

February 12, 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, February 16, 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. Report on Canvas
- G. Higher Learning Commission Overview

II. REPORTS:

- A. President's Report

III. CONSENT AGENDA **Action**

- A. Approval of minutes of previous meetings (January 12, 2016)pg 3
- B. Approval of personnel actions-Human Resourcespg 6
 - B-1 Human Resources Report.....pg 7
 - B-2 Adjunct/Outreach Contracts.....pg 8
- C. Financial information.....pg 9
 - C-1 Checks processed in excess of \$20,000pg 10
 - C-2 Revenues.....pg11
 - C-3 Expensespg 13
 - C-4 Cash in Bank.....pg 19
- D. Purchases over \$20,000
 - D-1 Computer and Monitor Purchase.....pg 20
 - D-2 Allied Health Program Equipment Purchase.....pg 21
- E. Approval of 2016-2017 Tuition, Fees, Room and Boardpg 23

- IV. OTHER ACTION..... Action**
- A. Approval of Athletic Complex Parking Lot and Bus Parkingpg 24
- B. Approval of Resolution 2016-01 Property.....pg 26

- V. CONFIRMATION OF MONITORING REPORTS:**
- A. Monitoring Reports and ENDS
 - A-1 Monitoring Report..... Action
 - A-1 Monitoring Report – Annual, General Executive Constraints, #10.....pg 28
 - A-2 Monitoring Report – Annual, Budgeting/Financial Planning/Forecasting #3.....pg 29
 - A-3 Monitoring Report – Annual, Personal Enrichment.....pg 30
- B. Review Monitoring Report
 - B-1 Monitoring Report – Information and Advice
 - B-2 Monitoring Report – Asset Protection
- C. Board Process and Policy Governance Review

- VI. OTHER**
- A. Incidental Information.....pg 35
- B. Report from Finney County Economic Development Corporation
- C. Report from KACCT

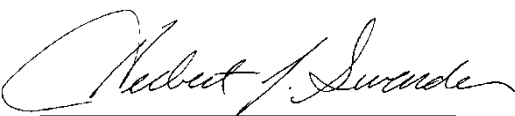
VII. OWNERSHIP LINKAGE:

Upcoming Calendar Dates:

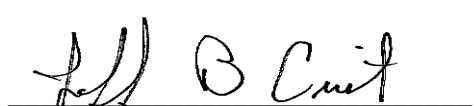
March 4-6	Dinner Theatre, <i>Death and Wake of Roi Tex</i> , Pauline Joyce Fine Arts Auditorium
March 8	Monthly meeting of GCCC Board of Trustees, 6:00 p.m., Endowment Room, Beth Tedrow Student Center
March 14-18	Spring Break, No Classes, Offices Closed March 17-18
March 25, 28	Easter Break, No Classes, Offices Closed

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
January 12, 2016**

Trustees Present: Jeff Crist, Marilyn Douglass, Steve Martinez, Melvin Neufeld, Terry Worf

Trustees Absent: Ron Schwartz

Others Present: Dee Wigner, Executive Vice President
Ryan Ruda, Vice President of Instructional and Student Services
Jeff Southern, IT Director
Kristi Tempel, Director of Public Relations/Marketing
Melanie Hands, Compliance Coordinator
Phil Hoke, Fine Arts Instructor
Philip Terpstra, Dean of Academics
Tammy Tabor, SGA Student Advisor and Admissions Counselor
Jerrad Webb, Director of Workforce Development
Susan Miller, Student Support Services Advisor
Jason Zerbach, Coordinator and Sports Performance Coach
Austin Fisher, the Garden City Telegram

CALL TO ORDER:

Chair Crist called the meeting to order at 6:00 p.m.

COMMENTS FROM THE CHAIR:

Chair Crist made the following comments:

- Welcomed everyone back to campus for the 2016 spring semester.
- Chair Christ commended the GCCC meats judging team on its recent Reserve Championship win at the Southwest Invitational Meats Contest in Amarillo, Texas, January 9th, 2016. The team placed 2nd overall in beef grading, beef judging, questions, and 3rd in pork judging.
- Chair Crist, also urged all present to attend the Garden City Community College celebration of Martin Luther King, Jr. Day, on Monday, January 18th, at 10:30 a.m. in the main gym of the Dennis Perryman Athletic Complex.

OPEN COMMENTS FROM THE PUBLIC:

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

INTRODUCTION OF NEW EMPLOYEES:

Ryan Ruda, Vice President of Instructional and Student Services, introduced new employees. Susan Miller, Student Support Services Advisor, Jason Zerbach, Coordinator and Sports Performance Coach.

REPORT FROM STUDENT GOVERNMENT ASSOCIATION:

Kale Baker, GCCC Student Government President encouraged everyone to attend the Martin Luther King, Jr. Day Celebration at GCCC. Baker reminded the board and public that the event is admission free. Baker commended the administration and board for the remodeling to the Beth Tedrow Student Center, and expressed appreciation on behalf of the students. Baker expressed that students are adjusting to the cell phone and electronic policy now in effect on the campus that prohibits cell phone use and electronic device use in classes. Baker also expressed that he would like SGA to plan an event for Spina Bifida awareness in honor of Juan Martinez, a GCCC freshman from Deerfield, who recently passed away.

REPORT FROM FACULTY SENATE:

Phil Hoke, Fine Arts Faculty member, reported that faculty was engaged in opportunities for the 2015 spring semester, and that faculty is working on program reviews due on February, 12. Faculty senate is also planning a tribute to Carolyn Klassen, and many are planning to attend her service celebrating her life and career. Klassen taught music courses and accompanied choirs at Garden City Community College for 29 years.

HIGHER LEARNING COMMISSION OVERVIEW:

Melanie Hands, Compliance Coordinator, reported that as part of the spring 2016 employee in-service a booklet was prepared and handed out to employees. Dr. Westerfield, Executive Vice President for Academic Affairs at William Woods University in Fulton, Missouri, was the featured presenter at in-service. Westerfield is an HLC expert and has served both as chair and peer reviewer for site visits. Westerfield's presentation gave helpful insights into the accreditation process and Assurance Argument.

EXECUTIVE VICE PRESIDENT'S REPORT

Executive Vice President, Dee Wigner, directed 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, and 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.

In addition to the PowerPoint, Wigner reported that seven new online courses with the new canvas platform were starting this spring.

Spring enrollment is up slightly and FTE is steady. GCCC was able to house all students for the spring 2016 semester.

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 A-C.

Motion:

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

Ayes: Crist, Douglass, Martinez, Neufeld, Worf

Nays: None

Motion carried: 5-0

Approved actions follow:

- (A) **APPROVED MINUTES** of previous meeting (December 15, 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)

MONITORING REPORTS AND ENDS REPORTS

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

- Monitoring Report – Quarterly, General Executive Constraints, #7, #8
- Monitoring Report – Quarterly, Asset Protection #5
- Monitoring Report – Annual, Information and Advice #2, #3, #5
- Monitoring Report – Annual, Asset Protection #1, #2, #3, #4, #6, #7

Trustees accepted the monitoring report as presented.

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

- Monitoring Report – General Executive Constraints
- Monitoring Report – Financial Condition

No changes were recommended at this time.

EXECUTIVE SESSION:

Motion:

Douglass moved, seconded by Martinez that the board recess briefly at 7:15 p.m. for a five minute break, and reconvene into a ten minute executive session at 7:20 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

Motioned carried: 5-0

Present in Executive Session
GCCC Board of Trustees
Dee Wigner, Executive Vice President

Meeting adjourned at 7:40 p.m.

UPCOMING CALENDAR EVENTS:

- 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
- 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

Kristi Temple
Director of Public Relations
(Note taker in absence of Debra Atkinson)

Dee Wigner
Executive Vice President
(In absence of Dr. Swender)

Jeff Crist
Chair of the Board

Agenda No: III-B

Date: February 16, 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:



February 9, 2016

To: Board of Trustees

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

New Hires

Stephen Shimko III, Offensive Coordinator, effective Jan. 20, 2016

Keikiokalani Misipeka, Running Backs Coach, effective Jan. 28, 2016

Andrew Knoll, Computer Tech, effective Feb. 1, 2016

Alexis Saenz, Human Resources Assistant, effective Feb. 8, 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 Board of Trustees for Approval 2/9/16)

INSTRUCTOR	CLASS	AMOUNT
Douglass, Lucille	KS Carry Conceal (CRIM-300-07) 1/23/16	3 hr(s) @ \$30.00/hr = \$ 90.00
Homm, Michael	KS Carry Conceal (CRIM-300-07) 1/23/16	4 hr(s) @ \$30.00/hr = \$120.00
Williams, Douglas	KS Carry Conceal (CRIM-300-07) 1/23/16	10 hr(s) @ \$30.00/hr = \$300.00
Unger, Greg	Forklift Training for Tatro Plumbing (CONT-701-01) 1/08/16	8 hr(s) @ \$30.00/hr = \$ 240.00
Routon, Timothy	Woodworking (HMGD175-02) 1/19 – 4/26/15	42 hr(s) @ \$30.00/hr = \$1,260.00
TOTAL ADJUNCT/OUTREACH FACULTY CONTRACTS		\$ 2,010.00

Agenda No: III-C

Date: February 16, 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

February 2016

Purchases over \$20,000 requiring bid sheets

None

Payments over \$20,000 not requiring bid sheets

- Check #246267 to City of Garden City for \$56,978.30 for utilities.
- Check #246359 to Commerce Bank for \$30,351.70 for various purchase card purchases.
- Check #246379 to Great Western Dining for \$33,012.13 for residential life meals and other various invoices.
- Check #246457 to America's Best Value Inn for \$32,054.40 for overflow student housing.
- Check #246485 to Lewis, Hooper & Dick LLC for \$39,952.50 for partial payment for audit fees for Fiscal Year 2015.
- Check #246514 to Blue Cross & Blue Shield of Kansas for \$84,652.23 for February group 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	939,192.00-	2,011,229.00-	2,100,000.00-	88,771.00-	4.23
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	106,324.00-	276,597.43-	375,000.00-	98,402.57-	26.24
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	23,896.00-	89,800.00-	125,000.00-	35,200.00-	28.16
11-00-0000-00000-4006 OUTREACH CREDIT HO	0.00	28,434.00-	90,340.00-	105,000.00-	14,660.00-	13.96
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	152,019.00-	318,800.78-	380,000.00-	61,199.22-	16.11
11-00-0000-00000-4008 TECHNOLOGY FEE-O :	0.00	19,630.00-	56,830.00-	57,000.00-	170.00-	0.30
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	212.21	10,374.77-	60,000.00	70,374.77	117.29
11-00-0000-00000-4013 TUITION INTERNATIO	0.00	37,600.00-	73,790.00-	20,000.00-	53,790.00	268.94-
11-00-0000-00000-4014 TUITION BORDER STA	0.00	92,726.00-	207,347.00-	325,000.00-	117,653.00-	36.20
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	2,200.00-	7,960.00-	0.00	7,960.00	0.00
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	1,100.00-	7,300.00-	10,000.00-	2,700.00-	27.00
11-00-0000-00000-4512 VENDING MACHINES :	0.00	125.90-	2,878.15-	10,000.00-	7,121.85-	71.22
11-00-0000-00000-4515 CHILD CARE FEES :	0.00	5,060.00-	11,500.00-	20,000.00-	8,500.00-	42.50
11-00-0000-00000-4601 STATE OPERATING GR	0.00	845,688.00-	1,691,376.00-	1,691,376.00-	0.00	0.00
11-00-0000-00000-4803 AD VALOREM PROPRT	0.00	5,593,637.59-	5,725,038.01-	9,235,000.00-	3,509,961.99-	38.01
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	157,790.61-	539,209.70-	740,000.00-	200,790.30-	27.13
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	1,409.10-	7,066.63-	7,500.00-	433.37-	5.78
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	46,107.65-	127,296.75-	160,000.00-	32,703.25-	20.44
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	49,481.67-	49,481.67-	100,000.00-	50,518.33-	50.52
11-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	4,688.60-	11,658.74-	5,000.00-	6,658.74	133.16-
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	12,050.23-	12,391.49-	20,000.00-	7,608.51-	38.04
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	9,662.18-	23,114.36-	0.00	23,114.36	0.00
11-00-0000-00000-4815 WATERCRAFT CURRENT	0.00	2,296.92-	2,642.08-	0.00	2,642.08	0.00
11-00-0000-00000-4816 TIF TAX : GENERAL	0.00	117,177.88	155,349.12	0.00	155,349.12-	0.00
11-00-0000-00000-4817 NEIGH REV T : GENER	0.00	5,033.64	14,759.03	0.00	14,759.03-	0.00
11-00-0000-00000-4902 INTEREST INCOME :	0.00	752.85-	4,609.38-	20,000.00-	15,390.62-	76.95
11-00-0000-00000-4904 REIMBURSED SALARY	0.00	966.00-	7,002.00-	0.00	7,002.00	0.00
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	0.00	67,407.33-	110,000.00-	42,592.67-	38.72
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	795.53-	11,552.78-	150,000.00-	138,447.22-	92.30
11-00-0000-00000-4912 TRANSCRIPTS : GENE	0.00	2,089.92-	9,407.58-	15,000.00-	5,592.42-	37.28
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
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Totals for FUND: 11 - GENERAL	0.00	8,013,300.02-	11,284,243.48-	15,330,851.00-	4,046,607.52-	26.40
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12-00-0000-00000-4002 AMMONIA REFG COURS	0.00	11,379.00-	94,560.00-	125,000.00-	30,440.00-	24.35
12-00-0000-00000-4005 ACAD COURSE FEE :	0.00	141,206.00-	303,632.00-	350,000.00-	46,368.00-	13.25
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	506,465.00-	1,012,931.00-	1,012,931.00-	0.00	0.00
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
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Totals for FUND: 12 - PTE FUND	0.00	659,050.00-	1,411,088.00-	2,902,818.00-	1,491,730.00-	51.39

61-00-0000-00000-4803 AD VALOREM PROP	0.00	283,457.36-	290,118.43-	470,000.00-	179,881.57-	38.27
61-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	8,044.50-	27,490.09-	36,790.00-	9,299.91-	25.28
61-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	71.83-	360.24-	378.00-	17.76-	4.70
61-00-0000-00000-4807 DELINQUENT TAX : G	0.00	2,357.99-	6,520.99-	8,080.00-	1,559.01-	19.29
61-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	2,507.50-	2,507.50-	5,010.00-	2,502.50-	49.95
61-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	239.04-	594.39-	0.00	594.39	0.00
61-00-0000-00000-4810 16/20 M TAX : GENE	0.00	614.55-	632.29-	750.00-	117.71-	15.69
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	489.86-	1,175.71-	0.00	1,175.71	0.00
61-00-0000-00000-4815 WATERCRAFT CURRENT	0.00	116.38-	133.97-	0.00	133.97	0.00
61-00-0000-00000-4816 TIF TAX : GENERAL	0.00	5,937.96	7,871.97	0.00	7,871.97-	0.00
61-00-0000-00000-4817 NEIGH REVT : GENER	0.00	255.12	748.02	0.00	748.02-	0.00
61-00-0000-00000-9999 CONTINGENCY ACCOUN	0.00	0.00	0.00	172,807.00	172,807.00	100.00
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Totals for FUND: 61 - CAPITAL OUTLAY	0.00	291,705.93-	320,913.62-	363,184.00-	42,270.38-	11.64
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Totals for BUDGET.OFFICER: Unassigned	0.00	8,964,055.95-	13,016,245.10-	18,596,853.00-	5,580,607.90-	30.01

Fiscal Year: 2016

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	9,440.66	63,773.16	117,531.00	53,757.84	45.74
DEPARTMENT: 11020 - HUMANITIES	463.21	21.53	5,383.07	1,650.00	4,196.28	254.31-
DEPARTMENT: 11021 - ENGLISH	0.00	36,805.41	182,645.75	301,791.00	119,145.25	39.48
DEPARTMENT: 11022 - SPEECH	0.00	7,566.23	42,861.92	52,863.00	10,001.08	18.92
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	117.75	588.71	220.00	368.71-	167.59-
DEPARTMENT: 11025 - JOURNALISM	0.00	5,972.08	37,947.68	68,151.00	30,203.32	44.32
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	972.00	972.00	100.00
DEPARTMENT: 11030 - ART	0.00	11,490.10	73,284.41	106,063.00	32,778.59	30.90
DEPARTMENT: 11031 - DRAMA	0.00	6,923.96	43,522.42	77,930.00	34,407.58	44.15
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	7,146.53	45,321.21	82,345.00	37,023.79	44.96
DEPARTMENT: 11033 - INST MUSIC	0.00	1,175.60	18,065.71	29,565.00	11,499.29	38.89
DEPARTMENT: 11040 - SCIENCE	0.00	31,269.43	161,399.62	296,151.00	134,751.38	45.50
DEPARTMENT: 11050 - MATH	0.00	21,564.96	169,347.98	330,655.00	161,307.02	48.78
DEPARTMENT: 11060 - SOCIAL SCIENCE	379.56	43,435.98	228,646.04	384,020.00	154,994.40	40.36
DEPARTMENT: 11070 - HEALTH & PHYSICAL	562.50	18,052.15	139,092.94	224,173.00	84,517.56	37.70
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	9,276.74	72,690.52	83,601.00	10,910.48	13.05
DEPARTMENT: 11080 - ESSENTIAL SKILLS	0.00	0.00	0.00	720.00	720.00	100.00
DEPARTMENT: 11081 - READING	0.00	2,865.36	24,996.46	34,371.00	9,374.54	27.27
DEPARTMENT: 11082 - ESL	0.00	5,624.36	33,774.84	68,631.00	34,856.16	50.79
DEPARTMENT: 11083 - COLLEGE SKILLS	703.25	545.34	22,755.61	28,940.00	5,481.14	18.94
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	249.85	1,549.85	5,000.00	3,450.15	69.00
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	39,683.92	2,992.64	193,028.21	413,430.00	180,717.87	43.71
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	1,158.28	15,091.77	102,213.46	187,708.00	84,336.26	44.93
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	0.00	4,782.91	42,394.20	135,228.00	92,833.80	68.65
DEPARTMENT: 42000 - DEAN OF LEARNING S	3,259.00	14,759.44	66,815.64	853,110.00	783,035.36	91.79
DEPARTMENT: 42001 - DEAN OF ACADEMICS	0.00	11,130.59	32,390.23	28,687.00	3,703.23-	12.90-
DEPARTMENT: 42002 - OUTREACH	23,090.00	576.63	84,690.52	111,566.00	3,785.48	3.39
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	1,593.29	13,982.50	118,771.56	214,711.00	94,346.15	43.94
DEPARTMENT: 50001 - STUDENT SUPPORT SE	0.00	0.00	13,225.00	18,935.00	5,710.00	30.16
DEPARTMENT: 50002 - EDUCATIONAL TALENT	0.00	0.00	11,907.00	11,907.00	0.00	0.00
DEPARTMENT: 50010 - COUNSELING & GUIDA	304.47	10,052.06	83,170.87	178,714.00	95,238.66	53.29
DEPARTMENT: 50011 - ASSESSMENT/TESTING	0.00	5,004.22	31,483.37	62,368.00	30,884.63	49.52
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	13,492.97	180,709.05	393,430.00	212,720.95	54.07
DEPARTMENT: 50030 - ADMISSIONS	0.00	10,593.54	75,528.03	147,677.00	72,148.97	48.86
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	0.00	14,967.09	89,204.82	163,915.00	74,710.18	45.58
DEPARTMENT: 50050 - STUDENT HEALTH SER	158.32	40.00-	415.79	3,448.00	2,873.89	83.35
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	970.41	32,250.46	316,966.17	491,096.49	173,159.91	35.26
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	6,822.78	76,862.77	126,655.00	49,792.23	39.31
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	305.00	8,828.23	72,215.35	115,539.00	43,018.65	37.23
DEPARTMENT: 55003 - MEN'S TRACK	17.90	3,632.37	33,186.17	58,281.00	25,076.93	43.03
DEPARTMENT: 55004 - WOMEN'S TRACK	17.90	4,032.60	30,008.89	56,801.00	26,774.21	47.14
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	114.00	15,853.72	59,531.86	102,996.00	43,350.14	42.09
DEPARTMENT: 55006 - FOOTBALL	0.00	19,391.61	248,137.15	373,719.76	125,582.61	33.60
DEPARTMENT: 55007 - BASEBALL	0.00	14,946.91	74,798.70	128,093.00	53,294.30	41.61
DEPARTMENT: 55008 - VOLLEYBALL	0.00	6,857.16	57,370.30	95,641.00	38,270.70	40.01
DEPARTMENT: 55009 - WOMEN'S SOCCER	273.00	4,275.63	49,446.03	65,618.00	15,898.97	24.23

DEPARTMENT: 55010 - MEN'S SOCCER	0.00	2,475.91	35,419.21	44,224.00	8,804.79	19.91
DEPARTMENT: 55012 - CHEERLEADING	0.00	4,591.21	43,829.68	63,461.75	19,632.07	30.94
DEPARTMENT: 55013 - DANCE TEAM	0.00	2,834.00	21,282.10	34,782.00	13,499.90	38.81
DEPARTMENT: 55014 - RODEO TEAM	1,721.90	7,595.65	86,057.13	143,402.00	55,622.97	38.79
DEPARTMENT: 55015 - MEN'S GOLF	0.00	906.08	30,488.34	39,765.00	9,276.66	23.33
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	9,207.93	88,277.70	132,334.00	44,056.30	33.29
DEPARTMENT: 55020 - PEP BAND	0.00	3,795.37	28,500.11	53,637.00	25,136.89	46.86
DEPARTMENT: 61000 - PRESIDENT	347.62	42,689.27	290,984.42	526,647.00	235,314.96	44.68
DEPARTMENT: 61001 - BOARD OF TRUSTEES	1,664.80	547.90	4,573.70	24,840.00	18,601.50	74.89
DEPARTMENT: 61005 - ATTORNEY	0.00	600.48	6,616.79	35,000.00	28,383.21	81.09
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	130.43	97,210.60	692,692.49	1,660,121.00	967,298.08	58.27
DEPARTMENT: 62010 - HUMAN RESOURCES	0.00	13,495.32	62,201.58	145,701.00	83,499.42	57.31
DEPARTMENT: 62011 - ADA COMPLIANCE	0.00	4,376.96	26,511.10	66,433.00	39,921.90	60.09
DEPARTMENT: 62050 - ONE-TIME PURCHASES	5,966.07	10,707.32	279,989.49	940,000.00	654,044.44	69.58
DEPARTMENT: 63000 - INFORMATION SERVIC	4,550.00	4,935.12	69,750.99	135,393.00	61,092.01	45.12
DEPARTMENT: 64000 - INFORMATION TECHNO	10,699.57	33,036.78	346,127.56	723,898.00	367,070.87	50.71
DEPARTMENT: 65000 - CENTRAL SERVICES	3,519.38	1,667.64	68,539.09	133,298.00	61,239.53	45.94
DEPARTMENT: 66000 - MARKETING	0.00	0.00	6,890.00	0.00	6,890.00-	0.00
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	1,406.37	11,936.66	99,224.05	172,591.00	71,960.58	41.69
DEPARTMENT: 71000 - BUILDINGS	8,981.98	45,904.79	220,490.52	425,946.00	196,473.50	46.13
DEPARTMENT: 72000 - CUSTODIAL SERVICES	5,051.13	39,786.88	303,789.42	558,660.00	249,819.45	44.72
DEPARTMENT: 73000 - GROUNDS	1,960.97	12,544.80	125,018.22	253,429.00	126,449.81	49.90
DEPARTMENT: 73001 - ATHLETIC FIELDS	2,355.00	2,637.47	36,616.35	69,953.00	30,981.65	44.29
DEPARTMENT: 74000 - VEHICLES	2,135.23	12,125.67	73,001.78	385,150.00	310,012.99	80.49
DEPARTMENT: 75000 - CAMPUS SECURITY	0.00	18,853.93	107,738.24	191,260.00	83,521.76	43.67
DEPARTMENT: 76000 - INSURANCE	0.00	14,155.85	248,306.98	273,514.00	25,207.02	9.22
DEPARTMENT: 77000 - UTILITIES	0.00	70,610.91	427,197.60	855,000.00	427,802.40	50.04
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	124,462.41	24,838.18	62,000.00	37,161.82	59.94
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	798.00	2,166.00	9,020.00	6,854.00	75.99
DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	57.00	11,211.00	33,087.00	21,876.00	66.12
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	0.00	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	2,728.83	25,867.38	24,116.00	1,751.38-	7.25-
DEPARTMENT: 98001 - CHILD CARE	0.00	2,050.00	26,525.00	55,000.00	28,475.00	51.77

FUND: 11 - GENERAL	123,544.46	1,053,148.59	7,613,458.62	15,330,851.00	7,593,847.92	49.53
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Fiscal Year: 2016

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	FUND: 12 - PTE FUND Available % Avail	
DEPARTMENT: 12010 - ACCOUNTING	0.00	4,335.38	28,053.94	53,077.00	25,023.06	47.14
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	1,878.60	16,557.93	25,597.00	9,039.07	35.31
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	12,393.75	67,467.05	114,187.00	46,719.95	40.92
DEPARTMENT: 12200 - ADN PROGRAM	0.00	16,663.85	148,848.75	280,305.00	131,456.25	46.90
DEPARTMENT: 12201 - LPN PROGRAM	5,037.00	16,801.80	118,087.47	233,031.56	109,907.09	47.16
DEPARTMENT: 12202 - EMT	4,165.50	17,044.95	54,805.13	104,426.00	45,455.37	43.53
DEPARTMENT: 12203 - ALLIED HEALTH	0.00	10,620.07	67,880.73	148,748.00	80,867.27	54.37
DEPARTMENT: 12210 - AGRICULTURE	12.48	4,047.90	29,333.92	56,356.00	27,009.60	47.93
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	8,752.67	68,974.90	109,210.00	40,235.10	36.84
DEPARTMENT: 12212 - CULINARY PROGRAM	798.00	5,287.84	30,005.58	60,638.00	29,834.42	49.20
DEPARTMENT: 12220 - JOHN DEERE AG TECH	400.00	11,560.55	75,158.07	163,340.00	87,781.93	53.74
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	216.02	6,421.70	51,462.33	84,837.00	33,158.65	39.09
DEPARTMENT: 12241 - FIRE SCIENCE	25,078.40	6,070.60	41,182.07	73,538.00	7,277.53	9.90
DEPARTMENT: 12250 - COSMETOLOGY	0.00	9,811.11	82,454.02	169,812.00	87,357.98	51.44
DEPARTMENT: 12260 - DRAFTING	0.00	0.00	0.00	200.00	200.00	100.00
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	3,670.00	29,306.55	239,351.10	376,943.00	133,921.90	35.53
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	12,241.05	17,619.47	107,906.97	181,861.00	61,712.98	33.93
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	13,131.95	76,499.23	577,061.44	500,562.21	86.74
DEPARTMENT: 62050 - ONE-TIME PURCHASES	0.00	0.00	0.00	69,750.00	69,750.00	100.00

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FUND: 12 - PTE FUND	51,618.45	191,748.74	1,304,620.40	2,902,818.00	1,546,579.15	53.28
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Fiscal Year: 2016

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	FUND: 14 - ADULT SUPPLEMENTARY ED Available % Avail	
DEPARTMENT: 31000 - COMMUNITY SERVICE	1,404.63	9,671.50	32,249.94	102,594.00	68,939.43	67.20
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	10,750.00	12,087.37	1,337.37	11.06
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	1,777.66	5,950.20	0.00	5,950.20	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	764.00	2,143.42	1,843.55	299.87	16.26
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	3,150.00	8,366.70	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	683.85	5,836.14	6,000.00	163.86	2.73
DEPARTMENT: 55008 - VOLLEYBALL	0.00	980.00	1,143.51	1,158.20	14.69	1.27
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	4,356.68	6,148.00	1,791.32	29.14
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	678.20	0.00	678.20	0.00
DEPARTMENT: 55007 - BASEBALL	0.00	56.25	16,999.77	23,000.00	6,000.23	26.09
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	0.00	53.77	53.77	100.00
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	600.00	600.00	600.00	0.00	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	982.86	810.40	82.45
DEPARTMENT: 55009 - WOMEN'S SOCCER	1,248.00	0.00	289.79	2,623.88	1,086.09	41.39
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	394.50	1,000.00	605.50	60.55

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FUND: 14 - ADULT SUPPLEMENTARY ED	2,652.63	17,683.26	108,213.47	176,291.13	65,425.03	37.11
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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	0.00	2,705.86	9,500.00	6,794.14	71.52
DEPARTMENT: 94000 - STUDENT CENTER	11,472.41	15,037.07	36,863.27	267,611.00	219,275.32	81.94
DEPARTMENT: 95000 - STUDENT HOUSING	8,263.72	141,307.71	958,217.49	2,097,589.00	1,131,107.79	53.92
DEPARTMENT: 98000 - COSMETOLOGY	11,720.67	6,717.31	66,145.13	191,032.56	113,166.76	59.24
DEPARTMENT: 97000 - BOOKSTORE	70,201.24	51,850.56	462,250.21	1,068,000.00	535,548.55	50.14
DEPARTMENT: 91000 - ARENA	0.00	1,156.30	3,878.38	0.00	3,878.38-	0.00
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FUND: 16 - AUXILIARY ENTITIES	101,658.04	216,068.95	1,530,060.34	3,633,732.56	2,002,014.18	55.10

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	0.00	3,500.00	14,000.00	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	28,212.35	125,115.11	96,902.76	77.45
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	0.00	150,459.21	154,816.92	3,507.71	2.27
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	25.75	1,108.77	2,742.94	1,634.17	59.58
DEPARTMENT: 12273 - WELDING	34,080.68	22,715.67	125,611.46	665,690.93	505,998.79	76.01
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	3,023.53	3,880.85	857.32	22.09
DEPARTMENT: 42000 - DEAN OF LEARNING S	140.90	0.00	1,617.38	1,761.25	2.97	0.17
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	0.00	4,843.20	9,456.07	4,612.87	48.78
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	33,530.68	131,898.88	513,416.00	381,517.12	74.31
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	3,088.03	24,497.23	47,430.75	22,933.52	48.35
DEPARTMENT: 42005 - DEAN OF TECHNICAL	23,580.00	8,095.00	46,665.14	95,461.00	25,215.86	26.41
DEPARTMENT: 42000 - DEAN OF LEARNING S	359.66	7,290.03	52,745.58	104,985.25	51,880.01	49.42
DEPARTMENT: 11040 - SCIENCE	614.88	1,718.40	8,967.50	55,000.00	45,417.62	82.58
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FUND: 22 - RESTRICTED GRANTS	59,626.12	79,963.56	631,840.43	1,873,393.67	1,181,927.12	63.09

Fiscal Year: 2016				FUND: 23 - OTHER RESTRICTED FUNDS		
GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11026 - BROADCASTING	0.00	6,060.00	6,060.00	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
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FUND: 23 - OTHER RESTRICTED FUNDS	4,297.86	6,060.00	10,207.27	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	137.81	964.62	1,516.00	551.38	36.37
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	2,850.66	4,000.00	1,149.34	28.73
DEPARTMENT: 13301 - ADULT ED - INSTRUC	3.53	7,216.31	65,216.22	175,216.00	109,996.25	62.78
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	24.00	599.89	8,653.00	8,053.11	93.07
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	12,690.38	92,592.64	137,804.00	45,211.36	32.81
DEPARTMENT: 00000 - GENERAL	0.00	0.00	37,500.00-	37,500.00-	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	5,321.13	39,471.93	54,771.03	15,299.10	27.93
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FUND: 24 - ADULT EDUCATION	3.53	25,389.63	164,195.96	344,460.03	180,260.54	52.33

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
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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	3,524.96	36,355.93	244,571.04	495,162.69	247,066.69	49.90
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	991.50	1,000.00	8.50	0.85
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	1,000.00	0.00	0.00	1,000.00	0.00	0.00
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	1,000.00	1,000.00	1,000.00	0.00	0.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	500.00	1,000.00	500.00	50.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	1,000.00	1,000.00	0.00	0.00
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	1,000.00	1,000.00	0.00	0.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	913.00	1,000.00	87.00	8.70
DEPARTMENT: 55013 - DANCE TEAM	0.00	0.00	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	4,809.87	39,290.09	0.00	39,290.09-	0.00
DEPARTMENT: 99001 - STUDENT NEWSPAPER	7,413.76	99.00	3,835.93	75,235.00	63,985.31	85.05
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	992.01	2,742.80	14,800.00	12,057.20	81.47
=====	=====	=====	=====	=====	=====	=====
FUND: 71 - ACTIVITY/ORGANIZATION FD	11,938.72	43,256.81	303,827.18	602,697.69	286,931.79	47.61

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	741.00	17,958.00	0.00	17,958.00-	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	300.00-	14,871.00	0.00	14,871.00-	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	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	0.00	13,503.00	0.00	13,503.00-	0.00
=====						
FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	441.00	219,659.00	0.00	219,659.00-	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	0.00	168,485.00	509,000.00	340,515.00	66.90
=====						
FUND: 73 - EDUKAN CONSORTIUM FUND	0.00	0.00	168,485.00	509,000.00	340,515.00	66.90

Garden City Community College
1/31/2016

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 426,542.45	0.0000%
State Municipal Invest. Pool	\$ 254,648.37	0.0318%
FNB of Garden City - Money Market	\$ 25,495.70	0.2500%
FNB of Garden City - Insured Cash Sweep	\$ 1,303,586.87	0.2500%
Commerce Bank - Money Market	\$ 155,679.30	0.0800%
Landmark National Bank	\$ 6,219,779.42	0.2400%
	<u>\$ 8,385,732.11</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	1/30/2016
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>\$ 14,385,732.11</u></u>			

Agenda No: III-D-1

Date: February 16, 2016

Topic: Computer and monitor purchase

Presenter: Dr. Herbert J. Swender

Background Information:

The library staff submitted an application for replacement computers through the Mary Jo Williams Charitable Trust. The grant was approved for 26 computers and monitors. The process for purchasing items with funds allocated through the GCCC Endowment Association has changed. In order to more accurately track inventory, the college will purchase items, tag them for inventory and then be reimbursed by the GCCC Endowment Association.

As per past practice, an RFP was developed and an advertisement was placed in The Garden City Telegram. Additionally, the RFP was sent to six known vendors. Two proposals were received, none from local vendors. Both proposals included display stands that did not meet specifications. The stands will not be purchased at this time.

CDW-Government provided the best bid and is the recommended vendor of choice. The college has previous experience with CDW-G who has proven to provide reliable delivery and service.

Budget Information:

Mary Jo Williams Charitable Trust
\$22,327.50

Recommended Board Action:

Board authorizes administration to purchase 26 computers and monitors from CDW-Government at a total cost of \$22,327.50.

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

Board Member Notes:

Agenda No: III-E

Date: February 16, 2016

Topic: 2016-17 Tuition, Fees, Room and Board

Presenter: Dr. Herbert J. Swender

Background Information:

Tuition and fee recommendations are based on analysis of data such as rates of other Kansas community colleges, industry trends, and historical costs. Tuition and fee historical data follows this recommendation.

In an effort to continue affordable, accessible and quality higher education the administrative recommendation is **no increase** in tuition for the 2016-17 school year. A modest increase of \$2.00 per credit hour in student fees will be applied to support student groups and academic scholarships. The administrative recommendation is to also hold the line on room and board rates at their current level—**no increases.**

Budget Information:

The proposed modest increase to student fees for FY17 will go to offset funds needed to enhance student groups/activities and go toward additional student scholarships.

Recommended Board Action:

Board adopts the following tuition and fee rates for 2016-17:

In-state tuition and fees	\$ 90 per credit hour
Border States tuition and fees	\$104 per credit hour
Out-of-state tuition and fees	\$109 per credit hour
International tuition and fees	\$127 per credit hour
On-line tuition	\$147 per credit hour
West Hall and East Unit room rate	\$2,600 per year
Apartment room rate	\$3,400 per year
Broncbuster housing	\$4,000 per year
19 Meal Plan	\$2,650 per year

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

Board Member Notes:

GARDEN CITY COMMUNITY COLLEGE TUITION HISTORY

YEAR	IN-STATE TUITION	OUT-STATE TUITION	BORDER STATE TUITION	INTERNATIONAL TUITION	ACTIVITY FEE	ON-LINE TUITION
2016-2017 PROPOSED	\$57.00	\$76.00	\$71.00	\$94.00	\$33.00	\$147.00
2015/2016	\$57.00	\$76.00	\$71.00	\$94.00	\$31.00	\$147.00
2014/2015	\$55.00	\$74.00	\$69.00	\$92.00	\$30.00	
2013/2014	\$53.00	\$72.00	\$67.00	\$90.00	\$27.00	
2012/2013	\$50.00	\$70.00	\$65.00	\$90.00	\$27.00	
2011/2012	\$45.00	\$65.00		\$67.00	\$26.00	
2010/2011	\$43.00	\$65.00			\$23.00	
2009/2010	\$43.00	\$65.00			\$21.00	
2008/2009	\$41.00	\$65.00			\$21.00	
2007/2008	\$41.00	\$65.00			\$21.00	
2006/2007	\$39.00	\$65.00			\$21.00	
2005/2006	\$39.00	\$65.00			\$21.00	
2004/2005	\$37.00	\$65.00			\$21.00	
2003/2004	\$37.00	\$65.00			\$19.00	
2002/2003	\$34.00	\$65.00			\$16.00	
2001/2002	\$34.00	\$65.00			\$13.00	
2000/2001	\$31.00	\$65.00			\$13.00	
1999/2000	\$30.00	\$65.00			\$11.00	
1998/1999	\$29.00	\$65.00			\$11.00	
1997/1998	\$28.00	\$65.00			\$10.00	
1996/1997	\$28.00	\$65.00			\$7.00	
1995/1996	\$27.00	\$81.00			\$7.00	
1994/1995	\$26.00	\$70.00			\$7.00	

Agenda No: IV-A

Date: February 16, 2016

Topic: Athletic Complex Parking Lot & Bus Parking

Presenter: Dr. Herbert J. Swender

Background Information:

Two items of concrete:

The College's architect designed and released specifications for two areas to be concreted. One, the athletic complex parking lot; and second the concrete parking pad for GCCC buses. The pad is located directly adjacent to the maintenance facility and serves as our staging area for our GCCC large passenger busses; the existing pad is deteriorated asphalt. The new parking lot bid will provide for more pedestrian lighting along with proper drainage, thus meeting city codes.

Bids were received from two contractors, Builders Plus, LLC, Wichita, Kansas and Lee Construction, Inc., Garden City. Recommendation is to accept the best proposal from Lee Construction, Inc. for \$973,700.

Budget Information:

General Fund

\$973,700 – budgeted for parking lot replacement

Recommended Board Action:

Authorize Administration to accept the proposal from Lee Construction, Inc. for \$973,700 and to enter into an agreement with Lee Construction, Inc. to replace the athletic complex parking lot and the GCCC bus parking pad.

Board Action Taken: Approved Disapproved
 Ayes Nays No Action

Board Member Notes:

BID TABULATION FORM

A New DPAC Parking Lot for GARDEN CITY COMMUNITY COLLEGE

Garden City, Kansas
Architect Project No. 201515
February 2, 2016

CONTRACTOR	ADDENDUMS REC.	BID BOND 5%	BASE BID PROPOSAL	Alt. #1: Fleet Parking Lot	Alt. #1:	Electrical Sub-Contractor
Builders Plus, LLC. Wichita, Kansas	1. x	x	\$902,000.00	\$97,000.00	\$999,000.00	unknown
Dick Construction, Inc. Garden City, Kansas	1.		NO BID			
Dunlap Construction Inc. Garden City, Kansas	1.		NO BID			
Hutton Construction Inc. Garden City, Kansas	1.		NO BID			
JAG Construction Co. Garden City, Kansas	1.		NO BID			
Lee Construction, Inc. Garden City, Kansas	1. x	x	\$862,400.00	\$111,300.00	\$973,700.00	unknown

Agenda No: IV-B

Date: February 16, 2016

Topic: Resolution 2016 – 01
Purchase of property

Presenter: Dr. Herbert J. Swender

Background Information:

There is an immediate need for additional student housing. Property adjacent to current college property has become available for purchase. The property located at 1803-1809 East Laurel would accommodate up to 60 students and would be available to house students beginning with the fall 2016 semester.

State statute requires a resolution of intent to finance the purchase to be adopted by the GCCC Board of Trustees. Once adopted, the resolution will then be published in the local newspaper and is subject to protest. After 30 days, the Board may take action to purchase the property.

Budget Information:

Lease purchase payments for the property will be made from proceeds from student room and board fees.

Recommended Board Action:

Approve Resolution 2016-01 giving notice of intent to enter into a lease purchase agreement to purchase additional student housing, not to exceed \$1,750,000.

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

Board Member Notes:

RESOLUTION

BE IT RESOLVED THAT:

The Board of Trustees of Garden City Community College (GCCC) shall be authorized to enter into a lease-purchase agreement (agreement) for a period of time not to exceed 10 years in an amount not to exceed \$1,750,00.00. The purpose for which the agreement is entered is as follows:

Purchase of real property for student housing. The real property is located at 1803-1809 East Laurel Street, Garden City, Finney County, Kansas.

The total of all payments to be made under the agreement is as follows:

\$1,750,000

The agreement authorized by this resolution may be adopted, unless a protest petition, signed by not less than five percent (5%) of the qualified electors of GCCC, is filed with the appropriate county election officer of Finney County, Kansas, within thirty (30) days after the last publication of this resolution. If a protest petition is filed, the agreement shall not take effect unless approved by a majority of the qualified voters of GCCC voting at an election thereon. If no such protest petition is filed, the Board of Trustees of GCCC may enter into the agreement.

CERTIFICATE

This is to certify that the above resolution was duly adopted by the Board of Trustees of Garden City Community College, on the ____ day of _____, 2016.

Date

Jeff B. Crist, Chairperson
Board of Trustees
Garden City Community College

ATTEST:

Debra Atkinson, Clerk

FEBRUARY 2016 MONITORING REPORT

EXECUTIVE LIMITATIONS

ANNUAL

General Executive Constraints #10

Page 7

The President shall not initiate new programs or retain existing programs without consideration of cost-effectiveness and overall value.

CEO's Interpretation: New programs will be evaluated for cost effectiveness before they are presented to the Board for approval. Environmental scanning, impact to the community and the ability for GCCC to deliver quality and excellence will always underpin requests for new instructional and athletic programs. Retention of existing programs will be annually reviewed by program leadership and administration. Program Review Summary Sheets are created with the cooperation and assistance from the Director of Institutional Research and Grants.

Data directly addressing CEO's interpretation:

Previously the Vice President for Instructional Services was responsible for summary data to determine community impact, industry need, and effect on constituents as well as essentials for the collegiate responsibility. However, beginning January 1, 2016, the new Director of Workforce and the administrative cabinet will be directly involved with all technical program analysis.

All non-technical instructional programs will remain the responsibility of the VP for Instructional Services, as well as, the administrative cabinet. The review process for all instructional programs includes Historical and Current Credit Hours, Department Tuition Revenue, Department Expenses, Retention Rate, Success Rate, and number of Degrees and Certificates awarded.

Specific Programs under review and/or development are:

- Ammonia Refrigeration
- Animal Sciences
- Automotive Technology
- Comprehensive Developmental Education Program
- Continuing Education / Business & Industry
- Cosmetology
- Industrial Maintenance
- Welding Technology
- On-Line course offerings

FEBRUARY 2016 MONITORING REPORT

EXECUTIVE LIMITATIONS

Budgeting/Financial Planning/Forecasting #3

ANNUAL

Page 9

The President shall not cause or allow budgeting which:

Does not provide a priority motivated menu of Capital Outlay Funds to be requested for expenditure.

CEO's Interpretation: The Capital Outlay proposed expenditures must be annually reviewed and prioritized.

Data directly addressing interpretation: Every year, the campus facilities are inspected and needed repairs are documented as well as future projects. The project list is prioritized and cost estimates are obtained. Projects for FY16 included remodel of the athletic complex lobby, the new welding lab and the purchase of property and building located at 2016 E Spruce.

ENDS - SEMI-ANNUAL Personal Enrichment Page 5

- 1. Recipients pursuing individual interests will be personally enriched.**
- 2. Community outreach will serve the needs of all citizens.**

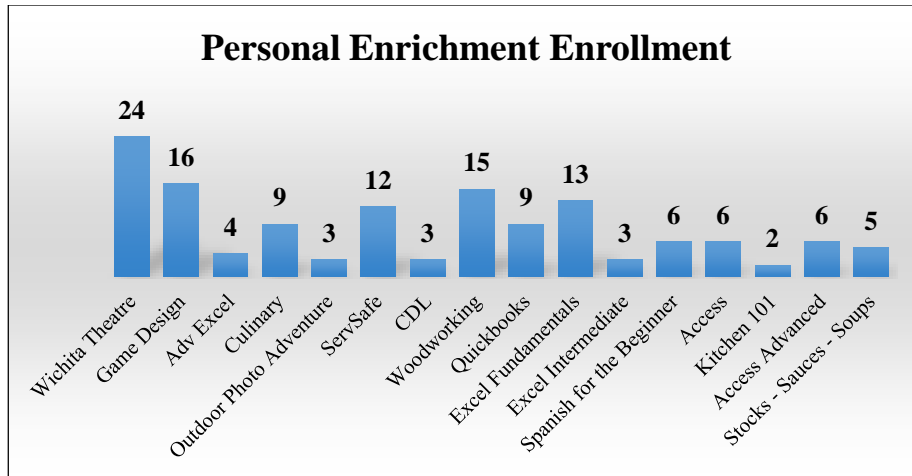
Fiscal Year 2015

1. Recipients pursuing individual interests will be personally enriched.

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

Personal Enrichment is currently not a separate entity as it has been in the past, but rather a type of class offered through the Continuing Education department including open enrollment and contract training. Classes offered in FY2015 include:

- Wichita Theatre
- Game Design
- Excel Fundamentals
- Excel Intermediate
- Advanced Excel
- Culinary Class
- Outdoor Photo Adventure
- ServSafe
- CDL
- Woodworking
- QuickBooks
- Spanish for the Beginner
- Access
- Access Advanced
- Kitchen 101
- Stocks – Sauces – Soups



2. Community outreach will serve the needs of all citizens.

Developing Partnerships

GCCC has participated in the Finney County Workforce Connection group that meets frequently to discuss employer needs and training opportunities within Finney County and surrounding areas. This group is made up of various businesses, Kansas WorkforceOne, Finney County Economic Development, Garden City High School, Juvenile Detention Center, Corrections, and various other individuals.

Contract Training

Contract trainings were provided to Compass Behavioral Health for the Ropes Course and to the Finney County Judicial District for an Excel Fundamentals training for their staff.

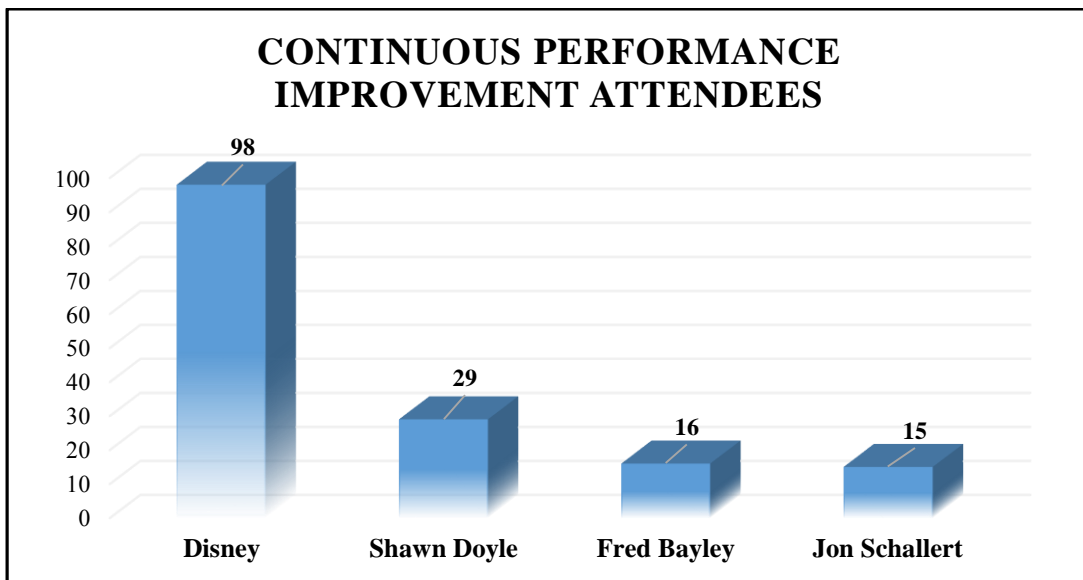
Continuing Education Courses

Courses were offered for continuing education hours to various industry partners during the year. Those trainings included continuing education hours for Electricity, Insurance and HVAC & Plumbing.

Continuous Performance Improvement

A series of programs were offered during FY2015 for business professionals to attend on a variety of topics. We saw some success and continue to evaluate better ways to offer similar programs. Those offered included:

- The Disney Institute – Leadership & Customer Service
- Shawn Doyle – Taming the Time Monster
- Shawn Doyle – How to Work Better With Difficult People
- Fred Bayley – Supporting Great Employees
- Fred Bayley – Finding & Creating Great Employees
- Jon Schallert – Creating a Consumer Destination




Evaluation Process

There have typically been evaluations completed by attendees of each course offering. We are currently in the process of revamping the evaluation process in order to gain a better understanding of the student's experiences as well as how we can better serve them in future offerings. The previous evaluation tool has been revised a bit to try to gain more specific information from the attendees.

With the turnover in personnel within the CE Department, we are not sure where some of the previous evaluations that were completed are and have not located results from those courses. The evaluations that we were able to locate show positive responses to each of

the courses that were offered. Most attendees responded that the strongest portion of the course was the instructor, regardless of what the subject matter was for the course.



GCCC Continuing Education
What do you think?
 Your evaluation of this class is important to help us serve you better.

Class Name: Adobe Training Date: Feb 5, 2016
 Instructor: Laura York Guy

Please rate each of the statements about this class.

	Strongly Agree	Agree	Unsure	Disagree	Strongly Disagree
Overall, I was satisfied with this class					
The instructor was prepared and knowledgeable					
Overall, the instructor met my needs and expectations					
This class has improved my skill in the subject matter					

Would you use GCCC for future private trainings? _____

Do you have a training need in your office GCCC could provide? _____

If yes, please provide more details including contact info _____

Did price and date play a factor when signing up? _____

By signing here you acknowledge that we may use your name in our publicity. _____

Thank you for choosing GCCC for your training needs!

TEAM-T Offerings

Another component of community outreach is the Conceal and Carry Courses offered by our Department of Public Safety which consists of Criminal Justice, Fire Science, and Emergency Services programs which is created Team T for community outreach and class trainings for the community.

Personal Protection Classes: Kansas Concealed Carry Handgun, NRA Women on Target and NRA Refuse To Be A Victim.

The first concealed carry classes were offered in August of 2006 with the first licenses issued in January 2007. The demand for CCH classes has decreased for, what are perceived to be, various reasons. Those reasons include the fact that many people that desire the license have taken the course and the initial wave has subsided. The other reason being the law that was passed in Kansas allowing concealed carry within the state without a license. If a person desires to carry

concealed across state lines, a license is still required in most states so there will still be a need for trainings periodically but not as often most likely.

During the 2014-15 year there were the following courses offered:

- Concealed Carry Handgun (6 courses)
- NRA Women on Target (2 courses)
- NRA Refuse To Be A Victim (1 course)
- Defensive Driving (2 courses)

Brief Analysis

The Director of Continuing Education retired in April 2015 which allowed for Stephanie Whitesell to move up into that position. She was serving as the director's office manager as well as assisting the Ammonia program. The transition of personnel allowed for an analysis of the offerings of our continuing education department resulting in a plan to alter our offerings in the future. It is still the intent of the Continuing Education department at GCCC to offer a variety of classes to meet the needs of the public. We are focusing more on contract trainings with our business partners to provide specialized trainings as needed. There have been meetings with business leaders in the community and we will continue to meet with others to determine the needs of the employers to better tailor our training and assist in providing quality candidates for employment within our community.

Incidental Information February 2016

Ryan Ruda, Vice President of Student Services/Athletics:

Student Activities

In January there have been several activities including, Make your own fleece blankets (60 participants), Go Insane for Board games w/snacks (37 participants), Ping Pong Tournament... (14 participants), Cupcake Wars. (18 participants)

February Upcoming Events: 2 Make It/take It Tuesdays...S'more Stations and Hot Glue Gun crayon Art Grocery Bingo, FIFA X box Tournament, and SWINTER(summer in Winter)

Intramurals:

3v3 Basketball Tournament(11 teams)

February Upcoming Events: Basketball League...(7 weeks Feb. & March)

Records

We are in the process of implementing the eTranscript service with the National Student Clearinghouse. This option includes the ability to deliver transcripts electronically and securely 24/7 at no cost to GCCC. We currently partner with the Clearinghouse for their enrollment and degree verification services. Now that they have formed an alliance with Ellucian to enable a real-time solution for the electronic authentication, production and transfer of transcripts, it made sense to utilize this service also. Their solution places a secure interface between the Clearinghouse Transcript Ordering system and our institution's Ellucian administrative system (Datatel/Colleague).

Advising

We have emailed the Noel Levitz survey which is due back on February 15.

Community College Survey of Student Engagement (CCSSE) will be administered in April.

Have interviewed and hope to fill the Athletic Advising position in the very near future.

Admissions:

Exploration Day – November 2015

2015 - 477 students

2014 - 355 students

GCHS early grads enrolled:

2014 - 32

2015 - 27

Campus visits: We expect this to almost double in the spring.

Fall 15 campus visits 108

Fall 14 campus visits 107

Currently scheduling high school visits in the service area and the Western half of the state. We will visit approximately 45 schools this spring. As well as participate in a number of career fairs made available to us. So far we have 3 career fairs (Satanta, Maize and Stanton Co) scheduled and will visit the GCHS 9th grade AVID classes. We will also assist with the FFA Conference, Feb 3.

Admissions recently assisted with the High-Plains basketball tourney. We set up an information table and talked with several students about the opportunities at GCCC. We also had a drawing for 2-\$500 scholarships.

Financial Aid

High school financial aid nights focus on informing high school seniors and parents about general financial aid for any college/university they may be attending. This past month, financial aid has attended 10 financial aid nights at 10 communities presenting to 142 individuals.

In addition we also hosted the KASFAA high school counselor training day in November at GCCC. Approximately 30 high school counselors attended. It was a very successful event wherein we heard from counselors how much they appreciated the event and they were disappointed this was the last year KASFAA was bringing this even to SW Kansas. We communicated that its's GCCC's intention to continue the training somehow and they were delighted to hear that we'll provide the informative financial aid community support for them.

Student Support Services

Student Support Services is partnering with the College Greenlight Program for a "Scholarship-A-Thon" on Saturday, February 27th from 10-2 p.m. in the Saffell Library. SSS Participants will receive information on how to write award winning scholarship letters, register for the College Greenlight program to be matched with scholarships they qualify for, and receive individualized help in completing scholarship applications. All of these services are free to SSS participants.

Instructional Design

Lecia Sims has been working with faculty to get seven new online courses approved, developed and implemented using Canvas. A new group of classes are being selected to be developed for online implementation in fall. Additionally, all hybrid courses are being converted and brought from e-college to canvas this spring semester. Currently, there are 10 separate trainings established for faculty to learn how to develop online courses, get familiar with new technology and become trained on the Canvas system.

Dee Wigner, Executive Vice President:

Marketing and Public Relations

GCCC participated in the Building Bridges II at Garden City High School on Thursday, January 21. The event was sponsored by the Finney County Workforce Connection. The evening workshop was designed to inform students and parents about what to expect in a job or career. Area businesses and colleges were on hand with information for students. GCCC had a great showing of interest from area high school students.

PR/Marketing set up a booth for the Hi-Plains Basketball Tournament, January 22 - 24. The booth was a great way to connect with area high schools playing in the tournament. Regarded as one of the premier 3-2A leagues in the state, the Hi-Plains league had nine schools participating--Cimarron, Elkhart, Lakin, Meade, Wichita County, Southwestern Heights, Stanton County, Sublette, and Syracuse. GCC has been host to this tournament since 1993.

Besides the current radio and TV promotions, GCCC will have a new ad in the Finney County Visitor's Guide, and will also have an article and half page ad in the College Bound edition of the Hutch News. The college bound flyer will be distributed to Metro area schools, as well as schools in our area. GCCC will sponsor Syracuse high school at their last home game, and will receive radio publicity in the Syracuse area as well as target schools in Southeast Colorado.

The PR/Marketing Department is working on the 2015 Annual Report. Several events are currently being promoted through press releases, FACEBOOK, and Twitter, as well as website updates. Those events include GCCC Student Support Services "Souper Bowl", Thursday, Feb 4, GCCC Blood Drive Wednesday, February 10, Chamber Banquet, Feb 11, Hoops for Hope, February 17, the upcoming ALICE Training, April 13 and 14, the College Endowment Auction, April 1st, Valentine's Concert on February 11, and the Nursing and Allied Health Care Career Fair on Friday, March 4.

Campus Police

On January 21-22, 2016 Campus Police participated in a leadership seminar that was hosted by the Garden City Police Department (GCPD). The course was presented by Lieutenant Jim Glennon (retired) of the highly regarded Calibre Press Street Survival Organization. Topics discussed were common denominators of successful organizations, developing trust, appreciation/discipline, taking responsibility and the importance of ethical leadership.

Many organizations and law enforcement agencies have determined that body worn cameras (BWC) are becoming necessary to document interactions during police-citizen encounters. In many instances, police agencies have found the BWC useful for officers in the favorable resolution of both administrative and criminal complaints. Campus Police are participating with the GCPD in a working group to research the issue and develop a policy that would benefit both agencies. Campus Police appreciates newly promoted Chief of Police Michael Utz' invitation to this group.

Garden City Community College (GCCC) will host 1st Responder Appreciation Night at the GCCC/Dodge City Community College basketball game, which is on February 10, 2016. GCCC wants to recognize all of our local heroes for all they do. Local police, sheriff, fire and EMS personnel and their families will be admitted free to the game.

Business Office

In January, the business office processed 3,271 1098T's for 2015. The information from the 1098T form may be used as a tax credit on the student's income tax return. The total charges reported on the 1098T forms were \$4,869,635.47. Total charges reported are up \$430,000 from the 2014 forms. The charges include tuition and fees only. The scholarships/grants reported on the 2015 1098T were \$5,576,934.86. Scholarship and grants include tuition scholarships offered by GCCC, any outside scholarships that were paid to GCCC for our students and Pell grants. Loans are not reported on the 1098T, nor are book scholarships. 2,387 students were reported as attending half time or more in at least one semester during 2015. 1099's were also processed in January for GCCC and the Endowment association.

Human Resources

Several positions were filled this past month. There are several other positions at various stages within the hiring process.

The employee assistance program was recently implemented with a presentation for interested employees and a training session for supervisors. Several employees expressed their appreciation for the new employee benefit.

Broncbuster Bookstore

Broncbuster Bookstore is busy closing out the spring semester. We are returning books not needed for upcoming semesters, performing an end of the semester inventory, and doing our billing.

Next, we are already gearing up for summer semester. The book adoption process is almost complete and we will start setting shelves later this month. Then we will start the fall adoption process-the books orders for the fall should be turned in by March 11th. And before long it will spring buyback and the summer session will start.

We are planning a Valentine's Day sale on the February 11 and 12 -14% off your clothing and gift sale!! Come and see us-we have several new items.

Dee Wigner and Virga West will travel to a buying show called Camex in Houston, the beginning of March. We are hoping to come home with lots of new and trendy ideas!!

Print Shop

New Littering/Parking tickets were printed for the GCCC Police Department. Other projects include Souper Bowl fundraiser for Student Support Services, recruiting lanyard tags for football, bookstore statements, Student Initiative Application (fillable fields for web posting), bloodmobile flyers, FAFSA promotional materials, MLK programs, GCCC Endowment theme design, CECS Insurance postcards, billing for fall semester, KanTrain logo, various ads, photo prints. Copy center's been busy with binding, handbooks, finishing basketball programs, delivery route etc.

Payroll

Over the Christmas break, Payroll ran processes to close out the calendar year and to begin the W-2 process. Each year our goal is to have the Form W-2 prepared and available to the employee by the middle of January, even though the deadline isn't until Jan 31st. This year we had 680 W-2s ready for distribution on January 15th. Each year we encourage employees to go to BusterWeb to attain their W-2 for their convenience and to save on printing and postage costs to the college. This year approximately 225 employees used BusterWeb for this purpose.

Also over break, the new Section 125 election benefits were inputted into the payroll database and January payroll processing began, along with the setup of the 2016 tax tables. With over 20 new employees, mostly work study, and with all the payroll changes and W-2 processing, the January payrolls take extra time and care to proof for accuracy.

On January 28, Payroll, in partnership with Human Resources, organized an all employee orientation and supervisor training for the new EAP (Employee Assistance Program). Our presenter, from New Directions Behavioral Health, is a licensed therapist who gave valuable information on how the benefit can be utilized by both employee and supervisors. Plans are in the works for future sessions to help make our full time community aware of the benefit.

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. Because of the complexities of this process and additional webinar training sessions that have been strongly suggested by our system developers. The IRS filing deadline has been extended to March 31 this year.

Transportation

Update on the status of the replacement bus for the 2012 Glaval bus that was totaled in the January 2015 accident. The 2012 MCI 50+ passenger bus has been delivered to the dealer and is currently being painted. It should be brought to campus later this month for our inspection.

Facilities

Maintenance completed the remodel of an office at the BTSC as well as starting an additional remodel of an office located in JCVT. We are in process of developing plans to help become more proactive in identifying and resolving leaks/other routine maintenance items before they become a bigger issue. We are also cross training maintenance and ground personnel to become a more effective and efficient team. Work orders are also being kept up.

Derek Ramos, Director of Facilities, and Rose Wilson, Assistant Director of Facilities are preparing annual employee performance evaluations. Employees in the facilities department are working on the departmental plan which includes setting goals for the entire department.

Other projects this month include:

- Prepping the front of the library for mulch, plants, and picnic.
- Prepping flower bed in the south side of the quad for landscaping
- Prepping areas around library parking lot for sod
- Getting materials together to finish installation of irrigation and sod at Bronbuster housing

- Snow removal
- Pulling out overgrown bushes in front of the administration building and preparing the area for mulch, pavers, planters, and benches
- Servicing machines and mowers for summer use
- Preparing calendar for spring outdoor sports schedules for field preparation
- Assisting Maintenance with work orders
- Assisting Transportation with bus detailing
- Planning for memorial garden in front of Fine Arts
- Meeting and event set ups and tear downs; Martin Luther King Day, Souper bowl, 6th grade honor band in Fine Arts building, Future Farmers of America, blood drive in the back gym,
- Custodial activities included the High Plains Tournament, all home basketball games and extracting all classroom carpets in the Annex. Custodial supplies were ordered and delivered to various buildings across campus.