

May 5, 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, May 10, 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 (April 12, 2016) .....pg 3
- B. Approval of personnel actions-Human Resources .....pg 8
  - B-1 Human Resources Report .....pg 9
  - B-2 Adjunct/Outreach Contracts .....pg 10
- C. Financial information .....pg 16
  - C-1 Checks processed in excess of \$20,000 .....pg 17
  - C-2 Revenues .....pg 18
  - C-3 Expenses .....pg 20
  - C-4 Cash in Bank .....pg 26
- D. Purchases over \$20,000
  - D-1 Annual KanRen Renewal .....pg 27
- E. Approval of Resolution for Non-Renewal of Employment Contracts .....pg 32, 34
  - E-1 Resolution 2016-04 Non-Renewal of Employment Contract of Dr. Jennifer D. Crawford
  - E-2 Resolution 2016-05 Non-Renewal of Employment Contract of Luis Luna Ramos
- F. Approval of Resolution 2016-06 Board of Trustee Elections .....pg 36

**IV. CONFIRMATION OF MONITORING REPORTS..... Action**

- A. Monitoring Reports and ENDS
  - A-1 Monitoring Report – Annual, General Executive Constraints, #2, #3, #4, #5....pg 38
- B. Review Monitoring Report
  - No reports scheduled for review
- C. Board Process and Policy Governance Review

**V. OTHER**

- A. Incidental Information.....pg 39
- B. Report from Finney County Economic Development Corporation
- C. Report from KACCT

**VI. OWNERSHIP LINKAGE:**

**Upcoming Calendar Dates:**

May 10-12	Finals
May 30	Memorial Day- No Classes/Offices Closed
June 10-11	KACCT Quarterly Meeting, Hutchinson Community College
June 14	Monthly meeting of GCCC Board of Trustees, 6:00 p.m., Endowment Room, Beth Tedrow Student Center
July 4	Independence Day-No Classes/Offices Closed

**VIII. EXECUTIVE SESSION**

**IX ADJOURNMENT**

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Dr. Herbert J. Swender, Sr.  
President

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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**

**April 12, 2016**

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

Trustees Absent: Ron Schwartz

Others Present: Debra Atkinson, Deputy Clerk  
Kale Baker, SGA President  
Rodney Dozier, GCCC Chief of Police  
Joel Erskin, NAU Campus Dean  
Angie Haflich *Garden City Telegram*  
Melanie Hands, Compliance Coordinator  
Chuch Lliteras, Defensive Coordinator  
Keikiokalani Misipeka, Running Backs Coach  
Larry Pander, Fire Science Instructor/Faculty Senate Representative  
Ryan Ruda, Vice President of Student Services/Instructional Services  
Stephen Shimko III, Offensive Coordinator  
Jeff Southern, IT Director  
Tammy Tabor, Student Services Specialist, SGA Sponsor  
Kristi Tempel, Director of Public Relations/Marketing  
Phil Terpstra, Dean of Instructional Services  
Andrew Walsh, Athletic Academic Advisor  
Dee Wigner, Executive Vice President

**CALL TO ORDER:**

Chair Crist called the meeting to order at 6:08 p.m.

**COMMENTS FROM THE CHAIR:**

Chair Crist made the following comments:

- Congratulations were extended to Shala Dobbins and Garden City Community College Head Women's Basketball Coach Nick Salazar and Assistant John Rutherford/Ta'Shia Phillips as Dobbins' was named 1<sup>st</sup> Team NJCAA All-American.
- Chair Crist went on to applaud GCCC Rodeo and winners Brandi Hollenbeck, Cody Devers and the Women's team. Chair Crist expressed a special thank you to Jim Boy, Brock and Cindy for all their hard work, in addition to the business office ladies. GCCC Rodeo is a first class event.
- Chair Crist noted that the 38<sup>th</sup> annual Endowment Scholarship auction, "Moonlight Masquerade" was a success. Performances by GCCC's Rock Band and College Dance team were enjoyed by all. Preliminary reports indicate gross amount raised for scholarship of over \$170,000.

Trustees discussed establishing a fund in Ron Schwartz's honor to renovate the GCCC main competition gym located in the Dennis Perryman Athletic Complex. The original gym floor is badly in need of replacement in addition to the retractable bleachers. Trustees agreed unanimously to the suggestion and asked President, Herbert Swender, to present estimates and logistics of the renovation at the May meeting.

**OPEN COMMENTS FROM PUBLIC:**

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

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

Ryan Ruda, Vice President of Student and Instructional Services, introduced new employees Stephen Shimko III, Offensive Coordinator, Keikiokalani Misipeka, Running Backs Coach, Chuck Lliteras, Defensive Coordinator, and Andrew Walsh, Athletic Academic Advisor.

Dr. Swender welcomed all new GCCC employees and presented each with a GCCC Broncbuster lapel pin.

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

Kale Baker, Student Government Association President, reported the following:

- “Tuesday Talks” are going well and attendance is increasing. Speaker on Tuesday, April 12 was Debbie Lopez from Family Crisis Services, Inc., and the GCCC Campus Domestic Violence and Sexual Assault Advocate.
- SGA is preparing for the Student Activities Banquet April 26.
- Earth Week Activities are planned
- SGA will participate in the Department of Public Safety’s drunk driving simulation on Wednesday April 20
- SGA Campus clean-up, tree dedication for Juan Martinez, a GCCC student, who passed away from Spina Bifida.

Baker shared that on a personal note he had been accepted to the University of Buffalo in New York. Baker thanked SGA advisers Tammy Tabor and Micah Koksal, the faculty, Board, Dr. Swender, and administration of GCCC for truly caring about the well-being of students.

Chair Crist thanked Baker for his report.

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

Larry Pander, Fire Science Instructor/Faculty Senate Representative reported that the goal for funding a memorial bench for Carolyn Klassen has been reached. Plans for a memorial garden in front of Pauline Joyce Fine Arts building are in progress and the bench will be placed there when complete.

Pander shared with Trustees that faculty contract negotiation are underway.

Pander noted that a Faculty Awards Luncheon will be held on April 29 at 12:00 p.m. departing faculty along with the (4) retiring faculty will be honored for their years of dedication and service to the students at GCCC.

Trustees thanked Pander for his report.

### **HIGHER LEARNING COMMISSION OVERVIEW:**

Compliance Coordinator, Melanie Hands, reported that Karlene Tyler, Higher Learning Commission liaison from McPherson College was on campus to visit GCCC additional site, GCCC Welding Lab. Hands went on to report that an institutional update which included current head count and finances was recently submitted to the HLC. Work on the federal compliance packet is progressing and will be submitted in July in addition to the assurance argument. HLC teams travels this weekend to Chicago for the HLC annual conference.

Hands related that accreditation allows the college to receive Title IV Financial Aid, like the Pell Grant, the Perkins Loan and subsidized and unsubsidized direct loans. In addition, it provides legitimacy to the education students receive at GCCC and is important for transferring college credit from one institution to another.

Trustees thanked Hands for keeping them informed on the HLC process.

### **PRESIDENT REPORT:**

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.

#### Office Competition:

GCCC celebrated rodeo week March 28 – April 1 with a rodeo decorating contest. The Adult Learning Center received 1<sup>st</sup> place and John Collins Technical Building received 2<sup>nd</sup> place.

#### GCCC Rodeo:

The Garden City Women's Rodeo Team were the 2016 Rodeo Champions at the 49<sup>th</sup> annual Broncbuster Rodeo. The Lady Busters were led by Brandi Hollenbeck who placed 1<sup>st</sup> in Breakaway roping. Ashlyn Moeder placed 2<sup>nd</sup> in Barrel Racing, and Shelby Whiting placed 4<sup>th</sup> in Goat Tying. Dr. Swender once again rode "Lightening" along with Kansas Senator, Larry Powell, supervised by Jim Boy Hash in the opening ceremonies April 1.

#### 38<sup>th</sup> Endowment Scholarship Auction:

GCCC held the 38<sup>th</sup> annual Endowment Scholarship Auction on Friday April 1. The theme for the evening was "Moonlight Masquerade". Dr. Swender stated that this was a great event and extended congratulations to Endowment Association and Director, Jeremy Gigot.

#### Music Festival:

More than 800 students from the surrounding area were at GCCC April 1 & 2 to participate in the KHSAA Regional Solo and Ensemble Festival. Casey Hands, Coordinator of Pep Band, was in charge of supervising this event—the power of one!

#### GCCC Cheer to Nationals:

Garden City Community College cheer team left for Nationals in Dayton Florida Tuesday, April 5. GCCC administration, staff and community members were on hand to send the team off in great style which included balloons, signs and cheers! Dr. Swender expressed his appreciation to Garden City Police Chief, Michael Utz for the police escort through town. The team made finals and placed 8<sup>th</sup> in Division II making history as the first GCCC cheer squad to be invited to a national competition.

#### Safety Training:

Fire Science Instructor, Larry Pander, taught grain engulfment rescue at the Garden City Coop, Thursday April 7, in conjunction with Kansas University. Pander is also the chairman of the Kansas State Fire & Rescue Training.

#### Safety:

Sixty (60) students were at GCCC to take the hunter's education course offered through the Kansas Department of Wildlife, Parks, and Tourism on April 2 & 3.

#### Positions Available:

GCCC Director of Human Resources, Sara Koehn, went on camera to talk about Garden City Community College for a virtual job fair put on by the Finney County Workforce. The clip will run on the Workforce site, and is a resource to attract job-seekers to the college and current positions open on the college website.

#### Region VI Track and Field:

Garden City Community College will be hosting the 2016 Region VI Outdoor Track and Field Meet on April, 28, 29, 30. This is the first time in a long time for GCCC to host this event.

Congratulations:

Dr. Swender added his congratulations to Shala Dobbins on her recent accomplishment of First Team NJCAA All-American.

Comparison:

Dr. Swender presented a chart that reflected Kansas Community Colleges enrollment in 2014-2015. GCCC showed the largest enrollment increase for Kansas with an enrollment growth rate of 5.7%.

Dr. Swender took a few minutes to solicit feedback from the Garden City Board of Trustees regarding direction for proceeding with the numerous bills that are currently at the Kansas Legislature and on the federal level. At any given time the community college presidents are asked about their position as representative of each of the colleges.

Trustees indicated that it is critically important to track bills and represent GCCC and have a presence at the state level. Trustees went on to express that the manner in which Dr. Swender represents GCCC is beneficial, and that Dr. Swender understands the legislative process. Trustees appreciate that Dr. Swender updates and keeps them informed on a regular basis regarding current legislation. GCCC Trustees unanimously wish for Dr. Swender to continue to represent Garden City Community College and do what is best for GCCC and the students as he has in the past. Trustees commended and thanked Dr. Swender for his diligence.

**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-E as presented.

**Motion:**

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

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

*Nays: None*

*Motion carried: 5-0*

Approved actions follow:

**(A) APPROVED MINUTES** of previous meeting (March 8, 2016, March 30, 2016 Special Meeting )  
(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 Annual Software Maintenance Agreement

Vendor: Zones

For: Microsoft Licensing Agreement

Amount: \$35,344.24

(Supporting documents filed with official minutes)

**(E) APPROVED NON-RENEWAL OF EMPLOYMENT CONTRACTS**, as presented

**E-1 APPROVED RESOLUTION 2016-02 NONRENEWAL OF EMPLOYMENT CONTRACT OF DR. JENNIFER CRAWFORD**

(Supporting documents filed with official minutes)

**E-2 APPROVED RESOLUTION 2016-02 NONRENEWAL OF EMPLOYMENT CONTRACT OF LUIS LUNA RAMOS**

(Supporting documents filed with official minutes)

**MONITORING REPORTS and ENDS REPORTS:**

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

- Monitoring Report – Annual, General Executive Constraints, #7, #8, #5
- Monitoring Report – Annual, Academic Advancement

Trustees accepted the monitoring reports as presented.

**BOARD PROCESS AND POLICY GOVERNANCE REVIEW:**

Monitoring Reports that will be reviewed at the May Board of Trustee meeting are as follows:

- Annual-Academic Advancement
- Quarterly-General Executive Constraints

**FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION:**

No Report was given.

**REPORT FROM KACCT:**

Kansas Association of Community College Trustee quarterly meeting is scheduled for June 10, 11 on the Hutchinson Community College campus.

**OWNERSHIP LINKAGE:**

Trustees indicated that several of the Cheer students commented that going to the National Competition in Daytona Florida was the “coolest” experience. Lots of credit go to Brice Knapp, Cheer team head coach, for growing that program. The power of one—makes a positive difference!

**EXECUTIVE SESSION:**

There was no executive session held.

Meeting adjourned 7:32 p.m.

**UPCOMING CALENDAR EVENTS:**

May 10	Monthly meeting of GCCC Board of Trustees, 6:00 p.m., Endowment Room, Beth Tedrow Student Center
May 16	Summer Session 1 Begins
May 30	Memorial Day, No Classes, Campus Closed
June 14	Monthly meeting of GCCC Board of Trustees, 6:00 p.m., Endowment Room, Beth Tedrow Student Center

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Debra J. Atkinson  
Deputy Clerk

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Dr. Herbert Swender  
President

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Jeff Crist  
Chair of the Board

**Agenda No: III-B**

**Date: May 10, 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:**





May 10, 2016

**To:** Board of Trustees

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

New Hires

Luke Meadows, Assistant Football Coach, effective April 25, 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  
FACULTY CONTRACTS FOR NON-CREDIT CLASSES  
(Presented to Board of Trustees for Approval 5/3/16)**

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>AMOUNT</b>
Pardo, Carlos	KS Carry Concealed – Lead Range (CRMJ300-08) 4/16/16	4 contact hr(s) @ \$30.00/hr = \$120.00
Ronn, Mark	KS Carry Concealed – Lead Instructor (CRMJ300-08) 4/16/16	10 contact hr(s) @ \$30.00/hr = \$300.00
Schwaderer, Sue	Cake Decorating (FOOD 203-01) 4/7/16 - 4/28/16	8 contact hr(s) @ \$30.00/hr = \$240.00
Soldner, Jerry	KS Carry Concealed - Legal (CRMJ300-03) 4/16/16	3 contact hr(s) @ \$30.00/hr = \$90.00
<b>TOTAL NON-CREDIT CONTRACT</b>		<b>\$750.00</b>

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

<b>INSTRUCTOR</b>	<b>CLASS – CREDIT</b>	<b>AMOUNT</b>
Hunter, Marian	CNA – Lab (HELR-102L-04) 04/05/16 – 05/02/16	2 credit hrs @ \$500.00/hr = \$1,000.00
Musick, Andrew, III	Public Speaking 01/11/16 – 05/13/16	3 credit hrs @ \$500.00/hr = \$1,500.00
Ormord, Heath Team Teach w/ Brad Sisk	Medical Emergencies (EMIC 207-90) 0/12/16 – 05/12/16	2.1 credit hrs @ \$500.00/hr = \$1,050.00
Strawder, Freddie	EVOC (CRIM 142-01) 04/16/16-04/17/16	1 credit hr @ \$500.00/hr = \$500.00
Watkins, Brian	Lifetime Fitness (HPER 121-DE) 02/12/16 – 03/04/16	Pro-rate 5/8 x 2 credit hrs @ \$500.00/hr = \$625.00
Weeks, Ben	Police Firearms III (CRIM 223-01) 04/09/16 – 04/10/16	1 credit hr @ \$500.00/hr = \$500.00
<b>TOTAL ADJUNCT/OUTREACH FACULTY CONTRACT</b>		<b>\$5,175.00</b>

**GARDEN CITY COMMUNITY COLLEGE  
PAYMENTS TO OUTREACH COORDINATORS  
SPRING SEMESTER 2016**

<b>Location</b>	<b>Coordinator</b>	<b>Total Student</b>	<b>Rate per</b>	<b>Contract</b>	
		<b>Cr. Hr.</b>	<b>Cr. Hr.</b>	<b>Salary</b>	<b>Total</b>
Deerfield	Lisa Bowser	39	6.52	254.28	
				<u>200.00</u>	Base \$ 454.28
Dighton	Debra Dowell	30	7.57	227.10	
				<u>200.00</u>	Base \$ 427.10
Garden City	Renee Scott	474	6.15	2915.10	
				<u>200.00</u>	Base \$ 3,115.10

Holcomb	Jennifer LaSalle	99	6.75	668.25		
				<u>200.00</u>	Base	\$ 868.25
Lakin	Jennifer Bachman	36	6.27	225.72		
				<u>200.00</u>	Base	\$ 425.72
Leoti	Sara Brown	165	5.91	975.15		
				<u>200.00</u>	Base	\$ 1,175.15
Scott City	Elizabeth Hess	117	6.52	762.84		
				<u>200.00</u>	Base	\$ 962.84
Syracuse	Jennifer Lehman	39	6.4	249.60		
				<u>200.00</u>	Base	\$ 449.60
Tribune	Angela Woelk	72	6.4	460.80		
				<u>200.00</u>	Base	<u>\$ 660.80</u>
<b>TOTAL OUTREACH COORDINATOR PAYMENTS</b>						<b>\$ 8,538.84</b>

**GARDEN CITY COMMUNITY COLLEGE  
SERVICE CONTRACTS FOR OUTREACH FACULTY**

**DEERFIELD - USD 216**

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>DATES</b>	<b>CR HRS</b>	<b>RATE</b>	<b>AMOUNT</b>
Michael Bowser	English II	1/11/2016	3	375.00	562.50
11-00-0000-11021-6610	ENGL 102-DE	5/10/2016			
	Pro-rate 4/8 x 375 x 3 cr hrs				
Michael Bowser	Public Speaking	1/11/2016	3	375.00	1125.00
11-00-0000-11022-6610	SPCH 111-DE	5/10/2016			
Robert Fabin	College Algebra	1/11/2016	3	375.00	140.63
11-00-0000-11050-6610	MATH 108-DE	5/10/2016			
	Pro-rate 1/8 x 375 x 3 cr hrs				
Judith Morales	Basic Nutrition	1/11/2016	3	375.00	562.50
11-00-0000-11060-6610	HMEC 115-DE	5/10/2016			
	Pro-rate 4/8 x 375 x 3 cr hrs				
					<u>\$ 2,390.63</u>

**DIGHTON - USD 482**

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>DATES</b>	<b>CR HRS</b>	<b>RATE</b>	<b>AMOUNT</b>
Amy Felker	College Algebra	8/17/2015	3	375.00	1125.00
11-00-0000-11050-6610	MATH 108-DI	5/13/2016			
Whitney Linenberger	English II	1/4/2016	3	375.00	1125.00
11-00-0000-11021-6610	ENGL 102-DI	5/27/2016			
					<b>\$ 2,250.00</b>

**GARDEN CITY - USD 457**

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>DATES</b>	<b>CR HRS</b>	<b>RATE</b>	<b>AMOUNT</b>
Linda Ackerman	Intro Computer Concepts	1/11/2016	3	375.00	1125.00
12-00-0000-12012-6610	CSCI 110-GD	5/13/2016			
Karen Burden	Food Prep I	1/4/2016	3	375.00	562.50
(Team Teach w/ J Huth)	CLMG 110-GC	5/13/2016			
12-00-0000-12212-6610	Pro-rate 1/2 x 375 x 3 cr hrs				
Jacy Holloway	Entrepreneurship	8/17/2015	3	375.00	1125.00
12-00-0000-12011-6610	BSAD 128-GC	5/13/2016			
Jacy Holloway	Entrepreneurship	8/17/2015	3	375.00	1125.00
12-00-0000-12011-6610	BSAD 128-GD	5/13/2016			
Shelli Lalicker	Principles of Biology	8/17/2015	5	375.00	1875.00
11-00-0000-11040-6610	BIOL 105-GC	5/13/2016			
Dru Saddler	Intro to Sociology	1/4/2016	3	375.00	1125.00
11-00-0000-11060-6610	SOCI 102-GC	5/13/2016			
Marcus Summers	General Psychology	1/11/2016	3	375.00	1125.00
11-00-0000-11060-6610	PSYC 101-GC	5/13/2016			
Wendi Terpstra	English II	1/11/2016	3	375.00	1125.00
11-00-0000-11021-6610	ENGL 102-GC	5/13/2016			
Russell Tidwell	Public Speaking	1/11/2016	3	375.00	1125.00
11-00-0000-11022-6610	SPCH 111-GD	5/13/2016			
Kathryn Upton	English II	1/11/2016	3	375.00	1125.00

11-00-0000-11021-6610	ENGL 102-GD	5/13/2016			
Kathryn Upton	English II	1/11/2016	3	375.00	1125.00
11-00-0000-11021-6610	ENGL 102-GE	5/13/2016			
					<b>\$ 12,562.50</b>

**HOLCOMB - USD 363**

INSTRUCTOR	CLASS	DATES	CR HRS	RATE	AMOUNT
Jennifer Barrett	College Algebra	8/18/2015	3	375.00	1125.00
11-00-0000-11050-6610	MATH 108-HO	5/19/2016			
Cindy Kelly	English II	1/4/2016	3	375.00	1125.00
11-00-0000-11021-6610	ENGL 102-HO	5/10/2016			
Stanley Kennedy	Intro to Criminal Justice	8/18/2015	3	375.00	703.13
12-00-0000-12240-6610	CRIM 101-HO	5/19/2016			
	Pro-rate 5/8 x \$375 x 3 cr hrs				
Stanley Kennedy	Intro to Criminal Justice	8/18/2015	3	375.00	984.38
12-00-0000-12240-6610	CRIM 101-HP	5/19/2016			
	Pro-rate 7/8 x \$375 x 3 cr hrs				
Dean McFann	American Government	8/18/2015	3	375.00	1125.00
11-00-0000-11060-6610	POLS 105-HO	5/19/2016			
Patricia Van Dolah	Public Speaking	1/5/2016	3	375.00	1125.00
11-00-0000-11022-6610	SPCH 111-HO	5/19/2016			
					<b>\$ 6,187.51</b>

**LAKIN - USD 215**

INSTRUCTOR	CLASS	DATES	CR HRS	RATE	AMOUNT
Catelyn Manly	College Algebra	8/20/2015	3	375.00	1125.00
11-00-0000-11050-6610	MATH 108-LK	5/13/2016			
Kevin Thompson	English II	2/22/2016	3	375.00	703.13
11-00-0000-11021-6610	ENGL 102-LA	5/13/2016			
	Pro-rate 5/8 x \$375 x 3 cr hrs				
Kevin Thompson	English II	2/22/2016	3	375.00	984.38
11-00-0000-11021-6610	ENGL 102-LK	5/13/2016			
	Pro-rate 7/8 x \$375 x 3 cr hrs				

Kevin Thompson 11-00-0000-11021-6610	Intro to Literature I LITR 210-LA Pro-rate 4/8 x \$375 x 3 cr hrs	11/16/2015 2/19/2016	3	375.00	562.50
Kevin Thompson 11-00-0000-11021-6610	Intro to Literature I LITR 210-LK	11/16/2015 2/19/2016	3	375.00	1125.00
					<b>\$ 4,500.01</b>

**LEOTI - USD 467**

INSTRUCTOR	CLASS	DATES	CR HRS	RATE	AMOUNT
Betsy Breikreutz 11-00-0000-11050-6610	College Algebra MATH 108-LE Pro-rate 7/8 x \$375 x 3 cr hrs	1/4/2016 5/19/2016	3	375.00	984.38
Betsy Breikreutz 11-00-0000-11050-6610	College Algebra MATH 108-LE	1/4/2016 5/19/2016	3	375.00	1125.00
Nathan Brown 11-00-0000-11020-6610	American History HIST 104-LE	1/4/2016 5/19/2016	3	375.00	1125.00
Clifton Butt 11-00-0000-11021-6610	English II ENGL 102-LE	1/4/2016 5/19/2016	3	375.00	1125.00
Julie Conrad 11-00-0000-11060-6610	General Psychology PSYCH 101-LE	1/4/2016 5/19/2016	3	375.00	1125.00
					<b>\$ 5,484.38</b>

**SCOTT CITY - USD 466**

INSTRUCTOR	CLASS	DATES	CR HRS	RATE	AMOUNT
Ms. Elise M. Neri 11-00-0000-11050-6610	College Algebra MATH-108-SC Pro-rate 3/8 x 375 x 3 cr hrs	1/11/2016 5/18/2016	3	375.00	421.88
Ms. Elise M. Neri 11-00-0000-11050-6610	College Algebra MATH-108-SD	1/11/2016 5/18/2016	3	375.00	1125.00
Mr. Stephen G. Kucharik 11-00-0000-11021-6610	English II ENGL-102-SC	1/4/2016 5/18/2016	3	375.00	1125.00
Mr. Stephen G. Kucharik 11-00-0000-11021-6610	English II ENGL-102-SD	1/11/2016 5/18/2016	3	375.00	1125.00
Mr. Kevin C. Reese 12-00-0000-12011-6610	Entrepreneurship BSAD-128-SC	8/20/2015 5/16/2016	3	375.00	703.13

Pro-rate 5/8 x 375 x 3 cr hrs

Ms. Stacy A. Rogers	Principles of Biology	8/21/2015	5	375.00	1875.00
11-00-0000-11040-6610	BIOL-105-SC	5/13/2016			
					<b>\$ 6,375.00</b>

**SYRACUSE - USD 494**

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>DATES</b>	<b>CR HRS</b>	<b>RATE</b>	<b>AMOUNT</b>
Steven Hefty	College Chemistry I	8/19/2015	5	375.00	1875.00
11-00-0000-11040-6610	CHEM 109-SY	5/13/2016			
Jennifer Lehman	English II	1/4/2016	3	375.00	1125.00
11-00-0000-11021-6610	ENGL 102-SY	5/11/2016			
					<b>\$ 3,000.00</b>

**TRIBUNE - USD 200**

<b>INSTRUCTOR</b>	<b>CLASS</b>	<b>DATES</b>	<b>CR HRS</b>	<b>RATE</b>	<b>AMOUNT</b>
Andrew Helfrich	American History since 1865	8/17/2015	3	375.00	1125.00
11-00-0000-11020-6610	HIST 104-TR	5/20/2016			
Andrew Helfrich	American Government	8/17/2015	3	375.00	1125.00
11-00-0000-11060-6610	POLS 105-TR	5/20/2016			
Nathaniel Larkin	Anatomy & Physiology	8/17/2015	5	375.00	1171.88
11-00-0000-11040-6610	BIOL 210-TR	5/20/2016			
	Pro-rate 5/8 x \$375 x 5 cr hrs				
Nathaniel Larkin	General Chemistry	8/17/2015	5	375.00	1406.25
11-00-0000-11040-6610	CHEM 105-TR	5/20/2016			
	Pro-rate 6/8 x \$375 x 5 cr hrs				
Joshua Platt	College Algebra	1/4/2016	3	375.00	1125.00
11-00-0000-11050-6610	MATH 108-TR	5/18/2016			
Linda Steele	English I	1/4/2016	3	375.00	1125.00
11-00-0000-11021-6610	ENGL 101-TR	5/18/2016			
Angela Woelk	General Psychology	8/17/2015	3	375.00	843.75
11-00-0000-11060-6610	PSYC 101-TR	5/20/2016			
	Pro-rate 6/8 x \$375 x 3 cr hrs				
Angela Woelk	Developmental Psychology	1/4/2016	3	375.00	562.50
11-00-0000-11060-6610	EDUC 110-TR	5/18/2016			
	Pro-rate 4/8 x \$375 x 3 cr hrs				
					<b>\$ 8,484.38</b>

**Agenda No: III-C**

**Date: May 10, 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

May 2016

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

- Check #248223 for \$34,680.00 to Emergency Fire Equipment Company for respirator equipment and refilling station for the Fire Science department. This purchase was approved at the December 9, 2016 board meeting and paid for by the Mary Jo Williams Charitable Trust.
- Check #248240 for \$44,792.50 to Lee Construction for partial payment of the DPAC and bus parking lot replacement. This project was previously approved by the board.
- Check #248539 for \$56,663.95 to CDW Government, Inc. for multiple invoices including the email spam and malware filter. This purchase was approved at the March 8, 2016 board meeting.
- Check #248821 for \$199,500.00 to Commerce Bank for purchase of the property located at 1803, 1805, 1807 and 1809 E. Laurel Street, Garden City, KS. This payment was additional funds required over the lease financing of \$1,500,000 and was approved at the March 30, 2016 special meeting.

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

- Check #248541 for \$54,856.74 to City of Garden City for monthly utilities.
- Check #248542 for \$75,778.97 to Commerce Bank for various purchase card purchases.
- Check #248547 for \$20,694.00 to EduKan for Spring 2016 Session 4 tuition and resource fees.
- Check #248557 for \$68,723.93 to Great Western Dining for multiple invoices for dining services.
- Check #248783 for \$86,672.52 to Blue Cross and Blue Shield for employee health insurance.
- Check #248826 for \$24,781.53 to Washburn University for overpayment on KanTrain grant.

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	1,932.00	2,027,825.00-	2,100,000.00-	72,175.00-	3.44
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	1,672.00-	279,409.43-	375,000.00-	95,590.57-	25.49
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	90.00	90,845.00-	125,000.00-	34,155.00-	27.32
11-00-0000-00000-4006 OUTREACH CREDIT HO	0.00	945.00-	94,372.00-	105,000.00-	10,628.00-	10.12
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	774.00-	320,681.78-	380,000.00-	59,318.22-	15.61
11-00-0000-00000-4008 TECHNOLOGY FEE-O :	0.00	90.00	59,680.00-	57,000.00-	2,680.00	4.69-
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	2,620.73-	23,746.79-	60,000.00	83,746.79	139.58
11-00-0000-00000-4013 TUITION INTERNATIO	0.00	0.00	73,884.00-	20,000.00-	53,884.00	269.41-
11-00-0000-00000-4014 TUITION BORDER STA	0.00	2,343.00-	218,707.00-	325,000.00-	106,293.00-	32.71
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	1,350.00-	11,310.00-	0.00	11,310.00	0.00
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	0.00	8,475.00-	10,000.00-	1,525.00-	15.25
11-00-0000-00000-4512 VENDING MACHINES :	0.00	292.49-	4,018.39-	10,000.00-	5,981.61-	59.82
11-00-0000-00000-4515 CHILD CARE FEES :	0.00	0.00	10,085.00-	20,000.00-	9,915.00-	49.58
11-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	1,691,376.00-	1,691,376.00-	0.00	0.00
11-00-0000-00000-4803 AD VALOREM PROPERT	0.00	0.00	5,878,159.03-	9,235,000.00-	3,356,840.97-	36.35
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	596,150.59-	740,000.00-	143,849.41-	19.44
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	7,670.83-	7,500.00-	170.83	2.27-
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	156,455.66-	160,000.00-	3,544.34-	2.22
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	3,342.00-	100,000.00-	96,658.00-	96.66
11-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	0.00	11,658.74-	5,000.00-	6,658.74	133.16-
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	13,431.95-	20,000.00-	6,568.05-	32.84
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	74,991.65-	0.00	74,991.65	0.00
11-00-0000-00000-4815 WATERCRAFT CURRENT	0.00	0.00	2,995.17-	0.00	2,995.17	0.00
11-00-0000-00000-4816 TIF TAX : GENERAL	0.00	0.00	155,349.12	0.00	155,349.12-	0.00
11-00-0000-00000-4817 NEIGH REV T : GENER	0.00	0.00	15,938.40	0.00	15,938.40-	0.00
11-00-0000-00000-4902 INTEREST INCOME :	0.00	0.00	10,363.81-	20,000.00-	9,636.19-	48.18
11-00-0000-00000-4904 REIMBURSED SALARY	0.00	1,944.00-	10,536.00-	0.00	10,536.00	0.00
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	248.81-	79,606.74-	110,000.00-	30,393.26-	27.63
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	1,419.68-	17,883.67-	150,000.00-	132,116.33-	88.08
11-00-0000-00000-4912 TRANSCRIPTS : GENE	0.00	2,041.88-	13,187.01-	15,000.00-	1,812.99-	12.09
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	13,539.59-	11,619,910.72-	15,330,851.00-	3,710,940.28-	24.21
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12-00-0000-00000-4002 AMMONIA REFG COURS	0.00	5,229.00-	131,853.00-	125,000.00-	6,853.00	5.47-
12-00-0000-00000-4005 ACAD COURSE FEE :	0.00	16,008.00-	323,119.00-	350,000.00-	26,881.00-	7.68
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	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	11,052.00-	265,000.00-	253,948.00-	95.83
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	21,237.00-	1,478,920.00-	2,902,818.00-	1,423,898.00-	49.05

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
61-00-0000-00000-4803 AD VALOREM PROPERT	0.00	0.00	297,877.87-	470,000.00-	172,122.13-	36.62
61-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	30,375.18-	36,790.00-	6,414.82-	17.44
61-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	390.84-	378.00-	12.84	3.39-
61-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	8,008.82-	8,080.00-	71.18-	0.88
61-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	122.74	5,010.00-	5,132.74-	102.45
61-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	0.00	594.39-	0.00	594.39	0.00
61-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	685.28-	750.00-	64.72-	8.63
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	3,804.24-	0.00	3,804.24	0.00
61-00-0000-00000-4815 WATERCRAFT CURRENT	0.00	0.00	151.85-	0.00	151.85	0.00
61-00-0000-00000-4816 TIF TAX : GENERAL	0.00	0.00	7,871.97	0.00	7,871.97-	0.00
61-00-0000-00000-4817 NEIGH REVT : GENER	0.00	0.00	807.79	0.00	807.79-	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	0.00	333,085.97-	363,184.00-	30,098.03-	8.29
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Totals for BUDGET.OFFICER: Unassigned	0.00	34,776.59-	13,431,916.69-	18,596,853.00-	5,164,936.31-	27.77

Fiscal Year: 2016

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	12,995.96	95,650.46	117,531.00	21,880.54	18.62
DEPARTMENT: 11020 - HUMANITIES	0.00	855.20	6,637.95	1,650.00	4,987.95	302.29
DEPARTMENT: 11021 - ENGLISH	265.00	34,678.91	272,207.90	301,791.00	29,318.10	9.71
DEPARTMENT: 11022 - SPEECH	0.00	7,445.07	60,568.19	52,863.00	7,705.19	14.57
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	117.75	942.02	460.00	482.02	104.78
DEPARTMENT: 11025 - JOURNALISM	0.00	5,972.08	58,866.12	68,006.00	9,139.88	13.44
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	972.00	972.00	100.00
DEPARTMENT: 11030 - ART	60.00	11,449.89	109,693.67	107,481.88	2,271.79	2.10
DEPARTMENT: 11031 - DRAMA	0.00	6,727.82	68,038.59	77,930.00	9,891.41	12.69
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	7,731.34	69,801.24	82,537.00	12,735.76	15.43
DEPARTMENT: 11033 - INST MUSIC	445.00	7,154.60	41,617.33	32,905.00	9,157.33	27.82
DEPARTMENT: 11040 - SCIENCE	11,035.42	42,875.76	272,793.42	302,071.00	18,242.16	6.04
DEPARTMENT: 11050 - MATH	60.00	35,007.89	246,053.02	330,655.00	84,541.98	25.57
DEPARTMENT: 11060 - SOCIAL SCIENCE	0.00	49,249.85	342,347.56	384,020.00	41,672.44	10.85
DEPARTMENT: 11070 - HEALTH & PHYSICAL	562.50	23,455.84	196,750.87	225,613.00	28,299.63	12.54
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	9,554.74	103,381.12	83,601.00	19,780.12	23.65
DEPARTMENT: 11080 - ESSENTIAL SKILLS	0.00	0.00	0.00	720.00	720.00	100.00
DEPARTMENT: 11081 - READING	0.00	4,640.05	35,367.23	35,048.00	319.23	0.90
DEPARTMENT: 11082 - ESL	0.00	5,624.36	50,647.92	68,631.00	17,983.08	26.20
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	1,547.15	27,580.48	28,940.00	1,359.52	4.70
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	0.00	2,582.82	5,000.00	2,417.18	48.34
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	37,670.50	37,310.18	253,959.84	413,430.00	121,799.66	29.46
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	538.26	1,377.00	838.74	60.91
DEPARTMENT: 41000 - LIBRARY	5,857.39	13,345.48	141,415.82	187,708.00	40,434.79	21.54
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	1,038.08	6,696.12	62,480.15	135,228.00	71,709.77	53.03
DEPARTMENT: 42000 - DEAN OF LEARNING S	294.27	22,560.10	136,935.08	840,027.12	702,797.77	83.66
DEPARTMENT: 42001 - DEAN OF ACADEMICS	0.00	14,320.72	67,856.30	28,687.00	39,169.30	136.53
DEPARTMENT: 42002 - OUTREACH	656.25	26,820.34	124,637.38	111,566.00	13,727.63	12.29
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	0.00	19,464.76	169,143.27	214,711.00	45,567.73	21.22
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	12,954.05	115,330.90	178,714.00	63,078.63	35.30
DEPARTMENT: 50011 - ASSESSMENT/TESTING	0.00	4,233.03	44,675.70	62,368.00	17,692.30	28.37
DEPARTMENT: 50020 - FINANCIAL AID OFFI	189.57	21,760.57	256,351.57	393,430.00	136,888.86	34.79
DEPARTMENT: 50030 - ADMISSIONS	288.63	11,606.95	109,370.21	147,677.00	38,018.16	25.74
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	0.00	11,905.46	125,385.13	163,915.00	38,529.87	23.51
DEPARTMENT: 50050 - STUDENT HEALTH SER	15.00	150.00	943.71	3,448.00	2,489.29	72.20
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	31,620.12	397,877.45	478,011.82	80,134.37	16.76
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	7,384.83	102,466.11	125,915.00	23,448.89	18.62
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	6,592.84	94,658.36	115,539.00	20,880.64	18.07
DEPARTMENT: 55003 - MEN'S TRACK	0.00	3,594.96	54,205.12	58,281.00	4,075.88	6.99
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	4,564.93	50,155.91	56,801.00	6,645.09	11.70
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	6,617.69	84,416.13	105,666.00	21,249.87	20.11
DEPARTMENT: 55006 - FOOTBALL	3,762.00	17,926.12	321,732.24	376,929.43	51,435.19	13.65
DEPARTMENT: 55007 - BASEBALL	220.00	11,432.99	110,901.44	133,868.00	22,746.56	16.99
DEPARTMENT: 55008 - VOLLEYBALL	0.00	6,175.64	76,557.12	95,641.00	19,083.88	19.95
DEPARTMENT: 55009 - WOMEN'S SOCCER	273.00	4,111.84	64,722.86	65,618.00	622.14	0.95

DEPARTMENT: 55010 - MEN'S SOCCER	0.00	69.12	40,354.69	44,224.00	3,869.31	8.75
DEPARTMENT: 55012 - CHEERLEADING	0.00	4,548.81	62,246.82	63,785.75	1,538.93	2.41
DEPARTMENT: 55013 - DANCE TEAM	0.00	2,619.90	29,041.82	34,782.00	5,740.18	16.50
DEPARTMENT: 55014 - RODEO TEAM	373.30	11,163.04	117,636.93	143,402.00	25,391.77	17.71
DEPARTMENT: 55015 - MEN'S GOLF	0.00	5,568.27	43,984.32	43,043.00	941.32-	2.18-
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	6,466.57	121,041.51	132,334.00	11,292.49	8.53
DEPARTMENT: 55020 - PEP BAND	0.00	3,795.59	40,477.46	53,637.00	13,159.54	24.53
DEPARTMENT: 61000 - PRESIDENT	260.72	59,385.36	445,081.45	530,215.00	84,872.83	16.01
DEPARTMENT: 61001 - BOARD OF TRUSTEES	1,410.84	619.89	10,055.51	24,840.00	13,373.65	53.84
DEPARTMENT: 61005 - ATTORNEY	0.00	512.00	10,539.79	35,000.00	24,460.21	69.89
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	17.80	61,275.50	864,178.90	1,655,121.00	790,924.30	47.79
DEPARTMENT: 62010 - HUMAN RESOURCES	194.08	13,390.28	95,942.00	145,701.00	49,564.92	34.02
DEPARTMENT: 62011 - ADA COMPLIANCE	0.00	4,376.96	40,241.93	66,433.00	26,191.07	39.42
DEPARTMENT: 62050 - ONE-TIME PURCHASES	934,873.57	35,157.50	356,431.99	940,000.00	351,305.56-	37.36-
DEPARTMENT: 63000 - INFORMATION SERVIC	3,805.93	17,647.81	99,230.06	135,393.00	32,357.01	23.90
DEPARTMENT: 64000 - INFORMATION TECHNO	14,278.57	63,715.10	483,641.15	723,898.00	225,978.28	31.22
DEPARTMENT: 65000 - CENTRAL SERVICES	2,707.44	7,796.85	96,246.31	133,298.00	34,344.25	25.77
DEPARTMENT: 66000 - MARKETING	0.00	0.00	6,890.00	0.00	6,890.00-	0.00
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	1,140.89	9,307.24	130,797.20	172,591.00	40,652.91	23.55
DEPARTMENT: 71000 - BUILDINGS	9,157.16	42,288.83	331,473.60	425,946.00	85,315.24	20.03
DEPARTMENT: 72000 - CUSTODIAL SERVICES	4,827.15	42,477.96	430,220.73	558,660.00	123,612.12	22.13
DEPARTMENT: 73000 - GROUNDS	13,517.69	12,200.21	185,838.20	256,129.00	56,773.11	22.17
DEPARTMENT: 73001 - ATHLETIC FIELDS	50.00	3,976.78	48,347.40	67,253.00	18,855.60	28.04
DEPARTMENT: 74000 - VEHICLES	2,212.26	21,187.01	474,515.56	385,150.00	91,577.82-	23.77-
DEPARTMENT: 75000 - CAMPUS SECURITY	0.00	16,510.98	153,419.18	191,260.00	37,840.82	19.79
DEPARTMENT: 76000 - INSURANCE	0.00	9,423.04	274,234.61	273,514.00	720.61-	0.25-
DEPARTMENT: 77000 - UTILITIES	0.00	68,935.09	631,542.54	855,000.00	223,457.46	26.14
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	647.93	53,649.12-	62,000.00	115,649.12	186.53
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	0.00	2,166.00	9,020.00	6,854.00	75.99
DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	0.00	21,870.00	33,087.00	11,217.00	33.90
DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	0.00	5,472.00	11,000.00	5,528.00	50.25
DEPARTMENT: 81004 - TUIT WAIVER CTZ IN	0.00	285.00-	229,601.00	156,000.00	73,601.00-	47.17-
DEPARTMENT: 81006 - TUIT WAIVER FINE A	0.00	0.00	90,573.00	55,194.00	35,379.00-	64.09-
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	0.00	19,407.00	0.00	19,407.00-	0.00
DEPARTMENT: 94000 - STUDENT CENTER	0.00	2,590.02	43,803.66	24,116.00	19,687.66-	81.63-
DEPARTMENT: 98001 - CHILD CARE	0.00	0.00	30,725.00	55,000.00	24,275.00	44.14

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FUND: 11 - GENERAL	1,051,824.48	1,097,602.62	11,070,868.42	15,330,851.00	3,208,158.10	20.93
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Fiscal Year: 2016

FUND: 12 - PTE FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 12010 - ACCOUNTING	0.00	6,108.04	42,832.74	53,077.00	10,244.26	19.30
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	3,661.11	25,043.80	25,597.00	553.20	2.16
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	13,137.19	99,417.05	116,537.00	17,119.95	14.69
DEPARTMENT: 12200 - ADN PROGRAM	0.00	20,352.73	210,119.82	294,154.50	84,034.68	28.57
DEPARTMENT: 12201 - LPN PROGRAM	0.00	16,832.66	170,776.17	237,313.56	66,537.39	28.04
DEPARTMENT: 12202 - EMT	838.45	13,445.47	86,458.08	107,222.00	19,925.47	18.58
DEPARTMENT: 12203 - ALLIED HEALTH	24,486.36	10,101.36	98,614.81	156,258.00	33,156.83	21.22
DEPARTMENT: 12210 - AGRICULTURE	0.00	10,697.99	48,146.81	56,116.00	7,969.19	14.20
DEPARTMENT: 12211 - ANIMAL SCIENCE	40.99	12,030.30	106,905.94	109,550.00	2,603.07	2.38
DEPARTMENT: 12212 - CULINARY PROGRAM	768.76	5,276.19	44,484.02	60,963.00	15,710.22	25.77
DEPARTMENT: 12220 - JOHN DEERE AG TECH	833.49	12,069.34	113,149.33	164,200.00	50,217.18	30.58
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	0.00	16,881.29	84,620.18	91,299.00	6,678.82	7.32
DEPARTMENT: 12241 - FIRE SCIENCE	2,050.00	31,171.27	83,997.90	74,714.00	11,333.90-	15.16-
DEPARTMENT: 12250 - COSMETOLOGY	0.00	12,771.48	114,847.72	169,812.00	54,964.28	32.37
DEPARTMENT: 12260 - DRAFTING	0.00	0.00	0.00	200.00	200.00	100.00
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	4,274.56	31,892.91	321,896.87	376,943.00	50,771.57	13.47
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	24,635.90	14,248.94	154,192.55	228,911.00	50,082.55	21.88
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	11,725.27	111,484.81	490,300.94	378,816.13	77.26
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	57,928.51	242,403.54	1,917,579.81	2,902,818.00	927,309.68	31.95

Fiscal Year: 2016

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
FUND: 14 - ADULT SUPPLEMENTARY ED						
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	12,156.90	64,776.94	103,094.00	38,317.06	37.17
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	11,130.00	12,087.37	957.37	7.92
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	5,950.20	0.00	5,950.20-	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	2,323.42	1,843.55	479.87-	26.02-
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	800.00-	9,738.70	16,504.92	6,766.22	41.00
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	288.85	9,971.65	10,000.00	28.35	0.28
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	1,143.51	1,158.20	14.69	1.27
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	576.00	0.00	4,681.63	6,148.00	890.37	14.48
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	322.95	1,873.12	0.00	1,873.12-	0.00
DEPARTMENT: 55007 - BASEBALL	0.00	0.00	17,121.74	23,000.00	5,878.26	25.56
DEPARTMENT: 31000 - COMMUNITY SERVICE	640.52	3,366.90	3,366.90	6,650.00	2,642.58	39.74
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	53.77	53.77	53.77	0.00	0.00
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	0.00	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	0.00	172.46-	0.00
DEPARTMENT: 55015 - MEN'S GOLF	0.00	0.00	1,618.42	1,618.42	0.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	776.25	982.86	206.61	21.02
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	5.58	1,943.37	2,623.88	680.51	25.94
DEPARTMENT: 55003 - MEN'S TRACK	288.00	51.50	446.00	1,000.00	266.00	26.60
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FUND: 14 - ADULT SUPPLEMENTARY ED	1,504.52	15,446.45	155,970.24	189,059.55	31,584.79	16.71

Fiscal Year: 2016

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
FUND: 16 - AUXILIARY ENTITIES						
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	89.66	3,503.51	9,500.00	5,996.49	63.12
DEPARTMENT: 94000 - STUDENT CENTER	9,827.40	15,940.49	57,786.57	267,611.00	199,997.03	74.73
DEPARTMENT: 95000 - STUDENT HOUSING	4,397.03	314,504.28	1,520,834.29	2,097,589.00	572,357.68	27.29
DEPARTMENT: 98000 - COSMETOLOGY	28.70	1,633.58	84,406.27	191,032.56	106,597.59	55.80
DEPARTMENT: 97000 - BOOKSTORE	39,749.94	17,645.87	579,200.67	1,068,000.00	449,049.39	42.05
DEPARTMENT: 91000 - ARENA	0.00	681.35	5,350.91	0.00	5,350.91-	0.00
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FUND: 16 - AUXILIARY ENTITIES	54,003.07	350,495.23	2,251,082.22	3,633,732.56	1,328,647.27	36.56

Fiscal Year: 2016

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	FUND: 22 - RESTRICTED GRANTS		
				Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	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	861.20	5,055.00	4,193.80	82.96
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	148,278.03	154,816.92	5,688.89	3.67
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	2,603.32	2,742.94	139.62	5.09
DEPARTMENT: 12273 - WELDING	670.24	33,895.57	202,553.28	665,690.93	462,467.41	69.47
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	0.00	1,758.28	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	2,569.15	46,914.10	250,645.02	513,416.00	260,201.83	50.68
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	2,794.28	33,730.32	47,430.75	13,700.43	28.89
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	10,059.00	75,301.02	95,461.00	20,159.98	21.12
DEPARTMENT: 42000 - DEAN OF LEARNING S	1,390.18	8,486.99	78,622.74	104,985.25	24,972.33	23.79
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	11,646.89	55,000.00	43,353.11	78.82
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	86.71	86.71	22,350.30	22,263.59	99.61
<b>FUND: 22 - RESTRICTED GRANTS</b>	<b>5,479.57</b>	<b>102,236.65</b>	<b>894,356.09</b>	<b>1,895,743.97</b>	<b>995,908.31</b>	<b>52.53</b>

Fiscal Year: 2016

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	FUND: 23 - OTHER RESTRICTED FUNDS		
				Annual Budget	Available	% Avail
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	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
<b>FUND: 23 - OTHER RESTRICTED FUNDS</b>	<b>4,297.86</b>	<b>0.00</b>	<b>10,207.27</b>	<b>9,155.00</b>	<b>5,350.13</b>	<b>58.43</b>

Fiscal Year: 2016

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	FUND: 24 - ADULT EDUCATION		
				Annual Budget	Available	% Avail
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	137.81	1,378.05	1,516.00	137.95	9.10
DEPARTMENT: 13305 - ADULT ED - STAFF D	817.02	308.57	3,159.23	4,000.00	23.75	0.59
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	17,749.33	125,352.60	173,416.00	48,063.40	27.72
DEPARTMENT: 13305 - ADULT ED - STAFF D	287.99	6,807.69	8,365.01	8,653.00	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	10,596.30	121,987.14	137,804.00	15,816.86	11.48
DEPARTMENT: 00000 - GENERAL	0.00	0.00	37,500.00	37,500.00	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	6,756.59	57,822.78	54,771.03	3,051.75	5.56
<b>FUND: 24 - ADULT EDUCATION</b>	<b>1,105.01</b>	<b>42,356.29</b>	<b>280,564.81</b>	<b>342,660.03</b>	<b>60,990.21</b>	<b>17.80</b>

Fiscal Year: 2016		FUND: 61 - CAPITAL OUTLAY				
GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	14,298.50	0.00	216.00	363,184.00	348,669.50	96.00
FUND: 61 - CAPITAL OUTLAY	14,298.50	0.00	216.00	363,184.00	348,669.50	96.00

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	17,638.91	71,882.60	378,769.32	570,162.69	173,754.46	30.47
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	1,000.00	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	0.00	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	53,719.70	0.00	53,719.70	0.00
DEPARTMENT: 99001 - STUDENT NEWSPAPER	3,342.66	5,039.92	18,730.56	75,235.00	53,161.78	70.66
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	700.00	3,508.35	14,800.00	11,291.65	76.29
FUND: 71 - ACTIVITY/ORGANIZATION FD	20,981.57	82,432.39	469,115.25	677,697.69	187,600.87	27.68

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	14,487.00	0.00	14,487.00	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	4,791.00	0.00	4,791.00	0.00
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	0.00	5,832.00	0.00	5,832.00	0.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	10,680.00	0.00	10,680.00	0.00
DEPARTMENT: 55006 - FOOTBALL	0.00	1,212.00	64,239.00	0.00	64,239.00	0.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	9,240.00	0.00	9,240.00	0.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	29,874.00	0.00	29,874.00	0.00
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	9,981.00	0.00	9,981.00	0.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	21,717.00	0.00	21,717.00	0.00
DEPARTMENT: 55014 - RODEO TEAM	0.00	0.00	29,058.00	0.00	29,058.00	0.00
DEPARTMENT: 55015 - MEN'S GOLF	0.00	0.00	6,702.00	0.00	6,702.00	0.00
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	0.00	20,106.00	0.00	20,106.00	0.00
DEPARTMENT: 55020 - PEP BAND	0.00	0.00	2,424.00	0.00	2,424.00	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	0.00	10,623.00	0.00	10,623.00	0.00
DEPARTMENT: 11030 - ART	0.00	0.00	8,898.00	0.00	8,898.00	0.00



DEPARTMENT: 11031 - DRAMA	0.00	0.00	6,190.00	0.00	6,190.00-	0.00
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	250.00	9,200.00	0.00	9,200.00-	0.00
DEPARTMENT: 11033 - INST MUSIC	0.00	0.00	54,359.00	0.00	54,359.00-	0.00
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	0.00	2,310.00	0.00	2,310.00-	0.00
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	0.00	28,404.00	0.00	28,404.00-	0.00
DEPARTMENT: 81005 - TUIT WAIVER FCHS	0.00	342.00	24,691.00	0.00	24,691.00-	0.00
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	0.00	21,288.00	0.00	21,288.00-	0.00

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FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	1,804.00	395,094.00	0.00	395,094.00-	0.00
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GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	20,694.00	321,991.00	509,000.00	187,009.00	36.74
FUND: 73 - EDUKAN CONSORTIUM FUND	0.00	20,694.00	321,991.00	509,000.00	187,009.00	36.74

Garden City Community College  
4/30/2016

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 372,581.76	0.0000%
State Municipal Invest. Pool	\$ 735.07	0.0451%
FNB of Garden City - Money Market	\$ 25,511.41	0.2500%
FNB of Garden City - Insured Cash Sweep	\$ 2,309,447.39	0.2500%
Commerce Bank - Money Market	\$ 155,755.04	0.0800%
Landmark National Bank	\$ 2,199,569.87	0.3700%
	<u>\$ 5,063,600.54</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	0.4500%	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
Commerce Bank	CD	\$ 1,000,000.00	0.7000%	2/3/2016	2/3/2017
First National Bank of Garden City	CDARS	\$ 1,000,000.00	0.7500%	12/24/2015	6/22/2017
Commerce Bank	CD	\$ 1,000,000.00	0.9000%	2/3/2016	8/3/2017
		<u>\$ 6,000,000.00</u>			
Total		<u><u>\$ 11,063,600.54</u></u>			

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

**Date:** May 10, 2016

**Topic:** KanRen

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

**Background Information:**

KanRen is a consortium which supplies a statewide network for data communication for schools, libraries and hospitals. The recent 5-year contract expired April 2016. The new contract includes “Zoom” the live interface for class delivery. The new annual rate is slightly less than the previous year’s contract.

**Budget Information:**

\$59,966 General Fund

**Recommended Board Action:**

Approve the annual payment of \$59,966 to KanRen

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

**Board Member Notes:**

# Services Memorandum


**KanREN Member:**

Garden City Community College  
801 Campus Dr  
Garden City, Kansas 67846

**Publish Date:** April 18, 2016

**Billing Period:** 02/01/2015 to 03/31/2019

**Operations Contact:**

2029 Becker Dr, Suite 282  
Lawrence, KS 66047  
Email: support@kanren.net  
Phone: (785) 856-9820

**Billing Contact:**

PO Box 442167  
Lawrence, KS 66044  
Email: info@kanren.net  
Phone: (785) 856-9800

**Return the signed Membership Agreement by Fax to  
(785) 856-9877 or Email to info@kanren.net.**

This Services Memorandum is part of the attached Membership Agreement between KanREN, Inc. and Garden City Community College, (herein after referred to as Consortium Member or Consortium Member Institution) and describes services to be provided to the Consortium Member by KanREN, along with the costs associated with those services, to be paid to KanREN by the Consortium Member, according to the terms of the attached agreement. Acceptance of the attached Membership Agreement includes acceptance of the costs and fees for the services described below. Usage-Based Service costs and fees will be calculated monthly and billed quarterly in arrears. All other costs and fees will be billed quarterly in advance unless other arrangements are made.

## Contacts

Name	Type	Phone	Email
Andy Gough Software Specialist	Technical 2; Emergency; IT Security	(620)276-0348	andrew.gough@gcccks.edu
Debra Nicholson Controller	Billing	(620)276-9575	debra.nicholson@gcccks.edu
Bradley Sisk EMST Program Director	Other	(620) 276-0347	bradley.sisk@gcccks.edu
Jeff Southern Director of Information Technology	Technical	(620)276-9631	jeff.southern@gcccks.edu
Dee Wigner Exec, Dean of Administrative Services	Administrative	(620)276-9577	dee.wigner@gcccks.edu

## Service Locations

Description	Location Contact
JCVT, 1305, 801 Campus Dr, Garden City, KS 67846	Jeff Southern

## Committed Service Costs

### GCCC - 801 Campus Dr - Membership

Description	Quantity	Unit Cost	Schedule	Price
Membership	1.00	\$500.00	Yearly	\$500.00
<b>Service Total</b>				<b>\$500.00</b>

### GCCC - 801 Campus Dr - Network Connectivity Services

Description	Quantity	Unit Cost	Schedule	Price
Access Circuit in Mbps/Month	300.00	\$114.72	Yearly	\$34,416.00
Network Use Committed Information Rate in Mbps/Month	200.00	\$84.00	Yearly	\$16,800.00

Infrastructure Up to 300Mbps	1.00	\$2,000.00	Yearly	\$2,000.00
Network Support 7-7 M-F	1.00	\$1,500.00	Yearly	\$1,500.00
Internet2/US UCAN Access	1.00	\$750.00	Yearly	\$750.00
DNS Hosting	1.00	\$0.00	Included	\$0.00
IPv4 Addresses	2064.00	\$0.00	Included	\$0.00
IPv6 Addresses /48 Subnet	1.00	\$0.00	Included	\$0.00
Video QoS	1.00	\$0.00	Included	\$0.00
<b>Service Total</b>				<b>\$55,466.00</b>


<b>GCCC - 801 Campus Dr - NET+ Services</b>				
<b>Description</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Schedule</b>	<b>Price</b>
Zoom Mid-Low Connected	1.00	\$4,000.00	Yearly	\$4,000.00
<b>Service Total</b>				<b>\$4,000.00</b>

<b>Committed Service Total</b>	<b>\$59,966.00</b>
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## Special notes or Considerations:

If this services memorandum is agreed to for a fiscal year beginning July 1, before the preceding April membership meeting (where rates and budget for the coming fiscal year are determined), rates, and fees may change. In the event of a change, a superseding services memorandum will be issued.

Members who have signed a multi-year membership agreement acknowledge that the costs and fees section of this services memorandum are in effect for one fiscal year, unless otherwise explicitly stated. Consortium governance may change service offerings and rates between fiscal years, by general membership vote and approval.

<h1>Membership Agreement</h1>		
<p><b>KanREN Member:</b> Garden City Community College 801 Campus Dr Garden City, Kansas 67846</p> <p><b>Publish Date:</b> April 18, 2016 <b>Billing Period:</b> 02/01/2015 to 03/31/2019</p>	<p><b>Operations Contact:</b> 2029 Becker Dr., Suite 282 Lawrence, KS 66047 Email: support@kanren.net Phone: (785) 856-9820</p>	<p><b>Billing Contact:</b> PO Box 442167 Lawrence, KS 66044 Email: info@kanren.net Phone: (785) 856-9800</p> <p><b>Return the signed Membership Agreement by Fax to (785) 856-9877 or Email to info@kanren.net.</b></p>

This Agreement made by and between the Kansas Research and Education Network Inc. (hereinafter referred to as KanREN) a nonprofit, charitable corporation and Garden City Community College, (hereinafter referred to as Consortium Member Or Consortium Member Institution). The parties desire to enter into an agreement to allow the Consortium Member access to the statewide network for data communication between Consortium Member Institutions and to allow access to the Internet and other networking services.

#### 1. Consideration

In consideration of KanREN providing use of specific equipment, circuits, and other services more fully described in the attached Services Memorandum (made a part of this memorandum of agreement herein), the Consortium Member agrees to pay KanREN fees pursuant to the most recent membership fee schedule, and other fees or services listed in the attached Services Memorandum.

#### 2. Term

The term of this agreement shall commence on 02/01/2015 and will remain in effect until 03/31/2019 (hereinafter anniversary date) and it will continue thereafter for successive 12-month periods measured from the anniversary date, and from each anniversary thereof unless and until either party gives the other notice of termination at least 90 days (i) prior to the anniversary date or (ii) as the case may be, prior to the end of any subsequent 12-month period during which the agreement continues.

#### 3. Additional Conditions

A. The Consortium Member agrees to comply with all conditions and requirements set forth in the KanREN Bylaws, dated April 16, 2008. By entering into this agreement, the Consortium Member acknowledges receipt of a copy of the Bylaws (available on the KanREN Web site at <http://www.kanren.net/images/pdfs/KanREN-Bylaws.pdf>).

B. Unless otherwise specified in the Services Memorandum, all Equipment listed in the Services Memorandum, shall be installed by KanREN at the Consortium Member's site, and is owned by KanREN. The Equipment is, and shall at all times be and remain the sole and exclusive property of KanREN and the Consortium Member shall have no right, title, or interest therein or thereto. The Consortium Member will not sell, assign, transfer, lease, pledge or otherwise encumber the Equipment or any of the Consortium Member's rights under this Agreement, in or to the Equipment, or permit any of its rights under this Agreement to be subject to any lien, charge, or encumbrance of any nature. The Consortium Member shall keep the Equipment in its possession and control at its headquarters, or at such other location to which the Equipment may be moved with the prior written consent of KanREN. KanREN may, at any time during normal business hours, enter the premises where the Equipment is located and inspect the same. Without the prior written consent of KanREN, the Consortium Member shall not make any modifications or additions to or changes in the Equipment except as may be authorized by KanREN. If a modification is allowed, all modifications, additions to, or changes in the Equipment shall belong to and immediately become the property of KanREN. At the expiration of this Agreement, the Consortium Member shall, at its expense, return the Equipment to and into the custody of KanREN to its regular place of business or at such other place as KanREN specifies in writing, in the same repair, condition and working order as at the commencement of this Agreement, reasonable wear and tear resulting from proper use excepted.

C. No Consortium Member or its personnel shall be deemed to purchase, lease, or otherwise acquire any property, right or other asset of KanREN. Neither shall the Consortium Member sell, lease, or otherwise dispose of any property, right or other asset that is owned by KanREN. The Consortium Member shall have no authority to hire or terminate anyone on behalf of KanREN. The Consortium Member shall have no authority to lend, borrow, issue a guarantee, encumber any property, right or other asset, or settle any claim on behalf of KanREN whether the claim is by or against KanREN.

D. The Consortium Member agrees that any Software or other information relating to the installation and operation of the network will remain the property of KanREN. The Consortium Member is granted a license to use and the Consortium Member will use that software and information only for its internal purposes in connection with its use of the Network. The Consortium Member will keep confidential all such software and information.

E. This agreement does not establish an employee-employer relationship or an agency relationship between KanREN and the Consortium Member or between any of the Consortium Members personnel and KanREN. The Consortium Member is independent of KanREN, and the Consortium Member agrees to be responsible for the supervision, compensation and other benefits of Consortium Member personnel.

F. KanREN issues e-rate discounted invoices on a quarterly basis, unless otherwise requested by the member.

#### 4. Default and Termination

A. Any of the following events or conditions shall constitute an event of default: (a) Consortium Member's failure to pay when due any fee or other amount payable pursuant to this agreement or the Services Memorandum in accordance with the Kansas Prompt Payment

Act (K.S.A. 75-7403); (b) Consortium Member's failure to perform or Consortium Member's violation of any other term, covenant or condition of this Agreement or the Services Memorandum and the failure to cure the same within thirty (30) days after the occurrence. The Consortium Member acknowledges that the services provided by KanREN are incapable of immediate termination and the Consortium Member agrees to pay all fees associated with releasing or terminating the Consortium Member's services. (c) KanREN's failure to perform or provide service to Consortium Member or KanREN's violation of any other term, covenant, or condition of this Agreement or the Service Memorandum, and the failure to cure the same within sixty (60) days after the occurrence. B.In acquiring services under this agreement, the parties will acquire knowledge about the other's business and operations including proprietary and confidential information and trade secrets essential to KanREN's business (collectively called "Information"). Each party agrees to use the Information only to access the other's services under this agreement, and will not disclose to anyone, any Information without KanREN's prior written consent. The obligations under this agreement will survive termination of this agreement. C.If a member is denied e-rate funding on eligible services due to circumstances beyond the member's or KanREN's control, this contract becomes null and void. However, KanREN has the option of absorbing the lost e-rate funding and fulfilling the contract terms should it be determined to be beneficial to the member and to KanREN.

5. Entire Agreement

This Membership Agreement contains the entire agreement and understanding between KanREN and the Consortium Member and supersedes all other agreements or understanding, whether written or oral, relating thereto.

6. Severability

If any provision of this Membership Agreement or the application of any such provision to any person or circumstance is held invalid, the remainder of this Agreement, and the application of such provision other than to the extent it is held invalid, will not be invalidated or affected thereby.

7. Notice

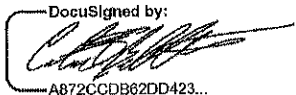
Notices under this Agreement shall be in writing and shall be sent to KanREN at its address or fax number and to the Consortium Member at its address or fax number. In the event of a change in any address or fax number, then to such other address or fax number as to which notice of the change is given. Notice shall be deemed given on receipt.

8. Amendment and Waiver

This Agreement may be amended only by an instrument in writing signed by KanREN and the Consortium Member, and no provision of this Agreement and no right or obligation of either party under this Agreement may be waived except by an instrument in writing signed by the party waiving the provision, right, or obligation. Service upgrades will be considered a minor contract amendment and permitted under this agreement.

9. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Kansas. The Consortium Member agrees that any legal action or proceeding with respect to this Agreement or any of the Collateral Agreement will be brought in the courts of the State of Kansas with venue in the county where Consortium Member is located.

 <p>DocuSigned by: A872CCDB82DD423...</p>
Authorized Signature for KanREN, Inc.
Cort Buffington Name
Executive Director Title
4/18/2016 Date Signed

Authorized Signature for Garden City Community College
Dee Wigner Name
Executive Vice President Title
Date Signed

**Agenda No:** III-E-1

**Date:** May 10, 2016

**Topic:** Resolution 2016-04  
Non-renewal of contract

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

**Background Information:**

At the April 12, 2016 board meeting, action was taken to notify Jennifer D. Crawford of the intent to non-renew her contract of employment. The board is required to provide action to non-renew.

**Budget Information:**

NA

**Recommended Board Action:**

Approve Resolution 2016-04 directing the Clerk of the Board of Trustees to give written notice to Dr. Jennifer D. Crawford of the Board's non-renewal of her contract for the 2016-17 school year.

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

**Board Member Notes:**



RESOLUTION 2016-04

WHEREAS, on the 12<sup>th</sup> day of April, the Board of Trustees of Garden City Community College (Board of Trustees), by resolution duly adopted, took action to notify Jennifer D. Crawford of the Board of Trustees' intent to non-renew her contract of employment as an Instructor for Garden City Community College for the 2016-17 school year; and

WHEREAS, the Clerk of the Board of Trustees gave written notice to Jennifer Dr. Crawford on the 13th day of April, 2016, that it was the intent of the Board of Trustees to non-renew her contract of employment for the 2016-17 school year

WHEREAS, after extensive consideration and thorough discussion, the Board of Trustees has determined that the matter should be resolved as follows:

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF GARDEN CITY COMMUNITY COLLEGE:

**Section 1.** That the contract of employment of Jennifer D. Crawford be non-renewed for the 2016-17 school year.

**Section 2.** That the Clerk of the Board of Trustees of Garden City Community College shall give Jennifer D. Crawford a signed copy of this Resolution in person or by United States mail.

ADOPTED BY THE BOARD OF TRUSTEES, GARDEN CITY COMMUNITY COLLEGE THE 10<sup>TH</sup> DAY OF MAY, 2016.

\_\_\_\_\_  
Jeff Crist, Chairperson  
Board of Trustees  
Garden City Community College

ATTEST:

\_\_\_\_\_  
Debra Atkinson, Clerk

**Agenda No:** III-E-2

**Date:** May 10, 2016

**Topic:** Resolution 2016-05  
Non-renewal of contract

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

**Background Information:**

At the April 12, 2016 board meeting, action was taken to notify Luis D. Luna Ramos of the intent to non-renew his contract of employment. The board is required to provide action to non-renew.

**Budget Information:**

NA

**Recommended Board Action:**

Approve Resolution 2016-05 directing the Clerk of the Board of Trustees to give written notice to Luis D. Luna Ramos of the Board's non-renewal of his contract for the 2016-17 school year.

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

**Board Member Notes:**

RESOLUTION 2016-05

WHEREAS, on the 12<sup>th</sup> day of April, the Board of Trustees of Garden City Community College (Board of Trustees), by resolution duly adopted, took action to notify Luis D. Luna Ramos of the Board of Trustee's intent to non-renew his contract of employment as an Instructor for Garden City Community College for the 2016-17 school year; and

WHEREAS, the Clerk of the Board of Trustees gave written notice to Luis D. Luna Ramos on the 13th day of April, 2016, that it was the intent of the Board of Trustees to non-renew his contract of employment for the 2016-17 school year.

WHEREAS, after extensive consideration and thorough discussion, the Board of Trustees has determined that the matter should be resolved as follows:

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF GARDEN CITY COMMUNITY COLLEGE:

**Section 1.** That the contract of employment of Luis D. Luna Ramos be non-renewed for the 2016-17 school year.

**Section 2.** That the Clerk of the Board of Trustees of Garden City Community College shall give Luis D. Luna Ramos a signed copy of this Resolution in person or by United States mail.

ADOPTED BY THE BOARD OF TRUSTEES, GARDEN CITY COMMUNITY COLLEGE THE 10<sup>TH</sup> DAY OF MAY, 2016.

\_\_\_\_\_  
Jeff Crist, Chairperson  
Board of Trustees  
Garden City Community College

ATTEST:

\_\_\_\_\_  
Debra Atkinson, Clerk

**Agenda No:** III-F

**Date:** May 10, 2016

**Topic:** Resolution 2016-06  
Board of Trustee Elections

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

**Background Information:**

The Kansas Legislature passed House Bill 2104 (HB 2104) in 2015 changing the dates of local elections for community college board of trustee members, as well as the terms of current board members. The Board is required to pass a resolution to conform to the legislative changes and to adopt the new election dates and terms.

**Budget Information:**

NA

**Recommended Board Action:**

Approve Resolution 2016-06 adopting the new election dates.

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

**Board Member Notes:**

**RESOLUTION 2016-06**

WHEREAS, the Board of Trustees of Garden City Community College (Board of Trustees) is elected to staggered terms in local elections held in odd numbered years; and

WHEREAS, the Kansas Legislature passed House Bill 2104 (HB 2104) in 2015 changing the dates of local elections for community college board of trustee members, as well as the terms of current board members; and

WHEREAS, the Board of Trustees desires to pass this Resolution to conform to the legislative changes in HB 2104 and to adopt the new election dates and terms.

NOW, THEREFORE, BE IT RESOLVED, THAT:

1. The general election for the Board of Trustees previously scheduled for April 2017, will now be held on November 7, 2017. If a primary election is necessary, it will be held on August 1, 2017.
2. The general election for the Board of Trustees previously scheduled for April 2019, will now be held on November 5, 2019. If a primary election is necessary, it will be held on August 6, 2019.
3. The terms of current Board of Trustees members scheduled to end in July 2017, will now expire on January 8, 2018.
4. The terms of current Board of Trustees members scheduled to end in July 2019, will now expire on January 13, 2020.

ADOPTED BY THE Board of Trustees of Garden City Community College on the 10th day of May, 2016.

\_\_\_\_\_  
Date

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

ATTEST:

\_\_\_\_\_  
Debra Atkinson, Clerk

# MAY 2016 MONITORING REPORT

## ANNUAL REPORT

### EXECUTIVE LIMITATIONS

ANNUAL

#### Treatment of People #Preamble

Page 8

**With respect to treatment of students, staff, volunteers, and the community, dealings shall not be inhumane, unfair, or undignified.**

**CEO's Interpretation:** The President shall to the best of his ability ensure that students, employees and stakeholders are treated in a humane, fair and dignified way.

**Data directly addressing CEO's interpretation:** Suggestions and concerns are given respectful consideration and acknowledged. Fair treatment of others and professional behavior is expected of all GCCC employees. Employee concerns about fair treatment may be addressed to the office of Human Resources pursuant to the policies and procedures outlined by the college. Student, staff, volunteer and community concerns regarding inhumane, unfair, or undignified treatment are handled by the appropriate administrative office under the respective vice president.

### EXECUTIVE LIMITATIONS

ANNUAL

#### Treatment of People #2

Page 8

**The President shall not discriminate against anyone for expressing an ethical dissent.**

**CEO's Interpretation:** This is established through college climate and culture. The office of the president must abide by the non-discriminatory policies, regulations and civil responsibilities. The college policy and procedures provide avenues of reporting perceived negative actions by the office of the president.

**Data directly addressing CEO's interpretation:**

The office of human resources registers all complaints regarding the president. In the event a concern is received by human resources it will be confidentially submitted to the Executive Vice-President for communication to the Board. No reportable concerns were submitted.

### EXECUTIVE LIMITATIONS

ANNUAL

#### Treatment of People #3

Page 8

**The president shall not withhold a due process procedure from faculty.**

**CEO's Interpretation:** Due process shall be established for the faculty by the negotiated agreement and the president will ensure that personnel adhere to the procedure.

**Data directly addressing CEO's interpretation:** The President has designated the Human Resources office to work with the appropriate vice president and the faculty member to ensure that due process and procedures are followed. One grievance was filed but did not meet the criteria for formal action.

**EXECUTIVE LIMITATIONS**

ANNUAL

**Treatment of People #4**

Page 8

**The president shall not withhold an appeal process from staff and students.**

**CEO's Interpretation:** The President shall ensure that the appeal process is available to staff and students. Institutional complaints are processed via their respective departments and Vice-president, culminating to the president's office if necessary. Depending on the nature of the individual's appeal all staff have access to the Human Resources Department. All students have access to the Vice President of Student Services as outlined in the student handbook.

**Data directly addressing CEO's interpretation:** There was no reported staff or student appeals for the 2015-2016 academic years outside of academic or disciplinary actions rendered.

**EXECUTIVE LIMITATIONS**

ANNUAL

**Treatment of People #5**

Page 8

**The President shall not prevent faculty from grieving to the Board when internal grievance procedures have been exhausted.**

**CEO's Interpretation:** Under the faculty negotiated agreement, procedures and processes to submit a grievance are defined and this president abides by the written process.

**Data directly addressing CEO's interpretation:** There was one formal faculty grievance filed which Board policy was followed. However, the grievance was not presented to the board for formal review due to not meeting the criteria set forth outlined in the negotiated agreement.

## **Incidental Information May 2016**

### **Ryan Ruda, Vice President of Student /Instructional Services**

#### Admissions/Enrollment Management

International Admissions is working on 12 new files for international student athletes from Brazil, Switzerland, Canada, Venezuela, Australia, and Jamaica

The college has hosted successful enrollment days.

- So far we have 50% of the Holcomb HS senior class
- GCHS enrollment numbers are up by about 15 students compared to last fall
- 

April had 44 students come to campus for visits.

#### General Information

Garden City was recognized by ACT as the Kansas Career Readiness community college of the year. Tammy Tabor and Ryan Ruda attended the ACT state conference in April and accepted the award on behalf of GCCC. This designation is bestowed upon the community college that provides pathways for students to workforce and assists with matriculating students through programs of study at an accelerated pace. Programs that were highlighted for success were Welding and Nursing with high success and entry into the workforce as well as accelerated pathways for entrance to workforce. Additionally, GCCC holds a high technical completion rate and graduation rate which leads to career readiness as well.

This is the second year that ACT has awarded this designation. With GCCC receiving this honor, the college is eligible and will be submitted in the national contest for consideration as college of the year at that national level.

Instrumental music will be expanding with some new offerings and programs this coming year. New courses have been developed in sound technology for fall. Additionally, recruiting has been very fruitful through the work of Casey Hands, Joe Lowry and Chris Johnson. Starting in the fall, new options for students will include drum line, the initiation of a marching band and expansion of existing ensembles and programs in instrumental music.

A STEAM (Science, Technology, Engineering, Arts and Math) initiative has been in place to help recruit and grow STEM programs and the Fine Arts. Recruiting efforts by math and science faculty have brought in new freshman within the STEM fields. With the addition of Physics, recruiting is allowing for students to expand the course offerings and availability to complete general education courses in the STEM fields. Additionally, all Fine Arts programs have been very active in recruiting to grow this area with new students.

#### Adult Learning Center – July 2014 to June 2015

- Adult Basic Education, Adult Secondary Education and English as a Second Language students are assessed between 60 to 100 instructional hours to determine if progress is being made toward the exiting high school equivalency diploma (GED) goal to get them ready to attend college classes.
- KSN News visited the Garden City Community College Adult Learning Center, December 2014. (<http://ksn.com/2014/12/11/state-focuses-on-g-e-d-and-tech-students/>)



- Twelve students participated on the first year of a class “ESL bridge” and 10 enrolled into college classes (83%). With a total of 60 hours of college credit.
- Twenty Adult Secondary Education (GED-preparation) students enrolled into college success classes with a total of 20 college credit hours.
- Ten GED credential recipients transition to GCCC with a total of 143 college credit hours.

Ongoing community activities:

- Conducted 4 classes on “Healthy Living” (80 students)
- Present 2 workshops on “Gambling” (50 Students)
- Delivered 2 informational sessions on “Weather” (200 Students)
- Twenty five students attended Finney County Museum
- Seventy students visited with transition ESL students on a college presentation called “Immigration presentation”
- Invited community organization, such as:
  - United Methodist Mexican American Ministries (GENESIS)
  - United State Citizenship and Immigration Services (USCIS)
  - Garden City Police department
  - Garden City Public Library

*Expected Student Outcomes*

Essential Skills

Students will possess essential skills.

- 571 participants attended classes for a total of 47,140 hours of instruction, by the end of FY15, 83 average hours per enrolled participant.
- 122 enrolled in adult basic education, 58 in GED preparation and 461 in English as Second Language classes.
- 353 participants enrolled into the lower levels of education (76%).
- 54% of the participants with more than 12 hrs. made educational gains on standardized assessments.
- 44 participants had GED as their primary goal, 19 achieved for goal, 43% rate.
- 130 had a goal of to improve their knowledge of the rights and responsibilities of US citizenship, 94 achieved the goal, 72% rate.
- 87 had a goal of increase involvement in children’s literacy activities, 53 achieved the goal, 60% success rate.

Work Preparedness

Students will be prepared for success in the workplace.

- Participants with a goal of entering employment, 38% achieved the goal.
- Participants had a goal of retaining and improving their employment, 37% achieved the goal. (This report is a data matching with the DOL)
- 24 participants received WorkReady® certificates (9-Bronze, 13 Silver and 2 Gold)

Academic Advancement

Students desiring academic advancement will be prepared for successful transfer to other colleges and universities.

- 23 participants achieved college readiness
- 37 participants had a goal of entering post-secondary education, 18 achieved the goal, 49%

### Personal Enrichment

Recipients will have experiences of personal enrichment in their chosen areas of interest.

- The ALC staff complete an individual staff development plan in line to the ALC staff development program and state professional development calendar.
- The ALC send a staff to be trainer on the CCRS – College and Career Readiness Standards. All ALC instructional staff will be taking the training on Fall16.
- The Director and program coordinator received a training on STudent Achievement in Reading – STAR.
- The Director and program coordinator received a training on Partners For Success – P4S.
- All ALC instructional staff attended the Kansas Adult Education Association conference in Wichita. (February, 2015)
- Four ALC instructional (two GED and two ESL) attended the national Commission on Adult Basic Education –COABE- conference at Denver, Co. (April, 2015)

### Workforce Development

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

- The ALC provided beginning English as a second Language classes at **Worthington industries** employees.
- The ALC is on the works with **Cattle Empire** to offer ESL classes, in site.

### Dee Wigner, Executive Vice President:

#### Bookstore

Broncbuster Bookstore is getting ready for spring buyback and checking in of spring scholarship books. As soon as that is done next week the bookstore will start the summer semester book sales, and the football boys will be checking in for their summer books. It will be a busy couple of weeks.

In the meantime, caps and gowns are being distributed for graduation on Friday!! Many of the students have stopped by in the past week, and we hope to see the rest by Thursday of this week.

The bookstore has received a lot of new merchandise for summer. New purchases include capri pants, tank tops, racerback tee's, and shorts for the guys! There will be some new "brown and gold" items coming in June. We are really excited about this new line and cannot wait until the new merchandise arrives.

A new Facebook page has been started, and we will use this as a way to spread the word about our specials of the week. Meetings are currently being planned with the marketing department to plan strategies to promote the Bookstore, and our new lines of merchandise.

#### Campus Police

On April 13 & 14, Garden City Community College hosted an ALICE Armed Intruder Instructor Course. A total of 49 individuals registered for the class representing businesses, school districts, colleges, state agencies and law enforcement from around the state. Many positive comments were received regarding the course content and the facilities on our campus. Campus Police Chief Dozier is extremely proud of the efforts of our participants (Jerrad Webb, Larry Pander, Craig Lurtz, Greg Greathouse and Officer Travis Montgomery) during the class presentations. Our ALICE instructors were organized, thorough and very professional!

During the month of April 2016, two campus police officers attended a Taser recertification course, which was hosted by the Garden City Police Department (GCPD). There was no cost for the training.

### Marketing and Public Relations

The Marketing/PR department has been busy covering and promoting year end events. Press releases have been sent for fine arts events, graduation events, and will soon be sent for top academic students, ACT award, and new ambassadors.

Radio commercials are being updated for the summer, and new copy has been written to follow along with the "I'm a Buster" theme that is currently running on TV. New TV ads will be planned this summer as well to add to current rotations. A new Instagram campaign is in the works. The new account should be open in the next couple of weeks.

Digital Billboards are up in Dodge City, and in Woodward, Oklahoma. Nursing, Tech Programs, DPS programs, Ag programs, and Culinary Science ads are currently rotating on the boards. The print shop and marketing department are working together to freshen and update this campaign.

A new Marketing/PR Protocol was written and sent to each department to help organize and plan ahead for upcoming events. A shared calendar has been sent to each department, and a "google" calendar that each department can add events to is currently in the works. Meetings are currently being scheduled for the summer with campus departments to work on ideas for marketing, budgets, and event planning, for next year.

### Payroll Department

Dallas Crist, payroll coordinator, attended several Ellucian Portal Taxonomy team meetings working together to design our main page for the eventual portal implementation. Dallas attended several free Webinars in March and April that pertain to payroll issues and best practices; KPERS reporting for summer months and Working after Retirement; and Pam Harms, payroll assistant, and Dallas attended a Webinar on Garnishments.

The payroll office staff processed 237 ACA Form 1095-C and distributed to the employees at the end of March. We have developed a process to identify current employees Working After Retirement from KPERS. We have updated self-identification forms and we will be meeting with hiring managers to explain the changes that will be effective this summer.

We have been working closely with our part timer, Erica, in developing the processes for document imaging in payroll. Dallas continues to work with the employees who are retiring and resigning in May, as this is a larger than normal payroll that includes the lump sum payout of faculty contracts for those who requested the payout.

### Director of Facilities

Facilities has been preparing for all year end events, as well as maintenance. Projects undertaken with the grounds crew have been irrigation valves and sprinkler repair; paint for the Region VI track meet events; preparations for Region VI track; including, grooming field, picking up of trash, and dragging parking lot; spraying for weeds at east campus; continuing irrigation at new apartments and preparation for sod; planting flowers for graduation, mowing, weed eating, and hedging, prep for graduation, painting of foul lines for baseball and softball; painted football fields for spring training; and maintenance of fields for games.

The maintenance crew has been setting up and tearing down for the endowment auction, moving stage, tables, chairs, and carpet to ready for the Ron Schwartz funeral; carpet installation, and stage installation, and rails for funeral; installed handicap ramps, rails, screen, moved podiums, and reset steps for graduation;

and built awards stands for Region VI track meet. Set-up for the track meet included installation of hammer cage net, installation of aluminum snap track around track; fix fence damaged by the wind storm; set up and tear down of tents; repair drain valve in steeple chase, fixed toilets and urinals in men's and women's bathrooms at the stadium; pick up of trash around field and outlying areas for track meet; fixed electrical outlets at stadium. Maintenance also cleaned and reorganized the upper mezzanine in maintenance shop; cleaned and organized boiler room and chiller plant; cleaned, organized, and removed all things around maintenance shop to get ready for the new parking lot. Maintenance continues with work orders, and keeping them at a level of 17 to 35. These orders include plumbing repairs, drain line repairs, door repairs, light and ballasts replacements, window repairs, HVAC repair exhaust fan replacements, and filter replacement, etc. Current projects include working on the locks, drawings, and utilities for the recently purchased Wagner apartments.

The custodial department has been working on set-ups including, monthly board meeting, enrollment, SGA banquet, athletic banquet, retirement reception, 3 day regional track meet, earth day, solo ensemble festival, piano festival, fine arts theatre productions/concerts, cleaned bleacher chairs, delivered supplies/ordered supplies, and completed help desk requests.

Transportation has kept up with the daily activity of issuing fleet vehicles to faculty and staff, assisted with the Region VI Track transportation, and assisted with transportation during the Ron Schwartz funeral.

#### Business Office Comptroller

In August 2015, Garden City Community College implemented an online payment service with Nelnet. Students may make payments online or set up payment plans through Nelnet. Since the implementation of the new product in August, we have recorded \$171,239 in payments through the Nelnet service. Currently 518 students have used Nelnet to either check their balance, make a payment, or set up a payment plan.

#### Print Shop

The print shop has been busy working on numerous projects for the end of the year. Programs have been produced for the Academic Banquet, Athletic Banquet, Retirement Reception, Sport Camps, Region VI Track and Field Meet, 96<sup>th</sup> GCCC Commencement, and certificates for various departments. The print shop assisted with designing and producing funeral brochures and pictures for the Ron Schwartz funeral.

Ads for the newspaper and print have been produced including, retirement ad, graduation ad, and graduation best wishes for the high school graduation edition. Ads for Catch-It-Kansas magazine, and the Garden City area Discover magazine have also been produced.

The print shop is currently working with Marketing to design billboards for digital boards in Dodge and Woodward, designing new Instagram ads, and ideas for Kansas Pre-game magazine.

#### Human Resources

Good News from Human Resources!! We have filled the following positions: Biology Instructor, two English Instructors, two Math Instructors, and the Assistant Athletic Trainer. We are looking forward to the End of the Year Bash coming up as well.