerk's Use Only
Worksheet CC-1		2			
Statement of Indebtedness		3			
Statement of Conditional Lease, etc.		3a			
Current Funds Unrestricted:					
General	71-204	4 & 5	19,273,990	9,496,856	
Vocational Education	71-613		0	XXXXXXXXXX	
Adult Education	71-617	6 & 7	810,460	1	
Adult Supplementary Education	72-4525	8 & 9	2,750,000	XXXXXXXXXX	
Employee Benefits	12-16,102		0	XXXXXXXXXX	
Motorcycle Driver Safety	71-1508	10 & 11	100,000	XXXXXXXXXX	
Truck Driver Training Course	71-1509		0	XXXXXXXXXX	
Auxiliary Enterprise		12	2,000,000	XXXXXXXXXX	
Total Current Funds Unrestricted			24,934,450	9,496,857	
Current Funds Restricted		13	XXXXXXXXXX		
Plant Funds					
Capital Outlay	71-501	14 & 15	2,772,000	527,004	
Bond and Interest	10-113		0	0	
Special Assessment			0	0	
No Fund Warrants			0	0	
Revenue Bonds	10-113		0	XXXXXXXXXX	
Total Plant Funds			2,772,000	527,004	
TOTAL - ALL FUNDS		XXXXXXXXXX	27,706,450		
Publication		16			
Final Assessed Valuation					

Municipal Accounting Use Only  
 Received \_\_\_\_\_  
 Reviewed by \_\_\_\_\_  
 Follow-up: Yes \_\_\_ No \_\_\_

Assisted by: \_\_\_\_\_

Attest: \_\_\_\_\_, 2009

\_\_\_\_\_  
 County Clerk

\_\_\_\_\_  
 Signature and Title of Elected Official