

September 5, 2014

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

Dear Trustees:

The Board of Trustees will meet in regular session on **Tuesday, September 9, 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

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**AGENDA**

**I. CALL TO ORDER:**

- A. Comments from the Chair
- B. Open comments from the public (5 minutes per spokesperson )
- C. Introduction of new employees
- D. Report from Student Government Association
- E. Report from Faculty Senate

**II. REPORTS:**

- A. Incidental Information.....pg. 3  
A-1 EduKan Audit
- B. Report from Finney County Economic Development Corporation (Trustee Ron Schwartz)

**III. CONSENT AGENDA**

- |  | <b>Action</b> |
|--|---------------|
| A. Approval of minutes of previous meetings (August 12, 2014)..... | pg. 9         |
| B. Approval of personnel actions-Human Resources .....             | pg. 16        |
| B-1 Human Resources Report .....                                   | pg. 17        |
| B-2 Adjunct/Outreach Contracts.....                                | pg. 18        |
| C. Financial information .....                                     | pg. 21        |
| C-1 Checks processed in excess of \$20,000.....                    | pg. 22        |
| C-2 Revenues.....  | pg. 23        |
| C-3 Expenses.....  | pg. 24        |
| C-4 Cash in Bank.....  | pg. 29        |
| D. Purchases over \$20,000   |               |
| D-1 Student Kits for Cosmetology.....                              | pg. 30        |

**IV. CONFIRMATION OF MONITORING REPORTS:**

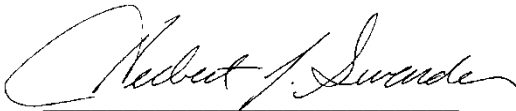
- A. Monitoring Reports and ENDS .....pg. 32
  - A-1 Monitoring Report..... **Action**
  - A-1a-Monitoring Report-Workforce Development.....pg. 33
  - A-2 Review Monitoring Reports
  - A-2a Annual, Treatment of People #1, #3, #4, #6
- B. Board Process and Policy Governance Review

**V. OWNERSHIP LINKAGE:**

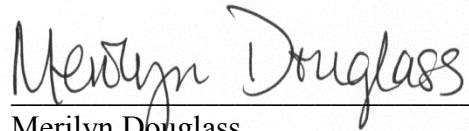
<u>Sept 12-13</u>	KACCT/COP Cowley College
<u>Sept. 11</u>	Endowment Scholarship Celebration, Small Gym, DPAC, 5:00 p.m. - 6:30 p.m.
<u>Sept.29-Oct. 9</u>	Endowment Association Phonathon
<u>Oct. 14</u>	Regular monthly Board of Trustee Meeting, Endowment Room, 6:00 p.m.
<u>Nov. 23-27</u>	Thanksgiving Holiday
<u>Dec.21-Jan. 1</u>	Christmas Holiday

**VII. Executive Session**

**IX. Adjournment**



Dr. Herbert J. Swender, Sr.  
President



Marilyn Douglass  
Chairman

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

**Five Ends:** *Essential Skills, Work Preparedness, Academic Advancement, Personal Enrichment, Workforce Development.*

**Purposes for Executive Sessions**

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

## **Incidental Information September 2014**

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

The fall semester 2014 conducted first day of classes August 18. With increased enrollment many sections are at capacity and many more near capacity. There are always some last-minute adjustments to the course schedule such as adding sections and increasing capacity of some sections. Some classrooms and labs are not able to accommodate more students due to space limitations, but where we are able to add some additional seats in a section, faculty have been flexible with the late additions. The first week is a time where some students change their schedules and/or add sections if possible. Of course, there are some limitations in the clinical settings and some other areas that are mandated with faculty/student ratio mandates from state boards of licensing. We are careful to adhere to those limitations to ensure quality learning and safety.

Our new faculty have been assigned mentors to provide guidance, direction, and most importantly support and encouragement during their first year at GCCC. The formal mentoring process is important to make the transition to GCCC as smooth as possible. Even though many of our new full-time faculty have experience at other higher learning institutions, there are always different methods, schedules, and new students to deal with in the classroom. The mentors work with the new faculty and provide one-on-one training in some of the day-to-day activities such as electronic gradebook, attendance policies, and many other areas that come up. The first year in any new place is difficult and challenging, but the mentor relationship provides comfort to the new faculty in their roles at Garden City Community College.

As we completed our final report for the federally funded Perkins Grant during the summer, attention now turns to a new year for Perkins funded equipment and professional development. Equipment in our Paramedic, Fire Science, Nursing, and Culinary Management programs will be purchased early in the 2014-2015 year to provide enhanced learning opportunities for our students. The College is awaiting word on several competitive grants as well that emphasize our Developmental Education, Welding, and some Allied Health programs. We are hopeful for our Developmental Education grant as the most recent data from last year indicates 79% of our incoming students require at least one developmental course. This is a slight decrease from 86%, but it is too early to determine if this is a trend. The 79% figure is still a vast majority of our students that are not considered college or career ready. The faculty will be putting together some innovative teaching strategies and curriculum changes to address our developmental students. As part of the developmental curriculum, GCCC faculty are now addressing some students who may have tested into developmental writing and/or reading and providing some advising the first week of classes to see if some of those students would be better served in our ESL program. This new and innovative advising process has provided some students the availability to move to ESL if appropriate. Currently, we have one section of ESL that is completely full with a maximum of 15 students, so the new advising and cross curriculum advising amongst faculty members is paying dividends to our students and enhancing learning.

As reported previously, our Nursing Program and John Deere Ag Technology programs shifted faculty and facilities to provide additional enrollments for 2014-2015; the programs recruited to potentially double enrollment from 20 students to 40 incoming for fall 2014. To date, the Nursing program has 37 confirmed enrollments and John Deere has 40 enrollments. We will be examining some methods and processes to see how to address some of the drops of students in the programs and potentially enroll students earlier in the summer to alleviate any drops and stay at planned capacity.

Our outreach enrollment is in the process of being finalized; early data indicates an increase in our outreach enrollment. The outreach program is an opportunity for high school students to enroll in college level courses at their respective high schools. This jump start on College is a great cost savings to students and their families, but more importantly a way to start their college career with college credit even before they step on any college campus. Garden City Community College has emphasized our relationships with many high schools over the past 18 months, and we communicate directly with high school coordinators who are in constant contact with the Instructional Services office to make sure all teachers are properly credentialed, students qualify for admission to the college-level classes, and the enrollment process is completed in a timely manner. With the different start dates of many high schools, the enrollments come in as we start the semester, the final numbers will be tallied soon. As our relationships grow, we anticipate increasing numbers of students taking advantage of college course work while juniors and seniors in high school. Of special note, we have a high school with 17 seniors this year, and all 17 of those seniors are enrolled in an American Government class for college credit. Additional reporting will occur next month when enrollments are finalized.

Phase I of the mobile technology initiative has begun. Approximately one-half of full-time faculty have been provided their mobile devices to utilize in the classroom and in the office. The launch began this semester, and the results are favorable. The faculty are now using mobile technology in the classrooms and also using the same device for office work as well. The wireless connections in the classrooms are functioning well, with minimal glitches to this point. The tireless work of our IT department working with faculty is an example of good teamwork making a huge shift in operations possible. We are also seeing our students begin to adjust to the online environment, hybrid environment, and the supplemental information online for all classes. A cultural shift is difficult to achieve, but GCCC is on the way. Phase II of the mobile technology will begin early fall with the other one-half of full-time faculty receiving their mobile technology. The College is not tied to any type of mobile technology, and our students are free to utilize the hardware of their choice as well, the main focus is on internet connectivity not the device utilized. This initiative will propel GCCC into the next phase of technology and enable faculty, students, and staff to enhance learning for students not just use as gadgets.

The Instructional Leadership Team is busy working to complete “load sheets” for faculty and then begin planning for the academic year and carrying out initiatives from our strategic directions. With the shift from FLC to credit hours and contact hours, the second year will provide additional understanding and proper scheduling. Continued discussion with National American University, Kansas University, and Fort Hays State University is providing our students with opportunities beyond GCCC. GCCC and NAU are in the final stages of creating a 2+2 in Business Administration and Criminal Justice, this is important as students will be able to transfer an entire degree and college work into NAU rather than class by class. KU is offering a Master’s in Social Work cohort each Saturday; this face-to-face opportunity is helping provide workers in a needed area, and using our polycom system, the classes are delivered on our campus. These partnerships work and provide opportunities to our students, GCCC always attempts to be cutting-edge.

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

#### **Kansas Small Business Development Center**

Megan Grapengater completed the finishing touches and updates on the SBDC website for better accessibility and awareness of the services provided. We now have more access and control for our website which will allow us to keep it more current. We are also working on new and additional workshops to provide and hope to offer a few of them as early as this fall.

Megan and Cheryl Schmale were guest speakers at the Western Chapter of PAAK (Public Accountants Association of KS) on August 4<sup>th</sup> and gave a presentation on “Business Myths, Realities & Resources” along with “Social Media for Small Businesses”. The KSBDC is a sponsor for their meetings three times a year held here on GCCC Campus.

Cheryl attended the semi-annual KSBDC Directors' meeting in Wichita the last week of August. Topics of discussion included budgeting, program delivery to rural areas, additional classes/training for clients, etc.

We have established the ability to start offering QuickBooks classes through our Outreach Center at SCCC through a co-sponsorship with their Business & Industry Department. There have been many requests for QuickBooks through our Outreach Center and SCCC. It will work very similar to the structure we use here at GCCC for our QB's classes through the co-sponsorship with our Business Community Continuing Education Program.

Megan and Cheryl participated in the Finney County Job Fair on August 26<sup>th</sup> at the Finney County Exhibition Building. Through our presence at this event, we provided information about the services we offer and the option to the attendees/job seekers of the possibilities of starting their own business. We also had inquiries from and networked with other business owners attending about how we could assist them as well as they knew of other small businesses that could benefit from our services.

Megan, Cheryl and Mike O'Kane will attend our National Conference the week of September 8<sup>th</sup> in Grapevine, TX. The conference provides a wide variety of many professional development opportunities throughout the week. We each attend an average of 16-20 different sessions during our time there and Megan will also be attending a full day training on one topic with additional online training to be completed later. The conference is well worth our time and we come away from the conference with a lot of valuable information to enhance the services of our program and to our clients.

Cheryl will be representing the KSBDC at the Rural Partners Meeting in GC on September 19. This meeting brings together a variety of people involved in Economic Development, Network Kansas, Department of Commerce, Dept of Ag, Community Development Companies, SBA, USDA and other organizations to discuss the economic issues, opportunities & challenges of the rural sectors.

As fall approaches, we have seen an increase in new client activity and inquiries not only in our GC KSBDC office but also in both our Outreach Centers. There are many new and exciting things and development going on not only in GC but at GCCC and we are glad to be involved in this growth in many ways!

#### Campus Police

GCCC Police is working with the City of Garden City to install a tornado siren on the college campus. There are several buildings on campus that cannot hear the city sirens. Therefore, the college will purchase the siren to be located near the Physical Plant building. The City of Garden City has agreed to install the siren at no cost.

#### Payroll Office

The beginning of the academic year means processing paperwork for numerous new and returning employees. The Payroll Office, along with HR and Financial Aid, has processed around 80 work study students to date. HR & Payroll have processed approximately 45 employment worksheets for part-time employees, with at least 20 more in process. Since July, approximately 25 full-time employees have been processed for new hire, resignation or retirement. Salary increases for full-time faculty and staff were entered into the system for the August payroll.

#### Human Resources

All Employee In-Service was held on August 18. Employees watched a customer service video "Give 'em the Pickle" and a video on blood borne pathogens. The main speaker was Dr. John Roueche, who spoke on student success. Dr. Curt Brungardt, presented information on Jana's Campaign, named after

his step daughter who was murdered while attending college. Both speakers had very interesting messages and feedback from the employees was very positive.

There are currently 17 vacant full time positions and about 6 part time positions. HR staff is very busy with all the open positions, receiving applications, and interviews.

Annette Waetzig, HR Secretary, is learning the automated employee leave tracking system. Annette will be assisting payroll by recording leave and updating annual leave plans.

### Broncbuster Bookstore

Wow!! What a fast and furious 3 weeks!! The bookstore staff has been busy with the increased enrollment and have hardly had time to sit down. Staff has been busy meeting the book needs of students, taking student ID pictures for all the new students and handing out scholarship books. The bookstore has seen a steady stream of students in the bookstore for the past 3 weeks. A lot of GCCC apparel and supplies have been sold to students so far this semester-including 11 laptops. It is really nice to be able to offer the laptops to the students and they seem very grateful to be able to purchase them here in the bookstore.

Virga West, Bookstore Manager, was pleased with merchandise sales at the football game. The staff is planning to be at each home game with more GCCC apparel.

### Facilities

Maintenance staff finished remodeling the Baseball, Soccer, Volleyball and Track offices. A new wall was constructed in the Basketball and Baseball locker rooms creating new storage areas. Work continues on the Baseball locker room shower. Shower stalls will be installed as soon as they are delivered.

Maintenance and grounds staff worked to install sod and prepare the new stadium for the first home football game. Grounds staff have been very busy keeping up with mowing, pulling weeds, and trimming. Considerable amount of work has gone into maintaining athletic fields, as well as pre and post-game clean up. The artificial turf received the annual condition and sterilization. Additional projects at the multi-sports complex include installation of lighting, ticket booths, and fence.

Monthly activities for transportation include scheduling athletic and student travel for fall and spring semesters, and vehicle maintenance

Custodial staff has been busy with events such as SHRM Conference, In-service, welcome back picnic, Law Enforcement BBQ, Chamber of Commerce Job Fair, football scrimmage and soccer and football games.

### Creative Services

Work orders this month include business cards and football program changes. August is the highest volume month for copy work.

### Information Technology

Fiber has been run to the multi-sports complex and was live for the first home football game. Fiber has also been run to the Access and Opportunity Center, the Fire Tower and the new student housing complex. That fiber has not yet been activated.

Computers for the nursing lab have arrived and will be installed as soon as the mounting brackets are received. The nursing computer lab is being expanded to 40 computers. The testing center in the library will be adding an additional 15 computers this fall.

The Computer Science lab is up and running. IT staff worked with Luis Luna, the new Computer Science Instructor, to insure adequate computer hardware and connectivity. The instructional mobile technology initiative appears to be going well. This fall, the number of instructors with the new technology will be increased. Additionally, IT staff has assisted with the technology needs for the NAU offices and classrooms.

#### Institutional Research

Deanna Mann has been very busy with the state KSPSD report which is due September 30. This is a very detailed enrollment report which is used by KBOR for program analysis and funding. The mobile classroom continues on the road with 237 people trained last quarter in Serve Safe and Beef Quality Assurance.

#### Business Office

The semester is off to a fast start. The front counter has been especially busy with students enrolling, paying their bills, and changing classes. Certification date is September 15 and financial aid disbursement will be on September 29.

Several major grants have fiscal year ends of August and September. This time of year the grant directors are busy finalizing grant budgets and preparing for year end. The Business Office staff assists by entering budget transfers and processing Purchase Orders.

The auditors received final endowment association financial statements and are now finished with their fieldwork. They will continue their financial analysis and begin preparing the audit report. We anticipate the audit to be final before the end of the calendar year.

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

##### Admissions

Admissions staff will be starting their travel this month in preparation for the 2015 incoming class. The date for the Presidential Honors Banquet will be Monday, October 27 at 7:00 p.m. and Exploration Day will be Wednesday, November 12, 2014.

##### Records

Enrollment is continuing to be processed with outreach enrollments coming in. Currently, enrollment is at 22,617 credit hours which represents a 5.3% increase from the same point last fall. 20<sup>th</sup> day rosters are being disseminated in the next week to clean up class enrollments at which point the final 20<sup>th</sup> day numbers will be available. Enrollment continues for second 8 week classes, so enrollment will continue to increase. The enrollment goal for Fall 2014 was 22,100 credit hours.

##### Financial Aid

Financial Aid is continuing to work with students on fall awards. Disbursement for fall semester is set for September 29, 2014. The majority of endowment scholarship have been awarded and accepted through the work of the scholarship committee. Work is now being done to prepare for sending out notification to area high school counselors for the 2015 Presidential and Dean Scholarships.

##### Athletics

The women's soccer team currently sits at 1-1-1 with upcoming games in conference play beginning the week of September 1st. Coach Long has the team playing very competitively and the girls are working hard and making continuous improvement.

Coach Sanders and the volleyball team started out the season on a positive note with a conference win against Cloud County, 3-1. Conference play continues through September and the team will also be hosting a triangular on September 6<sup>th</sup>.

The new Broncbuster Athletic Complex was initiated with the first home football game on August 30<sup>th</sup> against Highland. Tremendous effort and work was displayed by the maintenance, IT and athletic department staff to have the complex and facility ready for the first home game. Those in attendance saw the facility transformed into one which provided a tremendous game day experience which culminated in a 29-26 victory over Highland CC. Many compliments were received by the visiting team and officials on the coordination and flow of the facility.

Brice Knapp has grown the cheer/dance team to well over 30 students. The teams have done a terrific job of preparation for game day as well as for upcoming competition. Additionally, Casey Hands has the Buster Band represented at games with over 30 students as well. Having Casey and Brice working together has definitely enhanced the game day experience for Broncbuster fans.



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

**August 12, 2014**

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

Others Present: Debra Atkinson, Deputy Clerk  
Kale Baker, Student  
Sarah Bradley, SGA President  
Michael Boateng, Math Instructor  
Holly Chandler, Reading Instructor  
Dr. Jennifer Crawford, Chemistry Instructor  
Dr. Bruce Exstrom, Vice President of Instructional Services  
Lisa Gleason, Library Secretary  
John Haas, President, Ranson Financial Consultants LLC  
Angie Haflich, *Garden City Telegram*  
Brogan Hoover, Social Science Instructor  
Micah Kasriel, Coordinator of Student Activities  
Theron Kells, Student  
Terry Lee, Faculty Senate President/ Science Instructor  
Maggie McCombs, Student  
Patricia Miller, College Health Nurse  
Larry Pander, Fire Science Instructor/Faculty Senate Representative  
Ryan Ruda, Vice President of Student Services/Athletic Director  
Elaine Serafin, Public Relations Assistant  
Jeff Southern, Director Information Technology  
Herbert Swender, President  
Tammy Tabor, Student Services Specialist  
Nancy Unruh, GCCC Registrar  
Kesha Watson, Student  
Dee Wigner, Executive Vice President  
Matt Zedrick, Head Golf Coach

**CALL TO ORDER:**

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

**COMMENTS FROM PUBLIC REGARDING BUDGET:**

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

Chair Douglass then asked for comments or questions regarding the 2014-2015 budget, which had been reviewed in depth at the July 8 board of trustee meeting and published in the Garden City Telegram July 25.

***Motion:***

***Crist moved, seconded by Clifford, that the Board of Trustees certify that the budget hearing was held, that the budget was duly approved and adopted as the maximum expenditure for the various funds for the year 2014-2015, and that the amounts of 2014 tax to be levied is within statutory limitations (General Fund - \$10,631,465 with an estimated mill levy of 20.091 mills and Capital Outlay Fund - \$538,585 with a mill levy of 1.018 mill).***

***Further, that the General Fund and PTE Operating Budgets be set at \$18,314,307***

**Ayes:** Clifford, Crist, Douglass, Schwartz, Sterling, Worf

**Abstaining:** None

**Nays:** None

**Motion Carried 6-0**

**CALL TO ORDER:**

Chari Douglass called the regular board meeting to order at 6:17 p.m.

**COMMENTS FROM THE CHAIR:**

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

- Welcomed all Students, faculty and staff back for the 2014-2015 year.
- Extended congratulations to Director of Nursing, Patsy Zeller, for her recent appointment to the Kansas State Board of Nursing. Patsy will serve a four year term and has previously served on the board's Education Committee
- Noted that GCCC football team had their first practice on the new multi sports athletic field Saturday, August 9.
- Announced that GCCC Buster Football will hold a pre-season scrimmage at Buffalo Stadium on Friday, August 22, 7:00 p.m., admission is free.
- Stated that the 39<sup>th</sup> annual Broncbuster Athletic Association golf tournament is Saturday, August 16, at Buffalo Dunes Golf Course. The four-person scramble raises money to provide scholarships for Garden City Community College student athletes. The tournament begins with a shotgun start at 9 a.m. on August 16. Register for the tournament by calling 620-276-1210.
- Classes begin at GCCC on August 18.

**OPEN COMMENTS FROM PUBLIC:**

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

**INTRODUCTION OF NEW EMPLOYEES:**

Vice President of Instructional Services, Dr. Bruce Exstrom, introduced new GCCC employees Brogan Hoover, Social Science Instructor, Holly Chandler, Reading Instructor, Dr. Jennifer Crawford, Chemistry Instructor, Michael Boateng, Math Instructor, and Lisa Gleason, Library Secretary. Vice President of Student Services/Athletic Director, Ryan Ruda introduced the following GCCC new employees Patricia Miller, College Health Nurse, Matt Zedrick, Head Golf Coach, Takesha Watson, Assistant Women's Basketball Coach and Matt High, Head Cross Country/Track and Field Coach.

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

**REPORT FROM STUDENT GOVERNMENT ASSOCIATION:**

Micah Kasriel, Coordinator of Student Activities and Tammy Tabor, Student Services Specialist introduced Sarah Bradley, SGA President for the 2014-2015 year. Bradley introduced SGA executive officers and shared that various activities have been planned for returning students. Activities scheduled for next week include, a Club Fair, Bongo Ball, the Garden City Chamber of Commerce Job Fair, and an Improv Show. Sunday, August 16, First Assembly of God Church will host a pig roast for all GCCC students.

Chair Douglass thanked Bradley for her report and went on to express appreciation to all SGA members for stepping up to be leaders at GCCC.

**REPORT FROM FACULTY SENATE:**

Larry Pander, Fire Science Instructor/Faculty Senate Representative, shared with Trustees that faculty has been busy getting ready for the first day of class on August 18.

Douglass thanked Pander for his report.

**RESIDENCE LIFE ASSISTANTS:**

Director of Residence Life, Kate Covington, took this opportunity to introduce the 2014-2015 Residence Assistants to Trustees. Residence student housing is experiencing growth also. Currently there are 412 residence life contracts for housing. Construction on the new student housing is moving quickly. Dirt work has been completed and footings were poured this week. Even with the speedy progress and January completion date alternative housing is an immediate need. GCCC has negotiated with Sunflower Motel for alternative housing for approximately 60 students for the first semester. GCCC will be providing new single beds in the hotel units for our students. There will be an onsite GCCC employee with our students.

Douglass thanked Covington and all RA's for coming to the meeting and expressed her thanks for all that they do for students.

**PRESENTATION: DR. JOHN ROUECHE, president, Roueche Graduate Center, National American University:**

Dr. Swender, introduced Dr. John Roueche, president, of the Roueche Graduate Center and keynote speaker for GCCC's fall 2014 In-Service. Roueche, is nationally known and recognized for his leadership regarding public policy and educational movements, like developmental education.

Dr. Roueche, shared briefly with trustees that community colleges are the fastest growing segment of higher education and that they enroll more than half of all freshmen and sophomores. Because of the rising cost of education at four year institutions Roueche anticipates continued growth in community colleges. He went on to say that many students view the education received at a community college as a faster path to full time employment. A first generation community college graduate, Roueche went on to share about his experiences in attending a community college. Instructors at Michelle Community College in North Carolina, where Roueche attended, were instrumental in his decision to pursue a career in education. Roueche encouraged Garden City Community College to focus on becoming a choice Provider in the community.

Dr. Swender took this opportunity to present Dr. Roueche with an honorary Associate of Science degree from Garden City Community College.

GCCC Trustees expressed their gratitude to Dr. Roueche for traveling to Southwest Kansas to be the keynote speaker at employee in-service and for sharing his knowledge regarding community colleges.

**CONSENT AGENDA:**

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

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

**Motion:**

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

***Ayes: Clifford, Crist, Douglass, Schwartz, Sterling, Worf***

***Nays: None***

***Motion carried: 6-0***

**Approved actions follow:**

**(A) APPROVED MINUTES** of previous meeting (July8, 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 PURCHASES OVER \$20,000**

D-1 Computer and Monitor Purchase

Vendor: GDW-Government.  
For: 40 computers and monitors  
Amount: \$30,800

D-2 Garden City Telegram, Advertising Contract

Vendor: The Garden City Telegram  
For: Annual base advertising contract  
Amount: \$30,000

D-3 Beds for Residential Life

Vendor: Leeder Furniture, LLC  
For: Dormitory Beds  
Amount \$29,604

(Supporting documents filed with official minutes.)

**(E) APPROVED PROFESSIONAL AGREEMENT WITH GCCCC/BUFFALO DUNES FOLF COURSE (CITY) AND GCCCC/THE GOLF CLUB AT SOUTHWIND, as presented**

(Supporting documents filed with official minutes.)

**OTHER**

**Resolution 2014-07**

**Authorizing the issuance, sale and delivery of revenue bonds for student housing complex and student center remodel**

The Board previously selected Stifel Nicolaus & Co., Inc., Wichita, as underwriter for the sale of Student Union, Bookstore and Dormitory System Revenue Bonds. Resolution 2014-07 authorizes the issuance, sale and delivery of revenue bonds not to exceed \$4,100,000 for the purpose of constructing new student housing adjacent to the college located at 1706 E. Spruce Street and remodeling the Beth Tedrow Student Center. Revenues from the student union, bookstore and dormitory system will provide payment of principal and interest. The bonds will be marketed by Stifel Nicolaus & Co., Inc. on Monday, August 11.

John Hass, President, Ranson Financial Consultants LLC, was available to address questions.

**Motion:**

***Sterling moved, seconded by Worf to approve resolution 2014-07 Authorizing the Issuance, Sale and Delivery of Revenue Bonds for the Student Housing Complex and Student Center Remodel as presented.***

***Ayes: Clifford, Crist, Douglass, Schwartz, Sterling, Worf***

***Nays: None***

***Motion carried: 6-0***

**Pauline Joyce Fine Arts parking lot re-engineering and replacement**

The college’s architect designed and released specifications for the complete replacement and re-engineering of the parking lot north of the Fine Arts building. The asphalt parking lot will be replaced with concrete with sufficient slope (7 inch fall) for proper drainage. The design includes new lighting.

Bids were received from four contractors, including three local contractors. Recommendation is to accept the best proposal from JAG Construction, Garden City with a projected completion date of 120 days from date of notice.

**Motion:**

*Worf moved, seconded by Sterling to approve Pauline Joyce Fine Arts Parking Lot Re-Engineering and Replacement as presented.*

*Ayes: Clifford, Crist, Douglass, Schwartz, Sterling, Worf*

*Nays: None*

*Motion carried: 6-0*

Approval of possession and consumption of cereal malt beverages and alcoholic liquors in designation area for special events

There are special occasions during the year, such as VIP holiday receptions, and philanthropic events in which adult beverages could be served. Areas to be designated are:

1. Endowment Room, Atrium, and Portico area of the Beth Tedrow Student Center,
2. DPAC: Hall of Fame Room with office suite, meeting room #1006, and main gym,
3. Broncbuster Multi-Sports Complex Tailgate area (fenced area northwest section of complex) and two designated field viewing boxes,
4. President's Lobby and Conference Room in Student and Community Services Center (SCSC).

Upon Board action and approval an ordinance must then be approved by the City of Garden City before serving and consumption will be allowed. The next date for City action will be August 19<sup>th</sup>.

**Motion:**

*Sterling moved, seconded by Clifford to approve possession and consumption of cereal malt beverages and alcoholic liquors in designation area for special events, and for administration to present ordinance to City Commissioners on August 19, 2014, as presented.*

*Ayes: Clifford, Douglass, Schwartz, Sterling, Worf*

*Nays: Crist*

*Motion carried: 6-1*

**MONITORING REPORTS and ENDS REPORTS:**

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

Annual, Treatment of People #1 and #6

Trustees agreed to accept monitoring reports as presented.

**BOARD PROCESS AND POLICY GOVERNANCE REVIEW:**

Trustees reviewed the following monitoring reports:

Annual, Mission

Annual, Budgeting/Financial Planning/Forecasting #1, #2, #3, #4, #5

#2 (current) Does not allow a review of estimated budget in detail and by department or cost center, in both percentages and dollars, of expenditures requested compared to the previous two year of budget requested:

***Recommended Change:***

***Does not allow a review of estimated budget by department or cost center compared to the previous two years of actual expenditures.***

Annual, Financial Condition #1, #2, #3

#3 (current)

Fail to develop additional private revenue sources for capital improvement projects.

- a. Fail to coordinate with Endowment Association and Broncbuster Athletic Association.

***Recommended Change:***

***Bring (a.) out from under #3 and make #4.***

***#4 Fail to coordinate with Endowment Association and Broncbuster Athletic Association.***

No other changes recommended at this time.

## **OWNERSHIP LINKAGE:**

Trustees indicated that they had not received any communications.

## **REPORTS:**

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

President's Report:

### **Incidental Information:**

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

### **Congratulations:**

Dr Swender congratulated the Buster Meats Team. They just returned from the 2014 Australian Intercollegiate Meat Judging Association Contest where they earned the title of World Champions!

Dr. Swender added his congratulations to Director of Nursing, Patsy Zeller, for her appointment to the Kansas State Board of Nursing.

Dr. Swender shared with trustees that Larry Pander, Fire Science Instructor has been re-appointed as a member of the Fire Service Training Commission, by Secretary of State Kris Kobach. The appointment is effective immediately for a four year term expiring 2018.

### **Aspen Institute:**

GCCC was named to Aspen Institute's top 10% of community colleges in America for 2015. This marks the third consecutive honor for GCCC, making this list in 2011 and 2013 (list is published every 2 years).

### **Enrollment:**

Enrollment at GCCC continues to climb. Comparisons to figures taken at this time last year indicate an approximate increase in head count of 8.2 percent and 9.4 percent in credit hours. This is excellent news at a time when many community colleges are experiencing a downward turn in enrollment, GCCC continues with an upward trend.

The fall semester will include enrollment increases in our Nursing Program and John Deere Program, doubling first time enrollments compared to Fall 2013. Both programs will increase their first time students from last fall's 20 students to 40 students.

### **Modular Student Housing:**

Construction on the new student housing complex is off to a fast start with dirt work complete and footings being poured. There is quite a bit of activity happening at the site with visible weekly progress.

### **Multi Sports Complex:**

Improvements continue at the multi-sports complex including the installation of the irrigation system and sod. The ticket booths will soon be in place as well as lighting and fencing for the tailgating area. Sidewalk has been installed from the Tangeman Fields parking lot to the new sports complex. Signage will be installed before the first home football game on Saturday, August 30.

Dr. Swender took a few minutes to share with trustees that recent discussion taking place in Council of Presidents meetings involve the possibility of the formation and implementation of a Regional Community College System. Dr. Swender went on to say that several of the 19 community colleges in Kansas are struggling to maintain enrollment and resources. However, Garden City Community College's position is opposite of many of the Kansas Community Colleges. Enrollment at GCCC continues to climb as previously stated comparisons to figures taken at this time last year indicate an approximate increase in head count of 8.2 percent and 9.4 percent in credit hours. Dr. Swender stated that this is a critical time for higher education in the state and we have reached a cross road and the association of Kansas Community Colleges could be changing.

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

- FCEDC continues to work with partners utilizing job fairs in an effort to recruit workers. Next job fair will be on campus of GCCC to recruit part time retail workers.
- Action Pack, one of the retirement village developers is still interested and talks continue on downtown facility.
- Multi-National company with their \$700+ million dollar facility is active again and has made contact, they are checking to see if land is still available have been in contact with contractors regarding construction.
- Clean-up and demolition of the JBS/ConAgra property is in progress, a sale price has been set.
- FCEDC has been contacted by a dairy processing company to see if proposed site is still available.
- Developers for the Holcomb Truck stop project has returned the contract. Hotelier for the project will visit the site on Monday.

**REPORT KACCT:**

- Trustee Schwartz reminded trustees of the quarterly KACCT meeting in Pratt on September 12 and 13.
- During a recent Executive Committee conference call members discussed a meeting with KACCT and Kansas Board of Regents. Concern was expressed regarding requests from KBOR for various data and what and how the data collected would be used. Andy Tompkins, president and CEO of KBOR and Kenny Wilk Chair of KBOR will be in attendance at the KACCT quarterly meeting in Pratt on Friday, September 12.
- Legislative Research now estimates a general fund ending balance of \$29.4M. Their estimate is bare-bones, not including any political projections, based on already-passed law and projections of growth in spending for K-12, social service caseloads and KPERS spending. The Division of the Budget (DOB) predicted slightly over \$100M as the ending balance. Nothing has to happen until the Revenue Consensus Estimating Group predicts a below \$0 balance. At that point the Governor can make specific budget cuts. It is anticipated that budget cuts could happen about Election Day. Usually when the balance is less than \$100M the Division of Budget notifies the Governor and he or she can make across the board spending cuts. Most do not believe this is possible this year because of the ongoing Supreme Court school finance case. Hawver predicts this likely means mid-year budget-cutting for the current and next fiscal year when the Legislature reconvenes and the possibility of increased taxes, if the current tax program doesn't spur increased revenues.
- KACCT newsletter is out and available to view at [kacct.org](http://kacct.org) , just click on newsletter to bring current edition up for viewing.

Meeting adjourned at 8:30 p.m.

**UPCOMING CALENDAR EVENTS:**

<u>Sept. 11</u>	Fifth Annual Scholarship Celebration, Practice Gymnasium at Dennis Perryman Athletic Complex, 5:00-6:30 p.m.
<u>Sept. 12,13</u>	KACCT/COP Quarterly Meeting at Pratt Community College
<u>Sept 29-Oct.9</u>	Endowment Association Phonathon
<u>Oct. 14</u>	Regular monthly Board of Trustee Meeting, Endowment Room, 6:00 p.m.
<u>Nov. 24-28</u>	Thanksgiving Holiday
<u>Dec.22-Jan.2</u>	Christmas Holiday

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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: September 9, 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:**





September 2, 2014

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

New Hire

Meghan Abeyta, Cosmetology Instructor, effective August 18, 2014  
Alexander Tasch, Super Circuit/Men's Basketball, effective August 26, 2014

Separations

Crystal Ahrens, Trac-7 Facilitator, effective August 8, 2014  
Ashley Salazar, Assistant Director of ETS, effective August 27, 2014  
Chris Best, Assistant Cross Country/Track & Field Coach, effective August 18, 2014  
Jay Gundy, Groundskeeper, effective August 22, 2014  
Cole Dewey, Super Circuit/Men's Basketball, effective August 20, 2014  
Jody Ledford, Cashier, effective September 12, 2014  
Ron German, Residential Life Supervisor, effective August 27, 2014  
Colter Berry, Customized Trainer at Worthington, effective August 29, 2014  
Elaine Serafin, Public Relations Assistant, effective August 29, 2014

Retirement

Transfers/Promotions

Vacancies

Director of Workforce Development  
Webmaster  
Workforce Training Office Manager  
ETS Advisor  
Campus Safety Officer  
Technical Building Secretary  
Culinary Instructor  
Public Relations Coordinator  
Science Lab Coordinator  
Trac-7 Facilitator  
Groundskeeper  
Accountant

**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 9/9/14)

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Babcock, Dallas (Team-teaching w/ W. Blackburn & T. Crain)	Industrial NH3 Refrig Oper I (INPR-211-02) 7/7 – 7/11/14	1 hr(s) x \$750.00/hr = \$750.00
Babcock, Dallas (Team-teaching w/ W. Blackburn & T. Crain)	Industrial NH3 Refrig Oper I (INPR-211-05) 7/7 – 7/11/14	1 hr(s) x \$750.00/hr = \$750.00
Babcock, Dallas (Team-teaching w/ W. Blackburn)	Industrial NH3 Refrig Oper II (INPR-212-02) 7/14 – 7/18/14 - <i>Pro-rated</i>	0.75 hr(s) x \$750.00/hr x 3 hr(s) = \$562.50
Babcock, Dallas (Team-teaching w/ T. Crain)	Industrial NH3 Refrig Oper I (INPR-211-03) 7/21 – 7/25/14 - <i>Pro-rated</i>	0.75 hr(s) x \$750.00/hr x 3 hr(s) = \$562.50
Babcock, Dallas (Team-teaching w/ T. Crain)	Industrial NH3 Refrig Oper I (INPR-211-04) 8/4 – 8/8/14	1.5 hr(s) x \$750.00/hr = \$1,125.00
Blackburn, Wayne (Team-teaching w/ D. Babcock & T. Crain)	Industrial NH3 Refrig Oper I (INPR-211-02) 7/7 – 7/11/14	1 hr(s) x \$750.00/hr = \$750.00
Blackburn, Wayne (Team-teaching w/ D. Babcock & T. Crain)	Industrial NH3 Refrig Oper I (INPR-211-05) 7/7 – 7/11/14	1 hr(s) x \$750.00/hr = \$750.00
Blackburn, Wayne (Team-teaching w/ D. Babcock)	Industrial NH3 Refrig Oper II (INPR-212-02) 7/14 – 7/18/14 - <i>Pro-rated</i>	0.75 hr(s) x \$750.00/hr x 3 hr(s) = \$562.50
Baker, Paula	Excel Fundamentals (COMP301-01) 7/15 – 7/17/14	6 hr(s) @ \$30.00/hr = \$180.00
Baker, Paula	Excel Intermediate (COMP302-01) 7/29 – 7/31/14	6 hr(s) @ \$30.00/hr = \$180.00
Crain, Terry (Team-teaching w/ D. Babcock & W. Blackburn)	Industrial NH3 Refrig Oper I (INPR-211-02) 7/7 – 7/11/14	1 hr(s) x \$675.00/hr = \$675.00
Crain, Terry (Team-teaching w/ D. Babcock & W. Blackburn)	Industrial NH3 Refrig Oper I (INPR-211-05) 7/7 – 7/11/14	1 hr(s) x \$675.00/hr = \$675.00
Crain, Terry (Team-teaching w/ D. Babcock)	Industrial NH3 Refrig Oper I (INPR-211-03) 7/21 – 7/25/14 - <i>Pro-rated</i>	0.75 hr(s) x \$675.00/hr x 3 hr(s) = \$506.25
Crain, Terry (Team-teaching w/ D. Babcock)	Industrial NH3 Refrig Oper I (INPR-211-04) 8/4 – 8/8/14	1.5 hr(s) x \$675.00/hr = \$1,012.50
Garcia, Justin	How To Prepare The Perfect Protein (CULA129-01) 7/15 – 7/17/14	5 hr(s) @ \$30.00/hr = \$150.00
Morphew, Jamie	Quickbooks Fundamentals (COMP701-03) 8/5 – 8/6/14	8 hr(s) @ \$30.00/hr = \$240.00
Pardo, Carlos	KS Carry Concealed - 8 Hour Class (CRMJ300-07) 8/16/14	4 hr(s) @ \$30.00/hr = \$120.00
Ronn, Mark	KS Carry Concealed - 8 Hour Class (CRMJ300-07) 8/16/14	10 hr(s) @ \$30.00/hr = \$300.00

Soldner, Jerry	KS Carry Concealed - 8 Hour Class (CRMJ300-07) 8/16/14	3 hr(s) @ \$30.00/hr = \$90.00
Sosa, Elizabeth	Interviewing & Hiring (PROF154-01) 7/15/14	4 hr(s) @ \$30.00/hr = \$120.00
Sosa, Elizabeth	Team Building & Delegation (PROF155-01) 7/16/14	4 hr(s) @ \$30.00/hr = \$120.00
Sosa, Elizabeth	Performance Management (PROF119-01) 7/17/14	4 hr(s) @ \$30.00/hr = \$120.00
Thomas, Gregory	General Psychology (PSYC-101-02) 7/7 – 7/25/14	3 hr(s) x \$950.00/hr = \$2,850.00

**TOTAL ADJUNCT/OUTREACH FACULTY CONTRACTS** **\$ 13,151.25**

**GARDEN CITY COMMUNITY COLLEGE**  
**SERVICE CONTRACTS FOR ADJUNCT FACULTY**  
(Presented to Board of Trustees for Approval 9/9/14)

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Fischer, Melanie (We Care Online, LLC)	Certified Nurse Aide (HELR-1025-31) 7/7 – 8/4/14	3 hr(s) x \$500.00/hr = \$1,500.00
Hernandez, Rachelle (Kansas Children's Service League)	Caring for Children-Spec Needs(ECHD-121-80) 7/9 – 7/29/14	1 student @ \$50.00/student = \$50.00
Hernandez, Rachelle (Kansas Children's Service League)	Child Abuse and Neglect: RRR(ECHD-122-80) 7/9 – 7/29/14	1 student @ \$50.00/student = \$50.00
<b>TOTAL SERVICE CONTRACTS FOR ADJUNCT FACULTY</b>		<b>\$ 1,600.00</b>

**Agenda No: III-C**

**Date: September 9, 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) 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

September 2014

### Purchases over \$20,000 requiring bid sheets

- Check #234438 to Western Irrigation Co for \$52,036.97 for various invoices including the installation of the sprinkler system at the multi-sports complex. The Board approved this purchase at the June 10, 2014 board meeting.
- Check #234506 to Harbin Construction, LLC for \$137,410.20 for partial payment for construction of student housing. The Board approved this purchase at the July 8, 2014 board meeting.
- Check #234707 to Harbin Construction, LLC for \$357,870.92 for partial payment for construction of student housing. The Board approved this purchase at the July 8, 2014 board meeting.

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

- Check #234402 to City of Garden City for \$61,432.81 for utilities.
- Check #234404 to Commerce Bank for \$35,110.53 for various purchase card purchases.
- Check #234406 to EduKan for \$22,435.00 for Summer 2014 Session 3 tuition and fees.
- Check # 234423 to McGraw-Hill Publishing for \$27,532.84 for new and used textbooks, access codes and class supplies.
- Check #234524 to Pearson Education for \$53,220.10 for new and used textbooks, access codes and class supplies.
- Check #234600 to Great Western Dining for \$27,961.72 for various invoices.
- Check #234607 to Kansas Jayhawk Community College Conference for \$22,560.00 for officials for men's and women's basketball games.
- Check # 234633 to Blue Cross and Blue Shield of Kansas for \$95,917.56 for September health insurance premiums.

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
11-00-0000-00000-4001 TUITION IN STATE :	0.00	893,455.00-	892,925.00-	1,950,000.00-	1,057,075.00-	54.21
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	141,266.00-	161,150.00-	275,000.00-	113,850.00-	41.40
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	64,463.00-	64,543.00-	75,000.00-	10,457.00-	13.94
11-00-0000-00000-4006 OUTREACH CREDIT HO	0.00	22,958.00-	22,958.00-	65,000.00-	42,042.00-	64.68
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	171,090.00-	174,111.00-	345,000.00-	170,889.00-	49.53
11-00-0000-00000-4008 TECHNOLOGY FEE-O :	0.00	11,479.00-	11,479.00-	42,000.00-	30,521.00-	72.67
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	1,830.67-	3,017.83-	50,000.00	53,017.83	106.04
11-00-0000-00000-4013 TUITION INTERNATIO	0.00	6,900.00-	6,900.00-	27,000.00-	20,100.00-	74.44
11-00-0000-00000-4014 TUITION BORDER STA	0.00	133,101.00-	137,626.00-	225,000.00-	87,374.00-	38.83
11-00-0000-00000-4015 ONLINE COURSE FEE	0.00	2,310.00-	3,640.00-	10,000.00-	6,360.00-	63.60
11-00-0000-00000-4016 DROP FEE : GENERAL	0.00	60.00-	170.00-	10,000.00-	9,830.00-	98.30
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	500.00-	500.00-	10,000.00-	9,500.00-	95.00
11-00-0000-00000-4512 VENDING MACHINES :	0.00	140.82-	327.13-	10,000.00-	9,672.87-	96.73
11-00-0000-00000-4515 CHILD CARE FEES :	0.00	11,000.00-	11,000.00-	25,000.00-	14,000.00-	56.00
11-00-0000-00000-4601 STATE OPERATING GR	0.00	845,688.00-	845,688.00-	1,691,376.00-	845,688.00-	50.00
11-00-0000-00000-4803 AD VALOREM PROPERT	0.00	0.00	0.00	10,300,000.00-	10,300,000.00-	100.00
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	0.00	600,000.00-	600,000.00-	100.00
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	0.00	6,000.00-	6,000.00-	100.00
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	0.00	150,000.00-	150,000.00-	100.00
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	0.00	100,000.00-	100,000.00-	100.00
11-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	0.00	0.00	5,000.00-	5,000.00-	100.00
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	0.00	20,000.00-	20,000.00-	100.00
11-00-0000-00000-4811 TAX IN PROCESS : G	0.00	0.00	0.00	10,000.00-	10,000.00-	100.00
11-00-0000-00000-4902 INTEREST INCOME :	0.00	0.00	212.62-	35,000.00-	34,787.38-	99.39
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	38,924.40-	41,260.36-	110,000.00-	68,739.64-	62.49
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	75,429.56-	85,084.09-	150,000.00-	64,915.91-	43.28
11-00-0000-00000-4912 TRANSCRIPTS : GENE	70.00	1,805.09-	3,363.61-	15,000.00-	11,706.39-	78.04
11-00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	1,343,584.00	1,343,584.00	100.00
11-00-0000-00000-9999 CONTINGENCY ACCOUN	0.00	0.00	0.00	425,000.00-	425,000.00-	100.00
=====						
Totals for FUND: 11 - GENERAL	70.00	2,422,400.54-	2,465,955.64-	15,312,792.00-	12,846,906.36-	83.90
=====						
12-00-0000-00000-4002 AMMONIA REFG COURS	0.00	12,114.00-	29,931.00-	125,000.00-	95,069.00-	76.06
12-00-0000-00000-4005 ACAD COURSE FEE :	0.00	119,919.00-	121,484.00-	250,000.00-	128,516.00-	51.41
12-00-0000-00000-4006 OUTREACH CREDIT HO	0.00	0.00	0.00	20,000.00-	20,000.00-	100.00
12-00-0000-00000-4015 ONLINE COURSE FEE	0.00	2,100.00-	2,065.00-	5,000.00-	2,935.00-	58.70
12-00-0000-00000-4601 STATE OPERATING GR	0.00	506,466.00-	506,466.00-	1,012,931.00-	506,465.00-	50.00
12-00-0000-00000-4603 STATE PMT FOR HS T	0.00	0.00	0.00	245,000.00-	245,000.00-	100.00
12-00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	1,343,584.00-	1,343,584.00-	100.00
=====						
Totals for FUND: 12 - PTE FUND	0.00	640,599.00-	659,946.00-	3,001,515.00-	2,341,569.00-	78.01
=====						
61-00-0000-00000-4803 AD VALOREM PROPERT	0.00	0.00	0.00	487,884.00-	487,884.00-	100.00
61-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	0.00	35,329.00-	35,329.00-	100.00
61-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	0.00	352.00-	352.00-	100.00
61-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	0.00	7,000.00-	7,000.00-	100.00
61-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	0.00	6,555.00-	6,555.00-	100.00
61-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	0.00	1,194.00-	1,194.00-	100.00
61-00-0000-00000-4811 TAX IN PROCESS : G	0.00	0.00	0.00	10,000.00-	10,000.00-	100.00
=====						
Totals for FUND: 61 - CAPITAL OUTLAY	0.00	0.00	0.00	548,314.00-	548,314.00-	100.00
=====						
Totals for BUDGET.OFFICER: Unassigned	70.00	3,062,999.54-	3,125,901.64-	18,862,621.00-	15,736,789.36-	83.43

Fiscal Year: 2015

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	9,221.40	9,221.40	104,746.00	95,524.60	91.20
DEPARTMENT: 11020 - HUMANITIES	613.08	0.00	0.00	1,650.00	1,036.92	62.84
DEPARTMENT: 11021 - ENGLISH	92.40	29,352.13	35,326.70	355,268.00	319,848.90	90.03
DEPARTMENT: 11022 - SPEECH	0.00	4,096.90	6,276.81	51,410.00	45,133.19	87.79
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	0.00	0.00	320.00	320.00	100.00
DEPARTMENT: 11025 - JOURNALISM	0.00	4,961.41	4,961.41	66,354.00	61,392.59	92.52
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	972.00	972.00	100.00
DEPARTMENT: 11030 - ART	0.00	17,359.04	17,359.04	138,018.00	120,658.96	87.42
DEPARTMENT: 11031 - DRAMA	26.94	5,134.68	5,134.68	76,252.00	71,090.38	93.23
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	6,448.13	6,448.13	80,200.00	73,751.87	91.96
DEPARTMENT: 11033 - INST MUSIC	655.74	5,628.32	8,373.40	87,643.00	78,613.86	89.70
DEPARTMENT: 11040 - SCIENCE	2,694.90	32,755.49	34,130.92	387,974.00	356,537.98	91.90
DEPARTMENT: 11050 - MATH	13.67	36,183.38	37,798.13	336,335.00	298,523.20	88.76
DEPARTMENT: 11060 - SOCIAL SCIENCE	50.00	35,977.00	44,512.54	400,392.00	355,929.46	88.90
DEPARTMENT: 11070 - HEALTH & PHYSICAL	750.00	15,939.04	28,216.73	195,413.00	166,446.27	85.18
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	9,774.44	13,821.81	81,886.00	68,064.19	83.12
DEPARTMENT: 11080 - ESSENTIAL SKILLS	0.00	400.12	803.81	720.00	83.81	11.63
DEPARTMENT: 11081 - READING	0.00	5,308.01	5,308.01	59,831.00	54,522.99	91.13
DEPARTMENT: 11082 - ESL	0.00	5,507.44	8,575.47	66,812.00	58,236.53	87.16
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	18.00	587.25	15,440.00	14,852.75	96.20
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	0.00	0.00	5,000.00	5,000.00	100.00
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	19,473.47	11,014.88	172,115.81	413,430.00	260,787.66	63.08
DEPARTMENT: 12014 - FINNUP LAB	0.00	0.00	0.00	405.00	405.00	100.00
DEPARTMENT: 12090 - BSIS COMPETITION T	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 12242 - CHALLENGE COURSE	0.00	0.00	269.13	1,377.00	1,107.87	80.46
DEPARTMENT: 32000 - BUSINESS & INDUSTR	0.00	5,271.91	10,425.67	63,856.00	53,430.33	83.67
DEPARTMENT: 41000 - LIBRARY	5,909.02	25,687.93	37,729.33	184,862.00	153,041.69	82.79
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	0.00	8,079.96	10,517.52	84,457.00	73,939.48	87.55
DEPARTMENT: 42000 - DEAN OF LEARNING S	250.74	18,991.84	31,539.83	713,552.00	681,761.43	95.54
DEPARTMENT: 42001 - DEAN OF ACADEMICS	0.00	1,699.93	1,789.23	19,661.00	17,871.77	90.90
DEPARTMENT: 42002 - OUTREACH	24,929.36	1,469.21	28,214.40	111,564.00	108,278.96	97.06
DEPARTMENT: 42003 - FACULTY SENATE	0.00	0.00	0.00	12,265.00	12,265.00	100.00
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	716.32	5,095.00	0.00	5,095.00	0.00
DEPARTMENT: 43000 - TRANSITION	0.00	3,465.00	6,855.90	42,189.00	35,333.10	83.75
DEPARTMENT: 50000 - DEAN OF STUDENT SE	809.35	18,075.68	36,321.47	235,244.00	198,113.18	84.22
DEPARTMENT: 50001 - STUDENT SUPPORT SE	0.00	0.00	0.00	28,935.00	28,935.00	100.00
DEPARTMENT: 50002 - EDUCATIONAL TALENT	0.00	0.00	0.00	11,907.00	11,907.00	100.00
DEPARTMENT: 50010 - COUNSELING & GUIDA	632.00	11,244.08	20,667.97	119,779.00	98,479.03	82.22
DEPARTMENT: 50011 - ASSESSMENT/TESTING	0.00	6,795.10	10,432.02	61,865.00	51,432.98	83.14
DEPARTMENT: 50020 - FINANCIAL AID OFFI	590.00	28,043.27	43,127.45	329,832.00	287,294.55	87.10
DEPARTMENT: 50030 - ADMISSIONS	380.17	10,838.99	21,252.94	143,732.00	122,859.23	85.48
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	350.00	11,430.92	22,432.76	148,910.00	126,127.24	84.70
DEPARTMENT: 50050 - STUDENT HEALTH SER	0.00	4,797.40	4,797.40	64,613.00	59,815.60	92.58
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	11,251.65	49,141.38	225,553.00	541,916.00	327,614.65	60.45
DEPARTMENT: 55001 - MEN'S BASKETBALL	92.15	7,855.38	15,715.50	108,046.00	92,238.35	85.37
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	5,159.05	6,408.08	10,014.05	96,031.00	80,857.90	84.20
DEPARTMENT: 55003 - MEN'S TRACK	1,813.43	6,768.31	8,031.69	55,197.00	48,978.74	88.73
DEPARTMENT: 55004 - WOMEN'S TRACK	1,813.43	4,076.92	5,342.30	53,717.00	50,188.13	93.43
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	4,398.62	11,081.56	17,211.67	100,034.00	87,220.95	87.19
DEPARTMENT: 55006 - FOOTBALL	35,370.77	17,539.45	34,915.80	282,798.00	212,511.43	75.15
DEPARTMENT: 55007 - BASEBALL	5,067.00	9,742.24	16,738.63	115,368.00	93,562.37	81.10



DEPARTMENT: 55008 - VOLLEYBALL	3,491.88	4,171.27	7,598.56	56,947.00	45,856.56	80.52
DEPARTMENT: 55009 - WOMEN'S SOCCER	5,699.30	5,376.47	8,743.81	61,052.00	46,608.89	76.34
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	0.00	5,000.00	5,000.00	100.00
DEPARTMENT: 55012 - CHEERLEADING	2,029.08	2,996.29	4,914.03	34,493.00	27,549.89	79.87
DEPARTMENT: 55013 - DANCE TEAM	0.00	2,262.58	4,180.31	26,993.00	22,812.69	84.51
DEPARTMENT: 55014 - RODEO TEAM	4,133.00	7,299.29	15,632.14	140,920.00	121,154.86	85.97
DEPARTMENT: 55015 - MEN'S GOLF	0.00	9,637.28	11,252.03	71,813.00	60,560.97	84.33
DEPARTMENT: 55019 - ATHLETIC TRAINING	8,293.74	10,275.78	17,790.82	129,521.00	103,436.44	79.86
DEPARTMENT: 55020 - PEP BAND	0.00	3,297.12	6,055.99	47,173.00	41,117.01	87.16
DEPARTMENT: 61000 - PRESIDENT	1,403.91	33,357.21	63,279.00	484,656.00	419,973.09	86.65
DEPARTMENT: 61001 - BOARD OF TRUSTEES	383.85	878.70	995.19	24,840.00	23,460.96	94.45
DEPARTMENT: 61005 - ATTORNEY	2,567.54-	197.52	2,765.06	35,000.00	34,802.48	99.44
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	650.48-	56,696.13	124,889.15	1,718,820.00	1,594,581.33	92.77
DEPARTMENT: 62010 - HUMAN RESOURCES	3,825.61	10,686.57	20,684.15	144,870.00	120,360.24	83.08
DEPARTMENT: 62011 - ADA COMPLIANCE	117.95-	4,128.71	8,283.87	63,005.00	54,839.08	87.04
DEPARTMENT: 62050 - ONE-TIME PURCHASES	325,276.68	27,438.32	46,863.32	940,000.00	567,860.00	60.41
DEPARTMENT: 63000 - INFORMATION SERVIC	2,876.31	4,387.64	8,387.50	181,072.00	169,808.19	93.78
DEPARTMENT: 64000 - INFORMATION TECHNO	11,432.00-	34,229.52	199,807.70	758,104.00	569,728.30	75.15
DEPARTMENT: 65000 - CENTRAL SERVICES	413.50-	21,372.82	34,309.36	153,694.00	119,798.14	77.95
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	2,196.54	12,952.23	22,305.09	183,936.00	159,434.37	86.68
DEPARTMENT: 71000 - BUILDINGS	16,970.22-	49,517.12	93,328.65	420,176.00	343,817.57	81.83
DEPARTMENT: 72000 - CUSTODIAL SERVICES	7,800.18-	45,814.47	89,487.26	516,485.00	434,797.92	84.18
DEPARTMENT: 73000 - GROUNDS	10,301.93-	16,708.37	51,127.09	236,388.00	195,562.84	82.73
DEPARTMENT: 73001 - ATHLETIC FIELDS	60,101.67-	75,373.22	95,021.22	71,414.00	36,494.45	51.10
DEPARTMENT: 74000 - VEHICLES	860.48-	20,878.01	29,849.38	358,242.00	329,253.10	91.91
DEPARTMENT: 75000 - CAMPUS SECURITY	24,258.89-	32,882.50	44,092.05	172,404.00	152,570.84	88.50
DEPARTMENT: 76000 - INSURANCE	0.00	10,002.08	196,048.97	340,954.00	144,905.03	42.50
DEPARTMENT: 77000 - UTILITIES	65,345.43-	63,698.28	136,823.82	860,000.00	788,521.61	91.69
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	118.64-	1,511.83-	62,000.00	63,511.83	102.44
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	770.00	770.00	9,020.00	8,250.00	91.46
DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	0.00	848.00	33,087.00	32,239.00	97.44
DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	0.00	0.00	11,000.00	11,000.00	100.00
DEPARTMENT: 81004 - TUIT WAIVER CTZ IN	0.00	0.00	0.00	156,000.00	156,000.00	100.00
DEPARTMENT: 81006 - TUIT WAIVER FINE A	0.00	0.00	0.00	55,194.00	55,194.00	100.00
DEPARTMENT: 94000 - STUDENT CENTER	200.00	23.18	1,614.69	49,341.00	47,526.31	96.32
DEPARTMENT: 98001 - CHILD CARE	0.00	4,428.66	13,285.98	40,000.00	26,714.02	66.79

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FUND: 11 - GENERAL	135,568.47	1,075,919.37	2,423,485.07	15,312,792.00	12,753,738.46	83.29
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Fiscal Year: 2015

FUND: 12 - PTE FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 12010 - ACCOUNTING	0.00	4,220.46	4,220.46	51,687.00	47,466.54	91.83
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	3,343.86	5,198.69	24,959.00	19,760.31	79.17
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	8,931.23	11,999.26	113,810.00	101,810.74	89.46
DEPARTMENT: 12200 - ADN PROGRAM	3,116.47-	23,131.03	32,023.32	265,766.00	236,859.15	89.12
DEPARTMENT: 12201 - LPN PROGRAM	6,268.13	14,038.58	19,293.85	204,635.00	179,073.02	87.51
DEPARTMENT: 12202 - EMT	1,617.45	14,212.65	15,862.65	166,337.00	148,856.90	89.49
DEPARTMENT: 12203 - ALLIED HEALTH	1,530.89-	8,009.26	13,654.68	169,694.00	157,570.21	92.86
DEPARTMENT: 12210 - AGRICULTURE	0.00	3,849.24	3,849.24	53,641.00	49,791.76	92.82
DEPARTMENT: 12211 - ANIMAL SCIENCE	378.55	6,450.91	7,478.27	123,087.00	115,230.18	93.62
DEPARTMENT: 12212 - CULINARY PROGRAM	0.00	0.00	0.00	53,804.00	53,804.00	100.00
DEPARTMENT: 12220 - JOHN DEERE AG TECH	2,486.49-	19,645.32	21,813.31	258,974.00	239,647.18	92.54
DEPARTMENT: 12225 - OIL TECH PROGRAM	0.00	0.00	0.00	10,000.00	10,000.00	100.00
DEPARTMENT: 12230 - AUTO MECHANICS	695.00	0.00	450.00	7,939.00	6,794.00	85.58
DEPARTMENT: 12240 - CRIMINAL JUSTICE	730.57	13,602.01	13,602.01	156,416.00	142,083.42	90.84
DEPARTMENT: 12241 - FIRE SCIENCE	100.00	5,503.24	5,503.24	71,876.00	66,272.76	92.20
DEPARTMENT: 12250 - COSMETOLOGY	0.00	10,454.15	10,454.15	166,296.00	155,841.85	93.71
DEPARTMENT: 12260 - DRAFTING	0.00	0.00	0.00	200.00	200.00	100.00
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	2,446.98-	22,356.24	48,371.35	388,630.00	342,705.63	88.18
DEPARTMENT: 12271 - AUTOMATION ELECTRI	0.00	0.00	0.00	6,900.00	6,900.00	100.00
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	970.00-	6,353.28	7,790.01	2,000.00	4,820.01-	240.99-
DEPARTMENT: 12273 - WELDING	15,568.31	17,391.35	17,391.35	170,519.00	137,559.34	80.67
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	813.30	828.18	491,345.00	490,516.82	99.83
DEPARTMENT: 62050 - ONE-TIME PURCHASES	0.00	0.00	0.00	43,000.00	43,000.00	100.00
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FUND: 12 - PTE FUND	14,807.18	182,306.11	239,784.02	3,001,515.00	2,746,923.80	91.52

Fiscal Year: 2015

FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	1,179.65	2,815.92	4,098.36	113,937.00	108,658.99	95.37
DEPARTMENT: 55006 - FOOTBALL	3,328.50	0.00	1,250.97-	3,000.00	922.47	30.75
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	542.00	0.00	0.00	3,753.96	3,211.96	85.56
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	0.00	375.63	375.63	100.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	33.06	33.06	2,807.19	2,774.13	98.82
DEPARTMENT: 55008 - VOLLEYBALL	432.00	538.26	538.26	831.12	139.14-	16.73-
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	12,500.00	12,500.00	62,550.00	50,050.00	80.02
DEPARTMENT: 55007 - BASEBALL	0.00	256.16	256.16	9,246.40	8,990.24	97.23
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	5,298.13	10,477.40	0.00	10,477.40-	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	40,000.00	40,000.00	100.00
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	1,592.56	1,592.56	100.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	488.46	545.13	1,717.31	1,172.18	68.26
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	0.00	376.49	376.49	100.00
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FUND: 14 - ADULT SUPPLEMENTARY ED	5,482.15	21,929.99	27,197.40	240,187.66	207,508.11	86.39

Fiscal Year: 2015

FUND: 16 - AUXILIARY ENTITIES

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	70.05	70.05	8,000.00	7,929.95	99.12
DEPARTMENT: 94000 - STUDENT CENTER	3,628.06	614.96	653.79	170,000.00	165,718.15	97.48
DEPARTMENT: 95000 - STUDENT HOUSING	68,760.74	113,594.69	260,455.58	1,477,904.00	1,148,687.68	77.72
DEPARTMENT: 95001 - DIRECTOR'S APARTME	0.00	0.00	0.00	5,000.00	5,000.00	100.00
DEPARTMENT: 98000 - COSMETOLOGY	11,360.02	2,198.19	4,582.19	184,392.56	168,450.35	91.35
DEPARTMENT: 97000 - BOOKSTORE	34,966.11	171,433.39	257,284.99	953,500.00	661,248.90	69.35
DEPARTMENT: 91000 - ARENA	400.00	439.61	1,007.33	0.00	1,407.33-	0.00
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FUND: 16 - AUXILIARY ENTITIES	119,114.93	288,350.89	524,053.93	2,798,796.56	2,155,627.70	77.02

Fiscal Year: 2015

FUND: 22 - RESTRICTED GRANTS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	16,824.00	0.00	0.00	0.00	16,824.00-	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	4,065.87	8,042.92	0.00	8,042.92-	0.00
DEPARTMENT: 12211 - ANIMAL SCIENCE	750.00	6,048.63	13,697.13	334,240.44	319,793.31	95.68
DEPARTMENT: 50000 - DEAN OF STUDENT SE	2,210.27	1,184.02	1,184.02	3,503.84	109.55	3.13
DEPARTMENT: 14010 - AO-K	0.00	175.00	175.00	5,876.02	5,701.02	97.02
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	5,846.94	11,562.68	36,875.09	25,312.41	68.64
DEPARTMENT: 50000 - DEAN OF STUDENT SE	17,546.37	79,595.80	110,965.31	145,939.09	17,427.41	11.94
DEPARTMENT: 14010 - AO-K	0.00	0.00	0.00	2,098.92	2,098.92	100.00
DEPARTMENT: 11040 - SCIENCE	5,880.98	3,134.99	5,305.56	13,976.41	2,789.87	19.96
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	100.00-	8,047.02	8,147.02	101.24
DEPARTMENT: 14010 - AO-K	411.20	0.00	31.62	2,204.03	1,761.21	79.91
DEPARTMENT: 11040 - SCIENCE	527.69	6,633.50	6,633.50	45,957.40	38,796.21	84.42
DEPARTMENT: 14010 - AO-K	0.00	2,536.72	2,536.72	9,953.11	7,416.39	74.51
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	72,000.00	72,000.00	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	800.00	0.00	0.00	275,282.00	274,482.00	99.71
DEPARTMENT: 12273 - WELDING	0.00	19,950.00	19,950.00	20,570.00	620.00	3.01
DEPARTMENT: 42000 - DEAN OF LEARNING S	24.00	2,566.46	4,634.94	46,655.00	41,996.06	90.01
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	3,228.00	6,241.79	101,150.00	94,908.21	93.83
DEPARTMENT: 42005 - DEAN OF TECHNICAL	29,725.88	9,797.13	9,937.13	84,741.00	45,077.99	53.20
DEPARTMENT: 42000 - DEAN OF LEARNING S	245.21	10,008.77	16,042.66	97,245.00	80,957.13	83.25
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	11,321.99	21,371.68	112,465.00	91,093.32	81.00
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FUND: 22 - RESTRICTED GRANTS	74,945.60	166,093.82	238,212.66	1,418,779.37	1,105,621.11	77.93

Fiscal Year: 2015

FUND: 23 - OTHER RESTRICTED FUNDS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	4,650.00	1,838.00	1,838.00	8,806.89	2,318.89	26.33
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FUND: 23 - OTHER RESTRICTED FUNDS	4,650.00	1,838.00	1,838.00	8,806.89	2,318.89	26.33

Fiscal Year: 2015

FUND: 24 - ADULT EDUCATION

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	150.29	360.58	1,000.00	639.42	63.94
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	0.00	4,000.00	4,000.00	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	30,996.50-	44,479.83	66,455.67	273,117.21	237,658.04	87.02
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	0.00	8,601.00	8,601.00	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	3,327.03	6,582.10	76,483.00	69,900.90	91.39
DEPARTMENT: 13305 - ADULT ED - STAFF D	330.00	764.00	764.00	5,000.00	3,906.00	78.12
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	4,090.11	6,596.25	69,682.00	63,085.75	90.53
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	37,500.00-	37,500.00-	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	89.99	16,421.04	19,507.67	137,500.00	117,902.34	85.75
<b>FUND: 24 - ADULT EDUCATION</b>	<b>30,576.51-</b>	<b>69,232.30</b>	<b>100,266.27</b>	<b>537,883.21</b>	<b>468,193.45</b>	<b>87.04</b>

Fiscal Year: 2015

FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	0.00	0.00	0.00	548,314.00	548,314.00	100.00
<b>FUND: 61 - CAPITAL OUTLAY</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>548,314.00</b>	<b>548,314.00</b>	<b>100.00</b>

Fiscal Year: 2015

FUND: 71 - ACTIVITY/ORGANIZATION FD

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	12,989.47	45,428.20	46,588.84	284,095.25	224,516.94	79.03
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 55006 - FOOTBALL	5,000.00	0.00	0.00	5,000.00	0.00	0.00
DEPARTMENT: 55007 - BASEBALL	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 55008 - VOLLEYBALL	468.00	0.00	0.00	500.00	32.00	6.40
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 55014 - RODEO TEAM	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 55015 - MEN'S GOLF	0.00	0.00	0.00	500.00	500.00	100.00
DEPARTMENT: 94000 - STUDENT CENTER	0.00	23.18	1,614.69	0.00	1,614.69-	0.00
DEPARTMENT: 99001 - STUDENT NEWSPAPER	2,392.40-	0.00	2,392.40	0.00	0.00	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	0.00	12,250.00	12,250.00	100.00
<b>FUND: 71 - ACTIVITY/ORGANIZATION FD</b>	<b>16,065.07</b>	<b>45,451.38</b>	<b>50,595.93</b>	<b>311,345.25</b>	<b>244,684.25</b>	<b>78.59</b>

Fiscal Year: 2015

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	22,435.00	22,435.00	0.00	22,435.00-	0.00
<b>FUND: 73 - EDUKAN CONSORTIUM FUND</b>	<b>0.00</b>	<b>22,435.00</b>	<b>22,435.00</b>	<b>0.00</b>	<b>22,435.00-</b>	<b>0.00</b>

Garden City Community College  
8/31/2014

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 413,756.48	0.0000%
State Municipal Invest. Pool	\$ 25,399.03	0.0050%
FNB of Garden City - Money Market	\$ 25,405.05	0.2500%
FNB of Garden City - Insured Cash Sweep	\$ 5,818,810.78	0.2500%
Commerce Bank - Money Market	\$ 155,502.68	0.0900%
Landmark National Bank	\$ 1,463,753.02	0.1000%
	<u>\$ 7,902,627.04</u>	

	<u>Type</u>	<u>Amount</u>	<u>% Rate</u>	<u>Beg. Date</u>	<u>Maturity</u>
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>\$ 11,902,627.04</u></u>			

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

**Agenda No:** III-D-1

**Date:** September 9, 2014

**Topic:** Student Cosmetology Kit Purchase

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

**Background Information:**

Students in the cosmetology program are required to have a kit comprised of supplies and tools. The kits are designed by the instructors. Prices for 24 kits were obtained from the two major suppliers; Marianna Industries, Nebraska and Sally Beauty Supply, Texas.

The best proposal was from Marianna Industries, which included all items requested.

**Budget Information:**

Auxiliary Funds - the kits are paid from course fees collected from the cosmetology students.  
\$26,515.44

**Recommended Board Action:**

Board authorizes administration to purchase student cosmetology kits from Marianna Industries at a total cost of \$26,515.44.

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

**Board Member Notes:**

# GCCC BID RECORD

Please type or print clearly and neatly

Item(s) to be purchased:

Kits for Students -  
List Included - Marianna #1 1,104.81  
Sally 1,023.19

## Bidders and amounts:

(1) Company Marianna Industries AMOUNT \$ 26,515.44  
Address 11222 I St. Omaha, NE 68137  
(2) Company Sally Beauty Supply AMOUNT \$ 24,556.56  
Address 3001 Colorado Blvd Denton, TX 76210  
(3) Company \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_  
Address \_\_\_\_\_  
(4) Company \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_  
Address \_\_\_\_\_

Shipping/other costs \_\_\_\_\_ are  are not included in amounts shown above.

\_\_\_\_\_ **Single source vendor.** Please indicate why this is a single source vendor.

Recommendation of bid to accept: Marianna Industries - #1  
*List company name and bidder number (1, 2, 3, 4) from above*

Reason for selection if not lowest bid: Marianna had all items that we asked for in the bid. Sally had items missing from the bid sheet that we had asked for.

Due consideration, as per GCCC policy, given to local businesses:  Yes  No

Attach additional information as needed. Please type or print clearly and neatly.

### BRIEF BID AMOUNT GUIDE

- \$2,499 and under Bid not required
- \$2,500-\$9,999 Written listing of comparative prices
- \$10,000-\$19,999 Written bids
- Over \$20,000 Contact Business Office

Guillermina Hinde  
Purchaser's Name (please type or print clearly)  
Cosmetology  
Department/Division/Office  
Guillermina Hinde  
Purchaser's Signature

## SEPTEMBER 2014 MONITORING REPORT

**ENDS**

**ANNUAL**

**Workforce Development #1**

**Page 6**

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

### **CEO's Interpretation:**

To address critical needs of local and regional workforce development, Garden City Community College provides training for both the non-credit and credit programs of the College. Industry leaders provide input via advisory committees, partnerships, and close working relations with College faculty and staff to determine workforce needs. Student evaluations provide feedback as to the relevance of training and the enhancement of workplace skills and knowledge. College Administration works closely with faculty and staff to conduct environmental scanning, workforce surveys, and on-site visits to continually assess the needs of business and industry and determine which programs and classes to offer in response to employer needs.

### **Data supporting GCCC involvement:**

Garden City Community College Technical Education and Continuing Education Divisions lead the College's efforts to meet the service area's economic development and employer needs. Advisory Boards of industry-led personnel provide valuable input to each program and class to best determine what skills are currently required in the workforce. Equipment needs are also addressed and shared with College faculty and staff to provide the up-to-date equipment requirements in the industry.

The Continuing Education (CE) department at Garden City Community College (GCCC) mirrors the Colleges' mission to produce positive contributors to the economic and social well-being of society. This is done by establishing partnerships within the business community to determine employer needs; then responding quickly by offering open enrollment classes or contract training for a specific business or industry.

### Number One: Employer Needs

- Finney County is experiencing phenomenal retail growth and is expecting a critical workforce shortage that has actually already begun
- GCCC Continuing Education pulled together a group of partners and is leading the charge to work solely on this issue
  - The group has been named and branded: *Finney County Workforce Connection*





*Purpose:*

Finney County Workforce Connection formed in May 2014 to create an aggressive community-wide campaign to recruit, enhance and retain a sustainable workforce in the Finney County region.

*Five areas of focus:*

1. Resource Development
2. Employee Retention
3. Employee Recruitment
4. Youth Development
5. Corrections

The founding members of the Finney County Connection are from the following organizations: Finney County Economic Development, Garden City Area Chamber of Commerce, Garden City Community College, City of Garden City, Garden City High School, Kansas Works, Finney County Corrections, and Workforce One.

Number Two: Developing Community Partnerships

To determine community economic and business needs Continuing Education has communicated in these ways:

- Attended advisory meetings in conjunction with Technical Education programs
- Staff has attended community organizational functions such as the Chamber breakfast, the Builder's Association and SW Kansas Safety Council meetings
- Communicates regularly with staff from Finney County Economic Development and the Chamber of Commerce
- Created partnership with Accurate Safety for safety classes

Each semester Continuing Education offers open enrollment classes as well as designs and delivers customized training solutions that are specific and timely to the needs of the business client. Classes/workshops were delivered to 686 enrollments serving 489 people.

- 20 business contract training classes
- 129 open enrollment classes
- 1 Wind Technician course offered

When asked their level of overall satisfaction with their class:

- 233 respondents were recorded
- 99% said they were satisfied to very satisfied
- .01% or one person was unsure

292 students were served in the Industrial Ammonia Refrigeration and the Automation and Electrical Motor Controls. The week-long seminars serve a multitude of companies serving Kansas and across the country such as: Tyson Meats, Krogers, Coca Cola, General Mills, Del Monte Foods, and Kraft. Classes in Operator I, Operator II, Technician I, Boiler, Refrigeration, Motor Control and Electricity Controls were delivered. The courses are 3 credit hour courses and completers may take certification exams and licensure if employers desire.

A new initiative at Worthington Industries was launched in the 2013-2014 year to create a training curriculum for incoming welding candidates. The GCCC welding faculty created an incoming diagnostic assessment instrument and worked closely with Worthington Industries trainers and personnel office to provide a training outline that provided 90-day training of incoming welders. The College hired a coordinator of training to be at Worthington Industries during the year and 80 welders were trained and completed certification to be entry-level welders for Worthington Industries.

One of the most important data collections is from the seminar and class participants in both continuing education classes and credit classes. A sample of findings show 98% of respondents are highly satisfied with the training and comments such as the following provide critical information as training and delivery are continually improved :

- Instructor works one-on-one with students
- Application of real world experiences
- Diagrams and manual very helpful
- My 6<sup>th</sup> trip to your training, continues to be excellent
- Material I learned helps me at my business
- The instructor was great
- New way to do things
- Instructor was very knowledgeable, nice and patient
- Examples presented
- Hands-on experience valuable, better than books
- The instructor's enthusiasm
- Friendly, helpful instructor, willing to give individual help
- User friendly
- Teacher was helpful and accommodating
- Relaxed atmosphere
- Student/teacher interaction
- Teacher knowledge and practical tips
- Great facilitator