

GARDEN CITY COMMUNITY COLLEGE

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

The Board of Trustees will meet in regular session on **Wednesday, May 11, 2011**. The meeting will be held in **the Endowment Room of the Beth Tedrow Student Center**, Garden City Community College Campus.

5:00 PM

Dinner served in the Broncbuster Room

6:00 PM

Regular Board Meeting called to order in the Endowment Room

AGENDA

I. CALL TO ORDER:

- A. Comments from the Chair
- B. Report from Student Government Association
- C. Report from Faculty Senate
 - C-1 Program Spotlight: Laura Guy, Journalism Instructor/Advisor Student Media
- D. Open comments from the public

II. NEW BUSINESS:

- A. Discontinuation of Men's Soccer (**Action**)
- B. Golf Program (**Action**)

III. CONSENT AGENDA (Action)

- A. Approval of minutes of previous meetings (April 13, 2011)
- 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 Purchases over \$20,000
 - D-1 Athletic Insurance Recommendation (memo)
- E. Work Comp Renewal (memo)
- F. Approval of personnel actions-Human Resources
 - F-1 Adjunct/Outreach Contracts
- G. GCCC Adult Basic Education MOU with Dodge City Community College and Seward County Community College (memo, 2 docs)

IV. POLICY REVIEW

- A. Monitoring Reports and ENDS
 - A-1 Monitoring Report – Quarterly #9, #10 General Executive Constraints (**Action**)
 - A-2 Review Monitoring Report- Board Report annual #12
- B. Ownership
 - B-1 Thank You Neff Family
 - B-2 Thank You Ryan Ruda
- C. Board Process and Policy Governance Review

V. REPORTS:

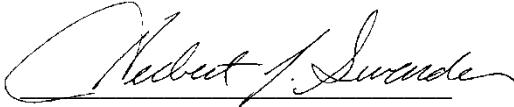
- A. Report from Finney County Economic Development Corporation (Trustee Ron Schwartz)
- B. President's Report

VI. UPCOMING CALANDAR DATES:

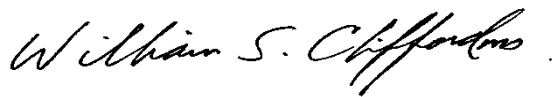
<u>May 11</u>	1:00 PM Faculty Appreciation Luncheon/Awards Ceremony –Endowment Room of Beth Tedrow Student Center
<u>May 12</u>	7:00 PM Student Support Services 17 th Annual Award Reception – St. Dominic's Parish Center-615 JC Street
<u>May 13</u>	6:00 PM Department of Public Safety Criminal Justice, EMST & Fire Science Awards Ceremony at Fire Science Classrooms
<u>May 14</u>	10:00 AM Commencement, please meet in the Hall of Fame Room at 9:00 AM 1:30 PM John Deere TECH Success Banquet 2:30 PM Associate Degree Pinning Ceremony, The Church of the Nazarene-2720 North Campus Drive
<u>May 16-18</u>	Final Exams
<u>May 30</u>	Memorial Day – NO CLASSES, OFFICES CLOSED
<u>June 8</u>	Regular monthly meeting Endowment Room – call to order 7:00 PM (note time change for summer meetings)
<u>July 4</u>	Independence Day holiday – NO CLASSES – OFFICES CLOSED
<u>July 13</u>	Regular monthly meeting Endowment Room – call to order 7:00 PM (summer meeting time)

VII. Executive Session

VIII. Adjournment



Dr. Herbert J. Swender, Sr.
President



Dr. Bill Clifford, MD
Chairman

Mission: *Garden City Community College exists to produce positive contributors to the economic and social well-being of society.*
Five Ends: *Essential Skills, Work Preparedness, Academic Advancement, Personal Enrichment, Workforce Development.*



Garden City Community College Faculty Senate

801 Campus Drive
Garden City, KS 67846

2010-2011

Linda Morgan, President
Renee Harbin, Vice-President
Shelley Meier, Secretary
Katharyn Burgardt, Senator
Pati Pfenninger, Senator
Clay Wright, Senator
John Schafer, Ex-Officio
Samantha Scott, Alternate
Alan Payne, Alternate

Faculty Senate Report May 11, 2011

Faculty Senate Program Spotlight: GC3 Media and Visual Communication

Presented by Laura York Guy, Media Instructor & Student Media Coordinator

Faculty Accomplishments: Faculty members and Program accomplishments are included in this report.

Faculty Senate Current Projects

- Faculty Awards Luncheon – May 11, 2011 from 11:30 – 1:00 p.m. Endowment Room.
 - Recognition of the 2010-2011 Outstanding Faculty Member
 - Recognition of Retiring Faculty Members
- 2011-2012 Faculty Senate. New Senate members officially begin in August 2011, however, the full Faculty Senate team will be working together for a smooth transition between now and August. Officers for 2011-2012 are: President Linda Morgan, Vice-President Terry Lee, and Secretary Leonard Rodenbur with Senators Clay Wright, Pati Pfenninger, Larry Pander and Alternate Senator Marsha Wright. John Schafer, Ex-Officio.
- Faculty Senate Record Archiving Project – (Summer 2011)
- CORE Faculty Member Committee Assignments & Discussions. Ongoing
- Faculty Senate Retreat – To Be Scheduled

Faculty Senate Completed Projects – Spring 2011

- Faculty 'Peer Evaluation' – Recommendation sent to Faculty PN Team.
- **CORE Committee Assignments-** Faculty Senate made the following recommendations:
 - **Instructional Resources:** Appointed Stacey Carr. Faculty Senate recommends this committee Charter be reviewed to reduce duplication.
 - **Advising Subcommittee** – Appt. Greg Thomas and Jan Bitikofer
 - **Student and Stakeholders** – Appt. Phil Hoke
 - **Retention and Recruitment Subcommittee** - Faculty Senate is recommending and in support of Chairman Clay Wrights' recommendation that this committee be considered for disbanding with the option to establish ad hoc workgroups if short term projects are identified. It appears this subcommittee has met their mission.
 - **Institutional Resources:** Appt. Terry Crain.
- Faculty In-service (Jan 2011)
- Faculty Web Page On-line
- Faculty Senate and TLC college plan for 2011-2012 completed and submitted
- Appointment Dr. Alan Payne to Academic Review Committee
- **Approved Professional Development Requests**
 - Leslie Wenzel and Sergio Maria-Fagundez to attend the Wichita Math Conference in March. Total Expenditures = \$410.00
 - Dr. Jean Ferguson, English as a Second Language Instructor, to attend the CoTESOL (Colorado Teachers of English to Speakers of Other Languages) conference in Denver, CO in November 2010. Total Expenditures = \$453.30.

GCCC Faculty Accomplishments 2010-2011

Cosmetology 2010-2011

Instructors: Ms. Pati Pfenninger & Ms. Guillermina Hinde

- Updated the Pivot Point Curriculum. Pivot Point has updated to the newest and latest techniques in the field of Cosmetology including book covers, pictures, theories, procedures and learning styles to teach students at the new generation level.
- Currently have three non-traditional, male students. Enrollment has remained constant the last several years.
- Multi -Media classroom is operational.
- A major improvement to the clinic floor is the addition of the Multi-Media Monitors. The monitors will be of great assistance to the students on the clinic floor and in the dispensary. Communication between all of the students for clinic activity helps improve professionalism.
- Special Educators this year include:
 - Christi Smith - Nail Tec Supply, for EZ Flow Acrylic Nail Class
 - Jan & Stan - Patrice', for product knowledge and additional color classes
 - Mark Hinde - C.E.O. SDSI, Business Ethics and Interview Process
 - Rosi Swick – Owner of Illusions Hair Salon, Interviewing Process
 - Michael Thomson – Massage Therapist, Scalp & Body Massage class
- Expanded membership to our advisory council and integrated them into the classroom setting through special presentations and speaking with our students. New members are: Mark Hinde, Rosie Swick, Megan Amos, and Stephanie Smith.
- Our community partnerships are growing with the salon owners and stylist becoming more involved with the student's education. The professionals come in and explain what is expected of them and available for them in their profession, including Smart Style, Regis Hair Salon, and Illusions Hair Salon.
- Participated in campus events including: Exploration Day (72 students); Hispanic Day; and the GCCC Endowment Phonathon.
- The Strategic Team Building was a great success for our students this year. The course was a successful in bringing our students together as teammates. They also have to do community service as part of the class. This year the students choose to volunteer their time to the Garden City Recreation Center, and they help to upgrade several baseball and softball fields, as well as the Garden City Pool.
- Students have also participated in going to the Peels Hair Show in Denver in October, 2010. This provided our students with a wide variety of learning styles, as well as the latest trends in the industry. This definitely helped the students learn more advanced techniques that will be very beneficial to them when they enter the working industry.
- Currently, both spring and fall students are on the clinic floor. The work they are doing has been some of the best we have ever had, and they have felt very successful thus far. GCHS prom was a great success for our students and their clients.
- In the community, we have become more involved by participating in providing all hair, nails and make-up for clients of Mosaic for the Mosaic Prom. We had the great pleasure of working on over 50 men and women.
- Beautiful Hands - This is a presentation by KSU Research Extension Center, that our students will be participating in. The purpose of the presentation is for our students to inform those attending, of the importance of maintaining healthy and well kept hands.
- Helped with hair and makeup for production of Lucy Luscious Lips, a play put on by the GCCC Theatre and Drama department.
- 1ST PLACE AT THE DODGE CITY TRI-COLLEGE COMPETITION.
- In progress for this calendar are: a bake sale, garage sale, car wash and a raffle for the upcoming trip to Wichita. We are taking the entire classes to view other aspects of the industry, including supply stores, academies and salons.
- Michael Thomson will be presenting a massage therapy class on May 5th. We will also be providing free haircuts for the Day of Service at Bible Christian Church on April 9th. On April 30th, we will be volunteering our time for Miles of Smiles \$5 manicures. All proceeds will be donated to Miles of Smiles.

ETS - Something to Shout About – July 1, 2010-Present

- ETS students have won many awards:
 - Noe Garcia-Mendoza won a gold medal and a digital camera in a National Website Design Contest hosted by University of Washington for his website on “Spider Goats”
 - Ivan Moya won a bronze medal and a digital camera for his photo essay in a National Contest hosted by University of Washington.
 - Rene Hernandez and Joanna Rodriguez both ETS students were named Hispanic Students of the Year by Lulac
- Special activities:
 - ETS students volunteered over 500 hours since September 1, 2010 (Look for the green ETS shirts in the community)
 - 22 students were taken on a ten day trip visiting all of the Regents Center Colleges as well as Cosmosphere, Exploration Place, Eisenhower Museum, Rolling Hills Park, Smokey Valley Train ride, Old Abilene Town, Brookville Hotel, Big Brutus and other historical and cultural activities. This was made possible through a grant from CACG funds and the Board of Regents.
 - 3 week ACT prep class was offered during the summer
 - Twelve ETS students traveled to Washington, DC where they toured the Smithsonian Museums, Arlington Cemetery, WWII Memorial, Vietnam Memorial, Lincoln Monument, Washington Monument, the Holocaust Museum, the Capitol, met the two Kansas Senators, the National Archives, the White House and many more sites.
 - 12 hours of tutoring is offered each week - 6 hours at the high school and 6 hours at the college.
 - Students at tutoring are learning to use a microscope.
 - A graphing calculator workshop of six sessions is available to students and then they receive a graphing calculator to keep.
- All grant objectives were met or exceeded:
- *ETS recruited and served 650 participants, in grades 6 through 12 in Finney County
- *97% of the participants made satisfactory progress to the next grade level
- *100% of the students recruited completed a personal success plan identifying goals, barriers and strategies to overcome barriers.
- *90.5% of the college ready ETS participants applied for postsecondary admission and financial aid
- *Over \$450,000 of scholarship monies were awarded to ETS seniors
- *82.6% of college ready ETS participants enrolled in a postsecondary program
- *72 ETS 2010 graduates are attending a public 2-yr institution; 24 ETS graduates are attending a public 4 year institution, 8 graduates are attending a private 4 year institution; one is attending a proprietary school
- *17 college visits were made in and out of state
- Completed a new grant application to fund ETS for another 5 years.

English Department

The faculty of the Department of English designed and introduced a new developmental course, Basic English - ENGL 090, which is intended as preparation for Intermediate English – ENGL 091. The results in just the first year of this course’s existence have been an overall increase of 10 percent in both the rate of success (students earning a grade of “C” or above) and the rate of retention.

Art Accomplishments: 2010-11

- Art Club participated in a record number of SGA events
- Art Club is planning a trip to Lindsborg and Wichita, KS to experience the arts and tour University facilities.
- The art department in conjunction with art club and potters guild hosted two visiting artist workshops this year.
- Brian McCallum participated in artist workshops in Manhattan, KS and Hays, KS.
- Brian McCallum successfully completed his three year tenure as president of the Kansas ArtistCraftsmen association last November and will continue to serve on the executive board.
- David Kinder Participated in the faculty show, and a solo show here at the Mercer Art Gallery
- David Kinder had two works selected into the Smoky Hills art competition in Hays, KS.
- Brian McCallum had work accepted into the Baker National art competition in Liberal, KS.
- Second annual portfolio review day at GCCC planned for the 17th of April
- Brian McCallum gave a visiting artist workshop in Holcomb Kansas and Jackson, WY.
- Brian McCallum juried the Great Plains league art competition in Scott City, KS.

Reading Department Spring 2011 Accomplishments

Reading Department (Jan Bitikofer and Shelley Meier)

1. Created, organized and planned a state-wide reading forum. Twenty community colleges, two technical colleges, and one private college will be attending this forum in Topeka, Kansas on April 27th, 2011. The forum will consist of reading instructors, college deans, and several college presidents. They will be attending to discuss the critical reading issues that are prevalent in our colleges. Jan Bitikofer will be moderating the forum. Shelley Meier will be recording and summarizing the discussion.
2. Revised the reading requirements for incoming students. Reading will be required the first semester for any student that scores below 80 on the Compass test, which is comparable to an 11th grade or below reading level.
3. Renumbered the second level reading course to a 100 level, which will give students 3 credits toward graduation.
4. Set requirement so that any student who passes first level reading course (Reading Improvement - 7th grade and below) will be required to take the next reading course the following semester.

Industrial Maintenance Department

Industrial Maintenance will award 9 Industrial Maintenance Certificates, and will have 2 Students graduate with an AAS Degree this spring.

Science/Math

- AEC Team tied for 2nd at Regionals – State is April 29-30 in Salina – team members are Nick Sower, Shelbie Ratzlaff, Brandon Salter, Daniel Quach, and Lawrence LaMastres
- Science/Math had their open house and had a great crowd
- Science/Math Instructors will be taking over maintaining of the outdoor classroom.

English as a Second Language Program

Good news from the English as a Second Language Program

- 83% of ESL students enrolled in LANG 242: Advanced Writing in Spring 2011 tested into ENGL 101 – bypassing the developmental writing courses
- 21 English as a Second Language students were named to the Fall 2010 President's and Dean's Lists
- 7th Annual Grammar Project Presentation Come and Go Receptions will be Monday, May 2nd from 10:00 am to noon and Monday, May 9th from 6:00 to 8:00 pm.

SOCIAL SCIENCE DEPT.

I guess my (Sheila Hendershot) award that I won in Seattle is good enough! I'll resend the e-mail for your information. In Children's Lit class I have 14 Children's books that were written by students and are now being published.

Accomplishments of Clay Wright and Choral Music Department 12/10 –5/11

1. Presented a Vespers Concert with the College Choirs, Community Choir, and instrumental ensemble on 12/12/10. Featured work performed was Samuel Gordon's "This Babe of Bethlehem".
2. Performed a Valentine Concert at GCCC Pauline Joyce Auditorium with the GCCC Choirs on February 10th, 2011.
3. Participated as Adjudicator in the Santa Fe Trail League Music Festival in February, 2011.
4. Attended KMEA (Kansas Music Educators Association) convention in Wichita 2/24-2/26.
5. Had a singer audition and become accepted to the ACDA National Convention on March 8-12 to participate in the ACDA national women's honor choir. Rachael Swank was the only first soprano from Kansas to be accepted into that honor choir.
6. Attended the ACDA (American Choral Director's Association) National Convention in Chicago, Illinois March 8-12, 2011.
7. Adjudicated a KSSHAA Regional Solo and Small Ensemble Music festival in Oberlin, Kansas on Saturday, April 2, 2011.
8. Conducting a performance of John Rutter's Requiem with GCCC Choirs, Community Choirs and instrumentalists from Garden City on 4/10/11 at Pauline Joyce Auditorium. Concert Starts at 3PM.
9. Presenting a "Pops" concert for choirs and solo voices on May 5, 2011 in the GCCC Pauline Joyce auditorium.

Garden City Community College Drama Program Achievements for 2010-2011

2010 was the first year for new drama instructor Phil Hoke. The drama program produced an ambitious and varied program and for the first time in 6 years re-entered the Kennedy Center American College Theatre Festival (KCACTF)

The season began with an associate entry of Arthur Miller's *The Crucible* which was adjudicated by KCACTF representatives. Two students, Mathew Ellis and Jordan Partin, were named as Irene Ryan Nominees for the 2011 Region Festival. The production utilized full sets and costumes and involved college and community members. The drama program is particularly thankful to Gay Morgan for her help with costumes and Doral (Skip) Mancini for help with student technique.

The first production was followed by a *The American Bullet Train* by Phil Hoke. Over 650 drama patrons were treated to an evening of light comedy while enjoying a meal prepared by Great Western Dining on the theatre stage. The production was particularly successful because of additional support from the GCCC cosmetology program and Great Western Dining.

In January, students involved in the theatre program traveled to Aimes, Iowa where they participated in Region V's Kennedy Center American College Theatre Festival. Mathew Ellis, Holden Eisiminger, Jordan Partin, and Alisha Rogers competed in the Irene Ryan Competition; while other students were able to take workshops from theatre educators and professionals on topics ranging from set design to acting technique to playwriting. Phil Hoke coordinated the festival's College Fair and mentored an award winning original play *He Will See Stars* by Lavinia Roberts.

The third production of the year was an evening of original works which featured songs, music, dance, and plays written by GCCC students and faculty entitled *Verses of Love*. Most of the plays were premiere performances and many of the scenes and vignettes were directed or choreographed by students.

With the help of a mini-grant from the Endowment Association, the theatre program was able to procure 4 sewing machines and work stations. With this procurement, the program has changed to a student centered pedagogy where students will design and build sets, costumes, and lighting for all future productions. This change will allow GCCC students to become more involved in regional activities and help them to earn additional scholarship and awards to transfer programs.

The fourth production of the year reflects this change in pedagogy as the set for *Fools* by Neil Simon is designed by Alan Kessler, freshman engineering student; costumes are co-designed by Ivonne Flores, freshman business major, and Alisha Rogers, Sophomore agriculture major; and lights are designed by Brittni Wilken, Sophomore theatre major.

The main accomplishments for this year include realizing a highly ambitious production season, offering a balanced theatre curriculum including performance and technical courses, creating a student-centered program, and involvement with KCACTF.

We will close this year's season by producing a play by a long time Garden City resident, Duane West. The musical is entitled *Dream Your Dreams*, and it tells the story of one of the founding members of Garden City, Buffalo Jones. The play will be produced in July and marks the beginning of a summer theatre program.

Comprehensive Learning Center

The Comprehensive Learning Center is sanctioned by the College Reading and Learning Association. The CRLA establishes uniform training and certification parameters for College Learning Centers in the U.S. and internationally. Three levels of tutor certification are possible: Level I Regular, Level II Advanced, and Level III Master. A minimum of ten hours of training plus 25 hours of actual tutoring are required for each level of certification. Typically, tutors accomplish one level of certification per semester. Additionally, in our program at GCCC, candidates for Master Tutor certification must complete a Master Tutor Presentation during one of our in-service trainings. Workshops and trainings this academic year have included guest speakers Mark Krehbiel who refreshed our collective memories on Intermediate Algebra word problems, Trent Smith who taught us the internal workings of subscription databases, and Kellee Munoz who enlightened us on learning disabilities. We extend a special "Thank You!" to those willing to help us better assist students!

Last semester, this dedicated and talented staff logged 1,321 tutoring hours, the second most since the CLC opened in 1989!

Tutors in the Comprehensive Learning Center have recently completed requirements to advance another level. The CLC is proud to announce the following certification levels:

Level III Master Tutors:

Pam Alexander
Jerme Bennett
Caitlin Kinsey
Andrew Staats
Nick Sower
Jessica Hawkins (paraprofessional)

Level II Advanced Tutors:

Kashly Schweer
Melissa Marshall
Chelsey Knabe
Ashley Pleschourt
Yen Ngo

Level I Regular Tutors

Irma Ailon
Eric Vega

Other staff members and their corresponding certifications are as follows:

Barbara Campbell (paraprofessional): AS degree, Master Tutor
Tom Shane (paraprofessional): MS in Biology degree: published journal author in Ornithology; Master Tutor
Shanna Yox (paraprofessional): BS in Education; started in November as an evening Math Tutor
Jessica Hawkins (paraprofessional): BA; Master Tutor
Wendy Perryman (paraprofessional): PhD in Anatomy, started in March; conducting weekly A&P guided study groups
Janice Urie (coordinator): BS in Organizational Management & Leadership; Master Tutor Trainer

Our very own Shelia Hendershot was awarded with the very prestigious Continued Excellence Award for Advisors. Award-winning advisors are those who make significant contributions to the growth of the individual members, serve as the chapter's advocate on campus, and encourage the chapter to be involved on the local, regional and/or international level of the organization.

Shelia was 1 of 25 chapter advisors to win this award from over 500 Chapters represented at the International Convention in Seattle, WA.

What an honor for Shelia as she makes her way into retirement. GCCC Phi Theta Kappa has been so lucky and blessed to have her as our leader, mentor and friend. Congratulations Shelia.....You have set the stage for continued excellence in our chapter!!

Department of Public Safety

- Strategic Team Building (all majors). Fall 2010. Approximately 80 students and 7 challenge instructors worked team building for 2 days. The team building pays off as the students integrate quickly and work together throughout the year.
- Several students are involved in BB/BS School Mentoring Program.
- Tumbleweed Festival *Approximately 16 students assisted covering 13.5 hours on the front gate. Students also assisted with Balloon Festival this same weekend
- GCCC Phonathon / Students & Advisory Council
- CJ Competition Team / took numerous awards at Regional Competition in Kansas City, KS. Firearms and Crime Scene were the strength areas (of which we are proud!!)
- Christmas Tree & Santa Project for Garfield Elementary and the GCCC Daycare. A tree is provided to Garfield which is then donated to a family selected by the Garfield staff.
- DPS Career Exploration Day-approx 25 students assisted
- Lakin Grade School 6th Grade Tour* (approx 60 6th graders - approx 25 CJ students assisted
- Campus Bloodmobile, DPS took 1st in the number of donors and volunteers
- DPS Department Scenario Day. Approximately 40 Public Safety Students participated with 10 'victims' (GCHS CJ Students), 4 'bad guys', 8 public safety advisory council evaluators and 5 moulage artists.

- DPS student provided silent auction security for the 2011 Endowment Association Auction.
- DPS majors have logged over 1800 hours in community service from July 1, 2009 to the current date. 2009 is used as the start date our graduating sophomores started in 2009.
- KS Collegiate Law Enforcement Academy (May 2011). 3 CJ students were selected by KHP for this honor.
- Finney County Sheriff's Firing Range Project (students assist with construction and repairs as needed)
- GCPD Parade Assistance – multiple events throughout the year.
- DPS SWAT Obstacle Course repairs – DPS students work with Garden City PD to repair course
- 3-I show. Black and White Students are assisting GCPD with parking for this 3 day international agricultural show. Dave Rupp is one of the event coordinators.
- Kansas Peace Officers Association. Linda Morgan serves as Training Committee Chairperson and David Rupp is on the Legislative Committee.
- Garden City Police Citizen Committee – Student Representative (Trent Pitton)
- Finney County Humane Society – Student Representative 2010-2011 (Crystal Pena)
- DPS faculty members are active on a variety of college committees.
- The Fire program is now the designated Western Kansas Fire Testing Site. Larry Pander is coordinating these events. They will have 27 students testing from GCCC, DCCC and the region in May.
- 8 Students graduating from Fire Science program this spring.
- The EMS program, in addition to classes, coordinates and provides a Western Kansas Testing site for National and State testing.
- Paramedic students help with the Bible Christian Church's Day of Service each spring.
- Larry Pander serves as a Governor Appointed Member for the Kansas Fire Commission representing Community Colleges.
- Ride for the Future – April 30, 2011. Final numbers are still being compiled but the public safety partnership and scholarship event was deemed a tremendous success. This is the 4th year for RTF and this program is building. This ride was dedicated to Jeff Landgraf, our DPS/EMS adjunct, ride partner, family, friend and EMS public servant who lost his life in a tragic accident on April 18, 2011. The EMS Scholarship is being renamed in his honor.
- DPS Annual Awards Celebration – May 13, 2011. Parents, friends, advisory committee members, law enforcement officers, and college personnel are invited. Costs include plaques and certificates for DPS members winning local competition, student recognition awards, special community recognition awards, etc.

Agenda No: I-A

Date: May 11, 2011

Topic: Discontinuation of Men's Soccer

Presenter: Dr. Herbert J. Swender

Background Information:

For the past six years Garden City Community College has provided opportunities for students to participate in Division I NJCAA men's and women's soccer. Recently the college received resignations from both head soccer coaches. The college's administration recommends to the Board to discontinue only the men's soccer program, with consideration to replace with another men's Division I sport.

In order to keep students engaged with the sport of soccer, the college's administration will make it an institutional priority to implement a comprehensive intramural program with an emphasis in soccer beginning fall 2011.

Budget Information:

- Reduction in costs for full-time coaching salary
- Reduction in costs for bus and driver transportation
- Reduction in costs for liabilities regarding athletic injuries and training room services
- Note: any scholarships committed to student athletes participating in soccer will be honored by the college

Recommended Board Action:

Authorize administration to notify NJCAA of discontinuation of the men's soccer program effective fall 2011.

Board Action Taken: _____ **Approved** _____ **Disapproved**
 _____ **Ayes** _____ **Nays** _____ **No Action**

Board Member Notes:

Agenda No: II- B

Date: May 11, 2011

Topic: Division I-NJCAA Golf Program

Presenter: Dr. Herbert J. Swender

Background Information:

The addition of a men's golf program at GCCC will provide an opportunity for local and regional players to participate at the collegiate level. Several years ago the college had a successful golf program. Garden City is fortunate to have two championship golf courses that will attract student athletes from our service delivery area and the tri-state region. In addition, many area Western Kansas high schools have golf programs.

The addition of this program will also create new opportunities for donor involvement with the college, serve as an important recruitment tool, and enhance opportunities in community relations, while reducing total athletic costs.

Budget Information:

- Approximately \$40,000 will be needed to fund the program with the anticipation of private contributions forthcoming to supplement program costs
- Employee part-time coach(s)
- Coordinate with the City of Garden City (Buffalo Dunes) and Southwind Country Club for course access, cost to be determined

Recommended Board Action:

Board Action Taken: _____ **Approved** _____ **Disapproved**

_____ **Ayes** _____ **Nays** _____ **No Action**

Board Member Notes:

**MEETING OF TRUSTEES
OF
THE GARDEN CITY COMMUNITY COLLEGE
April 13, 2011**

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

Trustee Absent: Della Brandenburger

Others Present: Debra Atkinson, Deputy Clerk
Dallas Babcock, Ammonia Refrigeration Instructor
Kevin Brungardt, Dean of Academics
Jerome Curry, *Garden City Telegram*
Jean Ferguson, ESL Instructor
Deanna Mann, Dean of Institutional Effectiveness & Enrollment Services
Linda Morgan, Department of Public Safety Instructor/Director, Faculty Senate President
Micah Kasriel, Student Activities Coordinator
Cathy McKinley, Dean of Continuing Education & Community Services
James McAllister, Director of Bands
Ashley Nielsen, President, Student Government Association
Jeffery Southern, Director of Information Technology
Steve Quakenbush, Director of Information Services and Publications
Ryan Ruda, Dean of Student Services
Brad Sisk, Director Emergency Medical Services Technology
Cricket Turley, Director of Human Resources
Larry Walker, English Instructor/Humanities and Fine Arts Division Director
Elizabeth Wampler, LPN Instructor
Sarah Wells, Allied Health Coordinator
Dee Wigner, Executive Dean of Administrative Services
Clay Wright, Director of Vocal Music/Instructor
Patsy Zeller, Director of Nursing

CALL TO ORDER:

Chair Clifford called the meeting to order at 5:50 PM.

Board of Trustees welcomed new president, Herbert Swender. Chair Clifford expressed the Board's pleasure at having Dr. Swender on board and told the president that trustees are looking forward to his era at GCCC.

COMMENTS FROM THE CHAIR:

- Chair Clifford brought attention of trustees to the Student Employee Reception that is scheduled for Thursday, April 14. Reception time is from 2:00 PM to 3:30 PM.
- Chair Clifford announced that a Retirement Reception for retiring faculty and staff members would be conducted on May 4 in the Endowment Room of the Beth Tedrow Student Center from 4-6 PM.
- Chair Clifford reminded board members that Commencement is scheduled for May 14 and asked them to let the president's office know if they would attend.
- Congratulations were extended to Cathy McKinley, dean of continuing education and community, services for her selection for the 2011 Leadership Kansas class.
- The chair noted that Beth Tedrow, retired dean of student services, was recently awarded an honorary lifetime membership to the American Association of College Registrars and Admissions Officers. Chair Clifford congratulated Tedrow on behalf of the Board.
- Chair Clifford noted that Shelia Hendershot, Social Science Instructor/Phi Theta Kappa Advisor, was congratulated on receiving the Phi Theta Kappa Continued Excellence Award for Advisors. She is one of 25 chapter advisors to win this award from over 500 chapters.

REPORT FROM STUDENT GOVERNMENT ASSOCIATION:

SGA President Ashley Nielsen shared highlights:

Past Events:

- April 5, 2011 SGA conducted Student Activity Fee allocations to distribute funds to various student organizations.
- April 6, 2011, SGA hosted “Can You Make Us Laugh?”

Future Events:

- April 19, 2011, Earth Day/Adopt a Spot work day. Invitations were given to board members and President Swender
- April 14, 2011 T-Shirt Show. Event will include designing and placing pictures on t-shirts, mouse pads and tote bags.
- April 28, 2011 Bowl Mania. Event has been cancelled due to a scheduling conflict

End of year activities are being planned and work will continue on tobacco free campus initiative. Nielsen thanked board members for their support throughout the year.

Board members thanked Nielsen for her report.

REPORT FROM FACULTY SENATE:

Linda Morgan, Department of Public Safety Instructor/Director and Faculty Senate President, invited board members to the May 11 Faculty Awards Luncheon in the Endowment Room of the Beth Tedrow Student Center.

Faculty Senate elections results for the 2011-2012 year have been attached as part of the electronic board packet.

The current Faculty Senate project list is filed as part of the electronic board packet.

(Supporting documents filed with official minutes.)

Program Report:

Vocal Music

Clay Wright

Clay Wright, Vocal Music Director/Instructor, told trustees about a series of performances and accomplishments in vocal music. Wright noted seven appearances by GCCC vocal groups this year. Recruiting through high school visits and performances, personal correspondence and scholarship offers have grown College Concert Choir from 23 to 35 students in three years he stated. Wright also told members that Concert Choir is scheduled to perform at the May 14 Commencement.

Trustees thanked Wright for his report.

OPEN COMMENTS FROM PUBLIC:

Chair Clifford noted that no one had registered to make comments.

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 consent agenda items A-G.

Motion:

Douglass, moved, seconded by Sterling, that Consent Agenda items A-G be approved as presented.

Discussion followed.

Dee Wigner, Executive Dean of Administrative Services, clarified for board members that Account 21 holds federal student aid money until distribution to students. In addition, Wigner addressed a trustee question regarding checks processed in excess of \$10,000, particularly for a travel advance. Wigner told trustees that the advance is usually for travel and hotels and upon return, funds not spent are returned to the business office.

Motion carried 5-0

Approved actions follow:

(A) APPROVED MINUTES of previous meeting (March 9, 2011).

(Supporting documents filed with official minutes.)

(B) APPROVED SUBMITTED FINANCIAL INFORMATION TO THE AUDITOR

(Supporting documents filed with official minutes.)

(C) APPROVED CHECKS PROCESSED IN EXCESS OF \$10,000

(D) APPROVED PERSONNEL ACTIONS/CONTRACTS, as presented

(Supporting documents filed with official minutes.)

(E) APPROVED DR. HERBERT J. SWENDER AS SECRETARY TO THE GCCC BOARD, as presented.

(Supporting documents filed with official minutes.)

(F) APPROVED MEMORANDUM OF UNDERSTAND FOR TRADE ADJUSTMENT ASSISTANCE COMMUNITY COLLEGE AND CAREER TRAINING GRANT PROGRAM, as presented.

(Supporting documents filed with official minutes.)

(G) APPROVED PURCHASES OVER \$20,000, as presented.

G-1 Academic Building Remodeling Project-West Hall Classrooms

Vendor: Dick Construction

Amount: \$280,300

G-2 Fire Alarm System East Units

Vendor: Electrical Solutions-installation and cable work

Amount: \$27,844.53

Vendor: SimplexGrinnell-fire alarm equipment

Amount \$25,669.00

(Supporting documents filed with official minutes.)

POLICY REVIEW:

MONITORING REPORTS and ENDS REPORTS:

Trustees indicated that they had received and reviewed General Executive Constraints-annual #12, Information and Advice-quarterly #2, #3, #5 and Asset Protection-quarterly #5. Chair Clifford asked for a motion affirming that the quarterly and annual monitoring reports had been read and provide a reasonable interpretation of the policy and evidence of compliance.

Motion:

Schwartz, moved, seconded by Worf, to accept General Executive Constraints-annual #12, Information and Advice-quarterly #2, #3, #5, and Asset Protection-quarterly #5, as presented.

Motion carried 5-0.

(Supporting documents filed with official minutes.)

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

After Board review of E-4 Academic Advancement, no changes were recommended; continue as in the past.

Motion:

Chair Clifford moved, seconded by Douglass, to add a new directive as an Executive Limitation in the board's policy governance document. The directive will read "The president shall not fail to insure a safe and healthy environment on campus."

Motion carried 5-0.

This action was connected to efforts earlier in the year by the GCCC Student Government Association to create a tobacco-free environment on the campus. The directive will become #14 on page 7, General Executive Constraints of the Policy Governance handbook.

OWNERSHIP LINKAGE:

No ownership linkage was presented.

REPORTS:

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

President's Report:

Incidental Information:

Recent campus events and developments, challenges and possible solutions are attached as part of these minutes.

Presidential Comments:

Swender congratulated the GCCC Endowment Association on the annual scholarship auction in April.

College employees who recently volunteered in a campus clean-up effort were commended by Swender.

Swender cited a Carl Perkins Grant Program review by the Kansas Board of Regents, which noted GCCC's institutional performance and effectiveness.

Swender stated that the new format developed for college program reviews is a tool that will be used for both academic and technical reviews.

Trustees are invited to an all-employee barbecue, termed a "Spring Wing Ding," that is scheduled Noon – 2 p. m. April 29 on campus.

Program Reviews:

As part of the electronic board packet Trustees examined informational reports on the Music, English as a Second Language, Industrial Ammonia Refrigeration, Emergency Medical Service Technology, Business, Nursing and Allied Health programs.

(Supporting documents filed with official minutes.)

Trustees expressed their appreciation for the new format, and the success and challenges portion. Reviews were termed as well written and easy to read.

Performance Agreement:

Kansas Board of Regents has approved GCCC performance agreement spring/fall 2011.

(Supporting documents filed with official minutes.)

REPORT FROM KACCT:

No report at this time.

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION:

Trustee Schwartz reported the following:

- Tek Vet relocation to Finney County is moving forward slowly. January startup date has been moved to May 1.
- Process of re-writing tax abatement policies for city and county continues.
- Economic growth in Finney County is dependent on the creation of jobs and an increase in the volume of capital improvement.
- Work continues on the improvement and streamlining of the application process.

OTHER STATEMENTS:

Trustee Schwartz reminded trustees of the May 16 late night student breakfast.

Swender told trustees that it is "truly a pleasure, an honor and a privilege to be here at GCCC."

EXECUTIVE SESSION:

No executive session was conducted

UPCOMING CALANDAR EVENTS:

May 13 Department of Public Safety Awards Ceremony
May 14 Commencement
May 16-18 Final Exams
May 30 Memorial Day – NO CLASSES, OFFICES CLOSED
June 8 Regular monthly meeting Endowment Room order at 7:00 PM
July 4 Independence Day – NO CLASSES, OFFICES CLOSED
July 13 Regular monthly meeting Endowment Room order at 7:00 PM

Motion:

Douglass, moved, seconded by Worf, to adjourn the meeting

Motion carried 5-0.

Meeting adjourned at 7:00 PM.

Debra J. Atkinson
Deputy Clerk

Herbert J. Swender, Ed.D.
Secretary

William S. Clifford MD
Chair of the Board

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	4,214.00-	1,461,484.00-	1,692,900.00-	231,416.00-	13.67
11-00-0000-00000-4002 AMMONIA REFG COURS	0.00	23,600.00-	320,583.00-	310,000.00-	10,583.00	3.40-
11-00-0000-00000-4003 AUTOMATION ELECT C	0.00	1,052.00-	29,584.00-	20,000.00-	9,584.00	47.91-
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	3,770.00-	352,755.00-	440,000.00-	87,245.00-	19.83
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	2,263.00-	140,497.00-	150,000.00-	9,503.00-	6.34
11-00-0000-00000-4006 OUTREACH CREDIT HO	0.00	255.00-	57,761.00-	70,000.00-	12,239.00-	17.48
11-00-0000-00000-4007 TECHNOLOGY FEE-C	0.00	846.00-	216,108.00-	230,000.00-	13,892.00-	6.04
11-00-0000-00000-4008 TECHNOLOGY FEE-O :	0.00	90.00-	20,382.00-	27,500.00-	7,118.00-	25.88
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	901.82-	45,934.84	45,000.00	934.84-	2.07-
11-00-0000-00000-4102 PRIVATE GIFTS/GRAN	0.00	0.00	18,633.35-	18,000.00-	633.35	3.51-
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	50.00-	6,830.00-	10,000.00-	3,170.00-	31.70
11-00-0000-00000-4512 VENDING MACHINES :	0.00	765.97-	6,699.49-	12,000.00-	5,300.51-	44.17
11-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	2,559,826.00-	2,559,826.00-	0.00	0.00
11-00-0000-00000-4803 AD VALOREM PROPERT	0.00	0.00	5,039,163.53-	8,210,501.00-	3,171,337.47-	38.63
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	523,018.06-	690,365.00-	167,346.94-	24.24
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	7,793.30-	9,972.00-	2,178.70-	21.85
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	198,300.14-	178,540.00-	19,760.14	11.06-
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	32,696.86-	71,814.00-	39,117.14-	54.47
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	18,494.23-	20,278.00-	1,783.77-	8.80
11-00-0000-00000-4811 TAX IN PROCESS : G	0.00	0.00	134,547.34-	250,000.00-	115,452.66-	46.18
11-00-0000-00000-4902 INTEREST INCOME :	0.00	17,843.37-	36,343.38-	100,000.00-	63,656.62-	63.66
11-00-0000-00000-4904 REIMBURSED SALARY	0.00	0.00	165.00-	0.00	165.00	0.00
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	1,275.73-	78,883.22-	90,000.00-	11,116.78-	12.35
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	456.24-	30,811.03-	25,000.00-	5,811.03	23.23-
11-00-0000-00000-4912 TRANSCRIPTS : GENE	0.00	981.24-	12,669.66-	15,000.00-	2,330.34-	15.54
11-00-0000-00000-9999 CONTINGENCY ACCOUN	0.00	0.00	0.00	622,537.00-	622,537.00-	100.00
=====						
Totals for DEPARTMENT: 00000 - GENERAL	0.00	58,364.37-	11,258,093.75-	15,779,233.00-	4,521,139.25-	28.65
=====						
Totals for FUND: 11 - GENERAL	0.00	58,364.37-	11,258,093.75-	15,779,233.00-	4,521,139.25-	28.65

FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
61-00-0000-00000-4103 TAX CREDIT DONATIO	0.00	0.00	39,700.00-	347,055.00-	307,355.00-	88.56
61-00-0000-00000-4803 AD VALOREM PROPERT	0.00	0.00	284,082.44-	462,488.00-	178,405.56-	38.58
61-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	28,313.16-	43,602.00-	15,288.84-	35.06
61-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	421.37-	630.00-	208.63-	33.12
61-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	10,950.25-	5,274.00-	5,676.25	107.62-
61-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	1,841.20-	4,536.00-	2,694.80-	59.41
61-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	1,003.16-	1,281.00-	277.84-	21.69
61-00-0000-00000-4811 TAX IN PROCESS : G	0.00	0.00	7,472.94-	8,348.00-	875.06-	10.48
61-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	0.00	128.00-	0.00	128.00	0.00
=====						
Totals for DEPARTMENT: 00000 - GENERAL	0.00	0.00	373,912.52-	873,214.00-	499,301.48-	57.18
=====						
Totals for FUND: 61 - CAPITAL OUTLAY	0.00	0.00	373,912.52-	873,214.00-	499,301.48-	57.18

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	1,601.70	1,601.70	100.00
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	12,671.05	96,678.40	149,699.00	53,020.60	35.42
DEPARTMENT: 11020 - HUMANITIES	495.74	619.02	18,291.25	31,656.00	12,869.01	40.65
DEPARTMENT: 11021 - ENGLISH	0.00	30,925.14	284,178.10	373,907.00	89,728.90	24.00
DEPARTMENT: 11022 - SPEECH	0.00	9,366.62	45,204.68	72,717.00	27,512.32	37.83
DEPARTMENT: 11023 - PHILOSOPHY	0.00	0.00	1,517.88	0.00	1,517.88	0.00
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	552.95	2,899.67	2,952.00	52.33	1.77
DEPARTMENT: 11025 - JOURNALISM	0.00	4,699.37	49,749.59	66,370.00	16,620.41	25.04
DEPARTMENT: 11026 - BROADCASTING	0.00	60.07	600.70	9,882.00	9,281.30	93.92
DEPARTMENT: 11030 - ART	0.00	12,373.80	118,976.46	152,382.00	33,405.54	21.92
DEPARTMENT: 11031 - DRAMA	931.31	7,340.47	55,666.28	67,920.00	11,322.41	16.67
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	5,923.99	64,905.22	78,302.40	13,397.18	17.11
DEPARTMENT: 11033 - INST MUSIC	275.00	15,591.34	115,689.28	157,424.00	41,459.72	26.34
DEPARTMENT: 11040 - SCIENCE	7,292.79	49,376.13	345,545.53	461,035.71	108,197.39	23.47
DEPARTMENT: 11050 - MATH	4,324.43	30,124.85	228,323.20	319,974.00	87,326.37	27.29
DEPARTMENT: 11060 - SOCIAL SCIENCE	180.40	56,877.88	422,943.53	606,015.00	182,891.07	30.18
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	16,584.24	138,211.28	162,946.00	24,734.72	15.18
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	9,387.99	79,406.02	100,592.00	21,185.98	21.06
DEPARTMENT: 11080 - ESSENTIAL SKILLS	0.00	552.60	5,407.56	700.00	4,707.56	672.50-
DEPARTMENT: 11081 - READING	361.90	6,092.22	54,972.73	81,204.00	25,869.37	31.86
DEPARTMENT: 11082 - ESL	0.00	5,544.14	55,180.12	70,533.00	15,352.88	21.77
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	4,471.55	25,694.11	20,765.00	4,929.11	23.73-
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	0.00	1,948.00	5,000.00	3,052.00	61.04
DEPARTMENT: 11095 - FORENSICS COMPETIT	0.00	0.00	0.00	11,270.00	11,270.00	100.00
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	1,262.50	23,979.72	187,810.24	230,000.00	40,927.26	17.79
DEPARTMENT: 12011 - MID-MANAGEMENT	0.00	2,426.33	23,562.09	33,080.00	9,517.91	28.77
DEPARTMENT: 12012 - MCSE/CISCO	0.00	8,536.18	36,999.97	44,908.00	7,908.03	17.61
DEPARTMENT: 12013 - OFFICE EDUCATION	0.00	4,408.71	39,713.58	56,378.00	16,664.42	29.56
DEPARTMENT: 12014 - FINNUP LAB	0.00	0.00	8,817.07	11,001.00	2,183.93	19.85
DEPARTMENT: 12090 - BSIS COMPETITION T	0.00	0.00	1,000.00	1,000.00	0.00	0.00
DEPARTMENT: 12200 - ADN PROGRAM	135.42	33,746.55	297,526.76	423,160.00	125,497.82	29.66
DEPARTMENT: 12201 - LPN PROGRAM	135.97	18,132.48	135,260.47	181,323.00	45,926.56	25.33
DEPARTMENT: 12202 - EMT	1,650.71	12,264.51	101,645.21	148,595.00	45,299.08	30.48
DEPARTMENT: 12203 - ALLIED HEALTH	392.25	24,102.45	169,351.14	199,725.00	29,981.61	15.01
DEPARTMENT: 12210 - AGRICULTURE	0.00	6,295.76	39,516.70	52,600.00	13,083.30	24.87
DEPARTMENT: 12211 - MEAT JUDGING	476.55	8,079.58	90,255.95	95,803.00	5,070.50	5.29
DEPARTMENT: 12220 - AG EQUIPMENT & MEC	983.23	16,526.28	150,515.81	186,680.00	35,180.96	18.85
DEPARTMENT: 12230 - AUTO MECHANICS	651.72	6,552.01	48,979.13	63,010.81	13,379.96	21.23
DEPARTMENT: 12240 - CRIMINAL JUSTICE	779.02	19,111.83	130,793.05	188,661.00	57,088.93	30.26
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	17,755.78	68,695.16	72,827.00	4,131.84	5.67
DEPARTMENT: 12242 - CHALLENGE COURSE	567.90	258.36	1,334.86	1,887.00	15.76	0.83-
DEPARTMENT: 12250 - COSMETOLOGY	0.00	10,172.46	92,055.37	121,821.00	29,765.63	24.43
DEPARTMENT: 12260 - DRAFTING	0.00	430.60	4,217.75	8,401.00	4,183.25	49.79
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	13,408.14	27,349.55	246,147.59	310,794.02	51,238.29	16.49
DEPARTMENT: 12271 - AUTOMATION ELECTRI	0.00	5,735.20	57,505.26	81,249.71	23,744.45	29.22
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	5,490.70	61,012.06	82,168.00	21,155.94	25.75
DEPARTMENT: 12273 - WELDING	3,368.90	15,515.18	115,663.97	165,529.00	46,496.13	28.09
DEPARTMENT: 12290 - FINNEY COUNTY LEAR	0.00	0.00	37,014.57	37,508.00	493.43	1.32
DEPARTMENT: 21100 - INSTITUTIONAL RESE	0.00	6,552.58	65,586.83	80,203.00	14,616.17	18.22
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	346.47	3,147.02	8,235.00	5,087.98	61.78
DEPARTMENT: 32000 - BUSINESS & INDUSTR	0.00	4,883.83	54,283.58	58,865.00	4,581.42	7.78

DEPARTMENT: 41000 - LIBRARY	2,304.62	13,595.42	137,032.71	176,980.00	37,642.67	21.27
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	1,196.55	6,467.14	57,884.78	94,229.00	35,147.67	37.30
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	5,226.67	35,198.29	0.00	35,198.29-	0.00
DEPARTMENT: 42001 - DEAN OF ACADEMICS	0.00	25,419.80	185,019.05	346,940.00	161,920.95	46.67
DEPARTMENT: 42002 - OUTREACH	0.00	1,624.46	50,959.04	82,505.00	31,545.96	38.24
DEPARTMENT: 42003 - FACULTY SENATE	0.00	1,263.95	5,699.50	29,455.00	23,755.50	80.65
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	32,934.19	163,407.01	200,974.74	37,567.73	18.69
DEPARTMENT: 42006 - DEAN OF CONT ED CO	0.00	9,786.11	95,512.12	125,482.00	29,969.88	23.88
DEPARTMENT: 42007 - BRYAN EDUCATION CE	0.00	0.00	7,730.91	4,442.00	3,288.91-	74.03-
DEPARTMENT: 43000 - TRANSITION	0.00	3,222.57	32,288.47	38,944.00	6,655.53	17.09
DEPARTMENT: 50000 - DEAN OF STUDENT SE	372.47	12,141.73	103,973.19	152,039.41	47,693.75	31.37
DEPARTMENT: 50001 - STUDENT SUPPORT SE	0.00	0.00	28,935.00	28,395.00	540.00-	1.89-
DEPARTMENT: 50002 - EDUCATIONAL TALENT	0.00	2,693.29	38,848.36	44,309.00	5,460.64	12.32
DEPARTMENT: 50010 - COUNSELING & GUIDA	0.00	12,931.92	125,225.29	168,025.59	42,800.30	25.47
DEPARTMENT: 50011 - ASSESSMENT/TESTING	0.00	4,308.08	37,104.19	52,651.00	15,546.81	29.53
DEPARTMENT: 50020 - FINANCIAL AID OFFI	40.00	22,248.25	207,378.77	276,052.00	68,633.23	24.86
DEPARTMENT: 50030 - ADMISSIONS	545.76	14,761.38	148,847.95	197,034.00	47,640.29	24.18
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	60.00	16,816.60	118,163.27	141,244.00	23,020.73	16.30
DEPARTMENT: 50050 - STUDENT HEALTH SER	250.00	4,711.40	37,397.56	49,958.00	12,310.44	24.64
DEPARTMENT: 50100 - DEAN OF IE/ES	485.96	6,764.33	63,804.48	83,353.00	19,062.56	22.87
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	1,168.38	18,138.84	327,828.27	405,549.46	76,552.81	18.88
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	7,137.23	103,190.77	116,650.00	13,459.23	11.54
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	121.63	6,881.64	86,544.62	101,586.65	14,920.40	14.69
DEPARTMENT: 55003 - MEN'S TRACK	25.50	3,034.35	31,898.45	40,103.00	8,179.05	20.40
DEPARTMENT: 55004 - WOMEN'S TRACK	25.50	3,034.36	30,231.76	38,616.00	8,358.74	21.65
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	1,801.63	5,468.32	52,547.04	61,368.00	7,019.33	11.44
DEPARTMENT: 55006 - FOOTBALL	458.75	15,980.71	228,810.49	275,811.00	46,541.76	16.87
DEPARTMENT: 55007 - BASEBALL	2,092.72	9,359.04	91,890.47	111,838.00	17,854.81	15.96
DEPARTMENT: 55008 - VOLLEYBALL	0.00	2,893.37	41,377.20	53,227.00	11,849.80	22.26
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	2,829.99	49,901.11	50,156.00	254.89	0.51
DEPARTMENT: 55010 - MEN'S SOCCER	300.00	2,739.68	47,770.27	57,064.89	8,994.62	15.76
DEPARTMENT: 55012 - CHEERLEADING	20.84	1,184.15	17,576.75	18,791.00	1,193.41	6.35
DEPARTMENT: 55014 - RODEO TEAM	0.00	9,758.22	102,376.59	114,730.00	12,353.41	10.77
DEPARTMENT: 55018 - INTRAMURALS & STUD	0.00	196.19	2,982.24	0.00	2,982.24-	0.00
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	8,245.81	105,952.14	122,250.00	16,297.86	13.33
DEPARTMENT: 61000 - PRESIDENT	3,312.54	27,745.86	201,207.81	371,152.60	166,632.25	44.90
DEPARTMENT: 61001 - BOARD OF TRUSTEES	34.95	1,369.51	30,240.95	99,840.00	69,564.10	69.68
DEPARTMENT: 61005 - ATTORNEY	0.00	1,836.20	6,698.64	20,250.00	13,551.36	66.92
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	658.98	148,478.39	1,071,692.07	1,291,035.33	218,684.28	16.94
DEPARTMENT: 62010 - HUMAN RESOURCES	1,040.26	8,883.32	84,545.16	149,817.00	64,231.58	42.87
DEPARTMENT: 62011 - ADA COMPLIANCE	4,449.70	3,447.85	34,857.00	59,034.00	19,727.30	33.42
DEPARTMENT: 62012 - LEADERSHIP DEVELOP	12.72	38.16	861.67	1,935.00	1,060.61	54.81
DEPARTMENT: 62050 - ONE-TIME PURCHASES	7,816.63	3,462.89	3,569.13	52,531.26	41,145.50	78.33
DEPARTMENT: 63000 - INFORMATION SERVIC	6,018.04	14,974.52	178,917.66	229,335.00	44,399.30	19.36
DEPARTMENT: 64000 - INFORMATION TECHNO	3,922.50	58,434.61	484,870.97	623,912.00	135,118.53	21.66
DEPARTMENT: 65000 - CENTRAL SERVICES	3,642.00	12,294.95	114,095.85	145,704.00	27,966.15	19.19
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	0.00	9,451.17	82,561.39	109,479.00	26,917.61	24.59
DEPARTMENT: 71000 - BUILDINGS	39,512.66	23,989.78	265,878.65	353,750.72	48,359.41	13.67
DEPARTMENT: 71005 - SCOTT CITY BLDG MA	0.00	0.00	7,242.32	1,625.00	5,617.32-	345.67-
DEPARTMENT: 71009 - RENTAL PROPERTY MA	0.00	0.00	0.00	1,690.00	1,690.00	100.00
DEPARTMENT: 72000 - CUSTODIAL SERVICES	5,645.73	37,740.99	385,488.47	470,063.00	78,928.80	16.79
DEPARTMENT: 73000 - GROUNDS	3,558.06	10,175.10	94,499.85	192,003.00	93,945.09	48.93
DEPARTMENT: 73001 - ATHLETIC FIELDS	2,449.32	4,966.78	24,256.73	34,545.00	7,838.95	22.69
DEPARTMENT: 74000 - VEHICLES	1,746.35	32,243.61	172,020.65	213,224.00	39,457.00	18.50
DEPARTMENT: 75000 - CAMPUS SECURITY	0.00	11,954.27	118,301.53	149,989.00	31,687.47	21.13
DEPARTMENT: 76000 - INSURANCE	0.00	7,219.80	256,406.30	306,928.00	50,521.70	16.46
DEPARTMENT: 77000 - UTILITIES	1,147.02	70,810.76	466,955.34	688,300.00	220,197.64	31.99
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	0.00	520.38-	62,000.00	62,520.38	100.84
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	0.00	2,451.00	9,020.00	6,569.00	72.83

DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	430.00	18,060.00	33,087.00	15,027.00	45.42
DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	0.00	15,273.00	3,000.00	12,273.00	409.09-
DEPARTMENT: 81004 - TUIT WAIVER CTZ IN	0.00	86.00-	135,255.00	151,575.00	16,320.00	10.77
DEPARTMENT: 81005 - TUIT WAIVER FCHS	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 81006 - TUIT WAIVER FINE A	0.00	0.00	37,540.00	49,938.00	12,398.00	24.83
DEPARTMENT: 94000 - STUDENT CENTER	720.00	1,519.88	42,443.43	50,589.00	7,425.57	14.68
DEPARTMENT: 98001 - CHILD CARE	0.00	3,472.70	34,858.60	42,867.00	8,008.40	18.68

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FUND: 11 - GENERAL	134,631.65	1,346,442.81	11,852,217.68	15,779,233.00	3,792,383.67	24.03
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Fiscal Year: 2011 FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	4,783.21	24,932.18	112,533.76	182,940.40	65,623.43	35.87
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	3,648.89	15,000.00	11,351.11	75.67
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	381.33	1,050.00	668.67	63.68
DEPARTMENT: 00000 - GENERAL	0.00	0.00	6,833.67	0.00	6,833.67-	0.00
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	550.50	2,022.10	20,000.00	17,977.90	89.89
DEPARTMENT: 55012 - CHEERLEADING	0.00	240.50	4,221.81	4,603.48	381.67	8.29
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	9,484.10	9,700.00	215.90	2.23
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	3,444.20	14,818.67	59,005.38	44,186.71	74.89
DEPARTMENT: 55007 - BASEBALL	0.00	155.82	12,147.68	20,000.00	7,852.32	39.26
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	1,795.46	1,795.46	2,600.00	804.54	30.94
DEPARTMENT: 11031 - DRAMA	120.00	0.00	3,485.53	7,350.00	3,744.47	50.95
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	1,872.40	7,153.00	5,280.60	73.82
DEPARTMENT: 55013 - DANCE TEAM	0.00	0.00	645.04	645.04	0.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	2,910.26	9,425.21	40,000.00	30,574.79	76.44
DEPARTMENT: 12273 - WELDING	169.50	0.00	0.00	1,865.31	1,695.81	90.91

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FUND: 14 - ADULT SUPPLEMENTARY ED	5,072.71	34,028.92	183,315.65	371,912.61	183,524.25	49.35
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Fiscal Year: 2011 FUND: 16 - AUXILIARY ENTITIES

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	1,744.55	4,888.43	9,000.00	4,111.57	45.68
DEPARTMENT: 94000 - STUDENT CENTER	727.00	20,651.68	183,769.27	225,700.00	41,203.73	18.26
DEPARTMENT: 95000 - STUDENT HOUSING	84,774.03	82,821.76	1,101,621.85	1,393,395.00	206,999.12	14.86
DEPARTMENT: 95001 - DIRECTOR'S APARTME	0.00	0.00	147.00	10,000.00	9,853.00	98.53
DEPARTMENT: 98000 - COSMETOLOGY	3,269.54	14,658.29	87,900.88	138,955.00	47,784.58	34.39
DEPARTMENT: 98001 - CHILD CARE	187.13	1,923.36	17,237.10	44,406.00	26,981.77	60.76

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FUND: 16 - AUXILIARY ENTITIES	88,957.70	121,799.64	1,395,564.53	1,821,456.00	336,933.77	18.50
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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	142,276.58	4,678,360.47	98,350.00	4,580,010.47- 656.84-
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FUND: 21 - FEDERAL STUDENT AID	0.00	142,276.58	4,678,360.47	98,350.00	4,580,010.47- 656.84-

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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	1,216.00	0.00	6,231.00	0.00	7,447.00- 0.00
DEPARTMENT: 71000 - BUILDINGS	1,520.27	10,334.98	13,770.44	0.00	15,290.71- 0.00
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	0.25	0.00	17,026.75	17,027.00	0.00 0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	13,106.69	85,344.97	153,401.74	68,056.77 44.37
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	8,330.24	186,533.98	186,534.55	0.57 0.00
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	0.00	1,128.84	101,502.65	158,451.53	56,948.88 35.94
DEPARTMENT: 45011 - SCIENCE LAB ACTIVI	200.00	200.00	28,829.30	29,420.32	391.02 1.33
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	839.98	20,698.50	22,059.50	1,361.00 6.17
DEPARTMENT: 11040 - SCIENCE	499.98	0.00	22,485.53	23,522.79	537.28 2.28
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	0.00	0.00 0.00
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	0.00	0.00	0.00	0.00 0.00
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	39,437.02	51,897.12	12,460.10 24.01
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	31,103.74	0.00	31,103.74- 0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	5,076.50	5,000.00	76.50- 1.52-
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	7,793.28	72,000.00	64,206.72 89.18
DEPARTMENT: 00000 - GENERAL	0.00	0.00	28,935.00-	28,935.00-	0.00 0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	3,686.61	22,358.86	144,426.62	313,024.00	164,910.77 52.68
DEPARTMENT: 00000 - GENERAL	0.00	0.00	11,907.00-	11,907.00-	0.00 0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	100.00	13,158.21	94,590.69	250,041.00	155,350.31 62.13
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	872.11	14,673.89	63,235.17	304,708.00	240,600.72 78.96
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	0.00	270,000.00	270,000.00 100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	0.00	24,963.00	24,963.00 100.00
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	3,706.68	28,991.77	42,910.40	13,918.63 32.44
DEPARTMENT: 31000 - COMMUNITY SERVICE	678.81	14,438.46	145,771.53	191,360.00	44,909.66 23.47
DEPARTMENT: 11040 - SCIENCE	0.00	2,976.63	19,382.69	35,204.00	15,821.31 44.94
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	1,922.10	44,113.83	51,150.00	7,036.17 13.76
DEPARTMENT: 42005 - DEAN OF TECHNICAL	1,539.52	2,555.20	81,264.33	115,912.00	33,108.15 28.56
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	11,626.98	81,365.75	190,035.00	108,669.25 57.18
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	10,980.56	105,093.52	182,191.43	77,097.91 42.32
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	0.00	0.00	0.00	30,000.00	30,000.00 100.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	8,680.80	8,680.80 100.00
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	0.00	0.00	0.00	6,836.00	6,836.00 100.00
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	10,313.55	132,338.30	1,603,227.56	2,967,917.99	1,354,376.88 45.63

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FUND: 23 - OTHER RESTRICTED FUNDS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	368.78	6,062.91	6,970.00	907.09	13.01
DEPARTMENT: 64000 - INFORMATION TECHNO	0.25-	0.00	296,109.25	299,530.30	3,421.30	1.14
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	199.50-	3,110.50	3,310.00	106.41
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	0.00	5,878.13	7,000.00	1,121.87	16.03
DEPARTMENT: 63000 - INFORMATION SERVIC	1,000.00	0.00	0.00	1,000.00	0.00	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	0.00	24,350.90	25,389.90	1,039.00	4.09
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	0.00	210.60	210.60	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	0.00	233.50	233.50	100.00
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FUND: 23 - OTHER RESTRICTED FUNDS	999.75	368.78	332,201.69	343,444.80	10,243.36	2.98

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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	1,690.00	2,845.67	8,344.79	13,220.00	3,185.21	24.09
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	7,062.99	7,062.99	0.00	0.00
DEPARTMENT: 13302 - ADULT ED - TECHNIC	0.00	0.00	0.51	0.51	0.00	0.00
DEPARTMENT: 13303 - ADULT ED - SUPPORT	1,141.00	0.00	9,456.00	10,597.00	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	134.00	11,320.78	126,283.50	194,497.31	68,079.81	35.00
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	608.07	3,451.09	6,633.00	3,181.91	47.97
DEPARTMENT: 13301 - ADULT ED - INSTRUC	28.20	3,947.75	25,738.53	35,546.00	9,779.27	27.51
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	1,433.14	1,777.00	343.86	19.35
DEPARTMENT: 13301 - ADULT ED - INSTRUC	1,000.00	11,263.53	107,523.65	214,300.62	105,776.97	49.36
DEPARTMENT: 00000 - GENERAL	0.00	0.00	32,500.00-	32,500.00-	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	150.00	18,192.67	154,821.61	272,096.00	117,124.39	43.05
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	14,000.00	653.35	15,737.79	33,322.86	3,585.07	10.76
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FUND: 24 - ADULT EDUCATION	18,143.20	48,831.82	427,353.60	756,553.29	311,056.49	41.11

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FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	47,865.00	140,328.75	169,329.07	873,214.00	656,019.93	75.13
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FUND: 61 - CAPITAL OUTLAY	47,865.00	140,328.75	169,329.07	873,214.00	656,019.93	75.13

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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	500.00	288,740.00-	0.00	288,740.00	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	21,316.85	0.00	21,316.85-	0.00
DEPARTMENT: 71000 - BUILDINGS	0.00	232,526.17-	49,404.05	0.00	49,404.05-	0.00
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FUND: 63 - DEBT RETIREMENT FUND	0.00	232,026.17-	218,019.10-	0.00	218,019.10	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	0.00	0.00	116,193.25	0.00	116,193.25-	0.00
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FUND: 64 - DEBT PROJECT FUND	0.00	0.00	146,270.25	0.00	146,270.25-	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	2,902.26	34,644.89	207,621.20	309,319.85	98,796.39	31.94
DEPARTMENT: 94000 - STUDENT CENTER	0.00	1,418.37	14,186.30	0.00	14,186.30-	0.00
DEPARTMENT: 99001 - STUDENT NEWSPAPER	904.69	2,429.92	5,964.29	37,800.00	30,931.02	81.83
DEPARTMENT: 99002 - STUDENT MAGAZINE	2,224.00	3,349.30	6,360.29	31,200.00	22,615.71	72.49
DEPARTMENT: 50000 - DEAN OF STUDENT SE	195.14	1,285.77	8,901.72	14,800.00	5,703.14	38.53
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FUND: 71 - ACTIVITY/ORGANIZATION FD	6,226.09	43,128.25	243,033.80	393,119.85	143,859.96	36.59

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FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	16,879.00	0.00	16,879.00-	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	10,395.00	0.00	10,395.00-	0.00
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	9,751.00	0.00	9,751.00-	0.00
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	0.00	7,904.00	0.00	7,904.00-	0.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	10,610.00	0.00	10,610.00-	0.00
DEPARTMENT: 55006 - FOOTBALL	0.00	43.00-	92,570.00	0.00	92,570.00-	0.00
DEPARTMENT: 55007 - BASEBALL	0.00	0.00	13,114.00	0.00	13,114.00-	0.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	8,290.00	0.00	8,290.00-	0.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	22,958.00	0.00	22,958.00-	0.00
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	2,921.00	0.00	2,921.00-	0.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	11,383.00	0.00	11,383.00-	0.00
DEPARTMENT: 55014 - RODEO TEAM	0.00	0.00	9,836.00	0.00	9,836.00-	0.00
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	0.00	9,965.00	0.00	9,965.00-	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	0.00	6,356.00	0.00	6,356.00-	0.00
DEPARTMENT: 11030 - ART	0.00	0.00	4,251.00	0.00	4,251.00-	0.00
DEPARTMENT: 11031 - DRAMA	0.00	0.00	19,465.00	0.00	19,465.00-	0.00
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	0.00	23,493.00	0.00	23,493.00-	0.00
DEPARTMENT: 11033 - INST MUSIC	0.00	0.00	29,112.00	0.00	29,112.00-	0.00
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	0.00	3,987.00	0.00	3,987.00-	0.00
DEPARTMENT: 12211 - MEAT JUDGING	0.00	0.00	11,555.00	0.00	11,555.00-	0.00
DEPARTMENT: 81005 - TUIT WAIVER FCHS	0.00	0.00	24,214.00	0.00	24,214.00-	0.00
=====						
FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	43.00-	349,009.00	0.00	349,009.00-	0.00

05-03-11

Garden City Community College
Annual Budget Report Ending 04/30/2011
Options - All Statuses

Page: 13

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	127,474.63	326,466.70	437,625.00	111,158.30	25.40
=====						
FUND: 73 - EDUKAN CONSORTIUM FUND	0.00	127,474.63	326,466.70	437,625.00	111,158.30	25.40

05-03-11

Garden City Community College
Annual Budget Report Ending 04/30/2011
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	0.00	94,200.00-	0.00	94,200.00	0.00
DEPARTMENT: 00000 - GENERAL	0.00	12,393.67	120,425.42	0.00	120,425.42-	0.00
=====						
FUND: 89 - OTHER	0.00	12,393.67	26,225.42	0.00	26,225.42-	0.00

As of 04/29/11

		Amount	% Rate
Cash in Bank:	Commerce Bank	\$280,723.37	0.0000%
	State Municipal Invest. Pool	\$ 18,459.03	0.0390%
	Landmark National Bank	\$ 4,454,728.85	0.1400%

Investments:

Institution	Type	Amount	% Rate	Beg. Date	End Date
First National Bank	CD	\$ 1,006,449.26	0.9500%	5/6/2010	5/5/2011
Commerce Bank	CD	\$ 2,000,000.00	0.3000%	10/29/2010	10/29/2011
Commerce Bank	CD	\$ 1,000,000.00	0.3000%	11/2/2010	5/2/2012
First National Bank	CD	\$ 2,000,000.00	0.5000%	4/29/2011	4/29/2012

CHECKS PROCESSED IN EXCESS OF \$10,000 MAY 2011

Purchases over \$10,000 requiring bid sheet:

- Check #206432 to Marianna Industries for \$10,211.74 for cosmetology kits. Attached bid sheet indicates single source vendor due to the fact this is the only vendor that can supply all the items needed in the kit.
- Check #206438 to Philips Respironics for \$10,953.84 for respiratory therapy equipment. Attached bid sheet indicates single source vendor due to specifications of equipment.
- Check #206455 to Zones, Inc. for \$28,655.23 for annual software agreement. Board approved at the March 9, 2011 Board meeting.
- Check #206975 to Mid-States Fitness Equipment for training equipment for the Super Circuit. Attached bid sheet indicates lowest bid accepted.

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

- Check #206447 to Seminole Energy Services for \$21, 190.56 for utilities.
- Check #206590 to City of Garden City for \$38,019.64 for utilities.
- Check #206650 to Dick Construction for \$16,691.73 for emergency repairs to kitchen electrical and plumbing systems.
- Check #206936 to Blue Cross and Blue Shield of Kansas for \$93,537.82 for May health insurance premiums.
- Check #206960 to EduKan for \$130,435.00 for annual college fees and tuition for Spring 2011 Session 1, 2 and 3.
- Check #206966 to Great Western Dining for \$39,869.65 for various invoices.
- Check #206725 to Commerce Bank for \$42,573.76 for purchase card charges.
- Check #207055 to Finney County Economic Development for \$11,750.00 for partnership dues for 2011.
- Check #207056 to GMCN Architects for \$10,334.98 for architectural services on Academic Building remodel. Board approved the project at the February 2, 2011 Board meeting.
- Check #207076 to Seminole Energy for \$14,978.61 for utilities.

MEMO

Date: May 4, 2011
To: Dr. Herbert Swender
From: Dee Wigner
Re: Athletic Insurance Renewal

The college requested bids on athletic insurance in 2008. At that time, the college selected United States Fire Insurance Company, Dissinger Reed broker. We believe it is in the best interest of the college to remain with a company for a few years in order to establish experience. If we were to encounter problems or concerns with service or if our rates were to increase dramatically, we would go out for bid. Routinely, we plan to go out for bid at least every five years.

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

Although the renewal rates have not yet been released, our claims history has improved significantly and a reduction of premium of at least 18% is anticipated.

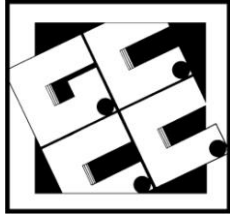
Dan recently resigned his position as Head Athletic Trainer. With the transition in college staff and the notification of a rate decrease, it is my recommendation that the college not go out for bid on athletic insurance this year.

MEMO

Date: May 4, 2011
To: Dr. Herbert Swender
From: Dee Wigner
Subject: Worker's Compensation Insurance Renewal

On July 1, 2009, the college switched the worker's compensation insurance to Accident Fund Insurance Company with Keller Leopold Agency. Since that date, the experience modification factor has dropped from 1.11 to 1.06. Last year, there was a \$5,606 reduction in premium. The renewal rate effective July 1, 2011 is \$79,827, which is less \$4,083 less than last year's premium.

The college has been satisfied with the service provided by this company. Claims are investigated and processed in a timely manner. A consultant meets with us regularly to review claims trending and to discuss loss control strategies. The recommendation is that the coverage with Accident Fund Insurance Company be renewed at a premium of \$79,827 effective July 1, 2011.



Garden City COMMUNITY COLLEGE

May 4, 2011

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

New Hire

Jason Stithem, Part time Football Coach, effective May 2, 2011

Separations

Bill Griffith, Assistant Football Coach, effective April 7, 2011

Sharon Quint, Head GED Instructor, effective April 14, 2011

Jenni Evans, Assessment Clerk, effective May 31, 2011

Dan Evans, Head Athletic Trainer, effective June 30, 2011

Kat Burgardt, Nursing Instructor, effective June 3, 2011

Stephen Gorton, Head Men's Soccer Coach, effective May 14, 2011

Andrea Fernandez Gorton, Women's Head Soccer Coach, effective May 13, 2011

Fern Glunt, C N A Instructor, effective May 19, 2011

Amber Jay, Head Volleyball Coach, effective May 2, 2011

Retirement

Transfers/Promotions

Maria Garcia, Admin Assistant to Student Services, transfer to Title V Bilingual Specialist,
Effective May 2, 2011

Vacancies

Programmer

Bookkeeper/Secretary, Title V Project

Art Instructor

English Instructor

Industrial Production Instructor

Safety & Security Coordinator

SWKRPC Director

ETS – Assistant Director

ETS – Secretary

Head Athletic Trainer

Head GED Instructor

GED Instructor

Adjunct Fire Science Instructor

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
 PAYMENTS TO OUTREACH COORDINATORS
 SPRING SEMESTER 2011
 Presented to Board of Trustees for Approval 5/11/11**

Location	Coordinator	Total Student Cr. Hr.	Rate of Pay	Salary	Contract Totals
Deerfield	Lisa Bowser	66	\$5.91/cr. hr.	\$ 390.06 <u>200.00</u> Base	\$ 590.06
Dighton/ Healy	Debra D. Dowell	48	\$7.11/cr. hr.	\$ 341.28 <u>200.00</u> Base	\$ 541.28
Holcomb	Jennifer L. LaSalle	72	\$6.15/cr. hr.	\$ 442.80 <u>200.00</u> Base	\$ 642.80
Lakin	Praveen Vadapally	171	\$6.15/cr. hr.	\$ 1,051.65 <u>200.00</u> Base	\$ 1,251.65
Leoti	Janis M. Kreutzer	63	\$6.97/cr. hr.	\$ 439.11 <u>200.00</u> Base	\$ 639.11
Scott City	Elizabeth Hess	145	\$5.91/cr. hr.	\$ 856.95 <u>200.00</u> Base	\$ 1,056.95
Syracuse	Ron Ewy	15	\$6.27/cr. hr.	\$ 94.05 <u>200.00</u> Base	\$ 294.05
Tribune	William H. Wilson	108	\$6.40/cr. hr.	\$ 691.20 <u>200.00</u> Base	\$ 891.20
TOTAL OUTREACH COORDINATOR PAYMENTS					\$ 5,907.10
11-00-0000-42002-5160					

c: BOT
 Swender
 Payroll
 Brungardt

**GARDEN CITY COMMUNITY COLLEGE
ADJUNCT FACULTY CONTRACTS**

(Presented to Board of Trustees for Approval 5/11/11)

INSTRUCTOR	CLASS	AMOUNT
Brown, Debra	Emergency Medical Tech-Intern (EMIC-110-40) 4.12 FLC x \$435.00/FLC (ITV Class Ext. amt: 0.136 x \$435 x 4 cr. Hr = \$236.64) 11-00-0000-12202-5260 4/11 – 5/26/11	\$ 2,028.84
Emahizer, Shellie	Certified Nurse Aide Lab (HELR-1025-31) 2.01 FLC x \$470.00/FLC (9 students) 11-00-0000-12203-5260 4/11 – 5/9/11	\$ 944.70
Miller, Linda	College Skills Development (PCDE-101-10) 1.00 FLC x \$400.00/FLC 11-00-0000-11083-5260 4/12 – 5/31/11	\$ 400.00
TOTAL ADJUNCT FACULTY CONTRACTS		\$ 3,373.54

**GARDEN CITY COMMUNITY COLLEGE
SERVICE CONTRACTS
FOR ADJUNCT FACULTY**

(Presented to Board of Trustees for Approval 5/11/11)

INSTRUCTOR	CLASS	AMOUNT
Cline, Cora L. (We Care Online LLC)	Para Health Team Refr Course (online) (HELR-110-50) 1.00 FLC x \$470.00/FLC (Online class Ext. amt: 0.136 x \$470 x 1 cr. Hr = \$63.92) 11-00-0000-12203-6615 4/4 – 4/11/11	\$ 533.92
Cline, Cora L. (We Care Online LLC)	Para Health Team Refr Course (online) (HELR-110-50) Payment of 3 additional students @ 80.00 each 11-00-0000-12203-6615 4/4 – 4/11/11	\$ 240.00
Fischer, Melanie (We Care Online LLC)	Nursing Home Med. Aide (online) (HELR-1033-50) 3.33 FLC x \$470.00/FLC (Online class Ext. amt: 0.136 x \$470 x 3 cr. Hr = \$191.76) 11-00-0000-12203-6615 3/21 – 5/16/11	\$ 1,756.86
Fischer, Melanie (We Care Online LLC)	Certified Nurse Aide (online) (HELR-1033-50) 3.00 FLC x \$470.00/FLC (Online class Ext. amt: 0.136 x \$470 x 3 cr. Hr = \$191.76) 11-00-0000-12203-6615 4/11 – 5/9/11	\$ 1,601.76
TOTAL SERVICE CONTRACTS		\$ 4,132.54

**GARDEN CITY COMMUNITY COLLEGE
SERVICE CONTRACTS
FOR OUTREACH FACULTY**

(Presented to Board of Trustees for Approval 5/11/11)

INSTRUCTOR	CLASS	AMOUNT
Ackerman, Linda	Intro to Comp. Conc. & Appl. (CSCI-1103-GH) \$375.00 (USD Rate) x 3.00 FLC (23 students) 11-00-0000-11010-6610 1/5 – 5/23/11	\$ 1,125.00
Barrett, Jennifer	College Algebra (MATH-108-HC) \$375.00 (USD Rate) x 3.00 FLC (10 students) 11-00-0000-11050-6610 8/13 – 5/14/11	\$ 1,125.00
Barrett, Jennifer	College Algebra (MATH-108-HO) Pro-rated: 6/8 x \$375.00 (USD Rate) x 3.00 FLC (6 students) 11-00-0000-11050-6610 8/13 – 5/14/11	\$ 843.75
Becker, Misti	English II (ENGL-102-HO) \$375.00 (USD Rate) x 3.75 FLC (13 students) 11-00-0000-11021-6610 1/5 – 5/14/11	\$ 1,406.25
Becker, Misti	Public Speaking (SPCH-111-HO) \$375.00 (USD Rate) x 3.00 FLC (11 students) 11-00-0000-11022-6610 1/5 – 5/14/11	\$ 1,125.00
Breitkreutz, Betsy	College Algebra (MATH-108-LE) \$375.00 (USD Rate) x 3.00 FLC (9 students) 11-00-0000-11050-6610 8/17 – 5/18/11	\$ 1,125.00
Brown, H. Joy	English II (ENGL-102-LE) \$375.00 (USD Rate) x 3.75 FLC (13 students) 11-00-0000-11021-6610 1/4 – 5/11/11	\$ 1,406.25
Conard, Julie	Interpersonal Communication I (SPCH-113-LE) \$375.00 (USD Rate) x 3.00 FLC (8 students) 11-00-0000-11022-6610 1/4 – 5/11/11	\$ 1,125.00
Felker, Amy	College Algebra (MATH-108-DI) \$375.00 (USD Rate) x 3.00 FLC (8 students) 11-00-0000-11050-6610 8/23 – 5/15/11	\$ 1,125.00
Hagman, Katherine	American Government (POLS-105-HO) \$375.00 (USD Rate) x 3.00 FLC (15 students) 11-00-0000-11060-6610 8/13 – 5/14/11	\$ 1,125.00
Hefty, Steven	College Chemistry I (CHEM-109-SY) Pro-rated: 2/8 x \$375.00 (USD Rate) x 5.68 FLC (2 students) 11-00-0000-11040-6610 8/16 – 5/20/11	\$ 532.50
Kennedy, Stanley	Introduction to Criminal Justice (CRIM-101-HO) Pro-rated: 1/8 x \$375.00 (USD Rate) x 3.00 FLC (1 student) 11-00-0000-12240-6610 8/13 – 5/14/11	\$ 140.63

Kucharik, Steve	English I (ENGL-101-SI/DE/Ingalls) \$375.00 (USD Rate) x 3.75 FLC (21 students) 11-00-0000-11021-6610 1/12 – 5/19/11	\$ 1,406.25
Kucharik, Steve	English I (ENGL-101-ST/Spearville) \$375.00 (USD Rate) x 3.75 FLC (15 students) 11-00-0000-11021-6610 1/12 – 5/19/11	\$ 1,406.25
Larkin, N. Mark	Anatomy & Physiology (BIOL-210-TR) \$375.00 (USD Rate) x 5.68 FLC (11 students) 11-00-0000-11040-6610 8/16 – 5/10/11	\$ 2,130.00
Larkin, N. Mark	General Chemistry (CHEM-105-TR) \$375.00 (USD Rate) x 5.68 FLC (8 students) 11-00-0000-11040-6610 8/16 – 5/10/11	\$ 2,130.00
LaVine, Marcelle	English I (ENGL-101-TR) \$375.00 (USD Rate) x 3.75 FLC (12 students) 11-00-0000-11021-6610 1/13 – 5/11/11	\$ 1,406.25
Mcallister, Steve	American Government (POLS-105-SY) \$375.00 (USD Rate) x 3.00 FLC (8 students) 11-00-0000-11060-6610 8/16 – 5/20/11	\$ 1,125.00
McClure, Joel	Introduction to Sociology (SOC1-102-DE) Pro-rated: 5/8 x \$375.00 (USD Rate) x 3.00 FLC (5 students) 11-00-0000-11060-6610 1/3 – 5/12/11	\$ 703.13
Michaelis, Shawn	College Algebra (MATH-108-LK) Pro-rated: 2/8 x \$375.00 (USD Rate) x 3.00 FLC (2 students) 11-00-0000-11050-6610 8/18 – 5/13/11	\$ 281.25
Ostmeyer, Annette	English II (ENGL-102-HE) Pro-rated: 3/8 x \$375.00 (USD Rate) x 3.00 FLC (3 students) 11-00-0000-11021-6610 1/3 – 5/13/11	\$ 527.34
Paget, William	College Algebra (MATH-108-SC/DE) \$375.00 (USD Rate) x 3.00 FLC (11 students) 11-00-0000-11050-6610 1/12 – 5/19/11	\$ 1,125.00
Petersilie, Erin	Education for Parenthood (EDUC-104-DE) Pro-rated: 4/8 x \$375.00 (USD Rate) x 3.00 FLC (4 students) 11-00-0000-11060-6610 8/18– 5/12/11	\$ 562.50
Shearer-Morse, Ashley	English II (ENGL-102-DI) \$375.00 (USD Rate) x 3.75 FLC (13 students) 11-00-0000-11021-6610 1/3 – 5/13/11	\$ 1,406.25
Sill, Phillip	American History Since 1865 (HIST-104-TR) \$375.00 (USD Rate) x 3.00 FLC (9 students) 11-00-0000-11020-6610 1/13 – 5/13/11	\$ 1,125.00

Stucky, Tina	English II (ENGL-102-SY) Pro-rated: 5/8 x \$375.00 (USD Rate) x 3.75 FLC (5 students) 11-00-0000-11021-6610 1/5 – 5/20/11	\$ 878.91
Thompson, Kevin	English I (ENGL-101-LK) Pro-rated: 7/8 x \$375.00 (USD Rate) x 3.00 FLC (7 students) 11-00-0000-11021-6610 2/22 – 5/13/11	\$ 1,230.47
Thurston, Travis	College Algebra (MATH-108-TR) Pro-rated: 4/8 x \$375.00 (USD Rate) x 3.00 FLC (4 students) 11-00-0000-11050-6610 1/20 – 5/11/11	\$ 562.50
Vadapally, Praveen	General Chemistry (CHEM-105-LK) Pro-rated: 1/8 x \$375.00 (USD Rate) x 5.68 FLC (1 student) 11-00-0000-11040-6610 8/25 – 5/13/11	\$ 266.25
Wilson, William	Introduction to Literature (LITR-210-TR) Pro-rated: 3/8 x \$375.00 (USD Rate) x 3.00 FLC (3 students) 11-00-0000-11021-6610 1/13 – 5/13/11	\$ 421.88
Woelk, Angela	Developmental Psychology \$375.00 (USD Rate) x 3.00 FLC (10 students) 11-00-0000-11060-6610 8/16 – 5/10/11	\$ 1,125.00
Woelk, Angela	General Psychology (PSYC-101-TR) \$375.00 (USD Rate) x 3.00 FLC (8 students) 11-00-0000-11060-6610 8/16 – 5/10/11	\$ 1,125.00
TOTAL OUTREACH FACULTY SERVICE CONTRACTS		\$ 33,148.61

**GARDEN CITY COMMUNITY COLLEGE
PAYMENTS TO OUTREACH CENTERS
FOR FACILITY USAGE
SPRING 2011**

(Presented to Board of Trustees for Approval 5/11/11)

Location	Total Student Cr. Hr.	Rate of Pay	Total
<u>TRIBUNE</u> USD 200	24	\$5.00	\$ 120.00
<u>LAKIN</u> USD 215	42	\$5.00	\$ 210.00
<u>DEERFIELD</u> USD 216	27	\$5.00	\$ 135.00
<u>SCOTT CITY</u> USD 466	36	\$5.00	\$ 180.00
TOTALS	129		\$ 645.00

11-00-0000-42002-6620

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

(Presented to Board of Trustees for Approval 5/11/11)

INSTRUCTOR	CLASS	AMOUNT
Castillo, Angelica	Pronto Spanish in the Workplace (COMM106-14) 14 contact hour(s) @ \$30.00/hour 14-00-8004-31000-5270 4/18 - 5/11/11	\$ 420.00
Donecker, Grace M.	IV Certification for the Licensed Practical Nurse (ASAH110-09) 56 contact hour(s) @ \$30.00/hour 14-00-8001-31000-5270 2/17 - 4/7/11	\$ 1,680.00
Falor, Danielle	Pack & Picnic & Food Safety (CONT951-13) 4 contact hour(s) @ \$25.00/hour 14-00-8006-31000-5270 5/4/11	\$ 100.00
Machotka, Diana	Kicked-Up Customer Service (PROF121-08) 4 contact hour(s) @ \$30.00/hour 14-00-8004-31000-5270 4/20/11	\$ 120.00
Pardo, Carlos	Women on Target – NRA Basic Pistol (CRMJ315-02) 8 contact hour(s) @ \$20.00/hour 14-00-8033-31000-5270 4/9/11	\$ 160.00
Prewitt, Robert D.	Women on Target – NRA Basic Pistol (CRMJ315-02) 8 contact hour(s) @ \$20.00/hour 14-00-8033-31000-5270 4/9/11	\$ 160.00
Smith, Lydia	Adobe Photoshop Elements (COMP105-11) 9.5 contact hour(s) @ \$30.00/hour 14-00-8006-31000-5270 4/19 - 4/26/11	\$ 285.00
Wilson, Mary	Excel 2007 Intermediate (COMP302-14) 8 contact hour(s) @ \$30.00/hour 14-00-8004-31000-5270 4/26 - 4/28/11	\$ 240.00
Wilson, Mary	Excel 2007 Advanced (COMP303-14) 8 contact hour(s) @ \$30.00/hour 14-00-8004-31000-5270 5/10 - 5/12/11	\$ 240.00
TOTAL NON-CREDIT FACULTY CONTRACTS		\$ 3,405.00
14-00-8001-31000-5270	\$ 1,680.00 (Allied Health)	
14-00-8004-31000-5270	\$ 1,020.00 (Business & Industry)	
14-00-8006-31000-5270	\$ 385.00 (Personal Enrichment)	
14-00-8033-31000-5270	\$ 320.00 (Public Safety)	

M E M O R A N D U M
Garden City Community College

TO: Dr. Herbert Swender, President

FROM: Cathy McKinley, Dean of Continuing Education & Community Services

DATE: May 4, 2011

RE: AEFLA Grant MOUs

The Department of Education and the Kansas Board of Regents have issued guidelines for the Adult Education & Family Literacy Act (AEFLA) grant for funding adult basic education. GCCC is pursuing this grant in partnership with Dodge City Community College and Seward County Community College.

This trio of community colleges is forming a consortium to provide a streamlined Adult Basic Education system across southwest Kansas. Garden City Community College's Adult Learning Center will serve as the administrative agent of the grant funds with each college maintaining its own adult basic education centers on their respective campuses.

The attached Memorandums of Understanding with DCCC and SCCC outline our intended agreement to administer and provide adult basic education programs in each of the service areas. I have attached the MOUs for your review and approval prior to the grant deadline of May 13.

I respectfully request and recommend approval of these MOUs.

**Memorandum of Understanding For
Garden City Community College Adult Basic Education
AT
Dodge City Community College**

The following agreement, effective the date of execution, signifies the mutual efforts of Garden City Community College (GCCC) and Dodge City Community College (DCCC) in providing quality Adult Basic Education (ABE) services to our respective students.

I: A. GCCC agrees to provide:

- 1) Administrative coordination of ABE instruction for Dodge City Community College (DCCC) Adult Learning Center (ALC).
- 2) Bi-weekly administrative staff meetings.
- 3) GCCC will reimburse DCCC for actual expenditures for those costs provided for by the AEFLA Grant FY12.

B. SCCC agrees to provide:

- 1) All necessary facilities, labor, materials and any other items required to accomplish the work to be performed under the AEFLA grant.
- 3) Professional development trainings for ALC Instructors and Staff.
- 4) Cash Match of \$60,000 disbursed in two payments (August 1 and January 1) to GCCC to be distributed at DCCC.
- 5) \$8,000 of local cash match to be paid to GCCC for grant administration.
- 6) Scholarship the tuition for a College Orientation class for qualified ABE students.
- 7) DCCC is an independent contractor and shall not act as an agent for GCCC, nor shall it be deemed to be an employee of GCCC for any purpose whatsoever. DCCC shall not enter into an agreement nor incur any obligations on behalf of GCCC, nor commit GCCC in any manner without prior written consent by an authorized representative of GCCC.

II: Program Discontinuation

- 1) If either GCCC or DCCC wish to discontinue this program after it is implemented, the party wishing to discontinue must notify the other party in writing by February 1 of the fiscal year ending June 30 of that year.
- 2) Students enrolled in the ABE program will have the opportunity to complete the program, including obtaining their GED.
- 3) Assets obtained for the program on a shared cost basis will be amicably divided by DCCC and GCCC once program discontinuation is complete.

III: Miscellaneous

- 1) This agreement is subject to approval by the Governing Board of each party.
- 2) This agreement shall be construed and enforced in accordance with the laws of the State of Kansas and the rules and regulations of the Kansas Board of Regents and Kansas Adult Education.
- 3) GCCC staff and other personnel employed by GCCC for the program shall not be considered employees of DCCC and all employment matters for such employees shall be the responsibility of and under the control of GCCC in accordance with its policy and rules, notwithstanding provisions for reimbursement of costs by DCCC. Other staff members, support staff and employees of DCCC whether performing duties ancillary or related to the ALC program, shall be considered employees of DCCC and will be the sole responsibility of and under the control of DCCC pursuant to its policies and rules.
- 4) Adult Education instructors provided pursuant to I.B. (6) must meet the requirements of the GCCC ABE program. If GCCC, in its sole discretion, determines that an instructor provided does not meet such requirements, then within sixty (60) days following receipt of written notice of such determination, DCCC shall provide a replacement instructor satisfactory to GCCC to fulfill its contract services obligations.
- 5) Each party hereto shall agree to indemnify the other for, and hold harmless from, any and all claims, demands, liabilities, actions, suits or proceedings of any kind or nature whatsoever asserted or claimed by or on behalf of any third parties including, but not limited to students participating hereunder on account of activities or services, or both, arising out of related or incidental to, conduct of this program, except to the extent that any claim, demand, liability, action, suit or proceeding is the result of an act or omission on the part of the one to be indemnified. This provision is expressly subject to K.S.A. 71-201a and the provisions of the attached DA-146a.
- 6) This agreement supersedes any and all agreements between the parties hereto and represents the entire agreement, except as specifically provided otherwise herein. The term of the agreement can be altered or modified only by written instrument signed by both parties hereto.
- 7) The term of this agreement shall continue until discontinuation as provided in section II above.
- 8) Payments referenced above with an * are fiscal year amounts. Time for payment of such amounts, whether lump sum or in installments, shall be set forth on a separate schedule agreed to by the parties.
- 9) This Memorandum of Understanding is for the purpose of implementing an Adult Basic Education Grant being administered by GCCC. All agreements, terms and conditions are subject to the requirements of such grant, and this Memorandum shall be interpreted,

when necessary, in a manner consistent with such requirements. Both parties agree to act in good faith to meet grant requirements.

Date _____

Garden City Community College

President

Director of Adult Education

Chair, Board of Trustees

Date _____

Dodge City Community College

President

Director of Adult Education

Chair, Board of Trustees

**Memorandum of Understanding For
Garden City Community College Adult Basic Education
AT
Seward County Community College/Area Technical School**

The following agreement, effective the date of execution, signifies the mutual efforts of Garden City Community College (GCCC) and Seward County Community College/Area Technical School (SCCC/ATS) in providing quality Adult Basic Education (ABE) services to our respective students.

I: A. GCCC agrees to provide:

- 1) Administrative coordination of ABE instruction for Seward County Community College/Area Technical School (SCCC/ATS) Adult Learning Center (ALC).
- 2) Bi-weekly administrative staff meetings.
- 3) GCCC will reimburse SCCC/ATS for actual expenditures for those costs provided for by the AEFLA Grant FY12.

B. SCCC agrees to provide:

- 1) All necessary facilities, labor, materials and any other items required to accomplish the work to be performed under the AEFLA grant.
- 3) Professional development trainings for ALC Instructors and Staff.
- 4) Cash Match of \$50,000 disbursed in two payments (August 1 and January 1) to GCCC to be distributed at SCCC/ATS.
- 5) \$8,000 of local cash match to be paid to GCCC for grant administration.
- 6) Scholarship the tuition for a College Orientation class for qualified ABE students.
- 7) SCCC/ATC is an independent contractor and shall not act as an agent for GCCC, nor shall it be deemed to be an employee of GCCC for any purpose whatsoever. SCCC/ATS shall not enter into an agreement nor incur any obligations on behalf of GCCC, nor commit GCCC in any manner without prior written consent by an authorized representative of GCCC.

II: Program Discontinuation

- 1) If either GCCC or SCCC/ATS wish to discontinue this program after it is implemented, the party wishing to discontinue must notify the other party in writing by February 1 of the fiscal year ending June 30 of that year.
- 2) Students enrolled in the ABE program will have the opportunity to complete the program, including obtaining their GED.

- 3) Assets obtained for the program on a shared cost basis will be amicably divided by SCCC/ATS and GCCC once program discontinuation is complete.

III: Miscellaneous

- 1) This agreement is subject to approval by the Governing Board of each party.
- 2) This agreement shall be construed and enforced in accordance with the laws of the State of Kansas and the rules and regulations of the Kansas Board of Regents and Kansas Adult Education.
- 3) GCCC staff and other personnel employed by GCCC for the program shall not be considered employees of SCCC/ATS and all employment matters for such employees shall be the responsibility of and under the control of GCCC in accordance with its policy and rules, notwithstanding provisions for reimbursement of costs by SCCC/ATS. Other staff members, support staff and employees of SCCC/ATS whether performing duties ancillary or related to the ALC program, shall be considered employees of SCCC/ATS and will be the sole responsibility of and under the control of SCCC/ATS pursuant to its policies and rules.
- 4) Adult Education instructors provided pursuant to I.B. (6) must meet the requirements of the GCCC ABE program. If GCCC, in its sole discretion, determines that an instructor provided does not meet such requirements, then within sixty (60) days following receipt of written notice of such determination, SCCC/ATS shall provide a replacement instructor satisfactory to GCCC to fulfill its contract services obligations.
- 5) Each party hereto shall agree to indemnify the other for, and hold harmless from, any and all claims, demands, liabilities, actions, suits or proceedings of any kind or nature whatsoever asserted or claimed by or on behalf of any third parties including, but not limited to students participating hereunder on account of activities or services, or both, arising out of related or incidental to, conduct of this program, except to the extent that any claim, demand, liability, action, suit or proceeding is the result of an act or omission on the part of the one to be indemnified. This provision is expressly subject to K.S.A. 71-201a and the provisions of the attached DA-146a.
- 6) This agreement supersedes any and all agreements between the parties hereto and represents the entire agreement, except as specifically provided otherwise herein. The term of the agreement can be altered or modified only by written instrument signed by both parties hereto.
- 7) The term of this agreement shall continue until discontinuation as provided in section II above.
- 8) Payments referenced above with an * are fiscal year amounts. Time for payment of such amounts, whether lump sum or in installments, shall be set forth on a separate schedule agreed to by the parties.

9) This Memorandum of Understanding is for the purpose of implementing an Adult Basic Education Grant being administered by GCCC. All agreements, terms and conditions are subject to the requirements of such grant, and this Memorandum shall be interpreted, when necessary, in a manner consistent with such requirements. Both parties agree to act in good faith to meet grant requirements.

Date_____

Date_____

Garden City Community College

**Seward County Community
College/Area Technical School**

President

President

Director of Adult Education

Director of Adult Education

Chair, Board of Trustees

Chair, Board of Trustees

MAY 2011 MONITORING REPORT

EXECUTIVE LIMITATIONS

QUARTERLY

General Executive Constraints #9

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

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

Data directly addressing the CEO's interpretation: When purchases are made from vendors in which employees or trustees have an interest, the purchase is reviewed to assure college purchasing policies have been followed. The Board is notified when such purchases occur.

During the months of November, December and January, the following purchases were made.

Burtis Motor – monthly payment for services covered under annual contract for vehicle repair. Trustee Schwartz recused himself from the vote.

2/17/11	CK #204691	\$ 372.09
3/18/11	CK #206154	\$1,237.11
4/15/11	CK #206776	\$ 521.11

AmericInn Lodge & Suites – hotel rooms for guest musicians, presidential candidates, cross country recruit and Dr. Swender

2/11/10	CK #204601	\$ 79.50
3/11/11	CK #206024	\$ 874.50
3/25/11	CK #206345	\$ 79.50
4/15/11	CK #206772	\$ 874.50
4/29/11	CK #207045	\$ 238.50

EXECUTIVE LIMITATIONS

QUARTERLY

General Executive Constraints #10

Page 7

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

CEO's Interpretation and its justification: Preference is given to local vendors. For purchases over \$2,500, local businesses should be selected when their prices is no more than 10% higher than other vendors.

Data directly addressing the CEO's interpretation: Purchases made during the previous three months were reviewed. Of the twenty purchases that required bid sheets, four bid sheets included bids from local vendors. Of those four, three purchases were made from local vendors and one bid went to a non-local vendor with a cost savings greater than 10%. The other sixteen bid sheets were for items that are not available locally.

President H. Swander,
Board of Trustees, Staff,

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

Thank you for your
donation to the Memorial
for Vernon Neff. The
funds will sent to the
Honor Flight Inc. to be
use in honoring our
service men and women.
Pauline Neff

Dear GCCC family and Board Members,

I want to personally thank you for plant that you sent during the loss of my grandmother. My family and I appreciate the thoughts you have shown and the support we have been given.

Thanks,

Byron J. Ruck

INCIDENTIAL INFORMATION

May 2011

Steve Quakenbush

GCCC Information Services and Publications

The GCCC Women's Rodeo Team qualified to compete in the National Intercollegiate Rodeo Association College National Finals Rodeo in June at Casper, Wyo., after finishing the regular season in April at the Panhandle State University Intercollegiate Rodeo in Goodwell, Okla. GCCC bareback rider Justin Pollmiller, of Littleton, Colo., also qualified for nationals after topping the NIRA's Central Plains Region standings. The women's team includes Emily Miller, Ingalls, who earned the barrel racing championship and all-around cowgirl honors; Kristi Breickler, Greeley, Colo.; Kashly Schweer, Garden City; and Brooke Smith, Wetmore, Colo. While GCCC has qualified individuals several times, this is only the second time in history that a full GCCC rodeo team has earned the right to ride in the CNFR. The first time was in 1978, also involving the women's team.

The 2011 GCCC Leadership Academy class hosted a public unveiling on April 15 of a memorial dais, which was later installed at the main campus flag pole. The podium, created as the class project, will display the name of the U.S. soldier, sailor, airman or other American whose memory is being honored each time the flag is lowered to half-staff. The class collaborated with the GCCC welding Club, which built the memorial. The class, which also graduated April 15, includes Pam Caldwell, GCCC Endowment Association office manager; Dan Delgado, head coach for track and field; Grace Donecker, nursing instructor; Cindy Jarmer, Southwest Kansas Regional Prevention Center office manager; Hector Morillo, campus security officer; Robin Newland, financial aid advisor; Samantha Scott, English instructor; Cricket Turley, human resources director; and Jennifer Unger, counselor. Those serving as facilitators for the class and program include Lachele Greathouse, business instructor; Cathy McKinley, dean of continuing education and community services; David Rupp, criminal justice instructor; and Jean Warta, business and community education director. Among students in the Welding Club are Charlie Bahntge, Garden City; Tyrel Berry, Scott City; Abraham Escobedo, Garden City; Paul Jackson, Garden City; Allison New, Topeka; Tom Sanjuan, Deerfield; Jacob Seyferth, Garden City; and Shelby Stapel, Garden City. Welding instructors Kurt Wenzel and Devin Wackeria serve as advisors to the organization.

An estimated 140 people came out for the first-ever GCCC Faculty and Staff Spring Wing Ding on April 30, hosted outdoors on the main campus mall by Dr. Herbert Swender, president. Despite some typical Kansas spring wind, the crowd enjoyed a barbecue meal, with meat provided by the GCCC Meats Team and Coach Clint Alexander, side dishes from Great Western Dining, and Pepsi product beverages from the GCCC Athletic Department. Linda Miller provided DJ services and GCCC deans and administrators served the meal. Members of the GCCC Physical Plant staff handled set-up and tear-down.

Members of the GCCC Academic Excellence Challenge Team returned from the Kansas Academic Excellence Challenge State Tournament April 29-30 with sixth place overall and the best score of any Western Kansas team but one, Colby Community College. The top scoring individual for GCCC was Brandon Salter, of Holcomb.

Irma Reyes, a Garden City resident in the GCCC DECA chapter, finished among the top 10 in the Design Presentation category at the recent Collegiate DECA International Career Development Competition in Orlando, Fla. One of seven students attending with Rene Harbin, business instructor and chapter advisor, Miss Reyes presented a series of sketches and the resulting garments sewn from her designs.

The GCCC Drama Department concluded the academic year with public presentations of "Fools," by Neil Simon, directed by Phil Hoke, on April 28, 29 and 30, as well as May 1.

More than 125 motorcyclists and motorists participated in the Fourth Annual Ride for the Future on April 30, hosted by the GCCC Department of Public Safety. The ride was dedicated this year to the memory of the late Jeff Landgraf, Kearny County Emergency Medical Services director and former Finney County EMS and EagleMed paramedic and flight nurse. The event raised DPS scholarship funds and offered the public a chance to network with Southwest Kansas emergency personnel at route stops in Montezuma, Sublette, Lakin, Ulysses and Garden City.

The GCCC Student Art Exhibition is on display through May 15 in Mercer Gallery, featuring selected work by students of David Kinder and Brian McCallum from throughout the year. The exhibition opened with a public reception on May 1, and will be the last art show on campus conducted by Gallery Director Dave Kinder, who is retiring this spring. Dave has staged 160 to 180 exhibitions since the gallery opened in September of 1989, featuring work by artists from throughout Kansas and around the nation.

Jeanie Ferguson's English as a Second Language classes hosted two Immigrant Scrapbook Project receptions in the portico of the Beth Tedrow Student Center, one on May 2 and one on May 9, both focusing on stories of adaptation and assimilation by GCCC students who have immigrated to the U.S.

The College Concert Choir and the College Singers Ensemble staged the 2011 GCCC Choral Pops Concert May 5 in the auditorium of Pauline Joyce Fine Arts Building, offering selections from Disney, "Glee" and Broadway, followed May 12 by the Instrumental Pops Concert that featured the GCCC Concert Band and GCCC Jazz Ensemble in the same location. The instrumental groups presented numbers from George M. Cohan, Cole Porter and PDQ Bach, as well as tunes from "West Side Story." Clay Wright conducts the vocal groups and Jim McAllister conducts the bands.

Five Southwest Kansas cowboy poets presented an evening of cowboy poetry May 7 in the auditorium of the Pauline Joyce Fine Arts Building as a benefit event for the GCCC Women's Basketball Program. The performers included Allen Bailey, Keith Downer, Don Eves, Randy Fisher and Leonard Hitz.

Organized by Carolyn Klassen, GCCC keyboard instructor, the 2011 Garden City Sonatina Festival took place May 7 at the Garden City Presbyterian Church, with a public recital at 1 p.m. The festival included Kansas piano students from sixth grade through adult level, each performing with classical music ensemble. The festival was sponsored by GCCC, the Mary Jo Williams Trust and the Garden City Piano Teachers League.

The GCCC Potter's Guild Spring Art Sale took place May 11 in the lobby of the, Pauline Joyce Fine Arts Building, featuring original ceramics, pottery and sculpture with most items priced \$5-\$50. The group of GCCC ceramic students, some of whom are established Southwest Kansas artists, conducts the event at the conclusion of each spring and fall semester.

Kevin Brungardt-Dean of Academics

Academics

During its meeting on April 20, 2011, the Board Academic Affairs Standing Committee (BAASC), met in Topeka to review the state performance agreements from a variety of state two and four year institutions. The GCCC results were presented at that time and were unanimously approved by the board which consists of four Kansas regents. After the vote, Regent Sherrer commended GCCC for exhibiting both state and local leadership in a variety of educational pursuits.

The Academic division chairs – Larry Walker, Humanities and Fine Arts; Kay Davis, Math and Science; Judy Whitehill, Social Sciences; and Greg Greathouse, Health and Physical Education are working on a couple problems common to their respective areas. The elimination of positions due to budget constraints has forced some changes in the way mail is delivered and purchasing of office supplies for instructors. The division directors will be working on consistent procedures to ensure timely mail

delivery and supplies purchases. These changes are consistent with adjustments made by this group in curricular areas due to reduction in full time faculty. They have truly met the challenge by creatively scheduling classes and encouraging a variety of delivery platforms for students.

English as a Second Language

83% of the students who took the Advanced Writing in ESL course transitioned seamlessly into college-level English 101 enabling them to bypass the developmental English composition courses altogether.

21 current or former ESL students made the President's or Dean's lists for the fall 2010 semester.

The 7th annual Grammar Projects Presentation come-and-go receptions were held on Monday, May 2 and Monday, May 9.

Academic Challenge

The Academic Excellence Challenge Team competed in the state tournament over the weekend of April 29-30. We had our best tournament of the year finishing 6th out of 12 teams. We beat all the teams from this side of the state either in head-to-head competition or in order to finish in the tournament with the exception of Colby who finished 3rd overall. Brandon Salter was our top individual performer finishing 6th in the tournament for toss-ups answered correctly. Other team members are Nick Sowers, Daniel Quach, and Shelbie Ratzlaff, and Lawrence LaMastres.

Reading

On Wednesday, April 27, a meeting of community college developmental reading instructors was hosted by Shelley Meier and Jan Bitikofer in Topeka. Recent discussions between Shelley and Jan, who comprise the reading department at the college, and the deans of academics and student services brought to light several problem areas for improving our students' reading skills. During the discussion we decided to see what other community colleges in the state were doing to address the same frustrations and problems and from there we decided to invite all the community college reading instructors to attend a meeting focused on addressing those problems. The response was overwhelming. Representation from every state two-year college except for one attended the meeting as well as two private schools. In all, nearly 50 instructors showed up for a day of discussion centered on the reading needs of students in the state. Since returning from the meeting, we have received strong indication from the attendees that they would not only like to see these meetings continue on at least a yearly basis, but they also have suggested considering something like this for other developmental areas as well.

Cathy McKinley-Dean of Continuing Education & Community Service

Adult Learning Center

Business & Community Education

Business & Community Education staff visited, volunteered or attended activities sponsored by the Garden City Home Show; Garden City Area Chamber of Commerce –Monthly Business Alliance and member breakfast; Center for Children & Families event; Lee Richardson Zoo Advisory Board; and Finney County Economic Development Corp.

Business & Community Education Classes – April 2011

	Course	Enrollments	Contact Hours
Contract Trainings	Team Building & Delegation – Cimarex	8	4
	Grilling – Mosaic College for Life	5	2
Open Enrollment	Adobe Photoshop Elements	7	7.5
	Insurance Continuing Education	60	3.28 ea
	QuickBooks Fundamentals	8	8
	Excel Fundamentals	4	8
	Do It Yourself Sprinklers	3	6
	Discover E-Mail	5	4
	Fabulous Cakes	5	6
	Conflict Management	8	4
	Pronto Spanish	11	14
	Excel Intermediate	4	8
	Administrative Professionals Luncheon	23	1.5
	TOTALS	151	76.28

Small Business Development Center

GCCC KSBDC participated in a variety of activities in addition to our regular counseling activities in April. Events attended included the ribbon cutting ceremony for the Corner on Main in downtown Garden City, the Chamber of Commerce Wine Tasting Event, and an advisory board meeting for Dodge City Community College Business & Technology department. Pat and Cheryl also served as judges for the Youth Entrepreneurship of Kansas (YEK) Business Plan Competition for southwest Kansas.

Trainings held for the public included a “Steps to Startup” workshop in Garden City and a two-day QuickBooks training in Greensburg. Internal training included a webinar from Sageworks on *ProfitCents* software and a conference call with the SBA on new loan programs available in May.

Pat traveled to Topeka for a KSBDC directors’ meeting with new state director, Greg Panichello, and other KSBDC regional directors. Cheryl was chosen to be the KSBDC representative to the Economic Gardening training held in Littleton, Colo. This training and travel will be funded by the Edward G. Lowe Foundation. We are proud of her selection to this small, select group of trainees.

Dee Wigner-Dean of Administrative Services

Business Office

Spring enrollment for currently enrolled students began on April 7. Office staff assisted with the first early enrollment day for all students on Saturday, April 16. The front counter has been busy with new enrollments as well as students paying their spring semester bills.

In April, the Business Office staff held two training sessions for campus employees in the Teaching and Learning Center. One session was on travel and the other on purchasing guidelines. Information on policies and procedures will be presented to new employees during their orientation scheduled for Thursday, May 12.

The office is preparing for year end. Employees with open purchase orders and travel requests are being contacted in an effort to close as many outstanding items as possible. The auditors will be on campus May 12 for their preliminary audit work and have tentatively scheduled for the last week of July for the annual fiscal audit.

Payroll

The office has been busy calculating final checks for retirees and entering new employees into the payroll system. The month of May will include calculating contract payouts for faculty requesting lump sum payments. Reports are being developed that will contain payroll and account number history by date range. The department is also developing a payroll web page for the college's website.

Central Services

There has been an increase in the quantity of print jobs due to year end activities, early enrollment days and commencement programs.

IT

The department continues to be very busy with work orders and the continued installation of the wireless access points as well as working on registration customizations for the new College Skills and Reading requirements.

Physical Plant

The department has been busy preparing the campus for graduation. Friday, May 6 has been scheduled as a day of service for college staff to assist with beautifying our campus. Employees are asked to assist Friday afternoon with special projects around campus and campus clean up.

The schedule for summer projects is being developed. Projects will include repairs to the kitchen plumbing and electrical systems, dorm repair, and Academic Building remodel.

Deanna Mann – Dean of Institutional Effectiveness & Enrollment Services

Ryan Ruda-Dean of Student Services

Student Support Services

Accommodations

This year the stage at commencement will not only be ADA accessible, it will also be ADA compliant. In the past, the ramps that have been used during the graduation ceremony have been ADA accessible but not compliant due to the grade on the ramps leading to the stage. New ramps will be rented this year and the company will assist the college in proper installation. The decision will be made to determine the feasibility of a rent-to-own option or continued rental for future needs.

Admissions

The admissions office has successfully planned and executed four Early Enrollment Days for incoming students. The day includes a wealth of information regarding GCCC, its programs and services. Students are assessed for accurate placement in courses and meet with the advisors in their chosen field of study or the counselors for final enrollment. During these early enrollment days, the college has enrolled 122 individual students for 1865 credit hours.

Financial Aid

Kathy Blau, financial aid director, was recently recognized for two distinguished honors at the fall Kansas Association of Student Financial Aid Administrators' (KASF AA) conference. The College Goal Sunday committee, which Kathy chaired, was selected as the state association's committee of the year. Additionally Kathy received KASF AA's Outstanding Service to Students award along with her 10 Years of Service award. The Outstanding Service to Students award is one of the association's top honors. GCCC is privileged to have the expertise and dedication of Kathy as part of our team.

Residential Life

Residential Life currently has 132 students confirmed for housing for the fall 2011 semester. The housing contract now requires students to pay their deposit in-full before they are guaranteed a room. These 132 students have paid their deposit in full. Several other students have completed contracts without payment, so the number of students with contracts is higher at this point.

Student Ambassadors

Three new student ambassadors were selected during a dinner and interview process on April 28th. The new ambassadors will join Rachel Walter from Sublette, a current ambassador and will be returning next year. The three new ambassadors include Jordan Lee, Plains; Angie Schieber, Garden City; and Rilee Spresser, Gem. These students will work with both the Endowment Association and Dr. Swender to promote the college.

Student Support Services

The U.S. Department of Education has recently determined that TrIO programs will be receiving a 3% (approximately \$9,000) reduction to their grant amount for the 2011-2012 fiscal year in response to allotments they are making at the federal level currently.