



April 4, 2014

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

Dear Trustees:

The Board of Trustees will meet in regular session on **Tuesday, April 15, 2014**. 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

**I. CALL TO ORDER:**

- A. Comments from the Chair
- B. Open comments from the public
- C. Introduction of new employees
- D. Student Government Report
- E. Report from Faculty Senate

**AGENDA**

<b>II. CONSENT AGENDA</b> .....	<b>Action</b>
A. Approval of minutes of previous meetings (March 10, 2014) .....	pg. 3
B. Approval of personnel actions-Human Resources .....	pg. 9
B-1 Human Resources Report .....	pg. 10
B-2 Adjunct/Outreach Contracts .....	pg. 11
C. Financial information .....	pg. 12
C-1 Checks processed in excess of \$20,000 .....	pg. 13
C-2 Revenues .....	pg. 14
C-3 Expenses .....	pg. 16
C-4 Cash in bank .....	pg. 22
D. Approval of purchases over \$20,000	
D-1 Microsoft Annual Agreement .....	pg. 23
E. Approval of Auditor Contract .....	pg. 25
F. Approval American National University Agreement.....	pg. 34

**III. CONFIRMATION OF MONITORING REPORTS:**

- A. Monitoring Reports and ENDS..... Action
  - A-1 Monitoring Report – Executive Limitation, Quarterly #7, #8 .....pg. 35
  - Asset Protection Quarterly #5
- B. Review Monitoring Report
  - B-1 Academic Advancement
- C. Board Process and Policy Governance Review

**IV. OWNERSHIP LINKAGE:**

**V. REPORTS:**

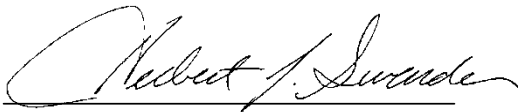
- A. President’s Report
  - A-1 Incidental Information .....pg. 37
- B. Report from Finney County Economic Development Corporation

**Upcoming Calendar Dates:**

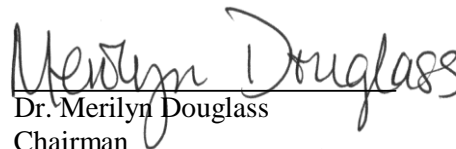
April 18-21	Easter Holiday; no classes and offices are closed.
April 19	Legislative Coffee, St. Catherine Hospital Cafeteria 9:00 a.m.
April 26	Ride for the Future, 9 a.m. registration
April 24-28	“Lend Me a Tenor”, 7:30 p.m., auditorium, Pauline Joyce Fine Arts building
May 6	DPS Scenario Day, all day
May 8	Instrumental Music Pop Concert 7:30 p.m., auditorium, Pauline Joyce Fine Arts building Retirement Reception, Endowment Room of the Beth Tedrow Student Center, 3:00-4:00 p.m.
May 12	SGA Student Awards/Honors Banquet,
May 13	Board of Trustee Meeting, 6:00 p.m., Endowment Room of Beth Tedrow Student Center
May 14	SGA Student Awards/Honors Banquet, 5:30 p.m., Dennis Perryman Athletic Complex Gymnasium
May 15	DPS Awards Celebration, 6 p.m.
May 15	Choral Music Pop Concert, 7:30 p.m.
May 16	VIP Reception Hall of Fame Room, 5:30 p.m., Dennis Perryman Athletic Complex GCCC Commencement 7 p.m., Dennis Perryman Athletic Complex Gymnasium
May 17	Legislative Coffee, St. Catherine Hospital Cafeteria 9:00 a.m. Nursing Pinning Ceremony, 2 p.m. John Deere TECH Program Brunch, time TBA
May 26	Memorial Day, Offices Closed/No Classes

**VI. EXECUTIVE SESSION**

**VIII. ADJOURNMENT**



Dr. Herbert J. Swender, Sr.  
President



Dr. 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

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

**March 10, 2014**

Trustees Present: Dr. Marilyn Douglass, Terri Worf, Ron Schwartz, Steve Sterling

Trustees Absent: Dr. William S. Clifford, Jeff Crist

Others Present: Audra Aguiniga, SGA Vice President  
Debra Atkinson, Deputy Clerk  
Brett Cady, GC3 Media  
Dr. Bruce Exstrom, Vice President of Instructional Services  
Dr. Beverly Schmitz Glass, Executive Director of Public Relations and Marketing  
Angie Haflich, *Garden City Telegram*  
Micah Kasriel, Coordinator of Student Activities  
Dr. Samuel Kerr, Chief Operating Officer  
Dr. Robert Paxton, President, Online Operations  
Dr. Lynn Priddy, Provost  
Ryan Ruda, Vice President of Student Services/Athletic Director  
Dr. Ronald Shape, Chief Executive Officer  
Jeff Southern, Director Information Technology  
Bob Sperling, Community Member  
Tammy Tabor, Student Services Specialist  
Steven Vincent, Assistant Football/Weight Training Coach  
Dee Wigner, Executive Vice President

**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. Douglass reminded attendees that all were welcome to remain for the entire meeting or that participants could leave as their business was completed.

Chair Douglass took a few minutes to remember Dr. Gary Jarmer, former dean of technical education and board of trustee member. Dr. Jarmer initiated and supported numerous career and technical programs for the college. Dr. Jarmer died on Tuesday, February 18. Chair Douglass asked everyone to keep the Jarmer family in their thoughts and prayers.

Chair Douglass made the following comments:

- Extended congratulations to GCCC Academic Challenge team for recently taking both first and second place in the Western Regional Academic Excellence Challenge Tournament.
- Congratulated GCCC Cheer and Dance for bringing home second place from the Region VI Championship.
- Notes that both men and women's basketball teams had a successful season and extended appreciation.
- Thanked volunteers that helped students on College Goal Sunday.
- Reminded Trustees that March 13 is the Annual Chamber of Commerce Banquet.

### **OPEN COMMENTS FROM PUBLIC:**

Chair Douglass noted that there were none registered.

### **INTRODUCTION OF NEW EMPLOYEES:**

Ryan Ruda, Vice President of Student Services/Athletic Director, introduced new GCCC employee Steven Vincent, Assistant Football/ Weight Training Coach.

President Herbert Swender, welcomed Coach Vincent and presented him with a GCCC Broncbuster lapel pin

### **REPORT FROM STUDENT GOVERNMENT ASSOCIATION:**

Breven Woydziak, President of Student Government Association, was unable to attend and Audra Aguiniga, SGA Vice President gave the report for SGA.

Past Events:

- SGA hosted Breakfast Bingo on February 18 from 8:00p.m. to 10:00p.m. in the cafeteria. Fun activities, prizes, snacks and of course, bingo was enjoyed by all.
- On February 26 SGA members participated in Kansas Hunger Dialog, an effort to fight world hunger.

Future Events:

- Casino Night has been scheduled for March 6.
- April 22 is the date scheduled for Earth Day.

Chair Douglass expressed thanks and appreciation to Aguiniga for the SGA report.

### **REPORT FROM FACULTY SENATE:**

No report was given.

### **NATIONAL AMERICAN UNIVERSITY PRESENTATION:**

President Swender took this opportunity to introduce several representatives of National American University,. Dr. Robert Paxton, President, Online Operations, Dr. Ronald Shape, Chief Executive Officer, Dr. Samuel Kerr, Chief Operating Officer, and Dr. Lynn Priddy, Provost, to the GCCC Board of Trustees.

NAU representatives were in attendance in order to offer information via PowerPoint presentation, regarding on-campus baccalaureate programs, the result of conversations that began nearly two years ago. Programs for consideration include business administration/management and marketing, business administration/supply chain management, criminal justice, and healthcare management, in addition to allied health, and licensed practical nurse to Bachelor of Science in nursing and registered nurse to Masters of Science in nursing.

Dr. Ronald Shape, Chief Executive Officer, told trustees that NAU has had a long-standing relationship with community colleges by creating strategic partnerships, allowing students with associate degrees to transfer into bachelor degree programs. “The advantage we offer is a unique collaboration between our university and GCCC that will allow students to advance into the next phase of their educational goals without leaving home.”

NAU , a private higher education institution has 37 campuses in 11 states across the country. It is accredited by The Higher Learning Commission and a member of the North Central Association of Colleges and Schools. GCCC will be the first community college in the state to house an on-site baccalaureate program with its own set of instructors, staff, and classes. It offers online, blended or hybrid, and on-ground courses.

Location of the new program classrooms will be determined as GCCC officials look to consolidate some program locations and scheduling alternatives.

GCCC Trustees and Administration expressed appreciation for the informative presentation and visit from NAU

representatives.

**EXECUTIVE SESSION:**

***Motion:***

*Worf moved, seconded by Sterling that the board goes into a thirty minute executive session at 6:55 p.m. for the purpose of discussing personnel matters of non-elected personnel and preliminary discussions relating to acquisition of real estate.*

*Ayes: Douglass, Schwartz, Sterling, Worf*

*Nays: None*

*Motion carried 4-0*

*Executive session was extended an additional ten minutes at 7:25 p.m.*

**Persons included in executive session:**

GCCC Board of Trustees

Herbert Swender, President

Dee Wigner, Executive Vice President

Board reconvened into open session at 7:35 p.m.

**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 III-A-E as presented.

***Motion:***

*Sterling, moved, seconded by Schwartz, to approve consent agenda items, III-A-E as presented.*

*Ayes: Douglass, Worf, Schwartz, Sterling*

*Nays: None*

*Motion carried: 4-0*

**Approved actions follow:**

**(A) APPROVED MINUTES** of previous meeting (February 11, 2014)

(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.)

**(D) APPROVED SEPARATION AGREEMENT AND RELEASE-BOARD OF TRUSTEES OF GARDEN CITY COMMUNITY COLLEGE AND STEVEN R. THOMPSON**

(Supporting documents filed with official minutes.)

**(E) APPROVED REAL ESTATE PURCHASE**

(Supporting documents filed with official minutes.)

**MONITORING REPORTS and ENDS REPORTS:**

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

- Annual, General Executive Constraints, #2
- Annual, Academic Advancement

Trustees accepted monitoring reports as presented

**BOARD PROCESS AND POLICY GOVERNANCE REVIEW:**

Trustees reviewed the following monitoring reports:

- Annual, Personal Enrichment

No changes or additions to were recommended at this time.

**OWNERSHIP LINKAGE:**

Trustees indicated that they had not received any communications.

**REPORTS:**

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

**Congratulations:**

To Wasinger Chiropractic and Acupuncture, LLC GC will receive The Emerging and Existing Business Award at the State Capitol on March 11.

**Testimony on CDL:**

Monday, February 25, I was in Topeka to give testimony before the Ag and Natural Resources Committee regarding Kansa Community College's being able to offer the written and driving portion of the Commercial Driver's License (CDL). Representative Joe Siewert of Hutchinson asked for me to testify, and you received a written submission of my letter of testimony. I believe that the hearing went very well, House voted on the bill HB2693 on Tuesday, February 25, 2014. Bill was passed in the house and forwarded on to the Senate for review and vote.

**Washington DC/Energy Council:**

I was in Washington March 5-9 as an appointee to attend the National Energy Council Conference on Federal Energy Environmental Matters. The meetings were very informative.

**Financial Aid Distribution:**

The first day of financial aid distribution for the spring semester was February 26<sup>th</sup>. Over \$2,500,000 was posted to students accounts from scholarships, loans, and grants. The business office cut 671 checks for \$946,823.61 to students for any credit balances on their accounts after the aid was posted. Thank you to the business office and financial aid for their work.

**Athletics:**

Men and Women's basketball have completed their season.

Rodeo held their annual rodeo first weekend in March. Jim Boy and Brock and their team deserve a great deal of credit for a very successful rodeo and a great job and accommodating many of the teams who needed to get on the road early due to weather. Big Thank you to Business office staff that helped.

Baseball and Softball are in full swing and starting conference play.

GCCC Indoor Track and Field left last week to compete in New York City at the National Indoor Championships. Ten athletes will represent GCCC and compete at the event.

**Naming Guidelines:**

Previous discussion has taken place regarding establishing guidelines for naming opportunities for current and future buildings and structures. President Swender presented two possible categories, distinguished service and financial contribution. There will be additional discussion regarding these guidelines and categories in the near future.

**Out of District Tuition:**

At the request of the Board of Trustees, the out of district tuition rate has been reviewed by the administration. It is the opinion of the administration that the commerce activity outweighs any dollars that would come in from a separate tuition rate being added for Finney County residents. No change is recommended at this time.

**Program Review:**

An annual program review has been developed and that information has been shared with the appropriate division directors and faculty. The three year program review has been revised and improved to more accurately reflect additional revenue sources and other expenses that may be allocated to the program. This information will assist in program planning, budget development, learning outcomes, and providing an academic year end analysis and input for future planning.

Reviews are in progress for all GCCC programs.

**TOBACCO FREE CAMPUS:**

Colored maps were distributed to trustees showing GCCC's designated smoking areas. The designated smoking policy and map will be placed on the college website. News releases will be submitted to the Garden City Telegram and the student newspaper, Silhouette. Maps will be posted in all campus buildings on designated bulletin boards.

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

- Trustee Schwartz suggested doing a series of articles on the college's economic impact on the county which would include the Finney County resident's only scholarships.
- Four senior housing development companies will be giving presentations. Each contractor has been asked to include how they plan to incorporate GCCC nursing and culinary in their plan.

Development of and participation in Leadership Academy was briefly discussed. Chair Douglas asked that this issue be added to the consent agenda for the April meeting of GCCC Board of Trustees.

Chair Douglass reminded trustees about the following dates:

- April 4           GCCC Annual Endowment Auction
- April 15         GCCC Board of Trustee Meeting.

Meeting adjourned at 8:15 p.m.

**UPCOMING CALENDAR EVENTS:**

- April 18-21     Easter Holiday; No Classes and Offices are closed
- April 24-28    "Lend Me a Tenor" GCCC Theater production, 7:30 p.m. Fine Arts Auditorium
- May 8           Instrumental Music's Pops Concert featuring the GCCC Jazz Ensemble and Concert Band, 7:30 p.m. Fine Arts Auditorium
- May 15         Choral Music's Pop Concert featuring the GCCC College Singers & Concert Choir; 7:30 p.m., Fine Arts Auditorium

May 16 GCCC Commencement 7:00 p.m.  
May 19-21 Final Exams  
May 26 Memorial Day, No Classes and Offices are closed

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Debra J. Atkinson  
Deputy Clerk

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Herbert J. Swender .  
President

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Dr. Marilyn Douglass  
Chair of the Board



**Agenda No: III-B**

**Date: April 15, 2014**

**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:**



April 2, 2014

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

New Hire

Danny Moris, Custodian, effective March 25, 2014  
Andy Marroquin, Custodian, effective March 25, 2014  
Steven Vincent, Assistant Football Coach, effective April 1, 2014

Separations

Tegan Matthews, Head Cheer Coach, effective March 18, 2014  
Andy Marroquin, Custodian, effective March 27, 2014

Retirement

Kay Davis, Science Instructor, effective May 22, 2014  
Janice Nunn, College Health Nurse, effective May 22, 2014

Transfers/Promotions

Oscar Rodriguez, promoted from Assistant Football Coach to Associate Head Coach,  
Effective April 1, 2014

Vacancies

Director of Workforce Development  
Transportation Coordinator  
Social Science Instructor  
Reading Instructor  
Webmaster  
Head Cheer Coach  
Computer Science Instructor  
Chemistry Instructor

**Diversity Recruitment Opportunity**

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

**GARDEN CITY COMMUNITY COLLEGE  
 ADJUNCT/OUTREACH FACULTY CONTRACTS  
 (Presented to Board of Trustees for Approval 4/15/14)**

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Garcia, Justin	Sensational Sauces (CULA125-01) 3/5/14	3 hr(s) @ \$30.00/hr = \$90.00
Garcia, Justin	Knife Skills (CULA126-01) 3/26/14	3 hr(s) @ \$30.00/hr = \$90.00
Hernandez, Rachelle	Bullying Prevention & Response (ECHD-120-80) 2/5 – 2/25/14	1 student @ \$50.00/student = \$50.00
Hernandez, Rachelle	Child Abuse and Neglect: RRR (ECHD-122-80) 2/5 – 2/25/14	1 student @ \$50.00/student = \$50.00
Kolbeck, Kent	Columbian Chemicals Forklift Training (CONT971-01) 3/13/14	8 contact hours for \$250.00
Neff, Martin	AC Variable Frequency Drives (INPR-233-01) 2/24 – 2/28/14	3 hr(s) x \$700.00/hr = \$2,100.00
Pardo, Carlos	KS Carry Concealed (CRMJ300-02) 3/8/14	4 hr(s) @ \$30.00/hr = \$120.00
Ronn, Mark	KS Carry Concealed (CRMJ300-02) 3/8/14	10 hr(s) @ \$30.00/hr = \$300.00
Soldner, Jerry	KS Carry Concealed (CRMJ300-02) 3/8/14	4 hr(s) @ \$30.00/hr = \$120.00
Soldner, Jerry	KS Carry Concealed (CRMJ300-02) 3/8/14	3 hr(s) @ \$30.00/hr = \$90.00
Spindler, Christopher	Intro to Photography (PERS121-01) 3/6 – 3/13/14	6 hr(s) @ \$30.00/hr = \$180.00

**TOTAL ADJUNCT/OUTREACH FACULTY CONTRACTS**

**\$ 3,440.00**

**Agenda No: III-C**

**Date: April 15, 2014**

**Topic:** Financial Information

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

**Background Information:**

Presentation of monthly financial documents:

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

**Budget Information:**

Financial information represents 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

April 2014

### Purchases over \$20,000 requiring bid sheet:

None to Report

### Payments over \$20,000 not requiring bid sheets

- Check #231525 to Seminole Retail Energy for \$30,145.77 for natural gas.
- Check #231626 to City of Garden City for \$51,425.02 for utilities.
- Check #231628 to Commerce Bank for \$35,262.15 for various purchase card purchases.
- Check #231631 to EduKan for \$122,940.00 for Spring 2014 tuition and fees.
- Check #231639 to Great Western Dining for \$69,962.73 for various invoices.
- Check #231805 to Blue Cross and Blue Shield of Kansas for \$98,378.25 for April health insurance premiums.

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	7,738.00-	1,741,781.51-	1,860,000.00-	118,218.49-	6.36
11-00-0000-00000-4002 AMMONIA REFG COURS	0.00	0.00	66,413.00-	0.00	66,413.00	0.00
11-00-0000-00000-4004 TUITTION OUT OF STA	0.00	7,992.00-	242,700.00-	225,000.00-	17,700.00	7.86-
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	40.00	86,571.00-	50,000.00-	36,571.00	73.13-
11-00-0000-00000-4006 OUTREACH CREDIT HO	0.00	1,782.00-	78,642.00-	40,000.00-	38,642.00	96.60-
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	2,034.00-	316,083.83-	337,500.00-	21,416.17-	6.35
11-00-0000-00000-4008 TECHNOLOGY FEE-O :	0.00	891.00-	39,321.00-	40,600.00-	1,279.00-	3.15
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	1,455.59-	6,882.01-	50,000.00	56,882.01	113.76
11-00-0000-00000-4013 TUITTION INTERNATIO	0.00	270.00-	25,380.00-	26,900.00-	1,520.00-	5.65
11-00-0000-00000-4014 TUITTION BORDER STA	0.00	4,355.00-	198,432.00-	230,000.00-	31,568.00-	13.73
11-00-0000-00000-4015 ONLINE COURSE FEE	0.00	140.00-	6,055.00-	10,000.00-	3,945.00-	39.45
11-00-0000-00000-4016 DROP FEE : GENERAL	0.00	740.00-	5,470.00-	3,500.00-	1,970.00	56.28-
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	0.00	750.00-	10,000.00-	9,250.00-	92.50
11-00-0000-00000-4512 VENDING MACHINES :	0.00	291.75-	4,646.50-	10,000.00-	5,353.50-	53.54
11-00-0000-00000-4515 CHILD CARE FEES :	0.00	0.00	23,800.00-	15,000.00-	8,800.00	58.66-
11-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	1,691,376.00-	1,908,415.00-	217,039.00-	11.37
11-00-0000-00000-4603 STATE PMT FOR HS T	0.00	0.00	182,970.00-	0.00	182,970.00	0.00
11-00-0000-00000-4803 AD VALOREM PROPERT	0.00	121,357.48-	6,041,522.66-	9,800,000.00-	3,758,477.34-	38.35
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	54,184.09-	551,673.90-	700,000.00-	148,326.10-	21.19
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	354.40-	5,639.46-	7,000.00-	1,360.54-	19.44
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	22,801.97-	124,057.23-	135,000.00-	10,942.77-	8.11
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	31,331.53	32,154.02-	131,000.00-	98,845.98-	75.45
11-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	0.00	11,670.24-	5,000.00-	6,670.24	133.39-
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	981.14-	20,966.18-	25,000.00-	4,033.82-	16.14
11-00-0000-00000-4811 TAX IN PROCESS : G	0.00	0.00	0.00	176,400.00-	176,400.00-	100.00
11-00-0000-00000-4813 D/S TRANSFER : GEN	0.00	2,716.85-	2,716.85-	0.00	2,716.85	0.00
11-00-0000-00000-4902 INTEREST INCOME :	0.00	9,472.81-	23,896.08-	55,000.00-	31,103.92-	56.55
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	0.00	74,275.49-	110,000.00-	35,724.51-	32.48
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	806.41-	17,149.94-	45,000.00-	27,850.06-	61.89
11-00-0000-00000-4912 TRANSCRIPTS : GENE	0.00	750.65-	9,597.47-	15,000.00-	5,402.53-	36.02
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
=====						
Totals for FUND: 11 - GENERAL	0.00	209,743.61-	11,632,593.37-	14,533,593.00-	2,900,999.63-	19.96
12-00-0000-00000-4002 AMMONIA REFG COURS	0.00	20,012.00-	19,203.00-	0.00	19,203.00	0.00
12-00-0000-00000-4005 ACAD COURSE FEE :	0.00	20,503.00-	288,167.00-	600,000.00-	311,833.00-	51.97
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	200.00-	2,485.00-	5,000.00-	2,515.00-	50.30
12-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	1,012,931.00-	795,892.00-	217,039.00	27.26-
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	40,715.00-	1,322,786.00-	2,998,614.00-	1,675,828.00-	55.89

61-00-0000-00000-4803 AD VALOREM PROPERT	0.00	6,188.31-	308,028.17-	487,884.00-	179,855.83-	36.86
61-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	2,797.91-	30,207.16-	35,329.00-	5,121.84-	14.50
61-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	18.29-	309.49-	352.00-	42.51-	12.08
61-00-0000-00000-4807 DELINQUENT TAX : G	0.00	1,210.95-	6,574.35-	7,000.00-	425.65-	6.08
61-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	1,461.82	2,416.64-	6,555.00-	4,138.36-	63.13
61-00-0000-00000-4810 16/20 M TAX : GENE	0.00	55.28-	1,156.79-	1,194.00-	37.21-	3.12
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	8,808.92-	348,692.60-	548,314.00-	199,621.40-	36.41
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Totals for BUDGET.OFFICER: Unassigned	0.00	259,267.53-	13,304,071.97-	18,080,521.00-	4,776,449.03-	26.42

Fiscal Year: 2014

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	4,171.12	33,532.86	51,429.00	17,896.14	34.80
DEPARTMENT: 11020 - HUMANITIES	169.60	1,278.65	7,612.36	3,227.24	4,554.72	141.12-
DEPARTMENT: 11021 - ENGLISH	0.00	28,172.44	246,467.16	332,187.13	85,719.97	25.80
DEPARTMENT: 11022 - SPEECH	0.00	5,048.34	46,066.83	52,616.25	6,549.42	12.45
DEPARTMENT: 11023 - PHILOSOPHY	0.00	538.25	2,153.00	0.00	2,153.00	0.00
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	320.00	1,727.80	320.00	1,407.80	439.93-
DEPARTMENT: 11025 - JOURNALISM	0.00	5,813.14	42,795.82	57,897.00	15,101.18	26.08
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	1,614.75	972.00	642.75	66.12-
DEPARTMENT: 11030 - ART	0.00	10,889.08	106,858.55	134,658.00	27,799.45	20.64
DEPARTMENT: 11031 - DRAMA	1,543.54	6,109.48	55,290.56	69,711.00	12,876.90	18.47
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	7,660.80	66,113.17	87,099.00	20,985.83	24.09
DEPARTMENT: 11033 - INST MUSIC	665.74	12,500.51	96,201.61	134,583.64	37,716.29	28.02
DEPARTMENT: 11040 - SCIENCE	1,629.91	38,663.37	294,560.12	451,951.81	155,761.78	34.46
DEPARTMENT: 11050 - MATH	0.00	26,297.85	224,732.83	326,883.88	102,151.05	31.25
DEPARTMENT: 11060 - SOCIAL SCIENCE	64.97	32,453.48	282,438.22	384,752.26	102,249.07	26.58
DEPARTMENT: 11070 - HEALTH & PHYSICAL	297.00	17,566.91	148,301.76	175,331.00	26,732.24	15.25
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	7,621.54	62,928.35	85,889.00	22,960.65	26.73
DEPARTMENT: 11080 - ESSENTIAL SKILLS	0.00	179.41	2,932.68	720.00	2,212.68	307.31-
DEPARTMENT: 11081 - READING	0.00	3,515.83	24,121.24	79,927.00	55,805.76	69.82
DEPARTMENT: 11082 - ESL	0.00	5,481.19	45,496.07	64,360.00	18,863.93	29.31
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	1,318.41	21,649.61	15,440.00	6,209.61	40.21-
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	0.00	3,267.26	5,000.00	1,732.74	34.65
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	17,795.88	3,964.11	234,235.78	412,230.00	160,198.34	38.86
DEPARTMENT: 12014 - FINNUP LAB	0.00	5,878.04	46,742.41	70,506.00	23,763.59	33.70
DEPARTMENT: 12090 - BSIS COMPETITION T	0.00	1,000.00	1,000.00	1,000.00	0.00	0.00
DEPARTMENT: 12201 - LPN PROGRAM	0.00	0.00	1,167.92	0.00	1,167.92	0.00
DEPARTMENT: 12242 - CHALLENGE COURSE	0.00	0.00	617.72	1,377.00	759.28	55.14
DEPARTMENT: 21100 - GRANT MANAGEMENT &	0.00	0.00	24.00	0.00	24.00	0.00
DEPARTMENT: 32000 - BUSINESS & INDUSTR	0.00	5,153.46	46,337.97	62,435.00	16,097.03	25.78
DEPARTMENT: 41000 - LIBRARY	1,311.85	13,399.12	136,281.67	184,283.00	46,689.48	25.34
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	871.71	7,490.32	60,055.44	83,558.00	22,630.85	27.08
DEPARTMENT: 42000 - DEAN OF LEARNING S	76.50	21,674.50	205,173.21	698,345.59	493,095.88	70.61
DEPARTMENT: 42001 - DEAN OF ACADEMICS	0.00	1,739.98	13,599.64	32,098.00	18,498.36	57.63
DEPARTMENT: 42002 - OUTREACH	0.00	1,432.79	27,808.79	105,030.00	77,221.21	73.52
DEPARTMENT: 42003 - FACULTY SENATE	0.00	1,046.19	9,489.94	11,967.20	2,477.26	20.70
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	3,850.50	14,179.93	0.00	14,179.93	0.00
DEPARTMENT: 42006 - DEAN OF CONT ED CO	0.00	3,007.83	18,199.08	0.00	18,199.08	0.00
DEPARTMENT: 43000 - TRANSITION	0.00	3,390.60	30,506.77	41,297.00	10,790.23	26.13
DEPARTMENT: 50000 - DEAN OF STUDENT SE	154.77	17,611.81	149,651.03	173,671.00	23,865.20	13.74
DEPARTMENT: 50001 - STUDENT SUPPORT SE	0.00	0.00	28,935.00	28,935.00	0.00	0.00
DEPARTMENT: 50002 - EDUCATIONAL TALENT	0.00	0.00	11,912.00	11,907.00	5.00	0.03-
DEPARTMENT: 50010 - COUNSELING & GUIDA	0.00	7,768.24	71,749.54	137,001.00	65,251.46	47.63
DEPARTMENT: 50011 - ASSESSMENT/TESTING	377.30	4,374.69	43,133.12	60,427.00	16,916.58	28.00
DEPARTMENT: 50020 - FINANCIAL AID OFFI	261.90	26,648.44	213,195.05	326,208.00	112,751.05	34.56
DEPARTMENT: 50030 - ADMISSIONS	941.83	10,159.51	94,902.85	136,614.00	40,769.32	29.84
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	7,716.35	11,364.51	104,347.81	146,481.00	34,416.84	23.50
DEPARTMENT: 50050 - STUDENT HEALTH SER	220.11	4,380.85	34,475.12	52,723.00	18,027.77	34.19
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	2,323.65	25,105.79	358,699.49	535,856.00	174,832.86	32.63
DEPARTMENT: 55001 - MEN'S BASKETBALL	810.34	8,566.92	98,918.44	123,459.00	23,730.22	19.22
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	9,338.74	88,583.66	110,227.00	21,643.34	19.64
DEPARTMENT: 55003 - MEN'S TRACK	665.50	9,464.22	43,389.94	50,954.00	6,898.56	13.54



DEPARTMENT: 55004 - WOMEN'S TRACK	934.50	9,428.07	43,153.01	49,474.00	5,386.49	10.89
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	200.00	8,880.36	74,408.18	101,905.00	27,296.82	26.79
DEPARTMENT: 55006 - FOOTBALL	70.00	16,936.83	263,825.05	301,504.00	37,608.95	12.47
DEPARTMENT: 55007 - BASEBALL	5,755.61	13,703.34	94,752.76	123,959.00	23,450.63	18.92
DEPARTMENT: 55008 - VOLLEYBALL	0.00	3,512.12	47,125.56	56,017.00	8,891.44	15.87
DEPARTMENT: 55009 - WOMEN'S SOCCER	327.34	3,806.43	46,973.83	52,010.00	4,708.83	9.05
DEPARTMENT: 55012 - CHEERLEADING	27.00	1,551.11	15,696.90	24,987.00	9,263.10	37.07
DEPARTMENT: 55013 - DANCE TEAM	0.00	1,651.50	13,697.28	20,263.00	6,565.72	32.40
DEPARTMENT: 55014 - RODEO TEAM	986.90	10,024.53	102,227.39	132,280.00	29,065.71	21.97
DEPARTMENT: 55015 - MEN'S GOLF	0.00	11,197.57	45,363.98	40,434.00	4,929.98-	12.18-
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	7,427.87	92,473.21	117,020.00	24,546.79	20.98
DEPARTMENT: 55020 - PEP BAND	0.00	2,758.57	22,885.19	35,711.00	12,825.81	35.92
DEPARTMENT: 61000 - PRESIDENT	3,618.06	28,813.17	261,158.24	434,351.00	169,574.70	39.04
DEPARTMENT: 61001 - BOARD OF TRUSTEES	127.08	861.89	16,179.80	24,840.00	8,533.12	34.35
DEPARTMENT: 61005 - ATTORNEY	0.00	3,285.00	27,408.44	20,250.00	7,158.44-	35.34-
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	1,071.20	54,467.86	798,359.89	1,724,014.00	924,582.91	53.63
DEPARTMENT: 62010 - HUMAN RESOURCES	0.00	10,059.25	94,457.21	142,209.00	47,751.79	33.58
DEPARTMENT: 62011 - ADA COMPLIANCE	0.00	4,036.91	37,054.91	61,904.00	24,849.09	40.14
DEPARTMENT: 62050 - ONE-TIME PURCHASES	0.00	2,040.00	12,179.89	475,000.00	462,820.11	97.44
DEPARTMENT: 63000 - INFORMATION SERVIC	4,757.28	19,093.74	136,727.92	266,599.00	125,113.80	46.93
DEPARTMENT: 64000 - INFORMATION TECHNO	14,393.48	43,322.57	471,106.04	705,080.00	219,580.48	31.14
DEPARTMENT: 65000 - CENTRAL SERVICES	2,097.00	15,228.41	131,151.75	156,968.00	23,719.25	15.11
DEPARTMENT: 66000 - MARKETING	0.00	0.00	275.00-	75,000.00	75,275.00	100.37
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	0.00	7,792.35	104,250.67	148,881.00	44,630.33	29.98
DEPARTMENT: 71000 - BUILDINGS	15,805.51	33,571.03	264,856.85	387,098.00	106,435.64	27.50
DEPARTMENT: 72000 - CUSTODIAL SERVICES	6,822.83	35,162.18	312,183.82	473,872.00	154,865.35	32.68
DEPARTMENT: 73000 - GROUNDS	3,960.10	17,676.09	145,791.30	217,546.00	67,794.60	31.16
DEPARTMENT: 73001 - ATHLETIC FIELDS	21,650.00	4,027.71	77,868.94	68,081.00	31,437.94-	46.17-
DEPARTMENT: 74000 - VEHICLES	1,189.41	21,154.83	160,987.57	303,725.00	141,548.02	46.60
DEPARTMENT: 75000 - CAMPUS SECURITY	0.00	8,433.97	83,611.76	164,781.00	81,169.24	49.26
DEPARTMENT: 76000 - INSURANCE	0.00	8,898.86	316,163.24	315,954.00	209.24-	0.06-
DEPARTMENT: 77000 - UTILITIES	0.00	80,363.29	564,773.52	793,342.00	228,568.48	28.81
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	92.98-	138,930.23-	62,000.00	200,930.23	324.08
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	53.00	2,014.00	9,020.00	7,006.00	77.67
DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	477.00	22,684.00	33,087.00	10,403.00	31.44
DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	560.00	11,690.00	3,000.00	8,690.00-	289.66-
DEPARTMENT: 81004 - TUIT WAIVER CTZ IN	0.00	1,170.00	176,998.00	156,575.00	20,423.00-	13.03-
DEPARTMENT: 81006 - TUIT WAIVER FINE A	0.00	0.00	80,924.00	49,938.00	30,986.00-	62.04-
DEPARTMENT: 94000 - STUDENT CENTER	183.17	7,410.03	45,145.78	51,369.00	6,040.05	11.76
DEPARTMENT: 98001 - CHILD CARE	0.00	4,428.66	43,629.28	40,000.00	3,629.28-	9.06-

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FUND: 11 - GENERAL

121,874.92      926,584.08      9,126,909.86      14,533,593.00      5,284,808.22      36.36

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 12010 - ACCOUNTING	0.00	3,711.50	27,514.55	38,616.00	11,101.45	28.75
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	6,536.01	55,554.71	82,637.00	27,082.29	32.77
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	1,462.30	78,156.72	63,215.00	14,941.72-	23.63-
DEPARTMENT: 12200 - ADN PROGRAM	45.00	22,621.79	177,369.03	343,195.73	165,781.70	48.31
DEPARTMENT: 12201 - LPN PROGRAM	0.00	15,814.89	149,424.83	194,913.00	45,488.17	23.34
DEPARTMENT: 12202 - EMT	5,539.56	17,827.64	111,526.59	162,313.00	45,246.85	27.88
DEPARTMENT: 12203 - ALLIED HEALTH	180.55	15,984.60	107,808.09	167,950.00	59,961.36	35.70
DEPARTMENT: 12210 - AGRICULTURE	0.00	3,770.21	32,829.82	51,213.00	18,383.18	35.90
DEPARTMENT: 12211 - ANIMAL SCIENCE	3,014.41	7,494.88	91,166.38	125,861.00	31,680.21	25.17
DEPARTMENT: 12212 - CULINARY PROGRAM	0.00	1,087.65	2,245.50	707.10	1,538.40-	217.55-
DEPARTMENT: 12220 - JOHN DEERE AG TECH	338.12	15,904.46	137,725.44	188,263.00	50,199.44	26.66
DEPARTMENT: 12225 - OIL TECH PROGRAM	0.00	0.00	0.00	15,000.00	15,000.00	100.00
DEPARTMENT: 12230 - AUTO MECHANICS	990.00	5,579.99	49,763.38	71,741.00	20,987.62	29.25
DEPARTMENT: 12240 - CRIMINAL JUSTICE	2,586.23	14,070.50	113,748.01	161,984.00	45,649.76	28.18
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	6,424.18	63,828.35	70,065.37	6,237.02	8.90
DEPARTMENT: 12250 - COSMETOLOGY	0.00	10,550.58	86,591.49	106,679.00	20,087.51	18.83
DEPARTMENT: 12260 - DRAFTING	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	16,804.63	25,017.78	228,425.32	405,989.00	160,759.05	39.60
DEPARTMENT: 12271 - AUTOMATION ELECTRI	950.00	1,142.29	5,866.23	8,520.00	1,703.77	20.00
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	1,417.93	14,152.78	104,302.64	88,346.00	17,374.57-	19.66-
DEPARTMENT: 12273 - WELDING	4,298.40	12,568.73	130,494.71	178,503.00	43,709.89	24.49
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	610.58	50,085.26	442,902.80	392,817.54	88.69
DEPARTMENT: 62050 - ONE-TIME PURCHASES	0.00	0.00	0.00	30,000.00	30,000.00	100.00
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FUND: 12 - PTE FUND	36,164.83	202,333.34	1,804,427.05	2,998,614.00	1,158,022.12	38.62

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	1,047.23	7,634.71	79,769.29	148,870.00	68,053.48	45.71
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	1,075.00	5,600.00	4,525.00	80.80
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	25.90	7,398.20	7,976.29	578.09	7.25
DEPARTMENT: 31000 - COMMUNITY SERVICE	1,181.00	811.18	4,269.45	8,500.00	3,049.55	35.88
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	272.00	1,577.43	1,305.43	82.76
DEPARTMENT: 55012 - CHEERLEADING	0.00	1,390.87	6,924.58	10,000.00	3,075.42	30.75
DEPARTMENT: 55008 - VOLLEYBALL	0.00	1,083.95	4,379.52	4,561.00	181.48	3.98
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	500.00	3,269.86	10,089.42	16,000.00	5,410.58	33.82
DEPARTMENT: 31000 - COMMUNITY SERVICE	984.00	1,652.19	9,393.02	77,000.00	66,622.98	86.52
DEPARTMENT: 55007 - BASEBALL	0.00	3,253.40	26,419.86	29,000.00	2,580.14	8.90
DEPARTMENT: 31000 - COMMUNITY SERVICE	546.85	0.00	0.00	5,750.00	5,203.15	90.49
DEPARTMENT: 12273 - WELDING	0.00	0.00	3,631.94	10,000.00	6,368.06	63.68
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	5,350.19	40,000.00	34,649.81	86.62
DEPARTMENT: 00000 - GENERAL	0.00	2,293.21	7,670.77	8,000.00	329.23	4.12
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	997.00	0.00	997.00-	0.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	25.00	100.00	75.00	75.00
DEPARTMENT: 55003 - MEN'S TRACK	0.00	393.00	3,138.33	6,022.82	2,884.49	47.89
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FUND: 14 - ADULT SUPPLEMENTARY ED	4,259.08	21,808.27	170,803.57	378,957.54	203,894.89	53.80

Fiscal Year: 2014

FUND: 16 - AUXILIARY ENTITIES

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	3,820.68	9,000.00	5,179.32	57.55
DEPARTMENT: 94000 - STUDENT CENTER	10,489.86	190.00	21,886.52	171,000.00	138,623.62	81.07
DEPARTMENT: 95000 - STUDENT HOUSING	3,835.55	107,094.92	872,519.84	1,433,200.00	556,844.61	38.85
DEPARTMENT: 95001 - DIRECTOR'S APARTME	0.00	0.00	0.00	5,000.00	5,000.00	100.00
DEPARTMENT: 98000 - COSMETOLOGY	848.98	1,879.80	80,527.42	139,907.56	58,531.16	41.84
DEPARTMENT: 97000 - BOOKSTORE	24,146.37	22,033.14	637,003.82	823,000.00	161,849.81	19.67
DEPARTMENT: 91000 - ARENA	0.00	739.32	5,634.33	5,000.00	634.33-	12.68-
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FUND: 16 - AUXILIARY ENTITIES	39,320.76	131,937.18	1,621,392.61	2,586,107.56	925,394.19	35.78

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	0.00	1,670.68	2,250.00	579.32	25.75
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	0.00	4,820.00	5,000.00	180.00	3.60
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	0.03-	0.00	0.03	0.00	0.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	12,524.52	59,990.77	41,000.00	18,990.77-	46.31-
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	2,489.48	2,489.48	0.00	0.00
DEPARTMENT: 12211 - ANIMAL SCIENCE	6,120.98	6,277.22	184,886.60	378,752.44	187,744.86	49.57
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 14010 - AO-K	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	749.25	43,011.69	43,015.44	3.75	0.01
DEPARTMENT: 50000 - DEAN OF STUDENT SE	630.00	1,331.43	191,213.67	195,170.62	3,326.95	1.70
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	6,604.43	0.00	6,604.43-	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	1,755.25	0.00	1,755.25-	0.00
DEPARTMENT: 14010 - AO-K	0.00	966.49	9,807.51	19,388.89	9,581.38	49.42
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	613.58	0.00	613.58-	0.00
DEPARTMENT: 14010 - AO-K	0.00	0.00	26,554.70	23,772.53	2,782.17-	11.69-
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	67,594.00	67,594.00	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	1,793.25	19,946.86	106,289.97	260,885.00	152,801.78	58.57
DEPARTMENT: 00000 - GENERAL	0.00	0.00	11,912.00-	11,912.00-	0.00	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	16,096.72	119,356.23	237,592.00	118,235.77	49.76
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	2,529.26	20,336.49	0.00	20,336.49-	0.00
DEPARTMENT: 14010 - AO-K	906.45	0.00	0.00	6,104.99	5,198.54	85.15
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	7,113.00	11,519.00	4,406.00	38.25
DEPARTMENT: 11040 - SCIENCE	0.00	2,046.24	10,402.44	34,629.00	24,226.56	69.96
DEPARTMENT: 31000 - COMMUNITY SERVICE	1,201.88	1,234.49	16,374.09	63,151.00	45,575.03	72.17
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	1,925.31	72,430.63	83,403.00	10,972.37	13.16
DEPARTMENT: 42000 - DEAN OF LEARNING S	321.00	11,038.97	102,899.25	153,143.03	49,922.78	32.60
DEPARTMENT: 31000 - COMMUNITY SERVICE	685.94	11,651.33	65,786.38	145,465.00	78,992.68	54.30
DEPARTMENT: 14010 - AO-K	0.00	0.00	2,147.62	8,321.11	6,173.49	74.19
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	14,226.00	14,226.00	100.00
DEPARTMENT: 14010 - AO-K	0.00	4,060.49	12,563.69	34,000.00	21,436.31	63.05
=====						
FUND: 22 - RESTRICTED GRANTS	11,659.47	92,378.58	1,057,206.18	1,818,960.53	750,094.88	41.24

Fiscal Year: 2014				FUND: 23 - OTHER RESTRICTED FUNDS			
GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail	
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	182.90-	0.00	182.90	0.00	
FUND: 23 - OTHER RESTRICTED FUNDS	0.00	0.00	182.90-	0.00	182.90	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	0.00	76.40	10,313.92-	950.00	11,263.92	185.68	
DEPARTMENT: 13305 - ADULT ED - STAFF D	46.97	621.45	2,040.43	4,500.00	2,412.60	53.61	
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	0.00	0.00	0.00	0.00	0.00	0.00	
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	0.00	0.00	0.00	0.00	
DEPARTMENT: 13301 - ADULT ED - INSTRUC	102.07	9,310.95	148,483.28	179,286.11	30,700.76	17.12	
DEPARTMENT: 13305 - ADULT ED - STAFF D	1,029.86	204.50	2,230.60	6,815.21	3,554.75	52.16	
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	16,971.79	125,158.70	226,568.70	101,410.00	44.76	
DEPARTMENT: 00000 - GENERAL	0.00	0.00	37,500.00-	37,500.00-	0.00	0.00	
DEPARTMENT: 13301 - ADULT ED - INSTRUC	30.77	11,900.75	72,676.38	177,500.00	104,792.85	59.04	
FUND: 24 - ADULT EDUCATION	1,209.67	39,085.84	302,979.97	558,120.02	253,930.38	45.50	

Fiscal Year: 2014				FUND: 61 - CAPITAL OUTLAY			
GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail	
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	31,855.00	548,314.00	516,459.00	94.19	
FUND: 61 - CAPITAL OUTLAY	0.00	0.00	31,855.00	548,314.00	516,459.00	94.19	

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	32,445.10	16,445.74	196,450.05	349,426.34	120,531.19	34.49	
DEPARTMENT: 94000 - STUDENT CENTER	0.00	1,593.37	19,874.56	28,419.00	8,544.44	30.07	
DEPARTMENT: 99001 - STUDENT NEWSPAPER	1,890.73	2,369.00	12,658.07	51,750.00	37,201.20	71.89	
DEPARTMENT: 99002 - STUDENT MAGAZINE	0.00	0.00	0.00	0.00	0.00	0.00	
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	84.00	17,709.79	25,629.93	7,920.14	30.90	
FUND: 71 - ACTIVITY/ORGANIZATION FD	34,335.83	20,492.11	246,692.47	455,225.27	174,196.97	38.27	

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	0.00	19,092.00	0.00	19,092.00-	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	16,637.00	0.00	16,637.00-	0.00
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	18,156.00	0.00	18,156.00-	0.00
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	0.00	5,528.00	0.00	5,528.00-	0.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	6,570.00	0.00	6,570.00-	0.00
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	99,045.00	0.00	99,045.00-	0.00
DEPARTMENT: 55007 - BASEBALL	0.00	0.00	13,723.00	0.00	13,723.00-	0.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	1,095.00	0.00	1,095.00-	0.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	20,686.00	0.00	20,686.00-	0.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	22,783.00	0.00	22,783.00-	0.00
DEPARTMENT: 55013 - DANCE TEAM	0.00	0.00	3,179.00	0.00	3,179.00-	0.00
DEPARTMENT: 55014 - RODEO TEAM	0.00	0.00	10,032.00	0.00	10,032.00-	0.00
DEPARTMENT: 55015 - MEN'S GOLF	0.00	0.00	8,236.00	0.00	8,236.00-	0.00
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	0.00	22,889.00	0.00	22,889.00-	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	0.00	6,287.00	0.00	6,287.00-	0.00
DEPARTMENT: 11030 - ART	0.00	300.00	13,369.00	0.00	13,369.00-	0.00
DEPARTMENT: 11031 - DRAMA	0.00	0.00	12,753.00	0.00	12,753.00-	0.00
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	425.00	17,709.00	0.00	17,709.00-	0.00
DEPARTMENT: 11033 - INST MUSIC	0.00	6,120.00	22,061.00	0.00	22,061.00-	0.00
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	0.00	2,296.00	0.00	2,296.00-	0.00
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	0.00	14,747.00	0.00	14,747.00-	0.00
DEPARTMENT: 81005 - TUIT WAIVER FCBS	0.00	0.00	25,948.00	0.00	25,948.00-	0.00
=====						
FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	6,845.00	382,821.00	0.00	382,821.00-	0.00

Options - All Statuses  
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	0.00	122,940.00	325,455.00	609,000.00	283,545.00	46.56
=====						
FUND: 73 - EDUKAN CONSORTIUM FUND	0.00	122,940.00	325,455.00	609,000.00	283,545.00	46.56

Garden City Community College  
3/31/2014

	Amount	% Rate
Cash in Bank:		
Commerce Bank	\$ 346,711.34	0.0000%
State Municipal Invest. Pool	\$ 21,264.95	0.0070%
FNB of Garden City - Money Market	\$ 25,378.79	0.2500%
FNB of Garden City - Insured Cash Sweep	\$ 7,417,098.82	0.2500%
Commerce Bank - Money Market	\$ 505,384.72	0.0800%
Landmark National Bank	\$ 1,093,722.42	0.0900%
	<u>\$ 9,409,561.04</u>	

	Type	Amount	% Rate	Beg. Date	Maturity
Investments:					
First National Bank of Garden City	CDARS	\$ 2,000,000.00	0.3200%	1/30/2014	1/29/2015
First National Bank of Garden City	CDARS	\$ 1,000,000.00	0.3000%	3/13/2014	3/12/2015
First National Bank of Garden City	CDARS	\$ 1,000,000.00	0.3200%	3/13/2014	9/12/2015
		<u>\$ 4,000,000.00</u>			
Total		<u><u>\$ 13,409,561.04</u></u>			

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

**Agenda No:** D-1

**Date:** April 15, 2014

**Topic:** Annual software maintenance

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

**Background Information:**

On March 1, 2012, the college entered into a three year agreement with Zones, Inc. to provide the Microsoft licensing agreement for all Microsoft software applications used on campus. The third annual payment is now due.

**Budget Information:**

\$22,091.01 from general fund

**Recommended Board Action:**

Approve the annual payment of \$22,091.01 to Zones, Inc. for the Microsoft licensing agreement.

**Board Action Taken:**                    \_\_\_\_\_ **Approved**                    \_\_\_\_\_ **Disapproved**

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

**Board Member Notes:**

# ZONES

Connecting Business & Technology

03/18/2014

Bill To :  
GARDEN CITY COMM COLLEGE AIP  
801 CAMPUS DRIVE  
ACCOUNTS PAYABLE  
GARDEN CITY KS 67846  
Phone : (620) 276-7611

Ship To :  
GARDEN CITY COMM COLLEGE  
ANDREW GOUGH  
801 CAMPUS DRIVE  
GARDEN CITY KS 67846  
Phone : (620) 276-0348

Account# 0011020633  
Quote : 53621247  
PO# : 3YR OVS-ES Billing

Software prices subject to change  
Hardware quotes are valid for 7 business days  
Memory Prices are valid for 24 hours only, call for verification

REMIT PAYMENT TO:  
ZONES, INC  
P.O. BOX 34740  
SEATTLE, WA 98124-1740

PLEASE SEND PURCHASE  
ORDERS DIRECTLY TO YOUR  
ZONES ACCOUNT EXECUTIVE  
VIA FAX OR EMAIL

Judi Harvey  
Account Executive  
Phone: (253) 205-3371  
Fax: (253) 205-2371

Email: judi.harvey@zones.com

Item#	Otv	Mfr.Name	Description	Manufacturers Part #	Unit Price	Total
W 05447448 L VOL	190	MICROSOFT OVS ES	OVS-ES Desktop Education E Ent CAL LidSA 1YR	2UJ-00007	60.75	11,542.50
W 05515392 L VOL	1	MICROSOFT OVSES	OLVALL LANG 1YR LIC/SA PK EXCHANGE SVR ENT E AP	395-04412	346.38	346.38
W 05536138 L VOL	1	MICROSOFT OVS ES	CAMPUS OLV ALL LANG 1YR LIC/SA PK SHAREPOINT SVR E AP	76P-01359	421.00	421.00
W 05707807 L VOL	1	MICROSOFT OVS ES	OVS-ES LyncSvr ALNG LicSAPk OLV E 1Y Acdrm AP 1 Yr	5HU-00035	311.98	311.98
W 03467588 L VOL N	3	MICROSOFT OVS ES	Microsoft SQL Server Enterprise Edition - License software assurance - 1 processor- additional product annual fee - MO	810-08640	2,350.25	7,050.75
W 05447463 L VOL	20	MICROSOFT OVS ES	OVS-ES Windows Server Enterprise E LidSA 1YR	P72-04484	120.92	2,418.40

ASK US ABOUT

Installations: Server  
Installations: General  
On-Site Technical Services  
Remote Help Desk Support  
Remote Network OS Support  
Hourly On-site Technical Service Rates

Visit us on the web: <http://www.zones.com>

Zones, Inc  
1102 15th St. SW Suite 102  
Auburn, WA 98001  
Phone: (800) 419-9663

Sub-Total: \$22,091.01  
Estimated Sales Tax: \$0.00  
Electronic Delivery: \$0.00  
Grand Total: \$22,091.01

24 Mo. 51 Out lease for \$1,034.08 per month  
36 Mo. S1 Out lease for \$718.18 per month

Please Note: Lease Amounts Exclude Tax



CERTIFIED as  
an NMBC MINORITY  
BUSINESS  
ENTERPRISE  
by Iho NMSOC

**Shipping Term3**: for 11 shipments, Zones will arrange for shipping to the CU3tome3 de3tinetlon. however, ouoh oo3t3 ero the ro3pon3ibihy of tho customer. Or sh1pments made during the seven calendar days preceding the end of each calendar quarter, title and risk of loss will pass to the cust?mer pon delivery by Zones to the carrier. For all orders shipped within this seven day period, Zones will obtain third-party Insurance at its own expense and will ass1st the customer in filing any claims with the insurance company arising from loss or damage to the shipment during transit. Prices are quoted by volume, and are subject to change without notice. Products sold by Zones are th1rdparty products and are subject to the warranties and representattons of the applicable manufacturers.  
**RETURNS**: No returns will be accepted without a Return Authorization (RA) Number, requested with1n 14 days from the invoice date. Software l1censing and special-order products are non-returnable. Other products ere subject to manufacturer return policies and restrictions. Additional Terms and Conditions apply and are available on our website.

We appreciate this opportunity to earn your business, and look forward to serving you soon! Thank you!



**Topic:** Financial Audit

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

**Background Information:**

Lewis, Hooper & Dick, LLC has conducted the annual financial audit for GCCC for over 20 years. The most recent three-year agreement expired at the conclusion of the June 30, 2013 audit. College's staff and financial services has a good working relationship with LHD staff and their experience and familiarity with the GCCC administrative data base and accounting practices creates efficiencies within the auditing process.

Charles Claar, Member-Owner LHD, has proposed a three-year continuation of auditing services at an annual cost of \$65,163 each year with no annual increase. As in the past, the auditing fees for Broncbuster Athletic Association and Garden City Community College Endowment Association are included with our audit. General Accounting Standards Board (GASB) requires these "component units" of the college to be audited; therefore the college pays for their audits. In order to reduce the overall cost of the audit, the two entities will no longer receive separate printed financial statements upon conclusion of the audit; the financial information will be included in the college financial statements. This consolidation will amount to an annual savings of \$8,511. This complies with the colleges requirement for professional services.

**Budget Information:**

\$65,163 from general fund.

**Recommended Board Action:**

Accept the three-year proposal for auditing services through June 30, 2016.

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

**Board Member Notes:**



March 27, 2014

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

Dear Trustees:

You have requested that we audit the financial statements of the business-type activities and the discretely presented component units of Garden City Community College for the years ended June 30, 2014, 2015 and 2016, and the related notes to the financial statements, which collectively comprise Garden City Community College's basic financial statements. In addition, we will audit the College's compliance over major federal award programs for the period ended June 30, 2014, 2015 and 2016. We are pleased to confirm our acceptance and our understanding of this audit engagement b) means of this letter. Our audits will be conducted with the objective of our expressing an opinion on each opinion unit.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, and schedule of funding progress – other post-employment benefits be presented to supplement the basic financial statements. Such information, although not a pan of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- 1. Management's Discussion and Analysis
2. Schedule of Funding Progress – Other Post-Employment Benefits

Supplementary information other than RSI will accompany Garden City Community College's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

- I. Supplementary Information
2. Additional Information – Schedules of Management Information

Schedule of Expenditures of Federal Awards

We will subject the schedule of expenditures of federal awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements as a whole.

405 North 10th Street PO. Box 1114
Garden City, KS 67840
(620-275-9261) 620-275-9261
Fax: 620-275-936 www.lhd.com

CPAs

Charb H. C. , Jr. CPA
Dasenbrod, CPA, CFI
Hetnck, CPA
St. D. Jo. erand, CP
Can, A. Schlappc, CPA
Rodney Van Norden, CPA

I tsa L. Axman, CPA
Sarah J. Bartel , CPA
Stil A. Bradley, CPA.
Rebecca L. Brad, CPA
Su, an A. Burgard, CPA
Trace; Homm. LPA
Shannon: -, \tlk CP
Knnbe, I\ -\ Rllth, CPA
Krist tn J. Seka' .C, CP
Kcvsha Um, CPA
\untca J \ ilson, CPA

Also, the document we submit to you will include the following other additional information that will not be subjected to the auditing procedures applied in our audit of the financial statements:

1. Graphs

Audit of the Financial Statements

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS); the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America; OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*; and the *Kansas Municipal Audit and Accounting Guide*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards* of the Comptroller General of the United States of America and the *Kansas Municipal Audit and Accounting Guide*.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

We will issue a written report upon completion of our audit of Garden City Community College's basic financial statements. Our report will be addressed to the governing body of Garden City Community College. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

Audit of Major Program Compliance

Our audit of Garden City Community College's major federal award program(s) compliance will be made in accordance with the requirements of the Single Audit Act, as amended; and the provisions of U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*; and will include tests of accounting records, a determination of major programs in accordance with Circular A-133, and other procedures we consider necessary to enable us to express such an opinion on major federal award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be

expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the entity has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major federal award programs. Our procedures will consist of determining major federal programs and performing the applicable procedures described in the U.S. Office of Management and Budget Circular A-133 *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of those procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

Also, as required by OMB Circular A-133, we will perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the entity's major federal award programs. However, our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the entity's major federal award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

#### Management's Responsibilities

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements;
3. For safeguarding assets;
4. For identifying all federal awards expended during the period;
5. For preparing the schedule of expenses of federal awards (including notes and noncash assistance received) in accordance with OMB Circular A-133 requirements;
6. For the design, implementation, and maintenance of internal control over compliance;
7. For identifying and ensuring that the entity complies with laws, regulations, grants, and contracts applicable to its activities and its federal award programs;
8. For following up and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
9. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
10. For submitting the reporting package and data collection form to the appropriate parties;

- II. For making the auditor aware of any significant vendor relationships where the vendor is responsible for program compliance;
12. To provide us with:
- a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters;
  - b. Additional information that we may request from management for the purpose of the audit; and
  - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
13. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole; and
14. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding supplementary information, (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

#### Fees and Timing

We expect to begin our audit in approximately May of each year and to issue our reports no later than January 15th of each year.

Charles H. Claar, Jr., CPA and Theresa Dasenbrock, CPA, CFE are the engagement member-owners for the audit services specified in this letter. Their responsibilities include supervising Lewis, Hooper & Dick, LLC's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. Invoices will be rendered as work progresses and are payable upon presentation. We agree our base fee, including expenses and the two component units, will not exceed \$65,163 annually for the 2014, 2015 and 2016 audits. Since this fee is based on the 2013 audit, there will be additional fees for the inclusion of additional component units, new capital

projects, new bond issues and additional grant funds, significant personnel changes, implementation of new GASB's or compliance requirements, or other major changes in services or circumstances. We will notify you of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use Garden City Community College's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit.

#### Other Matters

During the course of the engagements, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Our professional relationship is strictly confidential under the Jaws of Kansas. Consequently, we will not release or disseminate any privileged information from your file to any third party without first obtaining written consent from you.

The audit documentation for this engagement is the property of Lewis, Hooper & Dick, LLC and constitutes confidential information. However, we may be requested to make certain audit documentation available to College's federal and state grantor agencies, the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, the Kansas Board of Regents, the Kansas Division of Accounts and Reports, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Lewis, Hooper & Dick, LLC's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audits, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

At the conclusion of our audit engagement, we will communicate to the Board of Trustees the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.


In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

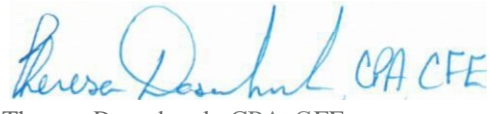
Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements compliance over major federal award programs including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

Lewis, Hooper & Dick, LLC

  
Charles H. Claar, Jr., CPA  
Member-Owner

  
Theresa Dasenbrock, CPA, CFE  
Member-Owner

\*\*\*\*\*

RESPONSE:

This letter correctly sets forth the understanding of Garden City Community College.

Approved by: \_\_\_\_\_

Title: -----  
-----

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

Member of

CPA

AICPA Peer Review Program

Kansas Society of CPAs

KSCPA Member Review Program

Kansas Society of CPAs

December 3, 2012

Gary Alan Schlappe, CPA  
Lewis Hooper & Dick LLC  
405 N 6th St  
Garden City, KS 67846

Dear Mr. Schlappe:

It is my pleasure to notify you that on November 30, 2012 the Kansas Society of CPAs Peer Review Committee accepted the report on the most recent system peer review of your firm. The due date for your next review is January 31, 2016. This is the date by which all review documents should be completed and submitted to the administering entity. If your due date falls between January and April, you can arrange to have your review a few months earlier to avoid having a review during tax season.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Sincerely,

*byR8*

Marshal Hull, CPA

cc: Harold K Mayes

Firm Number: 10042242

Review Number 340924

Letter 10: 751803



234 South Main  
P.O. Box 1020  
Ottawa, Kansas 66067  
(785) 242-3170  
(785) 242-9250 FAX  
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LUCI e L Hinderliter CPA  
Harold K Mayes CPA

W Keith Gaeddert, CPA  
(Rebred)

## SYSTEM REVIEW REPORT

October 12, 2012

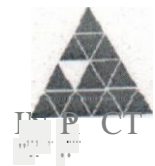
To the member/owners' of  
Lewis, Hooper & Dick LLC  
and the Peer Review Committee of the Kansas Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Lewis, Hooper & Dick LLC (the Firm) in effect for the year ended July 31, 2012. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The Firm is responsible for designing a system of quality control and complying with it to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the Firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in the System review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under the *Government Auditing Standards*.

In our opinion, the system of quality control for the accounting and auditing practice of Lewis, Hooper & Dick LLC in effect for the year ended July 31, 2012, has been suitably designed and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Lewis, Hooper & Dick LLC has received a peer review rating of pass.

Agler & Gaeddert Chartered  
Certified Public Accountants



**Agenda No: II-F**

**Date: April 15, 2014**

**Topic:** National American University Agreement

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

**Background Information:**

GCCC administration is currently working with National American University (NAU) officials to complete a formal agreement culminating with an opportunity for Southwest Kansas students to complete a bachelor's degree without leaving home. Preliminary discussions include providing discounted tuition to Finney County residents and GCCC graduates, as well as consideration for scholarships to faculty and staff

NAU is located on 37 campuses in 11 states with one program in Overland Park, two in Wichita, and two in Colorado Springs. GCCC will be the first community college to house an on-site NAU baccalaureate program with instructors, staff, and classes. NAU will offer online, hybrid, and face to face instruction. GCCC could see classes offered as early as this fall.

The agreement is currently being negotiated and reviewed by legal counsel. The final document will be sent to the Board for review prior to the April 15, 2014 meeting.

**Budget Information:**

Agreement will generate revenue

**Recommended Board Action:**

Approve the agreement between National American University and Garden City Community College

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

**Board Member Notes:**

## APRIL 2014 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;

- Two purchases were approved by the Board

- Two purchases indicated single source local vendor

- Two purchases indicated the best bid was accepted with no local vendor

**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**  
**April 2014**

**Dr. Beverly Schmitz Glass, Executive Director of Public Relations and Marketing:**

Department News

- In March, the PR/Marketing department generated 13 news releases, one newsletter, provided speaking points for one speech, three drafts of departmental cover letters, developed 11 newspaper display ads, recorded three different PSAs, provided guests/related questions for weekly live radio talk shows, provided daily updates to the website, Facebook, and Twitter, took photos at the Chamber Banquet, Residents' Appreciation Dinner, Fine Arts Day, Emporia President and VP of student services on-campus visit, GCCC Academic Team, and fire sciences burn day workshop
- In March, The Print Shop processed 81,235 copies adding to the total number of copies made in our shop for the July 2013-June 2014 fiscal year to 975,748 copies. The Print Shop also laid out, designed and/or printed the Endowment auction invitations, table tents, seating number cards, bidder sheets and numbers, item cards plus the Designated Smoking maps, EMST certificates, the athletic newsletter, re-ordered GCCC letterhead, printed Night of Champions tickets, the Business & Community postcard/handout, the President's Circle newsletter, Mercer Gallery postcards, the Bookstore's Commencement announcements, Web photos, rosters, BAA membership brochures, Air Force Academy Band concert tickets and programs, retirement reception invitations, Meats Team Donor form, President's Reception notepads, business cards, the Business & Community full color summer catalog, and the Endowment Auction catalog.
- We sent four feature-length articles all with photos, to be considered for the April KACCT newsletter.

Upcoming Events

April 13<sup>th</sup>-May 2<sup>nd</sup>—Mercer Gallery's Cadenza! Artists Inspired by Music Art Exhibit; Artists' Reception on Sunday, April 13<sup>th</sup> from 2 to 4 p.m. to feature both artists and musicians  
Friday April 18-Monday, April 21—Easter Holiday  
Thursday, April 24-Monday, April 28—GCCC Theater production of "Lend Me a Tenor", Fine Arts Auditorium, 7:30 p.m.  
Tuesday, May 6<sup>th</sup>—Ninth Annual Grammar Project Presentations: Immigration Stories, 8:30 to 10:30 a.m., Beth Tedrow Student Center Portico  
Thursday, May 8<sup>th</sup>—Instrumental Music's Pops Concert featuring the GCCC Jazz Ensemble and Concert Band, 7:30 p.m. Fine Arts Auditorium  
Friday, May 9<sup>th</sup>—Student Support Services Spring Awards Celebration, 1-2:30 p.m., Fine Arts Auditorium  
Monday, May 12<sup>th</sup>—SGA Student Groups Awards, Time and Place TBA

Mark Your Calendars For:

Thursday, May 15<sup>th</sup>— Department of Public Safety Awards Celebration, 6 p.m., DPS Classroom; Choral Music's Pops Concert featuring the GCCC College Singers & Concert Choir, 7:30 p.m., Fine Arts Auditorium  
Friday, May 16<sup>th</sup>—Commencement  
Saturday, May 17<sup>th</sup>—John Deere Tech Graduation Breakfast, Time & Place TBA  
GCCC Nursing Pinning Ceremony & Reception, 2 p.m. Fine Arts Auditorium;  
Reception is at Beth Tedrow Student Center following ceremony  
Monday, May 26<sup>th</sup>—Memorial Day, College is closed

## March 2014 Recap

- Meetings
  - 3 Aspen Institute Application (wrote narrative & edited entire piece)
  - City Commission
  - LIN SearchEngine/Digital Marketing
  - Board of Trustees
  - Key Office/Xerox
  - Jean Warta/Women of Purpose Grant
  - Employee Meeting
  - Legislative Coffee
  - Chamber Breakfast
  - FCEDC Board Meeting
  - Kathy Irwin/TLC
  - Janice Urie/Tutor Scholarships
- Events and Gatherings
  - Chamber Banquet (Photos)
  - Student Support Services Open House
  - Residents' Appreciation Dinner (Served as waitresses)
  - Kathy Sexton's Retirement Party (Lee Richardson Zoo Director)
- Media/Conference Calls
  - Vocus Social Media
  - 3 Dr. Linda Garcia, NAU VP of Marketing
  - Alesha Mershberger/Telegram Progress Edition
  - Taylor & Mike/Meltwater Social Media Services

### **Dr. Bruce Exstrom, Vice President of Instructional Services:**

The National Association of Developmental Education conducted their annual conference March 5-8 in Dallas, Texas with over 1,500 attendees. Attending from GCCC were: Dr. Bruce Exstrom, math faculty Leslie Wenzel, English faculty Samantha Sanger, and Director of Adult Education Hector Martinez. With 86% of our students requiring at least one developmental course, GCCC is in the process of planning for a systematic and student-centered developmental education program. Currently, we offer developmental classes in mathematics, writing, and reading. It is important to create an advising process that places students in the best possible classes to increase opportunities for success. The conference sessions were very beneficial and the team has brought back ideas and we will be moving forward with plans to benefit our students.

The North Central Accreditation/Higher Learning Commission annual meeting is April 11-14 in Chicago, Illinois. This important annual meeting will be attended by Dr. Exstrom and Director of Institutional Research Deanna Mann. The College is in the planning stages of putting together a Student Learning Assessment Plan to document student learning results and more importantly ideas to enhance teaching and learning. We are considering an application to the Higher Learning Commission to be part of the Student Learning Assessment Academy which would be part of our new Open Pathways accreditation process for the entire College.

The Fine Arts & Humanities division hosted the 3<sup>rd</sup> annual Fine Arts Day March 6. Nearly 70 high school seniors from area schools attended and learned of scholarship opportunities in art, design, media, drama and music. Students toured facilities in the Pauline Joyce Fine Arts Building and John Collins Technical Building, attended breakout sessions and met with faculty, staff and students. This is a big recruitment event for the college, which showcases the fine arts and humanities programs being offered.

The Criminal Justice Competition Team earned five trophies at the national American Criminal Justice Association/Lambda Alpha Epsilon Competition and Conference March 9-14 in Overland Park. Congratulations to Director of Public Safety Linda Morgan, Criminal Justice faculty David Rupp and students on a successful competition. Over 350 competitors were at the conference representing two- and four-year colleges and universities across the country.

Meats Judging Coach Dr. Clint Alexander and two students have been selected to represent the United States in the Australian International Meat Conference this summer. The honor indicates the high quality of the program, instruction, and competition that GCCC competes in each year.

The Instructional Leadership Team (ILT) has been busy completing some projects and finalizing other projects this spring semester. The ILT has been putting together catalog changes for our upcoming 2014-2016 catalog. The first draft of changes has been submitted to publications for a first draft copy. It is also budget input time. The ILT is in the process of working with their departments to prepare proper budget requests for 2014-2015. The Fall 2014 schedule is finalized; enrollment begins April 9 for current students and open enrollment for all students April 22. The Fall 2014 course schedule is available for viewing on the College Website so that students can begin planning their schedules prior to meeting with their faculty advisors and students services advisors.

Chad Bransgrove of Seaboard Foods visited with our Agriculture, Animal Science, Welding, and Industrial Maintenance students. He provided valuable information on scholarship opportunities along with summer internship openings. Mr. Bransgrove also presented information on resume building and the interview process. Seaboard Foods continues to invest in our students and it is a valuable partnership.

Faculty searches for several openings are underway for the following full-time faculty: Psychology/Sociology, Computer Science, Reading, and Chemistry. It is critical to attract and select faculty with proper credentials, good fit, and enthusiasm for teaching and learning. It is a challenge to screen the applications and conduct interviews during a busy semester. The faculty and staff are committed to the proper time it takes to complete the task.

We recently visited with Dr. Robert Fanning from Kansas State to discuss Project Destiny. The grant funded project provides services for migrant population to enable GED study and completion. Itzel Rodriguez is our College Director of the grant. There is an expected decrease in funding for the coming year and some part-time staff will experience a decrease in working hours. This is the third year of a 5-year grant.

### **Dee Wigner, Executive Vice President:**

#### **Facilities**

Maintenance completed a remodel of the woodshop bathroom as well as completing numerous work orders. The number of open work orders is at its lowest in over a year. Maintenance staff have been busy assisting with events such as the endowment association auction and the chamber banquet. The department has also assisted campus safety with building walk-throughs, locks and unlocks of campus rooms. Flagpole lights are being installed at the new field.

Grounds crews are preparing for spring by trimming brushes, spraying emergent, servicing equipment and repairing irrigation lines. Major repairs were made on the irrigation system at DPAC and on the main campus. New irrigation was installed at the athletic complex bringing city water to the football practice fields. Brick landscaping borders were installed in front of the Student Center portico. Campus roads and parking lots have been painted and patched. Upkeep on baseball and softball fields and the soccer practice fields have been painted. Signs, benches and receptacles were placed at designated

smoking areas. The grounds staff has assistance with the setup and tear down of the mobile classroom at numerous locations.

Custodial staff assisted with several classroom and meeting setups including the regional solo ensemble festival. With spring sport in full swing, the restrooms at the new field and at Tangeman Fields has been added to the routine cleaning rotation.

### Small Business Development Center

Garden City staff joined the Liberal staff on March 4 to represent the KSBDC at the Liberal Pancake Day Events. This was the 65<sup>th</sup> year for this International event between Liberal and Olney, England and has become a 4 day event in Liberal with the international pancake race and parade being the main event and draws a lot of attention not only in the community but state wide. The Governor and other legislators attend as well as representatives from Olney, England. SBDC staff participated in the parade representing the KSBDC and won 3<sup>rd</sup> place for the nonprofit organizations.

Staff also attended the quarterly meeting for wKREDA in Greensburg March 5 & 6. As a resource partner for wKREDA (western Kansas Rural Economic Development Alliance), the regional KSBDC office along with the FHSU KSBDC office attend these meeting and work with the Economic Development Directors on various projects and challenges to the rural economy and communities here in western Kansas.

In April, Garden City SBDC will host business tax workshops in Garden City, Liberal and Dodge City. Each workshop will cover Kansas Withholding, Estimated Taxes, Sales and Compensating Use Taxes as well as unemployment tax and worker classification. A separate workshop devoted exclusively to sales tax issues for construction contractors and subcontractors will be held also. The GC location will offer a new workshop this time exclusive to the irrigation industry due to specific request of local irrigation businesses.

### Broncbuster Bookstore

Easter gift baskets (\$9.00) and cups (\$7.00) are being sold in the bookstore. Fall book adoptions continue to come in with an April 15<sup>th</sup> due date. Staff is getting ready for graduation. Announcements are being printed and caps and gowns will arrive before the end of the month.

Work continues on the mobile cash register unit. It will be beneficial to have another register in the store and to be able to accept debit/credit cards at sporting events. Bookstore staff plan to attend all home football games offering for sale GCCC apparel and gifts.

### Human Resources

The Wellness Committee continues to work with WorkWellKS and recently submitted a grant for \$1000. The committee received notice March 31<sup>st</sup> that the grant request was approved. The object of the grant is to identify walking trails on campus by possibly putting up signs and creating maps. It is the committee's hope that not only college employees but community people and travelers will take advantage of both our outdoor and indoor trails and recognize it as a safe walking environment. The college trails are popular because of the outdoor lighting and the presence of campus safety officers

### Campus Safety

The department is pleased to announce the hiring of (part-time) Campus Safety Officers Eric Rojas and Ted Ortiz. Eric is currently employed (full-time) as a deputy with the Finney County Sheriff's Office (FISO) and Ted is a (full-time) lieutenant with the FISO. Both officers are enthusiastic about the opportunity to assist us during our transition to providing professional law enforcement services at GCCC.



On March 7, 2014, Rodney Dozier, Director of Campus Safety, traveled to the Kansas Law Enforcement Training center for required testing and firearms qualification for certification as a Kansas Law Enforcement Officer. Director Dozier passed all testing/qualification procedures and is now certified. At the request of administration, Dozier is developing a proposal for a state recognized police agency along with standard operating procedures and mission guidelines. The proposal will be presented to the board at a later date as required by Kansas state statutes. Upon approval, Dozier will be commissioned as a police officer for Garden City Community College.

#### Business Office

GCCC signed up with the State of Kansas Setoff Program in 2012. The program sets off money the State of Kansas owes debtors against moneys owed to the State of Kansas. So, if the State of Kansas owes a student funds and that student owes the college for a past due account, the State of Kansas help collect those funds. Periodically, the business office staff submits a list of past due student accounts to the setoff program. Most of the funds are collected during the spring each year when tax refunds are being processed. This year the college has had the most success with this program. We have collected \$17,079.55 from the setoff program since January. The collection fee is \$2842.64 for those funds, so net we received \$12,606.48. If a student continues to make payments to the college, they are not turned over to collection. Other collection agencies are also used for past due accounts but the set off program has been the most successful.

#### **Ryan Ruda, Vice President of Student Services.**

##### Student Activities

Tammy Tabor, Tammy Hutcheson & Micah Kasriel attended a service-learning workshop on March 5th where we brought back lots of great hands on ideas to help incorporate service-learning into the GCCC campus.

Student Activities hosted free donuts for a student event & gave away 8 dozen donuts & 8 dozen cinnamon rolls on the morning of March 11th.

##### Intramurals

Intramurals hosted a dodge ball tournament on March 31st & had 10 teams take part in the event, with over 100 students participating.

Intramural basketball league is coming to a close. The league of 14 teams, which began in February & have games twice a week, will end with an upper division & lower division tournament. The tournament will be taking place over the next few weeks & will complete the season on April 13th.

##### Residential Life

We had a very successful Residential Appreciation Night with over 30 volunteers helping from both on and off campus. We had 185 resident guests and a great time. Thanks to Ron and Janie Schwartz for being our host and hostess that night.

##### Athletics

###### Athletic Camps

###### Trainers

July 21-23

###### Women's Basketball

Bitty Busters May 27-29

Skills camp 6-12th grade June 3-5

Team Camp June 18-21

###### Men's basketball

June 9-11th

Track

May 10th Track meet for the youth

June 23-24 Cross Country Camp

June 30-July 2 Speed Camp