

October 11, 2013

Board of Trustees
Garden City Community College
801 Campus Drive 3, 2011
Garden City, KS 67846

Dear Trustees:

The Board of Trustees will meet in regular session on **Tuesday, October 15, 2013**. The meeting will be held in **Endowment Room of the Beth Tedrow Student Center**, Garden City Community College Campus.

5:00 PM Dinner in the Broncbuster Room
6:00 PM Regular board meeting called to order in the Endowment Room

AGENDA

I. CALL TO ORDER:

- A. Comments from the Chair
- B. Open comments from the public (5 minutes per spokesperson)
- C. Introduction of new employees
- D. Report from Student Government Association
- E. Report from Faculty Senate..... pg 3
- F. Report from Dr. Mark Sarver, EduKan

II. CONSENT AGENDA Action

- A. Approval of minutes of previous meetings (September 10, 2013)..... pg 5
- B. Approval of personnel actions-Human Resources..... pg 10
 - B-1 Human Resources Report..... pg 11
 - B-2 Adjunct/Outreach Contracts..... pg 12
- C. Financial information..... pg 15
 - C-1 Checks processed in excess of \$20,000..... pg 16
 - C-2 Revenues..... pg 17
 - C-3 Expenses..... pg 18
 - C-4 Cash in Bank..... pg 24
- D. Approval of Purchases over \$20,000
 - D-1 Garden City Telegram Contract..... pg 25
 - D-2 Welding Machines and Equipment..... pg 26
 - D-3 Annual Maintenance Contract-Image Now..... pg 28
 - D-4 General Admission Seating and Track Curbing..... pg 29

III. OTHER

- A. Additional Student Housing Action
- B. Tobacco Poll Results **Action**

IV. CONFIRMATION OF MONITORING REPORTS:

- A. Monitoring Reports and ENDS
 - A-1 Monitoring Report..... **Action**
 - A-1a Monitoring Report- Annual-Work Preparedness..... pg 38

- A-1b Monitoring Report-Quarterly-General Executive Constraints #7, #8..... pg 42
- Monitoring Report-Quarterly-Asset Protection #5..... pg 43
- A-2 Review Monitoring Reports
 - A-2a Annual, Essential Skills
 - A-2b Annual, Workforce Development
- B. Board Process and Policy Governance Review

V. OWNERSHIP LINKAGE:

VI. REPORTS:

- A. Incidental Information..... pg 44
- B. Report KACCT/COP meeting at Cowley College
- C. Report 2013 ACCT Leadership Conference
- D. Report from Finney County Economic Development Corporation (Trustee Ron Schwartz)

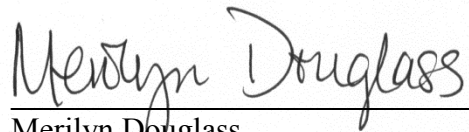
- Nov. 12 GCCC Regular Board of Trustee Meeting 6 p.m.
- Nov. 14 Joint Board Meeting hosted by Seward County
- Nov. 25-29 Thanksgiving Holiday
- Dec.23-Jan. 3 Christmas Holiday

VIII. Executive Session

IX. Adjournment



Dr. Herbert J. Swender, Sr.
President



Marilyn Douglass
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*



Faculty Senate

801 Campus Drive
Garden City, KS 67846

2013-2014

Terry Lee, President
Larry Pander, Vice-President
Deb Robinson, Secretary
Leonard Rodenbur, Senator
Linda Morgan, Senator & Ex-Officio
Stacey Carr, Senator

Faculty Senate Report October 15, 2013

Faculty Senate Update:

- Arranged two open discussion faculty luncheons with Dr. Swender for this fall semester. First one is October 18.
- Approving faculty travel requests for professional development. Attempting to stretch our limited travel budget to allow as many faculty to travel to professional meetings as possible.
- Continuing open communication channels in the academic leadership through weekly meetings with Dr. Exstrom.
- Hosting the ACJA/LAE Region III Conference. Trustees are welcome to attend the activities. Schedule is attached.



Department of Public Safety

801 Campus Drive, Garden City, KS 67846

Criminal Justice
Fire Science Technology
Emergency Medical Services Technology

www.gcccks.edu

www.team-t.org



ACJA/LAE 2013 REGION 3 CONFERENCE SCHEDULE

October 17-20, 2013

Make It R.E.A.L.: Beyond the Classroom

(Realism Enhances Academic Learning)

Garden City, KS - Hosted by Tau Epsilon Lambda (TEL)

SCHEDULE OF EVENTS

Thursday, October 17, 2013

3pm – 9pm Registration at Clarion Inn, 1911 E Kansas Ave, Garden City, KS – Fountain Area

Friday, October 18, 2013

7am-3pm Registration at GCCC, Collins Building, Room JCVT 1203

8:00am-4pm Academic Testing (GCCC, Collins Building, JCVT1206-1210 DPS Classrooms)

8:30am-3:00pm Crime Scene (Report to GCCC, Collins Building, Room JCVT 1203)

5:30pm-7pm Ice Breaker (GCCC Campus, Fire Training Complex)

7:00pm-8:00pm Physical Agility/ Firearms Safety Meeting & Waiver Signing
Mandatory for participation in these events!!! (GCCC Campus, Fire Training Complex)

8:00pm-9:00-pm Advisor's Meeting (GCCC Campus, Collins Building, JCVT1206-DPS Classrooms)

9:00pm-12:00a.m. Rotational Hands-on Workshops – Dress Casual - Options (to be announced)

Saturday, October 19, 2013

8:30am-3pm Crime Scene (Report to GCCC, Collins Building, Room JCVT 1203)

8am-2pm Firearm Competition. Finney County Sheriff's Range. No ammo available on-site.

8am-3:00pm Physical Agility (GCCC – DPS Challenge & Tactical Course)

8am-3pm Academic Testing (GCCC, Collins Building, JCVT1206-1210 DPS Classrooms)

6:00pm-7:00pm Banquet (Dress is Business Casual) ((Grand Ballroom, Clarion Inn)

7:00pm-8:00pm Featured Speaker. Lt. Col. Alan Stoecklein, Kansas Highway Patrol (TEL Charter Member 1974 and GCCC CJ Alumni)

9:00pm-12:00pm Rotational Hands-on Workshops – Dress Casual - Options (to be announced)

Sunday, October 20, 2013 *(all events at the Clarion Inn)*

8am-8:20am Devotional Service (Optional) Rawhide Room

8:30am-11am Buffet Breakfast, Region 3 Business Meeting and Awards Ceremony (Grand Ballroom)

Sponsors & Partners: Finney County Convention and Tourism; AFIX, Finney County Sheriff's Office, Garden City Police Department, Ford County Sheriff's Office, Liberal Police Department, Kansas Bureau of Investigation, Kansas Highway Patrol, GCCC Endowment, Garden City Fire Department, Finney County EMS, GCCC DPS/Team-T, G3 Media, GCCC Meats & Ag Program and Alumni.

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

September 10, 2013

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

Trustees Absent: Steve Sterling

Others Present: Mirella Alcantar, Secretary, SGA
Amy Aldrich, GED Instructor
Debra Atkinson, Deputy Clerk
Bruce Exstrom, Vice President of Instructional Services
Angie Haflich, *Garden City Telegram*
Mia Horn, Cosmetology Instructor
LaLani Kasselmann, Allied Health Instructor
Cathy McKinley, Executive Director of Public Relations/Marketing
Larry Pander, Fire Science Instructor
Artemio Rodriguez, Treasurer, SGA
Ryan Ruda, Vice President of Student Services/Athletic Director
Jeff Southern, Director Information Technology
Herbert Swender, President
Tammy Tabor, Coordinator of Student Activities
Dee Wigner, Executive Vice President
Breven Woydziak, President SGA

CALL TO ORDER:

Chair Douglass called the meeting to order at 6:07 p.m.

COMMENTS FROM THE CHAIR:

Chair Douglass introduced herself and thanked everyone for attending the GCCC Board of Trustee meeting and made the following comments:

- Congratulated GCCC football team on their recent victories.
- Noted that Soccer, Volleyball and Cross Country sports are all currently active.
- Stated that it was very exciting to watch the first Soccer game on the new multi-sports field.
- Announced that a joint meeting which includes Trustees from GCCC, Dodge City Community College and Seward Community College has been scheduled for November 14, at 6:p.m. Seward will host this meeting. Please let Debbie know of your availability.
- Congratulated GCCC staff and faculty on increased fall enrollment.

OPEN COMMENTS FROM PUBLIC:

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

INTRODUCTION OF NEW EMPLOYEES:

Vice President of Instructional Services, Dr. Exstrom, introduced new GCCC employees Linda Diehl, Math Instructor, LaLani Kasselmann, Allied Health Instructor, Mia Horn, Cosmetology Instructor, Colter Berry, Coordinator of Customized Training, and Amy Aldrich, GED Instructor.

President Swender welcomed each new employee and presented them with a GCCC Broncbuster lapel pin.

REPORT FROM STUDENT GOVERNMENT ASSOCIATION:

Breven Woydziak, President of Student Government Association, expressed his appreciation for the opportunity of presenting a report to the Board from SGA. Woydziak introduced new officers, Mirella Alcantar, Secretary, and Artemio Rodriguez, Treasure to the Board.

Woydziak reported that SGA has hosted the following events:

- Welcome back picnic, over 350 persons were in attendance.
- Approximately 37 persons took a ride on the mechanical bull at the picnic.
- Bongo Ball Mania was well attended.
- Over 180 students participated in the Clearly You Crystal event.

Future events:

- Breakfast Bingo with a White-Out theme is in the planning stages.
- Spirit Week October 7-11
- GCCC Homecoming October 12

GCCC Media is in charge of Constitution Day on September 17. Students will be encouraged to register to vote and “Live Free/Eat Free” activity has been planned. Woydziak will verify the registration process.

In addition Woydziak reported that he had met with President Swender regarding the Tobacco Free initiative and that a campus wide survey would be going out very soon.

Chair Douglass expressed thanks to Woydziak for his report.

REPORT FROM FACULTY SENATE:

No report given however, Trustees received Faculty Senate information as part of the electronic board packet.

CONSENT AGENDA:

Chair Douglass asked if Trustees wished to remove any items from the consent agenda. No items were removed.

Chair Douglass then asked for a motion approving consent agenda items II- A- C as presented.

Motion:

Clifford moved, seconded by Worf, to approve consent agenda items, II-A-C as presented.

Ayes: Clifford, Crist, Douglass, Schwartz, Worf

Nays: None

Motion carried: 5-0

Approved actions follow:

(A) APPROVED MINUTES of previous meeting (August 13, 2013)
(Supporting documents filed with official minutes.)

(B) APPROVED PERSONNEL ADJUNCT/OUTREACH CONTRACTS, as presented
(Supporting documents filed with official minutes.)

(C) APPROVED SUBMITTED FINANCIAL INFORMATION, as presented
(Supporting documents filed with official minutes.)

MONITORING REPORTS and ENDS REPORTS:

Trustees indicated they had received and reviewed the following monitoring reports:

Annual, Workforce Development

Trustees agreed to accept monitoring reports as presented.

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

Trustees reviewed the following monitoring reports:

Annual, Treatment of People #1, #3, #4, #6

No changes/additions to were recommended at this time.

OWNERSHIP LINKAGE:

Trustees indicated that they had received several questions regarding the type of seating that would be installed at GCCC Multi-Sports field. Trustees are reassuring any concerned individuals that seats at the multi-sports field have been designed for maximum leg and seat room.

Improved signage for GCCC Broncbuster Bookstore in addition to designated parking and posting of hours has been suggested to Trustees. The recommendation was acknowledged by administration and will be considered.

Student concerns regarding posting of Saffell Library hours, modification, and perhaps extension of hours has been expressed. Administration is aware of the student need and Dr. Exstrom is reviewing hours of operation.

Some Trustees have been approached by senior citizens inquiring about senior passes. Game passes are available for senior citizens that are over 65 and a citizen of Finney County. Trustees will advise seniors to direct requests for game passes to the Office of the President.

REPORTS:

Trustees received numerous informational 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.

Tobacco Free Campus Policy:

GCCC Trustees have previously received the SGA Tobacco Free Campus proposed policy for review and consideration. GCCC President, Herbert Swender shared with trustees that the college will conduct a campus-wide poll to include all currently enrolled students and all full-time GCCC employees. The decision as to whether or not to implement a new tobacco free policy will be determined by the simple majority of respondents. The poll results will be presented to the board for formal action at the October regular board meeting.

Athletic Field:

Swender shared that the multi-sports field is still considered a construction site; however access is available for events that the college authorizes. Practices for soccer and football are being held at the new field and on Thursday, September 13 GCCC will host the first cross country event at the new facility. Public access for walking will not be available until the total construction project is complete.

Enrollment:

Preliminary enrollment numbers for the 2013-2014 fall semester currently shows an increase of 2.9 percent over the last school year. Final numbers are taken on the 20th day of class which falls on September 18.

Daycare:

The arrangement with Community Daycare Centers has worked well for GCCC students and for the Center. The advantage of extended hours of operation and the ability to care for children under the age of 2 has been utilized and appreciated. Currently, there are 10 GCCC students with children enrolled in the daycare and two children under the age of 2.

Mobile Classroom:

In early August, the Mobile Classroom was in *Ingalls* to train 40 workers in Beef Quality Assurance at Midwest Feeders. The mobile lab spent the week of August 26–30 at *Dodge City Community College* campus for ServSafe training. Mobile Classroom was also at *Washburn Institute of Technology* where 35 culinary students participated in ServSafe training.

Cloud County Community College has requested that the Mobile Lab come to their campus in September for ServSafe training. Promotion of that training is currently under way.

Facilities:

Defibrillators are being installed in four buildings (student center, library, vocational building and fine arts). Currently, there are two machines in the athletic complex. The plan is to continue to add machines until there are at least one unit in every main building on campus. The college will provide opportunities for training via our campus wellness committee and our athletic training department.

Homecoming at GCCC:

A fall homecoming bonfire has been scheduled for 8:30 p.m. Oct. 10 near the Katherine Jones Tennis Courts at the west end of the Dennis Perryman Athletic Complex parking lot, hosted by the GCCC Student Government Association. That will be followed Oct. 12 by the homecoming football game against Highland Community College, with a 7 p.m. kickoff at Buffalo Stadium, and a half-time coronation ceremony for the elected king and queen.

Budget:

Swender commended the business office staff and Executive Vice President, Dee Wigner for the timely turn around in getting the 2013-2014 budget posted.

Other:

Chair Douglass asked for clarification of “Leadership Team”. Vice President of Instructional Services, Bruce Exstrom, explained that this group was formerly “Deans and Directors”. Weekly meetings are held for across campus communication, development of course schedules that are flexible and convenient for students, discussion of innovative ideas for instructional delivery and to share different perspectives for student athletics, traditional and non-traditional students.

Chair Douglass also inquired about computer security. Director of Information Technology, Jeff Southern, reassured Chair Douglass and GCCC trustees that protection of institution and individual information is paramount. Precautions are taken to protect Institution, employee and student information.

Chair Douglass and Trustees expressed their appreciation of Southern and his efforts in securing information.

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION:

- Finney County is pushing for additional sales tax that will replace tax abatements, these dollars would go back to community college and USD’s.

- Poor turn-out at Finney County job fair. Unemployment rate low in Finney County.
- In approximately 18-24 months 400 rental units will be available to our community.
- Agri-Dyne feed plant in Holcomb is under construction
- Palmer Manufacturing has started hiring for their expansion resulting in 100 additional jobs.
- N.W. Industrial Park is moving forward.
- Air Port Industrial has applied to FFA for permits to allow cranes in air space.
- Contract has been written on JBS/Con Agri property, they are agreeable in selling 336 acres with the water rights.
- Garden City is among two other states that are in consideration for a 700 million dollar project. Finney County has the most to offer in land and rail access. Would take 21-24 months for facility construction and create 100 jobs.
- Phase II Retail will break ground within the next month.
- Still exploring the possibility of a senior retirement village.
- Schwartz expressed thanks for partners that are building bridges and not walls.

Chair Douglass reminded trustees of the following dates:

September 6-October 1 “Objects of Desire” show by Armando Minjarez in Mercer Gallery.
 October 10 GCCC Homecoming Bonfire, 8 p.m.
 October 12 GCCC Homecoming, 7 p.m., Buffalo Stadium

EXECUTIVE SESSION:

Motion:

Clifford moved, seconded by Schwartz, that the board recess briefly at 7:40 p.m., for a five minute break and reconvene into a fifteen minute executive session at 7:45 p.m. for the purpose of discussing personnel matters of non-elected personnel and employer-employee negotiation. No action will be taken and board will not reconvene into a public session.

Ayes: Clifford, Crist, Douglass, Schwartz, Worf

Nays: None

Motion carried: 5-0

Persons included in executive session:

GCCC Board of Trustees
 Herbert Swender, President
 Dee Wigner, first five minutes

Meeting adjourned at 8:00 p.m.

UPCOMING CALENDAR EVENTS:

Nov.12 6 p.m. Board of Trustee Meeting – Endowment Room
Nov. 14 Community College Joint Board Meeting with Seward and Dodge City Community Colleges, hosted by Seward County Community College, 6 p.m.
Nov. 25-29 Thanksgiving Holiday
Dec. 16-18 Finals
Dec.23-Jan.3 Christmas Holiday
Jan. 6 Staff Returns
Jan.15 First day of Spring Semester

Debra J. Atkinson
 Deputy Clerk

Herbert J. Swender
 President

Dr. Merilyn Douglass
 Chair of the Board

Agenda No: II-B

Date: October 15, 2013

**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:



October 9, 2013

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

New Hire

Riley Carey, General Maintenance, effective September 2, 2013
Racheal Murungi, Technical Building Secretary, effective October, 3, 2013
Rodney Dozier, Certified Law Enforcement Officer, effective October 2013

Separations

Ki Thornberry, Head Women's Soccer Coach, effective August 22, 2013
Doug Pearson, Science Lab Coordinator, effective October 4, 2013

Retirement

Hector Morillo, Campus Security, effective December 31, 2013

Transfers/Promotions

Belen Terrones, from Technical Education Administrative Assistant to Continuing Education Secretary, effective October 1, 2013
Tammy Tabor, from Student Activities Coordinator to Student Services Specialist, effective October 1, 2013
Micah Kasriel, from Athletic Dept Assistant to Student Activities Coordinator

Vacancies

Director of Workforce Development
Skilled Maintenance – Plumber
Director of Public Relations
Transportation & Event Coordinator
Custodian
Secretary for Penka and Nursing
Soccer Coach

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
 ADJUNCT/OUTREACH FACULTY CONTRACTS
 (Presented to Board of Trustees for Approval 10/15/13)**

INSTRUCTOR	CLASS	AMOUNT
Aldana, Jacqueline	Rhythmic Aerobics (HPER-151-01) 8/21 – 12/19/13	1 hrs @ 500.00/hr = \$500.00
Arellano, Jina	Exceptional Children (SPED-203-90) 8/21 – 12/19/13	3 hrs @ 500.00/hr = \$1,500.00
Bird, Jessica	Foundations of Education (EDUC-105-01) 8/21 – 12/19/13	3 hrs @ 500.00/hr = \$1,500.00
Dewey, David	Psychology of Coaching (HPER-290-01) 8/21 – 12/19/13	3 hrs @ 500.00/hr = \$1,500.00
Douglass, Lucille	Women on Target – NRA Basic Pistol (CRMJ315-15) 9/7/13	8 hrs @ 20.00/hr = \$160.00
Erskin, Joel	Principles of Biology (BIOL-105-90) 8/21 – 12/19/13	5 hrs @ 500.00/hr = \$2,500.00
Falor, Danielle	Art Appreciation (ARTS-120-90) 8/21 – 12/19/13	3 hrs @ 500.00/hr = \$1,500.00
Fischer, Melanie	Certified Nurse Aide (HELR-1025-30) 9/3 – 9/30/13	3 hrs @ 500.00/hr = \$1,500.00
Garvey, Diane	Academic Recovery & Success (PCDE-110-02) 8/21 – 12/19/13	1 hrs @ 500.00/hr = \$500.00
Hands, Casey	Pep Band I (MUSC-137-01) 8/21 – 12/19/13	1 hrs @ 500.00/hr = \$500.00
Hendershot, Shelia	Developmental Psychology (EDUC-110-90) 8/21 – 12/19/13	3 hrs @ 500.00/hr = \$1,500.00
Hendershot, Shelia	Children's Literature (EDUC-290-90) 8/21 – 12/19/13	3 hrs @ 500.00/hr = \$1,500.00
Hoover, Kevin	Certified Nurse Aide (HELR-1023-LK) 8/26 – 10/15/13	3 hrs @ 500.00/hr = \$1,500.00
Hoover, Kevin	Certified Nurse Aide Lab (HELR-102L-LK) 8/26 – 10/15/13	2 hrs @ 500.00/hr = \$1,000.00
Hornbaker, Stephanie	Juvenile Delinquency & Justice 8/21 – 12/19/13	3 hrs @ 500.00/hr = \$1,500.00
Hornbeck, Debra	Strategic Team Building I (CRIM-165-06) 9/14 – 9/15/13	1 hrs @ 500.00/hr = \$500.00
Hunter, Marian	Certified Nurse Aide (HELR-1025-30) 9/3 – 9/30/13	2 hrs @ 500.00/hr = \$1,000.00
Homm, Michael	KS Carry Concealed (CRMJ300-98) 9/21/13	4 hrs @ 30.00/hr = \$120.00
Kelch, Joey	CrossFit Training I (HPER-156-01) 8/21 – 12/19/13	1 hrs @ 500.00/hr = \$500.00
Kelly, Cindy	English I (ENGL-101-90) 8/21 – 12/19/13	3 hrs @ 625.00/hr = \$1,875.00
Kelly, Cindy	English II (ENGL-102-90) 8/21 – 12/19/13	3 hrs @ 625.00/hr = \$1,875.00

Kemper, Mary	Public Speaking (SPCH-111-90) 8/21 – 12/19/13	3 hrs @ 500.00/hr = \$1,500.00
Kemper, Mary	Interpersonal Communication I (SPCH-113-90) 8/21 – 12/19/13	3 hrs @ 500.00/hr = \$1,500.00
Knief, Mary	Certified Nurse Aide (HELR-1023-90) 8/27 – 10/31/13	3 hrs @ 500.00/hr = \$1,500.00
Knief, Mary	Certified Nurse Aide Lab (HELR-102L-90) 8/27 – 10/31/13	2 hrs @ 500.00/hr = \$1,000.00
Knief, Mary	Certified Nurse Aide Lab (HELR-102L-90A) 8/27 – 10/31/13	2 hrs @ 500.00/hr = \$1,000.00
La Belle, Sean	Introduction to AWS Welding (WELD-110-91) 8/21 – 12/19/13	3 hrs @ 500.00/hr = \$1,500.00
Long, Patricia	College Reading (READ-101-01) 8/21 – 12/19/13	3 hrs @ 500.00/hr = \$1,500.00
Long, Patricia	College Reading (READ-101-03) 8/21 – 12/19/13	3 hrs @ 500.00/hr = \$1,500.00
Luna Ramos, Luis	IT Essentials (BSNT-103-90) 8/21 – 12/19/13 - <i>Pro-rated</i>	4/32 x 6 hrs @ \$500.00/hr = \$375.00
Martinez, Hector	IT Essentials (BSNT-103-90) 8/21 – 12/19/13 - <i>Pro-rated</i>	28/32 x 6 hrs @ \$500.00/hr = \$2,625.00
McClure, Timmey	Prof Responsibility in CJ (CRIM-115-90) 8/21 – 12/19/13	3 hrs @ 500.00/hr = \$1,500.00
McFee, Dan	Karate/Self Defense-Beg (HPER-161B-90/161B-91) 8/21 – 12/19/13	2 hrs @ 500.00/hr = \$1,000.00
McKinley, Catherine	Academic Recovery & Success (PCDE-110-90) 8/21 – 12/19/13	1 hrs @ 500.00/hr = \$500.00
McVey, Michael	Understanding Old Testament (LITR-230-90) 8/21 – 12/19/13	3 hrs @ 500.00/hr = \$1,500.00
McVey, Michael	Introduction to Philosophy (PHIL-101-01) 8/21 – 12/19/13	3 hrs @ 500.00/hr = \$1,500.00
Meier, Shelley	Observation (EDUC-1062-01) 8/21 – 12/19/13	2 hrs @ 500.00/hr = \$1,000.00
Moore, Jeremy	Firefighter I (FIRE-101-90) 8/21 – 12/19/13	3 hrs @ 500.00/hr = \$1,500.00
Moreno, Daniel	Electricity I (INED-111-90) 8/21 – 12/19/13	3 hrs @ 500.00/hr = \$1,500.00
Morphew, Jamie	ABCs of Accounting (COMP908-01) 9/17 - 9/18/13	8 hrs @ 30.00/hr = \$240.00
Musick, Andrew	Public Speaking (SPCH-111-LK) 8/26 – 12/16/13	3 hrs @ 500.00/hr = \$1,500.00
Musick, Sidni	Inter Speak & Listen in ESL (LANG-221-90) 8/21 – 12/19/13	3 hrs @ 500.00/hr = \$1,500.00
Myatt, Wade	Outdoor Recreation (HPER-202-90) 8/21 – 12/19/13	3 hrs @ 500.00/hr = \$1,500.00
Myers, Shawn	Introduction to Broadcasting (JRNL-109-90) 8/21 – 12/19/13	3 hrs @ 500.00/hr = \$1,500.00

Neuman, Jeri	Anatomy & Physiology I (BIOL-211-02) 8/21 – 12/19/13	4 hrs @ 542.50/hr = \$2,170.00
Neuman, Jeri	Anatomy & Physiology I (BIOL-211-90) 8/21 – 12/19/13	4 hrs @ 542.50/hr = \$2,170.00
Nichols, Kip	Bowling (HPER-118-90) 8/21 – 12/19/13	1 hrs @ 500.00/hr = \$500.00
Owens, Glenda	Medical Terminology (EMIC-104-90) 8/21 – 12/19/13	3 hrs @ 500.00/hr = \$1,500.00
Pardo, Carlos	Women on Target – NRA Basic Pistol (CRMJ315-15) 9/7/13	5 hrs @ 20.00/hr = \$100.00
Pauley, Paul	Strategic Team Building I (CRIM-165-02) 9/14 – 9/15/13	1 hrs @ 500.00/hr = \$500.00
Pollart, Susan	College Skills Development (PCDE-101-30) 8/21 – 12/19/13	1 hrs @ 500.00/hr = \$500.00
Pollart, Susan	College Skills Development (PCDE-101-32) 8/21 – 12/19/13	1 hrs @ 500.00/hr = \$500.00
Rainman, Valerie	Elementary Spanish I (LANG-1322-90) 8/21 – 12/19/13	5 hrs @ 500.00/hr = \$2,500.00
Rainman, Valerie	Spanish Comp & Conversation (LANG-201-90) 8/21 – 12/19/13	2 hrs @ 500.00/hr = \$1,000.00
Ripple, Jacob	College Skills Development (PCDE-101-23) 8/21 – 12/19/13	1 hrs @ 500.00/hr = \$500.00
Ronn, Mark	Women on Target – NRA Basic Pistol (CRMJ315-15) 9/7/13	10 hrs @ 20.00/hr = \$200.00
Routon, Timothy	Woodworking (HMGD175-01) 9/10 – 12/17/13	42 hrs @ 25.00/hr = \$1,050.00
Routon, Timothy	Applied Music: Instrumental I (MUSC-102-90) 8/21 – 12/19/13 <i>* Combined w/ 5 additional music sections</i>	8 students @ 200.00/student = \$1,600.00
Ruda, Ryan	Academic Recovery & Success (PCDE-110-50) 8/21 – 12/19/13	1 hrs @ 500.00/hr = \$500.00
Rupp, David	NSC Defensive Driving Course (CRMJ501-18) 9/7/13	8 hrs @ 30.00/hr = \$240.00
Schneider, Jane	Strategic Team Building I (CRIM-165-03) 9/14 – 9/15/13	1 hrs @ 500.00/hr = \$500.00
Soldner, Jerry	KS Carry Concealed (CRMJ300-98) 9/21/13	10 hrs @ 30.00/hr = \$300.00
Soldner, Jerry	KS Carry Concealed (CRMJ300-98) 9/21/13	3 hrs @ 30.00/hr = \$90.00
Unruh, Brandy	Strategic Team Building I (CRIM-165-01) 9/14 – 9/15/13	1 hrs @ 500.00/hr = \$500.00

TOTAL ADJUNCT/OUTREACH FACULTY CONTRACTS

\$ 70,790.00

Agenda No: II-C

Date: October 15, 2013

Topic: Financial Information

Presenter: Dr. Herbert J. Swender

Background Information:

Presentation of monthly financial documents:

- Checks over \$20,000
- Cash in Bank
- Revenues
- Expenses

Budget Information:

Financial information represents 1) monthly expenditures over \$20,000 2) revenues, 3) expenses 4) 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:

CHECKS PROCESSED IN EXCESS OF \$20,000

October 2013

Purchases over \$20,000 requiring bid sheet:

- Check #226390 to Burtis Motors Co Inc. for \$27,776.00 for a 15-passenger van. The Board approved the purchase at the June 18, 2013 board meeting.
- Check #226422 to Office Solutions Inc. for \$21,387.09 for various purchases. One purchase for office furniture for the Animal Science Department was over \$10,000, the Bid Record showed single source vendor for office furniture.
- Check #226651 to Dodge City International for \$34,900.00 for a refrigerated truck. The Board approved the purchase at the August 13, 2013 board meeting.

Payments over \$20,000 not requiring bid sheets

- Check #226261 to City of Garden City for \$64,034.91 for utilities.
- Check #226273 to Pearson Education for \$122,445.35 for new and used textbooks and supplies for the bookstore.
- Check #226395 to Commerce Bank for \$50,250.50 for various purchase card charges.
- Check #226629 to Blue Cross and Blue Shield of Kansas for \$97,894.73 for October health insurance premiums.
- Check #226657 to Great Western Dining for \$40,804.00 for various invoices.
- Check #226659 to Hellas Construction Inc. for \$214,592.18 for partial payment on construction of athletic field improvements. The Board approved this project at the April 23, 2013 board meeting.
- Check #226667 to Kansas Jayhawk Community College Conference for \$22,428.00 for men's and women's basketball game officials.
- Check #226670 to Lewis Hooper & Dick for \$27,820.00 for partial payment on auditing services for year ending 6-30-13.
- Check #226683 to RT Sporting Goods Inc. for \$33,596.00 various invoices. No individual purchase was over \$10,000.

Fiscal Year: 2014

BUDGET.OFFICER: Unassigned

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
11-00-0000-00000-4001 TUITION IN STATE :	0.00	69,271.00-	922,370.00-	1,860,000.00-	937,630.00-	50.41
11-00-0000-00000-4002 AMMONIA REFG COUR	0.00	7,934.00-	7,934.00-	0.00	7,934.00	0.00
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	936.00-	114,852.00-	225,000.00-	110,148.00-	48.95
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	2,580.00	58,780.00-	50,000.00-	8,780.00	17.55-
11-00-0000-00000-4006 OUTREACH CREDIT HO	0.00	27,738.00-	43,506.00-	40,000.00-	3,506.00	8.76-
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	1,737.00	164,592.00-	337,500.00-	172,908.00-	51.23
11-00-0000-00000-4008 TECHNOLOGY FEE-O :	0.00	13,869.00-	21,753.00-	40,600.00-	18,847.00-	46.42
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	927.49	2,679.60-	50,000.00	52,679.60	105.36
11-00-0000-00000-4013 TUITION INTERNATIO	0.00	1,440.00-	12,060.00-	26,900.00-	14,840.00-	55.17
11-00-0000-00000-4014 TUITION BORDER STA	0.00	804.00-	104,644.00-	230,000.00-	125,356.00-	54.50
11-00-0000-00000-4015 ONLINE COURSE FEE	0.00	385.00-	1,750.00-	10,000.00-	8,250.00-	82.50
11-00-0000-00000-4016 DROP FEE : GENERAL	0.00	540.00-	640.00-	3,500.00-	2,860.00-	81.71
11-00-0000-00000-4102 PRIVATE GIFTS/GRAN	0.00	0.00	0.00	20,000.00-	20,000.00-	100.00
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	300.00-	450.00-	10,000.00-	9,550.00-	95.50
11-00-0000-00000-4512 VENDING MACHINES :	0.00	790.83-	1,221.31-	10,000.00-	8,778.69-	87.79
11-00-0000-00000-4515 CHILD CARE FEES :	0.00	0.00	12,970.00-	15,000.00-	2,030.00-	13.53
11-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	845,688.00-	1,908,415.00-	1,062,727.00-	55.69
11-00-0000-00000-4803 AD VALOREM PROPERT	0.00	107,087.17-	107,087.17-	9,800,000.00-	9,692,912.83-	98.91
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	276,449.39-	276,449.39-	700,000.00-	423,550.61-	60.51
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	3,247.94-	3,247.94-	7,000.00-	3,752.06-	53.60
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	35,107.67-	35,107.67-	135,000.00-	99,892.33-	73.99
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	1,614.38	1,614.38	131,000.00-	132,614.38-	101.23
11-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	5,644.76-	5,644.76-	5,000.00-	644.76	12.89-
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	322.87-	322.87-	25,000.00-	24,677.13-	98.71
11-00-0000-00000-4811 TAX IN PROCESS : G	0.00	0.00	0.00	176,400.00-	176,400.00-	100.00
11-00-0000-00000-4902 INTEREST INCOME :	0.00	5,959.29-	8,203.32	55,000.00-	63,203.32-	114.92
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	0.00	23,965.21-	110,000.00-	86,034.79-	78.21
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	3,477.01-	5,287.26-	45,000.00-	39,712.74-	88.25
11-00-0000-00000-4912 TRANSCRIPTS : GENE	27.48-	511.95-	3,781.15-	15,000.00-	11,191.37-	74.61
11-00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	1,407,722.00	1,407,722.00	100.00
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Totals for FUND: 11 - GENERAL	27.48-	554,957.01-	2,766,965.63-	14,533,593.00-	11,766,599.89-	80.96
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12-00-0000-00000-4005 ACAD COURSE FEE :	0.00	24,897.00-	160,380.00-	600,000.00-	439,620.00-	73.27
12-00-0000-00000-4006 OUTREACH CREDIT HO	0.00	0.00	0.00	40,000.00-	40,000.00-	100.00
12-00-0000-00000-4015 ONLINE COURSE FEE	0.00	70.00	1,120.00-	5,000.00-	3,880.00-	77.60
12-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	506,466.00-	795,892.00-	289,426.00-	36.36
12-00-0000-00000-4603 STATE PMT FOR HS T	0.00	0.00	0.00	150,000.00-	150,000.00-	100.00
12-00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	1,407,722.00-	1,407,722.00-	100.00
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Totals for FUND: 12 - PTE FUND	0.00	24,827.00-	667,966.00-	2,998,614.00-	2,330,648.00-	77.72
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61-00-0000-00000-4803 AD VALOREM PROPERT	0.00	5,502.65-	5,502.65-	487,884.00-	482,381.35-	98.87
61-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	15,231.00-	15,231.00-	35,329.00-	20,098.00-	56.89
61-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	178.95-	178.95-	352.00-	173.05-	49.16
61-00-0000-00000-4807 DELINQUENT TAX : G	0.00	1,879.95-	1,879.95-	7,000.00-	5,120.05-	73.14
61-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	227.73-	227.73-	6,555.00-	6,327.27-	96.53
61-00-0000-00000-4810 16/20 M TAX : GENE	0.00	18.19-	18.19-	1,194.00-	1,175.81-	98.48
61-00-0000-00000-4811 TAX IN PROCESS : G	0.00	0.00	0.00	10,000.00-	10,000.00-	100.00
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Totals for FUND: 61 - CAPITAL OUTLAY	0.00	23,038.47-	23,038.47-	548,314.00-	525,275.53-	95.80
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Totals for BUDGET.OFFICER: Unassigned	27.48-	602,822.48-	3,457,970.10-	18,080,521.00-	14,622,523.42-	80.87

Fiscal Year: 2014

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	4,199.73	8,419.26	51,429.00	43,009.74	83.63
DEPARTMENT: 11020 - HUMANITIES	513.64	20.50	20.50	2,102.24	1,568.10	74.59
DEPARTMENT: 11021 - ENGLISH	0.00	26,805.17	53,170.52	320,234.00	267,063.48	83.40
DEPARTMENT: 11022 - SPEECH	0.00	4,618.31	8,557.44	48,960.00	40,402.56	82.52
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	351.95	351.95	320.00	31.95-	9.97-
DEPARTMENT: 11025 - JOURNALISM	0.00	7,706.53	12,004.04	57,897.00	45,892.96	79.27
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	972.00	972.00	100.00
DEPARTMENT: 11030 - ART	2,289.07	16,077.50	31,008.75	133,647.00	100,349.18	75.09
DEPARTMENT: 11031 - DRAMA	0.00	7,804.85	12,395.58	69,711.00	57,315.42	82.22
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	7,824.43	14,820.26	87,099.00	72,278.74	82.98
DEPARTMENT: 11033 - INST MUSIC	469.99	14,262.43	23,667.38	133,429.00	109,291.63	81.91
DEPARTMENT: 11040 - SCIENCE	7,252.18-	36,024.76	70,998.47	450,431.00	386,684.71	85.85
DEPARTMENT: 11050 - MATH	0.00	26,932.45	61,588.99	325,337.00	263,748.01	81.07
DEPARTMENT: 11060 - SOCIAL SCIENCE	164.97	31,083.56	65,529.20	378,845.00	313,150.83	82.66
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	14,815.04	43,271.34	175,331.00	132,059.66	75.32
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	7,122.89	18,466.62	85,889.00	67,422.38	78.50
DEPARTMENT: 11080 - ESSENTIAL SKILLS	0.00	0.00	269.13	720.00	450.87	62.62
DEPARTMENT: 11081 - READING	0.00	2,422.88	4,844.85	79,782.00	74,937.15	93.93
DEPARTMENT: 11082 - ESL	0.00	5,305.23	10,635.21	64,360.00	53,724.79	83.48
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	364.79	812.26	15,440.00	14,627.74	94.74
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	1,200.00	1,200.00	5,000.00	3,800.00	76.00
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	111,489.71-	3,380.05	133,319.06	412,230.00	390,400.65	94.70
DEPARTMENT: 12014 - FINNUP LAB	0.00	5,770.61	11,529.64	70,506.00	58,976.36	83.65
DEPARTMENT: 12090 - BSIS COMPETITION T	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 12242 - CHALLENGE COURSE	0.00	0.00	0.00	1,377.00	1,377.00	100.00
DEPARTMENT: 21100 - GRANT MANAGEMENT &	24.00-	0.00	0.00	0.00	24.00	0.00
DEPARTMENT: 32000 - BUSINESS & INDUSTR	0.00	5,153.46	15,417.21	62,435.00	47,017.79	75.31
DEPARTMENT: 41000 - LIBRARY	4,732.43	12,477.38	45,476.58	184,283.00	134,073.99	72.75
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	0.00	6,097.99	17,207.78	83,558.00	66,350.22	79.41
DEPARTMENT: 42000 - DEAN OF LEARNING S	6,676.35	22,841.52	51,998.49	725,949.76	667,274.92	91.92
DEPARTMENT: 42001 - DEAN OF ACADEMICS	89.30	1,729.27	3,571.90	32,098.00	28,436.80	88.59
DEPARTMENT: 42002 - OUTREACH	90.00-	1,446.25	4,607.35	105,148.00	100,630.65	95.70
DEPARTMENT: 42003 - FACULTY SENATE	1,450.00-	1,606.01	1,606.01	12,265.00	12,108.99	98.73
DEPARTMENT: 42005 - DEAN OF TECHNICAL	14.36-	17.29-	213.76	0.00	199.40-	0.00
DEPARTMENT: 43000 - TRANSITION	0.00	3,390.60	10,163.17	41,297.00	31,133.83	75.39
DEPARTMENT: 50000 - DEAN OF STUDENT SE	778.61-	14,091.44	41,724.13	175,593.00	134,647.48	76.68
DEPARTMENT: 50001 - STUDENT SUPPORT SE	0.00	0.00	0.00	28,935.00	28,935.00	100.00
DEPARTMENT: 50002 - EDUCATIONAL TALENT	0.00	0.00	0.00	11,907.00	11,907.00	100.00
DEPARTMENT: 50010 - COUNSELING & GUIDA	142.56-	8,193.24	24,319.15	137,001.00	112,824.41	82.35
DEPARTMENT: 50011 - ASSESSMENT/TESTING	39.25-	4,995.86	14,340.43	60,427.00	46,125.82	76.33
DEPARTMENT: 50020 - FINANCIAL AID OFFI	158.26	22,917.54	63,069.56	326,208.00	262,980.18	80.62
DEPARTMENT: 50030 - ADMISSIONS	1,113.61-	10,908.94	29,228.56	135,478.00	107,363.05	79.25
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	100.00-	11,311.50	33,965.31	145,695.00	111,829.69	76.76
DEPARTMENT: 50050 - STUDENT HEALTH SER	226.27	5,838.75	9,930.66	52,723.00	42,566.07	80.74
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	503.92-	28,669.24	208,451.89	564,310.00	356,362.03	63.15
DEPARTMENT: 55001 - MEN'S BASKETBALL	96.75-	20,842.48	26,035.51	117,959.00	92,020.24	78.01
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	20,265.31	25,947.29	107,077.00	81,129.71	75.77
DEPARTMENT: 55003 - MEN'S TRACK	18,924.80-	25,450.48	11,001.50	50,954.00	58,877.30	115.55
DEPARTMENT: 55004 - WOMEN'S TRACK	7,243.00-	6,292.73	687.47	49,474.00	56,029.53	113.25
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	5,260.87-	8,131.30	21,021.90	95,909.00	80,147.97	83.57
DEPARTMENT: 55006 - FOOTBALL	10,784.02-	37,669.46	73,830.05	301,504.00	238,457.97	79.09

DEPARTMENT: 55007 - BASEBALL	126.00	19,286.31	29,496.46	110,151.00	80,528.54	73.11
DEPARTMENT: 55008 - VOLLEYBALL	0.00	10,240.97	15,805.32	56,017.00	40,211.68	71.78
DEPARTMENT: 55009 - WOMEN'S SOCCER	6,389.25-	10,441.31	20,321.59	52,010.00	38,077.66	73.21
DEPARTMENT: 55012 - CHEERLEADING	11,764.92-	11,702.91	4,644.11	24,987.00	32,107.81	128.50
DEPARTMENT: 55013 - DANCE TEAM	3,883.80-	5,345.61	4,374.23	20,263.00	19,772.57	97.58
DEPARTMENT: 55014 - RODEO TEAM	12,296.45-	14,288.11	38,095.84	132,280.00	106,480.61	80.50
DEPARTMENT: 55015 - MEN'S GOLF	2,190.00	4,723.73	14,385.33	40,434.00	23,858.67	59.01
DEPARTMENT: 55019 - ATHLETIC TRAINING	6,380.00-	17,343.06	36,995.23	117,020.00	86,404.77	73.84
DEPARTMENT: 55020 - PEP BAND	180.00	3,149.57	6,333.77	35,711.00	29,197.23	81.76
DEPARTMENT: 61000 - PRESIDENT	1,566.59-	28,389.58	80,827.28	434,351.00	355,090.31	81.75
DEPARTMENT: 61001 - BOARD OF TRUSTEES	205.76	876.29	5,962.69	24,840.00	18,671.55	75.17
DEPARTMENT: 61005 - ATTORNEY	5,819.25-	1,522.84	3,518.76	20,250.00	22,550.49	111.36
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	37,523.14	89,558.17	202,093.94	1,724,014.00	1,484,396.92	86.10
DEPARTMENT: 62010 - HUMAN RESOURCES	432.95-	11,313.88	30,875.29	142,209.00	111,766.66	78.59
DEPARTMENT: 62011 - ADA COMPLIANCE	5,700.00-	9,736.91	12,638.45	61,904.00	54,965.55	88.79
DEPARTMENT: 62050 - ONE-TIME PURCHASES	137,748.19-	13,063.25	307,592.80-	475,000.00	920,340.99	193.76
DEPARTMENT: 63000 - INFORMATION SERVIC	5,306.64	20,186.91	47,765.75	266,599.00	213,526.61	80.09
DEPARTMENT: 64000 - INFORMATION TECHNO	20,188.38-	31,551.66	224,137.74	705,080.00	501,130.64	71.07
DEPARTMENT: 65000 - CENTRAL SERVICES	2,360.80-	23,636.55	55,738.45	156,968.00	103,590.35	65.99
DEPARTMENT: 66000 - MARKETING	6,768.00-	6,393.00	275.00-	75,000.00	82,043.00	109.39
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	1,524.00	17,733.46	37,712.93	148,881.00	109,644.07	73.65
DEPARTMENT: 71000 - BUILDINGS	37,200.38-	47,526.36	48,461.49	387,098.00	375,836.89	97.09
DEPARTMENT: 72000 - CUSTODIAL SERVICES	800.75-	36,979.12	100,711.81	473,872.00	373,960.94	78.92
DEPARTMENT: 73000 - GROUNDS	50,492.34-	57,538.39	34,821.68	177,546.00	193,216.66	108.83
DEPARTMENT: 73001 - ATHLETIC FIELDS	30,180.94-	23,152.73	29,099.29-	53,081.00	112,361.23	211.68
DEPARTMENT: 74000 - VEHICLES	31,878.63-	48,937.50	26,246.63	358,725.00	364,357.00	101.57
DEPARTMENT: 75000 - CAMPUS SECURITY	0.00	7,144.85	20,454.94	164,781.00	144,326.06	87.59
DEPARTMENT: 76000 - INSURANCE	0.00	6,966.99	104,996.18	315,954.00	210,957.82	66.77
DEPARTMENT: 77000 - UTILITIES	33,353.17-	65,304.57	133,299.31	793,342.00	693,395.86	87.40
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	141,599.34-	143,502.48-	62,000.00	205,502.48	331.46
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	212.00	1,484.00	9,020.00	7,536.00	83.55
DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	11,660.00	11,660.00	33,087.00	21,427.00	64.76
DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	6,560.00	6,560.00	3,000.00	3,560.00-	118.66-
DEPARTMENT: 81004 - TUIT WAIVER CTZ IN	0.00	93,505.00	93,505.00	156,575.00	63,070.00	40.28
DEPARTMENT: 81006 - TUIT WAIVER FINE A	0.00	44,331.00	44,331.00	49,938.00	5,607.00	11.23
DEPARTMENT: 94000 - STUDENT CENTER	286.98-	12,432.77	18,302.73	51,369.00	33,353.25	64.93
DEPARTMENT: 98001 - CHILD CARE	0.00	4,428.66	17,057.32	40,000.00	22,942.68	57.36

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FUND: 11 - GENERAL	508,423.59-	1,179,961.80	2,373,841.79	14,533,593.00	12,668,174.80	87.16

Fiscal Year: 2014

FUND: 12 - PTE FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 12010 - ACCOUNTING	0.00	3,145.62	6,290.16	38,616.00	32,325.84	83.71
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	6,529.36	12,977.72	82,088.00	69,110.28	84.19
DEPARTMENT: 12012 - COMPUTER SCIENCE	21.95-	4,454.42	11,062.00	59,691.00	48,650.95	81.50
DEPARTMENT: 12200 - ADN PROGRAM	7,897.18-	31,485.61	50,186.32	342,635.00	300,345.86	87.66
DEPARTMENT: 12201 - LPN PROGRAM	62.30	15,982.75	52,483.95	192,574.00	140,027.75	72.71
DEPARTMENT: 12202 - EMT	529.45-	13,129.54	31,889.51	162,013.00	130,652.94	80.64
DEPARTMENT: 12203 - ALLIED HEALTH	208.11-	5,998.42	29,509.09	167,950.00	138,649.02	82.55
DEPARTMENT: 12210 - AGRICULTURE	0.00	3,691.49	9,455.46	51,193.00	41,737.54	81.53
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	16,595.83	27,132.55	125,861.00	98,728.45	78.44
DEPARTMENT: 12220 - JOHN DEERE AG TECH	1,445.98-	14,969.24	43,520.66	187,188.00	145,113.32	77.52
DEPARTMENT: 12225 - OIL TECH PROGRAM	0.00	0.00	0.00	15,000.00	15,000.00	100.00
DEPARTMENT: 12230 - AUTO MECHANICS	550.00	5,789.85	11,847.58	71,691.00	59,293.42	82.71
DEPARTMENT: 12240 - CRIMINAL JUSTICE	383.20	14,948.48	29,310.09	157,799.00	128,105.71	81.18
DEPARTMENT: 12241 - FIRE SCIENCE	500.00	5,403.85	10,901.02	69,409.00	58,007.98	83.57
DEPARTMENT: 12250 - COSMETOLOGY	0.00	14,830.96	20,480.91	105,911.00	85,430.09	80.66
DEPARTMENT: 12260 - DRAFTING	0.00	0.00	0.00	200.00	200.00	100.00
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	7,020.19	42,986.69	73,980.67	405,989.00	324,988.14	80.05
DEPARTMENT: 12271 - AUTOMATION ELECTRI	0.00	0.00	2,569.24	8,520.00	5,950.76	69.84
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	268.24	11,608.36	23,779.55	88,346.00	64,298.21	72.78
DEPARTMENT: 12273 - WELDING	4,567.81	11,454.98	38,891.01	178,503.00	135,044.18	75.65
DEPARTMENT: 42005 - DEAN OF TECHNICAL	366.12-	2,969.49	22,103.05	457,437.00	435,700.07	95.25
DEPARTMENT: 62050 - ONE-TIME PURCHASES	0.00	0.00	0.00	30,000.00	30,000.00	100.00
FUND: 12 - PTE FUND	2,882.95	225,974.94	508,370.54	2,998,614.00	2,487,360.51	82.95

Fiscal Year: 2014

FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	132.00-	12,444.93	19,107.95	148,870.00	129,894.05	87.25
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	1,060.71	3,993.71	4,000.00	6.29	0.16
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	272.00	272.00	1,577.43	1,305.43	82.76
DEPARTMENT: 55012 - CHEERLEADING	1,954.00-	420.00	1,519.29	10,000.00	10,434.71	104.35
DEPARTMENT: 55008 - VOLLEYBALL	0.00	304.00	304.00	2,561.00	2,257.00	88.13
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	3,100.00-	545.00	545.00	0.00	2,555.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	933.92-	577.63	1,438.83	77,000.00	76,495.09	99.34
DEPARTMENT: 55007 - BASEBALL	285.00	947.47	1,582.92	8,000.00	6,132.08	76.65
DEPARTMENT: 12273 - WELDING	0.00	3,587.04	3,587.04	10,000.00	6,412.96	64.13
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	910.79	5,350.19	40,000.00	34,649.81	86.62
DEPARTMENT: 00000 - GENERAL	312.00	1,510.20	1,510.20	8,000.00	6,177.80	77.22
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	25.00	25.00	100.00	75.00	75.00
DEPARTMENT: 55003 - MEN'S TRACK	531.00	223.91	334.24	6,022.82	5,157.58	85.63
FUND: 14 - ADULT SUPPLEMENTARY ED	4,991.92-	22,828.68	39,570.37	316,131.25	281,552.80	89.06

Fiscal Year: 2014

FUND: 16 - AUXILIARY ENTITIES

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	466.00	427.50	427.50	9,000.00	8,106.50	90.07
DEPARTMENT: 94000 - STUDENT CENTER	4,290.05-	2,080.56	2,736.86	170,000.00	171,553.19	100.91
DEPARTMENT: 95000 - STUDENT HOUSING	58,193.10-	75,378.04	276,424.23	1,433,200.00	1,214,968.87	84.77
DEPARTMENT: 95001 - DIRECTOR'S APARTME	0.00	0.00	0.00	5,000.00	5,000.00	100.00
DEPARTMENT: 98000 - COSMETOLOGY	28,911.73	20,248.45	20,518.45	139,907.56	90,477.38	64.67
DEPARTMENT: 97000 - BOOKSTORE	15,304.04	186,419.24	372,755.50	823,000.00	434,940.46	52.85
DEPARTMENT: 91000 - ARENA	70.28-	498.78	1,618.60	5,000.00	3,451.68	69.03
=====						
FUND: 16 - AUXILIARY ENTITIES	17,871.66-	285,052.57	674,481.14	2,585,107.56	1,928,498.08	74.60

Fiscal Year: 2014

FUND: 22 - RESTRICTED GRANTS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	1,150.02	1,150.02	2,250.00	1,099.98	48.89
DEPARTMENT: 50020 - FINANCIAL AID OFFI	900.00-	0.00	180.00-	0.00	1,080.00	0.00
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	11,244.03-	0.00	0.03	0.00	11,244.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	33,754.44-	8,546.19	25,714.32	41,000.00	49,040.12	119.61
DEPARTMENT: 50000 - DEAN OF STUDENT SE	3,441.51-	838.95	2,256.52	2,489.48	3,674.47	147.60
DEPARTMENT: 12211 - ANIMAL SCIENCE	3,500.34	66,291.94	92,556.90	378,752.44	282,695.20	74.64
DEPARTMENT: 71000 - BUILDINGS	8,080.00-	0.00	0.00	0.00	8,080.00	0.00
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 14010 - AO-K	1,091.07-	0.00	0.00	0.00	1,091.07	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	753.00-	50,128.44	50,881.44	101.50
DEPARTMENT: 50000 - DEAN OF STUDENT SE	16,371.37	28,022.96	170,488.66	195,170.62	8,310.59	4.26
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	300.00-	0.00	0.00	0.00	300.00	0.00
DEPARTMENT: 11040 - SCIENCE	0.00	1,733.13	6,604.43	0.00	6,604.43-	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	36.30-	0.00	0.00	0.00	36.30	0.00
DEPARTMENT: 42005 - DEAN OF TECHNICAL	89.99-	0.00	0.00	0.00	89.99	0.00
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 14010 - AO-K	0.00	813.64	2,705.22	19,388.89	16,683.67	86.05
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	613.58	613.58	0.00	613.58-	0.00
DEPARTMENT: 14010 - AO-K	284.31	4,993.24	11,589.96	24,181.44	12,307.17	50.90
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	67,594.00	67,594.00	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	850.00	17,850.39	17,850.39	260,885.00	242,184.61	92.83
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	11,912.00-	11,912.00-	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	14,839.87	14,839.87	249,504.00	234,664.13	94.05
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	2,529.26	5,083.27	0.00	5,083.27-	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	1,031.42	1,282.42	2,363.44	67,557.00	64,162.14	94.97
DEPARTMENT: 42005 - DEAN OF TECHNICAL	353.92	12,694.18	15,554.89	87,809.00	71,900.19	81.88
DEPARTMENT: 42000 - DEAN OF LEARNING S	266.22	11,637.11	33,819.18	153,143.03	119,057.63	77.74
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	12,797.14	34,169.01	145,465.00	111,295.99	76.51
=====						
FUND: 22 - RESTRICTED GRANTS	36,279.76-	186,634.02	436,426.69	1,733,406.34	1,333,259.41	76.92

Fiscal Year: 2014

FUND: 23 - OTHER RESTRICTED FUNDS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	253.55-	0.00	0.00	0.00	253.55	0.00
=====						
FUND: 23 - OTHER RESTRICTED FUNDS	253.55-	0.00	0.00	0.00	253.55	0.00

Fiscal Year: 2014

FUND: 24 - ADULT EDUCATION

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 13301 - ADULT ED - INSTRUC	5,580.00-	5,503.60-	10,772.61-	950.00	17,302.61	821.33
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	210.00	695.10	4,500.00	3,804.90	84.55
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	204.50	0.00	204.50-	0.00
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	2,443.42-	0.56-	0.00	0.00	2,443.42	0.00
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	706.28-	33,094.12	69,011.56	181,209.91	112,904.63	62.31
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	24.00	714.65	6,815.21	6,100.56	89.51
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	8,550.86	21,328.70	95,568.70	74,240.00	77.68
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	37,500.00-	37,500.00-	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	325.00	7,747.41	17,536.71	177,500.00	159,638.29	89.94
=====						
FUND: 24 - ADULT EDUCATION	8,404.70-	44,122.23	98,718.61	429,043.82	338,729.91	78.95

Fiscal Year: 2014

FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	0.00	8,614.00-	0.00	548,314.00	548,314.00	100.00
=====						
FUND: 61 - CAPITAL OUTLAY	0.00	8,614.00-	0.00	548,314.00	548,314.00	100.00

Fiscal Year: 2014

FUND: 71 - ACTIVITY/ORGANIZATION FD

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	14,280.82	26,724.56	50,285.00	278,845.00	214,279.18	76.85
DEPARTMENT: 94000 - STUDENT CENTER	0.00	3,531.43	10,269.82	0.00	10,269.82-	0.00
DEPARTMENT: 99001 - STUDENT NEWSPAPER	0.00	158.95	205.27-	51,750.00	51,955.27	100.40
DEPARTMENT: 99002 - STUDENT MAGAZINE	1,650.00-	0.00	0.00	0.00	1,650.00	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	72.48	2,150.00	2,077.52	96.63
=====						
FUND: 71 - ACTIVITY/ORGANIZATION FD	12,630.82	30,414.94	60,422.03	332,745.00	259,692.15	78.05

Fiscal Year: 2014

FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	11,215.00	11,215.00	0.00	11,215.00-	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	7,877.00	7,877.00	0.00	7,877.00-	0.00
DEPARTMENT: 55003 - MEN'S TRACK	0.00	10,173.00	10,173.00	0.00	10,173.00-	0.00
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	3,232.00	3,232.00	0.00	3,232.00-	0.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	2,243.00	2,243.00	0.00	2,243.00-	0.00
DEPARTMENT: 55006 - FOOTBALL	0.00	54,573.00	54,573.00	0.00	54,573.00-	0.00
DEPARTMENT: 55007 - BASEBALL	0.00	6,888.00	6,888.00	0.00	6,888.00-	0.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	1,095.00	1,095.00	0.00	1,095.00-	0.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	14,044.00	14,044.00	0.00	14,044.00-	0.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	13,193.00	13,193.00	0.00	13,193.00-	0.00
DEPARTMENT: 55013 - DANCE TEAM	0.00	2,190.00	2,190.00	0.00	2,190.00-	0.00
DEPARTMENT: 55014 - RODEO TEAM	0.00	4,592.00	4,592.00	0.00	4,592.00-	0.00
DEPARTMENT: 55015 - MEN'S GOLF	0.00	4,486.00	4,486.00	0.00	4,486.00-	0.00
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	14,129.00	14,129.00	0.00	14,129.00-	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	3,744.00	3,744.00	0.00	3,744.00-	0.00
DEPARTMENT: 11030 - ART	0.00	5,669.00	5,669.00	0.00	5,669.00-	0.00
DEPARTMENT: 11031 - DRAMA	0.00	6,924.00	6,924.00	0.00	6,924.00-	0.00
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	9,416.00	9,416.00	0.00	9,416.00-	0.00
DEPARTMENT: 11033 - INST MUSIC	0.00	5,923.00	5,923.00	0.00	5,923.00-	0.00
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	1,148.00	1,148.00	0.00	1,148.00-	0.00
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	7,718.00	7,718.00	0.00	7,718.00-	0.00
DEPARTMENT: 81005 - TUIT WAIVER FCHS	0.00	11,900.00	11,900.00	0.00	11,900.00-	0.00
=====						
FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	202,372.00	202,372.00	0.00	202,372.00-	0.00

Fiscal Year: 2014

FUND: 73 - EDUKAN CONSORTIUM FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 42000 - DEAN OF LEARNING S	65,595.00-	0.00	25,770.00	609,000.00	648,825.00	106.54
=====						
FUND: 73 - EDUKAN CONSORTIUM FUND	65,595.00-	0.00	25,770.00	609,000.00	648,825.00	106.54

Garden City Community College
9/30/2013

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 1,834,701.86	0.0000%
State Municipal Invest. Pool	\$ 1,233,239.12	0.0050%
FNB of Garden City - Money Market	\$ 12,358.61	0.0500%
FNB of Garden City - Insured Cash Sweep	\$ 2,908,340.09	0.3800%
Commerce Bank - Money Market	\$ 355,190.90	0.0800%
Landmark National Bank	\$ 1,160,148.40	0.0900%
	<u>\$ 7,503,978.98</u>	

	<u>Type</u>	<u>Amount</u>	<u>% Rate</u>	<u>Beg. Date</u>	<u>Maturity</u>
Investments:					
First National Bank of Garden City	CD	\$ 2,000,000.00	0.4300%	1/30/2013	10/30/2013
First National Bank of Holcomb	CD	\$ 1,000,000.00	0.5900%	12/13/2012	12/13/2013
First National Bank of Garden City	CD	\$ 1,000,000.00	0.4000%	3/5/2013	3/5/2014
Western State Bank	CD	\$ 1,000,000.00	0.3000%	6/24/2013	3/24/2014
First National Bank of Garden City	CD	\$ 1,000,000.00	0.2500%	3/27/2013	3/27/2014
		<u>\$ 6,000,000.00</u>			
 Total		 <u><u>\$ 13,503,978.98</u></u>			

ICS is an Insured cash sweep account. It works similar to a money market account.

Agenda No: II-D-1

Date: October 15, 2013

Topic: Advertising Contract, Garden City Telegram

Presenter: Dr. Herbert J. Swender

Background Information:

The annual advertising contract with The Garden City Telegram ends September 30, 2013. In order to get the annual contract on the college budget cycle, this year's contract begins October 1, 2013 and runs through June 30, 2014. The total contract will now represent a 9 month term for \$22,500 which will be renewed in July to match the colleges annual fiscal year. The new display rate will reflect an increase of 8% with a 9% increase for the classified rate.

Budget Information:

General Fund
\$22,500

Recommended Board Action:

Accept the proposed advertising 9 month contract for \$22,500 with The Garden City Telegram beginning October 1, 2013 through June 30, 2014.

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

Board Member Notes:

Agenda No: II-D-2

Date: October 15, 2013

Topic: Welding Machines & Equipment

Presenter: Dr. Herbert J. Swender

Background Information:

The 2013-14 Perkins Grant budget included six new welders for the welding program. As per college procedure, an advertisement requesting bids was placed in The Garden City Telegram and specifications were sent to various vendors. Two companies submitted bids (see Bid Tabulation). The best bid was from Lampton Welding Supply, Garden City, for \$37,313.88.

Budget Information:

Carl D. Perkins Grant Funds
\$37,313.88

Recommended Board Action:

Board authorizes administration to purchase welding machines and equipment from Lampton Welding Supply of Garden City for \$37,313.888.

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

Board Member Notes:

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

WELDING MACHINES & EQUIPMENT
BID TABULATION FORM
October 4, 2013

VENDOR	BASE BID AMOUNT
Lampton Welding Supply Garden City, KS	\$37,313.88
Matheson TriGas Hays, KS	NO BID
Parmount Welding Supply Amarillo, TX	NO BID
Schmidt Welding Supply Wichita, KS	\$46,410.00
Wichita Welding Supply Wichita, KS	NO BID

Agenda No: II- D-3 ImageNow

Date: October 15, 2013

Topic: Perceptive Software Annual Maintenance

Presenter: Dr. Herbert J. Swender

Background Information:

Garden City Community College uses “ImageNow” provided by Perceptive Software to store electronic documents for several offices on campus including Financial Aid, Admissions, Human Resources and the Business Office. “ImageNow” is integrated with our student information system, Datatel’s “Colleague”.

This is an annual maintenance agreement in the amount of \$24,192.00. This is a single source vendor as we are purchasing directly from the software vendor and not a third party.

Budget Information:

\$24,192.00 – General Fund

Recommended Board Action:

Approve payment of \$24,192.00 for “ImageNow” maintenance agreement.

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

Board Member Notes:

Agenda No: II-D-4

Date: October 15, 2013

Topic: Enhancements to general admission seating for home bleachers and NCJAA/NCAA Track Timing Rail Curbing for 8 Lane Competitive Track

Presenter: Dr. Herbert J. Swender

Background Information:

Seat Back: In addition to the 20” wide molded plastic seats the home side bleachers will have aluminum seat backs painted Buster Brown for the open general admission seating. Approximately \$15,000

NCAA/NJCAA Track Timing Rail Curbing: In order for GCCC to host a regional or national track and field event an aluminum rail for certifying competition times is required. This requirement is made by the NCAA and NJCAA. Basically the rail consists of an aluminum channel which comes in 10ft sections and is installed by a certified contractor. Approximately \$20,000

Both expenses above should fall below the \$20,000 administrative purchasing threshold; however, it is the administration’s request to formerly obtain approval since the Multi-Sports Filed is a substantial project in its entirety.

Budget Information:

General Fund not to exceed \$37,500

Recommended Board Action:

Authorize the administration to move forward with the two projects above and not to exceed \$37,500.

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

Board Member Notes:

Agenda No: III-A

Date: October 15, 2013

Topic: Additional Student Housing

Presenter: Dr. Herbert J. Swender

Background Information:

Over the past two years there have been discussions regarding the addition of more on-campus student housing. In August of 2013, an ad-hoc committee was charged by the president to study and provide input relating to the need for additional Student Housing. Mr. Ryan Ruda chaired the committee and provided the attached report.

Based on the committee's information and recommendation, it is the administration's request of the Board to authorize the administration to determine associated costs of constructing additional student housing, overall size and housing capacity, general location and architectural concept design.

Budget Information:

Auxiliary funds will provide for basic concept sketches utilizing the college's designated Architect

Recommended Board Action:

Authorize the administration to move forward with gathering associated costs for construction of additional Student Housing.

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

Board Member Notes:



Residential Life ad-hoc housing committee:

The committee which consisted of Chris Finnegan, Jayre Lee, Daniel Reyes, Tammy Tabor, Dave Rupp and Roger Schmidt met and toured the current facilities. Following the tour, the committee gathered for discussion on student housing. Below is a summary of considerations.

Considerations:

- Move forward with additional student housing with provisions for green energy
- Build with the intention that current housing will be removed and/or renovated
- Unanimous agreement of the committee is that additional housing is needed. Keep housing in proximity to existing housing.
- Need to food service hours or run shifts of food service with additional students
- Require all scholarship students to live on campus. Only exception would be Finney County students.
- We have been over capacity in fall 2009 (317), 2010 (338), 2012 (312) and 2013 (242).

Pro's-

- Have availability for single housing which is being requested more
- Be able to accommodate program specific housing, i.e. athletic programs housed together, honors housing, etc.
- Modern and updated housing will help recruitment
- Use Apartments for JDAT housing
- Use West Hall for individual housing request
- Could open housing options for assistant coaches and single faculty members

Con's-

- Amount of time to get facilities built—demand and need is immediate
- Cost to students?

Based upon a tour of existing facilities and discussion amongst this committee, it is the recommendation and consensus of the committee that GCCC aggressively pursue additional housing. In addition, it is the committee's recommendation to consider renovation enhancements of the commons area of existing residential life and the Beth Tedrow Student Center, which includes the college bookstore, cafeteria, meeting areas, offices and restrooms to accommodate the expansion and growth of student enrollment. Facilities and aesthetic appearance are vital to the recruitment of students. Updating and improving these facilities will assist GCCC in their efforts to enhance and increase enrollment.

Respectfully Submitted

Ryan J. Ruda,
VP for Student Services and Director of Athletics

Agenda No: III-B

Date: October 15, 2013

Topic: Tobacco Free Policy for GCCC

Presenter: Dr. Herbert J. Swender

Background Information:

Over the past seven to ten years the topic of a smoke free and/or tobacco free campus has surfaced. On numerous occasions GCCC's Student Government Association (SGA) has requested consideration toward designating the college campus as either smoke free or tobacco free campus. Last spring the SGA once again brought their request forward for consideration. At that time some members of the faculty association shared strong concerns of designating GCCC as a tobacco free campus. Due to the personal convictions of individuals and the heightened awareness of this topic, the administration determined that a campus-wide poll would be conducted in the fall of the 2013-14 academic year. The recommendation of the administration would then be to support the statistical response of the majority respondents.

The poll was administered via the office of institutional research and was available to respond for approximately two weeks. Data was collected and compiled electronically, results are attached. Surprisingly, the results of the 300 respondents was exactly split 50% for and 50% against (when added together) an institutional campus-wide smoke/tobacco free campus. There were two categories of respondents, of 2,015 Student n=167, 8% and of 220 Full-Time Employees n=133, 62%.

Budget Information:

None identified

Recommended Board Action:

No action at this time or at the pleasure of the Board

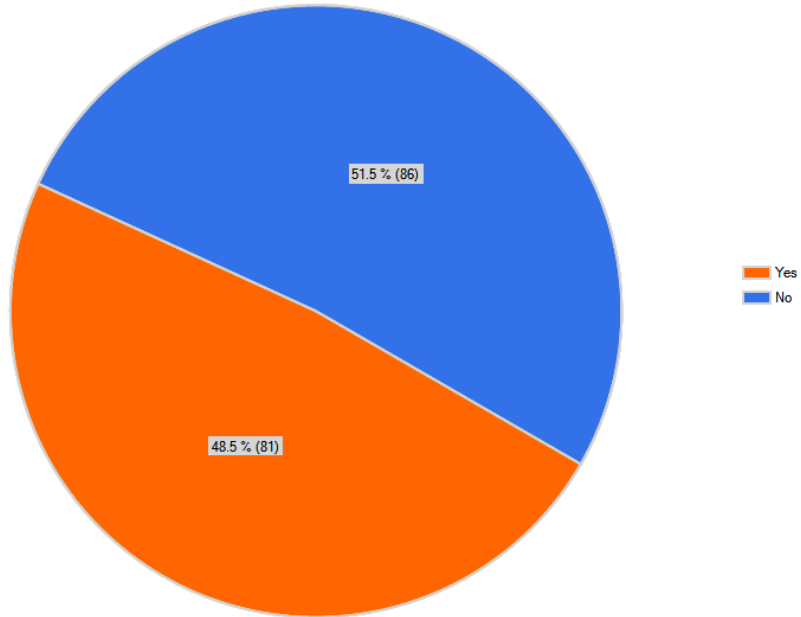
Board Action Taken: ___ **Approved** ___ **Disapproved**
 ___ **Ayes** ___ **Nays** ___ **No Action**

Board Member Notes:

GCCC Tobacco Free Policy Opinion Survey

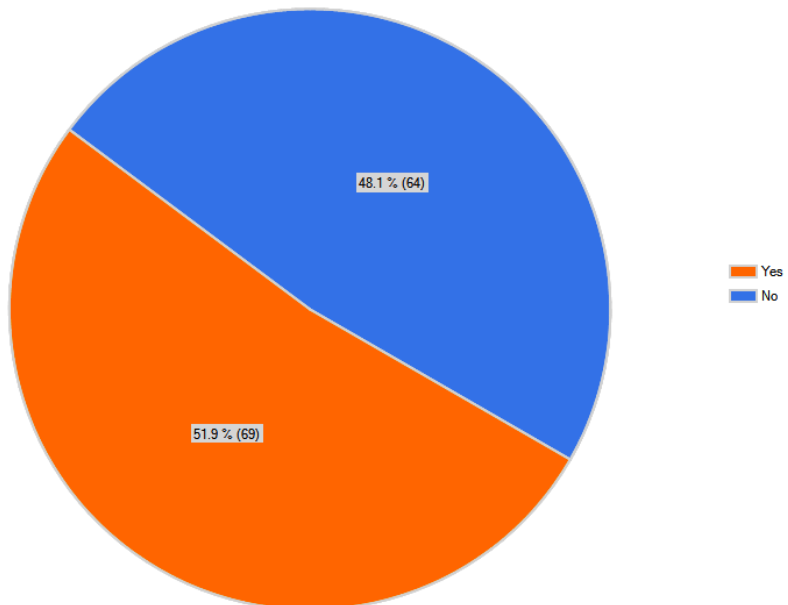
Student Responses (167 Total Responses)

Do you support GCCC being a tobacco free campus?



Employee Responses (133 Total Responses)

Do you support GCCC being a tobacco free campus?





GCCC Tobacco Free Policy Employee Opinion Survey

Below is proposed wording for a Tobacco Free Campus Policy proposed by the Student Government Association. We would appreciate your input and comments on the policy. Thank you for taking a few minutes to read the following and answering the two questions that follow.

Garden City Community College
Tobacco Free Campus Policy

POLICY

Garden City Community College is committed to providing a safe, healthy, smoke-free community for its employees, visitors and students. This will be done by (1) acknowledging the right of nonsmokers to breathe smoke-free air; and (2) recognizing that the need to breathe smoke-free air shall have priority over the choice to smoke. This policy will protect prospective students and visitors from the dangers of smokeless tobacco and second hand smoke. In addition, this will also help with campus beautification by eliminating cigarette butts and unsanitary disposal of chewing tobacco. Tobacco use is unhealthy and should not be allowed on our campus.

The Tobacco Free policy of Garden City Community College will promote the health, well-being and safety of students, faculty staff and visitors on our campus. Garden City Community College will enforce this policy.

A. Use, distribution or sale of tobacco, including any smoking device or carrying any smoking instrument, in Garden City Community College buildings or on school premises at events on GCCC premises, or in GCCC owned , rented, or leased vehicles, without exception, is prohibited.

B. Tobacco use is prohibited at all times in all areas of Garden City Community College which include the following.

I. Within enclosed facilities of GCCC, including but not limited to offices, reception areas, lavatories, classrooms, hallways, lobbies, gymnasiums, elevators, and storage rooms.

II. On all outside property or grounds of GCCC campus including off-campus

sites and residential life facilities.

III. In any GCCC equipment including vans, buses, golf carts, gators and any other GCCC owned vehicle.

C. All employees, students, visitors and contractors are required to comply with this policy, which shall remain in force at all times.

PROCEDURE

A. Garden City Community College Employees will be in charge of monitoring and supervising each other as well as students in and around campus.

B. Residential life will monitor and discipline students that live on campus.

C. Coaches and advisors are responsible for monitoring and disciplining their students while participating in athletic and college-sponsored activities both on and off campus, including practices, meetings and college sponsored trips.

D. Campus Security will monitor for violators.

Students and Employees: A self-policing strategy will be implemented to insure that everyone complies with the tobacco free campus policy.

Visitors: All visitors are held to the same standards as all students and employees while on College property and must abide by the Garden City Community College approved policies. When a visitor is observed using a tobacco product in violation of the policy, the person who observed the behavior should ask the person in violation to comply with the College's Tobacco Free Policy. If the person in violation refuses to comply, the individual will be asked to leave, and the appropriate authority will be notified.

1. Do you support GCCC being a tobacco free campus?

- Yes
- No

2. Please share any comments, questions, or changes to the proposed policy from Student Government:



GCCC Tobacco Free Policy Student Opinion Survey

Below is proposed wording for a Tobacco Free Campus Policy proposed by the Student Government Association. We would appreciate your input and comments on the policy. Thank you for taking a few minutes to read the following and answering the two questions that follow.

Garden City Community College
Tobacco Free Campus Policy

POLICY

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1. Do you support GCCC being a tobacco free campus?

- Yes
- No

2. Please share any comments, questions, or changes to the proposed policy from Student Government:

OCTOBER 2013 MONITORING REPORT

ENDS

SEMI-ANNUAL

Work Preparedness

#1

Page 3

1. Students will have the skills and knowledge required for successful entry into the workplace.
2. Students will have the work ethics, discipline and collaborative skills necessary to be successful in the workplace.
3. Students will have the skills and knowledge necessary to maintain, advance or change their employment or occupation.

CEO's Interpretation:

Students taking certificate and degree programs at GCCC will be exposed to the essential technical skills and soft skills necessary to enter the workforce. The education and training provided to students enrolled in courses and programs will demonstrate course competencies as identified via GCCC Business and Industry Advisory Committees and respective national standards, e.g., nursing, welding.

Environment scanning an information gleaned from area business and industry address the following:

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

Garden City Community Students focus on connecting theory and real world applications.

The use of such real-world situations and simulations such as:

Clinical Rotations

Internships

Cooperative Learning

Computer Labs

Science Labs

Agriculture Labs

The utilization of simulated and on-the-job site scenarios provide students with the opportunity to reach an "application" level of learning by working with employers, faculty, and on-site supervisors to implement theory to practice.

Faculty work closely with off-campus learning opportunities for our students. All clinical rotations and internships involve working with an employee of the organization that the off campus learning activity is performed. The close contact with employees of health organizations along with business and industry provide students with the entry-level expectations of the particular industry. Students are evaluated by the faculty member along with the "proctor" on-site. The evaluation of learning includes the skills observed by faculty along with input from the on-site personnel.

Currently, all Perkins Grant funded programs in the technical education area are required to conduct an annual advisory committee meeting. This group of employers in the local region provides faculty and staff with insight as to “cutting-edge” technology that is being used in the industry. The advisory committee provides direction on curriculum development and curriculum changes to keep teaching and learning relevant.

All courses delivered at GCCC are required to have a course syllabus. This syllabus outlines and describes the student learning outcomes. The learning outcomes are reviewed on a regular basis to make sure the outcomes are current and meet employment needs. New courses must be approved by the GCCC Curriculum Committee prior to including in any curriculum; this allows for a thorough review of the learning outcomes and pedagogy involved in new course development.

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

All programs emphasize the importance of attendance, staying on task, and professional behavior during lecture, lab, and simulated exercises. Attendance guidelines are listed in the current College Catalog 2012-2014 (page 21):

1. Attendance at Garden City Community College is mandatory.
2. The student is responsible for contacting each of his or her instructors regarding an absence.
3. GCCC supports the right of instructors to recommend withdrawal prior to the published withdrawal date or to fail any student whose absences are excessive in the opinion of that instructor.

Final examinations and projects are required for all classes. This final exam and project provides a learning evaluation of the course and program to determine student learning outcomes as prescribed by each course, curriculum, and advisory committee input. It is important to provide “capstone” experiences in classes to ensure job readiness upon completion of the curriculum and program. The following is Instructional Services Policy:

Policy Statement: Students absent on the day of an announced examination may be permitted to make up the examination at the discretion of the instructor. Final examinations at the close of each semester are college requirements for all students.

Procedures: In case of an emergency such as bereavement or hospitalization, a student may be permitted to deviate from the announced schedule of examinations with permission from the Vice President of Instructional Services. The academic calendar for the entire year is printed in

the calendar section of the catalog as well as in each semester's Schedule of Courses. Students should refer to the schedule prior to making travel arrangements so that there will be no conflict with the final examinations schedule. All classes are expected to have some kind of culminating experience during final exams week. This may be an exam, presentations, projects, etc. and will vary from discipline to discipline as appropriate. Final exams for full-semester courses are based on a two-hour time period and published in the appropriate course schedule.

The College also measures student course completions, appropriate grades, and academic progress to determine if appropriate progress in learning outcomes is achieved as described in Instructional Services Policy as follows:

Policy Statement: Assessment of the progress of students in completion of course objectives will be made by instructors. Academic progress will be measured both during the term and over continuous terms of enrollment.

Procedures: To encourage satisfactory progress throughout continuous terms of enrollment, the College has adopted an academic progress procedure which is published in the College Catalog and Financial Aid and Scholarship Handbook. A student must make "satisfactory academic progress" toward a degree or transfer program leading to a bachelor's degree to be eligible to receive federal financial aid. GCCC will review each student requesting financial assistance from the college to determine if satisfactory academic progress is being met; the review will be based on all academic transcripts.

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

Technical program performance is measured annually based on six core indicators as identified in the Carl Perkins Grant Fund (statistics from Kansas Board of Regents and Kansas Department of Labor)

1. Skill Attainment – Graduate must demonstrate mastery of summative program knowledge and skills.
2. Credential/Certificate/Diploma Achievement – Percent of students enrolled in a program who earns a credential within a 2-year period.
3. Retention/Transfer – Students who achieved "concentrator status" (12 credit hours within a program) and were enrolled or transferred to another institution in the fall of the next year.
4. Student Placement – Graduates must remain employed six months after graduating from the program or continue their education or enter the military.
5. Non-traditional Placement (gender equity) – Students enrolled in programs underrepresented by their gender.

6. Non-traditional Graduation – Graduates of programs under-represented by their gender.

Results 2012-2013:

1. Skill Attainment:	95%
2. Credential/Certificate/Diploma Achievement:	82%
3. Retention/Transfer	69%
4. Student Placement	83%
5. Non-traditional Placement	46%
6. Non-traditional Graduation	7%

Garden City College also provides students the opportunity to maintain, advance, or change their employment or occupation through our Adult Learning Center and Continuing Education Division.

Students also have the opportunity to change their employment status by earning a GED, enrolling in developmental classes that prepare them for college-level work, and enrolling in other college-level classes. The Adult Learning Center served 708 students during the 2013 fiscal year.

A summary of educational gains and employment advancement through the Adult Learning Center:

Total Students Served Adult Learning Center	708
Entered Employment	149
Retained/Improved Employment	203
Entered Postsecondary Education	110

OCTOBER 2013 MONITORING REPORT

EXECUTIVE LIMITATIONS	QUARTERLY
General Executive Constraints #7	Page 7
There shall be no conflict of interest in awarding purchases or other contracts.	

CEO's Interpretation: It is the administrative intent to determine if a Board member, administrator or employee recommending a purchase or contract has a personal or professional interest in a contract or purchase being considered.

Data directly addressing the CEO's interpretation: It will be the responsibility of the board member, cabinet level administrator or employee to notify the appropriate administrator of any association or potential conflicts of interest. When purchases of \$20,000 or more are presented to the board for approval, the board member with direct or personal interest may choose to recuse themselves from the action.

All contracts are reviewed by no less than two college employees. At a minimum, contracts are reviewed by the employee requesting the contract and the CFO. If the CFO originates the contract, the document is reviewed by an appropriate administrator or college counsel.

Purchases are approved by at least one administrator. Purchases over \$5,000 require two approvers and purchases over \$20,000 require three approvers.

EXECUTIVE LIMITATIONS	QUARTERLY
General Executive Constraints #8	Page 7
The President shall not allow for purchases without first giving consideration to local businesses, with a maximum ten percent premium.	

CEO's Interpretation: Preference shall always be given to the best bid. However, a local business (defined as a Finney County property tax payer) may be considered with a 10% margin of purchases of \$10,000 or more.

Data directly addressing the CEO's interpretation: Purchases over \$10,000 require a Bid Sheet with written comparative prices. The Bid Sheet is reviewed by Accounts Payable to assure college policy has been followed.

Purchases over \$10,000 made during the previous three months were reviewed;

- Five purchases were approved by the Board

- Seven purchases indicated single source vendor

- six single source purchases had no local vendor

- one single source purchase was made with a local vendor

- Nine purchases indicated the best bid was accepted

- Eight purchases had no local vendor

- One purchase was with a local vendor

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

The President shall not make any purchase (a) of over \$10,000 without competitive bids and due consideration regarding cost, quality, and service; and (b) 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 \$10,000.

Data directly addressing the CEO's interpretation: Purchase orders for purchases over \$10,000 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 October 2013

Cathy McKinley, Executive Director of Marketing & Public Relations

GCCC was named to the coveted “Military Friendly Schools” list. The 2014 Military Friendly Schools list honors the top 20 percent of colleges, universities and trade schools in the country that are doing the most to embrace America’s military service members, veterans and spouses as students and ensure their success on campus. GCCC also was designated “Military Friendly” in 2013.

GCCC and its Student Government Association (SGA) are offering a distracted and drunken driving education program for students. The “Arrive Alive” program will be held on Oct. 2, from 10 a.m.-4 p.m. on the central campus mall. The public is welcome to attend. The program will be presented by UNITE, a national organization that brings health and wellness programs to high school and college campuses across the nation. UNITE programs are designed to heighten awareness to the dangers and consequences of drunk driving and distracted driving. UNITE’s “Arrive Alive” program uses a high-tech simulator, impact video and a number of other resources to educate students about the dangers of drunk driving and texting while driving. The simulator allows students to experience, in a controlled environment, the potential consequences of drunk and distracted driving.

Tyreek Hill won the Silver Medal at the NJCAA Outdoor Track and Field Championships in May and was named Second Team All-American. Hill qualified with the fastest preliminary time with a 10.14. Hill ran a wind aided 9.98 to place second. Hill placed third in the 200M Dash with a time of 20.75. Hill is also a member of the Broncbuster Football Team and was named NJCAA First Team All-American as a Return Specialist.

Ryan Ruda, Vice President of Student Services

Enrollment continues to come in on a daily basis, but as of 20th day certification, Garden City Community College reported a 2.1% increase in the number of credit hours in comparison to Fall 2012.

Garden City Community College was a partner in a new grant award with Kansas State University. The grant which is funded by the Louis Stokes Alliance on Minority Programs, will work at providing tutoring, academic assistance, transfer assistance and support to 7 minority students who are entering a STEM major. These students have various grant requirements that they must meet in order to remain in the program, but there are financial incentives if they meet the grant requirements. Praveen Vadapally, instructor, along with Ryan Ruda and Colin Lamb will administer and provide oversight to this grant. The grant is a 5 year partnership with Kansas State University.

The new LED scoreboard for the main competition gym has been delivered and is ready for use this upcoming basketball season. Additionally, a TV has been installed by the concession stand in DPAC which will have a live stream of the games and half-time so that spectators don’t have to miss any of the action while going to the concession stand. Many updates are occurring to enhance the fan experience.

HALO held the annual Hispanic Student conference this last month for area high school and college students. It was well attended with well over 200 students visiting campus for this event.

Garden City Community College has for a second year in a row been selected as a Top Military Friendly institution. This distinction is a determined through a process of several surveys based upon the student services in place, policies and procedures and cost of attendance for veterans. This is a proud distinction that GCCC looks to build on and make more services available for veterans.

Financial aid and the business office are to be commended. Nearly \$3 million dollars was posted to student accounts on disbursement day through scholarships, pell grant, loans and outside scholarships due to their efforts. A great deal of work goes into verifying student records and files to insure that disbursement day goes well.

Dr. Bruce Exstrom, Vice President of Instructional Services:

The ACEN ADN Nursing Accreditation visit took place September 17-19. We received verbal confirmation that we were awarded re-accreditation for the Associate Degree Nursing (ADN) nursing program for 8 years. We were in compliance with all six standards to include many specific criterions required by the Accreditation Commission for Education in Nursing (ACEN). This is a national accreditation that is recognized by many entities in the healthcare world. Congratulations to Patricia Zeller and the GCCC nursing faculty for all their hard work and making the re-accreditation visit a success. This is the culmination of many months of hard work developing a self-study document, organizing the on-site visit and the continued excellence of the nursing program. The Kansas Board of Nursing conducted an on-site visit October 8-9. The state board addressed similar criteria for nursing education, nursing faculty credentials and facilities.

The Continuing Education department hosted the Kansas Deans and Directors of Continuing Education & Community Service meeting September 26-27. We had a great turnout, with 28 representatives from Kansas Board of Regents (KBOR) along with community colleges and universities across the state attending. The event was a great opportunity for our counterparts to network and participate in discussions pertaining to continuing education and performance agreements. While on campus, participants toured GCCC's new mobile lab with Crystal Ahrens and the nursing simulation lab with Patsy Zeller. The spring meeting will be hosted by Cloud County Community College.

I recently visited with Steve Larrick, Associate Director for Career Technical Education for the Kansas Board of Regents, regarding upcoming changes, reports and requirements for the FY14 Perkins Plan. I will attend an October 30 meeting addressing the Carl Perkins Grant updates at Dodge City Community College. This federal grant administered by KBOR provides equipment purchases, professional development, and curriculum development for our Career and Technical Education (CTE) programs.

For the first time in its history, the GCCC Meats Team hosted the first day of the annual Beef Empire Days Intercollegiate Meat Judging Contest September 28. The first day of competition took place in the new meats and science laboratory. GCCC finished 2nd overall and broke numerous school records. Congratulations to Dr. Clint Alexander and the Meats Team on a job well done. The competition proved to be a valuable learning experience for the students and faculty, and we look forward to many more learning opportunities.

Approximately 175 people attended the second annual *Eat Free or Live Free* event honoring Constitution Day September 17. Students and college employees were faced with the decision to live free or eat free and give up their constitutional rights. Numerous "protests" and acts took place to get people engaged in the understanding of the Constitution and the First Amendment rights. Many thanks to GC3 Media, SGA, GCCC Drama and the Department of Public Safety for their collaboration on the event.

Julie Ricke, EduKan instructional designer, visited campus to provide faculty ideas on how to utilize the eCollege Gradebook, as part of a professional development opportunity September 20. We must keep on the cutting edge of technology, and utilizing an electronic gradebook is one example. One aspect of the Gradebook Julie focused on was illustrating "current" grades so students can have an exact idea how they stand on a particular day. Students need to understand how they are progressing in class, and eCollege is a great source for them to access gradebook and other electronic resources for their classes. Student awareness and easy access to current grades is an important aspect of our student retention and student success.

Divisions are working on the spring course schedule. All spring classes will start on the 1/2 hour beginning at 7:30 a.m. This will enable consistency throughout the schedule and allow for as much flexibility for our students as possible. Ending times may be adjusted as needed, but the course line schedule should include consistent start and end times. We will progress with tweaking and training for our hybrid courses. The Instructional Leadership Team is in constant communication with our students and faculty to create the spring semester schedule.

The Technology Committee has met and is anticipating a recommendation later this year regarding mobile technology for faculty, staff and students. This is an important initiative as many high schools and colleges are developing mobile technology in the classroom and across their campuses. Many students come in with their own mobile technology for use in and out of the classroom. Winsom Lamb and Nicole Dick are co-chairing the committee this year; the committee is working closely as a team with faculty, IT staff, and other support personnel. It is imperative to provide technology that enhances learning and access to classes, faculty, and research materials.

Culinary management curriculum is being finalized. We anticipate the first classes to be launched in the spring semester. We also finalized marketing materials and presented information at recruiting opportunities at local high schools. This new program will fill a need in the region for the culinary industry. Students will be trained in management techniques, food safety, food preparation, menu planning, and food and beverage purchasing.

Dee Wigner, Executive Vice President:

Broncbuster Bookstore

The bookstore is winding down from fall semester. The first call for spring adoptions, which are due on October 18th, were sent to faculty.

The layout of the bookstore has changed to better serve students. Beginning in the spring, textbooks will be stored in the back room and bookstore staff will pull books for students. Hopefully, this will eliminate some of the returns due to wrong books being pulled by students. Scholarship books will be distributed inside the store instead of the small storage room outside the bookstore which will allow scholarship students to come into the store and see available merchandise when they pick up their books.

New and different clothing styles are being purchased for store inventory to help promote the B.Y.O.B.G campaign. Merchandise sales at home football games have been steady and are a great way to advertise the college bookstore.

Facilities

On May 1, 2013, Dennis Burk, Safety Consultant conducted an on-site safety inspection of college facilities to determine if possible unsafe or unhealthy working conditions might be present. This inspection was conducted under the authority granted the Secretary of Kansas Department of Labor. It had been over ten years since the last inspection. The final report summarizing the result of the inspection included 43 items or potential hazards which were serious and needed to be addressed. Under the direction of Derek Ramos, Director of Facilities, college staff either corrected the items or developed a plan of correction. A report was sent to the state addressing each of the 43 items. On October 4, the Kansas Department of Labor sent notice that the information sent by Mr. Ramos was accepted and the state office considers the inspection as completed.

Maintenance

The remodel of the southeast classroom located at Dennis Perryman Athletic Complex (DPAC) has been completed. A small closet was added to house the access to the roof and provide IT with space to

enclose a circuit board. New carpet was installed, the walls painted and a new drop ceiling with new air duct grilles was installed.

The offices in the physical plant office were updated with new carpet, paint and drop ceiling. Staff are now busy working on small projects in Residential Life as well as catching up on work orders throughout campus.

Grounds

The grounds crew have been painting and maintaining the football practice fields. Work continues on irrigation repair and replacement at the Student Center and Tangeman Fields. Cleaning up continues around the skating rink and mobile home park. Crews are tearing out trees in preparation for bleacher installation at the athletic field. Williams Stadium is being seeded and aerated. Replacement trees will soon be planted in the center quad landscaping, as well as seeding of Residential Life areas/BTSC, and the trimming the dead out of existing large trees. Street repairs are scheduled to begin in a few weeks.

Custodial Services

Custodian have been keeping up with the daily up-keep of the campus, facilities, and surrounding areas. Setup/tear-downs this month included the Endowment Scholarship Dinner and Hispanic Day which consisted of 300 students from southwest area Kansas high schools. Custodians also provided coverage for football games at Garden City High School Buffalo Stadium and tailgate set-ups. Custodians also worked the alumni girls' basketball game on Sunday October 6, 2013.

Human Resources

The Wellness Committee has been busy with the fall schedule. Activities include hosting the first Lunch and Learn for the 2013-14 academic year on October 2nd. Anita Haimowitz with BlueCross BlueShield gave two presentations on "A Good Night's Sleep." Three more presentations will be given throughout the year. The committee has also been working on a biometrics screening for all full time employees, which is scheduled for October 10th.

Cricket Turley and Dee Wigner attended a KPERS workshop for community colleges in Great Bend. The workshop covered changes in the state retirement system which will begin January 2014. Information was presented on the new life insurance option for the spouse of employees. Also discussed, were the enhancements to the KPERS website which will allow KPERS members to have access to their personal information, such as account balance, annual statements and retirement estimates.

Kansas Small Business Development Center

Cheryl Schmale and Mike O'Kane attended the ASBDC National Conference in Orlando the week of September 9-13. The annual conference always offers a wide variety of continuing education training classes as well as important networking contacts and opportunities. Cheryl and Mike both felt this year's conference had many new and very outstanding classes that provided the KSBDC very valuable and useful information to implement in the local program and with local clients. Through the debriefing process after the conference, that consensus was echoed by all the other KSBDC attendees across Kansas.

Interviews are currently underway for the Assistant Director/Consultant vacancy and hope to have good news of hiring the best candidate in the next board report. Increase in consulting activity continues with all the new development in the community which is very exciting and are anxious to have another consultant on staff to effectively and efficiently serve local clients and the community. There has also been an increase in consulting activities through the Seward County Community College Outreach Center. Mike has been working with several new clients and contacts in the Hugoton and Ulysses areas.

The GCCC KSBDC will be hosting Tax Workshops presented by Kansas Dept of Revenue, October 8 here in Garden City, October 9 in Dodge City and October 10 in Liberal. These tax workshops cover Sales and Compensating Use Tax, Kansas Withholding Tax, Estimated Tax, Unemployment Tax and Worker Classification (employee vs. contract labor).

Mike O’Kane held a Business Startup Workshop in Liberal on September 24 and the same workshop here in Garden City on October 3. Both of these workshops were well attended. Cheryl Schmale will be presenting the same workshop in Leoti on October 29 hosted by the Wichita County Economic Development Center.

The KSBDC State Team Meeting will be held in Abilene October 22-24 where all team members state-wide are required to attend. These required meetings are held in April and October of each year and include updates, changes, new requirements, etc. not only with the SBDC program but also from any of the resource partners. Training sessions will be held by outside sources as well as from members from the state wide team. Cheryl will be presenting a NDC Financial Training session along with the 3 other KSBDC members from other centers who also received the Economic Development Finance Professional Certification.