



- B. Vice Chairman..... Marilyn Douglass  
 C. Clerk..... Jeff Crist

*Board of Trustees Agenda July 11, 2012 (page 2)*

- D. KACCT Co-Representatives..... Ron Schwartz  
 E. Economic Development Corporation Representative..... Ron Schwartz

### **Appointments**

- A. Secretary to the Board..... Herbert J. Swender  
 B. Deputy Clerk..... Debra J. Atkinson  
 C. College Treasurer..... Dee Wigner  
 D. Designated Agent for KPERS..... Dallas Crist  
 E. Alternate Designated Agents for KPERS.....Dee Wigner & Cricket Turley

### **Depositor Designations:**

- A. Primary Depository for 2012-2013:  
 Commerce Bank  
 B. Other Depositories for 2012-2013:  
 Western State Bank  
 First National Bank of Holcomb  
 First National Bank of Garden City  
 Landmark National Bank  
 American State Bank  
 Garden City State Bank  
 Peoples State Bank  
 State of Kansas Municipal Investment Fund

#### Professional Service Providers:

- |                   |   |
|-------------------|---|
| College Attorney  | Randy Grisell                           |
| College Engineer  | Prof. Engineering Services, P.A.        |
| College Architect | Gibson Mancini Carmichael & Nelson P.A. |

## **IV. CONFIRMATION OF MONITORING REPORTS:**

- |   | <b>Action</b> |
|---|---------------|
| A. Monitoring Reports and ENDS.....   |               |
| A-1a-Annual, Mission  |               |
| A-1b-Annual, Essential Skills #1, #2, #3, #4.....   | pg. 40        |
| A-1c-Annual, General Executive Constraints #8.....  | pg. 46        |
| A-1d-Annual, Budgeting/Financial Planning/Forecasting #1-#5.....                            | pg. 47        |
| A-1e- Annual, Financial Condition #1, #2, #3.....   | pg. 49        |
| A-1f-Quarterly, Information and Advice, #2, #3,#5.....                                      | pg. 51        |
| A-1g Quarterly, Executive Limitation #9, #10.....   | pg. 53        |
| B. Review Monitoring Report- Executive Limitations, Annual Compensation/Benefits #1, #2, #3 |               |
| C. Board Process and Policy Governance Review   |               |

## **V. OWNERSHIP LINKAGE:**

### **V. REPORTS:**

- A. President's Report  
     A-1 Incidental Information..... pg. 55  
 B. Report from Finney County Economic Development Corporation (Trustee Ron Schwartz)

**Upcoming Calendar Dates:**

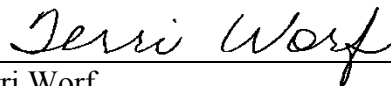
<u>Aug. 8</u>	Regular monthly meeting, Endowment Room , Dinner 5:00 p.m. call to order at 6:00 p.m.
<u>Aug. 15</u>	Faculty report-division/departement day
<u>Aug. 17</u>	Full-time faculty/staff in-service
<u>Aug. 22</u>	Classes begin
<u>Sept. 3</u>	Labor Day - NO CLASSES - OFFICES CLOSED

**VII Executive Session**

**VIII. Adjournment**



Dr. Herbert J. Swender, Sr.  
President



Terri Worf  
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.*

**Purposes for Executive Sessions**

- a. Personnel matters of non-elected personnel*
- b. Consultation with the body's attorney*
- c. Employer-employee negotiation*
- d. Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorship*
- e. Matters affecting a student, patient, or resident of public institutions*
- f. Preliminary discussions relating to acquisition of real property*
- g. Security, if open discussion would jeopardize security*



## Garden City Community College Faculty Senate

801 Campus Drive  
Garden City, KS 67846

**2012-2013**

Linda Morgan, President  
Terry Lee, Vice-President  
Leonard Rodenbur, Secretary  
Larry Pander, Senator  
Pati Pfenninger, Senator  
Deb Robinson, Senator  
Stacey Carr, Alternate

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### Faculty Senate Report July 11, 2012

**Faculty Senate Program Spotlight: GCCC Library** An overview on where technology is taking our library services including the upcoming switch in the statewide electronic databases. Student learning opportunities including the Comprehensive Learning Center (CLC) and tutoring services will also be showcased. Presented by Trent Smith, Library Director.

#### **Faculty Senate Update:**

- Over the summer, the Faculty Senate President and Vice-President have been continuing to meet with Dr. Swender and have participated in budget meetings and college council.

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

**June 13, 2012**

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

Others Present: Debra Atkinson, Deputy Clerk  
Kevin Brungardt, Dean of Academics  
John Haas, Financial Consultant, Ranson Financial Consultants, LLC, Wichita  
Steve Quakenbush, Director of Information Services and Publications  
Ryan Ruda, Dean of Student Services  
Jeff Southern, Director of Information Technology  
Dr. Herbert Swender, President  
Dee Wigner, Vice President

## **CALL TO ORDER:**

Chair Worf called the meeting to order at 6:05 p.m.

## **COMMENTS FROM THE CHAIR:**

Chair Worf made the following comments:

- Congratulated GCCC 2012 retirees, Coi Troung, custodian; Barb Edwards, assistant financial aid director; Frank Bean, social science instructor; Dr. John Fitzgerald, chemistry instructor; Mary Pendergraft, nursing instructor; and Doyle McGraw, aerobic super circuit director.
- Noted that summer school is under way.
- Informed trustees that GCCC is hosting the 11<sup>th</sup> Annual Kids' College and it is well under way.

## **OPEN COMMENTS FROM PUBLIC:**

Chair Worf noted that no one from the public had registered to make comments.

## **CONSENT AGENDA**

Chair Worf asked if Trustees wished remove any items from the consent agenda. Item II D-1 purchase of Featherlite Trailer, and item II D-3 conference room remodeling, were withdrawn for discussion and separate vote.

Chair Worf then asked for a motion approving consent agenda items II A, B, C, and D-2.

### **Motion:**

*Clifford moved, seconded by Sterling, to approve consent agenda items II A, B, C, and D-2 as presented*

*Motion carried 6-0*

Approved actions follow:

- (A) APPROVED MINUTES** of previous meeting (May 23, 2012)  
(Supporting documents filed with official minutes.)
- (B) APPROVED PERSONNEL ACTIONS/CONTRACTS**, as presented  
(Supporting documents filed with official minutes.)
- (C) APPROVED SUBMITTED FINANCIAL INFORMATION**, as presented

(Supporting documents filed with official minutes.)

**(D) APPROVED PURCHASES OVER \$20,000**

**D-2 Approved annual athletic insurance renewal**

Vendor: United States Fire Insurance Company, New York,  
Brokered by Dissinger Reed, Overland Park

Amount: \$128,344.00

(Supporting documents filed with official minutes)

**PULLED CONSENT AGENDA ITEM II-D-1 purchase of Featherlite Trailer, mobile classroom:**

**Motion:**

*Clifford moved, seconded by Douglass, to approve consent agenda item II D-1 purchase of Featherlite Trailer.*

President Swender told trustees that the 53-foot traveling classroom will be provided by Featherlite Trailers of Cresco, Iowa, at a low-bid cost of \$600,000. With fold-out sides, the self-contained, air-conditioned trailer will expand to a width of approximately 21 feet, offering more than 1,000 square feet of teaching space for approximately 25-40 students.

Swender explained that the trailer will be used to provide food safety courses throughout Kansas in the Trac 7 Program, for which GCCC recently received a \$1.7 million grant from the U.S. Department of Labor. The classroom/lab is designed for use at restaurant, food preparation and food processing locations.

Funding for the mobile classroom is provided entirely through the U.S. Labor Department's Trade Adjustment Assistance Community College and Career Training Program, as a means of boosting the state's workforce.

Swender noted that GCCC personnel, accompanied by industrial representatives, viewed completed units at the company's Iowa manufacturing facility before recommending the vendor.

*Motion carried 5-0*

**PULLED CONSENT AGENDA ITEM II-D-3 approval of conference room remodeling:**

Trustees voiced a concern regarding selection of a contractor the renovation and updating of the conference room without obtaining additional bids. After brief discussion the following motion was made.

**Motion:**

*Crist moved, seconded by Clifford, to pursue additional bids for the conference room remodeling project.*

Trustees expressed faith in the proposed general contractor for the project, Dick Construction, which also is handling renovations this summer in the GCCC Academic Building. Swender recommended the same company for the new work in order to maintain consistency.

Call for vote

*Yea: Crist  
Clifford*

*Nay: Sterling  
Douglas  
Schwartz*

*Motion fails as presented.*

***Motion:***

***Sterling moved, seconded by Douglass, to approve conference room remodeling project as presented.***

***Yea: Sterling  
Douglass  
Crist  
Schwartz***

***Nay: Clifford***

***Motion carried 4-1***

**OTHER:**

Chair Worf amended the agenda to include:

1. Approving and accepting Country Club Bank bid to refinance series 2004 and 2004B certificates of participation.
2. Approving additional resolution providing for the adoption of a tax-exempt financing compliance procedure relating to obligations issued, and to be issued, by Garden City Community College.

***Motion:***

***Schwartz moved, seconded by Crist, to approve bid from Country Club Bank, Kansas City, Mo., to refinance series 2004 and 2004B certificates of participation.***

***Motion carried 5-0***

**APPROVAL OF RESOLUTION NO. 2012-03, REFINANCING OF SERIES 2002 CERTIFICATE OF PARTICIPATION:**

John Haas, financial consultant with Ranson Financial Consultants, LLC, of Wichita, distributed to trustees information regarding refinancing of the series 2004 and 2004B certificates of participation. These two lease purchase agreements initiated in 2004 cover costs for the campus cooling loop that supplies air conditioning to college buildings, costs related to the Datatel campus computer information system and construction expenses for the Student and Community Services Center.

Haas informed trustees that Country Club Bank and Kentucky-based First Bankers Banc Securities each submitted full bids. Two Garden City banks also expressed interest, he explained, but one submitted a bid on just part of the debt and the other didn't follow through with a final proposal by the deadline.

Haas recommended the refinancing through Country Club Bank of Kansas City, Mo. Country Club will provide approximately \$10,000 more in savings for GCCC than first expected, resulting in savings of approximately \$297,569 in tax dollars.

***Motion:***

***Clifford moved, seconded by Douglass, approve a resolution authorizing Garden City Community College to execute and deliver a lease purchase agreement in connection with the issuance and delivery of \$3,610,000, principal amount of lease purchase agreement refunding certificates of participation, series 2004 and 2004B ; and approving and authorizing certain other documents and actions in connection therewith.***

***Yea: Schwartz, Douglass, Crist, Clifford, Sterling***

***Nay: 0***

***Motion Carried 5-0***

*Chair Worf declared said Resolution duly adopted. The Resolution was the duly numbered Resolution No. 2012-03 and was signed by Chair Worf and attested by Secretary Crist.*  
(Supporting documents filed with official minutes)

**APPROVAL OF RESOLUTION NO. 2012-04, ADOPTION OF TAX EXEMPT FINANCING COMPLIANCE PROCEDURE:**

The federal government now requires a set of procedures for compliance in the use of tax exempt bond proceeds. Bond counsel provided the college with the compliance procedures and resolution to adopt such procedures.

***Motion:***

*Schwartz moved, seconded by Crist, to approve a resolution providing for the adoption of a tax-exempt financing compliance procedures relating to obligations issued and to be issued by Garden City Community College.*

*Yea: Schwartz, Douglass, Crist, Clifford, Sterling*

*Nay: 0*

***Motion Carried 5-0***

*Chair Worf declared said Resolution duly adopted. The Resolution was duly numbered Resolution No. 2012-04 and signed by Chair Worf and attested by Secretary Crist.*  
(Supporting documents filed with official minutes)

**MONITORING REPORTS and ENDS REPORTS:**

Trustees indicated they had received and reviewed monitoring reports on Executive Limitations, Annual Compensation/Benefits #1, #2, #3. Chair Worf affirmed that the monitoring reports had been read and provided a reasonable interpretation of the policy and evidence of compliance.  
(Supporting documents filed with official minutes.)

**BOARD PROCESS AND POLICY GOVERNANCE REVIEW:**

Trustees reviewed General Executive Constraints #9, #10, and Treatment of People #2, #3, #4, #5. The discussion touched on issues ranging from retiree health insurance and ethical dissent by employees to the board's practice of accepting bids from local vendors over non-local suppliers as long as the local bids are no more than 10 percent higher.

No changes were recommended.

**OWNERSHIP LINKAGE:**

No ownership linkage items were reported at this meeting.

**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:**

GCCC's Head Basketball Coach:

Swender shared with trustees that Rand Chappell has been hired as GCCC men's head Basketball coach.



Chappell, former University of Central Arkansas head coach, holds a bachelor's degree in finance from Missouri State University in addition to an MBA from Missouri.

Legislative Session:

Legislators have completed a difficult session. It was a challenge for legislators to prepare for the future when the present is so uncertain. Swender noted many champions for community colleges at the state level and are much appreciated.

Oil Technician Program:

The proposed GCCC Oil Technician Program has been placed on the consent agenda of the June 21 Kansas Board of Regent meeting for approval. This is the last step in a long process. If approved at the June 21 meeting, official program approval/documentation will be sent to GCCC from KBOR.

Summer Projects/Renovations:

Numerous summer projects and renovations are in progress on the campus. The Academic Building project is ahead of schedule with asbestos ceiling and floor tiles being removed, classroom doorways being widened and new water supply lines installed in the restrooms.

Residential Life is getting new VCT tile, with interior and exterior painting almost complete. In addition, the automotive technology lab will serve a dual purpose as a classroom in the future.

Thank you:

Swender extended his thanks and sincere appreciation to the maintenance staff, saying they are doing an excellent job of keeping facilities and grounds in first-rate condition.

KACCT Retreat:

Swender reported that it was a pleasure for him to attend the June 7- 8 Kansas Association of Community College Trustee retreat on the Johnson County Community College Campus. He enjoyed seeing old friends Walter Bumphus, president and CEO of American Association of Community Colleges, and Norma Kent American Association of Community College Publications.

**REPORT FROM KACCT/COP RETREAT JOHNSON COUNTY COMMUNITY COLLEGE:**

- Senator Jerry Moran was a surprise guest at the June 7-8 retreat.
- Presentation from North American University was interesting and informative.
- Approved 2012-2013 budget with no dues increase
- No marketing assessment for this year.
- Same slate of officers elected.
- Adopted a Conflict of Interest Policy
- Distributed an overview fact sheet regarding impact of community colleges on local economy.
- Attended Walter Bumphus session on "Reclaiming the American Dream-Community Colleges and the Nation's Future."
- Joint Trustee and COP meeting looked at Transfer and Articulation Report –Missouri 1042. This report deals with core transfer of lower division courses across all institutions, in addition to development of a reverse transfer policy.

**REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION:**

- Trustee Schwartz informed members Tex-Ok-Kan is conducting a tour of their plant Tuesday, June 27.
- City commission is to discuss returning rail spur and access to airport.
- Developer from Dallas for Holcomb hotel project is to be in town next week.
- FCEDC and Black Hills Energy are hosting a seminar 10:30 a.m.-1:45 p.m., June 29 at the Finnup Center, regarding converting fleet vehicles to natural gas.

- Housing study will be updated soon.

**OTHER:**

- Board affirmed the time and date for a budget retreat at 6 p.m. June 26.
- No decision on a date for the annual policy governance retreat was reached.

**EXECUTIVE SESSION:**

Chair Worf recessed the board at 7:45 for a short five minute break.

**Motion:**

*Clifford moved, seconded by Douglass, to recess the board at 7:45 for a five minute break, and to reconvene into a 30-minute executive session at 7:50 for the purpose of discussion of acquisition of property and non-elected personnel. No action will be taken*

*Motion carried 5-0*

Persons included in executive session:

GCCC Board of Trustees

Herbert J. Swender, President

Dee Wigner, Vice President

Meeting adjourned at 8:20 p.m.

**UPCOMING CALENDAR EVENTS:**

June 26 Budget Retreat, Endowment Room. Working Dinner 6:00 p.m.

July 4 Independence Day holiday – NO CLASSES – OFFICES CLOSED

July 11 Regular monthly meeting, Endowment Room. Dinner 5:00 p.m., call to order at 6:00 p.m.

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Debra J. Atkinson  
Deputy Clerk

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Herbert J. Swender, Ed.D.  
Secretary

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Terri Worf  
Chair of the Board

SPECIAL MEETING OF TRUSTEES  
OF  
GARDEN CITY COMMUNITY COLLEGE  
  
BUDGET RETREAT

Tuesday, June 26, 2012

Trustees Present: William S. Clifford, Jeff Crist, Marilyn Douglass, Ron Schwartz, Terri Worf

Trustees Absent: Steve Sterling

Others Present: Debra Atkinson, Deputy Clerk  
Kevin Brungardt, Dean of Academics  
Dr. Lenora Cook, Dean of Technical Education  
Angie Haflich, *Garden City Telegram*  
Cathy McKinley, Dean of Continuing Education and Community Services  
Steve Quakenbush, Director of Information Services and Publications  
Ryan Ruda, Dean of Students  
Dr. Herbert Swender, President  
Dee Wigner, Vice President

**DINNER/CALL TO ORDER:**

Chair Worf called the meeting to order at 6:05 p.m.

**REVIEW/DISCUSSION:**

The Board of Trustees met in special session at 6:05 p.m. on June 26, 2012, in the Endowment Room of Beth Tedrow Student Center. Trustees reviewed and discussed the proposed budget and property tax mill levy options for fiscal 2012-2013. No action was taken.

Trustees resolved to review specific proposals, with details at the regular board meeting July 11.

**ADJOURNMENT:**

Meeting adjourned at 8:30 p.m.

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Debra J. Atkinson  
Deputy Clerk

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Herbert J. Swender, Ed.D.  
Secretary

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Terri Worf  
Chair of the Board

**Agenda No: II-B**

**Date: July 11, 2012**

**Topic: Approval of Personnel Actions-Human Resources  
Adjunct/Outreach Contracts**

**Presenter:** Dr. Herbert J. Swender

**Background Information:**

All full-time employees hired by the college's administration are presented monthly to the board. The following document represents new employees, separations, transfers/promotions, vacancies and retiring employees serving Garden City Community College and are presented for board approval.

**Budget Information:**

Salaries are commensurate with duties and responsibilities and are included in the annual budget.

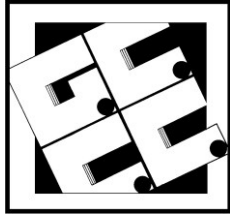
**Recommended Board Action:**

Approve the personnel for employment, retirement, separation, and transfer/promotion as reported by the office of Human Relations.

**Board Action Taken:** \_\_\_\_\_Approved \_\_\_\_\_Disapproved

\_\_\_\_\_Ayes \_\_\_\_\_Nays \_\_\_\_\_No Action

**Board Member Notes:**



# Garden City COMMUNITY COLLEGE

July 2, 2012

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

## New Hire

Lance Miller, Computer Tech, effective June 1, 2012  
Becky Upshaw, Southwest Kansas Regional Prevention Ctr Consultant, effective June 18, 2012  
Rand Chappell, Head Men's Basketball Coach, effective June 1, 2012  
Brady Trenkle, Assistant Men's Basketball Coach, effective July 1, 2012  
Brock Baker, Assistant Rodeo Coach, effective July 9, 2012  
Christopher Juarez, Math Instructor, effective August 15, 2012

## Separations

Dale Theye, Custodian, effective May 16, 2012  
Mark Leslie, Assistant Men's Basketball Coach, effective June 14, 2012  
Steve Jones, Director of Educational Talent Search, effective June 19, 2012  
Joe Price, Assistant Football Coach, effective 6/30/2012  
Maria Garcia, Title V Bilingual Support Specialist, effective July 6, 2012  
Adrienne Hamann, Migrant Family Literacy Program Coordinator, effective August 10, 2012

## Retirement

## Transfers/Promotions

Bob Larson, transfer to Coordinator of Athletic Activities  
Jake Ripple, Assistant Athletic Director for Student Success.

## Vacancies

ETS – Educational Advisor  
Athletic Director  
Assistant Football – Offensive Coordinator  
Nursing Instructor  
Safety & Security Coordinator  
ESL/GED Instructors

## 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  
SUMMER SEMESTER 2012  
Presented to Board of Trustees for Approval 7/11/12**

<b>Location</b>	<b>Coordinator</b>	<b>Total Student Cr. Hr.</b>	<b>Rate of Pay</b>	<b>Salary</b>	<b>Contract Totals</b>
Lakin	Praveen K. Vadapally	80	6.27	\$ 501.60 <u>200.00</u> Base	\$ 701.60
Leoti	Janis M. Kreutzer	24	7.11	\$ 170.64 <u>200.00</u> Base	\$ 370.64
<b>TOTAL OUTREACH COORDINATOR PAYMENTS</b> 11-00-0000-42002-5160					<b>\$ 1,072.24</b>

**GARDEN CITY COMMUNITY COLLEGE  
ADJUNCT/OUTREACH FACULTY CONTRACTS  
(Presented to Board of Trustees for Approval 7/11/12)**

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Bean, Frank	American Government (POLS-105-03) 3.00 FLC x \$750.00/FLC 11-00-0000-11060-5230 6/11 – 6/29/12	\$ 2,250.00
Bean, Frank	World Geography (GEOG-101-01) 3.00 FLC x \$750.00/FLC 11-00-0000-11060-5230 6/11 – 6/29/12	\$ 2,250.00
Branton, Michelle	College Reading (READ-101-01) 3.00 FLC x \$675.00/FLC 11-00-0000-11081-5230 6/11 – 7/19/12	\$ 2,025.00
Carpenter, Shauna	English II (ENGL-102-01) 3.75 FLC x \$470.00/FLC 11-00-0000-11021-5230 6/11 – 7/19/12	\$ 1,762.50
Carr, Stacey	Public Speaking (SPCH-111-01) 3.00 FLC x \$675.00/FLC 11-00-0000-11022-5230 6/11 – 7/19/12	\$ 2,025.00
Carr, Stacey	Public Speaking (SPCH-111-02) 3.00 FLC x \$675.00/FLC 11-00-0000-11022-5230 6/11 – 7/19/12	\$ 2,025.00
Cooley, Mary	Certified Nurse Aide (HELR-1023-90) 3.00 FLC x \$470.00/FLC 12-00-0000-12203-5230 6/6 – 7/26/12	\$ 1,410.00
Cooley, Mary	Certified Nurse Aide Lab (HELR-102L-90) 2.33 FLC x \$470.00/FLC 12-00-0000-12203-5230 6/6 – 7/26/12	\$ 1,095.10

Eberhart, Eugenia	English I (ENGL-101-02) 3.75 FLC x \$675.00/FLC 11-00-0000-11021-5230 6/11 – 7/19/12	\$ 2,531.25
Ferguson, Jean	ESL Academic Vocabulary (LANG-205-01) 3.00 FLC x \$950.00/FLC 11-00-0000-11082-5230 6/11 – 7/20/12	\$ 2,850.00
Fischer, Edmond	Electro-Hydraulics (INPR-162-01) Pro-rated for 6 sessions: 6/14 x \$675/FLC x 3.00 FLC 12-00-0000-12272-5230 5/7 – 5/30/12	\$ 867.87
Garcia, Heather	Anatomy & Physiology I (BIOL-211-01) 4.33 FLC x \$400.00/FLC 11-00-0000-11040-5230 6/11 – 7/20/12	\$ 1,732.00
Greathouse, Lachele	Intro to Computer Concepts & Appl (CSCI-110-50) 3.00 FLC x \$950.00/FLC (Online course ext. amt – 0.136 x \$950/FLC x 3 cr. hr = \$387.60) 12-00-0000-12012-5230 6/11 – 7/20/12	\$ 3,237.60
Heaton, Stephen	College Algebra (MATH-108-01) 3.00 FLC x \$480.00/FLC 11-00-0000-11050-5230 5/29 – 7/05/12	\$ 1,440.00
Hernandez, Sheena	English I (ENGL-101-01) 3.75 FLC x \$675.00/FLC 11-00-0000-11021-5230 6/11 – 7/19/12	\$ 2,531.25
Hernandez, Sheena	Intermediate English*** (ENGL-091-01) 3.75 FLC x \$675.00/FLC 11-00-0000-11021-5230 6/11 – 7/19/12	\$ 2,531.25
Hunter, Marian	Certified Nurse Aide (HELR-1023-01) 3.00 FLC x \$570.00/FLC 12-00-0000-12203-5230 5/29 – 6/21/12	\$ 1,710.00
Hunter, Marian	Certified Nurse Aide Lab (HELR-102L-01) 2.33 FLC x \$570.00/FLC 12-00-0000-12203-5230 5/29 – 6/21/12	\$ 1,328.10
Hunter, Marian	Certified Nurse Aide Lab (HELR-102L-01A) 2.33 FLC x \$570.00/FLC 12-00-0000-12203-5230 5/29 – 6/21/12	\$ 1,328.10
Hutcheson, Tammy	General Psychology (PSYC-101-01) 3.00 FLC x \$675.00/FLC 11-00-0000-11060-5230 6/11 – 6/29/12	\$ 2,025.00
Kemper, Mary	Basic English *** (ENGL-090-01) 3.75 FLC x \$480.00/FLC 11-00-0000-11021-5230 5/21 – 7/27/12	\$ 1,800.00
Knief, Mary	Certified Nurse Aide (HELR-1023-02)	\$ 1,410.00

	3.00 FLC x \$470.00/FLC 12-00-0000-12203-5230 6/5 – 7/31/12	
Knief, Mary	Certified Nurse Aide Lab (HELR-102L-02) 2.33 FLC x \$470.00/FLC 12-00-0000-12203-5230 6/5 – 7/31/12	\$ 1,095.10
Knief, Mary	Certified Nurse Aide Lab (HELR-102S-30) 2.33 FLC x \$470.00/FLC 12-00-0000-12203-5230 6/11 – 7/9/12	\$ 1,095.10
Kolbeck, Kent	Karate/Self Defense – Beg (HPER-161B-90) (combined w/ HPER-161A-90 & CRIM-100A-90) 1.165 FLC x \$950.00/FLC 11-00-0000-11070-5230 - \$985.00 12-00-0000-12240-5230 - \$121.75 6/5 – 7/26/12	\$ 1,106.75
Lamb, Colin	Teamleading/Collab Leadership (PSYC-206-30) 1.50 FLC x \$470.00/FLC 11-00-0000-11060-5230 5/21 – 7/27/12	\$ 705.00
Lamb, Winsom	Developmental Psychology (EDUC-110-01) 3.00 FLC x \$570.00/FLC 11-00-0000-11060-5230 6/11 – 7/20/12	\$ 1,710.00
Marcy, Charles	Principles of Econ: Macro (ECON-111-30) Pro-rated for 2 students: 2/8 x \$750/FLC x 3.00 FLC 11-00-0000-11010-5230 6/12 – 7/19/12	\$ 562.50
Maria-Fagundez, Sergio	Fundamentals of Statistics (MATH-110-50) 3.00 FLC x \$750.00/FLC (Online course ext. amt – 0.136 x \$750/FLC x 3 cr. hr = \$306.00) 11-00-0000-11050-5230 5/21 – 7/27/12	\$ 2,556.00
McAllister, James	Music History & Appreciation (MUSC-108-01) 3.00 FLC x \$850.00/FLC 11-00-0000-11020-5230 6/11 – 7/19/12	\$ 2,550.00
McCallum, Brian	Projects (ARTS-201-01) (combined w/ ARTS-113-01) 3.00 FLC x \$950.00/FLC 11-00-0000-11030-5230 5/21 – 7/27/12	\$ 2,850.00
McFee, Dan	Karate/Self Defense – Beg (HPER-161B-90) (combined w/ HPER-161A-90 & CRIM-100A-90) 1.165 FLC x \$435.00/FLC 11-00-0000-11070-5230 - \$451.03 12-00-0000-12240-5230 - \$55.75 6/5 – 7/26/12	\$ 506.78
Morgan, Linda	Problems in Criminal Justice (CRIM-213-01) 3.80 FLC x \$950.00/FLC 12-00-0000-12240-5230 5/21 – 7/27/12	\$ 3,610.00
Munoz, Kellee	Academic Recovery & Success (PCDE-110-50) 1.00 FLC x \$470.00/FLC (Online course ext. amt – 0.136 x \$470/FLC x 1 cr. hr = \$63.92)	\$ 533.92



	11-00-0000-11080-5230 5/21 – 7/27/12		
Routon, Timothy	Applied Music: Instrumental I (MUSC-102-90) 15 contacts hours @ \$35.00/hour 11-00-0000-11033-5230 6/11 – 7/20/12	\$	525.00
Ruda, Ryan	Teamleading/Collab Leadership (PSYC-206-30) 1.50 FLC x \$470.00/FLC 11-00-0000-11060-5230 5/21 – 7/27/12	\$	705.00
Thomas, Greg	Introduction to Sociology (SOCI-102-90) 3.00 FLC x \$950.00/FLC 11-00-0000-11060-5230 6/11 – 7/20/12	\$	2,850.00
VenJohn, Cindy	Agriculture Internship-Sum (AGRI-121-01) 3.45 FLC x \$570.00/FLC 12-00-0000-12210-5230 5/21 – 7/27/12	\$	1,966.50
VenJohn, Cindy	Agriculture Internship-Sum (AGRI-121-02) 3.45 FL C x \$570.00/FLC 12-00-0000-12210-5230 5/21 – 7/27/12	\$	1,966.50
Wenzel, Leslie	College Skills Development (PCDE-101-32) 1.00 FLC x \$750.00/FLC 11-00-0000-11083-5230 6/11 – 6/28/12	\$	750.00
<b>OUTREACH FACULTY</b>			
Ayers, Kara	Intro to Conv. Spanish (LANG-130-LE) 2.00 FLC x \$470.00/FLC 11-00-0000-11020-5220 5/29 – 8/7/12	\$	940.00
Hoover, Kevin	Certified Nurse Aide (HELR-1023-LK) 3.00 FLC x \$470.00/FLC 12-00-0000-12203-5220 5/29 – 7/24/12	\$	1,410.00
Hoover, Kevin	Certified Nurse Aide Lab (HELR-102L-LK) 2.33 FLC x \$470.00/FLC 12-00-0000-12203-5220 5/29 – 7/24/12	\$	1,095.10
Hoover, Kevin	Nursing Home Med. Aide (HELR-1033-LK) 2.44 FLC x \$470.00/FLC 12-00-0000-12203-5220 5/30 – 7/26/12	\$	1,146.80
Hoover, Kevin	Nursing Home Med. Aide Lab (HELR-103L-LK) 3.66 FLC x \$470.00/FLC 12-00-0000-12203-5220 5/30 – 7/26/12	\$	1,720.20
<b>TOTAL ADJUNCT/OUTREACH FACULTY CONTRACTS</b>			<b>\$ 76,121.27</b>

**GARDEN CITY COMMUNITY COLLEGE**  
**FACULTY CONTRACTS FOR NON-CREDIT CLASSES**  
(Presented to Board of Trustees for Approval 7/11/12)

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Baker, Paula	Microsoft Intro (CONT-960-03) 6 contact hour(s) @ \$30.00/hour 14-00-8004-31000-5270 6/9 – 6/16/12	\$ 180.00
Douglass, Lucille	Women on Target - NRA Basic Pistol (CRMJ-315-06) 8 contact hour(s) @ \$20.00/hour 14-00-8033-31000-5270 6/23/12	\$ 160.00
Gnad, Brandy	My Town (KIDS106-01) 14 contact hour(s) @ \$25.00/hour 14-00-8009-31000-5270 6/18 - 6/21/12	\$ 350.00
Hays, Lori	New Ropes (CONT304-02) 5 contact hour(s) @ \$30.00/hour 14-00-8004-31000-5270 6/22/12	\$ 150.00
Hays, Lori	Next Gen (KIDS-107-01) 5 contact hour(s) @ \$20.00/hour 14-00-8009-31000-5270 6/14/12	\$ 100.00
Hays, Lori	The Adventure (KIDS-102-01) 12.5 contact hour(s) @ \$20.00/hour 14-00-8009-31000-5270 6/18 – 6/20/12	\$ 250.00
Hornbeck, Debra	The Adventure (KIDS-102-01) 16.5 contact hour(s) @ \$20.00/hour 14-00-8009-31000-5270 6/18 - 6/20/12	\$ 330.00
Hornbeck, Debra	Next Gen (KIDS-107-01) 17 contact hour(s) @ \$20.00/hour 14-00-8009-31000-5270 6/11 - 6/14/12	\$ 340.00
Prewitt, Robert	KS Carry Concealed Handgun - 8 Hour Class (CRMJ-300-76) 10 contact hour(s) @ \$30.00/hour 14-00-8033-31000-5270 6/9/12	\$ 300.00
Prewitt, Robert	Women on Target - NRA Basic Pistol (CRMJ-315-06) 8 contact hour(s) @ \$20.00/hour 14-00-8033-31000-5270 6/23/12	\$ 160.00
Ronn, Mark	Women on Target - NRA Basic Pistol (CRMJ-315-06) 8 contact hour(s) @ \$20.00/hour 14-00-8033-31000-5270 6/23/12	\$ 160.00
Soldner, Jerry	KS Carry Concealed Handgun - 8 Hour Class (CRMJ-300-76) 3 contact hour(s) @ \$30.00/hour 14-00-8033-31000-5270 6/9/12	\$ 90.00

Sosa, Elizabeth	Kid's College Career Skills (KIDS-101-01) 1.5 contact hour(s) @ \$30.00/hour 14-00-8009-31000-5270 6/13/12	\$ 45.00
Vanderhoff, Jane	Wichita Theatre (CONT-501-02) 40 contact hour(s) @ \$25.00/hour 14-00-8006-31000-5270 6/16 - 8/11/12	\$ 1,000.00
Williams, Douglas	KS Carry Concealed Handgun - 8 Hour Class (CRMJ-300-76) 4 contact hour(s) @ \$30.00/hour 14-00-8033-31000-5270 6/9/12	\$ 120.00
<b>TOTAL NON-CREDIT FACULTY CONTRACTS</b>		<b>\$ 3,735.00</b>

14-00-8004-31000-5270	\$ 330.00	(Business & Industry)
14-00-8006-31000-5270	\$ 1,000.00	(Personal Enrichment)
14-00-8009-31000-5270	\$ 1,415.00	(Kid's College)
14-00-8033-31000-5270	\$ 990.00	(Public Safety)

**GARDEN CITY COMMUNITY COLLEGE  
SERVICE CONTRACTS  
FOR ADJUNCT FACULTY**  
(Presented to Board of Trustees for Approval 7/11/12)

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Cline, Cora L. (We Care Online, LLC)	Home Health Aide – online (HELR-107-51) 1.96 FLC x \$470.00/FLC (Online class Ext. amt: 0.136 x \$470 x 2 cr. Hr = \$127.84) 12-00-0000-12203-6605 5/14 – 5/28/12	\$ 1,049.04
Fischer, Melanie (We Care Online, LLC)	Certified Nurse Aide - online (HELR 1025-30) 3.00 FLC @ \$470.00/FLC (Online class Ext. amount: 0.136 x \$470.00 x 3 cr. hr = \$191.76) 12-00-0000-12203-6605 6/11 – 7/9/12	\$ 1,601.76
<b>TOTAL ADJUNCT SERVICE CONTRACTS</b>		<b>\$ 2,650.80</b>

**Agenda No: II-C**

**Date: July 11, 2012**

**Topic:** Financial Information

**Presenter:** Dr. Herbert J. Swender

**Background Information:**

Presentation of monthly financial documents:

Checks over \$20,000

Revenues

Expenses

Cash in Bank

**Budget Information:**

Financial information represents monthly expenditures over \$20,000 and revenues, expenses and cash deposits.

**Recommended Board Action:**

Accept and approve financial information as presented.

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

**Board Member Notes:**











Fiscal Year: 2012

FUND: 12 - PTE FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 12010 - ACCOUNTING	0.00	6,202.87	42,587.22	74,974.00	32,386.78	43.20
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	4,107.22	77,752.44	83,171.00	5,418.56	6.51
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	3,676.38	87,543.82	61,211.00	26,332.82-	43.01-
DEPARTMENT: 12200 - ADN PROGRAM	0.00	45,357.59	358,960.56	439,233.51	80,272.95	18.28
DEPARTMENT: 12201 - LPN PROGRAM	662.64	13,553.33	149,682.70	169,012.83	18,667.49	11.05
DEPARTMENT: 12202 - EMT	1,861.56	15,702.27	150,174.27	179,913.00	27,877.17	15.49
DEPARTMENT: 12203 - ALLIED HEALTH	2,650.80	37,566.27	243,333.19	215,218.00	30,765.99-	14.29-
DEPARTMENT: 12210 - AGRICULTURE	0.00	9,494.34	50,196.67	53,603.00	3,406.33	6.35
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	12,505.91	111,570.39	99,817.00	11,753.39-	11.76-
DEPARTMENT: 12220 - JOHN DEERE AG TECH	0.00	15,141.42	183,792.97	189,534.00	5,741.03	3.03
DEPARTMENT: 12230 - AUTO MECHANICS	100.00	9,650.96	59,551.98	61,156.90	1,504.92	2.46
DEPARTMENT: 12240 - CRIMINAL JUSTICE	141.72	13,937.69	179,751.84	200,311.11	20,417.55	10.19
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	10,492.05	75,469.50	74,959.05	510.45-	0.67-
DEPARTMENT: 12250 - COSMETOLOGY	0.00	25,068.70	128,389.09	123,797.00	4,592.09-	3.70-
DEPARTMENT: 12260 - DRAFTING	0.00	225.00	1,516.80	7,976.00	6,459.20	80.98
DEPARTMENT: 12271 - AUTOMATION ELECTRI	0.00	2,292.65	16,472.48	8,558.00	7,914.48-	92.47-
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	27,004.15	111,456.81	88,628.00	22,828.81-	25.75-
DEPARTMENT: 12273 - WELDING	600.00	18,460.39	153,850.68	162,225.00	7,774.32	4.79
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	75.41	215.96	8,725.60	8,509.64	97.52
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FUND: 12 - PTE FUND	6,016.72	270,514.60	2,182,269.37	2,302,024.00	113,737.91	4.94

Fiscal Year: 2012

FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	845.00	6,488.95	99,556.75	131,922.80	31,521.05	23.89
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	3,825.00-	3,825.00-	100.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	5,356.00	6,748.50	6,851.00	102.50	1.50
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	3,365.52	3,500.00	134.48	3.84
DEPARTMENT: 31000 - COMMUNITY SERVICE	581.91	2,449.81	13,762.10	18,535.00	4,190.99	22.61
DEPARTMENT: 55006 - FOOTBALL	0.00	254.68	254.68	6,000.00	5,745.32	95.76
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	63.18	1,580.90	2,275.00	694.10	30.51
DEPARTMENT: 00000 - GENERAL	0.00	0.00	2,492.85	0.00	2,492.85-	0.00
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	2,017.95	20,000.00	17,982.05	89.91
DEPARTMENT: 00000 - GENERAL	0.00	0.00	349.20	0.00	349.20-	0.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	380.00	3,249.41	4,000.00	750.59	18.76
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	274.80	5,000.00	4,725.20	94.50
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	0.00	1,625.66	5,350.00	3,724.34	69.61
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	12,334.33	13,000.00	665.67	5.12
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	1,204.65	17,795.04	30,910.50	13,115.46	42.43
DEPARTMENT: 55007 - BASEBALL	0.00	1,295.71	18,243.38	20,000.00	1,756.62	8.78
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	1,770.24	2,600.00	829.76	31.91
DEPARTMENT: 11031 - DRAMA	0.00	0.00	5,092.52	5,164.47	71.95	1.39
DEPARTMENT: 31000 - COMMUNITY SERVICE	272.46	6,440.84	20,483.87	41,555.83	20,799.50	50.05
DEPARTMENT: 00000 - GENERAL	0.00	53.54	2,977.57	3,000.00	22.43	0.75
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	3,000.00	3,000.00	100.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	84.00	84.00	0.00	84.00-	0.00
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FUND: 14 - ADULT SUPPLEMENTARY ED	1,699.37	24,071.36	214,059.27	318,839.60	103,080.96	32.33

Fiscal Year: 2012

## FUND: 16 - AUXILIARY ENTITIES

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	82.50	6,814.58	9,000.00	2,185.42	24.28
DEPARTMENT: 94000 - STUDENT CENTER	2,568.00	2,361.76	149,507.25	180,100.00	28,024.75	15.56
DEPARTMENT: 95000 - STUDENT HOUSING	90,118.57	117,433.32	1,304,622.25	1,537,360.00	142,619.18	9.28
DEPARTMENT: 95001 - DIRECTOR'S APARTME	2,355.24	399.76	399.76	39,600.00	36,845.00	93.04
DEPARTMENT: 98000 - COSMETOLOGY	0.00	912.64	74,562.33	139,455.00	64,892.67	46.53
DEPARTMENT: 98001 - CHILD CARE	0.00	1,653.43	18,345.32	32,000.00	13,654.68	42.67
FUND: 16 - AUXILIARY ENTITIES	95,041.81	122,843.41	1,554,251.49	1,937,515.00	288,221.70	14.88

Fiscal Year: 2012

## FUND: 21 - FEDERAL STUDENT AID

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	162,159.71	4,392,412.17	66,052.00	4,326,360.17-	549.92-
FUND: 21 - FEDERAL STUDENT AID	0.00	162,159.71	4,392,412.17	66,052.00	4,326,360.17-	549.92-

Fiscal Year: 2012

## FUND: 22 - RESTRICTED GRANTS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	7,727.29	1,300.00	6,427.29-	494.40-
DEPARTMENT: 50020 - FINANCIAL AID OFFI	635.00	1,655.00	3,020.00	4,100.00	445.00	10.85
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	0.00	0.00	16,824.00	16,824.00	0.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	50.00	1,328.80-	27,573.67	86,603.29	58,979.62	68.10
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	1,919.69	0.00	48,917.32	50,837.01	0.00	0.00
DEPARTMENT: 45011 - SCIENCE LAB ACTIVI	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	3,008.57	65,543.94	30,412.69	35,131.25-	115.51-
DEPARTMENT: 50000 - DEAN OF STUDENT SE	298.73	1,141.64	183,219.98	248,364.73	64,846.02	26.11
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	40,728.56	1,279.79	167,703.59	211,409.42	2,977.27	1.41
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	285,000.00	285,000.00	0.00	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	9,578.17	15,229.41	5,651.24	37.11
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	51,994.02	63,787.00	11,792.98	18.49
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	8,523.35	11,131.35	2,608.00	23.43
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	210.03-	0.00	210.03	0.00
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	41,639.38	79,339.64	37,700.26	47.52
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	5,028.81	42,545.53	85,587.00	43,041.47	50.29
DEPARTMENT: 00000 - GENERAL	0.00	0.00	28,935.00-	28,935.00-	0.00	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	2,663.33	22,835.55	204,458.15	304,217.00	97,095.52	31.92
DEPARTMENT: 00000 - GENERAL	0.00	0.00	11,907.00-	11,907.00-	0.00	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	1,436.17	19,235.28	114,927.68	250,041.00	133,677.15	53.46
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	70,408.19	102,293.07	172,153.97	282,874.00	40,311.84	14.25
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	0.00	291,500.00	291,500.00	100.00
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	9,936.62	37,514.07	38,992.00	1,477.93	3.79
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	783.77	55,374.00	55,374.00	0.00	0.00
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	2,804.16	8,569.13	1,106,077.59	1,097,508.46	99.23
DEPARTMENT: 71000 - BUILDINGS	12,432.50	14,567.50	20,076.25	400,000.00	367,491.25	91.87

DEPARTMENT: 14010 - AO-K	0.00	0.00	0.00	8,500.00	8,500.00	100.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	11,346.80	85,607.46	108,099.00	22,491.54	20.81
DEPARTMENT: 11040 - SCIENCE	0.00	2,462.68	23,827.19	37,315.00	13,487.81	36.15
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	11,837.68	52,149.59	52,150.00	0.41	0.00
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	11,979.01	101,077.00	101,077.00	0.00	0.00
DEPARTMENT: 42000 - DEAN OF LEARNING S	298.73	16,322.65	122,764.95	166,309.00	43,245.32	26.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	11,145.61	96,154.45	108,626.38	12,471.93	11.48
DEPARTMENT: 14010 - AO-K	336.00	2,313.43	19,812.11	98,888.88	78,740.77	79.63
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	17,111.43	17,111.43	100.00
DEPARTMENT: 45010 - ALLIED HEALTH ACTI	15,093.75	14,906.25	14,906.25	30,000.00	0.00	0.00
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	4,961.00	4,961.00	0.00	0.00

FUND: 22 - RESTRICTED GRANTS	146,300.65	265,555.07	2,053,091.46	4,619,877.62	2,420,485.51	52.39
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Fiscal Year: 2012

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	FUND: 23 - OTHER RESTRICTED FUNDS Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	120.00	130.00	6,362.40	7,970.00	1,487.60	18.66
DEPARTMENT: 64000 - INFORMATION TECHNO	0.00	0.00	495.00-	495.00	990.00	200.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	880.78	0.00	0.00	5,286.80	4,406.02	83.34
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	0.00	4,275.06	4,300.00	24.94	0.58
DEPARTMENT: 63000 - INFORMATION SERVIC	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	1,483.10	0.00	0.00	0.00	1,483.10-	0.00
FUND: 23 - OTHER RESTRICTED FUNDS	2,483.88	130.00	10,142.46	19,051.80	6,425.46	33.73

Fiscal Year: 2012

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	FUND: 24 - ADULT EDUCATION Annual Budget	Available	% Avail
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	5,156.00-	5,156.00-	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	76.47	330.84	700.00	369.16	52.74
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	3,783.25	5,156.00	1,372.75	26.62
DEPARTMENT: 13301 - ADULT ED - INSTRUC	11.10	3,096.03	44,926.38	66,793.66	21,856.18	32.72
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	1,871.87	1,980.68	108.81	5.49
DEPARTMENT: 13301 - ADULT ED - INSTRUC	10,088.73	19,367.17	209,358.80	215,567.28	3,880.25-	1.79-
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	668.52	4,795.87	6,000.00	1,204.13	20.07
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	4,135.54	45,187.65	42,239.89	2,947.76-	6.97-
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	359.95	2,458.41	2,098.46	85.36
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	20,970.01	153,491.32	207,696.00	54,204.68	26.10
DEPARTMENT: 00000 - GENERAL	0.00	0.00	32,500.00-	32,500.00-	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	24,240.45	205,657.81	274,708.00	69,050.19	25.14
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	66.69	8,555.55	8,555.55	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	14,000.00	0.00	14,000.00-	0.00
FUND: 24 - ADULT EDUCATION	10,099.83	72,620.88	659,819.29	794,199.47	124,280.35	15.65

Fiscal Year: 2012				FUND: 61 - CAPITAL OUTLAY		
GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	345,665.13	602,562.12	1,070,571.63	894,893.00	521,343.76-	58.25-
FUND: 61 - CAPITAL OUTLAY	345,665.13	602,562.12	1,070,571.63	894,893.00	521,343.76-	58.25-

Fiscal Year: 2012				FUND: 71 - ACTIVITY/ORGANIZATION FD		
GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	343.48	31,590.21	303,636.25	362,321.40	58,341.67	16.10
DEPARTMENT: 94000 - STUDENT CENTER	0.00	1,442.63	17,331.68	0.00	17,331.68-	0.00
DEPARTMENT: 99001 - STUDENT NEWSPAPER	840.72	2,144.88	14,740.51	43,300.00	27,718.77	64.02
DEPARTMENT: 99002 - STUDENT MAGAZINE	3,100.00	677.52	5,052.65	24,450.00	16,297.35	66.66
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	1,180.92	18,483.72	39,376.60	20,892.88	53.06
FUND: 71 - ACTIVITY/ORGANIZATION FD	4,284.20	37,036.16	359,244.81	469,448.00	105,918.99	22.56

Fiscal Year: 2012				FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS		
GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	40,051.00	40,051.00	0.00	40,051.00-	0.00
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	21,450.00	0.00	21,450.00-	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	13,650.00	0.00	13,650.00-	0.00
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	12,195.00	0.00	12,195.00-	0.00
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	0.00	10,020.00	0.00	10,020.00-	0.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	12,945.00	0.00	12,945.00-	0.00
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	57,810.00	0.00	57,810.00-	0.00
DEPARTMENT: 55007 - BASEBALL	0.00	0.00	13,425.00	0.00	13,425.00-	0.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	7,305.00	0.00	7,305.00-	0.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	18,735.00	0.00	18,735.00-	0.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	19,500.00	0.00	19,500.00-	0.00
DEPARTMENT: 55014 - RODEO TEAM	0.00	0.00	21,435.00	0.00	21,435.00-	0.00
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	0.00	16,890.00	0.00	16,890.00-	0.00
DEPARTMENT: 55020 - ---	0.00	0.00	7,695.00	0.00	7,695.00-	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	0.00	6,940.00	0.00	6,940.00-	0.00
DEPARTMENT: 11030 - ART	0.00	0.00	2,970.00	0.00	2,970.00-	0.00
DEPARTMENT: 11031 - DRAMA	0.00	0.00	10,340.00	0.00	10,340.00-	0.00
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	0.00	14,890.00	0.00	14,890.00-	0.00
DEPARTMENT: 11033 - INST MUSIC	0.00	0.00	29,415.00	0.00	29,415.00-	0.00
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	0.00	8,820.00	0.00	8,820.00-	0.00
DEPARTMENT: 81005 - TUIT WAIVER FCHS	0.00	0.00	22,915.00	0.00	22,915.00-	0.00
FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	40,051.00	369,396.00	0.00	369,396.00-	0.00

Fiscal Year: 2012				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	77,327.04	453,769.52	429,464.00	24,305.52-	5.65-
FUND: 73 - EDUKAN CONSORTIUM FUND	0.00	77,327.04	453,769.52	429,464.00	24,305.52-	5.65-

Garden City Community College  
6/30/2012

	Amount	% Rate
Cash in Bank:		
Commerce Bank	\$ 463,318.30	0.0000%
State Municipal Invest. Pool	\$ 2,235.19	0.0300%
FNB of Garden City - Money Market	\$ 10,724.90	0.0500%
Commerce Bank - Money Market	\$ 787,109.17	0.2000%
Landmark National Bank	\$ 1,871,551.40	0.1600%
	<u>\$ 3,134,938.96</u>	

	Type	Amount	% Rate	Beg. Date	Maturity
Investments:					
Commerce Bank	CD	\$ 2,000,000.00	0.3400%	2/24/2012	8/24/2012
First National Bank of Holcomb	CD	\$ 1,000,000.00	0.5900%	12/15/2011	9/15/2012
First National Bank of Holcomb	CD	\$ 1,000,000.00	0.6900%	11/7/2011	11/7/2012
First National Bank of Garden City	CD	\$ 1,000,139.72	0.3000%	6/14/2012	12/13/2012
First National Bank of Holcomb	CD	\$ 1,000,000.00	0.6900%	12/15/2011	12/15/2012
Commerce Bank	CD	\$ 1,000,000.00	0.4200%	2/24/2012	2/24/2013
First National Bank of Garden City	CD	\$ 1,000,186.32	0.4000%	6/14/2012	6/13/2013
		<u>\$ 8,000,326.04</u>			
Total		<u><u>\$ 11,135,265.00</u></u>			

**Agenda No:** II-D

**Date:** July 11, 2012

**Topic:** Annual Vehicle Maintenance Agreement

**Presenter:** Dr. Herbert J. Swender

**Background Information:**

Requests for proposals for vehicle maintenance were published. The maintenance includes routine services and minor repairs. The RFP was for a two year agreement with an automatic renewal based on CPI. Three bids were received, results are as follows.

	Burtis Motor	Lewis Motor	Western Motor
Per hour labor rate	77.00	69.00	9.70 to 89.99
Basic oil change	29.95	26.95	33.00
Basic tire rotation	15.40	15.00	17.99
Exterior wash & Interior vacuum	Complimentary	Complimentary	9.90

This past year, Lewis Motor provided service on the college fleet. It is recommended that the college continue the vehicle maintenance agreement with Lewis Motor.

**Budget Information:**

Approximately \$10,000 per year

**Recommended Board Action:**

Authorizes administration to enter into an agreement for up to two years for vehicle maintenance with Lewis Motor.

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

**Board Member Notes:**

**Agenda No:** II-F

**Date:** July 11, 2012

**Topic:** Great Western Dining Agreement Exhibit A

**Presenter:** Dr. Herbert J. Swender

**Background Information:**

This fall, the college will enter into the final year of a five year agreement with Great Western Dining (GWD) to provide food service. Each summer, rates are negotiated for the next year. For 2012-13, the meal plan rates and other meals will increase an average of 3%, which is the prior year, Consumer Price Index(CPI) for Food.

The contract with Great Western Dining provided an annual capital investment of \$10,000. With that investment, the college has purchased a fire suppression system, Char-broiler, dishwasher, salad bars, oven, steamer and an ice cream freezer.

**Budget Information:**

Approximately \$500,000 for dorm meals

**Recommended Board Action:**

Approve the Great Western Dining Agreement Exhibit A effective August 1, 2012.

**Board Action Taken:**

\_\_\_\_\_ **Approved**      \_\_\_\_\_ **Disapproved**

\_\_\_\_\_ **Ayes**      \_\_\_\_\_ **Nays**      \_\_\_\_\_ **No Action**

**Board Member Notes:**

**DINING SERVICE AGREEMENT “EXHIBIT A”**

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

**COMMENCEMENT DATE:** August 1, 2012

**INITIAL TERM OF CONTRACT:** One year commencing August 1, 2012

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

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



**SPECIAL PROVISIONS:**

**Return to the College**

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

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

**Great Western's Investment**

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

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

**Meal Plan Options**

19-Meal Plan

15-Meal Plan

**Contract Campus Dining Rates:**

**NO. OF PARTICIPANTS**

**19-Meal Plan**

**15 Meal Plan**

376--Above	<i>To Be Negotiated</i>	
361--375	\$7.12	\$6.60
346--360	\$7.26	\$6.75
331--345	\$7.42	\$6.91
316 – 330	\$7.61	\$7.11
301 – 315	\$7.78	\$7.29
286 - 300	\$7.95	\$7.46
271 - 285	\$8.13	\$7.64
256 - 270	\$8.36	\$7.87
241 - 255	\$8.64	\$8.15
226 - 240	\$8.96	\$8.46
211 - 225	\$9.31	\$8.82
196 - 210	\$9.74	\$9.25
181 - 195	\$10.25	\$9.74
166 - 180	\$10.82	\$10.43
151 - 165	\$11.51	\$11.02
136 – 150	\$12.25	\$11.72
121—135	\$13.51	\$12.99
120-Below	<i>To Be Negotiated</i>	

**Guarantee of Service Days**

Meal plan rates are based on a minimum of (247) Two Hundred and Forty Seven Accounting Days.

**Reduced Meal Rates**

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

*10-Meal Card*    \$38.01

*15-Meal Card*    \$53.46

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

*College Advisory Board*            \$3.86

*Admissions' Meals*                \$3.35

*Daycare Meals on campus*        \$2.58--delivered

**Personnel Dinner**

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

**Casual Meal Rate**

*Breakfast*                                \$3.66

*Continental Breakfast*                \$2.11

*Lunch*                                     \$4.69

*Dinner*                                    \$5.77

*Steak Night/Special Events*        \$6.80

Prices do not include applicable state sales tax.

**Summer Conference and Summer Casual Meal Rates:**

During summer session, Great Western will provide food service, Monday through Friday as required at the below rates plus a subsidy of \$300.00 per week to help offset operational costs for low volume serving days during the summer.

<b>Participants</b>	<b>2013 Rates</b>
<i>Breakfast</i>	<i>\$4.52</i>
<i>Lunch</i>	<i>\$5.58</i>
<i>Dinner</i>	<i>\$6.64</i>
<i>Daily Rate</i>	<i>\$16.74</i>

**Courtesy Meal Service**

At all regular boarding meals, no charge shall be made for the following Garden City

Community College Administrative personnel:

1. *President*
2. *Vice President*
3. *Dean of Students*
4. *Dean of Academics*
5. *Dean of Technical Education*
6. *Dean of Continuing Education*
7. *Assistant to the President*
8. *Director of Residential Life*
9. *Residence Hall Supervisor*
10. *Volunteer Coach*
11. *Volunteer Coach*

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

**President's Catering Fund**

Great Western shall provide to the President of Garden City Community College a fund of \$6,000 to be used for catering services at the President's discretion.

**Pepsi Agreement:**

Great Western Dining agrees to comply with all terms of the agreement between Garden City Community College and The Pepsi Bottling Group as it pertains to exclusivity and the dining services.

**Early Athletic and Special Circumstances Meals**

A fixed price of \$12.76 per student per day for Two (2) Meals Per Day, will be charged for students staying in the residence halls and eating in the cafeteria prior to the start of regular board rates. All charges will be for a full day, no partial day meal will be offered on the plan. All meal serving times will be for one hour.

A fixed price of \$16.74 per student per day for Three (3) Meals Per Day, will be charged for students staying in the residence halls and eating in the cafeteria prior to the start of regular board rates. All charges will be for a full day, no partial day meal will be offered on the plan. All meal serving times will be for one hour.

**Monthly Board of Trustees' Meetings**

Great Western Dining will provide at no cost to the college linen for regularly scheduled

monthly Board of Trustees' Meetings.

**Declining Balance Cards**

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

**Advance Board Bill**

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

**Contractual Provisions Attachment**

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

**Guarantee of Rates and Fees**

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

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

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

**Garden City Community College:**

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

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

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

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

Name: Fred L. Pfeiffer

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

Title: President

## JULY 2012 MONITORING REPORT

### ENDS

#### Mission

**Garden City Community College exists to produce positive contributors to the economic and social well-being of society.**

### ANNUAL

#### Page 1

**CEO'S Interpretation:** The President is responsible to ensure that the Mission and Ends as set forth by the Board of Trustees are known and addressed.

**Data directly addressing interpretation:** Throughout the year monitoring reports have been given to the Board reporting progress and success on meeting the Ends and Mission of the College. The monitoring reports have been streamlined and data-enriched during the past year to allow for better longitudinal data to be analyzed at the administrative and board level. Information is gathered and analyzed on students that transfer to Kansas four year institutions and directly into the workforce. Data on Adult Basic Education, Developmental Education, Recruitment, and Retention has also been gathered, in addition to anecdotal information regarding Continuing Education and Community Service or Personal interest.

The Mission and Ends are posted in every building for both internal and external communities as well as stated in publications.

## JULY 2012 MONITORING REPORT

### ENDS

#### Essential Skills

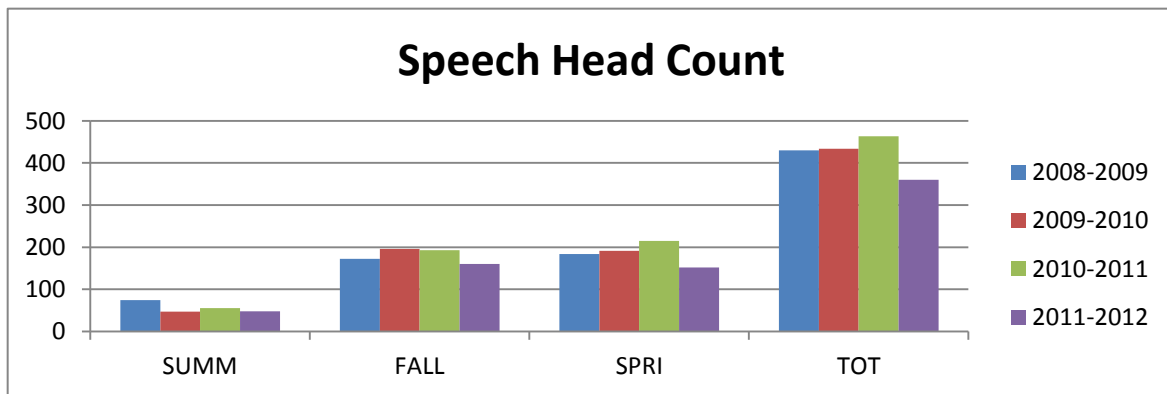
#1

### ANNUAL

Page 2

**Students will have the essential skills in interpersonal communications including speaking, listening, and writing.**

There were a total of 369 first-time, full-time, degree-seeking students enrolled in the fall of 2011. Of this cohort group 301 (81.5%) tested into at least one developmental course in English Composition, Reading, or Math. This number is significantly higher than recent years' percentages. Much of the reason is due to the additional mandatory requirements in reading and in essential computer skills (Digital Literacy).

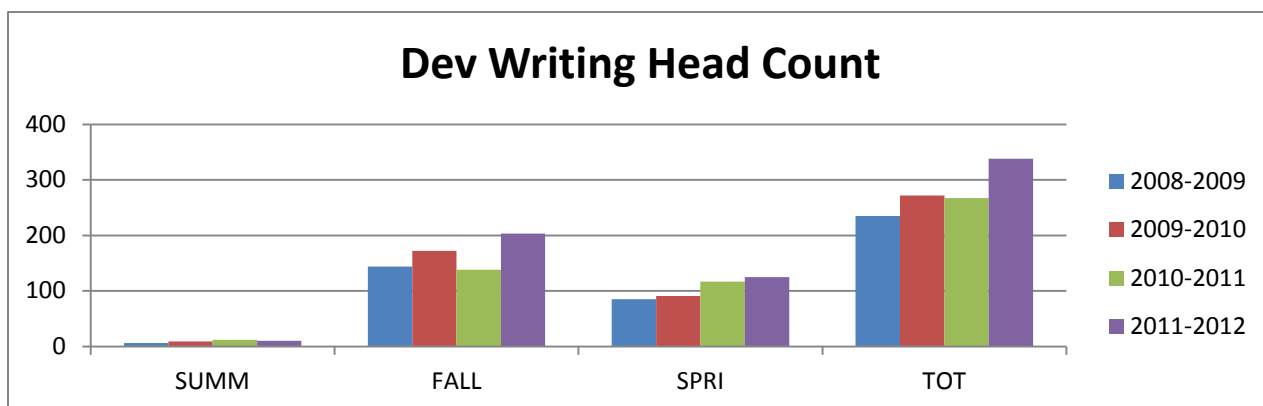


Year	Summer	Fall	Spring	Total
2008-2009	74	172	184	430
2009-2010	47	196	191	434
2010-2011	55	193	215	463
2011-2012	48	160	152	360
<b>Total</b>	<b>150</b>	<b>549</b>	<b>558</b>	<b>1257</b>

### Success Rates

Academic Year	SPCH 111 20 <sup>th</sup> Day Enrollment	Passing Grade (D or better)	Percent
08-09	354	299	84%
09-10	337	271	80%
10-11	359	293	82%
11-12	308	265	86%



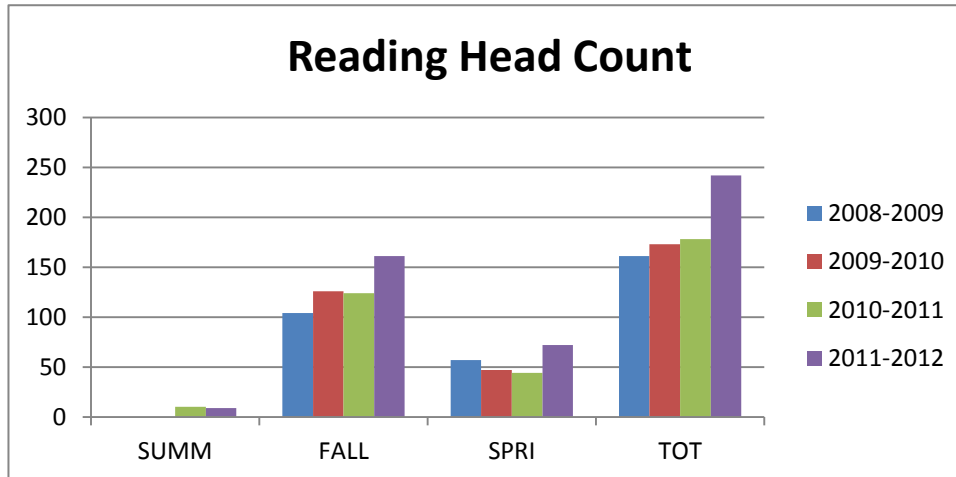


Year	Summer	Fall	Spring	Total
2008-2009	6	144	85	235
2009-2010	9	172	91	272
2010-2011	12	138	117	267
2011-2012	10	203	125	338
<b>Total</b>	<b>31</b>	<b>513</b>	<b>333</b>	<b>877</b>

#### Success Rates

Academic Year	ENGL 091 20 <sup>th</sup> Day Enrollment	Passing Grade (C or better)	%	Enrolled in ENGL 101 within 1 yr	%	Passing Grade (C or better)	%
2008-2009	203	116	56%	87	77%	72	83%
2009-2010	226	124	55%	87	70%	70	80%
2010-2011	138	91	66%	64	70%	51	80%

- ENGL 090 was added to the developmental English curriculum in the fall of 2010
- As a result, the percentage of students passing ENGL 091 with a C or better rose significantly
- The department will be watching ENGL 101 enrollment and success trends to determine impact

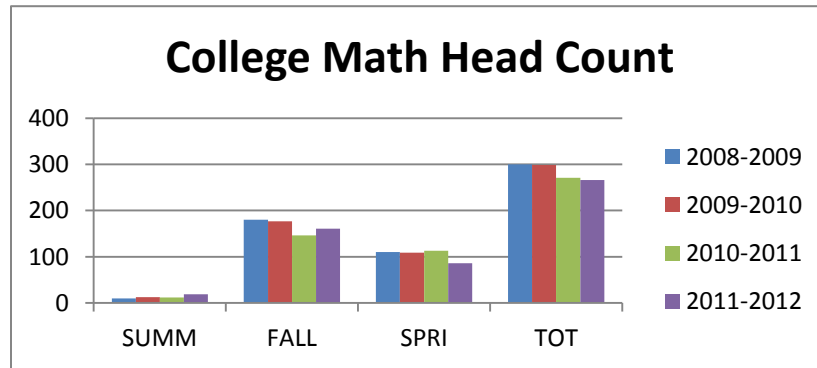


Year	Summer	Fall	Spring	Total
2008-2009	0	104	57	161
2009-2010	0	126	47	173
2010-2011	10	124	44	178
2011-2012	9	161	72	242
<b>Total</b>	<b>19</b>	<b>411</b>	<b>163</b>	<b>593</b>

Success Rate

Academic Year	All Reading 20 <sup>th</sup> Day Enrollment	Passing Grade (D or Better)	Percent
08-09	148	110	74%
09-10	166	107	64%
10-11	167	135	81%
11-12	229	182	79%

- Beginning in the fall of 2011, College Reading became mandatory for students who tested into it or for students who passed Reading Improvement.
- In the past two years, the reading faculty have piloted a number of initiatives designed to improve success rates. The gains are significant.
- The increasing number of students who cannot read on a college level is a state-wide concern which we have taken the lead in addressing through the KADRI organization.



Year	Summer	Fall	Spring	Total
2008-2009	10	180	110	300
2009-2010	13	177	109	299
2010-2011	12	146	113	271
2011-2012	19	161	86	266
<b>Total</b>	<b>44</b>	<b>484</b>	<b>308</b>	<b>836</b>

Success Rate

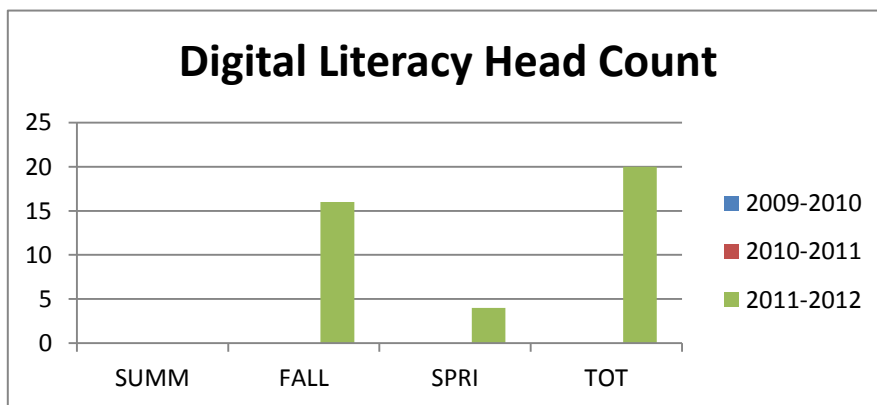
Academic Year	MATH 105 20 <sup>th</sup> Day Enrollment	Passing Grade (C or better)	%	Enrolled in MATH 107R within one year	%	Passing Grade (C or better)	%
2008-2009	263	156	59%	95	61%	45	47%
2009-2010	254	154	61%	93	60%	50	54%
2010-2011	235	148	63%	84	57%	42	50%

- Comparative data shows a trend in decreasing numbers of students who are required to take the lowest level Math course
- Consistently, about 60% of the students who pass in College Math go on to enroll in the next level math class (Intermediate Algebra)

- Of those, about half are able to pass the class in the first attempt
- In an effort to change this trend, the math department will initiate the following changes in the fall:
  - My Math Lab (math instructional software) will be used in all College Math and Intermediate Algebra classes
  - Some of the College Math classes will be scheduled to meet four days a week for 45 minute classes
  - The classes with an on-line component, either hybrid or supplemental, will receive more immediate feedback from instructors.

**ENDS**  
**Essential Skills**  
**Students will have the essential computer skills.**

**ANNUAL**  
**Page 2**



- Digital Literacy was fully developed and piloted during the 2011-2012 school year
  - Placement tests were created and cut scores were established
  - Preliminary classes were taught and curriculum was revised
  - The requirement will be included in the new college catalog for all first-time full-time degree-seeking students beginning in the fall of 2012
- Additional data will be available beginning next year now that everything is in place

### **Essential Skills via Accelerating Opportunities for Kansas Initiative (A-OK)**

A-OK is a grant program that takes students from basic skills to credentials in an accelerated schedule. The competency-based learning program is delivered by Adult Learning Center instructors in conjunction with GCCC technical faculty. Since Sept. 13, 2011, GCCC has served 49 participants, who have completed 379 credit hours, earned an industry-recognized certificate, and developed their essential skills. In addition, a majority of the A-OK students

passed the official GED exams simultaneously with the career technical credential. GCCC will serve 450 students during this three-year grant program.

## July 2012 MONITORING REPORT

### EXECUTIVE LIMITATIONS

ANNUAL

#### General Executive Constraints

#8

No fewer than two administrators will be informed of president and board issues and Processes.

**Interpretation:** For the President to carry out the business of the College, two or more administrators need to be informed of President and Board issues and processes.

**Data directly addressing interpretation:** The President has met on a weekly basis with administrative team in President's Cabinet. In addition President has had weekly meetings of College Council, comprised of administrative team, faculty senate president, GCCC directors of athletics, physical plant, information technology and Endowment.

College Council minutes are recorded and distributed campus-wide via email by the Executive Assistant to the President.

The President's Cabinet frequently met and discussed administrative, board and budget items. The administrative team were in attendance and available for input at most Board of Trustee meetings.

# JULY 2012 MONITORING REPORT

## EXECUTIVE LIMITATIONS

**Budgeting/Financial Planning/Forecasting #1**

ANNUAL

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**The President shall not cause or allow budgeting which:**

**Contains too little information to enable accurate projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.**

**CEO's Interpretation:** The President should be certain of all projected revenues before finalizing expenses for next year's budget. Revenues and cash flow are monitored throughout the year to assure funds are available for expenses. Purchases should be reviewed to assure they are recorded in the proper account.

**Data directly addressing interpretation:** Revenue projections included in the budget discussion packet have been received through the appropriate distribution agency. During the budget process, the Board receives Projected Revenues and Revenue History for the past 5 years. Interpretation of these historical trends allows for accurate projections for the upcoming year.

All purchases are reviewed to assure they accounted for properly in the college accounting system. As per state statute, Capital Outlay Fund expenditures are limited to capital outlay projects.

Planning assumptions are part of the budget process. Administrative decisions will be the culmination of departmental input in regards to upcoming projects and program needs.

Cash flows are monitored throughout the year. Cost center directors are able to access up-to-date expenditure information through the administrative software system at any time. President's Cabinet monitors revenues, actual expenditures and remaining budgets available throughout the year.

## EXECUTIVE LIMITATIONS

**Budgeting/Financial Planning/Forecasting #2**

ANNUAL

Page 9

**The President shall not cause or allow budgeting which:**

**Does not allow a review of estimated budget in detail and by department or cost center, in both percentages and dollars, of expenditures requested compared to the previous two years of budget requested.**

**CEO's Interpretation:** Previous two years' revenues and expenses must be considered when planning projected budgets.

**Data directly addressing interpretation:** The planning and budgeting process includes a review of the previous five years revenues and expenses by cost center. These historical budget reports are available through the administrative software at all times. In-depth review at each level is done annually during the budgeting process.

**EXECUTIVE LIMITATIONS**

ANNUAL

**Budgeting/Financial Planning/Forecasting #3****Page 9****The President shall not cause or allow budgeting which:****Does not provide a priority motivated menu of Capital Outlay Funds to be requested for expenditure.**

**CEO's Interpretation:** The Capital Outlay proposed expenditures must be annually reviewed and prioritized.

**Data directly addressing interpretation:** The Capital Outlay plans have been updated annually based on campus needs. A general review of the condition of buildings was made to determine what is needed to maintain college assets.

Capital Outlay projects during 2011-12:

- Remodel north end of Administration Building

- Remodel 724 N. Campus – Access and Opportunity Center

- Final Phase of Academic Building

  - Two new offices

  - Two new classrooms

  - Remodel and update 5 classrooms on east hall

  - Remodel restrooms, hallways and entrances

**EXECUTIVE LIMITATIONS**

ANNUAL

**Budgeting/Financial Planning/Forecasting #4****Page 9****The President shall not cause or allow budgeting which:****Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.**

**CEO's Interpretation:** The President shall not set the budget for more than the projected revenues without specific approval from the Board.

**Data directly addressing interpretation:** The President must receive Board approval to use cash reserves to offset revenues in the annual working budget or for one-time expenditures. For the FY12 budget, the Board approved \$270,000 in cash reserves for budgetary purposes, although it was not necessary to use those funds for operating expenses. The Board did approve the use of Oil and Gas Holdback to purchase property at 722 and 724 Campus Drive and 1802 E. Spruce.

**EXECUTIVE LIMITATIONS**

ANNUAL

**Budgeting/Financial Planning/Forecasting #5****Page 9****The President shall not cause or allow budgeting which:****Does not provide the annual operating funds for board prerogatives, such as costs of fiscal audit, board development, external reports, board and committee meetings, and board professional fees.**

**CEO's Interpretation:** The President must ensure that funds are available for Board prerogatives, Board development, etc.

**Data directly addressing interpretation:** The budget includes a cost center for the Board of Trustees which includes board development and meetings. Expenses for annual audit, external reports, committee meetings and professional fees are included in the annual budget.



# JULY 2012 MONITORING REPORT

## EXECUTIVE LIMITATIONS

SEMI-ANNUAL

Financial Condition

#1

Page 10

**The President shall not exceed the working budget for the fiscal year (July 1 – June 30).**

- a. Fail to maintain a reserve of at least 20 percent**
- b. Fail to maintain the capital improvement fund at \$500,000**

**CEO's Interpretation:** Cash reserves are necessary to protect the college in the event revenue payments are delayed. When presenting the working budget to the Board, the President provides documentation verifying a cash reserve of at least 20% in the General Fund and a minimum of \$500,000 in the Capital Outlay Fund.

**Data directly addressing CEO's interpretation:** The Board receives monthly revenue and expense reports which verify expenses have not exceeded the working budget. During the year, if revenues fall short of projections, necessary adjustments are made to expenses. The presentation of the annual audit, conducted by an outside auditor, includes verification of cash reserves.

General Fund: The Board approved a working budget of \$16,228,344 for 2011-12. Estimated expenses are \$15,624,487. Estimated cash reserves as of 6-30-12 were \$3,836,614 or 24.56%. In addition, there was \$250,000 in oil and gas holdback.

Capital Outlay Fund: The Board approved a working budget of \$894,893 for 2011-2012. Estimated revenues were \$900,037 and expenses were \$1,416,237, which include the final phase of the Academic Building remodel. The Board approved an ending capital outlay reserve balance below \$500,000 so that the remodel project could be completed by Fall 2012. The cash balance in the Capital Outlay Fund as of 6-30-12 was \$49,327. The 2012-13 capital outlay budget includes a return to reserves that will bring the capital outlay reserve balance back to \$500,000 as required by the Board.

### Cash Reserve History - General Fund

FY12 (Estimate)	FY11	FY10	FY09
\$3,836,614	\$3,473,473	\$3,479,513	\$3,762,886
24.56%	22.61%	22.08%	23.4%

**EXECUTIVE LIMITATIONS****Financial Condition****#2****SEMI-ANNUAL****Page 10****The President shall not use cash reserves.**

**CEO's Interpretation:** The cash reserve for the General Fund shall be no less than 20% of the General Fund expenditures and \$500,000 for the Capital Outlay Fund as identified by the Trustees in the Policy Governance document. The President must receive approval from the Board before cash reserves are used for one-time purchases or when cash reserves are used to offset expenses in the working budget.

**Data directly addressing CEO's interpretation:** The Board approved the use of \$270,000 in oil and gas holdback for the 2011-2012 General Fund budget. Expenses were monitored closely which resulted in expenses coming in under budget. Ultimately, no oil and gas holdback was used for 2011-2012 operating expenses. At year end, a 24.56% cash reserve and \$250,000 balance in oil and gas holdback were estimated.

The Board approved the use of capital outlay reserves for the completion of the Academic Building remodel. Reserves will be returned to \$500,000 during 2012-13.

**EXECUTIVE LIMITATIONS****Financial Condition****#3****SEMI-ANNUAL****Page 10****The President shall not fail to develop additional revenue sources for capital improvement projects.**

**CEO's Interpretation:** The President must seek out other sources of revenue for capital improvement and special projects. This includes looking for benefactors, partnerships and grant opportunities. The Kansas tax credit program will assist with deferred maintenance projects.

**Data directly addressing CEO's interpretation**

1. The President was successful in providing leadership in the collection of 100% of the allowable donations for the Kansas tax credit program. This past year the college collected \$347,000 in donations towards this endeavor. Money from this project will be dedicated to the Warren Fouse Science and Math building remodel.
2. Presidential leadership was provided toward securing the department of labor TAAACCT (Trac-7) grant which totaled \$ 20 million dollars for the state of Kansas. GCCC will receive \$1.7 million dollars over the next three years to expand the animal science program and implement a food safety program. This project includes renovation of the south wing of the John Collins Technical building.
3. Presidential guidance and leadership was instrumental in developing a third substantial proposal for the U.S. Department of Education. Although this Title V grant was not approved, the grant will be updated and resubmitted in FY 13. The grant includes an expansion to the Saffell library building.

## JULY 2012 MONITORING REPORT

### EXECUTIVE LIMITATIONS

#### Information and Advice

#2

### QUARTERLY

Page 11

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

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

**Data directly addressing CEO's interpretation:** The President advises the Board by email or personal contact of any adverse legal or media coverage when an incident arises. Significant internal changes are communicated through updates on progress, i.e., negotiations, building renovations, and administrative policy changes.

The President's report at Board meetings includes relevant trends, administrative policy and procedure changes, and state and national higher education developments. The Board receives professional newsletters, magazines and many attend conferences that keep the College in touch with national trends. A "weekend memo" is provided to board members each week, except board meeting week, as an avenue of communication between the president and the board. A comprehensive report of policy changes and revisions will be presented to the Board on an annual basis in December.

### EXECUTIVE LIMITATIONS

#### Information and Advice

#3

### QUARTERLY

Page 11

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

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

**Data directly addressing CEO's interpretation:** There are no general concerns about the Board and its compliance with policies. Should any specific compliance concerns arise, those

concerns will be presented to the Board Chair. The Board regularly reviews institutional policies and studies the Carver model of Governance regarding board engagement through workshops, newsletters, publications and Board meetings. On August 8, 2012, after the scheduled Board of Trustee meeting, the Board along with GCCC's administrative team will participate in a retreat on Policy Governance.

**EXECUTIVE LIMITATIONS**

**Information and Advice**

**#5**

**QUARTERLY**

**Page 11**

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

**CEO's Interpretation:** The President serves at the pleasure of the governing board and deals with the Board as a whole. If an individual Board member asks for additional pertinent information he or she may request it from the president.

**Data directly addressing CEO's interpretation:** Individual board member requests for information may be universally shared with the entire board.

## **JULY 2012 MONITORING REPORT**

### **EXECUTIVE LIMITATIONS**

### **QUARTERLY**

**General Executive Constraints #9**

**Page 7**

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

**CEO's Interpretation:** It is the presidential intent to avoid any and all conflicts of interest regarding the procurement, bidding and purchasing through the institution. It is expected that the president and all governing board members notify college leadership of any known conflicts of interest situations that may occur. Clearly, it will be difficult to know immediate and extended family members' connections, therefore, the responsibly to self-report is paramount.

**Data directly addressing the CEO's interpretation:** When purchases are made from vendors in which administrators or cost center managers representing the college or trustees have an interest, the board will be notified via the monitoring report process and/or direction communications. One purchase was made during the last quarter whereby a board member recused themselves from the formal board purchasing action. There were no other purchases made from any vendor for which a GCCC cost center manager, administrator or trustee disclosed/notified the administration that they had an interest.

### **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:** Preference is given to vendors in the college's local taxing district. For purchases over \$5,000, local businesses should be selected when their prices are 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-three purchases that required bid sheets, nine included bids from local vendors. All nine purchases were made from local vendors. Of the remaining fourteen purchases, there was no local vendor available.

**EXECUTIVE LIMITATIONS****QUARTERLY****Asset Protection****#5****Page 12**

**The President shall not make any purchase (a) of over \$5,000 without having obtained comparative prices with consideration of quality, past service and experience; (b) of over \$10,000 without written competitive bids and due consideration regarding cost, quality, and service; and (c) of over \$20,000.**

**CEO's Interpretation:** Unless purchases are made under contract or through exclusive providers such as City of Garden City, bid sheets are required on all purchases over \$5,000.

**Data directly addressing the CEO's interpretation:** Purchase orders for purchases over \$5,000 are not processed until proper documentation, including bid sheets are submitted to the Accounts Payable Coordinator. Purchases over \$20,000 not covered under contract or exclusivity require Board approval. Each month the Board receives a report indicating checks written for \$20,000 or more.

## **Incidental Information**

### **July 2012**

#### **Steve Quakenbush, GCCC Information Services and Publications**

The Trac 7 consortium has launched a new website at [Trac7.org](http://Trac7.org), designed to engage potential students in a series of career training opportunities, including a GCCC-based Food Science Program for men and women who want to work in the fast-growing food safety industry. The consortium, coordinated by the Technical Institute at Washburn University, includes GCCC and five other Kansas community colleges. The seven programs were made possible by a \$19,619,450 Trade Adjustment Assistance Community College and Career Training Grant from the U.S. Labor Department, and the Trac 7 name refers to the seven institutions and the acronym, Technical Retraining to Achieve Credentials. GCCC is developing the food safety and inspection component with a \$1.7 million share of the grant.

The GCCC Educational Talent Search Program is hosting the 2012 ETS Senior Round Up the evening of July 12 to honor, award and inspire participating high school seniors for their success. The program will note ETS student Hugo Ailon, recipient of the prestigious Gates Millennium Scholarship, as well as individuals earning Student Achievement, GPA Achievement and Community Service Awards. Other recognition will include Distinguished Volunteer, Service and Support, Distinguished Service and Support and Outstanding Student of the Year Awards.

The GCCC Business and Community Education Program is offering short-term summer classes for people who want to advance their professional skills and earn college credit. Scheduled courses include Introduction to Accounting, noon to 4 p.m. July 10, 12, 24 and 26; Fast Track Career Skills, 8:30 a.m.-12:30 p.m. July 23, 24, 25 and 26; and Supervisor I, 8:30 a.m.-12:30 p.m. Aug. 6, 7, 8 and 9. Each is dependent on sufficient enrollment to take place.

GCCC has launched a new automatic payment option to make the process of paying tuition and fees easier for students. Offered in partnership with a national provider, Nelnet Business Solutions, the program is open to anyone who wants to participate and allows students to set up their own individual, automatic payment plans at the time they enroll. The interest-free service is available with a fee of \$25 per semester, and lets students arrange monthly payments through a credit card, a debit card or bank. The service is available whether or not a student is receiving scholarships, grants, loans or other college financial assistance.

The GCCC Women's Rodeo Team recently finished 18<sup>th</sup> in the U.S. at the 2012 National Intercollegiate Rodeo Association College National Final Rodeo. Those riding for GCCC at the nationals in Casper, Wyo., included Sophomore Emily Miller, Ingalls, who led the NIRA Central Plains Region all year; and freshmen Mercedes Trenary, Salida, Colo.; and Shelby Leonhard, Oskaloosa, who will both be returning to compete for Garden City next year. Miller is transferring to Southwestern Oklahoma State University.

The GCCC Department of Public Safety is continuing to host a series of Kansas Concealed Carry classes for citizens seeking licensure to carry concealed firearms, each meeting 7:30 a.m.-6 p.m., co-sponsored by the Sand and Sage Rifle and Pistol Club. Upcoming dates include Aug. 20, Aug. 25, Sept. 22, Oct. 27 and Dec. 1.

GCCC has been the site of seven youth camps this summer, including a Bitty Busters Basketball Camp for girls in grades K-5, a women's basketball team camp for grades 9-12 and an individual skills camp for grades 6-12. The season has also included the GCCC Football Camp for participants age 8-14; a football lineman camp for grades 7-12, featuring two former NFL players; the GCCC Student Athletic Training Camp for high school and college students, coaches and school nurses; and a high school-level cheer team camp, sanctioned by the Universal Cheerleaders Association.

GCCC's new year-round advertising program on the Facebook social networking site, which was originally expected to attain 375,000 to 400,000 impressions per month, has surpassed that objective so far by drawing a total of 1,380,954 during the month of May 30-June 25. In addition to the rotating GCCC advertisements being seen more than 1.3 million times, a total of 234 Facebook users clicked through and visited the Admissions page of the GCCC website. Facebook users between the ages of 16 and 30, living within a 50-mile radius of Garden City, are receiving the messages when they log onto their Facebook accounts.

GCCC's 2012 fall enrollment advertising campaign was launched in early July with approximately 2,071,431 Facebook impressions, beginning July 1; 2,470 30-second radio commercials, going on the air July 5; 1,005 30-second television commercials, first airing July 9; and 32 newspaper advertisements, making a first appearance July 2. The messages are placed where they will be received primarily by users, listeners and viewers in the age category of 16-35. The broadcast elements of the campaign are using the voices of Jayre Lee, assistant admissions director; and Belen Terrones, administrative assistant to the dean of technical education. Video images in the television segment were created with the cooperation of Manuela Vigil, HALO sponsor and students; Phil Hoke, drama director and students; Nursing Instructors Elizabeth Wampler, Tracy Lamb and students; Art Instructor Brian McCallum and students; English Instructor Sheena Hernandez and students; Automotive Technology Instructor Nate Steinle and students, with assistance from the John Deere Tech Program; Media Instructor Laura Guy and students; Adjunct Science Instructor Heather Garcia and students; and volunteers representing the Meat-Food Science Program, with Assistance from Agriculture Instructor Cindy Venjohn.

Among GCCC graduates and former students appearing in the "Success Story"-themed print segment of the fall enrollment advertising campaign are Dr. Nathan Strandmark, DO, family practitioner, Plaza Medical Center; Cassie Rupp, Country Music Television actress, model and spokesperson; Kevin Bascue, Finney County sheriff; Angelica Castillo Chappel, Golden Plains Credit Union internal auditor and president of the Garden City Community Mexican Fiesta organization; Brian Nelson, executive director, Friends of Lee Richardson Zoo; Emma Banuelos, patrol officer, Garden City Police Department; Reynaldo Mesa, 123<sup>rd</sup> District state representative and president of the Garden City Area Chamber of Commerce; and Terri Worf, APRN-C, CDE, Plaza Medical Center nurse practitioner and GCCC trustee.

GCCC and Sterling College of Kansas have signed a new agreement that makes additional bachelor's degree opportunities available to students in Garden City. In addition to offering guaranteed admission at the Presbyterian-affiliated institution to GCCC graduates, the partnership arrangement includes the option of completing baccalaureate degrees online in numerous majors, without the need to attend classes on the Sterling campus. Sterling is located near Hutchinson.



When the GCCC Victory Bell appeared in Garden City's recent 2012 Beef Empire Days Parade, pulled by a truck provided courtesy of Burtis Motor Company, the volunteers on board, representing the college, included Kathy Blau, financial aid director; John Cheney, physics instructor; Hector Martinez, Adult Learning Center director; Linda Miller, ALC program coordinator, with husband Al; Ashley Salazar, Educational Talent Search education advisor, with ETS students; Manuela Vigil, Student Support Services staff member and Hispanic American Leadership Organization sponsor, with family members and HALO students; Kurt Peterson, Student Support Services enrichment advisor; Synthia Preston, student; and Jeff Tatum, head football coach. With four to six parades taking place annually in Garden City, the procession was the trailer-mounted bell's 83<sup>rd</sup> consecutive trip up Main Street.

The final sessions of GCCC's 2012 Kids' College are coming up July 16-19 for boys and girls in grades K-12, including segments entitled My Passport and Journey of Discovery. Previous sessions of the summer season series of fun learning activities have included NextGen Finney County, for grades 7-12; The Adventure and My Town, both for grades 3-6.

Among new courses being offered this fall at GCCC is Ethnic Minority Literature, providing students an opportunity to focus on poetry, drama, short stories, essays and novels from 1920 and later by writers from Hispanic American, African American, Asian American and Native American backgrounds. The course is being taught by Sheena Hernandez, English instructor.

Leandro Santillan, a GCCC international student from Argentina the past two years, and a member of the Broncbuster cross country team, finished first in his category as a member of his home country's national team in Argentina's recent Half Marathon National Championship.

A large number of GCCC student athletes were noted when the NJCAA recently announced annual academic awards, including three earning Pinnacle honors for perfect grade point averages of 4.0 – softball players Melissa Marshall and Brittany Knabe, as well as Jessica McKinney of the women's soccer team. Those earning Superior Academic Achievement Awards for GPAs of 3.8 to 3.99 included Bailey Hemmert, Kenzi Knobbe and Carly Schmale, all of the women's basketball program, in addition to Amy Dunn, softball; Luke Flanagan, baseball; and Leandro Santillan, men's cross country. The Exemplary Academic Achievement Award, for GPAs of 3.6 to 3.79, went to Cassee Ames, softball; Shea Bell, baseball; Jacob Bjostad, football; and Stephanie Brown, soccer; as well as football players Clinton Johnson and Adam Weber.

### **Kevin Brungardt, Dean of Academics**

Michelle Branton is currently piloting a summer reading course designed around meeting student's specific needs. The idea of the class is to evaluate which competencies the students understand completely and which they need help with. From there, Michelle give the students individualized help in only those areas in which they struggle. In this respect, students who are closer to reading on a college level can get the specific help they need and get out of the class in a matter of weeks while those needed additional help can get it as well. Michelle is using a combination of software and one-on-one instruction to accomplish this and reports enough success to be genuinely excited about the prospects for the pilot. The ultimate goal is to put together a summer reading "boot camp" that students can use to prepare them for taking college-level classes right from the beginning of the fall semester.

The English, math, and chemistry vacancies have all been filled for the coming year with a combination of known personnel and one new person. All three have demonstrated excitement about coming to work for GCCC and getting started in the fall.

The EduKan Spanish project is being kick started this summer for fall implementation. Instructors/translators have been hired and we had a conference call with a language acquisition specialist from Tell Me More which is the ESL software we will be using for the program. As a result of this meeting, some new ideas were embedded into the project and we learned that it was three in the morning in Japan where the specialist was at the time of the call. The project is being piloted by GCCC and is starting to generate a lot of interest. Actual enrollment numbers in the fall will tell us if we are on the right track with this concept.

The annual outreach coordinator's meeting will be held from 9:30 to 11:30 on Friday, July 13. This meeting gives us the opportunity to discuss outreach needs with the coordinators and to let them know about any changes we have had on our campus.

### **Cathy McKinley, Dean of Continuing Education and Community Services** **Business & Community Education**

GCCC played a significant role in Leadership Kansas' 2012 annual trip to southwest Kansas. The 2012 class is comprised of 40 Kansas leaders with track records of success in business and community. Class members are selected based on leadership contributions in their professions and communities and their willingness to contribute to Kansas' future progress. Participants are selected from among almost 500 statewide applicants.

In addition to co-sponsoring the transportation for the two-day visit, GCCC provided space for the group's first session, a panel titled "Fueling the Kansas Economy," which focused upon energy sources.

GCCC's Adult Learning Center students performed a flag procession representing the 15 countries embodied by Finney County immigrants and refugees. Dwa Tho, GCCC Burmese case manager and 2012 GCCC Male Student of the Year, delivered one of the keynote speeches to the Kansas leaders recounting his journey from Burma to a refugee camp in Thailand and finally to Garden City.

### **Business & Community Education**

- Staff attended:
  - Chamber Membership Breakfast
  - Live radio promotional spots with KIUL and KBUF
  - Attended the Learning Resources Network "LERN" Credit Programming Institute in Cleveland, Ohio
    - Learned best practices for contributing to current credit program enrollment and expanding Business & Community Education credit offerings

<b>Business &amp; Community 2012</b>	<b>June</b>	<b>Course</b>	<b>Enrollments</b>
<b>Contract Trainings</b>			
Mosaic College for Life		Clay Creations	18
Church of the Latter Day Saints		Low Challenge Course	39
GCCC Project Destiny		Microsoft Intro	3
<b>Open Enrollment</b>			
Kids' College		The Adventure	8
		The Adventure & My Town	14
		Next Gen	11
Wichita Theatre		<i>Fiddler on the Roof</i>	28
		<b>Total Enrollments</b>	<b>121</b>

### **Educational Talent Search**

Seven rising juniors and seniors attended the Mo-Kan-Ne Pre-College Leadership Conference June 21-24 at Haskell Indian Nations University in Lawrence, Kan. The students competed with other TRiO students from Missouri, Kansas and Nebraska in oratory, poetry, poster design and 3-on-3 basketball competitions. Yoana Cruz, daughter of Digna and Santos Crus, received third place in the poetry contest. In addition, workshops regarding leadership, college navigation, financial literacy and teamwork provided students with needed information as they progress toward high school graduation.

Other June trips and events attended by Talent Search students included Exploration Place in Wichita, YMCA School's Out Bash, Beef Empire Days Parade, and Ft. Larned.

### **Project Destiny 2**

Offerings in Leoti have been moved temporarily to a different location. HEP classes were offered at the Wichita County High School since the program first opened in Oct. 2011 but due to summer hours and cleaning, the program had to be relocated to Christ Covenant Church across the street from the high school for the summer.

June 4 was the first day classes in Leoti were held at the church. Staff is working closely in collaboration with Pastor Bob Everest to continue offering Spanish GED instruction throughout the summer until Aug. 20 when the program will return to the high school.

### **Small Business Development Center**

GCCC KSBDC clients did extremely well in 2011. Although the formal 2011 Return on Investment report is not in from the Docking Institute yet, the following numbers were reported for the GCCC service area. Clients in Southwest Kansas:

- opened 30 new businesses,
- created 147 new jobs and retained 96 more,
- invested over \$9 million into new or existing businesses, and
- increased sales by over \$6.6 million.

For every dollar invested in the GCCC KSBDC, over \$12.50 in taxes goes back to the state and federal government. This report is extremely conservative, as the only reported amounts are from personal surveys with responding clients. There are no multipliers attached to the ROI numbers.

Cheryl Schmale continued to participate in the Kansas Entrepreneurial Communities Initiative (KECI) board for Scott and Wichita Counties. She and Pat continued their work with the Economic Restructuring Committee for Downtown Vision. Pat traveled to Goodland for the Q2 wKREDA meeting. The whole team traveled to Greensburg for the 2<sup>nd</sup> quarter regional staff meeting. Cheryl, Mark Buckley and Kathy Nance were selected to serve on the KSBDC fall team meeting planning committee.

For professional development training Cheryl, Mike O'Neal and Mark participated in the Grocery Summit held in Manhattan. It focused on how to build stronger and cost effective grocery stores especially in rural areas. This is an area of high concern for clients and communities in Southwest Kansas.

Pat attended the annual Kansas Cavalry Encampment in Manhattan. In her role of Deputy Regional Commander, she also participated in the Executive Board meeting prior to the Encampment. During the Encampment, the Governor's Award of Excellence was presented to Rural Telephone/Nex-Tech of Lenora and Hays.

The GCCC KSBDC has a wide variety of clients. In the first six months of 2012, 98 clients in 76 different industries were served including:

Fishing - 1	Data Processing - 1
Water Supply/Irrigation - 2	Internet Publishing - 1
Housing & Commercial Construction - 2	Real Estate - 2
Power/Communication Line Construction - 1	Graphic Design Services - 1
Roofing - 1	Environmental Consulting - 1
Flour Milling - 1	Public Relations Services - 1
Ice Cream/Frozen Dessert Manufacturing - 1	Language Schools - 1
Commercial Bakeries - 1	Physicians' Offices - 5
Spice/Extract Manufacturing - 1	Home Health Care - 1
Wood Product Manufacturing - 1	Retirement Facilities - 1
Ethyl Alcohol Manufacturing - 1	Day Care Facilities - 4
Machine Shops/Metal Working - 2	Performing Arts - 3
Navigational Instrument Manufacturing - 1	Museums - 2
Sporting Goods Manufacturing - 2	Fitness Center - 1
Petroleum Bulk Stations - 1	Bed & Breakfast Inn - 1
Electrical/Construction Wholesalers - 2	Restaurants - 12
Farm Product/Machinery Wholesalers - 2	Automotive Repair/Maint. - 4
Automobile Dealers - 2	Beauty Salon/Personal Care - 4
Lawn/Garden Equipment Stores - 2	Funeral Homes - 2
Specialty Food Manufacturing - 2	Pet Care - 1
Liquor Stores - 2	Environmental/Wildlife - 1
General Retail - 11	Ag Marketing/Commod/Admin -
General Freight Trucking - 3	

### **Dee Wigner, Vice President**

The college received a dividend check from EduKan for \$60,000. EduKan pays dividends as funds are accumulated over a 90 day operating expense reserve. When funds are available, the business officers recommend a dividend to the Presidents which is then approved or disapproved.

The college received a dividend check of \$12,986.85 from Accident Fund for our 2010-2011 worker's compensation premium. The dividend is based on the incurred loss ratio.

The Board recently inquired about the faculty development fund that was established in 2001 through the Title III grant. Donations to the fund were made from Endowment Auction proceeds, grant money and interest. The first year, there a few local business that donated to the fund. As of June 2012, the balance in the account is \$139,360.39. The grant stipulated that the money had to be held for 20 years before it could be used.

A recent tour of the property at 1802 E Spruce uncovered both trash and treasures. The office area contains quite a bit of trash and old computer equipment. The old skating rink serves as storage for old office furniture and totes filled with holiday decorations. The garage is full of lawn equipment, a few appliances and medical equipment. The college is now the owner of all items in the buildings. It may be beneficial to have an auction to dispose of the items.

Dick Construction continues to stay ahead of schedule on the Academic Building remodel. The new doorways have been installed and the new offices and classrooms have sheetrock. Electrical and masonry work continue. The acoustical ceiling grid is being installed which will allow the supply air registers and lights to be installed then too.

Summer projects in the Residence Halls are well underway. The exterior painting is complete and most of the interior painting is almost finished. The new tile has been laid in the units and the apartments. There will soon be landscaping to the front of the building.

### **Ryan Ruda, Dean of Students**

#### **Student Support Services**

Student Support Services has purchased an on-line tutoring program called Tutor.com for our students. Services to our students will start in August. Tutoring services will be available to our students 24 hours a day, seven days a week. Tutor.com can be accessed through I-Phones, I-Pads and Laptops. Many students in Student Support Services have family obligations, jobs, and scholarship responsibilities which make it difficult for them to access tutoring services through traditional tutoring formats. We have purchased this service to encourage students to use tutoring to improve their mastery of their coursework and by doing so improve their grades.

#### **Records**

Records staff have been working on getting course descriptions entered into Datatel. They now are available through the Search for Course Sections option through BusterWeb. This capability allows students to get some general information on courses as they are searching on-line for enrollment. An example is shown below.

## Section Information

Title General Psychology

Course PSYC-101-01

Section  
Number

Description

This course presents an overview of psychology including the study of the brain and behavior, states of consciousness, mood and emotion, sensation and perception, learning, principles, memory and thought, human interaction, human development, the personality, disturbance and treatment. Reading and writing skills commensurate with eligibility for concurrent enrollment in ENGL-101 are strongly recommended.

Credits 3.00 CEUs

Start Date 22 August 2012 End Date 20 December 2012

Academic  
Level UG - Undergraduate

### Admissions

Admissions staff is working to get a virtual tour set up which enables students to get a tour of GCCC through the web. This allows students to see first-hand about the campus, programs and student life while searching the web. The plan is to have the virtual tour in place by the end of this summer so that it is available to promote when they start travelling in the fall semester.

Admissions is also working with the IT department on the set up and establishment of an on-line admissions application. Coordination with Datatel is currently taking place for set up with plans for the application to be available for use during the fall semester.

### Residential Life

Residential Life is busy hosting students who are involved in various camps this summer. Additionally, renovations to flooring, interior and exterior painting, concrete and general maintenance are on-going and will continue through July.

### Financial Aid

Financial Aid is in the process of seeing Barb Edwards and her years of expertise and experience transition into retirement. Her last day is June 29, 2012, but this last month has been spent with her doing cross training with Melinda Harrington on work study and various aspects of financial aid that Melinda will assume responsibilities for upon Barb's retirement.

The staff are also feverishly assisting students with getting summer aid secured as well as preparing files for fall semester as well.