

December 9, 2015

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, December 15, 2015**. The meeting will be held in the **Endowment Room of the Beth Tedrow Student Center**, Garden City Community College Campus.

5:00 PM Dinner Kinney Room of the Beth Tedrow Student Center
6:00 PM Regular board meeting called to order in the Endowment Room of the Beth Tedrow Student Center

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
- F. Higher Learning Commission Overview
- G. Report from Charles Claar, Lewis, Hooper & Dick, re: 2014-2015 audit

II. REPORTS:

- A. President's Report

III. CONSENT AGENDA Action

- A. Approval of minutes of previous meetings (November 9, 2015)pg 5
- B. Approval of personnel actions-Human Resourcespg 7
 - B-1 Human Resources Reportpg 8
 - B-2 Adjunct/Outreach Contractspg 9
- C. Financial informationpg 14
 - C-1 Checks processed in excess of \$20,000pg 15
 - C-2 Revenuespg 16
 - C-3 Expenses.....pg 18
 - C-4 Cash in Bank pg 24
- D. Purchases over \$20,000
 - D-1 Culinary Science Program Equipmentpg 25
 - D-2 Fire Science Equipmentpg 27
 - D-3 Canvas Agreement.....pg 29

- E. Acceptance of the GCCC 2014-2015 auditpg 37
- F. Acceptance of the EduKan 2014-2015 audit.....pg 38

IV. CONFIRMATION OF MONITORING REPORTS:

- A. Monitoring Reports and ENDS
 - A-1 Monitoring Report..... **Action**
 - General Executive Constraints, #12 Safe and Healthy Environmentpg 39
 - A-2 Review Monitoring Reports
 - A-2a Quarterly, Asset Protection
- C. Board Process and Policy Governance Review

V. OTHER

- A. Incidental Informationpg 41
- B. Report from Finney County Economic Development Corporation
- C. Report from KACCT

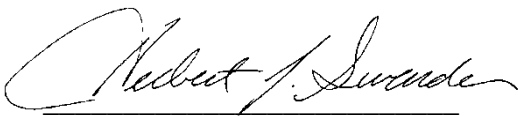
VI. OWNERSHIP LINKAGE:

Upcoming Calendar Dates:

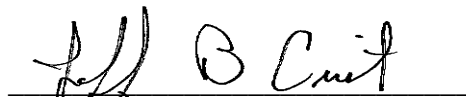
- December 23-January 1 Christmas Break, No Classes. Offices Closed
- January 4 Faculty/Staff Report
- January 11 Classes Begin
- January 12 Monthly meeting of GCCC Board of Trustees, 6:00 p.m., Endowment Room, Beth Tedrow Student Center

VIII. EXECUTIVE SESSION

IX ADJOURNMENT



Dr. Herbert J. Swender, Sr.
President



Jeff Crist
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
GARDEN CITY COMMUNITY COLLEGE**

November 9, 2015

Trustees Present: Merylyn Douglass, Jeff Crist, Steve Martinez, Melvin Neufeld, Terri Worf, Ron Schwartz

Others Present: Debra Atkinson, Deputy Clerk
Angie Haflich, *Garden City Telegram*
Emily Lenk, GC3 Media
Larry Pander, Fire Science Instructor/Faculty Senate Representative
Ryan Ruda, Vice President of Student Services/Athletic Director
Kiana Scheer, GC3 Media
Jeff Southern, IT Director
Herbert Swender, President
Tammy Tabor, Student Services Specialist, SGA Sponsor
Samatha Trujillo, SGA Representative
Kristi Tempel, Director of Public Relations/Marketing
Jerrad Webb, Director, Workforce
Dee Wigner, Executive Vice President

CALL TO ORDER:

Chair Crist called the meeting to order at 6:09 p.m.

HAPPENING AT GCCC:

Dr. Swender directed Trustee's attention to a PowerPoint presentation that represented the many activities and happenings at GCCC since the last GCCC Board of Trustee meeting. Student accomplishments, activities, campus visitors, and special events are provided monthly prior to each board meeting to give a visual update about what is happening in the GCCC campus community.

COMMENTS FROM THE CHAIR:

Chair Crist made the following comments:

- Chair Crist extended congratulations to first year Criminal Justice instructor, Brandy Unruh, and GCCC Criminal Justice students. GCCC recently competed against four year universities and only one other Community College in the Criminal Justice regional competition. GCCC students brought home twelve trophies.
- Congratulations were also expressed to GCCC Broncbuster Golf Team for finishing the fall competition with a national ranking of 15th. GCCC men's soccer were also nationally ranked as 12th this year.
- Chair Crist complimented GCCC Meats Judging Team for bringing home the 2015 Crown as the National Champions at the High Plains Meat Contest The team had an impressive 82 point margin of victory over Fort Scott Community College and outscored Clarendon College by 131 points. Those two schools had won the previous 2 competitions as well as the previous 2 national championships. The team put up the 2nd highest overall team score in the 30 year history of the program.
- Chair Crist shared information regarding the Benefactor Award that was recently presented to the Mary Jo Williams Charitable Trust. GCCC Endowment Association made application to the Council for Resource Development last summer to nominate the Mary Jo Williams Charitable Trust as a candidate to receive this prestigious award. Criteria for the award was based on contributions and demonstrated leadership. Chairman Crist traveled to Washington D.C. with GCCC Endowment and Mary Jo Williams Charitable Trust in October to be present for the awards ceremony.

OPEN COMMENTS FROM PUBLIC:

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

INTRODUCTION OF NEW EMPLOYEES:

No new employees were introduced at this time.

REPORT FROM STUDENT GOVERNMENT ASSOCIATION:

In the absence of Kale Baker, Student Government Association President, Samatha Trujillo, SGA Representative, reported that Casino night was a huge success with the students. SGA will be working on community service projects as the fall semester comes to a close.

Chair Crist thanked Trujillo for her report.

REPORT FROM FACULTY SENATE:

Larry Pander, Fire Science Instructor/Faculty Senate Representative, reported that the focus of Faculty Senate is the 2016 accreditation visit by the Higher Learning Commission in the fall. HLC requirements for faculty has changed and a report and overview will be brought to the board at a later date.

Chair Crist thanked those faculty that have taken on additional sections of classes and added additional students to their classes.

PRESIDENT'S REPORT:

Enrollment:

Dr. Swender shared that fall enrollment is currently up 1.7 for this fall over the fall 2014 enrollment. Spring enrollment begins in November so preparations are being finalized for the line schedule.

Default Rate:

Dr. Swender noted that the Current Cohort Default rate for GCCC was around 7%. This Cohort Default rate (CDR) is a headcount of borrowers who enter repayment during a federal fiscal year compared to the number in that group that default by the end of the specified time frame. Dr. Swender commended the college for the low number and for making sure students are aware of ramifications for defaulting on loans.

Military Friendly Designation:

Dr. Swender celebrated that Garden City Community College received notice this last month that GCCC has been recognized on the 2016 list by Military Friendly Schools. This is the fourth consecutive year that GCCC has been recognized with this prestigious designation.

Faculty Qualifications:

Work is being completed to address faculty qualifications which have had new guidelines enacted from the Higher Learning Commission. Work is being done to identify current instructor degrees and qualifications and then develop a template for insuring that qualifications are met by the HLC timeline of Fall 2016.

Marketing:

GCCC Trustees viewed a new commercial earlier in the meeting. The commercial has been produced and is in the rotation. A Spanish version of the commercial has been produced as well.

Information Technology:

Dr. Swender expressed his thanks to the IT staff and the work that they have been doing to install telephones and technology to the newly remodeled areas such as the Broncbuster Bookstore, residential life, and the welding lab.

Personnel Changes:

Dr. Swender reported to GCCC Trustees various personnel changes at Garden City Community College. Ryan Ruda, has accepted the Vice President of Instructional Services and will continue as Vice President of Student Services. Colin Lamb has agreed to serve as the interim Athletic Director as a search is conducted to find a full time Athletic Director. Phil Terpstra will assume the duties of Dean of Academics, and Judy Whitehill will serve as Social Science Instructor/Associate Dean of Academics. Lecia Sims will assume the position as Instructional Design Coordinator. Lecia Sims will coordinate the distance learning services at GCCC.

CONSENT AGENDA:

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

Chair Crist then asked for a motion approving Consent Agenda items III- B, and C.

Motion:

Schwartz moved, seconded by Neufeld to approve consent agenda items, III- B- D as presented.

Ayes: Crist, Douglass, Martinez, Neufeld, Schwartz, Worf

Nays: None

Motion carried: 6-0

Approved actions follow:

(A) APPROVED MINUTES of previous meeting (October 13, 2015)

(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, as presented

(Supporting documents filed with official minutes.)

D-1 Lexmark Annual Maintenance

Vendor: ImageNow

For: Annual Maintenance Agreement

Amount: \$24,192

D-2 Bus Purchase

Administration request authorization to purchase a used bus for a price not to exceed price of \$360,000, which is \$10,000 more than originally requested at the October 13, 2015 meeting.

For: Purchase of used bus

OTHER ACTION:

Amendment to Daycare Agreement:

The college recently renewed the agreement with Community Day Care Center to provide child care services for GCCC students. The agreement provided ten guaranteed spaces with provisions for infant care. This fall, only four children were enrolled at the center. Two of those four children will be leaving the center in January.

The CDCC board approved the amendment to the agreement, effective January 1, 2016, to reduce the number of guaranteed spots reserved for college students in half to five and reduce the monthly fee to \$1,950. The agreement allows the college to reserve spaces for additional children, based on availability at the center.

Motion:

Worf moved, seconded by Douglass to approve Community Day Care Center agreement as presented.

Ayes: Crist, Douglass, Martinez, Neufeld, Schwartz, Worf

Nays: None

Motion carried: 6-0

Acquisition of Real Property:

The college has the opportunity to purchase real property near existing college property. There are no immediate plans, however, the location and unique opportunity will serve to advance the college. The property is approximately 2.6 acres located at the corner of Campus and Spruce streets.

Administration requests permission to purchase said property, not to exceed a purchase price of \$250,000

Motion:

Neufeld moved, seconded by Douglass to authorize administration to enter into a contract to purchase real estate not to exceed \$250,000.

Ayes: Crist, Douglass, Martinez, Neufeld, Schwartz, Worf

Nays: None

Motion carried: 6-0

MONITORING REPORTS and ENDS REPORTS:

There were no monitoring reports scheduled for review.

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

- Annual, Work Preparedness

No changes were recommended at this time.

FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION:

- The retreat that was scheduled for November 10 has been postponed and will be rescheduled.
- Ground breaking for Parrot Cove is 4:00 p.m. on November 10.
- Ribbon cutting/Dedication of Broncbuster housing and GCCC Welding Technology Center is at 5:00 p.m. on November 10.
- Luther Fry was honored on Sunday, November 8 at Southwind Golf Club to celebrate Honorary Eagle Scout, the second in the history of Kansas.

REPORT FROM KACCT:

- KACCT quarterly meeting will be held at Allen Community College December 6-7.
- Linda Fund will meet with legislators on the education committee tomorrow in Topeka.

OWNERSHIP LINKAGE:

There was no Ownership Linkage to report.

UPCOMING CALENDAR EVENTS:

December 23-January 1	Christmas Break, No Classes. Offices Closed
January 4	Faculty and Staff report
January 7	All Employee In-Service
January 11	Classes Begin
February 15	Campus Closed, No Classes- President's Day

Debra J. Atkinson
Deputy Clerk

Herbert J. Swender
President

Jeff Crist
Chair of the Board

**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 and transfers/promotions 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:



December 15, 2015

To: Board of Trustees

From: Sara Koehn, PHR, SHRM-CP, Director of Human Resources

New Hires

Isabel Enriquez, Custodian – Residential Life, effective Nov. 30, 2015

Miguel Rivero, Maintenance Tech, effective Nov. 30, 2015

Transfers/Promotions

None

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**

INSTRUCTOR	CLASS	AMOUNT
Jones, Taylor	Psychology of Coaching (HPER-290-30) 09/09 - 12/11/2015	Pro-Rated: 7/8 x \$500.00/hr x 3 credit hours \$1,312.50
Long, Charles	Intramurals (HPER-289-01) 10/12 - 12/11/2015	3.00 credit hour(s) x \$500.00/hour \$1,500.00
TOTAL ADJUNCT/OUTREACH FACULTY CONTRACTS		\$2,812.50

**GARDEN CITY COMMUNITY COLLEGE
FACULTY CONTRACTS FOR NON-CREDIT CLASSES
(Presented to Payroll for 12/18/15)**

INSTRUCTOR	CLASS	AMOUNT
Douglass, Luci	KS Carry Concealed (CRMJ-300-06) 3 Contact hour(s) @ \$30.00/hour 14-00-8004-31000-5270 11/14/2015	\$90.00
Landgraf, Rebecca	KS Carry Concealed (CRMJ-300-06) 10 Contact hour(s) @ \$30.00/hour 14-00-8004-31000-5270 11/14/2015	\$300.00
Lappin, Jerry	KS Carry Concealed (CRMJ-300-06) 4 Contact hour(s) @ \$30.00/hour 14-00-8004-31000-5270 11/14/2015	\$120.00
Ronn, Mark	KS Carry Concealed (CRMJ-300-06) 4 Contact hour(s) @ \$30.00/hour 14-00-8004-31000-5270 11/14/2015	\$120.00
TOTAL NON-CREDIT FACULTY CONTRACTS		\$630.00

**GARDEN CITY COMMUNITY COLLEGE
PAYMENTS TO OUTREACH COORDINATORS
FALL SEMESTER 2015
Presented to Payroll for Payment 12/18/2015**

Location	Coordinator	Total Student		Rate of Pay	Salary	Contract Totals
		Cr. Hr.				
Deerfield	Lisa K. Bowser	66		\$6.52/cr. hr.	\$430.32 <u>200.00</u> Base	\$630.32
Dighton/ Healy	Debra D. Dowell	66		\$7.57/cr. hr.	\$499.62 <u>200.00</u> Base	\$699.62
Garden City High School	Renee L. Scott	1,396		\$6.15/cr. hr.	\$8,585.40 <u>200.00</u> Base	\$8,785.40
Holcomb	Jennifer L. LaSalle	234		\$6.75/cr. hr.	\$1,579.50 <u>200.00</u> Base	\$1,779.50
Lakin	Jennifer L. Bachman	167		\$6.27/cr. hr.	\$1,047.09 <u>200.00</u> Base	\$1,247.09
Leoti	Sara Brown	117		\$5.91/cr. hr.	\$691.47 <u>200.00</u> Base	\$891.47
Scott City	Elizabeth L. Hess	160		\$6.52/cr. hr.	\$1,043.20 <u>200.00</u> Base	\$1,243.20
Syracuse	Jennifer L. Lehman	153		\$6.40/cr. hr.	\$979.20 <u>200.00</u> Base	\$1,179.20
Tribune	Angela L. Woelk	139		\$6.40/cr. hr.	\$889.60 <u>200.00</u> Base	\$1,089.60
TOTAL OUTREACH COORDINATOR PAYMENTS						\$17,545.40

**GARDEN CITY COMMUNITY COLLEGE
SERVICE CONTRACTS FOR OUTREACH FACULTY
(Presented to Board of Trustees for Approval 12/08/2015)**

INSTRUCTOR	CLASS	AMOUNT
<u>DEERFIELD – USD 216</u> Bowser, Michael	English I (ENGL-101-DE) Pro-rated: 6/8 x \$375.00/hour x 3 credit hour(s) 11-00-0000-11021-6610	\$843.75

08/12 - 12/08/2015

Bowser, Michael Interpersonal Communication I (SPCH-113-DE) \$1,125.00
3 credit hour(s) x \$375.00/hour
11-00-0000-11022-6610
08/12 - 12/08/2015

Morales, Judith Basic Nutrition (HMEC-115-DE) \$562.50
Pro-rated: 4/8 x \$375.00/hour x 3 credit hour(s)
11-00-0000-11070-6610
08/12 - 12/08/2015

GARDEN CITY – USD 457

Anderson, Amy Intro Computer Concepts & Appl (CSCI-110-GC) \$1,125.00
3 credit hour(s) x \$375.00/hour
12-00-0000-12012-6610
08/17 - 12/18/2015

Atchley, Beth College Algebra (MATH-108-GC) \$1,125.00
3 credit hour(s) x \$375.00/hour
11-00-0000-11050-6610
08/17 - 12/18/2015

Burden, Karen Basic Food Preparation (CLMG-101-GC) \$1,125.00
3 credit hour(s) x \$375.00/hour
12-00-0000-12273-6610
08/17 - 12/18/2015

Murrell, Donald Introduction to AWS Welding (WELD-110-GC) \$1,125.00
3 credit hour(s) x \$375.00/hour
12-00-0000-12273-6610
08/17 - 12/18/2015

Murrell, Donald Introduction to AWS Welding (WELD-110-GD) \$1,125.00
3 credit hour(s) x \$375.00/hour
12-00-0000-12273-6610
08/17 - 12/18/2015

Saddler, Dru Introduction to Sociology (SOC1-102-GC) \$1,125.00
3 credit hour(s) x \$375.00/hour
11-00-0000-11060-6610
08/17 - 12/18/2015

Summers, Marcus General Psychology (PSYC-101-GC) \$1,125.00
3 credit hour(s) x \$375.00/hour
11-00-0000-11060-6610
08/17 - 12/18/2015

Terpstra, Wendi	English I (ENGL-101-GC) 3 credit hour(s) x \$375.00/hour 11-00-0000-11021-6610 08/17 - 12/18/2015	\$1,125.00
Terpstra, Wendi	English I (ENGL-101-GD) 3 credit hour(s) x \$375.00/hour 11-00-0000-11021-6610 08/17 - 12/18/2015	\$1,125.00
Tidwell, Russell	Public Speaking (SPCH-111-GC) 3 credit hour(s) x \$375.00/hour 11-00-0000-11022-6610 08/17 - 12/18/2015	\$1,125.00
Tidwell, Russell	Public Speaking (SPCH-111-GD) 3 credit hour(s) x \$375.00/hour 11-00-0000-11022-6610 08/17 - 12/18/2015	\$1,125.00
Upton, Kathryn	English I (ENGL-101-GE) 3 credit hour(s) x \$375.00/hour 11-00-0000-11021-6610 08/17 - 12/18/2015	\$1,125.00
<u>HOLCOMB – USD 363</u>		
Kelly, Cindy	English I (ENGL-101-HO) 3 credit hour(s) x \$375.00/hour 11-00-0000-11021-6610 08/18 - 12/18/2015	\$1,125.00
Van Dolah, Patricia	Public Speaking (SPCH-111-HO) 3 credit hour(s) x \$375.00/hour 11-00-0000-11022-6610 08/18 - 12/18/2015	\$1,125.00
<u>LAKIN – USD 215</u>		
Thompson, Kevin	English I (ENGL-101-LK) 3 credit hour(s) x \$375.00/hour Combined with ENGL-101-LK 11-00-0000-11021-6610 08/20 - 11/13/2015	\$1,125.00
White, Blain	American Government (POLS-105-LK) 3 credit hour(s) x \$375.00/hour Combined with POLS-105-LL	\$1,125.00

11-00-0000-11060-6610

08/20 - 12/18/2015

LEOTI – USD 467

Butt, Clifton

English I (ENGL-101-LE)

\$1,125.00

Pro-rated: 7/8 x \$375.00/hour x 3 credit hour(s)

11-00-0000-11021-6610

08/18 - 12/18/2015

Brown, Nathan

American History to 1865 (HIST-103-LE)

\$1,125.00

3 credit hour(s) x \$375.00/hour

11-00-0000-11020-6610

08/18 - 12/18/2015

Conard, Julie

Interpersonal Communications I (SPCH-113-LE)

\$1,125.00

3 credit hour(s) x \$375.00/hour

11-00-0000-11022-6610

08/18 - 12/18/2015

SCOTT CITY – USD 466

Kucharik, Stephen

English I (ENGL-101-SC)

\$1,125.00

3 credit hour(s) x \$375.00/hour

Combined with ENGL-101-SD

11-00-0000-11021-6610

08/21 - 12/18/2015

SYRACUSE – USD 494

Brown, Richard

College Algebra (MATH-108-SY)

\$1,125.00

3 credit hour(s) x \$375.00/hour

11-00-0000-11050-6610

08/19 - 12/17/2015

Lehman, Jennifer

English I (ENGL-101-SY)

\$1,125.00

3 credit hour(s) x \$375.00/hour

11-00-0000-11021-6610

08/19 - 12/17/2015

McAllister, Steve

American Government (POLS-105-SY)

\$1,125.00

3 credit hour(s) x \$375.00/hour

11-00-0000-11060-6610

08/19 - 12/17/2015

TOTAL OUTREACH SERVICE CONTRACTS

\$28,406.25

Agenda No: III-C

Date: December 15, 2015

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

December 2015

Purchases over \$20,000 requiring bid sheets

None

Payments over \$20,000 not requiring bid sheets

- Check #245088 to Dick Construction, Inc. for \$65,907.02 for payment for athletic complex remodel. This project was previously approved by the board.
- Check #245274 to the City of Garden City for \$69,265.13 for monthly utilities.
- Check #245275 to Commerce Bank for \$72,947.91 for various purchase card purchases.
- Check #245347 to Blue Cross and Blue Shield for \$85,490.57 for employee health insurance premiums.

Fiscal Year: 2016

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	5,745.00-	1,069,475.00-	2,100,000.00-	1,030,525.00-	49.07
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	1,619.43-	166,397.43-	375,000.00-	208,602.57-	55.63
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	35.00-	65,979.00-	125,000.00-	59,021.00-	47.22
11-00-0000-00000-4006 OUTREACH CREDIT HO	0.00	126.00	61,906.00-	105,000.00-	43,094.00-	41.04
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	290.78-	166,439.78-	380,000.00-	213,560.22-	56.20
11-00-0000-00000-4008 TECHNOLOGY FEE-O :	0.00	450.00-	36,930.00-	57,000.00-	20,070.00-	35.21
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	412.24-	8,101.05-	60,000.00	68,101.05	113.50
11-00-0000-00000-4013 TUITION INTERNATIO	0.00	94.00-	36,190.00-	20,000.00-	16,190.00	80.94-
11-00-0000-00000-4014 TUITION BORDER STA	0.00	497.00-	114,834.00-	325,000.00-	210,166.00-	64.67
11-00-0000-00000-4015 ONLINE COURSE FEE	0.00	0.00	350.00-	15,000.00-	14,650.00-	97.67
11-00-0000-00000-4016 DROP FEE : GENERAL	0.00	300.00-	5,410.00-	0.00	5,410.00	0.00
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	500.00-	6,000.00-	10,000.00-	4,000.00-	40.00
11-00-0000-00000-4512 VENDING MACHINES :	0.00	658.23-	1,400.04-	10,000.00-	8,599.96-	86.00
11-00-0000-00000-4515 CHILD CARE FEES :	0.00	0.00	6,440.00-	20,000.00-	13,560.00-	67.80
11-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	845,688.00-	1,691,376.00-	845,688.00-	50.00
11-00-0000-00000-4803 AD VALOREM PROPERT	0.00	0.00	131,400.42-	9,235,000.00-	9,103,599.58-	98.58
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	381,419.09-	740,000.00-	358,580.91-	48.46
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	5,657.53-	7,500.00-	1,842.47-	24.57
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	81,189.10-	160,000.00-	78,810.90-	49.26
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	6,970.14-	5,000.00-	1,970.14	39.39-
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	341.26-	20,000.00-	19,658.74-	98.29
11-00-0000-00000-4811 TAX IN PROCESS : G	0.00	0.00	0.00	10,000.00-	10,000.00-	100.00
11-00-0000-00000-4814 COMMERCIAL VEHICLE	0.00	0.00	13,452.18-	0.00	13,452.18	0.00
11-00-0000-00000-4815 WATERCRAFT CURRENT	0.00	0.00	345.16-	0.00	345.16	0.00
11-00-0000-00000-4816 TIF TAX : GENERAL	0.00	0.00	38,171.24	0.00	38,171.24-	0.00
11-00-0000-00000-4817 NEIGH REV T : GENER	0.00	0.00	9,725.39	0.00	9,725.39-	0.00
11-00-0000-00000-4902 INTEREST INCOME :	0.00	88.55-	1,618.24	20,000.00-	21,618.24-	108.09
11-00-0000-00000-4904 REIMBURSED SALARY	0.00	0.00	4,194.00-	0.00	4,194.00	0.00
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	0.00	56,812.08-	110,000.00-	53,187.92-	48.35
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	1,024.82-	9,570.06-	150,000.00-	140,429.94-	93.62
11-00-0000-00000-4912 TRANSCRIPTS : GENE	0.00	388.87-	6,772.66-	15,000.00-	8,227.34-	54.85
11-00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	1,142,387.00	1,142,387.00	100.00
11-00-0000-00000-9999 CONTINGENCY ACCOUN	0.00	0.00	0.00	727,362.00-	727,362.00-	100.00
=====						
Totals for FUND: 11 - GENERAL	0.00	11,977.92-	3,240,149.11-	15,330,851.00-	12,090,701.89-	78.87
=====						
12-00-0000-00000-4002 AMMONIA REFG COURS	0.00	8,700.00-	72,813.00-	125,000.00-	52,187.00-	41.75
12-00-0000-00000-4005 ACAD COURSE FEE :	0.00	13,078.00-	159,684.00-	350,000.00-	190,316.00-	54.38
12-00-0000-00000-4015 ONLINE COURSE FEE	0.00	0.00	35.00	7,500.00-	7,535.00-	100.47
12-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	506,466.00-	1,012,931.00-	506,465.00-	50.00
12-00-0000-00000-4603 STATE PMT FOR TUIT	0.00	0.00	0.00	265,000.00-	265,000.00-	100.00
12-00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	1,142,387.00-	1,142,387.00-	100.00
=====						
Totals for FUND: 12 - PTE FUND	0.00	21,778.00-	738,928.00-	2,902,818.00-	2,163,890.00-	74.54

61-00-0000-00000-4803 AD VALOREM PROPERT	0.00	0.00	6,661.07-	470,000.00-	463,338.93-	98.58
61-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	19,445.59-	36,790.00-	17,344.41-	47.14
61-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	288.41-	378.00-	89.59-	23.70
61-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	4,163.00-	8,080.00-	3,917.00-	48.48
61-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	0.00	5,010.00-	5,010.00-	100.00
61-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	0.00	355.35-	0.00	355.35	0.00
61-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	17.74-	750.00-	732.26-	97.63
61-00-0000-00000-4811 TAX IN PROCESS : G	0.00	0.00	0.00	14,983.00-	14,983.00-	100.00
61-00-0000-00000-4814 COMMERCIAL VEHICLE	0.00	0.00	685.85-	0.00	685.85	0.00
61-00-0000-00000-4815 WATERCRAFT CURRENT	0.00	0.00	17.59-	0.00	17.59	0.00
61-00-0000-00000-4816 TIF TAX : GENERAL	0.00	0.00	1,934.01	0.00	1,934.01-	0.00
61-00-0000-00000-4817 NEIGH REVT : GENER	0.00	0.00	492.90	0.00	492.90-	0.00
61-00-0000-00000-9999 CONTINGENCY ACCOUN	0.00	0.00	0.00	172,807.00	172,807.00	100.00
=====						
Totals for FUND: 61 - CAPITAL OUTLAY	0.00	0.00	29,207.69-	363,184.00-	333,976.31-	91.96
=====						
Totals for BUDGET.OFFICER: Unassigned	0.00	33,755.92-	4,008,284.80-	18,596,853.00-	14,588,568.20-	78.45

Fiscal Year: 2016

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	14,065.23	43,820.17	117,531.00	73,710.83	62.72
DEPARTMENT: 11020 - HUMANITIES	190.34	380.83	3,729.77	1,650.00	2,270.11	137.57-
DEPARTMENT: 11021 - ENGLISH	0.00	32,403.18	113,707.98	301,791.00	188,083.02	62.32
DEPARTMENT: 11022 - SPEECH	0.00	6,387.41	22,632.05	52,863.00	30,230.95	57.19
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	117.74	353.22	220.00	133.22	60.54-
DEPARTMENT: 11025 - JOURNALISM	0.00	5,970.94	26,004.66	68,151.00	42,146.34	61.84
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	972.00	972.00	100.00
DEPARTMENT: 11030 - ART	0.00	12,937.61	50,885.05	106,063.00	55,177.95	52.02
DEPARTMENT: 11031 - DRAMA	0.00	6,147.61	29,755.84	77,930.00	48,174.16	61.82
DEPARTMENT: 11032 - VOCAL MUSIC	100.00	7,522.66	30,773.13	82,345.00	51,471.87	62.51
DEPARTMENT: 11033 - INST MUSIC	0.00	4,307.76	13,206.81	29,565.00	16,358.19	55.33
DEPARTMENT: 11040 - SCIENCE	0.00	30,024.02	105,099.85	296,151.00	191,051.15	64.51
DEPARTMENT: 11050 - MATH	0.00	37,490.52	118,739.70	330,655.00	211,915.30	64.09
DEPARTMENT: 11060 - SOCIAL SCIENCE	0.00	43,334.70	146,443.66	384,020.00	237,576.34	61.87
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	20,664.58	99,667.07	224,173.00	124,505.93	55.54
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	11,657.13	52,249.71	83,601.00	31,351.29	37.50
DEPARTMENT: 11080 - ESSENTIAL SKILLS	0.00	0.00	0.00	720.00	720.00	100.00
DEPARTMENT: 11081 - READING	0.00	7,438.29	17,650.99	34,371.00	16,720.01	48.65
DEPARTMENT: 11082 - ESL	0.00	5,624.36	22,526.12	68,631.00	46,104.88	67.18
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	4,630.13	21,707.30	28,940.00	7,232.70	24.99
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	0.00	1,300.00	5,000.00	3,700.00	74.00
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	41,212.40	3,314.69	172,741.80	413,430.00	199,475.80	48.25
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	0.00	248.00	0.00	248.00	0.00
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	269.13	269.13	1,377.00	1,107.87	80.46
DEPARTMENT: 41000 - LIBRARY	4,153.08	12,389.38	71,926.45	187,708.00	111,628.47	59.47
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	0.00	7,500.42	31,004.79	135,228.00	104,223.21	77.07
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	11,621.80	38,303.75	853,110.00	814,806.25	95.51
DEPARTMENT: 42001 - DEAN OF ACADEMICS	0.00	10,531.40	18,439.03	28,687.00	10,247.97	35.72
DEPARTMENT: 42002 - OUTREACH	23,090.00	15,651.00	65,226.26	111,566.00	23,249.74	20.84
DEPARTMENT: 42003 - FACULTY SENATE	0.00	0.00	1,305.01	0.00	1,305.01	0.00
DEPARTMENT: 42006 - DEAN OF CONT ED CO	0.00	0.00	2,319.24	0.00	2,319.24	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	1,552.71	18,230.07	86,686.45	214,711.00	126,471.84	58.90
DEPARTMENT: 50001 - STUDENT SUPPORT SE	0.00	0.00	0.00	18,935.00	18,935.00	100.00
DEPARTMENT: 50002 - EDUCATIONAL TALENT	0.00	0.00	0.00	11,907.00	11,907.00	100.00
DEPARTMENT: 50010 - COUNSELING & GUIDA	0.00	10,051.11	62,967.70	178,714.00	115,746.30	64.77
DEPARTMENT: 50011 - ASSESSMENT/TESTING	0.00	4,173.62	22,368.06	62,368.00	39,999.94	64.14
DEPARTMENT: 50020 - FINANCIAL AID OFFI	13.60	34,222.92	136,332.00	393,430.00	257,084.40	65.34
DEPARTMENT: 50030 - ADMISSIONS	2,250.27	10,481.30	51,545.11	147,677.00	93,881.62	63.57
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	2,560.00	12,605.16	62,169.96	163,915.00	99,185.04	60.51
DEPARTMENT: 50050 - STUDENT HEALTH SER	0.00	628.70	307.70	3,448.00	3,140.30	91.08
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	191.70	25,859.31	261,119.68	516,428.74	255,117.36	49.40
DEPARTMENT: 55001 - MEN'S BASKETBALL	30.00	11,496.46	57,169.42	126,655.00	69,455.58	54.84
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	3,269.10	9,256.92	49,165.60	114,739.00	62,304.30	54.30
DEPARTMENT: 55003 - MEN'S TRACK	0.00	3,460.29	26,213.20	58,281.00	32,067.80	55.02
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	3,461.32	22,631.77	56,801.00	34,169.23	60.16
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	2,091.75	7,162.37	35,261.76	99,060.00	61,706.49	62.29
DEPARTMENT: 55006 - FOOTBALL	100.00	40,931.52	208,313.66	360,931.51	152,517.85	42.26
DEPARTMENT: 55007 - BASEBALL	0.00	7,303.84	52,617.76	120,285.00	67,667.24	56.26
DEPARTMENT: 55008 - VOLLEYBALL	0.00	6,537.65	44,675.48	95,641.00	50,965.52	53.29
DEPARTMENT: 55009 - WOMEN'S SOCCER	1,995.57	5,097.24	39,081.79	65,618.00	24,540.64	37.40

DEPARTMENT: 55010 - MEN'S SOCCER	1,726.00	3,664.68	28,655.64	44,224.00	13,842.36	31.30
DEPARTMENT: 55012 - CHEERLEADING	0.00	4,139.42	34,966.19	63,461.75	28,495.56	44.90
DEPARTMENT: 55013 - DANCE TEAM	0.00	2,657.97	15,651.86	34,782.00	19,130.14	55.00
DEPARTMENT: 55014 - RODEO TEAM	225.00	9,418.72	59,743.36	143,402.00	83,433.64	58.18
DEPARTMENT: 55015 - MEN'S GOLF	0.00	7,695.05	21,960.27	39,765.00	17,804.73	44.77
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	10,357.42	69,921.83	132,334.00	62,412.17	47.16
DEPARTMENT: 55020 - PEP BAND	0.00	3,796.65	20,908.09	53,637.00	32,728.91	61.02
DEPARTMENT: 61000 - PRESIDENT	358.15	39,250.47	208,714.93	526,647.00	317,573.92	60.30
DEPARTMENT: 61001 - BOARD OF TRUSTEES	190.80	1,743.04	3,341.42	24,840.00	21,307.78	85.78
DEPARTMENT: 61005 - ATTORNEY	0.00	503.17	5,386.31	35,000.00	29,613.69	84.61
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	30,385.18	56,770.07	337,373.07	1,663,121.00	1,295,362.75	77.89
DEPARTMENT: 62010 - HUMAN RESOURCES	0.00	6,706.97	42,333.87	145,416.00	103,082.13	70.89
DEPARTMENT: 62011 - ADA COMPLIANCE	0.00	4,376.96	17,757.18	66,433.00	48,675.82	73.27
DEPARTMENT: 62050 - ONE-TIME PURCHASES	82,592.39	9,089.00	38,098.42-	940,000.00	895,506.03	95.27
DEPARTMENT: 63000 - INFORMATION SERVIC	4,800.00	3,229.40	62,520.08	135,393.00	68,072.92	50.28
DEPARTMENT: 64000 - INFORMATION TECHNO	21,147.79	34,831.46	280,046.09	723,898.00	422,704.12	58.39
DEPARTMENT: 65000 - CENTRAL SERVICES	2,225.00	11,754.14	57,171.90	133,298.00	73,901.10	55.44
DEPARTMENT: 66000 - MARKETING	0.00	0.00	6,890.00	0.00	6,890.00-	0.00
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	1,789.97	14,654.49	75,158.59	172,591.00	95,642.44	55.42
DEPARTMENT: 71000 - BUILDINGS	7,323.97	30,778.93	142,862.25	425,946.00	275,759.78	64.74
DEPARTMENT: 72000 - CUSTODIAL SERVICES	6,791.80	48,421.44	225,380.24	558,660.00	326,487.96	58.44
DEPARTMENT: 73000 - GROUNDS	4,354.80	18,740.65	91,062.21	253,429.00	158,011.99	62.35
DEPARTMENT: 73001 - ATHLETIC FIELDS	450.00	3,389.03	31,339.29	69,953.00	38,163.71	54.56
DEPARTMENT: 74000 - VEHICLES	3,431.22	732.67-	29,450.57	385,150.00	352,268.21	91.46
DEPARTMENT: 75000 - CAMPUS SECURITY	4,750.00	15,776.76	71,457.45	188,545.00	112,337.55	59.58
DEPARTMENT: 76000 - INSURANCE	0.00	8,950.50	215,564.86	273,514.00	57,949.14	21.19
DEPARTMENT: 77000 - UTILITIES	0.00	68,173.77	297,505.21	855,000.00	557,494.79	65.20
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	470.67	92,718.11-	62,000.00	154,718.11	249.55
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	57.00	1,368.00	9,020.00	7,652.00	84.83
DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	171.00-	11,154.00	33,087.00	21,933.00	66.29
DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	0.00	1,498.00	11,000.00	9,502.00	86.38
DEPARTMENT: 81004 - TUIT WAIVER CTZ IN	0.00	2,736.00-	114,279.00	156,000.00	41,721.00	26.74
DEPARTMENT: 81006 - TUIT WAIVER FINE A	0.00	0.00	48,507.00	55,194.00	6,687.00	12.12
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	0.00	11,892.00	0.00	11,892.00-	0.00
DEPARTMENT: 94000 - STUDENT CENTER	285.00	4,101.68	19,622.81	24,116.00	4,208.19	17.45
DEPARTMENT: 98001 - CHILD CARE	0.00	4,100.00	20,375.00	55,000.00	34,625.00	62.95

=====

FUND: 11 - GENERAL	255,627.59	947,302.16	5,091,665.68	15,330,851.00	9,983,557.73	65.12
--------------------	------------	------------	--------------	---------------	--------------	-------

Fiscal Year: 2016

FUND: 12 - PTE FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 12010 - ACCOUNTING	0.00	6,107.67	19,383.52	53,077.00	33,693.48	63.48
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	2,769.39	12,427.20	25,597.00	13,169.80	51.45
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	12,748.95	45,053.78	114,187.00	69,133.22	60.54
DEPARTMENT: 12200 - ADN PROGRAM	0.00	23,564.50	109,108.66	280,305.00	171,196.34	61.08
DEPARTMENT: 12201 - LPN PROGRAM	1,792.00	20,864.02	82,948.12	233,031.56	148,291.44	63.64
DEPARTMENT: 12202 - EMT	0.00	11,142.26	31,655.19	88,856.00	57,200.81	64.37
DEPARTMENT: 12203 - ALLIED HEALTH	0.00	10,492.76	46,549.84	148,748.00	102,198.16	68.71
DEPARTMENT: 12210 - AGRICULTURE	597.48	7,393.86	20,720.50	56,356.00	35,038.02	62.17
DEPARTMENT: 12211 - ANIMAL SCIENCE	915.00	12,491.29	47,972.38	109,210.00	60,322.62	55.24
DEPARTMENT: 12212 - CULINARY PROGRAM	0.00	4,594.63	18,525.48	60,638.00	42,112.52	69.45
DEPARTMENT: 12220 - JOHN DEERE AG TECH	1,411.89	14,043.23	52,261.44	163,340.00	109,666.67	67.14
DEPARTMENT: 12225 - OIL TECH PROGRAM	0.00	0.00	0.00	10,000.00	10,000.00	100.00

DEPARTMENT: 12230 - AUTO MECHANICS	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 12240 - CRIMINAL JUSTICE	270.30	15,184.46	37,570.40	84,837.00	46,996.30	55.40
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	9,732.84	29,053.88	73,538.00	44,484.12	60.49
DEPARTMENT: 12250 - COSMETOLOGY	0.00	13,867.06	55,156.22	169,812.00	114,655.78	67.52
DEPARTMENT: 12260 - DRAFTING	0.00	0.00	0.00	200.00	200.00	100.00
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	9,481.70	29,296.75	175,969.85	376,943.00	191,491.45	50.80
DEPARTMENT: 12271 - AUTOMATION ELECTRI	0.00	0.00	0.00	6,900.00	6,900.00	100.00
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	591.21	591.21	2,000.00	1,408.79	70.44
DEPARTMENT: 12273 - WELDING	7,105.51	17,282.81	70,484.70	181,861.00	104,270.79	57.34
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	10,811.22	51,677.38	587,381.44	535,704.06	91.20
DEPARTMENT: 62050 - ONE-TIME PURCHASES	0.00	0.00	0.00	75,000.00	75,000.00	100.00

=====

FUND: 12 - PTE FUND	21,573.88	222,978.91	907,109.75	2,902,818.00	1,974,134.37	68.01
---------------------	-----------	------------	------------	--------------	--------------	-------

Fiscal Year: 2016

FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	4,440.05	6,964.55	14,159.31	99,594.00	80,994.64	81.32
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	10,750.00	6,701.00	4,049.00-	60.41-
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	4,172.54	0.00	4,172.54-	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	1,379.42	1,843.55	464.13	25.18
DEPARTMENT: 31000 - COMMUNITY SERVICE	249.50	5,447.20	4,947.20	8,000.00	2,803.30	35.04
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	798.01	1,694.58	896.57	52.91
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	4,934.19	0.00	4,934.19-	0.00
DEPARTMENT: 55012 - CHEERLEADING	121.50	760.55	5,000.55	6,000.00	877.95	14.63
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	163.51	0.00	163.51-	0.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	1,669.50	1,204.00	2,727.68	6,148.00	1,750.82	28.48
DEPARTMENT: 55007 - BASEBALL	2,680.00	2,749.20	11,232.33	23,000.00	9,087.67	39.51
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	0.00	1,461.63	0.00	1,461.63-	0.00
DEPARTMENT: 12273 - WELDING	0.00	0.00	11,088.33	0.00	11,088.33-	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	172.46	0.00	172.46-	0.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	2.43	0.00	198.36	1,365.00	1,164.21	85.29
DEPARTMENT: 55003 - MEN'S TRACK	0.00	288.00	394.50	1,000.00	605.50	60.55

=====

FUND: 14 - ADULT SUPPLEMENTARY ED	9,162.98	17,413.50	73,580.02	155,346.13	72,603.13	46.74
-----------------------------------	----------	-----------	-----------	------------	-----------	-------

Fiscal Year: 2016

FUND: 16 - AUXILIARY ENTITIES

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	735.99	333.50	1,955.37	9,500.00	6,808.64	71.67
DEPARTMENT: 94000 - STUDENT CENTER	55,846.82	2,363.41	18,973.19-	267,611.00	230,737.37	86.22
DEPARTMENT: 95000 - STUDENT HOUSING	95,614.75	70,566.98	560,572.32	2,097,589.00	1,441,401.93	68.72
DEPARTMENT: 98000 - COSMETOLOGY	80.21	2,291.22	58,542.54	191,032.56	132,409.81	69.31
DEPARTMENT: 97000 - BOOKSTORE	90,560.57	15,848.89	250,807.31	1,068,000.00	726,632.12	68.04
DEPARTMENT: 91000 - ARENA	0.00	132.92	2,292.64	0.00	2,292.64-	0.00

=====

FUND: 16 - AUXILIARY ENTITIES	242,838.34	91,536.92	855,196.99	3,633,732.56	2,535,697.23	69.78
-------------------------------	------------	-----------	------------	--------------	--------------	-------

Fiscal Year: 2016

FUND: 22 - RESTRICTED GRANTS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	3,500.00	0.00	10,500.00	15,000.00	1,000.00	6.67
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	10,193.06	0.00	10,193.06-	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	0.00	5,055.00	5,055.00	100.00
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	1,249.69	28,874.21	125,115.11	96,240.90	76.92
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 14010 - AO-K	0.00	0.00	6,614.63	6,614.63	0.00	0.00
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 14010 - AO-K	0.00	104.08	403.08	3,393.80	2,990.72	88.12
DEPARTMENT: 50000 - DEAN OF STUDENT SE	3,016.62	3,084.55	148,292.59	155,124.01	3,814.80	2.46
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	1,083.02	2,742.94	1,659.92	60.52
DEPARTMENT: 12273 - WELDING	18,881.36	27,781.46	78,788.38	665,690.93	568,021.19	85.33
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	3,023.53	3,880.85	857.32	22.09
DEPARTMENT: 42000 - DEAN OF LEARNING S	136.49	0.00	1,483.86	1,761.25	140.90	8.00
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	3,981.06	30,379.17	26,398.11	86.90
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	0.00	17,113.07	33,194.00	16,080.93	48.45
DEPARTMENT: 14010 - AO-K	0.00	695.89	2,422.60	9,456.07	7,033.47	74.38
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.87	33,475.00	91,882.12	513,416.00	421,533.01	82.10
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	3,494.55	17,622.28	47,430.75	29,808.47	62.85
DEPARTMENT: 42005 - DEAN OF TECHNICAL	8,543.00	1,290.98	30,080.65	95,461.00	56,837.35	59.54
DEPARTMENT: 42000 - DEAN OF LEARNING S	600.00	7,345.06	37,255.23	104,985.25	67,130.02	63.94
FUND: 22 - RESTRICTED GRANTS	34,678.34	78,521.26	489,613.37	1,818,700.76	1,294,409.05	71.17

Fiscal Year: 2016

FUND: 23 - OTHER RESTRICTED FUNDS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11026 - BROADCASTING	6,060.00	0.00	0.00	0.00	6,060.00-	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	4,297.86	0.00	0.00	0.00	4,297.86-	0.00
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	0.00	4,147.27	0.00	4,147.27-	0.00
FUND: 23 - OTHER RESTRICTED FUNDS	10,357.86	0.00	4,147.27	0.00	14,505.13-	0.00

Fiscal Year: 2016

FUND: 24 - ADULT EDUCATION

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	137.81	689.04	1,516.00	826.96	54.55
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	2,998.94	4,000.00	1,001.06	25.03
DEPARTMENT: 13301 - ADULT ED - INSTRUC	100.00	8,654.73	48,743.79	175,216.00	126,372.21	72.12
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	575.89	8,653.00	8,077.11	93.34
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	16,625.43	66,911.66	137,804.00	70,892.34	51.44
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	37,500.00-	37,500.00-	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	5,771.47	27,583.51	54,771.03	27,187.52	49.64
FUND: 24 - ADULT EDUCATION	100.00	31,189.44	147,502.83	344,460.03	196,857.20	57.15

Fiscal Year: 2016

FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	3,084.00	56,670.00	216.00	363,184.00	359,884.00	99.09
FUND: 61 - CAPITAL OUTLAY	3,084.00	56,670.00	216.00	363,184.00	359,884.00	99.09

Fiscal Year: 2016

FUND: 71 - ACTIVITY/ORGANIZATION FD

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	13,104.48	17,888.03	187,795.32	475,162.69	274,262.89	57.72
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	991.50	991.50	1,000.00	8.50	0.85
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	1,000.00	1,000.00	1,000.00	0.00	0.00
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	5,000.00	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	0.00	0.00	500.00	1,000.00	500.00	50.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	1,000.00	0.00	0.00	1,000.00	0.00	0.00
DEPARTMENT: 55010 - MEN'S SOCCER	1,000.00	0.00	0.00	1,000.00	0.00	0.00
DEPARTMENT: 55012 - CHEERLEADING	913.00	0.00	0.00	1,000.00	87.00	8.70
DEPARTMENT: 55013 - DANCE TEAM	983.00	0.00	0.00	1,000.00	17.00	1.70
DEPARTMENT: 55014 - RODEO TEAM	0.00	0.00	999.82	1,000.00	0.18	0.02
DEPARTMENT: 55015 - MEN'S GOLF	0.00	0.00	0.00	500.00	500.00	100.00
DEPARTMENT: 94000 - STUDENT CENTER	0.00	4,811.70	29,668.50	0.00	29,668.50	0.00
DEPARTMENT: 99001 - STUDENT NEWSPAPER	4,071.10	172.00	1,764.82	75,235.00	69,399.08	92.24
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	948.81	1,689.64	14,800.00	13,110.36	88.58
FUND: 71 - ACTIVITY/ORGANIZATION FD	21,071.58	25,812.04	229,409.60	582,697.69	332,216.51	57.01

Fiscal Year: 2016

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	7,215.00	0.00	7,215.00	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	2,424.00	0.00	2,424.00	0.00
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	0.00	3,579.00	0.00	3,579.00	0.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	6,003.00	0.00	6,003.00	0.00
DEPARTMENT: 55006 - FOOTBALL	0.00	855.00	38,658.00	0.00	38,658.00	0.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	4,620.00	0.00	4,620.00	0.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	17,217.00	0.00	17,217.00	0.00
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	6,402.00	0.00	6,402.00	0.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	11,778.00	0.00	11,778.00	0.00
DEPARTMENT: 55014 - RODEO TEAM	0.00	0.00	15,171.00	0.00	15,171.00	0.00
DEPARTMENT: 55015 - MEN'S GOLF	0.00	0.00	3,465.00	0.00	3,465.00	0.00
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	0.00	12,534.00	0.00	12,534.00	0.00

DEPARTMENT: 55020 - PEP BAND	0.00	0.00	1,212.00	0.00	1,212.00-	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	0.00	5,832.00	0.00	5,832.00-	0.00
DEPARTMENT: 11030 - ART	0.00	0.00	4,278.00	0.00	4,278.00-	0.00
DEPARTMENT: 11031 - DRAMA	0.00	0.00	2,489.00	0.00	2,489.00-	0.00
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	0.00	4,300.00	0.00	4,300.00-	0.00
DEPARTMENT: 11033 - INST MUSIC	0.00	0.00	16,908.00	0.00	16,908.00-	0.00
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	0.00	1,212.00	0.00	1,212.00-	0.00
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	0.00	14,259.00	0.00	14,259.00-	0.00
DEPARTMENT: 81005 - TUIT WAIVER FCHS	0.00	456.00	15,349.00	0.00	15,349.00-	0.00
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	0.00	10,980.00	0.00	10,980.00-	0.00

=====

FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	399.00-	205,885.00	0.00	205,885.00-	0.00
--	------	---------	------------	------	-------------	------

Fiscal Year: 2016

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	9,676.00	164,497.00	509,000.00	344,503.00	67.68
=====	=====	=====	=====	=====	=====	=====
FUND: 73 - EDUKAN CONSORTIUM FUND	0.00	9,676.00	164,497.00	509,000.00	344,503.00	67.68

Garden City Community College
11/30/2015

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 404,858.20	0.0000%
State Municipal Invest. Pool	\$ 20,892.02	0.0092%
FNB of Garden City - Money Market	\$ 25,484.88	0.2500%
FNB of Garden City - Insured Cash Sweep	\$ 3,299,011.45	0.2500%
Commerce Bank - Money Market	\$ 155,658.85	0.0800%
Landmark National Bank	\$ 472,704.20	0.1300%
	<u>\$ 4,378,609.60</u>	

	<u>Type</u>	<u>Amount</u>	<u>% Rate</u>	<u>Beg. Date</u>	<u>Maturity</u>
Investments:					
Western State Bank	CD	\$ 1,000,000.00	0.4000%	12/18/2014	12/18/2015
Western State Bank	CD	\$ 1,000,000.00	0.4000%	1/30/2015	1/16/2016
First National Bank of Garden City	CDARS	\$ 1,000,000.00	0.4500%	3/20/2015	3/20/2016
Western State Bank	CD	\$ 1,000,000.00	0.4500%	1/30/2015	7/30/2016
Western State Bank	CD	\$ 1,000,000.00	0.5000%	12/18/2014	12/18/2016
		<u>\$ 5,000,000.00</u>			
Total		<u><u>\$ 9,378,609.60</u></u>			

Agenda No: III-D-1

Date: December 15, 2015

Topic: Culinary Science Equipment

Presenter: Dr. Herbert J. Swender

Background Information:

This year, the Carl D. Perkins Grant included funding for equipment for the Culinary Science program. An advertisement was placed in the Garden City Telegram and an RFP was sent to eight known vendors. Three proposals were received (bid tabulation follows).

The committee reviewed proposals and recommends the following bids be accepted:

Sunflower Restaurant Supply Inc.

Gas Griddle	\$1,845.00
Charbroiler	\$1,295.00
Stands (2)	\$ 650.00
Fryer	\$ 795.00

Boelter, LLC

Gas Ranges (2)	\$5,050.00
Convection Oven	\$5,858.00

Budget Information:

Perkins Grant
\$15,493.00

Recommended Board Action:

Approve administration to purchase equipment as indicated above.

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

Board Member Notes:

Garden City Community College
Bid Tabulation

Culinary Science Equipment
December 8, 2015

VENDOR	Gas Griddle	Charbroiler	Stands (2)	Gas Ranges (2)	Convection Oven	Fryer
Bakers Pride Allen, TX	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Boelter, LLC St. Louis, MO	\$2,702.00	\$2,743.00	\$1,552.00	\$5,050.00	\$5,858.00	\$1,540
Ford Restaurant Supply Columbia, MO	\$3,377.23	\$3,421.00	Included in Item 1 & 2	\$8,235.36	\$9,387.67	\$2,439.98
Hockenbergs Lenexa, KS	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Southbend Fuquay - Varina, NC	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Sunflower Restaurant Supply Inc. Salina, KS	\$1,845.00	\$1,295.00	\$650.00	\$2,790.00 Does not meet specs	\$6,150.00 Does not meet specs	\$795.00
US Foodservice Lenexa, KS	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Vulcan Baltimore, MD	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid

Agenda No: III-D-2

Date: December 15, 2015

Topic: Fire Science Equipment

Presenter: Dr. Herbert J. Swender

Background Information:

The Fire Science Program must purchase/replace obsolete safety equipment. A Mary Jo Williams Grant was written requesting funds to purchase equipment. The grant award notifications are expected to be released within the week. Partial funding for the equipment will through the Carl D. Perkins Grant (federal funds) which is required to be encumbered prior to December 31, 2015.

An advertisement was placed in the Garden City Telegram and an RFP was sent to four known vendors. Three proposals were received (bid tabulation follows).

The committee reviewed proposals and determined the bid from Emergency Fire Equipment is the best bid.

Budget Information:

Total amount \$34,680

- 1) Mary Jo Williams Gant (local grant)– pending grant award requested \$25,000
- 2) Perkins Grant (federal funds)– up to \$17,500 available
- 3) Postsecondary Technical Education Fund remaining balance, (GCCC operating fund) for remaining balance

Recommended Board Action:

Approve administration to purchase equipment as indicated above.

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

Board Member Notes:

Garden City Community College
Bid Tabulation

Fire Science Equipment
December 8, 2015

VENDOR	Breathing Air Compressor	Cascade System	Fill Station
Breathing Air Services, Inc. Augusta, KS	No Bid	No Bid	No Bid
Emergency Fire Equipment Mayfield, KS	\$18,384.00	\$6,988.00	\$9,308.00
North Central Air Downs, KS	\$19,789.26	\$7,254.00	\$10,278.98
Ten Green Inc Grandview, MO	\$19,764.25	\$7,185.00	\$10,258.90

Agenda No: III-D-3

Date: December 15, 2015

Topic: Canvas Learning Management System

Presenter: Dr. Herbert J. Swender

Background Information:

The college's on-line learning management system (LMS), ecollege, is managed by EduKan. The contract and the annual premium was paid by EduKan. The service and support from ecollege has diminished to the point, the schools recommended the new Executive Director of EduKan, Dr. Adam John, look for alternative on-line LMS programs.

Various LMS programs provided product demonstrations to the six community colleges. Canvas by Instructure was selected as the LMS to replace ecollege. Dr. John successfully negotiated the contract on behalf of the individual schools. Unlike the previous financial arrangement, each school pays Canvas direct based on their FTE. In order to get on-line courses on the schedule for January, it was necessary to execute the contract prior to Board approval.

Budget Information:

Year One – January 1, 2016 to June 30, 2016
\$18,954 – General Fund

Recommended Board Action:

Approve 2.5 year contract for a total cost of \$66,751.

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

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

Board Member Notes:

Master Subscription Services Agreement

This agreement is between Instructure, Inc., a Delaware corporation (**Instructure**), and the entity or individual agreeing to these terms and identified in the signature line below (**Customer**). It is effective as of the date of the last signature set forth below.

LEARNING MANAGEMENT SYSTEM SOFTWARE SERVICE. With a signed order, Instructure will provide its learning management system software as a service through a URL within a hosted server environment under the terms below (**Service**). This agreement contemplates one or more orders for the Service, which are governed by the terms of this agreement. **User** means a participant, instructor, or administrator of Customer's organization, who is authorized by Customer to use the Service (and Customer has paid for this use) with login credentials.

(1) USE OF SERVICE.

- a). **Customer Owned Content.** All information, data, results, plans, sketches, texts, files, links, images, photos, videos, audio files, notes, or other materials uploaded under Customer's User accounts in the Service remain the sole property of Customer, as between Instructure and Customer (**Customer Content**). Customer grants Instructure the worldwide, royalty-free right to use, publicly display, and distribute the Customer Content solely for purposes of performing its obligations under this agreement and providing and improving the Services. During the term of this agreement and for 3 months after expiration or termination, Customer may export the Customer Content through the API or by using the export feature within the Service. Instructure has no obligation to store the Customer Content 3 months after expiration or termination.
- b). **API Access.** Instructure provides access to its application-programming interface (**API**) as part of the Service for no additional fee. Subject to the other terms of this agreement, Instructure grants Customer a non-exclusive, nontransferable, revocable license to operate the API only for purposes of interfacing Customer's technology applications or services with the Service as allowed by the API's technical limitations and in accordance with the API Policy, as may be updated by Instructure from time to time. The Instructure **API Policy** is located at <http://www.canvaslms.com/policies/api-policy>
- c). **Customer Responsibilities.** Customer (i) is solely responsible for Customer Content and all activities arising from its User accounts in the Service, (ii) must keep its passwords secure and confidential, and notify Instructure promptly of any known or suspected unauthorized access, and (iii) may use the Service only in accordance with applicable law and regulation.
- d). **Customer Restrictions.** Customer may not, and will use reasonable means to ensure that each User does not,
 - i. sell, resell, rent, or lease the Service or API;
 - ii. reverse engineer the Service or the API;
 - iii. remove or modify any proprietary marking or restrictive legends in the Service;
 - iv. use the Service to store or transmit infringing, unsolicited marketing emails, libelous, obscene, deceptive, defamatory, pornographic, racist, sexual, hateful, or otherwise objectionable (except as necessary for Customer's instructional purposes, but in all cases in compliance with applicable law and regulation), unlawful or tortious material, or any other material in violation of a third-party right;
 - v. use the Service to harm or impersonate any person, or for any commercial purpose (including accessing the Service to build a competitive service or product, or copy any feature, function or graphic for competitive purposes);
 - vi. interfere with or disrupt the integrity or performance of the Service; or
 - vii. attempt to gain unauthorized access to the Service or their related systems or networks.
- e). **Customer Support.** Instructure must provide customer support for the Service under the terms of Instructure's Customer Support (**Support**), which are located at <http://www.canvaslms.com/policies/support-terms>.

(2) PAYMENT TERMS.

Customer must pay all fees as specified on the order, but if not specified then within 30 days of receipt of an invoice. Customer is responsible for the payment of all sales, use, VAT and other similar taxes. All orders are non-cancelable and the fees are non-refundable (except as expressly provided below).

(3) WARRANTY/SERVICE LEVEL AGREEMENT AND REMEDY.

- a). **Compliance with Laws.** Each party represents and warrants to the other party that it will comply with all applicable laws and regulations (including all applicable export control laws and restrictions) with respect to its activities under this agreement. Instructure will implement reasonable and typical administrative, technical, and physical safeguards in an effort to secure its facilities and systems from unauthorized access and to secure the Customer Confidential Information (defined below) and data. Instructure agrees to only use or disclose personal information records created or received from, by, or on behalf of Customer or its Users for the purposes of (a) providing and improving the Services and in accordance with the Instructure Privacy Policy, except that Instructure may create, use, and disclose de-identified and aggregated data based upon personal information records for its own purposes, (b) as

permitted by this agreement, (c) as required by law or regulation, or (d) as authorized by Customer in writing. Notwithstanding the foregoing, Instructure may access, preserve, and disclose User's registration and any other information if required to do so based on Instructure's good faith belief that such access, preservation, or disclosure is necessary to: (i) enforce this agreement; (ii) respond to claims of a violation of the rights of third parties, whether or not the third party is a User, individual, or government agency; (iii) respond to customer service inquiries; or (iv) protect the rights, property, or personal safety of Instructure, other users or the public.

- b). **Service Availability Warranty.** Instructure warrants to Customer, (i) that commercially reasonable efforts will be made to maintain the online availability of the Service for a minimum availability in a trailing 365-day period as provided below (excluding scheduled outages, standard maintenance windows, force majeure, and outages that result from any technology issue originating from Customer or a User), (ii) the functionality or features of the Service may change but will not materially degrade during the Term, and (iii) that Support may change but will not materially degrade during the Term.

Annual Availability Warranty: 99.9% availability percentage

- If Customer has been using the Service for less than 365 days, the preceding 365 days will be used, but any days prior to Customer's use of the Service will be deemed to have had 100% availability.
- Any unavailability occurring prior to a successful credit claim cannot be used for any future claims.

A Customer is eligible for a service credit if the annual availability percentage drops below 99.9% for the preceding 365 days from the date of a service credit claim. The maximum amount of the credit is 1/12 of the annual subscription fee for a twelve (12) month period. This service credit is calculated by taking the number of hours that the Service was unavailable below the warranty, and multiplying it by 3% of 1/12 the annual subscription fee. Customer's sole and exclusive remedy for breach of the warranty in this Section 3(b)(i) will be for Instructure to provide a credit as provided above; provided that Customer notifies Instructure in writing of such claim within the applicable month Customer becomes eligible or 30 days after.

- c). **Third Party Links/Service Disclaimer.** The Service may link to third party web sites (including without limitation, links provided by Users of the Service) or allow access to third-party services (including without limitation, turnitin.com and Google docs). Such sites and services are not under the control of Instructure, and Instructure is not responsible for the content or any link on such sites or for the temporary or permanent unavailability of such third party sites or services.
- d). **Warranty Disclaimer.** EXCEPT AS EXPRESSLY PROVIDED IN THIS SECTION, INSTRUMENT DISCLAIMS ALL WARRANTIES, WHETHER WRITTEN, ORAL, EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY, TITLE, NON-INFRINGEMENT, AND FITNESS FOR A PARTICULAR PURPOSE. COMPANY DOES NOT WARRANT THAT THE SERVICE WILL BE UNINTERRUPTED OR BE ERROR-FREE.

(4) MUTUAL CONFIDENTIALITY.

- a). **Definition of Confidential Information.** Confidential Information means all confidential information disclosed by a party (Discloser) to the other party (Recipient), whether orally or in writing, that is designated as confidential or that reasonably should be understood to be confidential given the nature of the information and the circumstances of disclosure (Confidential Information).
- b). **Protection of Confidential Information.** The Recipient will protect the Confidential Information using the same degree of care that it uses to protect the confidentiality of its own Confidential Information (but in no event less than reasonable care). The Recipient shall not disclose or use any Confidential Information of the Discloser for any purpose outside the scope of this agreement. The Recipient must make commercially reasonable efforts to limit access to Confidential Information of Discloser to those of its employees and contractors who need such access for purposes consistent with this agreement and who have signed confidentiality agreements with Recipient no less restrictive than the confidentiality terms of this agreement.
- c). **Exclusions.** Confidential Information *excludes* information that: (i) is or becomes generally known to the public without breach of any obligation owed to Discloser, (ii) was known to the Recipient prior to its disclosure by the Discloser without breach of any obligation owed to the Discloser, (iii) is received from a third party without breach of any obligation owed to Discloser, or (iv) was independently developed by the Recipient without use or access to the Confidential Information. Notwithstanding any of the foregoing, the Recipient may disclose Confidential Information to the extent required by law or court order, but will provide Discloser with advance notice to seek a protective order.

(5) PROPRIETARY RIGHTS.

- a). **Reservation of Rights by Instructure.** The software, workflow processes, user interface, designs, know-how, API information, third party technology and other technologies provided by Instructure as part of the Service are the proprietary property of Instructure and its licensors, and all right, title and interest in and to such items, including all associated intellectual property rights, remain only with Instructure and its licensors. Instructure reserves all rights unless expressly granted in this agreement.

- b). **Feedback.** Instructure may contact each User (no more than once each year) for the *sole purpose* of seeking feedback regarding performance of the Service and suggestions for improvements (such feedback will be stored in anonymous and aggregate form). Customer, and each User (to the extent Customer has such right), hereby grants Instructure an irrevocable, royalty-free perpetual license to use all feedback and suggestions regarding the Service.

(6) EXCLUSION OF DAMAGES AND LIMITATION OF LIABILITY.

- a). **EXCLUSION OF CERTAIN DAMAGES.** INSTRUMENT AND ITS SUPPLIERS SHALL NOT BE LIABLE TO CUSTOMER FOR ANY INDIRECT, SPECIAL, EXEMPLARY, PUNITIVE, INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT OR THE USE OR INABILITY TO USE THE SERVICES (INCLUDING, WITHOUT LIMITATION, COSTS OF DELAY, LOSS OF DATA, RECORDS OR INFORMATION, AND ANY FAILURE OF DELIVERY OF THE SERVICE), EVEN IF INSTRUMENT HAS BEEN NOTIFIED OF THE LIKELIHOOD OF SUCH DAMAGES.
- b). **LIMITATION OF LIABILITY.** EXCEPT FOR INSTRUMENT'S INTELLECTUAL PROPERTY INDEMNITY OBLIGATIONS IN SECTION 9, INSTRUMENT'S MAXIMUM LIABILITY FOR DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT (WHETHER IN CONTRACT, TORT OR OTHERWISE) SHALL NOT EXCEED THE AMOUNT PAID BY CUSTOMER WITHIN THE PRECEDING 12 MONTHS UNDER THIS AGREEMENT.

(7) TERM, TERMINATION, AND SUSPENSION OF SERVICE.

- a). **Term.** This agreement continues for the duration specified on the order (**Term**).
- b). **Mutual Termination for Material Breach.** If either party is in material breach of this agreement (including without limitation non-payment of any amounts owed Instructure), the other party may terminate this agreement at the end of a written 30-day notice/cure period, if the breach has not been cured.
- c). **Return or Destroy Upon Termination.** Upon termination or expiration of this agreement for any reason, Customer must pay Instructure all amounts owed, and destroy or return all property of Instructure. Customer will confirm this destruction or return requirement in writing upon request of Instructure.
- d). **Suspension of Service and Removal of Customer Content for Violations of Law or Policy.** Instructure may immediately suspend the Service and remove applicable Customer Content if it in good faith believes that, as part of using the Service, Customer and/or its Users may have violated a law or a restriction in this agreement. Instructure may try to contact Customer in advance, but it is not required to do so.

(8) GOVERNING LAW AND FORUM.

This agreement is governed by the laws of the State of Utah, without regard to conflict of law principles. Any dispute arising out of or related to this agreement may only be brought in the state and federal courts for Salt Lake County, UT. Both parties consent to the personal jurisdiction of such courts and waive any claim that it is an inconvenient forum. Nothing in this agreement prevents either party from seeking injunctive relief in a court of competent jurisdiction. The prevailing party in any litigation is entitled to recover its attorneys' fees and costs from the other party. The Convention on Contracts for the International Sale of Goods does not apply to this agreement.

(9) INFRINGEMENT INDEMNITY.

By Instructure. If a third-party claims that the Service (other than related to any Customer Content) infringes that party's U.S patent, copyright or other proprietary right, Instructure will defend Customer against that claim at Instructure's expense and pay all costs, damages, and attorney's fees, that a court finally awards or that are included in a settlement approved by Instructure, provided that Customer:

- i. promptly notifies Instructure in writing of the claim; and
- ii. allows Instructure to control, and cooperates with Instructure in, the defense and any related settlement.

If such a claim is made, Instructure may continue to enable Customer to use the Service or to modify it such that it becomes non-infringing. If Instructure determines that these alternatives are not reasonably available, Instructure may terminate the Service without any liability to Customer upon notice to Customer and with the return of any prepaid and unused fees. The infringement indemnity obligations in this Section 9(a) does not apply to the extent the infringement claim arises from (a) any technology not provided by Instructure or otherwise identified by Instructure in writing as interoperable, (b) use of the Service other than in accordance with this agreement and the applicable Services documentation, (c) the Customer Content, and/or (d) modification or alteration to the Services by anyone other than Instructure.

By Customer. If a third-party makes a claim against Instructure that any part of the Customer Content infringes or violates a patent, trademark, trade secret, copyright or other intellectual property right, Customer will defend Instructure against that claim at Customer's expense and pay all costs, damages, and attorney's fees, that a court finally awards or that are included in a settlement approved by Customer, provided that Instructure:

- i. promptly notifies Customer in writing of the claim; and
- ii. allows Customer to control, and cooperates with Customer in, the defense and any related settlement.

(10) MISCELLANEOUS OTHER TERMS.

- a). **Money Damages Insufficient.** Each party acknowledges and agrees that any threatened or actual breach by a party of this agreement or violation of the other party's intellectual property rights could cause irreparable injury or harm to the other party for which monetary damages would be an inadequate remedy. In such case, the other party may seek a court order, without the requirement of posting bond, to stop any breach or avoid any future breach.
- b). **Entire Agreement and Changes.** This agreement and the corresponding orders constitute the entire agreement between the parties, and supersede all prior or contemporaneous negotiations, agreements and representations, whether oral or written, related to this subject matter. No modification or waiver of any term of this agreement is effective unless both parties sign it.
- c). **Publicity.** Customer agrees to act as a reference account that will, upon Instructure's reasonable request, provide Service-related comments to the press, potential investors, and current or prospective customers and participate in Service-related case studies. Customer agrees to issue joint press releases with Instructure regarding the Service, *as approved by Instructure*. Customer agrees to allow Instructure to use its name, logo and non-competitive use details in both text and pictures in its various marketing communications and materials, in accordance with Customer's trademark guidelines and policies.
- d). **No Assignment.** Neither party may assign or transfer this agreement or an order to a third party, except that this agreement with all orders may be assigned as part of a merger, or sale of all or substantially all of the business or assets, of a party.
- e). **Independent Contractors.** The parties are independent contractors with respect to each other.
- f). **Enforceability.** If any term of this agreement is invalid or unenforceable, the other terms remain in effect and the invalid or unenforceable provision will be deemed modified so that it is valid and enforceable to the maximum extent permitted by law.
- g). **No Additional Terms.** Instructure rejects additional or conflicting terms of any Customer form-purchasing document.
- h). **Order of Precedence.** If there is an inconsistency between this agreement and an order, the order prevails.
- i). **Survival of Terms.** Any terms that by their nature survive termination or expiration of this agreement, will survive (including, but not limited to, Sections 4, 5, 6, and 9).
- j). **Notices.** For purposes of service messages and notices about the Service, Instructure may place a banner notice or send an email to an email address associated with an account. It is the User's responsibility to ensure that a current email address is associated with their account.
- k). **Force Majeure.** Any delay in the performance of any duties or obligations of either party (except the payment of money owed) will not be considered a breach of this agreement if such delay is caused by a labor dispute, shortage of materials, fire, earthquake, flood, or any other event beyond the control of such party.

Garden City Community College

Signature

Name

Title

Date

Address

Instructure, Inc.

Signature

Name

Title

Date

6330 South 3000 East, Suite 700
Salt Lake City, UT 84121

INSTRUCTURE

Services Order Form

6330 South 3000 East, Suite 700, Salt Lake City, UT 84121, United States

Order #: Q-04342-2
Date: 8/14/2015

Customer Information

Customer Address City State/Province Zip/Postal Code Country	Garden City Community College 801 Campus Dr Garden City Kansas 67846 United States	Contact Phone Email	Herb Swender (620) 276-9519 herbert.swender@gccocks.edu
--	---	---------------------------	---

Recurring							
Description	Metric	Category	Start Date	End Date	Qty	Price	Ext. Price
Canvas Cloud Subscription	FTE	Cloud SaaS Subscription	1/1/2016	7/31/2016	1,489	USD 8.70	USD 12,954
24x7 Support	20% of Subscription (Min \$2500)	Support	1/1/2016	7/31/2016	1	USD 0.00	USD 0
Tier 1 Support	User	Support	1/1/2016	7/31/2016	1,489	USD 0.00	USD 0
Year 1 Sub-Total							USD 12,954
Canvas Cloud Subscription	FTE	Cloud SaaS Subscription	8/1/2016	7/31/2017	1,489	USD 15.66	USD 23,318
24x7 Support	20% of Subscription (Min \$2500)	Support	8/1/2016	7/31/2017	1	USD 0.00	USD 0
Tier 1 Support	User	Support	8/1/2016	7/31/2017	1,489	USD 0.00	USD 0
Year 2 Sub-Total							USD 23,318
Canvas Cloud Subscription	FTE	Cloud SaaS Subscription	8/1/2017	7/31/2018	1,489	USD 16.44	USD 24,479
24x7 Support	20% of Subscription (Min \$2500)	Support	8/1/2017	7/31/2018	1	USD 0.00	USD 0
Tier 1 Support	User	Support	8/1/2017	7/31/2018	1,489	USD 0.00	USD 0
Year 3 Sub-Total							USD 24,479
Recurring Total							USD 60,751

Non-Recurring							
Description	Metric	Category	Start Date	End Date	Qty	Price	Ext. Price
Standard Implementation	Per Implementation	Implementation			1	USD 8,000.00	USD 6,000
Year 1 Sub-Total							USD 6,000
Non-Recurring Total							USD 6,000

Grand Total:	USD 66,751.00
---------------------	---------------



Canvas
Deliverables
Instructs LMS Admins in how to configure the administrative settings in Canvas. Participants learn how to manage users, sub-accounts (domains), courses, and enrollments, as well as how to organize courses, manage users and permissions, and create shared content that can be used by teachers.
Provides instructors with an overview of basic Canvas functionality, including account settings, notification preferences, messaging students, uploading files, editing pages, customizing the course navigation, and building assignments. Participants also learn the basics of quizzes, discussions, analytics, and grading.
Teaches local support personnel how to troubleshoot problems and support end users. Participants will learn how to utilize Canvas documentation, interact with the user community, and effectively use the help ticketing system.
Expertise and best practices on any SIS import and automation work with Canvas. This includes access to API documentation and consulting with client resources on the client initiated strategy.
Assistance in configuring and testing authentication integration for currently supported technologies including LDAP, SAML, and CAS. Instructure will take a consultant role on the effort and guide client resources to complete the integration.
Branding for Canvas including application of a color scheme and logos for the top navigation and login page.
Access to guides, public courses, and best practices documentation. Documented best practices for driving high Canvas adoption and usage. One-hour consulting on organizational structure of Canvas.

Canvas FTE
Description
FTE means the number of full-time equivalent students calculated in accordance with the definition published by the Integrated Postsecondary Education Data System.

Terms and Conditions

Payment Terms: Customer agrees to pay to Instructure the applicable fees set forth on this order form. For the initial term Customer must pay such amount to Instructure on the date of this order. For each subsequent term, Instructure will invoice Customer 30 days prior to the beginning of such term and Customer must pay such invoice within 30 days of receipt.

For the Initial term Customer must pay such amount to Instructure on the date of this order.
For each subsequent term, Instructure will invoice Customer 30 days prior to the beginning of such term and Customer must pay such invoice within Net 30 days of receipt.

Duration: This order begins on the initial date listed above under Term, and continues until the last date listed above, unless sooner terminated under the Agreement.

Terms: This order is governed by the terms of Master Subscription Services Agreement between the parties (Agreement), which terms are incorporated into this order for all purposes. If there is a conflict between the terms of this order and the Agreement, this order governs. This order and the Agreement are the entire agreement between the parties, and they supersede and replace all prior and contemporaneous negotiations, agreements, representations and discussions regarding this subject matter. Only a signed writing of the parties may amend this order. Any terms used in this order but not defined, will use the definitions in the Agreement.

The price associated with the order form is only available if executed no later than 11/10/2015

Notes

- 1. Member of the eduKan consortium
- 2. Implementation is discounted from \$8,000 to \$6,000 by removing the webinars and replacing with customized onsite training paid for by eduKan.
- 3. Implementation Invoice: Approximately 9/15/15; Due upon Receipt
- 4. Year 1 Subscription Invoice: 12/1/15; Net 30

Garden City Community College

Signature:	_____
Name:	_____
Title:	_____
Date:	_____

Instructure, Inc.

Signature:	_____
Name:	_____
Title:	_____
Date:	_____

Agenda No: III-E

Date: December 15, 2015

Topic: Board Action Regarding Acceptance of the 2014-2015 Audit

Presenter: Dr. Herbert J. Swender

Background Information:

The annual financial audit was conducted by Lewis, Hooper & Dick, LLC. The audit includes the Garden City Endowment Association and the Broncbuster Athletic Association. The audit resulted in an unmodified opinion which is the highest opinion rating available for financial audits.

Budget Information:

The total cost to the college for the annual financial audits (including BAA and endowment) is \$65,163.

Recommended Board Action:

Accept the unmodified opinion audit as presented by Lewis, Hooper & Dick, LLC.

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

Board Member Notes:

Agenda No: III-F

Date: December 15, 2015

Topic: EduKan Financial Audit For Year Ended June 30, 2015

Presenter: Dr. Herbert J. Swender

Background Information:

Dr. Adam John, EduKan Chief Executive Office, submitted the audited financial statements of the Western Kansas Community College Virtual Education Consortium to the GCCC Board for acceptance as required by the Higher Learning Commission. The audit was conducted by D. McMillen, Chartered, Great Bend, Kansas. The audit resulted in an unmodified opinion which the highest opinion is rating available for financial audits.

Budget Information:

The financial audit was an Expense of EduKan

Recommended Board Action:

Accept the audited EduKan financial statements for 2015 as presented.

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

Board Member Notes:

DECEMBER 2015 MONITORING REPORT

EXECUTIVE LIMITATIONS

ANNUAL

General Executive Constraints

#12

Page 7

The president shall not fail to insure a safe and healthy environment on campus.

CEO's Interpretation: The President must ensure the campus is safe for all students, staff and community members. In addition, the president will promote a healthy campus.

Data directly addressing interpretation: On July 1, 2014, a police department was established on the college campus. Below are some of the year's activities.

- Annual campus crime statistics were compiled as required by the federal government. The statistics can be found on the GCCC website. The statistics show a 3-year comparison of crimes on and around campus. Although there was a 7% increase in enrollment in 2014, overall there was a decrease in the number of crimes committed on campus.
- On February 10-11, 2015 campus police chief and personnel from Residential Life attended the Kansas Coalition against Sexual & Domestic Violence Conference. The conference, which was held in Topeka, was informative and many ideas were discussed. campus police & Residential Life discussed conference topics and presented awareness campaign ideas to SGA, in hopes to partner with them to address these important issues. **Result: The Red Flag Campaign – Reported by Residential Life Director Christine Dillingham**
- In March 2015, our newly established tornado siren was linked with the City of Garden City system and is now operational. Campus police personnel attended Storm Spotter Training, which was sponsored by Finney County Emergency Management. Additionally, college storm shelter information was updated, to include Broncbuster Housing. The standardized information was posted inside campus buildings.
- On March 10, 2015 the campus police chief attended Incident Command System (ICS) training, which was instructed by a representative from the Kansas Division of Emergency Management. ICS emergency reference booklets were created for each member of our GCCC Cabinet. The information provided will assist our senior leadership as they work through impending disasters.
- During the month of April 2015, campus police personnel received training in CPR and First Aid through the American Heart Association. The free training was instructed by Garden City firefighters and it is required every two years. Campus police will continue to rotate officers through this course to maintain certification.
- Campus Police Officer Travis Montgomery graduated from the Kansas Law Enforcement Training Center on August 21, 2015. Officer Montgomery finished sixth in his class academically and he was formally recognized for his marksmanship skills during the ceremony. We are extremely proud of Travis and the way he represented GCCC!
- During the month of August 2015, campus police provided emergency radio communication training for our Building Emergency Leaders (BELs), Division Directors and Vice Presidents. Already, some of our BELs have demonstrated their ability to handle situations involving ill

students, who required assistance from Finney County EMS. In all situations, BELs remained calm and made prompt notifications to 911 and Campus Police. Additionally, faculty members in each situation comforted the victims until the arrival of first responders. **Job well done; we are all making GCCC a safer place!**

- On September 29 thru October 1, campus police chief attended the annual Safe Schools and College's Conference which was hosted by the Missouri Center for Education Safety. Topics included emergency management for schools, domestic terrorism, emergency operations planning and armed intrude drill development. Additionally, presentations were made regarding the Joplin tornado response and lessons learned from the Sandy Hook attack.
- On November 4, 2015 GCCC safety personnel & administrators attended the Heartland Campus Safety Summit at Johnson County Community College. During the conference many important issues were discussed: Title IX obligations – policies & protocols, strategies to prevent and properly investigate sexual assaults and ways of addressing the needs and concerns of students impacted by gender based violence.

In addition to the items above, improvements are being made to the campus to assure safety. Parking lots are being replaced and exterior lighting is being improved. Landscaping improvements continue by removing shrubs by building entrances. Annual facility audits continue with recommendations being reviewed and implemented where necessary.

Free annual biometric screenings are conducted for full-time employees. Discounted testing is available to employee family members and retirees.

Effective January 1, 2016, a new Employee Assistance Program through New Directions Behavior Health will be available to GCCC employees. The employee assistance program is a life management tool which provides face-to-face or 24-hour telephone access to employees with counseling services, health coaching, crisis management services, a legal resource center and financial advice. This confidential service provides up a limited number of services at no cost and additional services at a reduced cost to the employee and their immediate family members.

Incidental Information December 2015

Ryan Ruda, Vice President of Student Services/Athletics:

SSS

Student Support Services recently filed their Annual Performance Review Report which analyzes the grant for the course of a year and determines whether the grant has met the criteria it set forth in the grant. This past year was the final year of the current SSS grant in which they were being measured on how well they retained, graduated and transferred students. The SSS grant exceeded the criteria in all aspects of the grant this past year, and by doing so earned the prior experience points to go towards the next grant cycle. Within the grant that serves 200 students each year, 92% remained in good academic standing, 77% graduated or transferred and 49.8% graduated. This is a great accomplishment by the grant staff and demonstrates the hard work and commitment by the staff to GCCC students.

ETS

Educational Talent Search recently filed their Annual Performance review report which analyzes the grant over the course of a year and determines whether the grant has met the criteria it set forth in the grant. This is the final year of the current grant and ETS will be compiling data to start with re-writing for a new grant. Within the grant, staff measure persistence, graduation and enrollment in higher education. The grant serves 631 Finney County students. In the past year, 99% of the students in the ETS grant persisted and moved successfully into the next grade level. Of those eligible for graduation, 92% graduated on time in the program with 48% of those students completing a rigorous course of study within high school. Finally, of those who graduated, 82% went on to enroll in higher education.

Instruction

Phil Hoke and the drama department recently completed a two week show of Fiddler on the Roof. The performances were well attended. Other fine arts programs have hosted events including a concert by the Jazz Ensemble, college band and vespers concert. Upcoming performances include the rock ensemble and guitar performance on December 7th.

Canvas training was conducted at GCCC on December 3rd and 4th with all EduKan institutions as well as GCCC faculty and staff. The training was in preparation of online offerings that GCCC will be launching in spring 2016 as well as to get familiar with the Learning Management System (LMS). Seven faculty will be instructing new courses in spring 2016 for GCCC and have been working with Lecia Sims on instructional design and development of the courses.

Work is being completed on a classroom in the Academic building to remodel into a distance learning classroom and instructional design training room. This room will be used to host polycom and online courses as well as be used to train and assist faculty wanting to expand technology in courses.

Student Services

Fall enrollment has surpassed 23,000 credit hours which is the highest credit hour total at GCCC. This credit hour total represents a 2.2% increase over last fall. Spring enrollment is ongoing, with staff and advisors having completed an early enrollment day with GCHS seniors who are graduating in December.

Residential Life will be having students check out by December 10th for the fall semester.

Athletics

Jeremy Faulk was named KJCCC Defensive Player of the year, with seven other Busters earning all-conference recognition. Additionally, seven men's soccer athletes earned all-conference recognition and two women's soccer athletes. Finally, Taylor Linenberger earned second team all KJCCC and has recently signed to continue her playing career at Northwest Missouri State University.

Men's basketball finished their pre-conference schedule at 8-3 with the women' finishing at 6-5. Both teams have started conference play with the men currently sitting at 1-1 in the conference and the women at 2-0.

Dee Wigner, Executive Vice President:

Marketing:

Radio ads are running and television ads were ramped up beginning the 1st of December. Ads will run throughout southwest Kansas on cable, KSN, and KCWH.

Website updates are going more smoothly. A meeting with Chris Mangan, Webmaster, helped to formalize the process for submitting events and posting pictures. Upcoming events are being promoted which include Fill a Ford, Christmas Vespers, Gallery Opening, and Buster Red Meat Sale.

Campus Police

On November 16, 2015 the region surrounding Garden City was placed under a brief tornado warning. Campus Police, with the assistance of many GCCC Building Emergency Leaders, were able to provide guidance and assistance to our students, faculty and staff during the duration of the severe weather. After the event, Campus Police received many messages from faculty and staff commenting on the efficiency of our Building Emergency Leaders and the effective radio transmissions via our Emergency Communication System. Campus Police Chief Rodney Dozier is extremely appreciative to all of the employees involved with this program. We are all making GCCC a safer place!

Human Resources

A few positions have been filled and recruiting for several other positions continue. The Annual Employee Christmas Luncheon is scheduled for December 11th. Good food and activities are scheduled for the holiday celebration. Preparation is underway for the Spring In-service which will be held on January 6th. The agenda includes an informative session on reaffirmation of accreditation.

Sara Koehn, HR Director, accepted a position as an at-large member on the College and University Professional Association for Human Resources Kansas Chapter Board of Directors. GCCC is fortunate to have Sara representing GCCC in this association.

Business Office

The business office has been busy preparing for the end of the term and the end of the calendar year. Educational Computer Systems Inc. processes the Form 1098T for GCCC which provides students with information including tuition and fees paid and scholarship information. A validation file with student names and social security numbers has been sent to ECSI. The validation file will run 4 different tests to determine if student names and social security numbers were entered correctly into college database. Many times students do not give the college their legal name. The validation process ensures the information on the 1098T is as accurate as possible. The business office and admissions work together to correct as many errors as possible.

Enrollment for the Spring 2016 term has begun. Holds have been put on student accounts that which have outstanding balances. A student must have their account paid in full prior to enrolling in the spring term.

Broncbuster Bookstore

Merchandise may now be purchased on a "layaway" plan. For a small down payment and regular payments, merchandise will be held until the merchandise is paid in full. The bookstore is having a Christmas sale-through Thursday December 10th. Come and pick your candy cane for your discount!!

We will be busy with end of the semester scholarship book check-in and buyback this week and then next week we will be sacking the spring scholarship books. Students will be able to pick up their scholarship books starting January 4th.

We are also in the process of getting ready to restock shelves with our new spring merchandise. Lots of new t-shirts, hoodies and full zip hoodies will be coming. Make sure to come and see us next year!!

The bookstore will be open extended hours in January and will also be open the afternoon of Sunday the 10th, as students are checking in for spring classes.

Compliance Coordinator

A list of annual reports, trainings and notifications has been developed. This list will be used to track internal reporting and document the various requirements leading to the fall accreditation team site visit. Other duties include assisting various departments with regulation and compliance research and policy review.

Printing Services

Numerous projects were completed this month including; Presidents Campus Christmas card, Presidents Circle Christmas card, Football Christmas Cards, Hoops and Hospitality Invitations, Thanksgiving Classic rosters, Men's and Women's Basketball Program design, print and bindery, Fine Arts Mercer Invitations, Culinary Banquet invitations, finalizing technical details on DPAC Mural, finals copy work, Spring Semester bookstore orders, and re stocking duplicate forms.

Payroll Office

During the first part of November, Payroll, HR and IT were asked to help with an extensive KBOR Faculty & Staff survey. Linda Hill, programmer, was instrumental in organizing the data. Payroll and HR followed by verifying and correcting the details and submitting the report. When these surveys hit, there is usually a short turnaround time frame. Teamwork is the key to success.

November is the month for Section 125 Open Enrollment. After the October payroll, a custom report is generated that includes all of the employees' 2015 benefits. The information is reviewed and verified by the Payroll Office staff and the finalized report is uploaded to American Fidelity in order for them to upload all of the information to the agents' laptop computers. Each employee is scheduled for an appointment with one of the agents, and then for six days, the agents meet with the employees individually to explain the benefit options. We believe the face-to-face appointments are an advantage to our employees to give them an annual opportunity to revisit and review new options with the agents.

The Wellness Committee voted to provide the EAP (Employee Assistance Program) and it was approved by Dr. Swender. We believe this program will provide a relevant and comprehensive benefit to our employees.

We continue to work on the implementation of the ACA (Affordable Care Act) reporting and Form 1095C that will be due to each full-time employee by January 31, 2016.

Facilities

There are many on-campus events during the months of November and December. Facilities staff work together to prepare the campus by washing windows, picking up trash and performing additional duties as necessary.

The doors to the Endowment Room have been installed and the student center remodel project is finally complete. There have been numerous comments on the updated design and improved functionality of the center. The students enjoy the fireplaces and flat screen televisions. The bookstore is a popular gathering place, especially the Cyber Café on Thursday's, when coffee is free.

The athletic complex lobby has been a source of pride to staff, students and the community. From the modern restrooms, to the brighter lights people are pleased with the finished product. It is an area to display campus pride including the brass sculpture and trophies. Team photos are displayed on the walls. A graphic design will soon be added to the blank wall behind the display cases.

Bid specifications for the replacement of the athletic complex parking lot will be released in January. The asphalt parking lot will be replaced with concrete and additional lighting will be installed. The project will begin on the east end of the lot after May commencement activities and will conclude on the west side late this fall.