

January 8, 2016

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, January 12, 2016**. 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

II. REPORTS:

- A. President's Report

III. CONSENT AGENDA Action

- A. Approval of minutes of previous meetings (December 15, 2015).....pg 3
- B. Approval of personnel actions-Human Resourcespg 9
 - B-1 Human Resources Reportpg 10
 - B-2 Adjunct/Outreach Contracts pg 11
- C. Financial informationpg 12
 - C-1 Checks processed in excess of \$20,000pg 13
 - C-2 Revenuespg14
 - C-3 Expensespg 16
 - C-4 Cash in Bankpg 22

IV. CONFIRMATION OF MONITORING REPORTS:

- A. Monitoring Reports and ENDS
 - A-1 Monitoring Report..... **Action**
 - A-1 Monitoring Report – Quarterly, General Executive Constraints, #7, #8pg 23
 - A-2 Monitoring Report – Quarterly, Asset Protection #5 pg 24
 - A-3 Monitoring Report – Annual, Information and Advice #2, #3, #5pg 25
 - A-4 Monitoring Report – Annual, Asset Protection #1, #2, #3, #4, #6, #7pg 27

- Review Monitoring Report
 - B-1 Monitoring Report – General Executive Constraints
 - B-2 Monitoring Report – Financial Condition
- Board Process and Policy Governance Review

V. OTHER

- A. Incidental Informationpg 31
- B. Report from Finney County Economic Development Corporation
- C. Report from KACCT

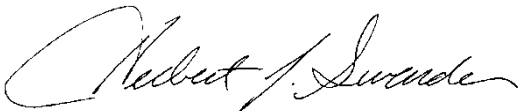
VI. OWNERSHIP LINKAGE:

Upcoming Calendar Dates:


January 18	Martin Luther King Day, 10:30 a.m., DPAC, main gym
February 9	Monthly meeting of GCCC Board of Trustees, 6:00 p.m., Endowment Room, Beth Tedrow Student Center
February 15	President’s Day, No Classes, GCCC Campus Closed
March 8	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**

December 15, 2015

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

Trustees Absent: Ron Schwartz

Others Present: Debra Atkinson, Deputy Clerk
Nalleli Chanocua, Facilities Office Manager
Charles Claar, Jr., Lewis, Hooper & Dick
Theresa Dasenbrock, Lewis, Hooper & Dick
Isabel Enriquez, Residential Life Custodian
Austin Fisher, *Garden City Telegram*
Melanie Hands, Compliance Coordinator
Brad Nading, *Garden City Telegram*
Larry Pander, Fire Science Instructor/Faculty Senate Representative
Miguel Rivero, Maintenance Tech
Ryan Ruda, Vice President of Student Services/Athletic Director
Kristin Sekavec, Lewis, Hooper & Dick
Jeff Southern, IT Director
Herbert Swender, President
Kristi Tempel, Director of Public Relations/Marketing
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. Dr. Swender thanked Kristi Tempel, Director of Public Relations/Marketing, for putting together the slide show of recent events.

COMMENTS FROM THE CHAIR:

Chair Crist made the following comments:

- Chair Crist extended congratulations to Phil Hoke and cast for the successful completion of a two week show of "Fiddler on the Roof". Crist noted that there was great community talent and support for this production.
- Congratulations were also extended to GCCC John Deere, for receiving the John Deere College of Tomorrow, Bronze Level Award. The award is given based on a checklist from John Deere that covers instructor training, professionalism, appearance of the facility, and quality of training. This is the first award of this type that the GCCC program has received. Greg Unger, and Nathan Steinle, John Deere Instructors, received the award at the John Deere Instructors training in Wichita held the last week in November.
- Chair Crist noted that the community has been treated to various other fine arts events, including Jazz Ensemble, College Band and Vespers concert, Rock Ensemble and Guitar concert and Tuba Christmas.

OPEN COMMENTS FROM PUBLIC:

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

INTRODUCTION OF NEW EMPLOYEES:

Dee Wigner, Executive Vice President, introduced new GCCC employees, Nalleli Chanocua, Facilities Office Manager, Isabel Enriquez, Residential Life Custodian, and Miguel Rivero, Maintenance Tech. Dr. Swender welcomed all new employees and presented each with a GCCC Broncbuster lapel pin.

REPORT FROM STUDENT GOVERNMENT ASSOCIATION:

No report was given.

REPORT FROM FACULTY SENATE:

Larry Pander, Fire Science Instructor/Faculty Senate Representative, stated that there wasn't much to report on. Pander took a few minutes to address questions that Trustees had regarding the purchase of fire science equipment. Pander shared with the board that the aging equipment needed to be replaced. Pander went on to explain that the compressor is more than 30 years old and was a donation from Sublette Fire Department.

Trustees thanked Pander for his report.

REPORT FROM CHARLES CLaar, LEWIS, HOOPER AND DICK, RE: 2014-2015 AUDIT:

Trustees had previously received copies of the 2014-2015 audit report. Claar highlighted key areas:

- Garden City Community College received an unmodified opinion. This is the highest opinion rating available for financial audits.
- No findings or questioned costs on federal funds and programs.
- No Kansas statutory violations noted.
- Total assets of all College funds equal \$43,667,853
- Total revenue in all college funds
 - Operating: \$6,959,408
 - Non-operating: \$19,632,502
- Debt Outstanding 6/30/2015

Dorm and Student Union Lease Purchase	\$1,020,160
Cooling Loop, Software and "Front Door" Project Refinancing Lease Purchase	\$2,405,930
Multi-Sports Facility Lease Purchase	\$2,382,818
Broncbuster Housing	\$4,055,000
Kansas Development Finance Authority Infrastructure Improvement Project	\$ 539,212

The audit included audits for the Garden City Endowment Association and the Broncbuster Athletic Association.

(Supporting documents filed with official minutes)

Chair Crist expressed appreciation to GCCC staff for the successful audit and to Mr. Claar for their professionalism during the audit process.

HIGHER LEARNING COMMISSION OVERVIEW:

Compliance Coordinator, Melanie Hands, presented an overview to Trustees of the Higher Learning Commission. Hands shared with Trustees the processes and documents that the Higher Learning Commission will need for the accreditation process. Documents are in the process of preparation for the October 2016 site visit. Hands went on to say that work is progressing on the Federal Compliance Packet, and the Assurance Articles that delineate details of how Garden City Community College operates including the Mission, Integrity of Processes, Quality of Teaching and Learning, Evaluation of Teaching and Learning, and Resource Planning and Effectiveness. Hands will continue to make reports to the board each month regarding the process of accreditation.

PRESIDENT'S REPORT:

Kris "Tanto" Paranto –

Former Army Ranger came to GCCC. In honor of the Marine Corps birthday, "Tanto" Paranto, former Army

Ranger from the 2nd Battalion 75th Ranger Regiment, and a private security contractor, spoke to GCCC students and community members about his experiences as part of the CIA annex security team that responded to the terrorist attack on the US Special Mission in Benghazi, Libya, September 11th 2012, helping to save over 20 lives.

GCCC Welding Center and Broncbuster Housing Dedication:

GCCC Welding Center and Broncbuster Housing dedication was held Tuesday, November 10. The highlight of the event was a visit from the Honorable Sam Brownback, Governor of Kansas. Over 100 people attended the celebration complete with a ribbon cutting and releasing of balloons to mark the occasion. Local officials, along with members of the Garden City Community College Board of Trustees, were on hand to greet the Governor and celebrate the dedication of the welding facility and housing complex located just north of the college on Spruce Street.

NJCAA Chairman Visits GCCC:

On Tuesday, December 8, Roark Montgomery, Chairman of NJCAA football committee and athletic director of Navarro College, came to GCCC. Purpose of the visit is to evaluate the potential for GCCC to host a bowl starting in 2017 and running through 2019. The review is part of the standard bidding process of hosting an NJCAA championship event in any sport. Conversations with him on Wednesday noon just prior to his departure were very encouraging.

On-line Training:

Canvas training was conducted at GCCC on December 3 and 4 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, Coordinator of Distance Education, on instructional design and development of the 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.

Parking Lot:

Dr. Swender shared with Trustees that GCCC will be seeking bids to replace the asphalt parking lot in front of the Athletic Building with concrete. The re-engineered lot will eliminate the center islands that are currently in the lot and additional lighting will be added. The lot will be completed in two phases. The first phase of the project will begin on the east side of the lot after commencement in May 2016. The second phase will conclude on the west side of the lot in late fall 2016.

Campus Police:

November 16 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. Dr. Swender expressed his appreciation to Campus Police Chief, Rodney Dozier, for doing a great job in preparing GCCC for emergency situations.

CONSENT AGENDA:

Chair Crist asked if Trustees wished to remove any items from the consent agenda. Item III-D-2 Fire Science Equipment was removed for separate discussion and vote.

Chair Crist then asked for a motion approving Consent Agenda items III-A-F with exception of D-2, Fires Science Equipment, as presented.

Motion:

Worf moved, seconded by Douglass to approve consent agenda items, III- A-F with exception of D-2 Fire Science Equipment as presented.

Ayes: Crist, Douglass, Martinez, Neufeld, Worf

Nays: None

Motion carried: 5-0

Approved actions follow:

(A) APPROVED MINUTES of previous meeting (November 9, 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

D-1 Culinary Science Equipment

Vendor: Sunflower Restaurant Supply Inc.

For: Gas Griddle \$1,845.00

Charbroiler \$1,295.00

Stands (2) \$ 650.00

Fryer \$ 795.00

Vendor: Boelter, LLC

For: Gas Ranges (2) \$5,050.00

Convection Oven \$5,858.00

(Supporting documents filed with official minutes)

D-3 Canvas Agreement

Vendor: Canvas by Instructure

For: On-line Learning Management System, 2.5 year contract

Amount: \$18,954 year one, January 1, 2016-June 30, 2016

Total Cost \$66,751

(Supporting documents filed with official minutes)

(E) APPROVED ACCEPTANCE OF THE GCCC 2014-2015-AUDIT

(Supporting documents filed with official minutes)

(F) APPROVED ACCEPTANCE OF THE EDUKAN 2014-2015 AUDIT

(Supporting documents filed with official minutes)

PULLED AGENDA ITEM III-D-2, FIRE SCIENCE EQUIPMENT:

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

After board discussion/clarification regarding the purchase of equipment to replace obsolete safety equipment the following motion was made.

Motion:

Worf moved, seconded by Martinez to authorize administration to purchase equipment as presented.

Ayes: Crist, Douglass, Martinez, Neufeld, Worf

Nays: None

Motion carried: 5-0

MONITORING REPORTS and ENDS REPORTS:

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

- General Executive Constraints, #12 Safe and Healthy Environment

Trustees accepted the monitoring report as presented.

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

- Quarterly-Asset Protection

No changes were recommended at this time.

FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION:

No report was given.

REPORT FROM KACCT:

- KACCT quarterly meeting was held at Allen Community College December 6-7.
- Trustee Melvin Neufeld attended the meeting.
- Jerry Cook has been elected to the Board of ACC as the western representative.
- Evaluations for Linda Fund were due December 15, 2015.
- Discussion continues on state problems.

OWNERSHIP LINKAGE:

Trustees indicated that they had not received any communications.

EXECUTIVE SESSION:

Motion:

Worf moved, seconded by Douglass that the board recess briefly at 7:45 p.m. for a five minute break and reconvene into a ten minute executive session at 7:50 p.m. for the purpose of having preliminary discussions about the acquisition of real property.

No action will be taken.

Ayes: Crist, Douglass, Martinez, Neufeld, Worf

Nays: none

Motion carried: 5-0

Present in Executive Session:

GCCC Board of Trustees

Herbert J. Swender, President

Dee Wigner, Executive Vice President

Meeting adjourned 8:00 p.m.

UPCOMING CALENDAR EVENTS:

February 9	Regular Board of Trustee meeting, 6:00 p.m., Endowment Room of Beth Tedrow Student Center
February 15	President's Day, Campus Closed, No Classes
March 14-18	Spring Break
March 25-28	Easter Break, No Classes, Campus Closed

Debra J. Atkinson
Deputy Clerk

Herbert J. Swender
President

Jeff Crist
Chair of the Board

Agenda No: III-B

Date: January 12, 2016

**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:



January 5, 2016

To: Board of Trustees

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

New Hires

Susan Miller, Student Support Services Advisor, effective Jan. 4, 2016

Jason Zerbach, Head Strength & Conditioning Coach, effective Jan. 4, 2016

Transfers/Promotions

Philip Terpstra, from Division Director to Dean of Academics, effective Jan. 4, 2016

Patti Winkelman, from Secretary – Science/Math to Administrative Assistant to the Dean of Academics/Outreach Coordinator, effective Jan. 4, 2016

Diversity Recruitment Opportunity

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

**GARDEN CITY COMMUNITY COLLEGE
 ADJUNCT/OUTREACH FACULTY CONTRACTS**

(Presented to Payroll for 01/25/2016)

INSTRUCTOR	CLASS		AMOUNT
Greathouse, Lachele	Intro Computer Concepts & Appl (CSCI-110-52) 12/14/2015 - 01/01/2016	3.00 credit hour(s) x \$550.00	\$1,650.00
Lamb, Colin Team Teaching with R. Ruda	Teamleading/Collab Leadership (PSYC-206-30) 12/14/2015 - 01/01/2016	1.50 credit hour(s) x \$500.00	\$750.00
Lamb, Colin Team Teaching with R. Ruda	Organizational Leadership (PSYC-106-50) 12/14/2015 - 01/01/2016	1.50 credit hour(s) x \$500.00	\$750.00
Lamb, Winsom	Intro to Anthropology (SOC1-105-50) 12/14/2015 - 01/01/2016	3.00 credit hour(s) x \$550.00	\$1,650.00
Long, Charles	Health Education (HPER-106-50) 12/14/2015 - 01/01/2016	3.00 credit hour(s) x \$500.00	\$1,500.00
Ruda, Ryan Team Teaching with C. Lamb	Teamleading/Collab Leadership (PSYC-206-30) 12/14/2015 - 01/01/2016	1.50 credit hour(s) x \$500.00	\$750.00
Ruda, Ryan Team Teaching with C. Lamb	Organizational Leadership (PSYC-106-50) 12/14/2015 - 01/01/2016	1.50 credit hour(s) x \$500.00	\$750.00
Ruda, Ryan	Substance Abuse 12/14/2015 - 01/01/2016	Pro-Rated: 6/8 x \$500.00 per credit hour x 3 cr hours	\$1,125.00
TOTAL ADJUNCT/OUTREACH FACULTY CONTRACTS			\$8,925.00

Agenda No: III-C

Date: January 12, 2016

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

January 2016

Purchases over \$20,000 requiring bid sheets

None

Payments over \$20,000 not requiring bid sheets

- Check #245576 to Dick Construction for \$86,661.00 for payments for the Athletic Complex and Student Center remodel. These projects were previous approved by the board.
- Check #245586 to Great Western Dining for \$87,646.71 for multiple invoices for dining services.
- Check #245786 to City of Garden City for \$62,200.82 for monthly utilities.
- Check #245788 to Commerce Bank for \$52,336.93 for various purchase card purchases.
- Check #245828 to Pearson Education for \$44,311.92 for textbooks for the bookstore.
- Check #245845 to Commerce Bank/First American Title for \$250,815.59 for closing costs and purchase of land at 510 Campus Drive. This purchase was approved at the November 9, 2015 board meeting.
- Check #245917 to Blue Cross and Blue Shield for \$86,289.69 for employee health insurance.
- Check #245963 to Great Western Dining for \$70,861.49 for multiple invoices for dining services.

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	2,562.00-	1,072,037.00-	2,100,000.00-	1,027,963.00-	48.95
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	3,876.00-	170,273.43-	375,000.00-	204,726.57-	54.59
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	75.00	65,904.00-	125,000.00-	59,096.00-	47.28
11-00-0000-00000-4006 OUTREACH CREDIT HO	0.00	0.00	61,906.00-	105,000.00-	43,094.00-	41.04
11-00-0000-00000-4007 TECHNOLOGY FEE-C	0.00	342.00-	166,781.78-	380,000.00-	213,218.22-	56.11
11-00-0000-00000-4008 TECHNOLOGY FEE-O :	0.00	270.00-	37,200.00-	57,000.00-	19,800.00-	34.74
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	2,485.93-	10,586.98-	60,000.00	70,586.98	117.64
11-00-0000-00000-4013 TUITION INTERNATIO	0.00	0.00	36,190.00-	20,000.00-	16,190.00	80.94-
11-00-0000-00000-4014 TUITION BORDER STA	0.00	213.00	114,621.00-	325,000.00-	210,379.00-	64.73
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	150.00-	5,560.00-	0.00	5,560.00	0.00
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	200.00-	6,200.00-	10,000.00-	3,800.00-	38.00
11-00-0000-00000-4512 VENDING MACHINES :	0.00	1,352.21-	2,752.25-	10,000.00-	7,247.75-	72.48
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	0.00	1,618.24	20,000.00-	21,618.24-	108.09
11-00-0000-00000-4904 REIMBURSED SALARY	0.00	1,842.00-	6,036.00-	0.00	6,036.00	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	1,107.19-	10,677.25-	150,000.00-	139,322.75-	92.88
11-00-0000-00000-4912 TRANSCRIPTS : GENE	0.00	535.00-	7,307.66-	15,000.00-	7,692.34-	51.28
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	14,434.33-	3,254,583.44-	15,330,851.00-	12,076,267.56-	78.77
=====						
12-00-0000-00000-4002 AMMONIA REFG COURS	0.00	10,368.00-	83,181.00-	125,000.00-	41,819.00-	33.46
12-00-0000-00000-4005 ACAD COURSE FEE :	0.00	2,742.00-	162,426.00-	350,000.00-	187,574.00-	53.59
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	13,110.00-	752,038.00-	2,902,818.00-	2,150,780.00-	74.09

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	27,544.33-	4,035,829.13-	18,596,853.00-	14,561,023.87-	78.30

Fiscal Year: 2016

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	10,512.33	54,332.50	117,531.00	63,198.50	53.77
DEPARTMENT: 11020 - HUMANITIES	24.99	1,631.77	5,361.54	1,650.00	3,736.53-	226.45-
DEPARTMENT: 11021 - ENGLISH	7,875.00	32,132.36	145,840.34	301,791.00	148,075.66	49.07
DEPARTMENT: 11022 - SPEECH	1,125.00	12,663.64	35,295.69	52,863.00	16,442.31	31.10
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	117.74	470.96	220.00	250.96-	114.06-
DEPARTMENT: 11025 - JOURNALISM	0.00	5,970.94	31,975.60	68,151.00	36,175.40	53.08
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	972.00	972.00	100.00
DEPARTMENT: 11030 - ART	0.00	10,909.26	61,794.31	106,063.00	44,268.69	41.74
DEPARTMENT: 11031 - DRAMA	333.00	6,842.62	36,598.46	77,930.00	40,998.54	52.61
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	7,401.55	38,174.68	82,345.00	44,170.32	53.64
DEPARTMENT: 11033 - INST MUSIC	0.00	3,683.30	16,890.11	29,565.00	12,674.89	42.87
DEPARTMENT: 11040 - SCIENCE	128.46	25,030.34	130,130.19	296,151.00	165,892.35	56.02
DEPARTMENT: 11050 - MATH	1,125.00	29,043.32	147,783.02	330,655.00	181,746.98	54.97
DEPARTMENT: 11060 - SOCIAL SCIENCE	3,375.00	38,766.40	185,210.06	384,020.00	195,434.94	50.89
DEPARTMENT: 11070 - HEALTH & PHYSICAL	1,372.50	21,373.72	121,040.79	224,173.00	101,759.71	45.39
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	11,164.07	63,413.78	83,601.00	20,187.22	24.15
DEPARTMENT: 11080 - ESSENTIAL SKILLS	0.00	0.00	0.00	720.00	720.00	100.00
DEPARTMENT: 11081 - READING	0.00	4,480.11	22,131.10	34,371.00	12,239.90	35.61
DEPARTMENT: 11082 - ESL	0.00	5,624.36	28,150.48	68,631.00	40,480.52	58.98
DEPARTMENT: 11083 - COLLEGE SKILLS	311.75	502.97	22,210.27	28,940.00	6,417.98	22.18
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	0.00	1,300.00	5,000.00	3,700.00	74.00
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	39,781.29	17,293.77	190,035.57	413,430.00	183,613.14	44.41
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	0.00	269.13	1,377.00	1,107.87	80.46
DEPARTMENT: 41000 - LIBRARY	3,568.61	15,195.24	87,121.69	187,708.00	97,017.70	51.69
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	0.00	6,606.50	37,611.29	135,228.00	97,616.71	72.19
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	13,752.45	52,056.20	853,110.00	801,053.80	93.90
DEPARTMENT: 42001 - DEAN OF ACADEMICS	0.00	2,820.61	21,259.64	28,687.00	7,427.36	25.89
DEPARTMENT: 42002 - OUTREACH	23,090.00	18,887.63	84,113.89	111,566.00	4,362.11	3.91
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	1,430.00	18,102.61	104,789.06	214,711.00	108,491.94	50.53
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	10,151.11	73,118.81	178,714.00	105,595.19	59.09
DEPARTMENT: 50011 - ASSESSMENT/TESTING	377.30	4,111.09	26,479.15	62,368.00	35,511.55	56.94
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	30,884.08	167,216.08	393,430.00	226,213.92	57.50
DEPARTMENT: 50030 - ADMISSIONS	295.92	13,389.38	64,934.49	147,677.00	82,446.59	55.83
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	2,560.00	12,067.77	74,237.73	163,915.00	87,117.27	53.15
DEPARTMENT: 50050 - STUDENT HEALTH SER	0.00	148.09	455.79	3,448.00	2,992.21	86.78
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	6,261.70	23,596.03	284,715.71	516,428.74	225,451.33	43.66
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	12,870.57	70,039.99	126,655.00	56,615.01	44.70
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	14,221.52	63,387.12	114,739.00	51,351.88	44.76
DEPARTMENT: 55003 - MEN'S TRACK	0.00	3,340.60	29,553.80	58,281.00	28,727.20	49.29
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	3,344.52	25,976.29	56,801.00	30,824.71	54.27
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	2,333.75	8,416.38	43,678.14	99,060.00	53,048.11	53.55
DEPARTMENT: 55006 - FOOTBALL	0.00	20,431.88	228,745.54	360,931.51	132,185.97	36.62

DEPARTMENT: 55007 - BASEBALL	0.00	7,234.03	59,851.79	120,285.00	60,433.21	50.24
DEPARTMENT: 55008 - VOLLEYBALL	0.00	5,837.66	50,513.14	95,641.00	45,127.86	47.18
DEPARTMENT: 55009 - WOMEN'S SOCCER	273.00	6,088.61	45,170.40	65,618.00	20,174.60	30.75
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	4,287.66	32,943.30	44,224.00	11,280.70	25.51
DEPARTMENT: 55012 - CHEERLEADING	0.00	4,272.28	39,238.47	63,461.75	24,223.28	38.17
DEPARTMENT: 55013 - DANCE TEAM	0.00	2,796.24	18,448.10	34,782.00	16,333.90	46.96
DEPARTMENT: 55014 - RODEO TEAM	596.90	18,718.12	78,461.48	143,402.00	64,343.62	44.87
DEPARTMENT: 55015 - MEN'S GOLF	0.00	7,621.99	29,582.26	39,765.00	10,182.74	25.61
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	9,147.94	79,069.77	132,334.00	53,264.23	40.25
DEPARTMENT: 55020 - PEP BAND	0.00	3,796.65	24,704.74	53,637.00	28,932.26	53.94
DEPARTMENT: 61000 - PRESIDENT	69.75	39,580.22	248,295.15	526,647.00	278,282.10	52.84
DEPARTMENT: 61001 - BOARD OF TRUSTEES	230.85	684.38	4,025.80	24,840.00	20,583.35	82.86
DEPARTMENT: 61005 - ATTORNEY	0.00	630.00	6,016.31	35,000.00	28,983.69	82.81
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	30,178.88	71,169.85	408,542.92	1,660,406.00	1,221,684.20	73.58
DEPARTMENT: 62010 - HUMAN RESOURCES	0.00	6,372.39	48,706.26	145,416.00	96,709.74	66.51
DEPARTMENT: 62011 - ADA COMPLIANCE	0.00	4,376.96	22,134.14	66,433.00	44,298.86	66.68
DEPARTMENT: 62050 - ONE-TIME PURCHASES	26,027.39	307,380.59	269,282.17	940,000.00	644,690.44	68.58
DEPARTMENT: 63000 - INFORMATION SERVIC	6,427.60	2,295.79	64,815.87	135,393.00	64,149.53	47.38
DEPARTMENT: 64000 - INFORMATION TECHNO	16,631.86	33,044.69	313,090.78	723,898.00	394,175.36	54.45
DEPARTMENT: 65000 - CENTRAL SERVICES	0.00	9,699.55	66,871.45	133,298.00	66,426.55	49.83
DEPARTMENT: 66000 - MARKETING	0.00	0.00	6,890.00	0.00	6,890.00-	0.00
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	1,730.88	12,128.80	87,287.39	172,591.00	83,572.73	48.42
DEPARTMENT: 71000 - BUILDINGS	18,888.07	31,723.48	174,585.73	425,946.00	232,472.20	54.58
DEPARTMENT: 72000 - CUSTODIAL SERVICES	3,652.59	43,701.04	269,081.28	558,660.00	285,926.13	51.18
DEPARTMENT: 73000 - GROUNDS	1,763.44	21,411.21	112,473.42	253,429.00	139,192.14	54.92
DEPARTMENT: 73001 - ATHLETIC FIELDS	450.00	2,639.59	33,978.88	69,953.00	35,524.12	50.78
DEPARTMENT: 74000 - VEHICLES	2,511.86	31,425.54	60,876.11	385,150.00	321,762.03	83.54
DEPARTMENT: 75000 - CAMPUS SECURITY	4,764.67	17,426.86	88,884.31	191,260.00	97,611.02	51.04
DEPARTMENT: 76000 - INSURANCE	0.00	19,653.14	235,218.00	273,514.00	38,296.00	14.00
DEPARTMENT: 77000 - UTILITIES	0.00	59,081.48	356,586.69	855,000.00	498,413.31	58.29
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	14,812.87-	107,530.98-	62,000.00	169,530.98	273.44
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	0.00	1,368.00	9,020.00	7,652.00	84.83
DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	0.00	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	300.00	114,579.00	156,000.00	41,421.00	26.55
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	0.00	3,515.74	23,138.55	24,116.00	977.45	4.05
DEPARTMENT: 98001 - CHILD CARE	0.00	4,100.00	24,475.00	55,000.00	30,525.00	55.50

=====

FUND: 11 - GENERAL

209,567.01 1,254,812.24 6,346,477.92 15,330,851.00 8,774,806.07 57.24

Fiscal Year: 2016

FUND: 12 - PTE FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 12010 - ACCOUNTING	0.00	4,335.04	23,718.56	53,077.00	29,358.44	55.31
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	2,252.13	14,679.33	25,597.00	10,917.67	42.65
DEPARTMENT: 12012 - COMPUTER SCIENCE	1,125.00	10,019.52	55,073.30	114,187.00	57,988.70	50.78
DEPARTMENT: 12200 - ADN PROGRAM	0.00	23,076.24	132,184.90	280,305.00	148,120.10	52.84
DEPARTMENT: 12201 - LPN PROGRAM	0.00	18,280.68	101,285.67	233,031.56	131,745.89	56.54
DEPARTMENT: 12202 - EMT	1,114.20	6,104.99	37,760.18	104,126.00	65,251.62	62.67
DEPARTMENT: 12203 - ALLIED HEALTH	0.00	10,710.82	57,260.66	148,748.00	91,487.34	61.50
DEPARTMENT: 12210 - AGRICULTURE	12.48	4,565.52	25,286.02	56,356.00	31,057.50	55.11
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	12,249.85	60,222.23	109,210.00	48,987.77	44.86
DEPARTMENT: 12212 - CULINARY PROGRAM	0.00	6,192.26	24,717.74	60,638.00	35,920.26	59.24
DEPARTMENT: 12220 - JOHN DEERE AG TECH	415.14	11,336.08	63,597.52	163,340.00	99,327.34	60.81
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	55.00	7,470.23	45,040.63	84,837.00	39,741.37	46.84
DEPARTMENT: 12241 - FIRE SCIENCE	368.26	6,057.59	35,111.47	73,538.00	38,058.27	51.75
DEPARTMENT: 12250 - COSMETOLOGY	0.00	17,486.69	72,642.91	169,812.00	97,169.09	57.22
DEPARTMENT: 12260 - DRAFTING	0.00	0.00	0.00	200.00	200.00	100.00
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	4,105.70	34,074.70	210,044.55	376,943.00	162,792.75	43.19
DEPARTMENT: 12271 - AUTOMATION ELECTRI	0.00	0.00	0.00	6,900.00	6,900.00	100.00
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	0.00	591.21	2,000.00	1,408.79	70.44
DEPARTMENT: 12273 - WELDING	7,497.60	18,147.80	88,632.50	181,861.00	85,730.90	47.14
DEPARTMENT: 42005 - DEAN OF TECHNICAL	2,250.00	10,829.71	62,617.28	576,611.44	511,744.16	88.75
DEPARTMENT: 62050 - ONE-TIME PURCHASES	0.00	0.00	0.00	70,500.00	70,500.00	100.00
=====						
FUND: 12 - PTE FUND	16,943.38	203,189.85	1,110,466.66	2,902,818.00	1,775,407.96	61.16

Fiscal Year: 2016

FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	8,419.13	22,578.44	99,594.00	77,015.56	77.33
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	764.00	0.00	1,379.42	1,843.55	299.87	16.26
DEPARTMENT: 31000 - COMMUNITY SERVICE	3,150.00	269.50	5,216.70	16,504.92	8,138.22	49.31
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	0.00	151.74	5,152.29	6,000.00	847.71	14.13
DEPARTMENT: 55008 - VOLLEYBALL	692.00	0.00	163.51	1,158.20	302.69	26.13
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	1,629.00	4,356.68	6,148.00	1,791.32	29.14
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	678.20	678.20	0.00	678.20	0.00
DEPARTMENT: 55007 - BASEBALL	190.00	5,711.19	16,943.52	23,000.00	5,866.48	25.51
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	0.00	1,461.63	0.00	1,461.63	0.00
DEPARTMENT: 55013 - DANCE TEAM	0.00	0.00	0.00	600.00	600.00	100.00
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	0.00	91.43	289.79	1,365.00	1,075.21	78.77
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	394.50	1,000.00	605.50	60.55
=====						
FUND: 14 - ADULT SUPPLEMENTARY ED	4,796.00	16,950.19	90,530.21	165,609.25	70,283.04	42.44

Fiscal Year: 2016

FUND: 16 - AUXILIARY ENTITIES

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	750.49	2,705.86	9,500.00	6,794.14	71.52
DEPARTMENT: 94000 - STUDENT CENTER	28,944.32	33,556.39	14,583.20	267,611.00	224,083.48	83.73
DEPARTMENT: 95000 - STUDENT HOUSING	10,310.00	207,800.72	768,373.04	2,097,589.00	1,318,905.96	62.88
DEPARTMENT: 98000 - COSMETOLOGY	147.96	885.28	59,427.82	191,032.56	131,456.78	68.81
DEPARTMENT: 97000 - BOOKSTORE	17,663.24	91,145.34	341,952.65	1,068,000.00	708,384.11	66.33
DEPARTMENT: 91000 - ARENA	0.00	429.44	2,722.08	0.00	2,722.08-	0.00
=====						
FUND: 16 - AUXILIARY ENTITIES	57,065.52	334,567.66	1,189,764.65	3,633,732.56	2,386,902.39	65.69

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	0.00	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	0.00	403.08	3,393.80	2,990.72	88.12
DEPARTMENT: 50000 - DEAN OF STUDENT SE	850.00	2,166.62	150,459.21	154,816.92	3,507.71	2.27
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	1,083.02	2,742.94	1,659.92	60.52
DEPARTMENT: 12273 - WELDING	26,797.10	17,864.71	96,653.09	665,690.93	542,240.74	81.46
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	3,023.53	3,880.85	857.32	22.09
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	133.52	1,617.38	1,761.25	143.87	8.17
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	3,866.36	30,379.17	26,512.81	87.27
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	2,420.60	4,843.20	9,456.07	4,612.87	48.78
DEPARTMENT: 50000 - DEAN OF STUDENT SE	247.57	31,210.09	123,092.21	513,416.00	390,076.22	75.98
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	3,208.71	20,830.99	47,430.75	26,599.76	56.08
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	9,021.55	38,570.14	95,461.00	56,890.86	59.60
DEPARTMENT: 42000 - DEAN OF LEARNING S	300.00	7,072.72	44,327.95	104,985.25	60,357.30	57.49
DEPARTMENT: 11040 - SCIENCE	0.00	5,902.00	6,016.70	55,000.00	48,983.30	89.06
=====						
FUND: 22 - RESTRICTED GRANTS	31,694.67	79,000.52	568,081.83	1,873,393.67	1,273,617.17	67.98

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	9,155.00	5,007.73	54.70
=====						
FUND: 23 - OTHER RESTRICTED FUNDS	10,357.86	0.00	4,147.27	9,155.00	5,350.13-	58.43-

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	137.77	826.81	1,516.00	689.19	45.46
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	148.28-	2,850.66	4,000.00	1,149.34	28.73
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	10,050.66	58,794.45	175,216.00	116,421.55	66.44
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	12,848.15	79,759.81	137,804.00	58,044.19	42.12
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	37,500.00-	37,500.00-	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	5,640.81	33,224.32	54,771.03	21,546.71	39.34
=====						
FUND: 24 - ADULT EDUCATION	0.00	28,529.11	176,031.94	344,460.03	168,428.09	48.90

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	0.00	216.00	363,184.00	359,884.00	99.09
=====						
FUND: 61 - CAPITAL OUTLAY	3,084.00	0.00	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	15,342.63	20,054.79	208,215.11	475,162.69	251,604.95	52.95
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	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	0.00	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	0.00	1,000.00	1,000.00	1,000.00	0.00	0.00
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	1,000.00	1,000.00	1,000.00	0.00	0.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	913.00	913.00	1,000.00	87.00	8.70
DEPARTMENT: 55013 - DANCE TEAM	0.00	983.00	983.00	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	4,811.72	34,480.22	0.00	34,480.22-	0.00
DEPARTMENT: 99001 - STUDENT NEWSPAPER	7,413.76	1,972.11	3,736.93	75,235.00	64,084.31	85.18
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	61.15	1,750.79	14,800.00	13,049.21	88.17
=====						
FUND: 71 - ACTIVITY/ORGANIZATION FD	22,756.39	30,795.77	260,570.37	582,697.69	299,370.93	51.38

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	0.00	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	10,810.00	27,718.00	0.00	27,718.00-	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	0.00	15,349.00	0.00	15,349.00-	0.00
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	2,523.00	13,503.00	0.00	13,503.00-	0.00
=====						
FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	13,333.00	219,218.00	0.00	219,218.00-	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	3,988.00	168,485.00	509,000.00	340,515.00	66.90
=====						
FUND: 73 - EDUKAN CONSORTIUM FUND	0.00	3,988.00	168,485.00	509,000.00	340,515.00	66.90

Garden City Community College
12/31/2015

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 191,122.32	0.0000%
State Municipal Invest. Pool	\$ 82,185.30	0.0318%
FNB of Garden City - Money Market	\$ 25,490.29	0.2500%
FNB of Garden City - Insured Cash Sweep	\$ 1,303,586.87	0.2500%
Commerce Bank - Money Market	\$ 155,669.43	0.0800%
Landmark National Bank	\$ 172,735.61	0.1200%
	<u>\$ 1,930,789.82</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%	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
First National Bank of Garden City	CDARS	\$ 1,000,000.00	0.6500%	12/24/2015	12/22/2016
First National Bank of Garden City	CDARS	\$ 1,000,000.00	0.7500%	12/24/2015	6/22/2017
		<u>\$ 6,000,000.00</u>			
 Total		 <u><u>\$ 7,930,789.82</u></u>			

JANUARY 2016 MONITORING REPORT

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

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

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

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

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

Purchases for the past quarter were reviewed. Administration is not aware of any conflicts of interest.

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

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

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

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

- Five purchases required written bids
- Four of those purchases were approved by the Board. Three purchases were considered sole source vendors (no local available) and one purchase was part of the EduKan consortium agreement (Canvas Learning Management System).
- One purchase was considered sole source vendor (local).

The President shall not make any purchase (a) of over \$10,000 without competitive bids and due consideration regarding cost, quality, and service; and (b) of over \$20,000.

CEO's Interpretation: Unless purchases are made under contract or through exclusive providers such as City of Garden City, bid sheets are required on all purchases over \$10,000.

Data directly addressing the CEO's interpretation: Purchase orders for purchases over \$10,000 are not processed until proper documentation, including bid sheets are submitted to the Accounts Payable Coordinator. Purchases over \$20,000, not covered under contract or exclusivity, require Board approval. Each month the Board receives a report indicating checks written for \$20,000 or more.

JANUARY 2016 MONITORING REPORT

EXECUTIVE LIMITATIONS

Information and Advice #2

QUARTERLY

Page 11

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

CEO's Interpretation and its Justification: The Board needs to be able to address questions and concerns with the public; therefore, the President must inform the board of pertinent items between Board meetings. These include items that could be picked up by the local media. The President will make the board aware of administrative policy changes.

Data directly addressing CEO's interpretation: The President advises the Board of any adverse legal or media coverage thru the use of e-mail and personal contact when an incidents arise. Significant internal changes are communicated through updates on progress, such as negotiations and administrative policy changes. A weekend memo is provided to inform the Board of campus activities and events and presidential engagements. The President's report at Board meetings includes relevant trends, procedure changes and updates regarding the college and items of interest. The Board receives professional newsletters and magazines relevant to college governance.

EXECUTIVE LIMITATIONS

Information and Advice #3

QUARTERLY

Page 11

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

CEO's Interpretation: The President is charged with leading the college and to administer the Board Policies as provided. When issues and challenges arise it is the President's responsibility to utilize adopted board policies and procedures to seek solutions. Should an occasion arise when it is determined by the president that there is conflict with the governance process, it is the responsibility of the President to openly discuss the conflict or detrimental behavior or activity with the board chair or the entire board.

Data directly addressing CEO's interpretation: No reportable incidents were communicated with the board chair or governing board by the CEO since the last quarterly report. The Governing Board regularly reviews policies and studies the Carver model at workshops, through newsletters, and during Board meetings.

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

CEO's Interpretation: The President acts upon the direction of the board relating to policy and procedures and not as individual board members. The president openly invites requests for information that will assist the board member with fulfilling their duties and responsibilities as a Trustee of the college's governing board.

Data directly addressing CEO's interpretation: Individual requests for information are usually discussed with the Board as a whole. Since the last reporting cycle no requests for information were received by an individual board member.

JANUARY 2016 MONITORING REPORT

ASSET PROTECTION

EXECUTIVE LIMITATIONS	ANNUAL
Asset Protection #1	Page 12
The President shall not fail to insure against property and casualty losses or against liability losses to board members, staff, or the organization itself in an amount prudent and advisable under Kansas law.	

CEO’s Interpretation: The administration routinely coordinates with an independent insurance agency to review property and casualty coverage to insure that the college is adequately protected against financial loss. Insurance and asset protection information is provided to the Board annually for review.

Data directly addressing the CEO’s interpretation: Property insurance coverage is provided by MHEC (Midwest Higher Education Compact). There are a number of carriers providing coverage in this program. Liability, Crime and Automobile coverage is provided by Wright Specialty, which uses Catlin as the carrier. Our agent is IMA, Inc.

The following are current values (July 1, 2015 – June 30, 2016):

Buildings	\$64,747,608
Personal property including mobile property, Mobile classroom, Contractors Equipment	\$12,904,302
Business Income/Extra Expense	\$ 5,000,000
Electronic Data Processing Equipment/Data & Media	\$ 1,936,355
Fine Arts	<u>\$ 50,000</u>
 TOTAL BLANKET LIMIT FOR ALL COVERAGE	 \$84,638,265

Current coverage:

Blanket Limit Above at Replacement Cost/Agreed Amount
\$25,000 deductible, except Earthquake

General liability:

General aggregate limit	\$2,000,000
Each occurrence limit.....	\$1,000,000
Medical expense limit.....	\$ 5,000

Law Enforcement Liability:

Aggregate for each policy term.....	\$1,000,000
Each occurrence.....	\$1,000,000
Deductible – per claim.....	\$ 2,500

School District Educators Legal Liability

Aggregate for each policy term.....	\$1,000,000
-------------------------------------	-------------

Each occurrence..... \$1,000,000
 Deductible – per claim..... \$ 5,000

Commercial Umbrella “liability”
 Aggregate limit..... \$3,000,000
 Occurrence limit.....\$3,000,000

Insurance for college vehicle fleet

Liability
 Bodily injury/property damage..... \$ 1,000,000 single limit
 Medial payments..... \$ 5,000 each person
 Uninsured motor vehicle bodily injury..... \$1,000,000 per accident
 Comprehensive on newer vehicles..... \$ 500 deductible
 Collision on newer vehicles \$ 500 deductible

Worker’s Compensation July 1, 2015 to June 30, 2016
 Kansas Association of School Boards
 Workers Compensation: Statutory Benefits

These policies protect the institution adequately against possible property losses and personal liabilities. They meet the legal requirements of the state.

EXECUTIVE LIMITATIONS **ANNUAL**
Asset Protection **Page 12**
#2
The President shall not allow unbonded personnel access to significant amounts of funds.

CEO’s Interpretation: The College maintains a Treasurer’s Bond on the Executive Vice President. The Bond provides coverage for employee dishonest and faithful performance of duties by the CFO. The college also maintains employee dishonesty insurance that protects the institution from employee theft.

Data directly addressing the CEO’s interpretation: Employees are bonded by Catlin Insurance, part of Wright Specialty Insurance. Our agent is IMA Inc. A Treasurer’s Bond is provided at \$100,000. A blanket bond – Public Employee Dishonesty Coverage – is provided in the amount of \$100,000. All persons are covered (\$1,000 deductible per employee). This policy meets the requirements for bonding personnel who handle money.

Employer’s Liability \$1,000,000 bodily injury by accident – each accident
 \$1,000,000 bodily injury by disease – each employee
 \$1,000,000 bodily injury by disease – each policy limit

The insurance coverage is sufficient to protect college assets.

EXECUTIVE LIMITATIONS**Asset Protection****#3****ANNUAL****Page 12****The President shall not allow improper wear and tear or inadequate maintenance of the plant and equipment.**

CEO's Interpretation: The president shall remain apprised of facility conditions and coordinate institutional priorities via the budget process for general maintenance, upkeep, renovations, and major institutional changes and/or additions for buildings and equipment.

Data directly addressing the CEO's interpretation: While maintaining over 20 major facilities representing Garden City Community College, it is imperative to incorporate priority budgeting and planning. This past year the following campus needs and improvements have been met:

- Asphalt parking lot behind Saffell Library was replaced with concrete
- The ITV classroom in Academic Building was converted to a regular classroom
- The student center was remodeled to include a new college bookstore, new meeting rooms, new student offices and game room
- Existing residential life offices and student television room were remodeled
- Existing building renovated to house new welding lab
- Athletic complex lobby received extensive remodeling to improve functionality and update the area
- Numerous repairs took place at existing dorms including work on plumbing and windows
- Repairs across campus as necessary
- Signage and graphics were also enhanced across the campus

EXECUTIVE LIMITATIONS**Asset Protection****#4****ANNUAL****Page 12****The President shall not unnecessarily expose the organization, its board or staff to claims of liability.**

CEO's Interpretation: The President shall have prudent controls and assessments of assets, agreements and human resources to ensure the maximum protection to the institution, employees and governing board.

Data directly addressing the CEO's interpretation: Institutional practices and procedures are reviewed by the college's legal counsel and in consultation with Kansas Association of School Boards for compliance and institutional asset protection. The president meets regularly with the college's administrative cabinet and College Council to provide opportunities to discuss activities of the college and determine if there may be any negative exposure, concerns or liabilities for the board, staff or institution.

EXECUTIVE LIMITATIONS**ANNUAL****Asset Protection****#6****Page 12****The President shall not receive, process, or disburse funds under controls that are insufficient to meet the auditor's standards.**

CEO's Interpretation: All processes that involve receiving, processing or disbursing funds are evaluated internally and the auditors review processes and internal controls during their annual audit.

Data directly addressing the CEO's interpretation: The college undergoes annual financial audits in accordance with state, federal and GASB requirements. The FY2015 audit was recently completed and presented to the board. There were no errors or reportable conditions.

EXECUTIVE LIMITATIONS**ANNUAL****Asset Protection****#7****Page 12****The President shall not acquire, encumber, or dispose of real property.**

CEO's Interpretation: Real property is defined as land, buildings and anything affixed to the land. Current Board policy requires Board approval on purchases of \$20,000 or more therefore any items appraised or valued at \$20,000 or more will be presented to the Board for action to sell or dispose. Values will be determined utilizing the best information available to the administration i.e., vendor or certified real property appraisers. It is the intent of administration to maintain a clutter free and clean campus, which on occasion may require disposal of accumulated property.

Data directly addressing the CEO's interpretation: The Board approved the purchase of two properties this fiscal year. The first property located at 2016 E. Spruce is scheduled to house the culinary science program. The second property is a vacant lot located directly west of the building at 2016 E. Spruce. There are no immediate plans for this lot.

Incidental Information
January 2016

Ryan Ruda, Vice President of Student Services/Athletics:

Enrollment

Fall enrollment finalized with a 2.2% overall increase in credit hours. Another milestone was reached as credit hours eclipsed 23,000 for the first time. Enrollment for spring continues. The spring enrollment goal stands at 19,460. Currently, the college is at 81% of the goal and enrollment will continue on campus and at outreach sites through the first two weeks of the semester.

Student Services

Several departments are updating policies and completing a review of the college catalog in preparation for the new catalog.

Residential Life has been working on getting all files updated and prepared for students to begin checking in on the weekend of January 9 and 10. Census for the residence halls is still at capacity for the spring semester at this current time.

Admissions/ Enrollment Management is working through applications daily for spring and fall semester and finalizing paperwork needed for international student acceptance.

Records office is working with IT to move towards a new electronic transcript sending and delivery service. The college will be implementing and moving services to the National Student Clearinghouse which will enable students to request transcripts online and allow for processing by GCCC electronically to the destination requested. This will assist with a more streamlined and timely completion of transcript requests.

Instructional Services

Lecia Sims and instructional leadership are working with the seven (7) faculty members who are currently developing online courses for the spring semester. A rigorous checklist has been developed for faculty to work through the steps and measures necessary for successful online course development and to assist in the completion of the course implementation online.

A grant was submitted through Mary Jo Williams in the fall semester for instructional design equipment. We received notice that the grant was approved which will enable for the purchase of video capture equipment and other equipment which will aid in furthering the development of online courses at GCCC. The plan is to have all equipment in place for faculty to begin using in the spring semester.

Faculty had an in-service on January 5 together to review and plan for the spring semester. All faculty will be working within their departments on a program review which will be completed and submitted for board review during the spring semester.

Dee Wigner, Executive Vice President:

Print shop

The mural for the athletic complex lobby was finalized and installed. LED signs for the score table were completed. In addition to routine copy work, print jobs completed this month included the accreditation guideline book for employees, in-service brochure, and various textbooks.

Marketing and Public Relations

Recent projects include the accreditation brochure, updating radio advertising and working on the annual report. Upcoming projects include the Garden City Chamber of Commerce banquet and advertising campaigns for radio and television,

Business Office

In August 2015, a student online payment service with Nelnet was implemented. December was the highest month so far, with \$24,892.26 online payments processed. Since August, payments total \$83,636.75, almost 120 students have used this service.

Maintenance

Maintenance staff remodeled the old ITV room in the Academic building converting it to a multi-use classroom. The restrooms and entrance located on the west side of the student center were painted. Exterior doors at Broncbuster student housing were replaced with metal doors. New entry way carpet was installed in the north entrance to residential life. Sewer lines were replaced in the west dormitory.

The athletic complex lobby is now complete. The wall mural was installed behind the display cases and the gym door windows have been replaced.

During the holiday break, maintenance staff conducted building walk-throughs every day to check door locks, plumbing and look for any maintenance issues. Crews assisted DV Douglas Roofing with the replacement of a roof link over the lobby entry way to the west dorms.

The grounds crew have been trimming back bushes and trees, cleaning up flower beds, pulling old flowers out of planters, servicing equipment in preparation for spring, performing dirt work around the library lot in preparation for sod, and inventorying the grounds shop. Equipment and schedules were organized and prepared for potential snow removal.

Several individuals attended the Kansas Turfgrass Conference in Topeka which included educational sessions on Grounds Best Practices and handling pesticides. Several grounds and maintenance employees received their first round of Hepatitis B vaccinations as required for Bloodborne Pathogen compliance. Over the break, custodians cleaned all student apartments and new housing units. Carpet extraction was complete on all three floors of the dorms. All tile floors have been restored and buffed. The main gym floor was refinished.

Broncbuster Bookstore

The bookstore is gearing up for the start of the spring semester with shelves full of textbooks and supplies. Scholarship books are being pre-sacked. Financial aid and book vouchers have been released, so students will financial aid having been picking up their textbooks and course supplies. The clothing racks have been filled with new merchandize including new caps and dri-fit ³/₄ zip sweatshirts. There is a rack of new \$10.00 t-shirts and new gift items are on the way.

We are looking forward to our first full semester in the new bookstore!! We know it is going to be awesome!! We have received so many wonderful comments on the new store. Everyone seems to be really pleased and thinks it is super nice, just like a store in the mall!!