

GARDEN CITY COMMUNITY COLLEGE

801 Campus Drive • Garden City, Kansas 67846 • (620) 276-7611 • FAX (620) 276-9573 • www.gccks.edu

October 6, 2010

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, October 13, 2010**. The meeting will be held in **the Hall of Fame Room, Dennis Perryman Athletic Center Garden City Community College Campus**.

5:15 PM Go through regular cafeteria line for dinner
5:45 PM Regular Board Meeting called to order in the Hall of Fame Room

AGENDA

CALL TO ORDER:

- A. Comments from the Chair
- B. Report from Student Government Association
- C. Faculty Senate
- D. Open comments from the public

CONSENT AGENDA:

- A. Approval of minutes of previous meeting (September 8, 2010)
- B. Submit financial information to the auditor
 - B-1 Financial information – Revenues
 - B-2 Financial information - Expenses
 - B-3 Financial information – Cash in Bank
- C. Checks Processed in Excess of \$10,000
- D. Approval of personnel actions (1 document)
 - D-1 Contracts (5 documents)
- E. Approval of purchase orders over \$20,000
 - E-1 Garden City Telegram (Memo and Contract)

POLICY REVIEW:

- A. Monitoring Reports and ENDS
 - A-1 Monitoring Report - Quarterly
 - A-2 Monitoring Report – Annual (treatment of people) revisited
 - A-3 Monitoring Report Ends – Semi Annual Essential Skills
 - A-4 Monitoring Report Ends – Semi Annual Work Preparedness
 - A-5 Monitoring Report Ends – Semi Annual Personal Enrichment
 - A-6 Monitoring Report Ends – Semi Annual Workforce Development

- B. Ownership Linkage
 - B-1 Thank you Fiesta Association
- C. Board Process and Policy Governance Review
 - C-1 Monitoring Report Calendar

OTHER:

- A. Report from Finney County Economic Development Corporation (memo and contract)
- B. Presidential Search Discussion (oral report)

REPORTS:

- A. President's Report
 - A-1 Incidental Information
 - A-2 Program Review
 - A-2a Campus Child Care Center
 - A-2b Physical Plant Department
 - A-2c Great Western Dining Services
 - A-2d Safety & Security-Campus Crime Statistics
 - A-3 EduKan Report (oral report)
- B. Report KACCT/COP annual meeting – Hutchinson Community College (oral report)

Upcoming calendar dates:

<u>Oct. 14</u>	Diversity Breakfast/7:30 AM-9:00 AM, Fiesta Courtyard
<u>Oct. 14-15</u>	Oct 14 NO CLASSES/Faculty Work Day – Oct. 15 Faculty Holiday NO CLASSES-OFFICES OPEN
<u>Oct. 20-23</u>	ACCT 41 st Annual Community College Leadership Congress-Toronto, Canada, Ron Schwartz, Dr. Emmons attending.
<u>Nov. 10</u>	Regular monthly meeting at 5:30 PM
<u>Nov. 24-26</u>	Thanksgiving Break – NO CLASSES – OFFICES CLOSED
<u>Dec. 8</u>	Regular monthly meeting at 5:30 PM
<u>Dec. 13-15</u>	Final Exams
<u>Dec. 20-31</u>	Christmas Holiday – NO CLASSES – OFFICES CLOSED
<u>Jan. 10, 2011</u>	Faculty Report – In-Service
<u>Jan. 12</u>	Regular monthly meeting at 5:30 PM
<u>Jan. 12</u>	Classes begin

Executive Session

Adjournment

Sincerely,

William S. Clifford MD, Chair

Joseph W. Emmons Ed.D. Interim 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
September 8, 2010**

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

Others Present:

Debra Atkinson, Deputy Clerk
Kevin Brungardt, Dean of Academics
Rae Brungardt, Print Shop/Copy Center
Tom Brungardt, Welding Instructor
Lenora Cook, Dean of Technical Education
Dr. Joseph Emmons, Interim President
Gilla Hinde, Cosmetology Instructor
Kent Kolbeck, John Deere Tech Instructor
Deanna Mann, Dean of Institutional Effectiveness & Enrollment Services
Cathy McKinley, Dean of Continuing Education and Community Services
Maribel Mendez, Silhouette Newspaper
Linda Morgan, Department of Public Safety Instructor/Director, Faculty Senate President
Marc Najera, President, Student Government Association
Ashley Nielsen, Vice President, Student Government Association
Larry Pander, Fire Science Instructor
Doug Peters, Network Manager
Pati Pfenninger, Cosmetology Instructor
Steve Quakenbush, Director of Information Services and Publications
Ryan Ruda, Dean of Student Services
Cricket Turley, Director of Human Resources
Derrek Thompson, *Garden City Telegram*
Dee Wigner, Executive Dean of Administrative Services
Clay Wright, Vocal Music Director

COMMENTS FROM THE CHAIR:

Chair Clifford called the regular session to order at 5:50 P.M. and made the following comments:

- Chair Clifford expressed thanks to all for attending and once again welcomed Dr. Emmons to GCCC.
- August 13 in-service program was enjoyed and attended by Chair Clifford, Ron Schwartz, Marilyn Douglass, and later by Della Brandenburger.
- Congratulated GCCC Football team on first win of the season (August 28). Chair Clifford enjoyed attending the game.
- September 6, campus was closed to celebrate Labor Day.
- September 18, Mark calendars for Downtown Vision and Chesapeake Energy's Fall Fest 2010.
- September 19, Campus and Community reception for Dr. Emmons, cafeteria/portico of the Beth Tedrow Student Center from 2:00 to 4:30 PM.
- Community Mexican Fiesta Parade is this weekend.

REPORT FROM STUDENT GOVERNMENT ASSOCIATION:

SGA President Marc Najera reported the following:

- Several events have already been conducted, including: welcome back picnic, Bongo Ball mania and Faces in Fantasy Places.
- SGA staff participated in the Ropes Challenge Course on August 20. This activity helped staff to know one another better.

- SGA continues their sponsorship of the “Adopt a Spot” campus beautification project. Board members thanked Najera for a good report.

OPEN COMMENTS FROM PUBLIC:

There were no persons registered for comments.

Chair Clifford thanked Faculty Senate and SGA for submitting comments regarding presidential search

CONSENT AGENDA

Chair Clifford asked if Trustees wished to pull any items from the consent agenda for discussion; no one did.

Chair Clifford then asked for a motion approving the consent agenda.

Motion:

Worf, moved, seconded by Douglass, that the Consent Agenda items be approved as presented.

A brief discussion involving the increased cost of the revised interlocal agreement with the Western Kansas Virtual Education Consortium took place. Wigner, Executive Dean of Administrative Services, explained to Trustees that the agreement included one half of this year and additionally the upcoming year. Trustees requested that Emmons conduct an internal EduKan audit and report at the October 13 meeting.

Motion carried 6-0

Approved actions follow:

(A) APPROVED MINUTES of previous meetings (August 11, 2010, August 18, 2010) Clifford had previously discussed with Atkinson about corrected wording on the third page of the August 11, 2010 minutes for the purpose of clarification.

(Supporting documents filed with official minutes.)

(B) APPROVED SUBMITTED FINANCIAL INFORMATION TO THE AUDITOR (Supporting documents filed with official minutes.)

(C) APPROVED PERSONNEL ACTIONS/CONTRACTS, as presented

(Supporting documents filed with official minutes.)

(D) APPROVAL OF EDUKAN INTERLOCAL AGREEMENT, as presented

(Supporting documents filed with official minutes.)

(E) APPROVAL OF MEMORANDUM OF ECOMPANION AGREEMENT, as presented.

(Supporting documents filed with official minutes.)

(F) APPROVAL OF DISPOSAL OF ASSETS, as presented.

(Supporting documents filed with official minutes.)

(G) APPROVAL OF PURCHASE ORDERS OVER \$20,000, as presented.

Vendor: Marianna Industries

For: Cosmetology student kits

Amount: \$20,846.97

Vendor: Perceptive Software Inc.

For: ImageNow maintenance renewal

Amount: \$26,884.00

(Supporting documents filed with official minutes.)

POLICY REVIEW:

MONITORING REPORTS and ENDS REPORT:

Trustees indicated they had received and reviewed monitoring reports (monthly). Trustees discussed possible ways to improve on reporting data to the board, both in frequency and effectiveness. Trustees acknowledged that the monitoring report (monthly) is accepted.

(Supporting documents filed with official minutes.)

OWNERSHIP LINKAGE

Several pieces of correspondence from owners expressing appreciation were received, including thank you notes

from Brethren Volunteer service, for donation in memory of Joe Johns; Dr. Carol Ballantyne, for recent retirement gift; Endowment Association, for donation in memory of Diren Hill; and from Pam and Skip Caldwell, for the gift to Endowment Association in memory of their son.

Chair Clifford and Trustee Brandenburger passed along positive comments from several Finney County residents about the way GCCC cut expenditures and used reserve funds in order to hold down local property taxes for the 2010-2011 fiscal year.

(Supporting documents filed with official minutes.)

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

Chair Clifford called Trustees attention to the Monitoring Report Calendar they received as part of their board packet. The calendar, developed by Deanna Mann, Dean of Institutional Effectiveness & Enrollment Services, gave a suggested time line for monitoring reports, in addition to information regarding monitoring and accountability. The reporting months of March and October are very heavy. Appropriate discussion followed and Trustees agreed to move both EL-7: General Executive Constraints (monthly) #9, 10 and EL-12: Asset Protection (monthly) #5 to quarterly reports. Mann will add a column to month after monitoring report for Board to review the policy for the given report.

Trustees would welcome the CEO working in conjunction with appropriate deans to compile, expand and enhance reported information.

OTHER:

Trustee Tax Credit Initiative:

Trustees discussed upcoming efforts to offer over \$300,000 in Kansas tax credits for local and area donors willing to help with facility improvement projects. Emmons told trustees that work is being done to identify and contact potential donors and accountants. Promoting the value of the College will be the focus of the upcoming 2010 tax credit campaign.

The program allows donors to receive credits of 54 percent on their Kansas income taxes for contributions made to GCCC for deferred maintenance capital improvements before the end of the year. Clifford expressed hope that all six trustees could be involved and participate in the program.

Shriver Trust:

The Board reach consensus that a gift of nearly \$300,000 from the Oliver and Hazel Shriver Trust should be invested in one or more needed purchases, rather than becoming an endowed fund with the GCCC Endowment Association.

The gift is designated for academic equipment, and the board asked Emmons to bring a list of needs to the next month's meeting, making a reference to a series of year-end potential purchases developed at the conclusion of the 2009-2010 fiscal year.

Presidential Search:

The Garden City Community College Board of Trustees appointed two board members, Trustees Schwartz, and Worf, to form a subcommittee that will draft a presidential job description and develop phrasing and a plan for advertising the vacancy. The group will also include Dr. Joseph Emmons, and Steve Quakenbush, Director of Information Services and Publications.

Chair Clifford asked the subcommittee to prepare drafts for the next regular trustee session Oct. 13. As a starting point, the group was directed to use an existing position description, as well as lists of desired characteristics submitted by the faculty and student government, plus attributes identified in a special board meeting last month. Chair Clifford expressed board appreciation to subcommittee members for giving their time in order to accomplish this goal.

Negotiated Agreement:

Emmons told the board that the college and faculty association haven't yet reached a negotiated agreement for the

current contract year. Emmons stated that both faculty and the college are reviewing their options and no formal steps have been taken yet. Emmons said that talks might now move toward the mediation stage. The Board will be informed as decisions are made.

REPORTS:

Trustees have received numerous information reports as part of the electronic Board packet. A complete report is filed in the electronic Board packet.

- **Incidental Information:**
Recent campus events and developments are attached as part of these minutes.
(Supporting documents filed with official minutes.)
- **Technical Education Authority:**
Emmons explained that potential changes in state funding for postsecondary technical education might benefit GCCC, rather than harming the college, as officials have feared in past months. Emmons shared information from a recent meeting of the Kansas Technical Education Authority, explaining that a proposed new approach would base state allocations on the costs of providing technical programs to students. Emmons stated that GCCC would do well no matter how it works out; however, he cautioned that the change would require \$50 million in state resources, and still might reduce the college's yearly operating grant at least one time. The proposal could also allow the six technical colleges in Kansas to receive state credit hour reimbursement for general education courses, in competition with the 19 Kansas community colleges.

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION

Trustee Schwartz reported the following:

- FCEDC received 50 acres of prime real estate to use as incentive for bringing in prospective businesses.
- Other real estate could become available for business construction.

REPORT COMPLAINT LOG:

As directed by Chair Clifford at the August 11, 2010 meeting, trustee Brandenburger brought a report to the trustees regarding a direct inspection of the student complaint log, maintained in the office of the Dean of Institutional Effectiveness & Enrollment Services, Deanna Mann. The log is a detailed accounting of alleged complaints made by students and what action if any, has taken place. Alleged complaints range from very minor to more serious issues. Brandenburger also talked with Cricket Turley, Director of Human Resources, regarding personnel complaints. According to Turley complaints are investigated and the necessary documentation is kept regarding action and or solution.

Chair Clifford thanked Brandenburger for her report.

Motion:

Brandenburger moved, seconded by Worf to adjourn the meeting.

Motion carried 6-0

Chair Clifford adjourned the meeting at 7:45 PM.

UPCOMING CALANDAR EVENTS:

<u>Oct.14</u>	Diversity Breakfast/7:30 AM-9:00 AM, Fiesta Courtyard
<u>Oct. 14-15</u>	Oct 14 NO CLASSES/Faculty Work Day – Oct. 15 Faculty Holiday NO CLASSES-OFFICES OPEN
<u>Oct.20-23</u>	ACCT 41 st Annual Community College Leadership Congress-Toronto, Canada, Ron Schwartz, Dr. Emmons attending.
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Jan. 10, 2011 Faculty Report – In-Service
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Jan. 12 Classes begin

Debra J. Atkinson
Deputy Clerk

Joseph W. Emmons, Ed.D.
Secretary

William S. Clifford MD
Chair of the Board

REVENUES

10-06-10

Garden City Community College
 Annual Budget Report Ending 09/30/2010
 Options - All Statuses

Page: 1

Fiscal Year: 2011

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
11-00-0000-00000-4001 TUITION IN STATE :	0.00	26,230.00-	767,421.00-	1,692,900.00-	925,479.00-	54.67
11-00-0000-00000-4002 AMMONIA REFG COURS	0.00	24,191.00-	98,461.00-	310,000.00-	211,539.00-	68.24
11-00-0000-00000-4003 AUTOMATION ELECT C	0.00	250.00-	6,916.00-	20,000.00-	13,084.00-	65.42
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	1,885.00	177,060.00-	440,000.00-	262,940.00-	59.76
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	1,072.00-	78,584.00-	150,000.00-	71,416.00-	47.61
11-00-0000-00000-4006 OUTREACH CREDIT HO	0.00	16,813.00-	31,275.00-	70,000.00-	38,725.00-	55.32
11-00-0000-00000-4007 TECHNOLOGY FEE-C	0.00	2,448.00	112,392.00-	230,000.00-	117,608.00-	51.13
11-00-0000-00000-4008 TECHNOLOGY FEE-O :	0.00	5,934.00-	11,034.00-	27,500.00-	16,466.00-	59.88
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	1,622.83-	3,082.86-	45,000.00	48,082.86	106.85
11-00-0000-00000-4102 PRIVATE GIFTS/GRAN	0.00	0.00	0.00	18,000.00-	18,000.00-	100.00
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	2,020.00-	3,765.00-	10,000.00-	6,235.00-	62.35
11-00-0000-00000-4512 VENDING MACHINES :	0.00	1,049.18-	1,590.55-	12,000.00-	10,409.45-	86.75
11-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	1,267,015.00-	2,559,826.00-	1,292,811.00-	50.50
11-00-0000-00000-4803 AD VALOREM PROPERT	0.00	0.00	0.00	8,210,501.00-	8,210,501.00-	100.00
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	263,557.85-	263,557.85-	690,365.00-	426,807.15-	61.82
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	4,582.74-	4,582.74-	9,972.00-	5,389.26-	54.04
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	68,219.57-	68,219.57-	178,540.00-	110,320.43-	61.79
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	0.00	71,814.00-	71,814.00-	100.00
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	1,408.53-	1,408.53-	20,278.00-	18,869.47-	93.05
11-00-0000-00000-4811 TAX IN PROCESS : G	0.00	134,774.78-	134,774.78-	250,000.00-	115,225.22-	46.09
11-00-0000-00000-4902 INTEREST INCOME :	0.00	2,920.58-	14,608.26	100,000.00-	114,608.26-	114.61
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	3,466.51-	52,276.26-	90,000.00-	37,723.74-	41.92
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	309.10-	4,294.31-	25,000.00-	20,705.69-	82.82
11-00-0000-00000-4912 TRANSCRIPTS : GENE	38.34	868.90-	4,315.20-	15,000.00-	10,723.14-	71.49
=====						
Totals for FUND: 11 - GENERAL	38.34	554,957.57-	3,077,417.39-	15,156,696.00-	12,079,316.95-	79.70

10-06-10

Garden City Community College
 Annual Budget Report Ending 09/30/2010
 Options - All Statuses

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Fiscal Year: 2011

FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
61-00-0000-00000-4103 TAX CREDIT DONATIO	0.00	10,000.00-	10,000.00-	347,055.00-	337,055.00-	97.12
61-00-0000-00000-4803 AD VALOREM PROPERT	0.00	0.00	0.00	462,488.00-	462,488.00-	100.00
61-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	14,235.51-	14,235.51-	43,602.00-	29,366.49-	67.35
61-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	247.54-	247.54-	630.00-	382.46-	60.71
61-00-0000-00000-4807 DELINQUENT TAX : G	0.00	3,757.75-	3,757.75-	5,274.00-	1,516.25-	28.75
61-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	0.00	4,536.00-	4,536.00-	100.00
61-00-0000-00000-4810 16/20 M TAX : GENE	0.00	80.08-	80.08-	1,281.00-	1,200.92-	93.75
61-00-0000-00000-4811 TAX IN PROCESS : G	0.00	7,485.60-	7,485.60-	8,348.00-	862.40-	10.33
=====						
Totals for FUND: 61 - CAPITAL OUTLAY	0.00	35,806.48-	35,806.48-	873,214.00-	837,407.52-	95.90

EXPENSES

10-06-10

Garden City Community College
 Annual Budget Report Ending 09/30/2010
 Options - All Statuses

Page: 1

Fiscal Year: 2011

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11005 - INSTRUCTION SALARY	0.00	0.00	0.00	7,230.00	7,230.00	100.00
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	8,637.54	17,250.49	149,699.00	132,448.51	88.48
DEPARTMENT: 11020 - HUMANITIES	0.00	3,373.71	11,594.56	31,386.00	19,791.44	63.06
DEPARTMENT: 11021 - ENGLISH	0.00	28,807.37	57,710.71	373,907.00	316,196.29	84.57
DEPARTMENT: 11022 - SPEECH	0.00	0.00	0.00	72,717.00	72,717.00	100.00
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	352.35	352.35	2,692.00	2,339.65	86.91
DEPARTMENT: 11025 - JOURNALISM	0.00	6,409.43	11,041.75	66,370.00	55,328.25	83.36
DEPARTMENT: 11026 - BROADCASTING	0.00	60.07	180.21	9,882.00	9,701.79	98.18
DEPARTMENT: 11030 - ART	472.90-	15,893.69	29,557.28	151,037.00	121,952.62	80.74
DEPARTMENT: 11031 - DRAMA	3,689.25	7,392.46	14,708.91	67,685.00	49,286.84	72.82
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	7,703.63	14,053.58	75,401.00	61,347.42	81.36
DEPARTMENT: 11033 - INST MUSIC	3,105.23	12,713.04	23,179.26	156,984.00	130,699.51	83.26
DEPARTMENT: 11040 - SCIENCE	536.00	34,962.27	73,606.49	459,141.00	384,998.51	83.85
DEPARTMENT: 11050 - MATH	0.00	22,373.02	44,311.67	313,939.00	269,627.33	85.89
DEPARTMENT: 11060 - SOCIAL SCIENCE	63.00	44,116.85	83,626.92	602,095.00	518,405.08	86.10
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	11,866.07	37,491.86	162,916.00	125,424.14	76.99
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	7,901.73	17,677.34	100,592.00	82,914.66	82.43
DEPARTMENT: 11080 - ESSENTIAL SKILLS	0.00	150.93	150.93	700.00	549.07	78.44
DEPARTMENT: 11081 - READING	0.00	6,129.91	12,429.81	81,204.00	68,774.19	84.69
DEPARTMENT: 11082 - ESL	2,550.00	6,249.54	11,513.89	67,983.00	53,919.11	79.31
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	3,075.41	4,429.06	20,765.00	16,335.94	78.67
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	600.00	600.00	5,000.00	4,400.00	88.00
DEPARTMENT: 11095 - FORENSICS COMPETIT	0.00	0.00	0.00	11,270.00	11,270.00	100.00
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	9,552.85	488.68	124,602.43	230,000.00	95,844.72	41.67
DEPARTMENT: 12011 - MID-MANAGEMENT	0.00	2,414.84	4,830.57	33,080.00	28,249.43	85.40
DEPARTMENT: 12012 - MCSE/CISCO	0.00	3,415.93	6,830.79	44,508.00	37,677.21	84.65
DEPARTMENT: 12013 - OFFICE EDUCATION	0.00	4,460.94	8,831.20	56,378.00	47,546.80	84.34
DEPARTMENT: 12014 - FINNUP LAB	11.81-	1,402.10	2,069.50	10,601.00	8,543.31	80.59
DEPARTMENT: 12090 - BSIS COMPETITION T	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 12200 - ADN PROGRAM	3,016.06	34,008.75	65,542.38	423,160.00	354,601.56	83.80
DEPARTMENT: 12201 - LPN PROGRAM	1,668.60	13,221.67	32,572.81	181,323.00	147,081.59	81.12
DEPARTMENT: 12202 - EMT	278.17-	12,257.70	25,661.36	147,095.00	121,711.81	82.74
DEPARTMENT: 12203 - ALLIED HEALTH	4,207.30	11,176.33	29,562.15	199,725.00	165,955.55	83.09
DEPARTMENT: 12210 - AGRICULTURE	0.00	3,480.35	6,960.25	52,600.00	45,639.75	86.77
DEPARTMENT: 12211 - MEAT JUDGING	192.48-	14,707.18	23,225.61	95,383.00	72,349.87	75.85
DEPARTMENT: 12220 - AG EQUIPMENT & MEC	2,085.59	13,544.40	41,029.58	186,112.00	142,996.83	76.83
DEPARTMENT: 12230 - AUTO MECHANICS	1,034.99	4,674.91	8,631.58	59,511.00	49,844.43	83.76
DEPARTMENT: 12240 - CRIMINAL JUSTICE	7,220.76	11,992.58	20,274.79	188,661.00	161,165.45	85.43
DEPARTMENT: 12241 - FIRE SCIENCE	832.81-	5,016.77	10,957.94	70,327.00	60,201.87	85.60
DEPARTMENT: 12242 - CHALLENGE COURSE	0.00	0.00	0.00	1,887.00	1,887.00	100.00
DEPARTMENT: 12250 - COSMETOLOGY	0.00	10,170.59	20,403.02	121,821.00	101,417.98	83.25
DEPARTMENT: 12260 - DRAFTING	0.00	0.00	0.00	7,951.00	7,951.00	100.00
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	8,379.43	35,762.10	70,449.39	310,000.00	231,171.18	74.57
DEPARTMENT: 12271 - AUTOMATION ELECTRI	168.00	7,252.55	12,924.53	79,017.00	65,924.47	83.43
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	1,359.00	5,046.14	12,531.75	82,168.00	68,277.25	83.09
DEPARTMENT: 12273 - WELDING	21.05	11,743.95	36,241.18	160,729.00	124,466.77	77.44
DEPARTMENT: 12290 - FINNEY COUNTY LEAR	0.00	6,159.49	18,541.25	37,508.00	18,966.75	50.57
DEPARTMENT: 21100 - INSTITUTIONAL RESE	63.74	6,552.58	19,671.26	80,203.00	60,468.00	75.39
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	8,235.00	8,235.00	100.00
DEPARTMENT: 32000 - BUSINESS & INDUSTR	0.00	10,266.33	20,096.77	58,865.00	38,768.23	65.86
DEPARTMENT: 41000 - LIBRARY	23,296.69-	12,505.97	61,741.46	176,980.00	138,535.23	78.28

DEPARTMENT: 41009 - COMPREHENSIVE LEAR	0.00	4,950.12	13,762.09	94,229.00	80,466.91	85.40
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	2,587.79	5,175.86	0.00	5,175.86-	0.00
DEPARTMENT: 42001 - DEAN OF ACADEMICS	2,640.57-	22,909.93	51,524.68	350,746.00	301,861.89	86.06
DEPARTMENT: 42002 - OUTREACH	0.00	1,634.29	30,691.88	82,350.00	51,658.12	62.73
DEPARTMENT: 42003 - FACULTY SENATE	0.00	66.20	105.93	29,455.00	29,349.07	99.64
DEPARTMENT: 42005 - DEAN OF TECHNICAL	410.40	19,241.85	41,473.03	218,778.00	176,894.57	80.86
DEPARTMENT: 42006 - DEAN OF CONT ED CO	201.00-	9,253.44	27,962.24	125,132.00	97,370.76	77.81
DEPARTMENT: 42007 - BRYAN EDUCATION CE	229.46	229.46	7,271.99	4,442.00	3,059.45-	68.87-
DEPARTMENT: 43000 - TRANSITION	0.00	3,222.57	9,730.48	38,944.00	29,213.52	75.01
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	8,354.71	23,923.00	155,187.00	131,264.00	84.58
DEPARTMENT: 50001 - STUDENT SUPPORT SE	0.00	0.00	0.00	28,395.00	28,395.00	100.00
DEPARTMENT: 50002 - EDUCATIONAL TALENT	0.00	2,693.29	8,088.33	44,309.00	36,220.67	81.75
DEPARTMENT: 50010 - COUNSELING & GUIDA	0.00	12,094.14	37,917.29	166,687.00	128,769.71	77.25
DEPARTMENT: 50011 - ASSESSMENT/TESTING	0.00	3,169.76	10,925.59	52,651.00	41,725.41	79.25
DEPARTMENT: 50020 - FINANCIAL AID OFFI	880.00-	21,842.09	56,300.47	276,052.00	220,631.53	79.92
DEPARTMENT: 50030 - ADMISSIONS	381.22	15,424.14	45,291.58	197,034.00	151,361.20	76.82
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	168.61	11,395.82	34,113.62	139,189.00	104,906.77	75.37
DEPARTMENT: 50050 - STUDENT HEALTH SER	203.96	4,820.27	8,684.22	49,958.00	41,069.82	82.21
DEPARTMENT: 50100 - DEAN OF IE/ES	0.00	6,398.71	19,278.25	83,003.00	63,724.75	76.77
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	2,126.07	15,039.51	195,302.53	425,235.00	227,806.40	53.57
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	20,511.64	35,229.52	114,996.00	79,766.48	69.36
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	17,188.97	29,855.39	100,240.00	70,384.61	70.22
DEPARTMENT: 55003 - MEN'S TRACK	478.22	6,997.22	12,453.83	40,103.00	27,170.95	67.75
DEPARTMENT: 55004 - WOMEN'S TRACK	379.85	5,389.33	10,808.63	38,616.00	27,427.52	71.03
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	1,175.03	8,430.24	16,005.35	57,008.00	39,827.62	69.86
DEPARTMENT: 55006 - FOOTBALL	16,732.01	43,643.18	88,258.70	275,811.00	170,820.29	61.93
DEPARTMENT: 55007 - BASEBALL	4,476.15	10,891.67	24,367.09	101,644.00	72,800.76	71.62
DEPARTMENT: 55008 - VOLLEYBALL	521.27-	9,753.28	16,108.26	52,747.00	37,160.01	70.45
DEPARTMENT: 55009 - WOMEN'S SOCCER	1,639.15-	13,666.18	26,280.69	49,432.00	24,790.46	50.15
DEPARTMENT: 55010 - MEN'S SOCCER	2,875.31-	8,901.15	28,133.01	55,113.00	29,855.30	54.17
DEPARTMENT: 55012 - CHEERLEADING	245.25	4,356.02	6,994.56	18,691.00	11,451.19	61.27
DEPARTMENT: 55014 - RODEO TEAM	1,848.18-	15,774.61	35,465.29	114,730.00	81,112.89	70.70
DEPARTMENT: 55018 - INTRAMURALS & STUD	1,019.50	196.19	589.41	0.00	1,608.91-	0.00
DEPARTMENT: 55019 - ATHLETIC TRAINING	69.14	21,152.73	42,135.46	122,250.00	80,045.40	65.48
DEPARTMENT: 61000 - PRESIDENT	211.00	17,889.00	27,542.87	374,729.00	346,975.13	92.59
DEPARTMENT: 61001 - BOARD OF TRUSTEES	284.10-	315.62	4,915.93	99,840.00	95,208.17	95.36
DEPARTMENT: 61005 - ATTORNEY	1,004.12-	754.00	2,655.56	20,250.00	18,598.56	91.84
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	41,760.54	64,517.26	194,704.28	1,298,194.00	1,061,729.18	81.79
DEPARTMENT: 62010 - HUMAN RESOURCES	956.96-	8,949.17	28,889.87	149,717.00	121,784.09	81.34
DEPARTMENT: 62011 - ADA COMPLIANCE	3,400.00-	3,447.85	13,743.55	59,034.00	48,690.45	82.48
DEPARTMENT: 62012 - LEADERSHIP DEVELOP	0.00	16.96	16.96	1,935.00	1,918.04	99.12
DEPARTMENT: 62050 - ONE-TIME PURCHASES	1,943.00-	0.00	1,943.00	52,944.00	52,944.00	100.00
DEPARTMENT: 63000 - INFORMATION SERVIC	1,388.38-	25,886.19	91,674.19	229,285.00	138,999.19	60.62
DEPARTMENT: 64000 - INFORMATION TECHNO	7,699.37	48,616.04	217,083.56	623,912.00	399,129.07	63.97
DEPARTMENT: 65000 - CENTRAL SERVICES	4,192.83	6,663.98	31,714.90	147,729.00	111,821.27	75.69
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	4,480.68-	8,945.64	25,581.66	109,479.00	88,378.02	80.73
DEPARTMENT: 71000 - BUILDINGS	5,845.55	43,544.52	98,434.65	353,162.00	248,881.80	70.47
DEPARTMENT: 71005 - SCOTT CITY BLDG MA	73.63-	1,036.88	6,835.66	1,625.00	5,137.03-	316.11-
DEPARTMENT: 71009 - RENTAL PROPERTY MA	0.00	0.00	0.00	1,690.00	1,690.00	100.00
DEPARTMENT: 72000 - CUSTODIAL SERVICES	5,062.69	41,559.99	118,395.11	470,063.00	346,605.20	73.74
DEPARTMENT: 73000 - GROUNDS	11,159.96-	24,776.46	50,968.48	192,003.00	152,194.48	79.27
DEPARTMENT: 73001 - ATHLETIC FIELDS	1,918.40	1,585.17	5,887.86	34,545.00	26,738.74	77.40
DEPARTMENT: 74000 - VEHICLES	5,167.25-	13,486.07	31,945.23	213,224.00	186,446.02	87.44
DEPARTMENT: 75000 - CAMPUS SECURITY	30.00	10,995.88	32,063.40	149,989.00	117,895.60	78.60
DEPARTMENT: 76000 - INSURANCE	0.00	2,563.36	95,258.40	306,928.00	211,669.60	68.96
DEPARTMENT: 77000 - UTILITIES	42,655.77-	51,245.19	140,388.97	688,300.00	590,566.80	85.80
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	115,950.40	116,084.87-	116,574.73-	62,000.00	62,624.33	101.01
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	43.00	1,333.00	9,020.00	7,687.00	85.22
DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	9,718.00	9,804.00	33,087.00	23,283.00	70.37

DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	6,831.00	6,831.00	3,000.00	3,831.00-	127.69-
DEPARTMENT: 81004 - TUIT WAIVER CTZ IN	0.00	74,326.00	74,326.00	151,575.00	77,249.00	50.96
DEPARTMENT: 81005 - TUIT WAIVER FCHS	0.00	12,556.00	12,556.00	0.00	12,556.00-	0.00
DEPARTMENT: 81006 - TUIT WAIVER FINE A	0.00	21,122.00	21,122.00	49,938.00	28,816.00	57.70
DEPARTMENT: 94000 - STUDENT CENTER	0.00	8,614.09	11,453.47	50,589.00	39,135.53	77.36
DEPARTMENT: 98001 - CHILD CARE	0.00	3,484.17	10,515.29	42,867.00	32,351.71	75.47

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FUND: 11 - GENERAL	151,282.31	1,220,076.97	3,401,868.99	15,779,233.00	12,226,081.70	77.48
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FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	3,573.22-	8,309.09	31,074.99	151,940.00	124,438.23	81.90
DEPARTMENT: 55006 - FOOTBALL	0.00	785.57	3,165.89	15,000.00	11,834.11	78.89
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	85.54	85.54	1,050.00	964.46	91.85
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	87.75	20,000.00	19,912.25	99.56
DEPARTMENT: 55012 - CHEERLEADING	847.80	167.80-	550.38	3,500.00	2,101.82	60.05
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	3,367.83	4,620.92	5,500.00	879.08	15.98
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	1,389.60	3,221.68	59,005.38	55,783.70	94.54
DEPARTMENT: 55007 - BASEBALL	285.00	3,000.00	3,000.00	20,000.00	16,715.00	83.58
DEPARTMENT: 11031 - DRAMA	0.00	225.00	225.00	7,350.00	7,125.00	96.94
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	1,760.00	7,153.00	5,393.00	75.39
DEPARTMENT: 31000 - COMMUNITY SERVICE	940.50	133.19	594.71	40,000.00	38,464.79	96.16

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FUND: 14 - ADULT SUPPLEMENTARY ED	1,499.92-	17,128.02	48,386.86	330,498.38	283,611.44	85.81
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FUND: 16 - AUXILIARY ENTITIES

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	4.33	9,000.00	8,995.67	99.95
DEPARTMENT: 94000 - STUDENT CENTER	3,914.18	47,218.25	49,819.75	180,700.00	126,966.07	70.26
DEPARTMENT: 95000 - STUDENT HOUSING	76,990.95-	50,422.93	265,534.92	1,438,395.00	1,249,851.03	86.89
DEPARTMENT: 95001 - DIRECTOR'S APARTME	0.00	0.00	0.00	10,000.00	10,000.00	100.00
DEPARTMENT: 98000 - COSMETOLOGY	30,415.04	18,916.00	18,916.00	113,955.00	64,623.96	56.71
DEPARTMENT: 98001 - CHILD CARE	371.81-	1,706.61	3,805.84	44,406.00	40,971.97	92.27

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FUND: 16 - AUXILIARY ENTITIES	43,033.54-	118,263.79	338,080.84	1,796,456.00	1,501,408.70	83.58
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FUND: 21 - FEDERAL STUDENT AID

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available % Avail
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	1,662,113.04	1,659,598.04	98,350.00	1,561,248.04- 587.43-
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FUND: 21 - FEDERAL STUDENT AID	0.00	1,662,113.04	1,659,598.04	98,350.00	1,561,248.04- 587.43-

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FUND: 22 - RESTRICTED GRANTS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available % Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	7,447.00	0.00	0.00	0.00	7,447.00- 0.00
DEPARTMENT: 71000 - BUILDINGS	80,911.75-	0.00	80,911.75	0.00	0.00 0.00
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	0.00	0.00	0.00	17,027.00	17,027.00 100.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	13,119.22	39,496.98	44,830.88	5,333.90 11.90
DEPARTMENT: 50000 - DEAN OF STUDENT SE	5,213.48	13,882.07	157,616.74	186,034.55	23,204.33 12.47
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	41,537.66	13,861.25	51,634.91	159,281.41	66,108.84 41.50
DEPARTMENT: 45011 - SCIENCE LAB ACTIVI	0.00	0.00	0.00	28,590.44	28,590.44 100.00
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	270,000.00	270,000.00	0.00 0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	946.74	19,843.48	22,059.50	2,216.02 10.05
DEPARTMENT: 11040 - SCIENCE	8,473.26	8,620.12	12,765.55	23,522.79	2,283.98 9.71
DEPARTMENT: 31000 - COMMUNITY SERVICE	238.97-	0.00	238.97	0.00	0.00 0.00
DEPARTMENT: 42005 - DEAN OF TECHNICAL	147.66-	0.00	147.66	0.00	0.00 0.00
DEPARTMENT: 42000 - DEAN OF LEARNING S	2,496.96	11,330.60	35,036.65	51,897.12	14,363.51 27.68
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	0.00	0.00 0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	538.25	5,000.00	4,461.75 89.24
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	28,935.00-	28,935.00- 100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	3,216.75	14,801.37	14,801.37	313,024.00	295,005.88 94.24
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	11,907.00-	11,907.00- 100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	76.49	11,548.34	11,548.34	250,041.00	238,416.17 95.35
DEPARTMENT: 42000 - DEAN OF LEARNING S	586.47	3,453.96	4,666.21	42,910.40	37,657.72 87.76
DEPARTMENT: 31000 - COMMUNITY SERVICE	18.00	19,535.20	45,385.79	191,360.00	145,956.21 76.27
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	0.00	35,204.00	35,204.00 100.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	3,022.98	4,140.86	51,150.00	47,009.14 91.90
DEPARTMENT: 42005 - DEAN OF TECHNICAL	12,721.95	14,413.40	30,129.49	115,912.00	73,060.56 63.03
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	12,878.58	35,069.76	162,000.00	126,930.24 78.35
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	0.00	0.00	0.00	36,836.00	36,836.00 100.00
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	0.00	0.00	0.00	2,429.81	2,429.81 100.00
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FUND: 22 - RESTRICTED GRANTS	489.64	141,413.83	813,972.76	1,968,268.90	1,153,806.50 58.62

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FUND: 23 - OTHER RESTRICTED FUNDS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	90.00	136.89	238.24	6,970.00	6,641.76	95.29
DEPARTMENT: 50000 - DEAN OF STUDENT SE	1,952.50-	0.00	1,753.00	47.50	247.00	520.00
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	16,112.30	8,672.10	8,672.10	25,389.90	605.50	2.38
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	0.00	210.60	210.60	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	766.50-	0.00	766.50	233.50	233.50	100.00
=====						
FUND: 23 - OTHER RESTRICTED FUNDS	13,483.30	8,808.99	11,429.84	32,851.50	7,938.36	24.16

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FUND: 24 - ADULT EDUCATION

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 13305 - ADULT ED - STAFF D	227.95	202.50	202.50	6,000.00	5,569.55	92.83
DEPARTMENT: 13301 - ADULT ED - INSTRUC	1,035.00-	0.00	1,035.00	0.00	0.00	0.00
DEPARTMENT: 13305 - ADULT ED - STAFF D	120.08-	0.00	120.08	0.00	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	4,911.43-	134.07	10,126.87	7,062.99	1,847.55	26.16
DEPARTMENT: 13302 - ADULT ED - TECHNIC	0.00	0.00	0.00	0.51	0.51	100.00
DEPARTMENT: 13303 - ADULT ED - SUPPORT	355.75	5,132.00	5,796.00	10,597.00	4,445.25	41.95
DEPARTMENT: 13301 - ADULT ED - INSTRUC	4,304.54-	16,989.39	53,419.20	194,497.31	145,382.65	74.75
DEPARTMENT: 13305 - ADULT ED - STAFF D	158.00	243.43	626.99	6,633.00	5,848.01	88.17
DEPARTMENT: 13301 - ADULT ED - INSTRUC	494.77	5,785.81	14,485.77	74,300.62	59,320.08	79.84
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	32,500.00-	32,500.00-	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	774.90	15,532.18	25,201.44	272,096.00	246,119.66	90.45
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	7,888.56	21,056.79	33,322.86	12,266.07	36.81
=====						
FUND: 24 - ADULT EDUCATION	8,359.68-	51,907.94	132,070.64	572,010.29	448,299.33	78.37

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FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	14,113.75-	0.00	28,742.60	873,214.00	858,585.15	98.32
=====						
FUND: 61 - CAPITAL OUTLAY	14,113.75-	0.00	28,742.60	873,214.00	858,585.15	98.32

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FUND: 63 - DEBT RETIREMENT FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	44,240.00-	44,240.00-	0.00	44,240.00	0.00
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	0.00	0.00	10.06	0.00	10.06-	0.00
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	0.15	0.00	0.15-	0.00
=====						
FUND: 63 - DEBT RETIREMENT FUND	0.00	44,240.00-	44,229.79-	0.00	44,229.79	0.00

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FUND: 64 - DEBT PROJECT FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	0.00	30,077.00	0.00	30,077.00-	0.00
DEPARTMENT: 71000 - BUILDINGS	555,127.59-	0.00	657,107.83	0.00	101,980.24-	0.00
=====						
FUND: 64 - DEBT PROJECT FUND	555,127.59-	0.00	687,184.83	0.00	132,057.24-	0.00

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FUND: 71 - ACTIVITY/ORGANIZATION FD

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	1,669.47	16,000.08	47,233.36	277,484.85	228,582.02	82.38
DEPARTMENT: 94000 - STUDENT CENTER	0.00	1,418.37	4,257.71	0.00	4,257.71-	0.00
DEPARTMENT: 99001 - STUDENT NEWSPAPER	2,265.47	37.50	37.50	37,800.00	35,497.03	93.91
DEPARTMENT: 99002 - STUDENT MAGAZINE	35.98	77.03	77.03	31,200.00	31,086.99	99.64
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	0.00	6,600.00	6,600.00	100.00
=====						
FUND: 71 - ACTIVITY/ORGANIZATION FD	3,970.92	17,532.98	51,605.60	353,084.85	297,508.33	84.26

Garden City Community College
 Annual Budget Report Ending 09/30/2010
 Options - All Statuses

Fiscal Year: 2011

FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	8,505.00	8,505.00	0.00	8,505.00-	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	5,713.00	5,713.00	0.00	5,713.00-	0.00
DEPARTMENT: 55003 - MEN'S TRACK	0.00	4,854.00	4,854.00	0.00	4,854.00-	0.00
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	3,952.00	3,952.00	0.00	3,952.00-	0.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	5,713.00	5,713.00	0.00	5,713.00-	0.00
DEPARTMENT: 55006 - FOOTBALL	0.00	55,198.00	55,198.00	0.00	55,198.00-	0.00
DEPARTMENT: 55007 - BASEBALL	0.00	7,732.00	7,732.00	0.00	7,732.00-	0.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	5,326.00	5,326.00	0.00	5,326.00-	0.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	12,382.00	12,382.00	0.00	12,382.00-	0.00
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	1,976.00	1,976.00	0.00	1,976.00-	0.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	4,768.00	4,768.00	0.00	4,768.00-	0.00
DEPARTMENT: 55014 - RODEO TEAM	0.00	5,927.00	5,927.00	0.00	5,927.00-	0.00
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	5,627.00	5,627.00	0.00	5,627.00-	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	1,933.00	1,933.00	0.00	1,933.00-	0.00
DEPARTMENT: 11030 - ART	0.00	2,985.00	2,985.00	0.00	2,985.00-	0.00
DEPARTMENT: 11031 - DRAMA	0.00	12,457.00	12,457.00	0.00	12,457.00-	0.00
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	13,176.00	13,176.00	0.00	13,176.00-	0.00
DEPARTMENT: 11033 - INST MUSIC	0.00	9,030.00	9,030.00	0.00	9,030.00-	0.00
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	2,058.00	2,058.00	0.00	2,058.00-	0.00
DEPARTMENT: 12211 - MEAT JUDGING	0.00	6,787.00	6,787.00	0.00	6,787.00-	0.00
=====						
FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	176,099.00	176,099.00	0.00	176,099.00-	0.00

Garden City Community College
 Annual Budget Report Ending 09/30/2010
 Options - All Statuses

Fiscal Year: 2011

FUND: 73 - EDUKAN CONSORTIUM FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	1,969.45	76,485.15	437,625.00	361,139.85	82.52
=====						
FUND: 73 - EDUKAN CONSORTIUM FUND	0.00	1,969.45	76,485.15	437,625.00	361,139.85	82.52

10-06-10

Garden City Community College
Annual Budget Report Ending 09/30/2010
Options - All Statuses

Page: 14

Fiscal Year: 2011

FUND: 89 - OTHER

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	5,100.00	121,500.00-	0.00	121,500.00	0.00
DEPARTMENT: 00000 - GENERAL	0.00	11,888.44	35,467.54	0.00	35,467.54-	0.00
=====						
FUND: 89 - OTHER	0.00	16,988.44	86,032.46-	0.00	86,032.46	0.00

As of 9/30/2010

		Amount	% Rate
Cash in Bank:	Commerce Bank	\$1,153,438.37	0.0000%
	State Municipal Invest. Pool	\$ 96,667.02	0.1010%
	Landmark National Bank	\$ 3,242,021.77	0.1900%

Investments:

Institution	Type	Amount	% Rate	Beg. Date	End Date
Western State Bank	CD	\$ 1,000,000.00	1.9000%	10/20/2009	10/19/2010
Commerce Bank	CD	\$ 2,000,000.00	0.3990%	4/29/2010	10/29/2010
First National Bank	CD	\$ 1,000,153.42	0.8000%	5/6/2010	11/4/2010
Commerce Bank	CD	\$ 2,000,000.00	0.8560%	4/29/2010	4/29/2011
First National Bank	CD	\$ 1,004,042.27	0.9500%	5/6/2010	5/5/2011

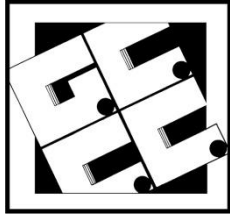
CHECKS PROCESSED IN EXCESS OF \$10,000 SEPTEMBER 2010

Purchases over \$10,000 requiring bid sheet:

- Check #200625 to Pivot Point International for \$16,431.28 for supplies for cosmetology student kits. The Board approved this purchase on September 8, 2010.
- Check #200627 to Practice Sports Inc. for \$10,142.40 for netting for the Baseball Academy. Attached bid sheet indicates lowest bid accepted.
- Check #200718 to Perceptive Software for \$26,884.00 for software maintenance for Image Now. The Board approved this purchase on September 8, 2010.
- Check # 200722 to RT Sporting Goods Inc for \$29,740.22 for various invoices. Bid sheets were attached to purchases over \$2,500. Bid sheets indicated lowest price or single source p

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

- Check #200141 to City of Garden City for \$12,000.00 for installation of concrete sidewalk west of Williams Stadium.
- Check #200594 to City of Garden City for \$51,973.62 for utilities.
- Check #200597 to Commerce Bank for \$11,200.29 for purchase card charges.
- Check #200709 to Kansas Jayhawk Community College Conference for \$17,820.00 for season officials for men's and women's basketball.
- Check #200715 to Lewis, Hooper & Dick LLC for \$25,039.00 for partial payment of the FY10 audit.
- Check #200831 to Great Western Dining for \$11,776.05 for various invoices.



Garden City COMMUNITY COLLEGE

October 6, 2010

To: Board of Trustees

From: Cricket Turley, Director of Human Resources

New Hire

Maria Garcia, Administrative Assistant to Deans of Student Services and Enrollment Services,
Effective September 20, 2010

Abby Gonzales, ALC Site Manager, effective September 8, 2010

J T Kent, Webmaster/Central Services Coordinator, effective October 11, 2010

Separations

Todd Hughes, Director of Information Technology, effective September 8, 2010

Megan Neubauer, Cashier, effective October 1, 2010

Retirement

Transfers/Promotions

Vacancies

ETS Advisor

Comptroller

Director of IT

SSS Academic & Retention Advisor

Adjunct Fire Science Instructor

Adjunct Biology Instructor

Adjunct Anatomy & Physiology Instructor

Director, Physical Therapist Assistant Program

Diversity Recruitment Opportunity

In researching effective ways of advertising GCCC faculty and other professional position vacancies, a more affordable alternative emerged recently. We place our national position advertising with a leading website called HigherEdJobs.com, and now the HEJ site has added an additional service. When we place a 60-day vacancy posting we are now having the same advertisement e-mailed to approximately 142,000 professionals who have identified themselves as minority educators seeking employment. The e-mail message allows interested professionals to contact us directly, and it also includes a link to the HEJ site, which allows an interested applicant to navigate to the GCCC website and apply online.

**GARDEN CITY COMMUNITY COLLEGE
LETTER OF UNDERSTANDING - OUTREACH SITES
2010-2011 ANNUAL SERVICES CONTRACTS
(For Approval at 10/13/10 Board Meeting)**

Coordinator	U.S.D. Location
Amy DeLaRosa	U.S.D. 216 – Deerfield
Angela Lawrence	USD 482 – Dighton
John LaFave	USD 468 – Healy
Dr. Rick Atha	USD 457 – Garden City
Demetry Evancho	USD 363 – Holcomb
Kerry Lacock	USD 215 – Lakin
Dr. Jim Hardy	USD 467 – Leoti
Dr. Don Wells	USD 466 – Scott City
Joan Friend	USD 494 – Syracuse
William H. Wilson	USD 200 – Tribune

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

10FAR

From: 08/01/10 - 10/06/10

INSTRUCTOR	CLASS	AMOUNT	LEVEL/ SEMESTERS
DEER			
0000033	Bowser, Michael		
	Public Speaking	\$1,440.00	01/40
	3.00 FLC X \$480.00 (8 Students)		
	SPCH-111-DE (8/18/2010 - 12/8/2010)		
	11-00-0000-11022-5220		
LAKI			
0010121	Hoover, Kevin		
	Certified Nurse Aide	\$1,410.00	03/12
	3.00 FLC X \$470.00 (5 Students)		
	HELR-1023-LK (8/23/2010 - 10/12/2010)		
	11-00-0000-12203-5220		
0010121	Hoover, Kevin		
	Certified Nurse Aide Lab	\$944.70	03/12
	2.01 FLC X \$470.00 (5 Students)		
	HELR-102L-LK (8/23/2010 - 10/12/2010)		
	11-00-0000-12203-5220		
TOTAL ADJUNCT FACULTY CONTRACTS		\$3,794.70	

**GARDEN CITY COMMUNITY COLLEGE
 ADJUNCT / OUTREACH CONTRACTS - RECEIVED
 10FAR
 From: 08/01/10 - 10/06/10**

INSTRUCTOR	CLASS	AMOUNT	LEVEL/ SEMESTERS
MAIN			
Baxter, Jennifer	Intermediate Algebra Review 5.00 FLC X \$470.00 (23 Students) MATH-107R-03 (8/18/2010 - 12/16/2010) 11-00-0000-11050-5260	\$2,350.00	
Baxter, Jennifer	Intermediate Algebra Review 5.00 FLC X \$470.00 (24 Students) MATH-107R-08 (8/18/2010 - 12/16/2010) 11-00-0000-11050-5260	\$2,350.00	03/3
Berkley, Deborah	Elementary Ethics 3.00 FLC X \$500.00 (9 Students) PHIL-102-90 (8/18/2010 - 12/16/2010) 11-00-0000-11020-5260	\$1,500.00	
Bitikofer, Lyle	Electricity III 2.85 FLC X \$435.00 (5 Students) INED-113-90 (8/18/2010 - 12/16/2010) 11-00-0000-12272-5260	\$1,239.75	
Carpenter, Shauna	English II 3.75 FLC X \$470.00 (17 Students) ENGL-102-01 (8/18/2010 - 12/16/2010) 11-00-0000-11021-5260	\$1,762.50	
Erskin, Nadine	Basic Manual Communication III 3.00 FLC X \$400.00 (7 Students) SPED-130-90 (8/18/2010 - 12/16/2010) 11-00-0000-11060-5260	\$1,200.00	
Evans, Danial	Health Education 3.00 FLC X \$470.00 (23 Students)	\$1,410.00	

	HPER-106-01	(8/18/2010 - 12/16/2010)	
	11-00-0000-11070-5260		
Heaton, Stephen	College Algebra		\$1,440.00
	3.00 FLC X \$480.00 (12 Students)		
	MATH-108-90	(8/18/2010 - 12/16/2010)	
	11-00-0000-11050-5260		
Higgins, Lewis	Introduction to Philosophy		\$1,410.00
	3.00 FLC X \$470.00 (22 Students)		
	PHIL-101-90	(8/18/2010 - 12/16/2010)	
	11-00-0000-11023-5260		
Horn, Mia	Strategic Team Building I		\$520.00
	1.00 FLC X \$520.00 (11 Students)		
	CRIM-165-07	(9/11/2010 - 10/22/2010)	
	11-00-0000-12240-5260		
Kasriel, Micah	Academic Recovery & Success		\$400.00
	1.00 FLC X \$400.00 (11 Students)		
	PCDE-110-02	(8/18/2010 - 12/16/2010)	
	11-00-0000-11080-5260		
Kasriel, Micah	Public Speaking		\$1,200.00
	3.00 FLC X \$400.00 (21 Students)		
	SPCH-111-05	(8/18/2010 - 12/16/2010)	
	11-00-0000-11022-5260		
Kasriel, Micah	College Skills Development		\$400.00
	1.00 FLC X \$400.00 (24 Students)		
	PCDE-101-04	(8/18/2010 - 10/13/2010)	
	11-00-0000-11083-5260		
Keller, Patricia	Basic English ***		\$1,631.25
	3.75 FLC X \$435.00 (12 Students)		
	ENGL-090-06	(8/18/2010 - 12/16/2010)	
	11-00-0000-11021-5260		

Kelly, Cindy	English I	\$1,875.00
	3.75 FLC X \$500.00 (24 Students)	
	ENGL-101-90 (8/18/2010 - 12/16/2010)	
	11-00-0000-11021-5260	
Kemper, Mary	Public Speaking	\$1,440.00
	3.00 FLC X \$480.00 (23 Students)	
	SPCH-111-90 (9/13/2010 - 12/13/2010)	
	11-00-0000-11022-5260	
Kemper, Mary	Interpersonal Communication I	\$1,440.00
	3.00 FLC X \$480.00 (20 Students)	
	SPCH-113-90 (9/1/2010 - 12/15/2010)	
	11-00-0000-11022-5260	
Kruger, Carter	College Math	\$1,200.00
	3.00 FLC X \$400.00 (20 Students)	
	MATH-105-04 (8/18/2010 - 12/16/2010)	
	11-00-0000-11050-5260	
Kruger, Carter	Intermediate Algebra Review	\$2,000.00
	5.00 FLC X \$400.00 (19 Students)	
	MATH-107R-07 (8/18/2010 - 12/16/2010)	
	11-00-0000-11050-5260	
Lamb, Colin	Org. Leadership Development	\$940.00
	2.00 FLC X \$470.00 (6 Students)	
	PSYC-106-01 (8/18/2010 - 12/16/2010)	
	11-00-0000-11060-5260	
Larson, Barbara	College Math	\$1,500.00
	3.00 FLC X \$500.00 (21 Students)	
	MATH-105-07 (8/18/2010 - 12/16/2010)	
	11-00-0000-11050-5260	
Larson, Barbara	College Math	\$1,500.00
	3.00 FLC X \$500.00 (22 Students)	
	MATH-105-90 (8/18/2010 - 12/16/2010)	

	11-00-0000-11050-5260	
Martinez, Hector	IT Essentials: I (A+)	\$2,400.00
	6.00 FLC X \$400.00 (5 Students)	
	BSNT-103-01 (8/18/2010 - 12/16/2010)	
	11-00-0000-11010-5260	
McClure, Timmey	Gangs	\$1,410.00
	3.00 FLC X \$470.00 (18 Students)	
	CRIM-210-90 (8/18/2010 - 12/16/2010)	
	11-00-0000-12240-5260	
Merz, Steven	Comp Aided Drafting I (Engr)	\$1,200.00
	3.00 FLC X \$400.00 (9 Students)	
	DRFT-104E-90 (8/18/2010 - 12/16/2010)	
	11-00-0000-12260-5260	
Moquett, Katrina	Substance Abuse	\$1,410.00
	3.00 FLC X \$470.00 (5 Students)	
	HPER-107-01 (8/18/2010 - 12/16/2010)	
	11-00-0000-11070-5260	
Moquett, Katrina	Fundamentals Weightlifting I	\$470.00
Combined with HPER-192-06 (Fundamentals II)	1.00 FLC X \$470.00 (8 Students)	
	HPER-191-07 (8/18/2010 - 12/16/2010)	
	11-00-0000-11070-5260	
Munoz, Kellee	Academic Recovery & Success	\$400.00
	1.00 FLC X \$400.00 (7 Students)	
	PCDE-110-04 (8/18/2010 - 10/13/2010)	
	11-00-0000-11080-5260	
Munoz, Kellee	Academic Recovery & Success	\$400.00
	1.00 FLC X \$400.00 (2 Students)	
	PCDE-110-50 (8/18/2010 - 12/16/2010)	
	11-00-0000-11080-5260	
Musick, Sidni	Inter Speak & Listen in ESL	\$1,410.00
	3.00 FLC X \$470.00 (12 Students)	

	LANG-221-90	(8/18/2010 - 12/16/2010)	
	11-00-0000-11082-5260		
Neri, Juan	Keyboarding		\$1,305.00
	3.00 FLC X \$435.00 (6 Students)		
	CSCI-100-90	(8/18/2010 - 12/16/2010)	
	11-00-0000-11010-5260		
Neri, Juan	Intro Computer Concepts & Appl		\$1,305.00
	3.00 FLC X \$435.00 (15 Students)		
	CSCI-1103-90	(8/18/2010 - 12/16/2010)	
	11-00-0000-11010-5260		
Neuman, Jeri	Anatomy & Physiology I		\$2,170.00
	4.34 FLC X \$500.00 (19 Students)		
	BIOL-211-02	(8/18/2010 - 12/16/2010)	
	11-00-0000-11040-5260		
Nichols, Kip	Bowling		\$400.00
	1.00 FLC X \$400.00 (12 Students)		
	HPER-118-90	(8/18/2010 - 12/16/2010)	
	11-00-0000-11070-5260		
Penner, Jacqueline	Para Health Team Refr Course		\$500.00
	1.00 FLC X \$500.00 (12 Students)		
	HELR-110-90	(8/27/2010 - 8/29/2010)	
	11-00-0000-12203-5260		
Rainman, Valerie	Intro to Conv. Spanish I		\$960.00
	2.00 FLC X \$480.00 (11 Students)		
	LANG-130-90	(8/18/2010 - 12/16/2010)	
	11-00-0000-11020-5260		
Rainman, Valerie	Elementary Spanish I		\$2,400.00
	5.00 FLC X \$480.00 (10 Students)		
	LANG-1322-90	(8/18/2010 - 12/16/2010)	
	11-00-0000-11020-5260		

Rodriguez, Itzel	College Skills Development	\$470.00
	1.00 FLC X \$470.00 (17 Students)	
	PCDE-101-02 (8/18/2010 - 12/16/2010)	
	11-00-0000-11083-5260	
Ruda, Ryan	Academic Recovery & Success	\$470.00
	1.00 FLC X \$470.00 (8 Students)	
	PCDE-110-03 (8/18/2010 - 12/16/2010)	
	11-00-0000-11080-5260	
Rufenacht, Ross	Gymnastics	\$400.00
	1.00 FLC X \$400.00 (14 Students)	
	HPER-152-01 (8/18/2010 - 12/16/2010)	
	11-00-0000-11070-5260	
Scott, Judy	Art Appreciation	\$1,410.00
	3.00 FLC X \$470.00 (29 Students)	
	ARTS-120-90 (8/18/2010 - 12/16/2010)	
	11-00-0000-11030-5260	
Sisk, Bradley	Emergency Medical Technician	\$7,800.00
	12.00 FLC X \$650.00 (10 Students)	
	EMRG-101-90 (8/17/2010 - 1/14/2011)	
	11-00-0000-12202-5260	
Smith, Marci	Lead Challenge	\$470.00
	1.00 FLC X \$470.00 (12 Students)	
Team teaching with Terry Lee (1 FLC)	PCDE-108-01 (8/18/2010 - 9/9/2010)	
	11-00-0000-11080-5260	
Smithson, Norman	Comp Aided Drafting I (Engr)	\$1,500.00
	3.00 FLC X \$500.00 (5 Students)	
	DRFT-104E-91 (8/18/2010 - 12/16/2010)	
	11-00-0000-12260-5260	
Strawder, Freddie	Criminal Investigation II	\$870.00
	2.00 FLC X \$435.00 (14 Students)	
	CRIM-212-90 (8/18/2010 - 12/16/2010)	

	11-00-0000-12240-5260	
Thompson, Kevin	English II	\$1,762.50
	3.75 FLC X \$470.00 (21 Students)	
	ENGL-102-90 (8/18/2010 - 12/16/2010)	
	11-00-0000-11021-5260	
Unger, Jennifer	Academic Recovery & Success	\$470.00
	1.00 FLC X \$470.00 (9 Students)	
	PCDE-110-01 (8/18/2010 - 12/16/2010)	
	11-00-0000-11080-5260	
Unger, Jennifer	Academic Recovery & Success	\$470.00
	1.00 FLC X \$470.00 (6 Students)	
	PCDE-110-90 (8/18/2010 - 12/16/2010)	
	11-00-0000-11080-5260	
Welch, Shannon	Automobile Mechanics I	\$1,305.00
	3.00 FLC X \$435.00 (9 Students)	
	AUTO-102-01 (8/18/2010 - 12/16/2010)	
	11-00-0000-12230-5260	
Wells, Sarah	College Skills Development	\$400.00
	1.00 FLC X \$400.00 (14 Students)	
	PCDE-101-13 (8/18/2010 - 10/13/2010)	
	11-00-0000-11083-5260	
Wells, Sarah	College Skills Development	\$400.00
	1.00 FLC X \$400.00 (13 Students)	
	PCDE-101-21 (8/2/2010 - 8/6/2010)	
	11-00-0000-11022-5220	
Wells, Sarah	College Skills Development	\$400.00
	1.00 FLC X \$400.00 (18 Students)	
	PCDE-101-25 (8/9/2010 - 8/13/2010)	
	11-00-0000-11083-5260	
Wilson, Robert	Anatomy & Physiology I	\$2,447.76
	4.34 FLC X \$564.00 (25 Students)	

BIOL-211-90 (8/18/2010 - 12/16/2010)
11-00-0000-11040-5260

TOTAL ADJUNCT FACULTY CONTRACTS \$69,893.76

**GARDEN CITY COMMUNITY COLLEGE
ADJUNCT FACULTY CONTRACTS
(CONT'D)**

(Presented to Board of Trustees for Approval 10/13/10)

INSTRUCTOR	CLASS	AMOUNT
McFee, Dan	Defensive Tactics/Karate (Adv) / Karate/Self Defense (Adv) 1 FLC x \$435.00 = \$435.00 8/18 - 12/16/10, TH, 7:00 - 10:00 p.m.	\$ 435.00
McFee, Dan	Defensive Tactics/Karate (Beg) / Karate/Self Defense (Beg) 1 FLC x \$435.00 = \$435.00 8/18 - 12/16/10, T, 7:00 - 10:00 p.m.	\$ 435.00
McFee, Dan	Karate/Self Defense (Beg) 1 FLC x \$435.00 = \$435.00 8/18 - 12/16/10, TH, 7:00 p.m.	\$ 435.00
Miller, Sharron	Certified Nurse Aide Lab (HELR-102L-01) 2.01 FLC x \$1,223.50 = \$2,459.24 8/16 - 12/9/10, MTWTHF, 8:00 - 11:00 a.m.	\$ 2,459.24
Miller, Sharron	Certified Nurse Aide (HELR-1023-01) 3 FLC x \$1,223.50 = \$3,670.50 8/16 - 12/9/10, MTWTHF, 8:00 - 11:00 a.m.	\$ 3,670.50
Miller, Sharron	Certified Nurse Aide Lab (HELR-102L-01A) 2.01 FLC x \$1,223.50 = \$2,459.24 8/16 - 12/9/10, MTWTHF, 8:00 - 11:00 a.m.	\$ 2,459.24
Strawder, Freddie	EVOC I 0.50 FLC x \$435.00 = \$217.50 9/18 - 9/19/10, SSU, 8:00 - 5:00 p.m.	\$ 217.50
TOTAL ADJUNCT FACULTY CONTRACTS (with previous pgs)		\$ 79,784.74

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

(Presented to Board of Trustees for Approval 10/13/10)

INSTRUCTOR	CLASS	AMOUNT
Peters, Douglas L.	The Basics of eBay Selling (COMP118-01) 4 contact hour(s) @ \$25.00/hour 10/4/10 - 10/6/10, M-W, 6:00 - 8:00 p.m.	\$ 100.00
Urie, Janice K.	Discover E-Mail (COMP141-01) 4 contact hour(s) @ \$25.00/hour 10/5/10 - 10/7/10, T-Th, 6:00 - 8:00 p.m.	\$ 100.00
Baker, Paula S.	Word 2007: Intermediate (COMP202-02) 8 contact hour(s) @ \$30.00/hour 8/10/10 - 8/19/10, T-Th, 6:00 - 8:00 p.m.	\$ 240.00
Lee, Terry	SGA Exec. Comm. - Low Ropes (TEAM900-08) 4.5 contact hour(s) @ \$30.00/hour 8/20/10, F, 12:30 p.m. - 5:00 p.m.	\$ 135.00
Ingels, Lora D.	KS Carry Concealed Handgun (CRMJ300-57) 3 contact hour(s) @ \$30.00/hour 8/21/10, S, 9:00 a.m. - 12:00 p.m.	\$ 90.00
Landgraf, Rebecca S.	KS Carry Concealed Handgun (CRMJ300-57) 10 contact hour(s) @ \$30.00/hour 8/21/10, S, 7:00 a.m. - 6:00 p.m.	\$ 300.00
Ingels, Lora D.	KS Carry Concealed Handgun (CRMJ300-57) 2 contact hour(s) @ \$30.00/hour 8/21/10, S, 2:00 p.m. - 4:00 p.m.	\$ 60.00
Pardo, Carlos F.	KS Carry Concealed Handgun (CRMJ300-57) 4 contact hour(s) @ \$30.00/hour 8/21/10, S, 1:00 p.m. - 5:00 p.m.	\$ 120.00
Kolbeck, Kent M.	Fork Lift Safety (OSHA108-06) 4 contact hour(s) @ \$30.00/hour 8/26/10, Th, 1:00 - 5:00 p.m.	\$ 120.00
Lee, Terry J.	GCCC Leadership - Lows (TEAM500-05) 4.5 contact hour(s) @ \$30.00/hour 9/10/10, F, 12:00 - 4:30 p.m.	\$ 135.00
Lee, Terry	GCCC Leadership Training - Low Ropes (TEAM500-05) 5 contact hour(s) @ \$30.00/hour 9/10/10, F, 12:00 p.m. - 5:00 p.m.	\$ 150.00
Kolbeck, Kent	Contract Training - Tatro Plumbing - Forklift Safety (CONT303-02) 5 contact hour(s) @ \$30.00/hour 9/10/10, F, 8:00 a.m. - 1:00 p.m.	\$ 150.00
Machotka, Diana E.	Kicked-Up Customer Service (PROF121-02) 4 contact hour(s) @ \$30.00/hour 9/15/10 - 9/22/10, W, 6:00 - 8:00 p.m.	\$ 120.00

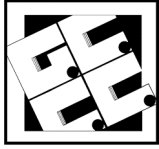
Urie, Janice K.	Computer Basics (COMP109-16) 4 contact hour(s) @ \$25.00/hour (students) 9/21/10 - 9/23/10, T-Th, 6:00 - 8:00 p.m.	\$ 100.00
Lett, Verlyn	Plumbing CEUs (TECH804-01/02) Contract total contact hour(s) @ \$/hour (26 students) 9/25/10, S, 8:00 a.m. - 5:00 p.m.	\$ 1,370.00
Boger, Darrell	HVAC CEUs (TECH805-01/02) Contract total contact hour(s) @ \$/hour (12 students) 9/25/10, S, 8:00 a.m. - 5:00 p.m.	\$ 1,020.00
Hutcheson, Tammy M.	Leading Change (PROF127-01) 4 contact hour(s) @ \$30.00/hour 9/28/10, T, 1:30 - 5:30 p.m.	\$ 120.00
Kasriel, Matthew E.	H2S, Confined Spaces, Air Monitoring & Respiratory Protection (OSHA111-05) 4 contact hour(s) @ \$30.00/hour 9/28/10, S, 8:00 a.m. - 12:00 p.m.	\$120.00
Urie, Janice K.	All About the Web (COMP142-01) 4 contact hour(s) @ \$25.00/hour 9/28/10 - 9/30/10, T-Th, 6:00 - 8:00 p.m.	\$ 100.00
Sosa, Elizabeth	Inspiring Motivation & Commitment (PROF125-01C) 4 contact hour(s) @ \$30.00/hour 9/29/10, W, 8:00 a.m. - 12:00 p.m.	\$ 120.00
Hutcheson, Tammy	Strategic Planning (PROF105-03C) 4 contact hour(s) @ \$30.00/hour 9/29/10, W, 1:30 p.m. - 5:30 p.m.	\$ 120.00
Routon, Timothy D.	Woodworking - PM (HMGD175-07/07D) 45 contact hour(s) @ \$30.00/hour 9/7/10 - 12/14/10, T, 7:00 - 10:00 p.m.	\$ 1,350.00
Baker, Paula S.	Word 2007: Advanced (COMP203-05) 8 contact hour(s) @ \$30.00/hour 9/7/10 - 9/16/10, T-Th, 6:00 - 8:00 p.m.	\$ 240.00
Sosa, Elizabeth	Basics of Communication in the Workplace (PROF124-01) 2 contact hour(s) @ \$30.00/hour 9/8/10, W, 6:00 - 8:00 p.m.	\$ 60.00
Falor, Danielle	Ceramics (CONT951-01) 6 contact hour(s) @ \$20.00/hour 9/9/10 - 9/23/10, Th, 6:00 p.m. - 8:00 p.m.	\$ 120.00

TOTAL NON-CREDIT FACULTY CONTRACTS \$ 6,660.00

14-00-8004-31000-5270	\$ 4,220.00	(Business & Industry)
14-00-8006-31000-5270	\$ 1,870.00	(Personal Enrichment)
14-00-8033-31000-5270	\$ 570.00	(Public Safety)

**GARDEN CITY COMMUNITY COLLEGE
 ADJUNCT / OUTREACH CONTRACTS - RECEIVED
 10SUR
 From: 08/19/10 - 08/23/10**

INSTRUCTOR	CLASS	AMOUNT	LEVEL/ SEMESTERS
MAIN			
0044339 Crain, Terry	Industrial Boiler Operator I 2.67 FLC X \$675.00 (4 Students) INPR-217-8K (8/9/2010 - 8/13/2010) 11-00-0000-12272-5230	\$1,802.25	02/7
TOTAL ADJUNCT FACULTY CONTRACTS		\$1,802.25	



GARDEN CITY COMMUNITY COLLEGE

801 Campus Drive • Garden City, Kansas 67846 • (620) 276-7611 • FAX (620) 276-9573 • www.gccks.edu

DATE: Sept. 26, 2010

TO: Dr. Joseph Emmons, interim president
FROM: Steve Quakenbush, director of information services and publications
RE: **2010-2011 Advertising Contract, Garden City Telegram**

Dr. Emmons,

It's time to renew our annual advertising contract with the Garden City Telegram. We've entered a contract arrangement with the Telegram each of the last several years, effective Oct. 1, because it lets us secure significantly lower rates. Last year's \$40,000 contract gave us the display and classified advertising rates noted below, expressed in dollars per column inch.

2009-2010 contract:

Display ads

\$8.66 our rate \$11.10 open rate Our column inch discount \$2.44 (*21.98 percent*)

Classified ads

\$6.72 our rate \$8.70 open rate Our column inch discount: \$1.98 (*22.75 percent*)

We actually spent only \$28,241 (approximate amount) in advertising with the Telegram during 2009-2010, a reduction of approximately \$4,000 from the previous year, but the publisher has allowed us to count charges for printing, mailing, insertion and related services toward the qualifying total of \$40,000.

NEW CONTRACT, 2010-2011 (Rates and amount unchanged):

We cut our contracted amount from \$50,000 to \$40,000 last year, and for the year ahead we have proposed maintaining the level of \$40,000, but continuing to receive the same rates of:

- **\$8.66 display advertising**
- **\$6.72 classified advertising**

The newspaper has agreed to this arrangement, and the new contract also allows us to continue counting non-advertising expenses toward the qualifying total.

RECOMMENDATION:

I recommend that we accept the proposal for 2010-2011 and sign a new contract at \$40,000.

INCIDENTAL INFORMATION:

- Though GCCC receives the benefit of counting non-advertising expenses toward the contract total, not all customers do.
- As a matter of record, we dropped our contract total to \$75,000 in 2006-2007, to \$60,000 in 2007-2008, to \$50,000 in 2008-2009, and to \$40,000 in 2009-2010, as we have scaled back the advertising budget and redirected our remaining resources.
- In addition to these discount rates, we will continue to qualify for the Telegram's standard frequency discount rates, which range from 25 to 60 percent of the column inch rates for ads appearing twice or more.
- The Telegram is continuing to provide GCCC approximately 20 column inches of space every other week for a public information column, at no charge. The value of this space over a year's time, if purchased, would be more than \$4,500.
- The Telegram and GCCC work as partners in co-sponsoring various events throughout the year, particularly those in music and fine arts programming, as well as for opportunities such as GED completion and College Goal Sunday, further reducing college advertising expenses.
- While the newspaper charges a 25 percent fee for guaranteed placement on designated pages, GCCC has in most cases received this service at no charge over the past year, and can expect that benefit to continue.
- Even though the official contract year begins Oct. 1, the Telegram is already honoring the rates in the proposal, pending approval.

The Garden City Telegram

310 N. Seventh • PO Box 958

Garden City, KS 67846

PH 620-275-8500

FX 620-275-5165

DOLLAR VOLUME

Advertiser agrees on the placement of a total advertising dollar volume of \$ 40,000 for local display rate \$ 8.66 and \$ 6.72 for classified retail rate during the period of Oct. 1 2010 to Sept. 30 2011 earn a discount of _____%.

This dollar volume is discounted by *The Garden City Telegram* in consideration of the advertiser placing the minimum amount of advertising dollars specified above during the designated time period. If the full dollar commitment for the period is not met, the advertiser agrees to reimburse *The Garden City Telegram* for the difference between the committed amount and the actual dollar volume. Dollar volume commitment would include all advertising revenue – ROP, pre-print, color, classified, online advertising, all job printing, inserts and related business included. Discount applies to ROP lineage only. \$7,000 – 3%; \$15,000 – 6%; \$35,000 – 9%; \$50,000 – 12%; \$60,000 – 14%; \$75,000 – 16%; additional dollar volume discounts are available – see your advertising representative.

RETAIL FULL PAGE

Advertiser agrees to run 0 full pages (129" retail/ 172" classified per page) per year. Advertiser receives additional discount based on retail/ classified rate.

6 pages = 6%

13 pages = 13%

26 pages = 26%

52 pages = 52%

COLOR

Advertiser agrees to purchase color for a minimum of 0 times per year, beginning _____ and through _____ to earn _____ discount in *The Garden City Telegram*. Discount applies to color charge only. Color may be purchased in any of the following combinations during the length of the contract to qualify for discount.

13 times – 10% discount

26 times – 25% discount

39 times – 40% discount

52 times – 50% discount

MONTHLY REAL ESTATE GUIDE

Advertiser agrees to run the first Friday of each month in the Monthly Real Estate Guide beginning 0 through 0 to run:

2x2.5 ad = \$70.00

2x5 ad = \$130.00

4x5 ad = \$170.00

4x10 ad = \$250.00

Additional color and premium placement will be an additional charge.

DRIVE

Advertiser agrees to run on the *Drive* cover beginning 0 through _____ to run:

13 weeks at \$ _____ per week

26 weeks at \$ _____ per week.

39 weeks at \$ _____ per week

52 weeks at \$ _____ per week.

Ad size is 5 columns x 11. Prices include full color.

HOMES

Advertiser agrees to run on the *Homes* cover beginning 0 through 0 \$ 0 per week.

Separate schedule is attached. Ad size is 5 columns x 11. Prices include full color.

BANNERS

Premium Advertising Space is available on a limited basis on the following sections of The Garden City Telegram: Front Page A1 & Sports (Monday – Saturday), Southwest Life B1, Business Page D8 (Saturday).

Front Page A1 Banner	Sports Banner, Southwest Life Banner, Business Page Banner
<input type="radio"/> 6x1" \$120.00 per day* includes full color	<input type="radio"/> 6x1" \$79.00 per day* includes full color
<input type="radio"/> 6x1.5" \$178.00 per day* includes full color	<input type="radio"/> 6x1.5" \$167.00 per day* includes full color
<input type="radio"/> 6x2" \$238.00 per day* includes full color	<input type="radio"/> 6x2" \$224.00 per day* includes full color

*5% discount given to advertisers who agree to run multiple days.

COMMUNITY PRIDE PAGES

Sports Championships, Graduation, Boo At The Zoo all are special events and deserve recognition. Our community pride pages provide recognition for these events and many others. Be a part of these special events in our community and receive a discount.

0 \$30 per event page per publication. A more complete list of Special Events / Special Causes is attached.

PRE-PRINT INSERTS

Advertiser agrees to place inserts on one of the following programs beginning 0 and through 0 to earn the appropriate discount:

Single publication:	3% discount	Telegram – 8000 or Bargains Plus – 14,000 or La Semana – 3000.
Two publications:	7% discount	Telegram & Bargains Plus – 22,000 or Telegram & La Semana – 11,000.
Total Market Coverage:	13% discount	Telegram, Bargains Plus & La Semana – 25,000

If advertiser does not fulfill the contract as agreed upon, The Garden City Telegram will charge the advertiser the applicable frequency rate. For all other terms and conditions governing this contract, see the current retail and classified advertising rate card.

Garden City Community College

Print Advertiser Name

The Garden City Telegram Advertising Representative

Corporate Officer

Date

The Garden City Telegram Publisher

Date

Address 801 Campus Drive, Garden City, KS

Account # 15180

Taxpayer ID# /SS# 48-0698107

New Contract

Renewal Contract

Contract Change

CONTRACTUAL PROVISIONS ATTACHMENT

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

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

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

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

Parties to this contract understand that the provisions of this paragraph number 5 (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of such contract or whose contracts with the contracting state agency cumulatively total \$5,000 or less during the fiscal year of such agency.
6. **Acceptance Of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation shall be allowed to find the State or any agency thereof has agreed to binding arbitration, or the payment of damages or penalties upon the occurrence of a contingency. Further, the State of Kansas shall not agree to pay attorney fees and late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect which attempts to exclude, modify, disclaim or otherwise attempt to limit implied warranties of merchantability and fitness for a particular purpose.
8. **Representative's Authority To Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
9. **Responsibility For Taxes:** The State of Kansas shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
10. **Insurance:** The State of Kansas shall not be required to purchase, any insurance against loss or damage to any personal property to which this contract relates, nor shall this contract require the State to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.), the vendor or lessor shall bear the risk of any loss or damage to any personal property in which vendor or lessor holds title.
11. **Information:** No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101 et seq.
12. **The Eleventh Amendment:** "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."

OCTOBER 2010 MONITORING REPORT

EXECUTIVE LIMITATIONS QUARTERLY Information and Advice #2 Page 11

The President shall not permit the Board to be unaware of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, significant external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.

CEO's Interpretation and its Justification: The Board needs to be able to address questions and concerns with the public; therefore, the President must make certain that any items that may be addressed between Board meetings are relayed to the Board. These include items that could be picked up by the local media. The Board is apprised of how the college is managed day to day and they are aware of the Policy Governance document. They also need to be aware of the administrative policy changes and other changes that vary from information that they already have. The President needs to make them aware of administrative policy changes that may be questioned by staff, students or community members.

Data directly addressing CEO's interpretation: The President tries to keep the Board advised of any adverse legal or media coverage by e-mail or personal contact when an incident arises. Significant internal changes are communicated through the planning process with updates on progress, i.e., negotiations, tax credits, the presidential search, renovations and administrative policy changes. The President's report at Board meetings includes relevant trends, administrative policy and procedure changes, and philosophical changes. The Board receives professional newsletters, magazines and many attend conferences that keep the College in touch with national trends.

EXECUTIVE LIMITATIONS QUARTERLY Information and Advice #3 Page 11

The President shall not fail to advise the Board if, in the President's opinion, the Board is not in compliance with its own policies on GOVERNANCE PROCESS and BOARD-PRESIDENT RELATIONSHIP, particularly in the case of Board behavior which is detrimental to the work relationship between the Board and the President.

CEO's Interpretation and its Justification: The President is hired to administer the Board Policies and manage the College. If the President feels that he cannot do this because the Board is not adhering to the policies set forth by the Board, it is his responsibility to discuss this with the Board. If something happens that makes the working relationship with the Board difficult, he should also discuss this with the Board.

Data directly addressing CEO's interpretation: I have no concerns about the Board and its compliance with its policies. The Board regularly looks at policies and studies the Carver model at workshops, through newsletters, and during Board meetings. I am aware of no incidents of Board behavior that have been detrimental to the working relationship.

EXECUTIVE LIMITATIONS QUARTERLY Information and Advice #5 Page 11

The President shall not fail to deal with the Board as a whole except when fulfilling requests for information or responding to individuals or committees duly charged by the Board.

CEO's Interpretation and its Justification: The President deals with the Board as a whole in all instances. If an individual Board member asks for information, it is provided to the entire Board.

Data directly addressing CEO's interpretation: Individual requests for information are usually discussed with the Board as a whole. There have been no individual requests this quarter.

AUGUST 2010 MONITORING REPORT

ANNUAL REPORT - *Revised*

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.

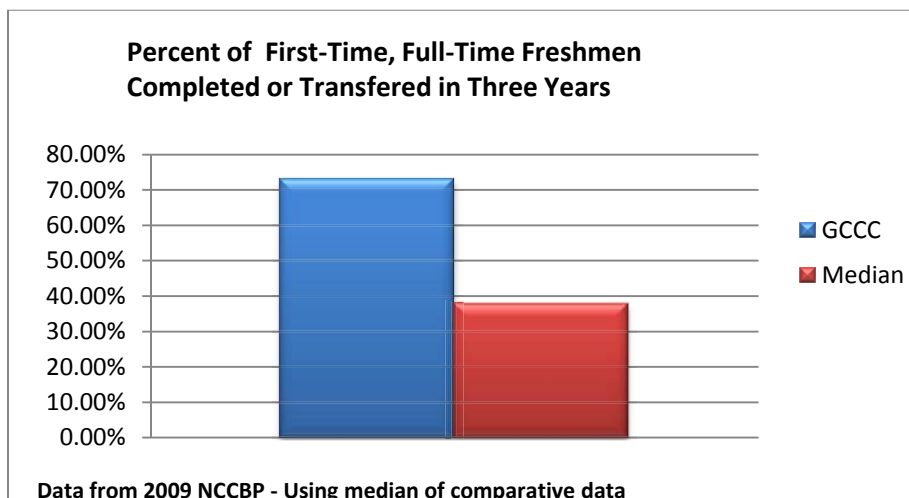
CEO's Interpretation and its justification: *Students, staff, volunteers and the community shall feel valued evidenced by satisfactory learning outcomes, high-quality job performance and strong support of the college, respectively. CEO will ensure accurate assessment, quality instruction, and excellent services for students. Students shall have a voice via student government, residential life focus groups and access to faculty and administration. Employee input will be solicited via surveys, face-to-face meetings and In Service days. Community stakeholders will be reached via CEO, staff and student involvement in community organizations, events and civic presentations.*

Data directly addressing CEO's interpretation:

As the table below shows, GCCC students complete programs or transfer to four-year institutions at a rate higher than the median average of community colleges participating in the NCCBP benchmarking project. This data shows student persistence, which implies satisfaction with GCCC. Further, results from the Noel-Levitz Student Satisfaction Survey resulted in GCCC obtaining a 5.55 score for "Student Centeredness," which is well above the national score of 5.37.

Voluntary employee separations from the college accounted for 7.8% of staff and 9.7% of faculty in 2009-10. Overall Employee retention rate in FY 10 was 84%, which includes employees terminated due to the reduction in force. A high retention rate indicates a level of employee satisfaction.

Community involvement at athletics, arts and other events indicates that community members are interested in GCCC and feel ownership in the college. Attendance at art and athletic events remained steady in FY10. The Endowment Association enjoyed a 15.9% increase in contributions from 2008-09 to 2009-10.



Voluntary Employee Turnover Rate

Year	Staff	Faculty
2007-08	13.7%	1.5%
2008-09	6.7%	5.7%
2009-10	7.8%	9.7%

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 will review, write and enforce grievance procedures and rules that protect students and employees from discrimination, harassment, and unconstructive work/study situations. Clearly written and defined policies and procedures will be explained verbally during student and staff orientations and in writing in the student handbook and the employee handbook, which is online.*

Data directly addressing CEO's interpretation:

The following table provides evidence that students are aware of and utilize procedures to resolve issues and/or complaints:

Academic Year	# Complaints	Topics
2007-2008	9	Discrimination, Res. Hall Removal, Enrollment Hold, Inappropriate Instructor Comment, General Unhappiness with GCCC, Program Dismissal, Alleged Sexual Assault, Res. Hall Cancellation Charge
2008-2009	11	Course Notifications, Denied Transfer Credit, Out-of-State Athlete Recruitment, Coursework Makeup Program Dismissal, Instructor Issues, SSS Participation, Stalking & Harassment, Enrollment Hold, Academic Dismissal
2009-2010	10	Denied credit for courses not taken, ADA Concerns, Residential Life Removal, Dismissal from School, Alleged Sexual Assault, Academic Dishonesty, Res. Hall Cancellation Charge
**All Complaints were addressed timely with complainant		

Executive Limitations #2, #3, and #5 provide evidence that faculty and staff are aware of, and utilize the procedures available for issues, complaints, and grievances.

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: *CEO will not retaliate or discriminate against students, employees or other stakeholders who disagree, dispute or oppose ideas, initiatives or projects because of an ethical principle. CEO shall allow faculty academic freedom in the classroom and will not deny professional advancement because of differing opinions. The President has agreed in the Negotiated Agreement the "fundamental need to protect from any censorship or restraint the status of Professional Employees which might interfere with their obligation to pursue truth in performance of their functions."*

Data directly addressing CEO's interpretation:

Faculty brought forward three formal grievances in academic year 2010; none of these resulted in the dismissal of those employees. Faculty proposes, designs and approves course curriculum and has free license in the classroom to exercise academic autonomy.

Revised Oct. 2010

The Internal Governance system gives all employees an anonymous venue in which to submit opinions, ideas and complaints. The anonymity ensures that there are no repercussions stemming from an ethical dissent. Faculty and staff submitted 25 proposals to Internal Governance in 2009-10. Comparatively, 13 proposals were submitted in 2008-09, which indicates increased awareness of the Internal Governance process.

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: *CEO gives due process that includes informal conference with his division director; submission of a formal, written grievance to appropriate dean; advisory opinion from Faculty Senate; Dean’s recommendation to President within 10 days of receipt; appeal to recommendation is allowed within 10 days; Presidential review within 10 days; and written Presidential decision.*

Data directly addressing CEO’s interpretation:

During fiscal year 2010, three formal grievances were submitted by faculty members to the Dean of Academics. Upon receipt and subsequent discussions with individual grievants, the Dean of Academics recommended approving one grievance and denying two. The two denied grievances were appealed by the respective faculty members to the President. The President denied both. Past actions are being reviewed to ensure that proper procedures are followed per the Negotiated Agreement.

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: *Student appeals policies and procedures are outlined in the student handbook. Depending upon the specific area being appealed, administrators, faculty, staff and peers serve to review and decide student appeals. CEO recognizes the right of employees to express his/her grievances and to seek a solution concerning disagreements arising from working conditions, employment practices or differences in interpretation of policy which might arise between the college and its employees. An employee’s immediate supervisor is usually the best place to go if there is a complaint or problem at work, however, the Human Resources Director ensures that due process is applied consistently.*

Data directly addressing CEO’s interpretation:

No student or staff member has been denied due process this past year. Human Resources investigated one harassment complaint in FY10. The investigation found no harassment had occurred. Student appeals received in FY10 are noted in the chart below.

Review/Appeals Committees	Number of student appeals	Appeals granted	Appeals denied
Refund Appeals	36	29	7
Disciplinary Review	0	0	0
Academic Dismissal Appeals	26	23	3
Grade Appeals	6	2	4
Student Grievance Appeals	1	0	1
Withdrawal Appeals	20	5	15

Refund Appeals—Reviews for students wishing to appeal charges.

Disciplinary Review—Reviews based upon student code of conduct.

Academic Dismissal Appeals—Reviews of students placed on academic dismissal requesting re-admittance to GCCC.

Grade Appeals—Reviews students wishing to appeal a grade received in a course from the current semester.

Student Grievance Appeals—Review of all complaints other than academic or disciplinary actions.

Withdrawal Appeals—Reviews of students petitioning to withdraw from courses after the last day to drop in a semester.

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: *Faculty appeal process is outlined in the Negotiated Agreement. CEO will ensure that faculty knows the Board appeals process and facilitates the process to ensure due process. The Board appeals process is outlined in the Negotiated Agreement. CEO will abide by and support Board decision without retaliation to grievant.*

Data directly addressing CEO's interpretation:

Three written grievances were received from faculty in academic year 2010. After following due process afforded in the Negotiated Agreement (noted above), two grievants were not satisfied with the President's decision and appealed to the Board of Trustees. These grievances were submitted to and reviewed by the Board of Trustees for a final decision. No retaliatory consequences were suffered by the faculty members who brought forward these grievances.

EXECUTIVE LIMITATIONS

ANNUAL

Treatment of People #6

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The President shall not fail to acquaint students and staff with their rights and responsibilities.

CEO's Interpretation and its justification: *CEO will convey the rights and responsibilities of students and staff via GCCC catalog, student handbook, college website, student activity handbook and athletic handbook. Staff has access to the employee manual, faculty manual, adjunct faculty manual and the negotiated agreement online and in print form upon request to the HR office. Students, staff and faculty are informed of these resources at new student and new employee orientations as well as throughout their tenure via advising sessions, supervisor direction, all-campus In Services, departmental meetings, and email.*

Data directly addressing CEO's interpretation:

Monthly topic-specific meetings were hosted by the President to facilitate campus communication and to enhance dissemination of college policies and procedures. Employees attended these meetings to gain more information on a specific topic or ask any questions they had. The President also met with two different departments per month to talk about what was happening campus-wide. This year, the deans will schedule regular meetings with departmental staff to address any concerns or suggestions regarding their respective divisions.

Two all-employee In Services and regular, as-needed new employee orientations were conducted in FY10. New student orientation is at the beginning of the fall semester.

Essential Skills: Students will possess essential skills.
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CEO's Interpretation and its Justification: The President will ensure that measures are in place to determine if individual students are progressing in the essential skills area. The initial Compass tests will place students into math, reading and English courses. Those who test into developmental courses will be assessed at the end of each semester to determine if they are prepared for college-level work. If trends show that the students are continually misplaced, the testing levels will be reviewed. If the passing rates are not acceptable in developmental courses, the curriculum will be reviewed. If students have not had an introductory computer course in high school they will be required to take one at the college level. The Work Keys testing will also tell us if students are improving to levels appropriate for their chosen field of study.

Adult Basic Education, GED and ESL students are assessed every 12 instructional hours to determine if progress is being made toward the exiting high school goal to get them ready to attend college classes.

Academics

- There were a total of 865 new students enrolled during the 2009-2010 academic year compared to 800 the previous year comprising a 9.2% increase in enrollment. Of those 865 students, 63.2% (547 students) tested into at least one developmental course. That percentage is a little higher than last year's numbers and it indicates a steady rise in the numbers of students enrolling at Garden City Community College with developmental needs when compared to three year averages.
- There were 630 new freshmen enrolling last year and of those 72.1% (454) qualified for at least one developmental class. The percentages of freshmen needing developmental help has risen by nearly 5% a year over the last three years.
- 235 transfer students enrolled during the 2009-2010 academic year of which 39.6% (93) were placed in at least one developmental course. This number has risen over the last three years as well, although at a much less dramatic rate.

Adult Learning Center

- In spring 2010, 426 learners attended Adult Learning Center classes for a total of 37,080 hours of instruction which resulted in 87 average hours per enrolled participant.
- Eighty-three enrolled in adult basic education, 19 in GED preparation and 324 in English as Second Language classes.
- 50 percent of the participants made educational gains on standardized assessments.
- Thirty-one additional participants earned a GED.
- Eight participants enrolled into "Plaza Comunitaria" during this semester. Six (75%) completed a certificate course.

Project Destiny

- 65 students participated in the High School Equivalency Program (HEP) Region 1 (southwest Kansas) in five locations including Garden City, Ulysses, Scott City, Syracuse and Lakin. However, we have participants who live in Deerfield, Coolidge and Johnson.
- HEP has successfully graduated 45 students during its fourth year of the grant. The GCCC HEP program – the largest among the three other participating sites – exceeded the graduation rate goal among participants by 52%.
- HEP graduates from all sites combined received 8,354 hours of Spanish GED instruction.

Project KANCO

- All CAMP (Project KANCO) participants must be enrolled in core, college subjects on a full-time basis during their freshman year.
- By the end of their freshman year, all CAMP participants must have a minimum of 24 hours of college credits.
- CAMP participants’ attendance and academic progress are monitored by the KANCO staff on a weekly basis.
- The KANCO Assistant Coordinator meets with students every week to provide/encourage tutoring services when needed and serve as a mentor to students in the program.

1. Students will have the essential skills of interpersonal communications, including speaking, listening and writing.

Academics

TERM	BASIC ENGLISH								
	2007-2008			2008-2009			2009-2010		
	Students Receiving a C or better	Number Enrolled in English I Next Term	Percent Retained	Students Receiving a C or better	Number Enrolled in English I Next Term	Percent Retained	Students Receiving a C or better	Number Enrolled in English I Next Term	Percent Retained
Fall	89	60	67.4%	76	54	71.1%	76	48	63.2%
Spring	29	14	48.3%	35	20	57.1%	53	21	39.6%
Year	118	74	62.7%	111	74	66.7%	129	69	53.5%

- For the purposes of this report, retention rates are figured on students who enrolled in English I the semester after successfully completing Basic English.

- Of all students enrolling in Basic English classes during the 2009-2010 academic year, 129 received a passing grade of a C or better.
- Of those, 53.5% continued on to take English I the following semester.
- The college loses between 9% and 9.5% of its overall enrollment between the fall and spring semesters based upon the last three year average headcounts.
- The Developmental Ed. Committee is looking into reasons for the drop in retention rates during the last year. Among the possible reasons and solutions they have discussed are the following:
 - While overall enrollments have steadily increased over the last three years, the number of English faculty has remained steady. This requires more developmental classes be taught by adjunct instructors.
 - Adjunct instructors are notoriously difficult to keep; therefore, consistency is hard to maintain
 - Mentors are assigned to each adjunct instructor.
 - The Humanities and Fine Arts division director works with the dean of academics to ensure each adjunct instructor has the necessary qualifications
 - Students are unsure of their abilities to succeed at college level English
 - During the 2009-2010 academic year, the English department has developed a second level developmental class designed to give students who score very low on placement exams the additional help they need to be successful

TERM	COLLEGE LEVEL ESL								
	2007-2008			2008-2009			2009-2010		
	Students Receiving a C or better	Number Enrolled in English I Next Term	Percent Retained	Students Receiving a C or better	Number Enrolled in English I Next Term	Percent Retained	Students Receiving a C or better	Number Enrolled in English I Next Term	Percent Retained
Fall	38	25	65.8%	60	46	76.7%	32	24	75.0%
Spring	41	14	34.1%	47	19	40.4%	24	15	62.5%
Year	79	39	49.4%	107	65	60.7%	56	39	69.6%

- An area of focus over the last couple of years for the Developmental Ed Team has been the transition rates of students enrolling in English as a Second Languages classes into college-level English

- While the numbers of students enrolling in college-level ESL class have declined, retention/transition rates have risen dramatically.
- The Developmental Ed Team will continue to work with the ESL instructor to make sure these numbers are maintained.

Adult Learning Center

- The GED students have daily writing topics (various types of essays, poetry, writing prompts, daily journals)
- Students participating in the Migrant Family Literacy Program are taught functional English skills through ESL classes. They are encouraged to continue using the English skills they acquire with their children through take home literacy activities.
- English as a Second Language students gain skills through interactive programs used on the SmartBoard, audio CDs that feature sounds which include pronunciation of the alphabet and listening to programs from the Internet.

Educational Talent Search

- More than 15 ETS students have volunteered to interpret, tutor and present at various community events including Parent Teacher Conferences, Mosaic week-long family activity, May Day, and Kansas Day at Buffalo Jones Elementary School.
- ETS students have translated to Spanish information for parents and also interpreted at various workshops on Financial Aid, College Admissions, and preparing for college.
- Tutoring is offered 12 hours a week for ETS students who need assistance with any homework, including speeches, essays, and study skills. This is especially beneficial for ESL students.

2. Students will have reading skills appropriate for their chosen field of endeavor.

Academics

- During the past year, work has been done to make sure student are placed into the correct level reading class according to their needs and to incorporate the appropriate assessments designed to measure reading skills of students as compared to the skills required in their chosen field.
- Students are currently required to take both the Compass placement test and the Nelson-Deny reading assessment if they qualify for a developmental reading class
- The Compass assessment identifies those students with developmental reading needs
- The Nelson-Deny assessment is used to place the students in the correct level of developmental reading and it is also used as an exit assessment to determine growth
- Efforts are currently underway to make the assessment process more seamless

- Beginning in the fall 2010 semester, all full-time students are required to take three Work Keys assessments in the areas of math, reading, and locating information
- Students will be required to take the Work Keys test in the same three categories upon graduation from the college
- Students will be eligible for three levels of Work Ready Certificates through the Work Keys assessment designed to align with the skills in reading, math, and locating information needed for their chosen field of endeavor.
- Retention rates for reading classes are not maintained since there are no college-level reading classes.

Adult Learning Center

- The GED students have daily reading instruction. They focus on various topics in various subjects: reading (poetry, articles, forms, letters, nonfiction, fiction), science, social studies, and math word problems.
- Students in the Migrant Family Literacy Program are encouraged to read with their child daily and record it in a monthly parent and child activity log which will count toward the student goal quarterly.
- ESL students read books, newspapers and magazines in class. The students are given outdated books from the library to take home and read.

Educational Talent Search

- 15 middle school students attended a six-week workshop to increase their reading skills and vocabulary.
- Approximately 90 % of ETS students have passed the Kansas Reading and Math Assessments. Practice questions for the state reading assessment are available at tutoring sessions on an individual or small group basis.

3. Students will have the essential math skills.

Academics

TERM	INTERMEDIATE ALGEBRA with REVIEW								
	2007-2008			2008-2009			2009-2010		
	Students Receiving a C or better	Number Enrolled in College Algebra Next Term	Percent Retained	Students Receiving a C or better	Number Enrolled in College Algebra Next Term	Percent Retained	Students Receiving a C or better	Number Enrolled in College Algebra Next Term	Percent Retained
Fall	59	32	54.2%	102	63	61.8%	122	52	42.6%
Spring	84	37	44.0%	92	44	47.8%	102	48	47.1%
Year	143	69	48.3%	194	107	55.2%	224	100	44.6%

- For the purposes of this report, retention rates are defined as students who enroll in College Algebra the semester after successfully completing Intermediate Algebra.
- The retention rates between Intermediate and College Algebra are consistently low for a variety of reasons:
 - Intermediate Algebra is only considered a developmental class when the student's goal is to receive an Associate in Arts or an Associate in Science degree from the college
 - For many students, math is a difficult subject area. Students tend to want to give themselves a semester break between these two math levels
 - Nearly a third of all math credit hours taught on campus are taught by adjunct instructors and those instructors are increasingly difficult to hire. As a result, developmental math classes cap their enrollments at 24 students per class compared to caps of 16 students for developmental English classes.
 - The math department will include an additional math instructor in this year's plan as it has done for the last few years, but budget restrictions have made this impossible in the past and the outlook for this next year is not good at this point.
- Our research has revealed that these numbers become especially significant when the fact that students who continue in the math sequence do better in College Algebra if they take that class the semester following successful completion of Intermediate Algebra than those who skip a semester between the two courses
 - This holds true no matter if the student received an A in Intermediate Algebra or a C

- This also holds true for high school students who choose to not take a high school algebra course their senior year
- The math department will be looking to re-evaluate its curriculum for both Intermediate and College Algebra during the 2010-2011 academic year
- Different methods of delivery, including an on-line supplement, are being discussed for implementation in the spring 2011 semester.

Adult Learning Center

- GED students have daily math instruction.
- The students are prepared to enter college level classes. Lessons begin with basics (decimals, fractions, percents) and end with more advanced topics (algebra and geometry).
- GED students have been introduced to the TI-84 calculator which is used in college-level math classes.

Educational Talent Search

- 14 high school students completed the six-session graphing calculator workshop and received a graphing calculator from ETS.
- Practice questions for the state math assessment are available at tutoring sessions on an individual or small group basis.
- ETS supported the special math groups at Garden City high school to assist students in preparing for the state assessments.

Project KANCO

- Project KANCO closely monitors all CAMP students taking math classes to provide tutoring and support as needed.
- Project KANCO works closely with the GCCC Math department to assist students.
- All CAMP students in upper-level math classes are offered graphing calculators and other materials to help them alleviate the costs.

Project Destiny

- Project Destiny offers intensive math tutoring every Friday and twice a month on Saturdays for all students in the program.
- All HEP participants receive math calculators for the GED Official Exam, graph papers, rulers and books to successfully participate in this class.

- All students are offered practice tests with time to help them practice for the GED Official Math Exam.
- Practice tests are offered with and without calculators to help students build confidence in their skills.

4. Students will have the essential computer skills.

Academics

- Depending on the student's field of endeavor, computer skills classes are required; however, it remains a concern that not all full-time students are required to take an essential computer skills class
- In response to this concern, a team consisting of the dean of academics and two faculty members from the computer sciences department, is working on creating a required one credit hour Essential Computer Skills class
- The concept for this class has been brought to the President's Cabinet for discussion and has received tentative approval for development
- The competencies for the course are under development
- The class will be required and will function much the same way the current College Skills classes function
- Students who are required to take other computer classes according to their field of study will be exempt from the class
- All students enrolling in the class will be assessed the first day of class in order to determine their essential computer skills needs. It will be possible to test out of the class based upon this assessment.
- The committee has set the fall 2011 semester as the timeline for implementing this class

Adult Learning Center

- All GED and ESL students complete "Teknimedia," which is a state-developed technology curriculum and will receive one of two certificates upon completion. "Computer Basics 1" includes mouse tutorial, basic skills, and computer basics. "Computer Basics 2" includes files and folders, exploring the web, and basic word processing.
- Students involved with the MFLP use the LightSpan program, which is a Playstation program that encourages English language use as well as family interactions.
- MFLP students have access to the Community Computer Lab in East Garden Village during normal business hours. This gives students access to computers on a regular basis.

Business & Industry Institute

- 47 enrollments in eight computer classes

Educational Talent Search

- ETS offered computer workshops in website design, media, and photo essay. The students learned to use the following computer programs and software: Photoshop, Dreamweaver, Moviemaker, and Flash.
- ETS has 10 laptops for checkout for students participating in the workshops, computer activities, and for school assignments.
- Gov. Mark Parkinson presented awards to 22 Garden City ETS students who won technology contests in website design, media and photo essay.

Project KANCO

- All CAMP participants are loaned laptops fully equipped with Microsoft applications for their use during their freshman year.
- Students are introduced to the campus email system and Grade Book to access their grades and instructors' comments.

Project Destiny

Students registering to take the GED Official Exams participate in a computer workshop

Work Preparedness: Students will be prepared for success in the workplace.

CEO's Interpretation and its Justification: Students taking certificate and degree programs at GCCC will have the technical skills and soft skills necessary to enter their field of training. The training provided to students enrolled in short term courses developed to upgrade skills shall be taught with industry standard practices and allow people to gain the skill necessary to maintain, advance or change their career.

1. Students will have the skills and knowledge required for successful entry into the workplace.

Adult Learning Center

- 34 participants received a Work Ready Certificate
- 225 participants were registered into WIN (course preparation for Work Ready Certificate)
- 68 additional participants completed online registration for KansasWorks
- Career counseling and job skills are presented to GED, ESL, refugee, migrant and transition students

Educational Talent Search (ETS)

- ETS teaches website design, flash, moviemaker, photo editing, and digital camera skills to students thus developing technology skills for the workplace.
- ETS students have applied and interviewed with classroom teachers for the opportunity to assist elementary students in their classrooms which gives them interviewing, resume writing and job application skills.
- 136 ETS seniors have prepared a resume of activities, leadership roles, and awards and achievements to be used for college applications and possible job applications

Project Destiny

- All HEP participants complete a Career/Educational Plan indicating their academic and personal goals as well as their priorities upon graduating from the GED Program.
- HEP graduates receive information on specific jobs/careers in their area at their request.

Project KANCO

- All CAMP participants are required to work on a Career Educational Plan with information on careers/jobs according to their area of interest.

- All CAMP participants are required to take WorkKeys Assessment and review their results during the KANCO Seminar – College Skills Development Class for freshman students – a cohort group.

Kansas Small Business Development Center

- The KSBDC primarily meets individually with clients to assist them in building their business. From January 1, 2010, to June 30, 2010, the GCCC Regional KSBDC worked with 102 (70 last year) clients for a total of 855 (551 last year) hours of counseling, prep and travel time. Sixteen (6 last year) workshops were offered with 164 (49 last year) participants, covering topics that included Human Resources, Customer Service, US SBA issues, American Recovery Act, Kansas Tax Issues, and Steps to Startup.
- In 2009, clients of the GCCC KSBDC created 88 new jobs, obtained \$3,561,032 in capital for their businesses in 37 loans, and started 20 new businesses. Over the last eight years, the GCCC KSBDC services to clients generated an average of \$14.60 in new tax revenues for every \$1 invested in the GCCC KSBDC program.

Southwest Kansas Regional Prevention Center

- The Seeds of Hope Jail Ministry has produced one GED graduate (GCCC program) and prepares inmates to enter the workplace through support, education, and social skills. This project has resulted in a \$300,000 Department of Justice grant to provide services to inmates and offenders in Finney County.

Technical Education

Career Learning System Finney County – Centers of Excellence

- *Career Awareness/Exploration:* Girls/Guys in Engineering, Math, Science and Technology (GEMS) was held for 642 local and service area 7th graders. The focus of this activity is on experiential learning that helps students understand how math, science and technology courses connect with their future. WSU, KSU and FHSU have been good partners in addition to professionals from the community. KSU and WSU provided opening speakers from the area. Ana Lazarin a GCCC graduate spoke to the girls about the importance of studying and paying attention to academics in school. Francisco Velasquez from KSU was the speaker for the guys' event. He is a Holcomb High School and GCCC Graduate. He spoke to the students about his experiences and learning the value of an education. Grant funding from area foundations supports GEMS.
- A Perkins Reserve Grant was utilized to develop posters and brochures for non-traditional careers and to identify additional Career Tech Champions for the GCCC web site. These are focused on local people in non-traditional careers.
- More than 400 western Kansas juniors and seniors participated in Exploration Day to experience hands-on activities related to their career interest area.
- The CLS Coordinator worked with Southwest Plains Regional Service Center to hold a GCCC Articulation Day for teachers from area high schools interested in developing articulation agreements with the college. Articulations were also revised and developed

with Garden City High School. An Info Tech articulation was developed at the request of Hugoton High School in Web and Digital Communications.

- *Education Center of Excellence:* The name of this COE was changed from Early Childhood, Education and Services to Education to better reflect the programs at both GCHS and GCCC. GCHS has added a new career cluster pathway in teaching and training. A new articulation was written with GCCC for this pathway. A new Plan of Study was developed to work with the GCCC transfer programs in Education to FHSU and Friends. Service area high schools connected with GCCC to update articulation agreements that allow students to earn advanced placement or concurrent credit for their high school coursework. *GCCC Enrollment:* Of the 15 GCHS students enrolled in Working with Children, 1 chose to earn concurrent credit for successful completion of the coursework.
- *Health Science Center of Excellence:* Medical Terminology on the GCHS schedule is an embedded course in GCHS Health Science B so that it can be a part of their three credit sequence for the Health Science Career Cluster approved by KSDE. This may need to change in the future as there appear to be scheduling issues that make this less than ideal. GCHS learned it will need to add an introductory course to this pathway. Seven GCHS students completing First Responder during the 2008-09 school year enrolled in the EMT-B Bridge class fall of 2009. First Responder will be offered both semesters of the 2010-11 school year for GCHS students. GCHS students completing the First Responder class during the 2009-10 school year were predominately seniors so the EMT Bridge will need to be offered at a time that will work for their schedules. Demand for CNA for GCHS students increased significantly. The course format was changed to increase the number of students each semester able to participate from 10 to 20. CMA will be taught for the first time on the GCHS schedule spring semester of the 2010-11 school year. At the Health Science Center of Excellence meeting the GCCC Nursing faculty proposed adding Math Computations on the GCHS schedule. This will be taught opposite the CMA to fill out the instructor's time since the GCHS schedule is an alternating day schedule. It will also be taught for the first time on the GCHS schedule spring semester of 2011.
- *GCCC Enrollment:* 29 students GCHS enrolled in and successfully completed the CNA course offered on the high school schedule during the 2009-10 school year. Other GCHS high school students completed the CNA as part of the GCCC program. 8 students completed First Responder which was only offered one semester and 7 students completed the EMT Bridge offered the opposite semester. Health Science B which has Med Term embedded was completed by 26 GCHS students on the GCHS schedule. A plan of study was finalized between GCHS and the GCCC EMS Program. The Nursing Plan of Study was updated. The coordinator worked with the Adult Learning Center to coordinate five KAN-GO students taking CNA.
- *Manufacturing Center of Excellence:* The name of this COE was changed to be more inclusive of more programs such as welding in addition to Industrial Technology. The CLS Coordinator worked with Tyson, GCHS and GCCC faculty and counselors to

encourage 2010 GCHS high school graduates to consider applying for the Tyson Industrial Maintenance Tech program. One of several GCHS graduates entering the program was a part of the Auto Tech Small Gas Engines class fall of 2009 and did a class shadow with Terry Crain. Without that experience he probably would not have known about the program. Copies of a DVD developed about the Manufacturing programs at GCCC were distributed to the GCHS counselors and teachers in appropriate areas. *GCCC Enrollment:* 132 students successfully completed GCCC Electricity and Industrial Maintenance; 147 students successfully completed Welding coursework. Four GCHS students enrolled in Electricity I fall of 2009 and 2 GCHS students enrolled in GCCC welding spring of 2010.

- *Automotive Technology Center of Excellence:* In an effort to serve more GCHS students a Small Gas Engines class was added to the Auto Tech Schedule in the fall of 2009. The CLS Coordinator worked with the Auto Tech Instructor to provide some career exploration activities as part of this class. Tours for the students were arranged to Lewis Motors, Pineapple Repair (Motorcycles) and Big L Rental. The students also selected a class shadow with another area of the technical programs at GCCC. The students selected welding and industrial tech. Both class shadows exposed these students to programs that a couple have come back and taken advantage of by enrolling in classes. *GCCC Enrollment:* 22 high school students enrolled in fall 2009 automotive classes with at retention rate of 68% through spring semester up from 56% the year before Postsecondary enrollment in Auto Tech Classes was 39 in the fall and 25 in the spring.
- *Law, Public Safety and Security Center of Excellence:* The name of this COE was changed to the national Career Cluster name to better reflect the scope of the program. GCHS continues to offer a sequence of courses that articulate with the GCCC Criminal Justice program. The GCCC faculty works with the GCHS faculty to continually improve the seamless transition from the GCHS program to the GCCC program. GCCC faculty members from CJ, EMS and Fire Science have met with the statewide committee working on the secondary LPSS cluster pathways with KSDE. Locally EMS has been a part of the Health Science Pathway but will be a part of the LPSS pathway at the state level for secondary education. Since the GCHS classes are GCCC classes but taught on the GCHS schedule the high school will stick with the Criminal Justice pathway for their application process. GCCC classes aren't eligible to be a part of the three credits that KSDE requires for a pathway. So it will be a local decision where this will fall. GCHS Faculty and the coordinator also have participated in the LPSS Cluster pathway development process with KSDE and are working to influence the curriculum discussions related to articulation with GCCC. Although Holcomb is no longer a part of the CLS they continue to offer Introduction to CJ and enrolled 15 students in the 2009-10 school year and 8 took the class for concurrent GCCC credit.
- *Information Technology Center of Excellence:* Enrollment in IT was enhanced last year by cooperation with the Adult Learning Center's KAN-GO program. Twenty five students enrolled in classes in IT. Of the 19 students enrolled in a class taught by Steve Thompson, 17 completed the class successfully. Of the 10 students enrolled in a class taught by Hector Martinez, 8 completed the class successfully. What we learned is that

there is a significant need for students from the ALC to have access to courses that will improve their technology skills and in turn make them ready for employment. The KAN-GO grant paid the students books and tuition so that is a major factor in getting them into IT classes. Faculty members offer a series of certificate programs in four areas: Info Tech Support (networking), Computer Information Systems (programming) and Web Development based on industry to identified skills needed for successful employment. A Visual Communications program is being developed at GCCC that will fit with the KSDE Information Tech pathway at the secondary level in Web and Digital Communications. *GCCC Enrollment:* 8 postsecondary students and 2 secondary student enrolled in IT Essentials (A+)spring semester; 19 postsecondary students completed Microsoft networking coursework over the two semesters; 21 enrolled in programming coursework over two semesters, 10 enrolled in web page design fall semester and spring semester Photo Shop was offered with 19 enrolled. Game Programming was offered spring semester with 11 enrolled.

Work preparedness/Workforce Development Grant Resources Total -- \$ 678,015

- GCCC technical programs focus on connecting theory and its real world application in state-of-the-art labs. Grant funds have played an important role in the college’s ability to provide education and training that aligns with industry practices.

Grant funds awarded to GCCC during 2009-20010 include:

Grant	Purpose	Activity	Amount
Carl Perkins Program Improvement	Improve technical programs	Equipment \$51,076 (EMS-Pt. Simulator; CJ-car digital video units & ballistic vests; Fire – bunker gear & air monitoring equip.; Animal Science – projector screen; Auto – fuel system service equip.; Industrial Maintenance – automation equip.; Computer Science – graphic arts camera; Cosm – Facial machine; Nursing – lab equip.) Professional Development: \$18,685 (State and National Conferences, State Meetings, Skills Certifications, Specific Skills Training) Instructional Materials: \$13,304 (Auto, Cosmetology, CJ, Ag.) Curriculum Development 1951 (Paramedic-Nursing) Transition of ABE : \$13,101 Administration/support services: \$4,906	\$103,023
Title V Hispanic Serving Institutions	Increase capacity in Nursing and Initiate New Allied Health programs (PTA and RT)	Funds cover salaries, science lab renovation, Penka skills lab addition, instructional equipment and supplies for health related science courses, Nursing, Physical Therapy Assistant and Respiratory Therapy	\$574,922 (Oct. 2008-Sept. 30, 2009) \$2,874,543 over 5 years

2. Students will have the work ethics, discipline and collaborative skills necessary to be successful in the workplace.

Adult Learning Center

- All students entering the GED program sign an “Attendance Policy & ALC Rules” form. Upon a violation of the attendance policy and/or rules, the student faces consequences similar to those in the workplace: written, verbal, and eventually dismissal from the program upon reoccurring violation(s) or severity of violation.

- Work ethics, discipline, respect of others, time management, vocabulary, grammar and speaking skills are included in each daily assignment in the ESL classrooms.
- Refugees have received home visits or phone calls by refugee staff to follow up on their employment status. A 30-, 60-, and 90-day employment follow-up is completed by refugee staff.

Project Destiny

- All HEP participants participate in designated sessions regarding job expectations, work/professional attire and responsibilities valued by employers. Open discussions are conducted as most of the students are non-traditional and have their own work experience when working with different groups as a class activity.

Project KANCO

- Students are exposed to information from computer use to work ethics including attendance and tardiness as important skills valued by employers. Class activities include job interviews, professional attires and employers' interviews.

Technical Education

- *Work Ethic*: All programs emphasize the importance of attendance, staying on task, and professional behavior during lecture and lab and community service activities.
- *Discipline*: Following a professional code of ethics is emphasized in several programs including Automotive, Fire Science, EMST, CJ, Cosmetology, John Deere, and Nursing. In addition, safety training is an essential part of every technical program curriculum.
- *Collaborative Skills*: Competitive teams, Career and Technical Education student organizations, and small group hands-on activities all provide students an opportunity to learn and practice leadership, teaming and communication skills.
- The technical programs have developed behavioral expectations for their specific area for the students to follow when they enter the practical experience portion of their education. This guide coupled with mentorship from faculty and industry partners assists the student in gaining positive work ethic, discipline and collaborative skills.

3. Students will have the skills and knowledge necessary to maintain, advance or change their employment or occupation.

Adult Learning Center

- A Work Ready assessment is required for all GED students. The WIN curriculum provides basic workplace skills training and prepares individuals in the workforce as well as the students entering the workforce with the skills needed for achievement in their career. It measures students' cognitive abilities such as applied mathematics, reading for information, and locating information.

Technical Education

- Students who enter technical education courses often have goals other than graduating with a degree. Some attended classes to receive specific certifications, change career focus, or learn more about career opportunities. The following table has information regarding students who achieved a degree and those who are taking courses within the program.
- **Participators** – Students who have taken less than 12 hours in a program
- **Concentrators** – Students who have taken more than 12 hours in a program

2009-10 Program Participation	Participators	Concentrators	Certificate	Industry Certificates	AAS	AS
Automotive Technology	5	14			1	
Agri-business/Agronomy	22	23			3	10
Animal Science	11	24			1	3
Criminal Justice	32	48			6	6
Fire Science	24	27		9	2	
Paramedic	14	23			8	
Ag Technology	3	41			18	
Cosmetology	7	47	14			
Practical Nursing	8	29	27			
Associate Degree Nursing	13	46			19	6
Office Technology	4	0				
Marketing/Management Business Management	92	15				
Computer Science	25	5			1	5
Business Systems Networking & Telecommunications	1	4				
Welding	12	11	9	17		1
Industrial Maintenance Technology	11	22				
Total	284	379	50	26	59	31

- **Follow Up Reports:** Employer and graduate surveys are collected on an annual basis. In these follow up reports, employers of GCCC graduates have scored GCCC students as performing Good and Very Good. Comments indicate that students have the knowledge, skills, attitudes and abilities to perform their responsibilities. In this same report, students have scored their education as Good and Very Good in preparing them for employment. This information is utilized to identify areas that need improvement.
- **Core Indicators of Performance:** Technical program performance is measured annually against six standards. Performance scores are reported in a Core Indicators of Performance report. The state benchmarks are negotiated with the federal agency that has oversight of the Carl Perkins grant funds.

Core Indicators of Performance Definitions

- **Skill Attainment** - Graduates must demonstrate mastery of summative program knowledge and skills.

- **Credential/Certificate/Diploma Achievement** - % of students enrolled in a program who earn a credential certificate or degree (based on the total number of students enrolled during a 2-year period)
- **Retention/Transfer** - Students who achieved “concentrator status” (12 credit hours within a program) and were enrolled or transferred to another PS institution in the fall of the next year
- **Student Placement** Graduates must remain employed six months after graduating from the program or continue their education or enter the military
- **Non-traditional Placement (Gender Equity)** Students enrolled in programs underrepresented by their gender (girls in auto; guys in cosmetology, etc.
- **Non-traditional Graduation** - Graduates of programs under-represented by their gender
- Colleges will be given three years to meet the state standard in all areas or risk losing Perkins funding. The table below indicates only one area needing improvement. Strategies to improve the participation of students who are under-represented by their gender in careers included professional development for six technical education faculty members. This consisted of an on-line course that provided thought provoking questions regarding gender neutral surroundings and ways to improve the learning environment for all students.
- Methods to address the deficit in the Non-traditional Completion rate (5P2). Grant funds were requested from the Kansas Board of Regents through a Postsecondary Kansas NTO mini grant to assess the learning environment for gender equity and provide training for faculty. Six faculty participated in a new Nontraditional 101 course where they learned how classroom climate affects students. A variety of e-mentoring options were explored including blogs, blackboard and Facebook. A focus group facilitate by a GCCC counselor was held with female students in Ag, Manufacturing, Police Science, Fire and Welding. Overall students felt very positive about their experiences at GCCC and believed they were treated equal to their male counter parts.

Core Indicator report for academic years 2007, 2008, 2009

CIP	**	Program	1P1 Technical Skill Attainment			2P1 Credential, Certificate or Degree			3P1 Student Retention or Transfer			4P1 Student Placement			5P1 Nontraditional Participation			5P2 Nontraditional Completion		
			07	08	09	07	08	09	07	08	09	07	08	09	07	08	09	07	08	09
01.0205	F	Agricultural Equipment Tech	100	100	77	100	89	77	100	86	84	100	88	100	0	0	0	0	0	0
01.0301	F	Production Agriculture	100	100	100	67	0	0	47	46	88	100	71	NA	29	14	29	0	NA	NA
01.0401	F	Agriculture Products & Processing	100	100	100	67	0	67	79	63	91	100	71	100	54	54	39	50		0
11.0101	F	Computer Science & Info Services		100	0		0	0		67	50		25	NA		33	29			NA
11.0901	F	Business Networking & Telecom		100	50		67	0	31	100	50		100	NA	13	18	11		0	NA
12.0401	M	Cosmetology	100	100	100	81	89	88	47	63	77	89	76	96	0	2	3	0	0	0
15.0613	F	Manufacturing Technology	100	100	100	60	25	0	50	60	75	100	50	NA	2		0	0	0	NA
43.0107	F	Police Science/Criminal Justice	100	100	100	29	31	50	43	62	85	91	71	100	43	46	50	57	40	25
43.0203	F	Fire Science	100	100	100	100	100	100	82	NA	100	100	89	100	0	3	0	0	0	NA

47.0604	F	Automotive Technology	100	100	100	43	25	0	64	70	70	100	75	NA	9	11	0	0	100	NA
48.0508	F	Welding Technology		100		75			0	100	100	100		NA	0		4	NA	NA	NA
51.0904		Emergency Medical Services Tech	100	90	80	100	100	89	100	100	75	100	83	100				NA	NA	NA
51.1601	M	Associate Degree Nursing	100	81	100	100	89	95	75	0	0	88	78	100	7	13	8	10	12	11
52.1613	M	Practical Nursing	100	100	100	94	100	97	100	100	93	100	100	100	0	8	00	0	4	13
52.0401	M	Office Technology		100	NA	50	25	NA	44	25	NA	80	75	NA	0	43	55	0	NA	NA
52.1401		Management/ Marketing	100	100		33	50		60	50	NA	100		NA	NA	NA	NA	NA	NA	NA
		GCCC Average for 2007-08		97.53%		71.08%			63.56%			86.52%			26.14%			6.32%		
		State Target		58.5%		48.6%			46.8%			63%			9%			8.1%		

** M = Male nontraditional career; F = Female nontraditional career

Academic Advancement: Students desiring academic advancement will be prepared for successful transfer to other colleges and universities.

CEO's Interpretation and its Justification: The President will ensure that information regarding our students transferring to a public college or university in Kansas shows our students with as good or better grade points than native students attending the same universities and colleges. GCCC will continually work with the Regents institutions to ensure that our coursework parallels that of native students. The prerequisites for majors at the Regents institutions shall be offered at GCCC. The AA and AS degrees granted by GCCC shall enable the student to transfer as a junior to the Kansas Regents institutions.

Introduction

Garden City Community College has provided services to prepare students for successful transfer since the first classes began in 1919. The college has always prided itself on the success that students have upon transferring from GCCC. Much of this is attributed to the knowledge, training and expertise that the GCCC advisors have and continue to obtain regarding transfer, in order to assist in overall student satisfaction with the advising and transfer process. In an effort for continuous improvement in this area, college personnel repeatedly embark on new activities and services to achieve successful transfer and meet the Academic Advancement ENDS. Such activities include, hosting all Regents universities as well as Washburn University, Friends University, Newman University and Ottawa University with representatives on the GCCC campus at least once a semester to visit with students and advisors in preparing for the transfer process. Additionally, with the re-funded Student Support Services program, specific objectives targeted specifically at advising, retention and graduation were incorporated into the grant. These goals include 42% of all SSS participants will persist from one academic year to the beginning of the next year and/or transfer. This will be accomplished through new objectives within the grant such as freshman experience and orientation specific to SSS and the college, tutoring and mentoring programs. This goal is ambitious because currently only 25% of SSS eligible students persist to the second year. Another objective within the newly-funded SSS grant is 30% of new participants will transfer with an associate's degree within four years. This compares to the current 24% of SSS eligible students graduating and transferring. Both of these objectives will be measured and achieved through workshops and travelling with students to 4-year campus visits as well as intensive advising. These objectives are integral to increasing the knowledge base of all students, and especially the at-risk in regards to transfer requirements and academic pre-requisites. Another initiative utilized to assist in meeting the Academic

Advancement ENDS is having the Counseling/Advising staff attend transfer conferences that several of the regents institutions host. This fall, staff have attended transfer conferences at Wichita State University and will also be attending state conferences to interact with transfer institutions and engage with their representatives on ways to assist in making a seamless transfer process for students.

Collaborative relationships have been forged and developed with several 4-year institutions to institute 2+2 transfer articulation agreements. During this past year, agreements have been reached with Fort Hays State University in Business, Accounting, Marketing, Management, Hospitality Management and Social Work. These agreements help to streamline the coursework and advising as well as transferability for students entering these programs. As well as the aforementioned relationships, GCCC also hosts a representative from Friends University in Saffell Library. With the recent increase of students interested in the Friends University bachelors and masters degree completion offerings, this representative provides an integral alternative for verifying enrollments, providing degree checks and assisting with easing students into the transfer process to Friends University.

In order to provide more detailed and comparable data for the ENDS report as well as working towards being a more data driven decision making institution, GCCC has dedicated one of the AQIP action projects towards data collection that is specific to the ENDS. This action project focuses primarily on addressing which assessments to use to for the data collection, determining how to utilize and disseminate the data collected and beginning to set baseline standards for analysis in the future. The first step has been taken in this project which includes determining that the Noel-Levitz student Satisfaction survey and the ACT advising survey will be administered every other year to assist with providing the data desired. In this report, the Noel-Levitz student satisfaction data from spring 2010 will be provided with a comparison to the spring 2009 findings and the 2010 community college cohort results.

Also included with this report is fall 2009 or spring 2010 statistics from Emporia State University, Kansas State University and Wichita State University.

1. Students will have appropriate knowledge of transfer requirements.

Adult Learning Center

- Of the 28 students expressing the goal of entering postsecondary education, 78% (22) transitioned to college.
- Twenty-two transition students were enrolled in 195 credit hours (16 FTE) between January and June 2010.

Project Destiny

- All area HEP graduates from Syracuse, Johnson, Ulysses, Lakin and Scott City have participated in a campus tour and received college information in their areas of interest.
- All HEP graduates are encouraged to take the Michigan Placement Test at GCCC and enroll in college classes.

Project KANCO

- First year KANCO students visited KSU to learn about college careers and opportunities.

- Students also received information on their field of interest.
- KANCO students participated in a KSU transfer information day in June 2010.
- All past and present CAMP students are encouraged to apply for migrant-dedicated scholarships and internship opportunities.

Emporia State University

- At ESU during the spring 2010 semester, there were 26 students who reported GCCC as their transfer institution. During the spring 2010 semester at ESU, GCCC Students' mean GPA in 15 out of 31 selected classes was at or above the mean GPA for other community college transfer students and the native students. Several key points come from this analysis as well. Traditionally, education is the program with the highest transfer rate for GCCC students attending ESU. Analyzing the data from ESU, GCCC students enrolled in secondary education during spring 2010 had a 4.00 GPA. GCCC students enrolled in Elementary education averaged a 3.63 GPA.

Kansas State University

- At KSU during the fall 2009 semester, there were 209 students who reported GCCC as their transfer institution. During the fall 2009 semester at KSU, GCCC Students' mean GPA was a 2.891 compared to the native students GPA of 2.686. The data provided from KSU also shows that GCCC transfer students at KSU scored higher in 22 out of 38 selected classes versus the native students. Highlights gleaned from this report include 92.82% of GCCC transfer students at KSU maintaining at or above a 2.01 cumulative GPA versus 79.32% of the native students at KSU.

Wichita State University

- Wichita State University's graduation rate of first-time full-time degree seeking freshman for the reporting cycle of fall 2003 and ending June 30, 2009 (six years) was 41%. New Kansas community college transfers (with 48-66 transfer hours and a 2.500 or better grade point average) who started at WSU two years later had a 48% graduation rate by June 30, 2009.

2. Students will have the academic prerequisites sufficient for successful transfer.

Adult Learning Center

- ALC students take a college Compass test upon entering the GED program and then upon completion of the program. This indicates what areas the students needs to work on and then upon completion shows if students are successfully equipped with the academic tools needed to transition into a successful college-ready student.
- Higher level instruction includes but is not limited to Kan-Go curriculum, advanced algebra, college writing preparation, and college-level reading selections.

Project KANCO

- All KANCO students receive information on their bachelor’s degrees along with a list of prerequisites according to their majors and the schools they wish to transfer. They are also encouraged to participate in career and transfer days at those schools.
- All KANCO students – past and present – receive monthly information on the schools visiting GCCC with transfer information.

Noel-Levitz Student Satisfaction survey results—completed in spring 2010

- Noel-Levitz Student Satisfaction survey was conducted during the spring 2010 semester to all graduates as well as to students during advising/enrollment sessions. The following satisfaction data is based on a 7 point likert type scale.

Higher Ratings at GCCC versus Midwestern Community College

1. My academic advisor is approachable.
2. My academic advisor is knowledgeable about the transfer requirements of other schools.
3. My academic advisor helps me set goals to work towards.

Noel-Levitz Student Satisfaction Comparisons

	<u>GCCC 2009</u>	<u>GCCC 2010</u>	<u>Cohort</u>
• My academic advisor is approachable.	5.76	5.75	5.48
• My academic advisor helps me set goals	5.65	5.55	5.04
• My academic advisor is knowledgeable About my program requirements.	5.80	5.61	5.49
• My academic advisor is knowledgeable About transfer requirements.	5.50	5.40	5.17
• Academic Advising/Counseling	5.64	5.49	5.21

Improvements for addressing ENDS

- As illustrated specifically in the Noel-Levitz student satisfaction data, GCCC is above the cohort average in each aspect utilized for comparison to address the ENDS. On the contrary, GCCC must take measures that will position itself in finding additional information from students regarding academic advancement. To this end, we have implemented a pre/post assessment in College Skills each semester that will measure students knowledge of graduations requirements, program and transfer requirements. The pre-test is given to each student in College Skills classes starting this fall semester. Once completed, the remainder of class time is spent familiarizing students with the correct information and where to locate the information. Each student is given a post-test at the end of their College Skills course to measure their knowledge base and increase

specific to academic advancement. These results will be tabulated and provided with the ENDS report each spring semester commencing in spring 2011.

- Another initiative that will be enacted this fall semester is conducting student focus groups. It is imperative that we continue to find methods for listening to students and determining how to continually improve our methods and services specific to helping them understand how to be successful and have the appropriate knowledge of academic advancement. These focus groups will be conducted in the fall 2010 semester and will invite students to visit about how to improve advising, ways to assist in making them aware of program and transfer requirements and other appropriate topics specific to academic advancement.

Personal Enrichment: Recipients pursuing individual interests will be personally enriched.

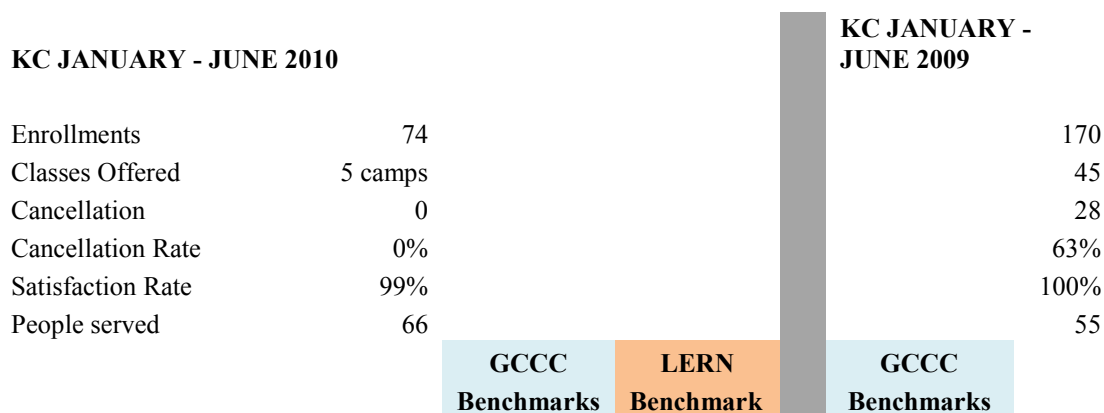
CEO's Interpretation and its Justification: The President will assure that persons taking personal enrichment classes are satisfied with their courses and that their goal for taking the class was met. This will consist of a class evaluation of all community service, personal enrichment classes. GCCC will offer classes for all ages and will assess needs and want through personal contact, surveys and popular activities.

1. Recipients pursuing individual interests will be personally enriched.

Kids' College

- Through reassignment of staff responsibilities and using practices recommended by the national organization, Learning Resources Network (LERN), Kids' College has experienced notable changes.
- Individual hour-long classes were eliminated and half-day themed camps were offered. This resulted in a streamlined approach to registration for both staff and parents. The student was with the same teacher which promoted quicker rapport, thus quicker influence to learn and grow.
- Kids' College received a \$4,000 grant from the Center for Children and Families, which provided scholarships for 36 children ages 5-12.
- The number of students served increased over the same time period of 2009 by 11 while income increased by \$2,416.
- The greatest changed occurred through the number of paid instructional hours which decreased by 68%, and the number of canceled classes dropped from about 81% to 0.

Benchmarks demonstrate significant improvement:



Income	\$7,096	100%	100%	100%	\$4,680
Promotion Costs	\$696	10%	10-15%	26%	\$1,212
Production Costs	\$4,316	61%	50%	59%	\$2,760
Direct Costs	\$5,012	71%	<65%	85%	\$3,972
Operating Margin	\$2,084	29%	40-50%	15%	\$708
Admin Costs	\$1,253	18%	25%	21%	\$993
Net	\$831	12%	25%	-6%	-\$285
Average Participants	13	13	15-20	4.5	4.5

Educational Talent Search

- Sixteen rising freshmen and four rising seniors visited the zoo in Omaha, Neb., and a soccer game at Creighton University. They also attended a workshop on applying for the Gates Millennium Scholarship. This was made possible through a grant from the Board of Regent's center in partnership with GCCC and ETS. One ETS student received the Gates Scholarship.
- Financial management workshops were offered to students going to college.

Personal Enrichment

- Community Services entered a partnership with the University of Kansas' Osher Institute to serve senior citizens with educational programs in broad areas of history and the arts.
- Received a \$2,400 grant from the City of Garden City to subsidize the Osher program. The Finney County Senior Center sponsored the quarterly programs through a membership of \$1,600 for the year. The first quarter had 16 participants.
- Through reassignment of staff responsibilities and using practices recommended by the national organization, Learning Resources Network (LERN), Personal Enrichment courses have experienced notable changes.
- Benchmarks demonstrate a positive increase in all categories except the repeat rate, which means, of the 85 students in the reporting period of 2010, 81 were new to the enrichment program.

PE JANUARY - JUNE 2010

	OPEN	Osher	TOTAL
Enrollments	98	16	114
Businesses Served	0	1	1
Classes Offered	25	1	26
Cancellation	10	0	10
Cancellation Rate	40%	0	39%
Satisfaction Rate	95%	100%	97.50%

PE JANUARY - JUNE 2009

OPEN
82
0
23
14
61%
n/a

	85	16	101				64	
				GCCC	LERN			GCCC
				Benchmarks	Benchmark			Benchmarks
Income	\$10,585	\$1,000	\$11,585	100%	100%		\$2,875	100%
Promotion Costs	\$962	\$20	\$982	8%	10-15%		\$2,051	71%
Production Costs	\$6,898	\$751	\$7,650	66%	50%		\$234	8%
Direct Costs	\$7,860	\$771	\$8,632	75%	<65%		\$2,285	79%
Operating Margin	\$2,725	\$229	\$2,953	25%	40-50%		\$590	21%
Admin Costs	\$1,965	\$193	\$2,158	19%	25%		\$571	20%
Net	\$760	\$36	\$795	7%	25%		\$19	1%
Average Participants	7	16	7	7	15-20		9	9
New Programs	12	1	13	48%	20%		5	22%
Repeat Rate	4		4	7%	50-70%		27	19%

2. Community outreach will serve the needs of all citizens.

Business & Industry Institute

- B&I partnered with the Refugee Program to provide driver's education classes to Somalian and Burmese refugees as well as Spanish-speaking immigrants.

Personal Enrichment

- Cake decorating classes were provided for 10 Spanish-speaking migrant women who are participants in the Migrant Program at Southwest Plains Regional Service Center in Sublette. The migrant program director served as interpreter and the students were bused from Sublette to GCCC for the two-night course.
- Community Services staff attends monthly Community Services Council meetings to promote all programs in CECS department and to find out what CECS can provide to meet the needs of those served by the Community Services Council.

Educational Talent Search

- ETS offers a community service project at least once a month. Students volunteered at the following between January and June: Parent Teacher Conferences, Kansas Day Activities at Buffalo Jones, activities with Mosaic (working with developmentally delayed individuals in the community), Kids' College.
- Kansas Day activities such as stenciling, tin punch, singing "Home on the Range," tasting "Kansas" foods (cornbread, sunflower seeds, honey, etc.).

Workforce Development

CEO's Interpretation and its Justification: *GCCC staff and faculty will collaborate with other entities to determine employer needs. These needs can be determined by personal visits, surveys and discussions with other public entities. Using grant resources the college shall work with local businesses to expand or develop their workforce. When a need arises personnel will work with a company to develop the appropriate training.*

1. Workforce development will be responsive to community economic development and employer needs.

Business & Industry Institute

- GCCC Business & Industry Institute works with companies and individuals to become more competitive through education, training and services that contribute to continuous workforce improvement by offering open enrollment training focused on standard business applications, computer software, finance, customer relationships, management, supervision, leadership development, safety and continuing education credits. B&I also designs and delivers customized training solutions that are specific to the needs of the business and are practical and cost-effective. An advisory board comprised of local business owners, human resource professionals and managers meets twice a year to pass on industry training needs to the Business & Industry Institute.
- Staff meets regularly with Finney County Economic Development Corp., Downtown Vision, Chamber of Commerce and many businesses and individuals each month to create and implement a targeted training schedule and business-specific contract trainings. Programs include continuing education units for the industries of insurance, plumbing, HVAC, and electricity; short-term computer software courses; supervisory and leadership certifications; career skills development; and safety programs.
- Benchmarks indicate a rise in the enrollments and people served but a decrease in the number of average participants and overall benchmarks. This is likely attributed to running classes with smaller numbers in order to serve customers better.

B&I TOTALS	FY09 Jan-June	FY10 Jan-June
Enrollments	449	792
People Served	346	551
Businesses Served	68	74
Classes Offered	66	79
Cancellation	17	14
Satisfaction Rate	99%	99%
Income	\$27,133	\$38,786
Contract Training	7	8
On-line course revenues	n/a	\$1,494
On-line courses taken	n/a	26

Kansas Small Business Development Center

- Participated in KREDA meetings to network with area economic development professionals and talk about the needs in their communities.
- Presented 16 workshops as requested by area economic development professionals including Human Resources, Steps to Start Up, Customer Service and State Tax Workshops.

Technical Education

Automation

- Seminars are designed for incumbent worker who operate, maintain, and integrate automation equipment and control systems in the processing and manufacturing industry.

Course	2008-09 students	2009-10 students
Basic PLC5/SLC500 Programming	4	17
Advanced PLC5/SLC500 Programming	5	0
Basic Electrical Motor controls	19	5
Advanced Electrical Motor Controls	15	0
AC Variable Freq Dr	14	3
Total	57	25

Ammonia Refrigeration

- Seminars are designed for incumbent workers who operate industrial refrigeration systems.

Course	2008-09 students	2009-10 students
Ammonia Refrigeration Operator I	225	157
Ammonia Refrigeration Operator II	84	78
Ammonia Refrigeration Technician I	41	27
Boiler	5	17
PSM/RMP	33	34
Advanced Refresher RETA Prep	0	6
Total	389	319

Welding

- Welding has several short term certifications that provide training for industry.

Course	2008-09 students	2009-10 students
Various welding certificates (Shielded Metal Arc, Gas metal Arc, Gas tungsten Arc etc.)	7	12
First year welding students continuing into second year AAS	5	2

Allied Health

- These short term courses prepared students for employment in hospitals, nursing homes, and clinics. The CNA course is a pre-requisite for the nursing programs.

Course	2008-09 students	Pass Rate	2009-10 students	Pass Rate
Certified Nurse Aide	104	93%	182	71%
Certified Medication Aide	33	97%	33	83%
Home Health Aide**	20	90%	5	100%
Certified Nurse Aide Online*	6	100%	19	94%
Total	163		239	

- * New delivery option for C.N.A.
- ** New delivery option for H.H.A.

Emergency Medical Technician

- This short term course provides training for entry level emergency response teams.

Course	2008-09 students	2009-10 students
EMT-Basic	13	18

Fire Science

- These courses prepare students for employment in local fire departments as well as leads to and AAS degree in Fire Science.

Course	2008-09 students	2009-10 students
Firefighter I	10	26
Firefighter II	12	17
Hazardous Material Awareness	11	25
Technical Rescue I	10	17
Technical Rescue II	8	14
Driver/Operator		12
Fire Instructor	8	9
Fire Investigation	6	
Incident Management		19
Building Construction (as related to fire service)	10	19
Total	75	158



COMMUNITY MEXICAN FIESTA
ASSOCIATION OF GARDEN CITY
PO BOX 84
GARDEN CITY KS 67846

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Shannon Partridge
Brian Schwindt

Scholarship Pageant
Coordinator

Micaela Madrid-Calvillo

September 20, 2010

Dear community Fiesta Sponsor,

The annual Community Mexican Fiesta celebration is the result of a dedicated group of individuals called the Garden City Community Mexican Fiesta Association who, with the help of many people, businesses and foundations in and around this community proudly presents this annual celebration to our community.

The fiesta marks a key turning point in history, the initiation of Mexico's war for independence from Spain, sparked by "el grito," a cry for freedom on Sept. 16, 1810. The celebration is observed throughout Mexico and by millions of people in the United States. The Garden City observance is among the longest running Mexican independence celebrations in the U.S.

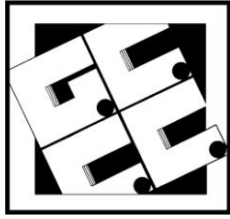
We THANK YOU for your continued support to the Fiesta without your sponsorship the Fiesta could not have happened. This year's Fiesta was brought under the theme "this is my town - este es mi pueblo" which helped our parade participant's show why we have all made Garden City home!

Sincerely yours,

B. Angelica Castillo
2010 Fiesta President

GCCC BOARD OF TRUSTEES MONITORING REPORT CALENDAR

	MONITORING SCHEDULE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
		Incidental Information (All Deans)	Incidental Information (All Deans)	Incidental Information (All Deans)	Incidental Information (All Deans)	Incidental Information (All Deans)	Incidental Information (All Deans)	Incidental Information (All Deans)	Incidental Information (All Deans)	Incidental Information (All Deans)	Incidental Information (All Deans)	Incidental Information (All Deans)	Incidental Information (All Deans)
		Financial Monitoring (Dee)	Financial Monitoring (Dee)	Financial Monitoring (Dee)	Financial Monitoring (Dee)	Financial Monitoring (Dee)	Financial Monitoring (Dee)	Financial Monitoring (Dee)	Financial Monitoring (Dee)	Financial Monitoring (Dee)	Financial Monitoring (Dee)	Financial Monitoring (Dee)	Financial Monitoring (Dee)
		Contracts (Dee)	Contracts (Dee)	Contracts (Dee)	Contracts (Dee)	Contracts (Dee)	Contracts (Dee)	Contracts (Dee)	Contracts (Dee)	Contracts (Dee)	Contracts (Dee)	Contracts (Dee)	Contracts (Dee)
		Purchases over \$20,000 (Dee)	Purchases over \$20,000 (Dee)	Purchases over \$20,000 (Dee)	Purchases over \$20,000 (Dee)	Purchases over \$20,000 (Dee)	Purchases over \$20,000 (Dee)	Purchases over \$20,000 (Dee)	Purchases over \$20,000 (Dee)	Purchases over \$20,000 (Dee)	Purchases over \$20,000 (Dee)	Purchases over \$20,000 (Dee)	Purchases over \$20,000 (Dee)
		Annual Asset Protection (Dee)	Tuition Rate, Credit Hour Fees, Course Fees, Room & Board Charges, Child Care Rates, Facility Rental Fees, Academic Calendar (President)	Semi-Annual Essential Skills Ends (Kevin)	State Performance Agreement Report (Kevin)	Proposed Year-End Expenditures (President)	Renewals - Work Comp, Athletic Insurance, Datatel Maintenance Insurance (President)	Food Service Contract (Dee)	Student Services Program Reviews (Ryan & Deanna)	Administrative Services Program Review (Dee)	Semi-Annual Essential Skills Ends (Kevin)	AQIP Action Plan Annual Updates (Deanna)	NCCBP Feedback (Deanna)
				Semi-Annual Work Preparedness (Lenora & Cathy)	Academic & Technical Program Reviews (Kevin & Lenora)			Published Budget (Dee)		Federal Student Aid & Restricted Grant Funds (Dee)	Semi-Annual Work Preparedness (Lenora & Cathy)	Departmental Cost Per Credit Hour (Deanna)	IPEDS Feedback Report (Deanna)
				Semi-Annual Academic Advancement (Ryan)			Additional year end expenditures (President)	Semi-Annual Financial Condition (Dee)	Budget Hearing	Adult Supplemental and Auxiliary Funds (Dee)	Semi-Annual Academic Advancement (Ryan)	FISAP Summary (Deanna)	Audit presentation (LH&D)
				Semi-Annual Personal Enrichment (Cathy)	Notice of Faculty Non-Renewal (President)		Annual vehicle maintenance agreement (Dee)	Semi-Annual Budgeting/Financial Planning/Forecasting (Dee)		Activity and Organization Funds (Dee)	Semi-Annual Personal Enrichment (Cathy)	Default Study (Deanna)	Property & Liability Insurance Renewal (Dee)
				Semi-Annual Workforce Development (Lenora & Cathy)			Proposed Raises (President)	Annual Enrollment (Deanna)			Semi-Annual Workforce Development (Lenora & Cathy)	Final Mill Levy Abstract (Dee)	Semi-Annual Financial Condition (Dee)
				Annual Vehicle Report (Dee)			CECS Program Reviews (Cathy)	Scholarship Report (Deanna)			Bookstore Report (Dee)		
											Food Service Report (Dee)		
											Safety & Security - Campus Crime Statistics (Dee)		



Garden City COMMUNITY COLLEGE

To: Dr. Joseph Emmons, Interim President
From: Cathy McKinley, Dean of Continuing Education & Community Services
Date: 10/5/2010
Re: City of Holcomb “Neighborhood Revitalization Plan” Interlocal Agreement

The City of Holcomb adopted a “Neighborhood Revitalization Plan” on Aug. 26, 2010, in an effort to encourage and promote property improvements in an area that otherwise may not be developed or improved. The program is being offered through Dec. 31, 2013, and qualifying tax rebates continue for up to 10 years.

Because the revitalization incentive in this plan is a tax rebate, it does not interfere with current property tax revenues. The program will create new, long-term tax revenue without creating a fiscal burden for the city, county, school district or community college.

The City of Holcomb has requested that GCCC enter into an Interlocal Agreement designating the City of Holcomb Planning and Community Development to administer the plan for GCCC as well as the other taxing districts involved. The City of Holcomb Planning and Community Development will administer GCCC’s plan concurrently with its own plan, at the city’s sole expense.

Therefore, it is recommended that the GCCC Board of Trustees enter into this Interlocal Agreement.

Suggested motion:

“I move that GCCC accept and enter into the “Interlocal Cooperation Agreement Relating to Administration of Neighborhood Revitalization Plans for Taxing Districts within City Limits of Holcomb, Kansas.”

INTERLOCAL COOPERATION AGREEMENT
RELATING TO ADMINISTRATION OF NEIGHBORHOOD REVITALIZATION
PLANS FOR
TAXING DISTRICTS WITHIN CITY LIMITS OF HOLCOMB, KANSAS.

This agreement made and entered into as of the 8th Day of September 2010 between the City of Holcomb, County of Finney, State of Kansas, a Municipal Corporation, herein called "CITY", and the following municipalities as defined in K.S.A. 10-1101 and the amendments thereto, all of which are located, in whole or in part, in Holcomb, Kansas, to-wit:

COUNTY: Finney County

TOWNSHIPS: Sherlock

UNIFIED SCHOOL DISTRICTS: #363 Holcomb School District,

COMMUNITY COLLEGES: Garden City Community College

MISCELLANEOUS : Finney County Drainage District #1

all of whom will be collectively referred to herein as "MUNICIPALITIES".

WITNESSETH:

WHEREAS, each and all of the parties hereto is a "municipality" as that term is defined in K.S.A. 10-1101 and each and all of the parties hereto has adopted a Revitalization Plan as authorized and provided under the Kansas Neighborhood Revitalization Act as set forth in K.S.A. 12-17,114 et. seq.; and

WHEREAS, K.S.A 12-17,119 specifically authorizes two or more municipalities to cooperate with each other in the administration of Revitalization Plans adopted by them as provided in the Interlocal Cooperation Act as set forth in K.S.A 12-2901 et. seq.; and

WHEREAS, the several Plans of the parties hereto can be more efficiently and economically administered by a single administrator and the parties hereto acknowledge and agree that CITY OF HOLCOMB PLANNING AND COMMUNITY DEVELOPMENT is the best qualified and equipped of the parties hereto to act as the sole administrator for all the

parties' Plans; and

WHEREAS, for the considerations herein stated, the MUNICIPALITIES will employ the CITY OF HOLCOMB PLANNING AND COMMUNITY DEVELOPMENT to administer their individual Plans;

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein stated, the CITY and MUNICIPALITIES hereby employ and engage the CITY OF HOLCOMB PLANNING AND COMMUNITY DEVELOPMENT to administer each and all of their individual Plans concurrently with the CITY'S administration of its own Plan, at the CITY'S sole expense, with the CITY to provide all personnel, materials, and equipment necessary and required to administer all of such Plans.

2. TERM OF CONTRACT. (a) Unless sooner terminated as provided in subparagraph (b), the terms and provisions of this contract shall remain in full force and effect for as long as the individual parties hereto shall have a Plan which remains in full force and effect, including all extensions of their presently existing Plan.

(b) EARLY TERMINATION. The provisions of subparagraph (a) above to the contrary notwithstanding, if the CITY or anyone or more of the MUNICIPALITIES shall elect to terminate this contract at any time prior to the termination provided for in (a) last above, then, any such party desiring to terminate, shall serve notice of such termination upon all of the other parties to this contract not less than twelve (12) months prior to date on which termination is to become effective.

3. DEFINITIONS. As used in this Agreement: (a) The terms "Plan" and "Plans" means and refers to the Revitalization Plans adopted by each and all the parties hereto

pursuant to The Kansas Neighborhood Revitalization Act.

(b) The term "Property Tax Increment" means and refers to that amount of ad valorem taxes collected from a parcel of real estate qualified under any Plan or Plans which is in excess of the amount which was produced from such Parcel and was attributable to the assessed valuation of such Parcel prior to the qualification of the Parcel under the Plan or Plans and which is directly attributable to that part of the assessed valuation of the Parcel directly resulting from the Revitalization of the Parcel under any Plan or Plans.

(c) The term "Revitalization" means and refers to all construction and improvement completed on a Parcel which is qualified under the Plan.

(d) The term "Parcel" means and refers to the tract or piece or parcel of real estate which is described by County Appraiser parcel number and by legal description in the Application to Qualify and to Participate and in the Application for Rebate.

4. RETROACTIVITY. The terms and provision of this contact shall be in full force and effect retroactive to August 26, 2010.

IN WITNESS WHEREOF, the parties have hereunto caused this contact and agreement to be duly executed by their officers duly authorized as of the day and date first above written with such execution being completed in counter-parts, each of which is executed by the CITY , equal in number to the total number of parties to this agreement and the original of which, as fully executed by all parties hereto, shall be filed in the office of the City Administrator of Holcomb, Kansas, for the use and benefit of all of the parties.

HOLCOMB, KANSAS

BY: THE CITY COUNCIL

BY: _____
Greg Cox, Mayor

ATTEST:
(City Seal)

Robin Peña, City Administrator

GARDEN CITY COMMUNITY COLLEGE
FINNEY COUNTY, KANSAS

BY: BOARD OF TRUSTEES

Dr. Bill Clifford, Chair

ATTEST:

Clerk

INCIDENTIAL INFORMATION

October 2010

Steve Quakenbush-Director of Information Services

Janice Urie – Tutor Coordinator at the Mary Jo Williams Comprehensive Learning Center, reports that returning sophomore Caitlin Kinsey has met the requirements for Advanced Tutor—Level II status, and returning sophomore Yen Ngo has met the requirements for Regular Tutor—Level I status. Congratulations!

For each level of CRLA (College Reading and Learning Association) certification, a tutor must complete at least 10 hours of training and accumulate at least 25 hours of actual tutoring time. For each 10 hours of training, at least six must be face-to-face training experiences. GCCC's program offers a minimum of eight face-to-face training hours. The remaining training hours are accumulated by the completion and documentation of a variety of self-directed activities. Typically, a tutor attains one level of certification per semester. At this rate, given the enthusiastic tutoring squad we have this year; most will attain another level of certification well before the end of the fall semester. This means GCCC students benefit from well-trained and experienced tutors in the Comprehensive Learning Center.

This year's tutors:

Pam Alexander

Caitlin Kinsey

Yen Ngo

Nick Sower

Irma Ailon

Melissa Marshall

Chelsey Knabe

Andrew Staats

Erik Vega

Ashley Pleschcourt

Kashly Schweer

Jerney Bennett

Bob Larson-Athletic Director-Dennis Perryman Athletic Complex

This past weekend, as well as this coming weekend, Garden City Community College's athletic teams are traveling to various locations to compete. We have a good fleet of vehicles, but there are times that we are stretched too thin with the number of activities that we have going on. Because of numbers football requires special needs when it comes to transportation, we played a game this past weekend, but thankfully we were at home and had a solution. When in need, we looked for and found, a friend in USD 457. They too had all of their activity buses out; but did allow us to use a "big yellow" school bus to shuttle the team to and from the field. We are very grateful to them for the help, we could have done it by using smaller vans; but this would have thrown off the pregame routine by a significant margin.

This weekend, is also very bad due to the fact that we have football, men's soccer, women's soccer, cross country, and baseball on the road at the same time, actually the only sport NOT traveling this weekend is volleyball. We have also forced softball to change their original schedule so they are not playing on Saturday. Jennifer Edwards should be commended for the work and effort put into keeping this juggling act going. She has spent quite a bit of time and effort to make these travel arrangements possible. She was also key in making sure that our whole fleet of buses are once again operable after being short two buses at different times this fall. We hope that we will be able to keep this working relationship going as we will have men's and women's basketball starting their seasons within the next two weeks.

Next fall the athletic department will make a better effort to synchronize scheduling. Baseball and softball need to play their fall schedule, but we will ask them to make every effort to not schedule road games on weekends that football and our soccer teams have road contests.

Kevin Brungardt-Dean of Academics

Social Science Division

Tammy Hutcheson and Shelia Hendershot attended a Social Science Education meeting on the campus of Ft. Hays State University in September.

Tammy Hutcheson will be taking four KNEASP students to the Leadership Conference in Topeka, and Winsom Lamb and Shelia Hendershot will sponsor PTK students at a Leadership Conference in Dodge City this month.

The GCCC chapter of PTK is hosting the Kansas Regional Honors in Action on our campus November 5, 6, and 7.

Shelley Meier and Judy Whitehill are observing two Newman University interns this semester.

Charles Marcy is meeting with the business division to discuss concerns of the decrease in enrollment in Economic classes. The goal is to discover solutions in order to see increased enrollments in these classes.

Shelley Meier is coordinating America Counts and America Reads this semester. These two programs are designed to allow promising young future educators to tutor elementary students in reading and math.

Library

The Out-of-Class Testing service, currently administered by the Comprehensive Learning Center, provides out-of-class testing 20 hrs/wk. This important service allows instructors across varied curriculum the ability to focus valuable class time for instruction rather than testing.

- Over the course of 20 testing sessions during September 2010, we administered **1,351** tests. This is a 15% increase over the same time frame last year (Sept 2009 we administered 1,169 tests).
- Standard operating procedure requires a minimum of two test proctors at all times. In September, six test sessions (or 30% of total sessions) required an additional 3rd and/or 4th test proctors. Before each testing session, we are able to pre-determine the volume of testing based on information provided by instructors and adjust proctor needs accordingly.
- Our largest test session since the inception of the Out-of-Class Test Center was recorded this month: **193** tests proctored in the standard 4hr session.

Math and Science Division – No report submitted

Humanities and Fine Arts Division – No report submitted

HPER – No report submitted

Cathy McKinley-Dean of Continuing Education & Community Service
Adult Learning Center

Kan-Go Grant – collaborative initiative among Adult Learning Center, Kansas Works and GCCC faculty was completed Sept. 30.

Outcome	Number
Obtain a Kansas WorkReady! certificate	94
Transition to a targeted technical education course of study	55
Complete the targeted course of study	48
Become employed in a targeted high-skills/high-demand job	5
TOTAL outcomes	202
Grant funding received	\$46,000
Cost per outcome	\$228

Adult Basic Education (ABE)

- 100 students currently are enrolled in **GED** classes. Nine completed official tests in the month of September.
- The final **ESL** session for 2010 began on Oct. 4
- **Migrant Family Literacy (MFL)** opened another site at Garfield Early Childhood Center on Oct. 11. Currently, 48 children are participating in the MFL program.
- Twenty **refugees** were registered in September. Garden City is the secondary U.S. settlement for these refugees who came from their initial resettlement areas of Nebraska, Colorado and Idaho. Nine of these refugees already have employment at Tyson or Cargill.

Business & Community Services Institute

The Business & Community Services Institute secured a contract to train 98 Tyson supervisors in “Advanced Leadership” this spring.

Challenges and solutions

- *Challenges:*
 1. Identify market for “Become a Career Woman” program
- *Solutions:*
 1. Recruited prospective students at the Adult Learning Center, the Finney County Job Fair and targeted businesses

SEPT 2010	Course	Enrollments	Hours of Instruction
Contract Training	Challenge Course – GCCC Leadership	14	4
	Forklift Safety – Tatro Plumbing	27	4
	Challenge Course – USD 457 students	44	7 & 7
	College for Life Ceramics – Mosaic	4	6
Open Enrollment	Excel 2007: Intermediate	3	8
	QuickBooks Advanced	2	8
	Word 2007: Intermediate	3	8
	Forklift Safety	6	4
	Woodworking	10	45
	Upholstery	6	45
	Computer Basics	6	4
	All About the Web	5	4
Online	Ed2Go - Misc. programs	3	n/a

	Insurance CEUs	1	24
	TOTALS	134	178

Educational Talent Search (ETS)

ETS served 650 students (grades 6th through 12th) during the grant year 2009-2010 – of those 139 were considered “college ready” students – seniors or students working on GED. ETS students completed 1,205 hours of community service coordinated by ETS staff.

ETS Year-End Statistics

College Ready Students 2009-2010*		Percentage		Grant %age
		All	Active	Must meet for prior experience points
	Number	139	138	
Individual Personal Success Plan (PSP)	132	94.96%	95.65%	
CSP's (College Success Plan)	125	89.93%	90.58%	
Applied Financial Aid	128	92.09%	92.75%	85%
Applied College Admissions	128	92.09%	92.75%	85%
Enrolled in College	120	86.33%	86.95%	80%

*As of September 21, 2010

ETS challenges and solutions

- *Challenges:*
 1. Collecting the most current data in anticipation of writing new grant
 2. Covering all the activities and schools without a full staff
- *Solutions:*
 1. Seeking help from community partners and other resources
 2. Hiring a full-time Advisor in November

Project Destiny – Year 4

- Project Destiny is currently closing its 4th year of the grant and preparing a new proposal for another 5 years.
- During this 4th year, the program graduated 31 participants who qualified for HEP exceeding the expectations of 25. A total of 60 area students from Lakin, Syracuse, Ulysses, Garden City and Scott City participated in the program last year.
- *Challenge:* While recruiting in Syracuse where classes were offered during the day, potential students expressed their interest in participating in the program if classes were moved to the evenings.
- *Solution:* Staff met with members of the Presbyterian Church in Syracuse where classes for Project Destiny are offered and were able to make changes to accommodate these new students. Classes in Syracuse will now be offered from 5-8 p.m. on Wednesdays.

Project KANCO – Year 2

- This fall, 17 students are participating in Project KANCO. This is the second year of the grant and the first time with such a large number of students who were certified as “migrant” by the state of Kansas or any other state. Migrant families are those whose way of life involves moving from one region to another in search of agriculture-based employment, typically on seasonal basis.

- Students in KANCO are also participating in a cohort group both semesters – Fall & Spring – for College Skills and grant activities related to the College Assistance Migrant Program.
- Challenge: Work with 17 KANCO students and help them to learn how to activate their GCCC emails and to access their grades through GradeBook (Internet).
- Solution: A new KANCO assistant site coordinator was hired and is now working closely with these students, meeting them on weekly basis and helping them through the process.

Small Business Development Center

The GCCC KSBDC is working with a wide variety of clients and on some exciting community issues as well. We are collaborating with GCCC's Business & Industry Institute, DCCC and SCCC/ATS Business & Industry/Technology as well as Garden City Downtown Vision to put together a series of franchising workshops. The KSBDC has access to FranNet, a company that trains and works with people to potentially match them with the franchise opportunity best suited for them. We are targeting next spring to bring this training to the area to benefit potential investors as well as potential franchisees.

Dodge City Community College has expressed renewed interest in having a KSBDC outreach center on its campus. This is only in the talking stages at this point but we are excited about the possibilities.

Pat Veesart and Mark Buckley are working with Hodgeman County Economic Development on the plans for an incubator at the Hanston school building. The staff has attended a variety of meetings including the Kansas Main Street Quarterly meeting, WKHRMA Conference, GCCC in-service, Sunflower Electric hearings, Downtown Vision Economic Restructuring, GC Chamber Business Visitation, KREDA, and the ASBDC National Conference in San Antonio, Texas.

The U.S. Small Business Administration has given the KSBDC some additional one-time funding that must be spent by the end of the year. The GCCC Regional Center will receive \$31,888 of these funds. Most of the federal funds, \$25,000, will go toward funding the salary at the Greensburg Outreach Center; \$2,000 will go to travel for the Greensburg Outreach Center; and \$4,888 will be allotted to salaries/fringes in the federal budget for the GCCC office. That will free up allotted salary dollars in the state budget for travel.

Southwest Kansas Regional Prevention Center

GCCC's Southwest Kansas Regional Prevention Center (SWKRPC) has received preliminary notification that the Seeds of Hope Jail Ministry, Inc. coalition will be receiving a "Second Chance" grant to further its ministry of support and recovery in Finney County. The SWKRPC began working with the Seeds of Hope Jail Ministry, Inc. coalition three years ago and has targeted the project for the last two years in the SWKRPC formal work plan. This grassroots initiative has grown into a non-profit organization with many community partners that now will have almost \$300,000 over two years to expand and solidify its mission.

Lenora Cook – Dean of Technical Education/DPS Department

Girls and Guys in Engineering, Math & Science will held at St. Dominic Catholic Church again this year. Linda Holmquist has again prepared a great event for 7th grade students in the region.

Girls GEMS November 2, 2010 Sessions Confirmed

1. Eyeball Dissection-Dr. Weidner and Dr. Miller
2. Aviation-Rachell Powell
3. Physical Therapy-Brenda Drees
4. NASA-Alex Kanelakos
5. Crime Solvers-School Resource Officers

6. KSU-The Invisible World of Microorganisms or Bacteria
7. KSU-Bacteria the Good the Bad and the Ugly or Microorganisms above
8. KSU-What's in the Water?
9. Zoology-same as last year
10. Roller Coasters-Ana Lazarin WSU
11. Nursing-GCCC Nursing (Kat Brungardt PM still looking for someone AM) and Cathy Huber, St. Catherine Hospital
12. Fire Science-Chris Standard and Larry Pander, GCCC
13. Cindy Ven John, GCCC and Barb Addison FC Ext-topic?
14. Compounding a Special Potion-St. Catherine Pharmacy
15. EMS

Guys GEMS November 3, 2010 Sessions Confirmed

1. Alex Koning KH Science Teacher-same description
2. Crime Solvers-School Resource Officers
3. KSU-The Invisible World of Microorganisms or Bacteria below
4. KSU –Bacteria the Good the Bad and the Ugly or Microorganisms above
5. KSU-What's in the Water?
6. Zoology-same as last year
7. Roller Coasters-Ana Lazarin WSU
8. NASA-Alex Kanelakos
9. Be a Food Detective-Clint Alexander, Animal and Food Science GCCC
10. Nursing-Jeff Landgraft
11. Discovering DNA-Matt Golladay
12. Eyeball Dissection-Bob and Linda Sander
13. Bugs and Corn-Ankush Joshi
14. Aviation-Garden City Airport
15. EMS
16. Automotive-Juan Mocada, Auto Tech Lewis Motors

The GCCC Rodeo Team competed at the Pratt Community College Rodeo this past weekend. The Women's team finished in 3rd place for the weekend, and the Men's team finished in 8th place.

Leading the women's team was Emily Miller by winning both the long go round, and the short go round, therefore winning the average in the Barrel Racing. She also took over the lead in the overall regional standings in Barrel Racing.

Brooke Smith also made the short go in Barrel Racing by tying for 3rd and 4th place in the long go, finished in 8th place in the short go and 8th place in the Average.

Kashly Schweer tied for 3/4/5 and 6th place in the long go of Goat Tying, was 6th in the short go, and finished 6th in the average.

Leading the men's team was Justin Pollmiller by splitting 4 and 5th in the long go of Bareback riding, Tying for 1st and 2nd in the short go, and finishing 2nd in the average. Justin also took over the overall lead in the region in Bareback riding.

Brady Nichols also made the short go in Bareback Riding by placing 10th in the long go, he was 6th in the short go, and finished 6th in the average.

Jace Hildreth was 10th in the long go of Saddle Bronc riding, 5th in the short go, and finished 7th in the average.

Jeston Mead tied for 6/7 and 8th in the long go of Bull Riding, was bucked off in the short go, and finished 9th in the average.

The Women's team now sits in 2nd place in the Region, and the Men's team is in 9th place overall. We will be competing in Durant, Oklahoma at the Southeastern Oklahoma State University Rodeo this next weekend.

For complete results and standings go to www.collegerodeo.com

Dee Wigner-Dean of Administrative Services

The Business Office has been very busy with financial aid disbursements which began on Wednesday, September 29. Kim Harrison, Student Accounts Coordinator, has processed over \$800,000 in student refund checks the first week.

Cyd Vagher, Fiscal Operations Manager, has announced her retirement as of January 31, 2011. The Comptroller position is being advertised so that Cyd can train her replacement before she leaves.

Friday, October 1, was the annual campus garage sale. There were 55 registered bidders bidding on over 175 items. The total sale revenue was \$1,500. With no large ticket items and labor costs to set up and run the event, the expenses exceeded the revenue. Next year the event may be handled differently.

The Executive Dean of Administrative Services, the Director of Physical Plant and the Interim Director of IT began meeting with staff in each of the college buildings. Conversations include immediate needs and concerns as well as ideas for future projects. Some items will be addressed as soon as schedules and budgets allow. Other projects and concerns will be documented and used to develop the Administrative Services plan for future years.

The school year began with transportation challenges for the college buses. Bus #1, the 2007 Chevrolet, 35-passenger has been in the shop more than it has been on the road. In addition to on-going electrical issues, within one week, both sides of rear tires blew out causing damage to the exterior side panels and the under carriage. The bus is not safe to drive and has been parked until it can be repaired. The body damage is covered by insurance, but the bus has been inoperable for two weeks. Bus #2 has had repairs to the cruise control and the injectors, Bus #3 is undergoing repairs to the air conditioning and Bus #4 needed new tires. Unfortunately, fall is the busiest time of year for the busses, with football, men's and women's soccer, volleyball cross country, baseball and softball all needing transportation. Jennifer Edwards, transportation coordinator has done an excellent job of getting teams to and from the events. USD 457 and a local church have provided additional buses when necessary.

There are a few unfinished items on the Warren Fouse Science and Math Building remodel. A few pieces of technology are not yet in place and lecterns need to be ordered. The workmanship of the countertop installation in the science labs was not acceptable. Stewart Nelson is negotiating a credit from Kansas Contract Design. The fixed tables and seating have been installed, but the supplier failed to install end panels on the tables. It was determined that the end panels are not necessary and Stewart is working to get a credit from American Seating.

The Grounds Department has been flagging brown spots on the campus lawn so that additional sprinklers can be installed to assure water reaches these areas.

Jeff Southern has replaced Todd Hughes and is serving as Interim Director of IT. Jeff's organization and management skills have been an asset to the IT Department. Under his guidance, the IT staff closed numerous outstanding work orders. In addition, Jeff is working on a computer rotation schedule.

As part of Health Care Reform, the Affordable Care Act requires modifications and changes to the college's group health insurance plan. The changes, which will occur over the next eight years, include eliminating preexisting conditions for children, eliminating lifetime dollar limits, increasing coverage

for children to age 26 and changing qualified expenses under Section 125. Currently, plan documents are being revised, employee contracts are being updated and employee notifications were sent as required by law. Dallas Crist, Payroll Coordinator, Cricket Turley and Dee Wigner are working together to ensure college employee benefits are in compliance with the new regulations as they become effective.

The Payroll Office has been very busy. Between the months of May and October, there were six retirements, eight resignations, and twelve RIFs or terminations in full time employment. Along with the annual financial audit, were a Worker's Comp audit and the SRS audit for SWKRPC. In September, Medicare Part D notices were sent to employees age 65 and older and/or their spouses, who are on the college's group health insurance. A Section 125 plan document change required another open enrollment in September along with a distribution of new BCBS policies and ID cards.

The Tax Credit Campaign is underway. This year, the college plans to collect \$347,055 in donations. Letters are being sent to potential donors, accountants and financial planners. Letters will be followed with phone calls requesting an opportunity to meet with potential donors. Information regarding the tax credits will be placed on the GCCC website and informational cards will be printed and distributed across campus.

Deanna Mann – Dean of Institutional Effectiveness & Enrollment Services

Ryan Ruda-Dean of Student Services

Financial Aid disbursement to students began on September 29, 2010, for the Fall 2010 semester. From September 29th through October 6th, almost \$2.4 million has been transmitted to student accounts, processed for payments, and remaining funds released to students.

Kansas Post Secondary Database (KSPSD) Annual Report was submitted to the Kansas Board of Regents on September 29, 2010. This annual 11-report project, containing almost 40,000 lines of data, provides KBOR with record-level information for all enrollment and course activity for each student, and is used for TEA funding model calculations and state data analysis.

Campus Child Care Center
Program Review
September 2010

The Garden City Community College Campus Child Care Center has been a part of the college campus since 1986 and is located in the southwest corner of the Penka Building. The center is licensed by the State of Kansas, is approved to care for twenty children and provides affordable child care for students, faculty and staff. It also serves as a learning facility for GCCC education majors in the field of early education as well as students in the nursing program.

The center cares for boys and girls that are toilet trained are from age two and one-half to six. GCCC students have the first opportunity for any vacancies and remaining openings can be filled by children of employees. Once an employee's child attends the center, they are able to maintain their spot until they choose to leave or are no longer eligible to attend.

Jill Lucas has been the Child Care Director, since October 1, 2005 and Megan Becker began this fall as her assistant. In addition, the center is assigned thirty work-study hours per week.

The Child Care Center is open from 7:30am to 5:00 pm, Monday through Friday. The children's day is scheduled with planned activities such as curriculum, group and free play, meals and naptime. Special activities include Trick or Treating around campus, routine campus walks, and performing at staff events. Each year, several community organizations and agencies visit the center to speak with the students including the GC Fire Department, the Lee Richardson Zoo, the Finney County Sheriff's office and the Finney County Historical Society Museum.

The biggest challenge faced by the center is maintaining up-to-date and safe equipment. Fortunately this past year, the GCCC Leadership class chose to upgrade the center as their service learning project. The class members joined with student volunteers from, GCCC KNEA-SP (sponsored by GCCCHEAD) to make several physical improvements to the center. The project drew significant community support and donations. The class obtained an NEA grant for \$1,000, which was combined with local funds that were raised for the upgrades and renovations. The classroom, restroom and directors office were painted. Four room-divider units with shelving were installed and a filing cabinet and office chair were purchased. Moveable seating for toddlers and young children was also purchased.

Under Jill's leadership, the center had been profitable until last year. The center was unable to fill all the slots until late in the school year. The reduction in revenue was offset by reducing expenses wherever possible. The fund ended FY10 with balance of \$10,282.79. When available, excess funds are used to replace broken and outdated toys and to make improvements to the playground.

Salary and benefits for the director are funded through the general fund. The assistant's salary and benefits and all other expenses are charged to the auxiliary fund.

Per Child Hourly Rate:

2010-2011	\$2.50
2009-2010	\$2.50
2008-2009	\$2.50
2007-2008	\$2.25
2006-2007	\$2.25
2005-2006	\$2.25
2004-2005	\$2.00

Financial Data

	FY 2010	FY 2009
Revenues		
State Grants	2,997.71	3,630.16
Child Care Fees	23,734.75	32,181.00
Miscellaneous Income	<u>50.00</u>	<u>7.95</u>
	26,782.46	35,819.11
Expenses:		
Assistants Wages and Benefits	24,302.10	22,621.76
Meals	3,668.71	4,562.00
Licenses	55.00	55.00
Instructional Supplies	1,572.74	270.93
Child Care Supplies	2,085.75	1,413.64
Miscellaneous supplies	<u>1,120.28</u>	<u>0.00</u>
	32,804.58	28,923.33

Report Submitted by Dee Wigner

**Garden City Community College
Program Review**

of

Physical Plant Department

Academic Year 2010-2011

(3 year Evaluation)

Date Submitted

September 30, 2010

(Next Review 2013)

Submitted by

Larry Johnston, Director of Physical Plant

INTRODUCTION

Purpose

The purpose of the program review is to evaluate the effectiveness of the services provided by the Physical Plant and its operation relative to the College's mission. These reviews have been prepared on a three-year cycle and provide current and historical data documentation.

Mission

The Physical Plant team is comprised of the following departments: Custodial, Grounds, Maintenance, Security, and Transportation. Each department is integral to the College's role in providing ongoing cleaning, regulated space temperature, maintenance, safety, transportation and appearance, which is necessary to provide students, faculty and staff an environment which is conducive to learning and working.

The PP management is comprised of the director and an assistant who coordinates and oversees the operations and maintenance of the College in a cost effective manner aimed at long-term preservation of the college's property.

ASSESSMENT

Physical Plant Team

Physical Plant Director

Physical Plant Assistant Director (Supervises Maintenance and Security)

Transportation/Office Manager - 1 Full-Time Person and 1 Work Study

Custodial - Supervisor, 13 Full-Time and 1 Part-Time; 1 seasonal (Oct – Mar)
FY 10-11; Lost 2 Full-Time Personnel and 1 Part-Time Personnel through Reduction-in-Force

Grounds – Supervisor, 2 Full-Time; 1 seasonal (Apr – Sep), 1 Part-Time (Maintains William Stadium Field) and 1-2 Summer Help

FY 10-11; Losing 1 Full-Time Person through Reduction-in-Force (military deployment)

Maintenance - 5 Full-Time Personnel (Carpentry, Electrical, HVAC, Locksmith, and Plumbing)

Security 3 Full-Time Personnel and Part-Time Student Security (Varies Each Semester)

Table-1 **Facilities (Area and Operational Staffing)**

BUILDINGS	SQUARE FOOTAGE	CUSTODIAL STAFFING UTILIZATION (number / occurrence)	
		Current FY	Previous FY
Academic (ACAD)	22,000	1 - FT	1 - FT
Baseball Academy	8,800	As Needed	As Needed
Beth Tedrow Student Center (BTSC)	32,500	1- PT @ BTSC	1 - FT
		and PT @ SAFL	
Bryan Education Center	15,500	None	1 - PT
Dennis Perryman Athletic Complex (DPAC)	62,000	1- FT and 1 - PT	2 - FT
		and PT @ JOYC	
Dorm Directors Residence and Coaches Apartments	3,000		
East Garden Village Modular Classrooms (EGV)	1,800	1 - PT @ EGV &	1 - PT @ EGV &
		PT @ ANNEX & PP	PT @ ANNEX
East Residential Units (EUNI)	17,700	1 - PT (Restrooms Only)	1 - PT (Restrooms only)
Gary Jarmer Technical Annex (ANNX)	16,000	1 - PT and	1 - PT and
		PT @ EGV & PP	PT @ EGV
John Collins Vocational (JCVT)	47,000	1 - FT and 1 - PT	1 - FT and 1 - PT
Maintenance, Grounds Shops & Heating/Cooling Plants	9,000	1 - PT and	1 - PT and
		PT @ EGV & ANNEX	PT @ EGV & ANNEX
Pauline Joyce Fine Arts (JOYC)	40,000	1 - FT and 1 - PT	1 - FT and 1 - PT
Penka Practical Arts and Sciences (PENK)	29,900	1 - FT	1 - FT
Rental 2316 Schulman Apartments (SHAA, SHAB and SHAC)	900 18,700		
Southwest Kansas Fire	3,200	By Students; Restrooms - PT	By Students;

Training Center			<i>Restrooms - PT</i>
Student and Community Support Services Center	26,300	1 - FT	<i>2 - FT</i>
Tangeman Concession Stand	1,500	As Needed	<i>As Needed</i>
Track Restrooms and Press Box	1,100	As Needed	<i>As Needed</i>
Thomas Saffell Library (SAFL)	17,700	1 - FT	<i>1 - FT</i>
Warren Fouse Science and Math (FOUS)	22,700	1 - FT	<i>1 - FT</i>
West Residence Hall	26,500	1 - FT	<i>1 - FT</i>
Williams Stadium Press Box	5,500	As Needed	<i>As Needed</i>
BUILDINGS			
TOTAL SQUARE FEET	459,000		

FT: denotes Full-Time
PT: denotes Part-Time

CAMPUS PROPERTY	ACRES		
Campus Core Proper	24		
Fairgrounds Stock Pens and Outside Arena (Finney Co Fairgrounds)	7		
ROPES Course	3.5		
Soccer and 2 Football Practice Fields	3.75		
Tangeman Sports Complex - 2 softball fields	4.5		
Track and Stadium	1.75		
William's Stadium	2.75		
PROPERTY			
TOTAL ACREAGE	47.25		

CAMPUS PROPERTY - PARKING AND STREETS	SQUARE YARDS		
Dorm Parking Lot	12,000		
DPAC Parking Lot	14,000		
JOYC Parking Lot	5,500		
MANT Parking Lot	8,000		
PENK Parking Lot	7,300		
SAFL Parking Lot	1,200		
SCSC Parking Lot	3,300		
Campus Streets	15,000		
PARKING & STREETS TOTAL SQUARE YARDS	66,300		

Maintenance, Repair and Operations

The Physical Plant is active on campus with ongoing maintenance, repairs and various infrastructure enhancements as well as construction, remodeling and landscaping to promote an aesthetic, appealing area.

Some minor, in-house renovations over the past three years include: addition of tennis practice back-boards; built a dust/noise barrier wall in the Welding Shop; constructed a press box at Tangeman Fields; built lockers for softball dressing room; remodeled offices in JOYC, Media Center and Journalism classrooms; installed security cameras across campus and performed a multitude of requested operations including scheduled painting.

In addition, each year our departments have assisted with the Endowment Auction, Relay for Life, the Tumbleweed Festival, Mosaic productions, Chamber of Commerce functions, GEMS, on and off-campus athletic events, SGA and other meeting set-ups, etc.

Prior to FY 07-08, job orders and other campus function needs or requests were phoned or written and sent to the appropriate departments within the Physical Plant. Record of the work orders, job location, and date and time of the service were kept for only short periods before being destroyed.

Beginning with FY08, work order Track-It software was purchased to electronically manage the work orders and record other jobs performed in a database. Last year, a 'Help Desk' was developed to manage and record all relevant information of each job and is accessible through the GCCC website.

Anyone on- or off-campus can generate a requisition to request a service, a repair, initiate a move or room set-up for a special function and so forth (i.e. custodial, electrical, grounds, HVAC, maintenance, plumbing, security). The appropriate supervisor assigns the requested service to an individual with the skills required to complete the work. Once the job is completed, the employee assigned that particular task records the date completed and the amount of time spent along with any additional comments relevant to that job. Since this is done through the web, it provides the employee's supervisor valuable information regarding performance and other analytical data in reports sent via email.

Table-2 **Work Order Analysis**

	Completed Work Order Quantity		
	FY 07-08	FY 08-09	FY 09-10
WO Software	Track-It	Track-It	Help Desk
Totals	1900	2100	3200

The data above shows an increasing trend in the total number of work order completions over the last three years. This past fiscal year saw a substantial increase, which may be indicative of the true work load since nearly all the jobs for the PP are now being managed and recorded

Security Services

This department provides services such as building locks /unlocks, nighttime escort services (from buildings to vehicles), crowd control at various activity events, vehicle unlocks, jump-starting vehicles, crime investigation, and assisting law enforcement agencies as needed. Our security officers along with the student security are essential in developing rapport with campus visitors, the community and with anyone needing assistance. In addition, they are a deterrent to criminal damage and or other campus malicious activities.

Transportation

The PP Office Manager schedules college vehicles for all travel events as well as the maintenance and repairs necessary for the fleet.

Table-3 **Transportation Fleet Activity**

Vehicle Type	Active Vehicles	Retired Vehicles	Mileage Driven		
	Quantity	Quantity	FY 07-08	FY 08-09	FY 09-10
Buses	4	1-TRIO	48,500	54,700	66,400
Cars	6	1	286,200	211,400	120,000
Pickups		5	NA	NA	NA
Trailers	6		NA	NA	NA
Vans	16	8	67,600	157,400	236,500
Totals	32	15	402,300	423,500	423,000

NOTE: Mileage for Retired Vehicles Not Factored in Mileage Driven

Overall, the total mileage has remained constant over the past three years, which is indicative of similar trips year to year. While the mileage for the cars has decrease this past year, the van mileage has increased. This is due to the gradual replacement of the cars with mini-vans. The mini-vans offer more capacity and comfort and are just as efficient to operate as a passenger car. Retired vehicles that were formerly part of the active fleet have been withdrawn from highway usage due to their age and high mileage. These are being utilized in the maintenance departments and few others serve as reserve backups for the fleet.

The fleet vehicles are well maintained and their age and mileage are a testimony to the service they receive. However, bus number one (1) has encountered a disturbing number of past service issues even while under warranty. Currently, it is in the repair shop and has become a concern about its dependability to transport our teams to their destinations. The bus has been in for repairs more than the other combined three buses combined since being purchased.

A replacement bus for number one will be included in next year’s strategic plan to ensure we have reliable transportation for the college’s many functions when needed.

Departmental Assessment Audit

Physical Plant Campus Survey Measurements (FY 10) are depicted in the following table.

Table-4 **Overall Service Satisfaction Results**

Department	Average Achievement (%)	
	Campus	Students
Custodial	78	72
Grounds	63	64
Maintenance *	70	68
Security	72	70
Transportation	67	69
Overall Average	70	69

*Inclusion – Carpentry, Electrical, HVAC, Plumbing, and Locksmith

Last year’s survey was the first to obtain feedback for the outcomes and helped us analyze the level and quality of service the Physical Plant Department provides. An annual survey will occur every January.

Similarities in ratings seem to occur between the campus faculty and staff comparable to the students’ rating. Overall ratings are favorable and the staff is striving to improve the various department scores as well.

SUMMARY

Goals

The Physical Plant operations enable the college to meet the institution’s missions and goals. It provides the services necessary to maintain the campus facilities and provides construction services on smaller renovations or remodeling projects. In addition, it provides services to clean, disinfect, remove trash, and maintain a well-kept campus.

Forward Thinking / Innovations

The college has adapted well to changes. The most recent being the county’s decrease in tax revenue for the 2011 fiscal year.

With an anticipated lower operating capital for FY 10-11, a reduction in force (RIF) was required with the elimination of three staff members from the Physical Plant team; two from the Custodial and one from the Grounds Departments to help achieve an operable budget this year.

The Physical Plant department's greatest strength continues to be its personnel. Amidst the growing workload and increasing stress, they continue to respond with dedication and passion. They take great pride in their jobs and have risen to the increased workloads; even without an increase in pay because of current revenue shortfall. Most are thankful that they are employed and hopeful for a return to more prosperous times.

The reduction in the Custodial department staffing has resulted in assistance from faculty by cleaning their own white boards. Also, trash collection has gone from a daily task to an every other day schedule across campus. In addition, the custodial staff is splitting their building schedules to cover those areas vacated by those separated (as indicated with an earlier table-1).

The college continues to face a significant backlog in deferred maintenance projects. An example of this is the parking lots and streets. Most of these have been crack-sealed and patched many times and are nearing the end of their life cycle. A portion of the streets and parking lots will be on the PP strategic plan for replacement in anticipation of potential year end funds for the current and future fiscal years. The plan is to spread these repairs out over the next five years.

The PP makes every attempt to conserve where possible and practices good stewardship to reduce the college's carbon footprint. Energy conservation measures and related cost saving strategies such as classroom occupancy lighting controls, restroom hand dryers, and other available energy saving technologies are being considered. Other options include energy commodities strategies, cable bundling services, photovoltaic, and wind turbines. Research is being done as to how these can be incorporated into our existing site and utilities. Xeriscaping is also being researched as an effort to reduce our water consumption.

Alternate funding analysis is being explored for additional improvements and savings through state approved 'Performance Contracting' companies who guarantee the college energy savings for energy efficiency upgrades and retrofits with self-funding financing with no up-front costs. Other financial studies include low interest loans, leasing and grant development programs to align the college's operational and financial objectives.

Higher education has been characterized by its openness and potential for individuals because it represents a gateway and opportunity. "From here, you can go anywhere" is the theme that our College reflects in its advertisement to help our students succeed with their future endeavors with starting or continuing their education here. Without the students, our staff and faculty roles which are the cornerstone to education and the college's mission would not be viable.

Great Western Dining Services
Annual Report
September 2010

On July 1, 2008, the college entered into a five-year contract with Great Western Dining Services (GWD) for on-campus food service. This year, we began the 3rd year under that agreement. Wayne Hofstetter has been the food service manager since July 1, 2009. His wife, Jackie, is the office manager.

The agreement includes a \$10,000 per year capital investment for cafeteria/dining enhancements. As improvements to the cafeteria were considered, it was determined that cosmetic improvements would be nice, but costly. Since the kitchen equipment is quite old and outdated, money would be better spent on kitchen upgrades. To date, GWD has purchased three refrigerated salad bars, installed a fire suppression system, and purchased a charbroiler. The college has also invested money in kitchen improvements. The Residential Life auxiliary fund has been used to purchase a new convection steamer and a meat slicer. An RFP was released this summer for the purchase and installation of a new dishwasher. Unfortunately, the bids came in considerably higher than anticipated, so the RFP is being reissued without the cost of installation as the unit can be installed using local vendors for less money. Additional items being considered for future purchase include a stove, a deep fat fryer, and a double stack oven. Since the cooler/freezer has needed repairs several times this year, the unit will need to be replaced within the next few years.

Further improvements made to the kitchen area include replacing the exterior doors as well as cleaning and organizing the storage room. Considerable time was spent deep cleaning the entire kitchen. Upgrades to the food service office scheduled for later this year include painting the office and replacing the old office furniture with "slightly used" desks and file cabinets

Earlier this year, GWD struggled with several health code violations. Wayne worked with Tammy Haines, GCCC Custodial Supervisor, to train GWD staff on the proper way to clean. GWD staff also received training on proper food storage and food handling. There were several violations of inadequate temperatures on the salad bar. There have been no violations since the installation of the new refrigerated salad bars. The health inspector has been back on campus and found no critical violations.

Daily menus are sent out via busermail to highlight the entrees available for lunch. This communication effort has resulted in an increase of the number of individuals from the college and community eating in the cafeteria. Catering requests have been steady this fall. The college receives a commission of 15% from outside catering and 10% of casual meal sales. Commission revenues for FY10 were \$2,810.01 compared to revenues for FY09 which were \$5,494.34.

The Bistro continues to struggle. A new menu released this fall included specialty sandwiches and salads; however the expanded menu did not have much effect on sales. Each semester, dorm students receive \$25 in Bistro Bucks to be used exclusively at the Bistro. The Bistro is busy

until the students run out of “bucks”. As per the contract, the college subsidizes the bistro up to \$10,000 per year.

A Food Service Committee, comprised of students, staff, and faculty will begin meeting this month. Topics to be discussed will be menus, the pros and cons of “going trayless”, ways to improve the dining experience, and ideas for promoting the Bistro.

Comparative data:

	2010-2011	2009-2010
Dorm students:		
19 meal plan	253	244
15 meal plan	48	43
10 meal plan	26	17
Off campus purchases:		
19 meal plan	4	9
15 meal plan	0	2
10 meal plan	4	1
Punch Cards:		
15 meal	22	14
10 meal	9	23
Bistro Bucks for dorm students:		
Costs for fall semester	\$8,550	\$8,175

Report Submitted by Dee Wigner

CAMPUS CRIME STATISTICS

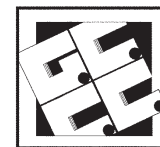
As of Dec. 31, 2009

GCCC Department of Safety & Security

Lyle Bitikofer
Asst. Director of Physical Plant
620-275-3210
lyle.bitikofer@gcccks.edu

For campus security on campus:
272-6828
Dial ext. 603 to leave a message

For emergencies
Dial 911



Garden City
COMMUNITY COLLEGE

801 Campus Drive • Garden City, KS 67846
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GCCC Campus CRIME Statistics

The following statistics, provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy, and Campus Crime Statistics Act, are for your information. They include all reports of the following offenses received by the Safety and Security Department, both from the department's personnel as well as from college officials with significant responsibility for student and campus activities. These statistics also include data received from other law enforcement agencies in response to the Safety and Security Department's annual requests. If you have any questions, contact the Dean of Student Services at 620-276-9597.

Crimes reported by Safety and Security Department

Reported in accordance with Uniform Crime Reporting procedures and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Offense Type (includes attempts)	Total Campus Crime					Residence Hall Crime					Non-Campus Building or Property					On Public Property				
	2005	2006	2007	2008	2009	2005	2006	2007	2008	2009	2005	2006	2007	2008	2009	2005	2006	2007	2008	2009
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	3	0	0	0	1	0	3	0	0	0	0	0	0	2	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	10	11	0	11	1	7	1	0	11	1	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	2	2	2	0	0	0	2	2	0	0	0	0	0	0	2	0	0	0	0
Burglary	4	1	25	5	36	2	1	20	5	8	0	0	0	0	1	1	1	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes (by Prejudices)																				
Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Number of Arrests/Referrals for Campus Disciplinary Action - Select Offenses

Offense Type	Total Campus Crime					Residence Hall Crime					Non-Campus Building or Property					On Public Property				
	2005	2006	2007	2008	2009	2005	2006	2007	2008	2009	2005	2006	2007	2008	2009	2005	2006	2007	2008	2009
Liquor Law Violations																				
Arrest	0	1	0	2	7	2	1	0	2	6	0	0	0	0	0	0	0	0	0	0
Referral	0	64	0	59	65	19	0	10	59	14	0	0	0	0	0	0	0	0	0	0
Drug Law Violations																				
Arrest	0	1	0	1	2	0	0	1	1	0	0	0	0	0	2	0	0	0	0	1
Referral	0	1	0	1	12	12	0	0	1	8	0	0	0	0	1	0	0	0	0	0
Weapons Law Violations																				
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0
Referral	0	2	3	2	0	0	0	4	2	0	0	0	0	0	0	0	0	0	0	0

Additional Information

Visit the GCCC website: www.gcccks.edu

Information available under "Campus Safety & Security" includes:

- Crimes reported by Safety & Security
- GCCC Safety & Security Annual Report