

June 10, 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, June 14, 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 Faculty Senate
- E. Higher Learning Commission Overview

II. REPORTS:

- A. President's Report

III. CONSENT AGENDA Action

- A. Approval of minutes of previous meetings (May 10, 2016)pg 1
- B. Approval of personnel actions-Human Resources.....pg 9
 - B-1 Human Resources Reportpg 10
 - B-2 Adjunct/Outreach Contractspg12
- C. Financial information.....pg16
 - C-1 Checks processed in excess of \$20,000.....pg 17
 - C-2 Revenuespg 18
 - C-3 Expenses.....pg 20
 - C-4 Cash in Bankpg 21
- D. Purchases over \$20,000
 - D-1 Furniture for Broncbuster Suitespg27
 - D-2 Computer Purchases.....pg 28
 - D-3 Annual Renewal for Ellucian.....pg 30
 - D-4 Maintenance Building.....pg 33

D-5 Welding Equipment.....pg 36
D-6 Athletic Insurancepg 40
D-7 Renewal of Property Insurancepg 43
D-8 Renewal of Workers' Compensation Insurancepg 47
D-9 Phone Switch Upgrade.....pg 51
D-10 Meats Team Travel.....pg 56
D-11 Kansas Army National Guard Recruiting Officepg 57
D-12 Kansas Army National Guard Training Center.....pg 58

IV. OTHER ACTION Action

- A. Termination of Community Day Care Centerpg 59

V. CONFIRMATION OF MONITORING REPORTS..... Action

- A. Monitoring Reports and ENDS
 - A-1 Monitoring Report – Annual, General Executive Constraints, Compensation/Benefits....pg 60
- B. Review Monitoring Report
 - B-1 Quarterly General Executive Constraints #7, #8, #5
 - B-2 Annual, General Executive Constraints, Treatment of People#1, #2, #3, #4, #5
- C. Board Process and Policy Governance Review
 - C-1 Revision of Essential Skills.....pg 62

VI. OTHER

- A. Incidental Information.....pg 64
- B. Report from Finney County Economic Development Corporation
- C. Report from KACCT

VII. OWNERSHIP LINKAGE:

VIII. EXECUTIVE SESSION

IX. OTHER ACTION Action

- A. President's Contract

Upcoming Calendar Dates:

July 12	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
August 9	Monthly meeting of GCCC Board of Trustees, 6:00 p.m., Endowment Room, Beth Tedrow Student Center
August 16	Classes Begin
September 5	No Class, Offices Closed in observance of Labor Day

X. ADJOURNMENT

Dr. Herbert J. Swender, Sr.
President

Jeff Crist
Chairman

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

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

Purposes for Executive Sessions

a. Personnel matters of non-elected personnel

b. Consultation with the body's attorney

c. Employer-employee negotiation

d. Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorship

e. Matters affecting a student, patient, or resident of public institutions

f. Preliminary discussions relating to acquisition of real property

g. Security, if open discussion would jeopardize security

**MEETING OF TRUSTEES
GARDEN CITY COMMUNITY COLLEGE**

May 10, 2016

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

Trustees Absent: Jeff Crist

Others Present: Debra Atkinson, Deputy Clerk
Bernard Chappel, Community Member
Rodney Dozier, GCCC Chief of Police
Angie Haflich *Garden City Telegram*
Melanie Hands, Compliance Coordinator
Larry Pander, Fire Science Instructor/Faculty Senate Representative
Ryan Ruda, Vice President of Student Services/Instructional Services
Dr. Herbert Swender, President
Dr. Lesta Swender, Mother of President Swender
Jeff Southern, IT Director
Tammy Tabor, Student Services Specialist, SGA Sponsor
Kristi Tempel, Director of Public Relations/Marketing
Dee Wigner, Executive Vice President

CALL TO ORDER:

In the absence of Chair Jeff Crist, Vice Chair Worf called the meeting to order at 6:05 p.m.

COMMENTS FROM THE CHAIR:

Vice Chair Worf made the following comments:

- Congratulations were extended to all graduates of the 96th GCCC Commencement, Chair Worf noted that there was record number of graduates this year. The ceremony has been archived on the GCCC website for viewing.
- Vice Chair Worf went on to applaud GCCC Golf and Track and Field members on their upcoming trips to national competition.
- Vice Chair Worf noted that Region VI Track and Field competition, hosted by GCCC, went well and that many compliments were received regarding the quality and excellence of the facility. Well over 500 athletes as well as coaches and spectators were in attendance.
- Vice Chair Worf thanked Trustees for attending the various end of the year events
- Reminded Trustees that GCCC campus will be closed Monday, May 30, in observance of Memorial Day.
- Noted that Summer School would begin soon.
- GCCC recently hosted an end of year track meet for various home schooled athletes.
- Remarked that work has begun on the Dennis Perryman Athletic Complex parking lot.

OPEN COMMENTS FROM PUBLIC:

Vice Chair Worf noted that at this time, no one from the public had registered to make comments.

INTRODUCTION OF NEW EMPLOYEES:

No new employees were introduced.

REPORT FROM STUDENT GOVERNMENT ASSOCIATION:

No report was given

REPORT FROM FACULTY SENATE:

Larry Pander, Fire Science Instructor/Faculty Senate Representative reported that faculty negotiations were complete. Dr. Swender extended thanks to Larry Pander and Dee Wigner for completing 2016-2017 negotiations smoothly and in record time. Laura Guy, Larry Walker, and Terry Lee shared the distinction of being chosen outstanding faculty members of the year. Holly Chandler was voted faculty rookie of the year.

Trustees thanked Pander for his report.

HIGHER LEARNING COMMISSION OVERVIEW:

Compliance Coordinator, Melanie Hands, reported that she, Jerrad Webb, Director of Workforce, Phil Terpstra, Dean of Instructional Services, attended various training sessions at the Higher Learning Commission conference in Chicago last month. Various sections of the assurance argument have been completed and will be reviewed administratively in anticipation of the June 1 draft deadline.

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.

Dr. Swender noted that the Broncbuster that is currently being used was standardized from the many variations that were previously used across campus.

Dr. Swender expressed his appreciation to residential life staff for the end of year celebrations which included Super Hero night and year end breakfast. Members of HALO recently celebrated Cinco De Mayo with authentic dishes served in the Broncbuster Cafeteria for everyone.

GCCC Department of Public Safety Scenario day, was held Tuesday, April 26. Students practiced real life situations including, fires, murders, thefts, and injuries. Students had the opportunity to practice solving cases. The drama department assists in providing "murder victims" and "injured people".

Dr. Swender shared with Trustees regarding the 11th Annual Language 233 High-Intermediate Grammar Project. This project involves students in the English as a Second Language grammar class. The students document their immigration stories in order to practice their newly-learned grammar. A reception is held for these students and the campus community is invited to attend, meet the students and read their stories.

GCCC Academic Awards Banquet, was held April 26 in the main gym of the athletic building. Outstanding student awards went to Gary O'Neal, Sean Kennedy, Erin Jankiewicz, Sarah Hubbard, and Jessica Coleman.

GCCC Athletic Banquet was held April 27. Outstanding Male Athlete, Skylar Tebo, and Outstanding Female Athlete, Brandi Hollenbeck

Dr. Swender reported that Garden City Community College recently received the American College Test (ACT) Career Preparedness Award. ACT sponsors the college and career readiness awards as part of their national campaign to focus on exemplar models and practices that provide access to individuals completing college and creating pathways to the workforce. The ACT award program shines light on institutions overcoming obstacles, doing more with less, and institutions that serve as examples to others to improve the condition of career readiness. Exemplar models are selected by the state ACT boards and recognized at the annual state conference. State award recipients are eligible to move on to the national competition.

A number of factors contributed to GCCC being honored with this ACT distinction, including dual credit students enrolled, programs that lead students to the workforce in a methodical and accelerated pathway, and specific workforce training with business and industry in plumbing and electrical. GCCC model programs mentioned as exemplar when choosing the award, were Welding, Nursing, and the additional connection with workforce leaders in Agriculture, Meat Science, and the John Deere training program.

Even though the weather was difficult the Region VI Track Meet April 28-30, hosted by GCCC went on as scheduled. Participants, as well as coaches and spectators were very complementary regarding the quality and excellence of the facility and the manner in which the meet was conducted.

Dr. Swender noted that GCCC Department of Public Safety Ride for the Future was held Saturday, April 30. Although no official amount totals have been reported, the proceeds will be directed toward the Ron Schwartz Scholarship Fund

Student Support Services Awards Reception was held on Monday, May 2. Estimated participation in this program is 150 students per semester. Students are usually first generation students, neither mother nor father are college graduates, there are some income eligibility requirements also.

Garden City Community College's GC3 Media team receive multiple awards during the Kansas Collegiate Media conference in Wichita. Dr. Swender extended his congratulations to all involved.

Criminal Justice and Fire Science students were honored on Thursday, May 5 with challenge coins and bestowing of the stole.

GCCC Guitar Band and Pops Concert was May 9, and was well attended.

Dr. Swender commended maintenance and ground crews for their hard work during the past two weeks of back to back end of year events. The campus and facilities of GCCC look outstanding. Many thanks to the people that make that happen.

GCCC 96th Commencement, John Deere Awards Ceremony and GCCC Nurses Pinning took place last week. Dr. Swender thanked everyone involved in making these momentous events a success and for everyone that attended. Dr. Swender noted that 320 students applied for graduation at GCCC this year, the highest number recorded by Records office, 242 students walked across the stage on Friday, May 6 to receive degrees, which is also a record of graduates walking, and three graduates from National American University, the inaugural class, also received their baccalaureate degrees.

Dr. Swender also presented the board with a preliminary drawing of a proposed maintenance building and temporary visitor's locker room. The structure would be located at the north east corner of the turf field at the Multi-Sports Complex. Dr. Swender indicated that more detailed financial information would be presented at the June 14 meeting for Trustee consideration.

A brochure produced by Duane West, dba West Enterprises, depicting the works of the late Jesus "Jessie" M. Montes was distributed to Trustees. West currently owns several pieces of Montes art work and has expressed a desire for a permanent art display of Montes work on the GCCC campus. Swender indicated that West would like to contribute to the arts, and would like the college to look at an expansion on the west end of the current Mercer Art Gallery. Mr. West also invited the board to tour his collection at his home.

CONSENT AGENDA:

At this time the following motion was made.

Motion:

Douglass moved, seconded by Martinez to add item III-G, Approval of 2016-2017 Negotiated Agreement, to the Consent Agenda.

Ayes: Douglass, Martinez, Neufeld, Worf

Nays: None

Motion carried: 4-0

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

Vice Chair Worf then asked for a motion approving Consent Agenda items III-A-F and the additional consent agenda item III-G.

Motion:

Douglass moved, seconded by Martinez to approve consent agenda items, III- A-F as presented and the additional consent agenda item III-G.

Ayes: Douglass, Martinez, Neufeld, Worf

Nays: None

Motion carried: 4-0

Approved actions follow:

(A) APPROVED MINUTES of previous meeting (April 12, 2016)

(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 KanRen Renewal

Vendor: KanRen

For: Annual Agreement

Amount: \$59,966

(Supporting documents filed with official minutes)

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

E-1 APPROVED RESOLUTION 2016-04 NONRENEWAL OF EMPLOYMENT CONTRACT OF DR. JENNIFER CRAWFORD

(Supporting documents filed with official minutes)

E-2 APPROVED RESOLUTION 2016-05 NONRENEWAL OF EMPLOYMENT CONTRACT OF LUIS LUNA RAMOS

(Supporting documents filed with official minutes)

(F) APPROVED RESOLUTION 2016-06 BOARD OF TRUSTEE ELECTIONS

(Supporting documents filed with official minutes)

(G) APPROVED 2016-2017 NEGOTIATED AGREEMENT

(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, #2, #3, #4, #5

Trustees accepted the monitoring reports as presented.

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

No reports were scheduled for review.

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. Trustee Neufeld and President Swender will be attending.

OWNERSHIP LINKAGE:

Trustees have received several inquiries regarding filling the seat of long standing board member, Ron Schwartz, who recently passed away. Schwartz served as board member on the Finney County Economic Development Board, and also as Kansas Association of Community Colleges representative for GCCC.

Vice Chair Worf opened the discussion regarding filling the vacancy. After appropriate discussion GCCC Board of Trustees agreed that more time was needed to make a decision on how to proceed to fill the open seat on the GCCC Board of Trustees. Dr. Swender indicated that he will visit with the Finney County Economic Development Board to gain insight on how best to maintain the high standards of communication and teamwork between the two boards that was most recently facilitated by Ron Schwartz’s service to both entities. The selection of a GCCC representative will be further discussed between administration and the board.

EXECUTIVE SESSION:

There was no executive session held.

Meeting adjourned 6:55 p.m.

UPCOMING CALENDAR EVENTS:

July 12	Monthly meeting of GCCC Board of Trustees, 6:00 p.m., Endowment Room, Beth Tedrow Student Center
August 8	Faculty Report
August 16	Classes Begin
September 5	No Classes/Offices Closed in observance of Labor Day

Debra J. Atkinson
Deputy Clerk

Dr. Herbert Swender
President

Jeff Crist
Chair of the Board

Agenda No: III-B

Date: February 16, 2016

**Topic: Approval of Personnel Actions-Human Resources
Adjunct/Outreach Contracts**

Presenter: Dr. Herbert J. Swender

Background Information:

All full-time employees hired by the college's administration are presented monthly to the board. The following document represents new employees and transfers/promotions serving Garden City Community College and are presented for board approval.

Budget Information:

Salaries are commensurate with duties and responsibilities and are included in the annual budget.

Recommended Board Action:

Approve the personnel for employment, retirement, separation, and transfer/promotion as reported by the office of Human Relations.

Board Action Taken: Approved Disapproved
 Ayes Nays No Action

Board Member Notes:



June 14, 2016

To: Board of Trustees

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

New Hires

Carol Osgood, Assistant Athletic Trainer, effective May 23, 2016

Sydney Strickert, Records Assistant, effective May 26, 2016

Jacob Bishop, Network Manager, effective June 1, 2016

Transfers

Shajia Donecker, Assistant Director of Enrollment Management/International Coordinator to
Financial Aid Advisor, effective June 13, 2016

Diversity Recruitment Opportunity

In researching effective ways of advertising GCCC faculty and other professional position vacancies, a more affordable alternative emerged recently. We place our national position advertising with a leading website called HigherEdJobs.com, and now the HEJ site has added an additional service. When we place a 60-day vacancy posting we are now having the same advertisement e-mailed to approximately 142,000 professionals who have identified themselves as minority educators

seeking employment. The e-mail message allows interested professionals to contact us directly, and it also includes a link to the HEJ site, which allows an interested applicant to navigate to the GCCC website and apply online.

GARDEN CITY COMMUNITY COLLEGE
ADJUNCT/OUTREACH FACULTY CONTRACTS
(Presented to Board of Trustees for Approval 6/7/2016)

INSTRUCTOR	CLASS	AMOUNT
Babcock, Dallas Team Teach/Wayne Blackburn 5/23/16-5/26/16	Industrial NH3 Refrig Oper I INPR-211-01 - 3.00 credit hour(s) 1/2 of 3.00 credit hour(s) X \$800.00 = \$1200.00	\$1,200.00
Blackburn, Wayne Team Teach w/Dallas Babcock 5/23/16-5/26/16	Industrial NH3 Refrig Oper I INPR-211-01 - 3.00 credit hour(s) 1/2 of 3.00 credit hour(s) X \$800.00 = \$1200.00	\$1,200.00
Cervantes, Mary 5/16/16-6/3/16	Survey of Civilization I HIST-101-90 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00	\$2,400.00
Cervantes, Mary 5/16/16-6/3/16	American History to 1865 HIST-103-90 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00	\$2,400.00
Crain, Terry 5/16/16-5/20/16	PSM/RMP for NH3 Operations INPR-216-01 - 3.00 credit hour(s) Pro-rate 4/8 = 3.00 credit hour(s) X \$400.00 = \$1200.00	\$1,200.00
Crain, Terry 5/23/16-5/27/16	Industrial Boiler Operator I INPR-217-01 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00	\$2,400.00
Ferguson, Jean 5/23/16-7/1/16	ESL Academic Vocabulary LANG-205-60 - 3.00 credit hour(s) Pro-rate 6/8 = 3.00 credit hour(s) x \$800.00 = \$1,800.00	\$1,800.00
Greathouse, Lachele 5/23/16-6/3/16	Intro Computer Concepts & Appl CSCI-110-30 - 3.00 credit hour(s) Pro-rate 3/8 = 3.00 credit hour(s) X \$300.00 = \$900.00	\$900.00
Harbin, Renee 4/18/16-6/3/16	Workforce Aid Ind. Maint. INPR-135-01 - 1.0 credit hour 1.00 credit hour x \$800.00 = \$800.00	\$800.00
Hernandez, Sheena 5/31/16-7/1/16	Intermediate English ENGL-091-30 - 3.00 credit hour(s) 3.00 credit hour(s) x \$800.00 = \$2,400.00	\$2,400.00
Hoke, Philip 5/16/16-6/3/16	Public Speaking SPCH-111-30 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00	\$2,400.00
Hunter, Marian 5/16/16-6/16/16	Certified Nurse Aide HELR-1023-90 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00	\$1,500.00

Hunter, Marian 5/16/16-6/16/16	Certified Nurse Aide HELR-102L-90 - 2.00 credit hour(s) 2.00 credit hour(s) X \$500.00 = \$1000.00	\$1,000.00
Hunter, Marian 5/16/16-6/16/16	Certified Nurse Aide HELR-102L-90A - 2.00 credit hour(s) 2.00 credit hour(s) X \$500.00 = \$1000.00	\$1,000.00
Hutcheson, Tammy 5/16/16-6/3/16	Introduction to Sociology SOCL-102-30 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00	\$2,400.00
Hutcheson, Tammy 5/16/16-6/3/16	Introduction to Sociology SOCL-102-90 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00	\$2,400.00
Hutcheson, Tammy 5/20/16-6/19/16	General Psychology PSYC-101-90 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00	\$2,400.00
Kemper, Mary 5/16/16-6/3/16	Interpersonal Communications I SPCH-113-01 - 3.00 credit hour(s) Pro-rate 5/8 = 3.00 credit hour(s) X \$312.50 = \$937.50	\$937.50
Lamb, Colin Team Teach w/ Ryan Ruda 5/16/16-6/3/16	Teamleading/Collab Leadership PSYC-206-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$750.00	\$750.00
Lamb, Colin 5/23/16-7/1/16	Psychology of Coaching HPER-290-50 - 3.00 credit hour(s) Pro-rate 7/8 = 3.00 cr hrs x \$437.50 = \$1,312.50	\$1,312.50
Lee, Terry 5/14/16-5/22/16 Team Teach w/Art Nonhof	River Ecology BIOL-107-01 - 4.00 credit hour(s) 4.00 credit hour(s) X \$800.00 = \$1600.00	\$1,600.00
Lee, Terry 5/14/16-5/22/16 Team Teach w/Art Nonhof	Canoeing HPER-167-01 - 1.00 credit hour(s) 1.00 credit hour(s) X \$800.00 = \$400.00	\$400.00
Lee, Terry 5/14/16-5/22/16 Team Teach w/Art Nonhof	Camping HPER-168-01 - 1.00 credit hour(s) 1.00 credit hour(s) X \$800.00 = \$400.00	\$400.00
Long, Charles 5/16/16-6/3/16	Health Education HPER-106-01 - 3.00 credit hour(s) Pro-rate 4/8 = 3.00 credit hour(s) X \$250.00 = \$750.00	\$750.00
Long, Charles 5/16/16-6/3/16	Intramurals HPER-289-01 - 3.00 credit hour(s) Pro-rate 7/8 = 3.00 credit hour(s) X \$437.50 = \$1312.50	\$1,312.50
Marcy, Charles 5/23/16-7/1/16	Principles of Econ: Macro ECON-111-31 - 3.00 credit hour(s)	\$2,400.00

	3.00 credit hour(s) X \$800.00 = \$2400.00	
Nonhof, Arthur 5/14/16-5/22/16 Team Teach w/Terry Lee	River Ecology BIOL-107-01 - 4.00 credit hour(s) 4.00 credit hour(s) X \$800.00 = \$1600.00	\$1,600.00
Nonhof, Arthur 5/14/16-5/22/16 Team Teach w/Terry Lee	Canoeing HPER-167-01 - 1.00 credit hour(s) 1.00 credit hour(s) X \$800.00 = \$400.00	\$400.00
Nonhof, Arthur 5/14/16-5/22/16 Team Teach w/Terry Lee	Camping HPER-168-01 - 1.00 credit hour(s) 1.00 credit hour(s) X \$800.00 = \$400.00	\$400.00
Rainman, Valerie 5/23/16-7/1/16	Spanish for Educators LANG-128-01 - 4.00 credit hour(s) Pro-rate 6/8 = 4.00 credit hour(s) x \$375.00 = \$1,500.00	\$1,500.00
Rodenbur, Leonard 5/23/16-7/1/16	American Government POLS-105-30 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00	\$2,400.00
Ruda, Ryan 5/16/16-6/3/16 Team Teach w/Colin Lamb	Teamleading/Collab Leadership PSYC-206-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$750.00	\$750.00
Ruda, Ryan 5/23/16-7/1/16	Substance Abuse HPER-107-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1,500.00	\$1,500.00
Salazar, Perla 5/23/16-7/1/16	College Algebra MATH-108-02 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00	\$1,500.00
Sanger, Samantha 5/23/16-7/1/16	English I ENGL-101-60 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00	\$2,400.00
Schafer, John 5/23/16-7/1/16	Principles of Biology BIOL-105-30 - 5.00 credit hour(s) 5.00 credit hour(s) X \$800.00 = \$4000.00	\$4,000.00
Schafer, John 5/23/16-7/1/16	Microbiology BIOL-213-30 - 5.00 credit hour(s) 5.00 credit hour(s) X \$800.00 = \$4000.00	\$4,000.00
Unruh, Brandy 5/23/16-7/1/16	Problems in Criminal Justice CRIM-213-01 - 4.00 credit hour(s) Pro-rate 6/8 = 4.00 credit hour(s) X \$600.00 = \$2400.00	\$2,400.00
Vadapally, Praveen 5/23/16-7/1/16	Chemistry for Health Services CHEM-108-30 - 5.00 credit hour(s) 5.00 credit hour(s) X \$800.00 = \$4000.00	\$4,000.00

Vadapally, Praveen 5/23/16-7/1/16	Organic Chemistry II CHEM-207-30 - 5.00 credit hour(s) 5.00 credit hour(s) X \$800.00 = \$4000.00	\$4,000.00
Wenzel, Leslie 5/23/16-7/1/16	College Math MATH-105-01 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00	\$2,400.00
Wenzel, Leslie 5/23/16-7/1/16	Intermediate Algebra MATH-107-01 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00	\$2,400.00
Wenzel, Leslie 5/23/16-7/1/16	Beginning Algebra *** MATH-006-01 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00	\$2,400.00
Whitehill, Judy 5/16/16-6/3/16	Human Sexuality SOC1-104-01 - 3.00 credit hour(s) Pro-rate 7/8 = 3.00 credit hour(s) X \$700.00 = \$2100.00	\$2,100.00
Wyatt, Norman 4/18/16-06/03/16	Workforce Aid Ind. Maint. INPR-135-01 - 1.0 credit hour 1.00 credit hour x \$800.00 = \$800.00	\$800.00
Wyatt, Norman 5/16/16-5/20/16	Pipefitting WELD-214-01 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00 = \$2400.00	\$2,400.00
	TOTAL	\$83,012.50

**GARDEN CITY COMMUNITY COLLEGE
PAYMENTS TO OUTREACH COORDINATOR**

Location	Coordinator	Student Cr. Hr.	Rate per Cr. Hr.	Total
Deerfield	Bowser, Lisa	15	6.52	<u>\$97.80</u>
	TOTAL			\$97.80

**GARDEN CITY COMMUNITY COLLEGE
FACULTY CONTRACTS FOR NON-CREDIT CLASSES**

Schwaderer, Sue 4/7/16 - 4/28/16	Cake Decorating (FOOD 203-01)	8 x 4 contact hrs @ \$30.00/hr = \$120.00
	TOTAL	\$120.00

Agenda No: III-C

Date: June 14, 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

June 2016

Purchases over \$20,000 requiring bid sheets

- Check #249059 to Lee Construction, Inc. for \$58,900.00 for partial payment of replacement of the Bus Parking lot at the Physical Plant. This project is part of the DPAC parking lot replacement project which was approved at the February 16, 2016 board meeting.
- Check #249175 to Zones, Inc. for \$35,344.24 for annual Microsoft licensing renewal. The Board approved this purchase at the April 12, 2016 board meeting.

Payments over \$20,000 not requiring bid sheets

- Check #249127 to City of Garden City for \$69,702.28 for monthly utilities.
- Check #249128 to Commerce Bank for \$55,598.36 for various purchase card purchases.
- Check #249219 to Great Western Dining for \$81,943.63 for multiple invoices for dining services.
- Check #249301 to Blue Cross and Blue Shield for \$85,851.79 for employee health insurance premiums for June.

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	179,618.00-	2,207,443.00-	2,100,000.00-	107,443.00	5.11-
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	10,184.00-	289,593.43-	375,000.00-	85,406.57-	22.78
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	2,120.00-	92,965.00-	125,000.00-	32,035.00-	25.63
11-00-0000-00000-4006 OUTREACH CREDIT HO	0.00	6,261.00-	100,633.00-	105,000.00-	4,367.00-	4.16
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	17,244.00-	337,925.78-	380,000.00-	42,074.22-	11.07
11-00-0000-00000-4008 TECHNOLOGY FEE-O :	0.00	8,990.00-	68,670.00-	57,000.00-	11,670.00	20.46-
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	2,159.13-	26,282.92-	60,000.00	86,282.92	143.80
11-00-0000-00000-4013 TUITION INTERNATIO	0.00	2,538.00-	76,422.00-	20,000.00-	56,422.00	282.10-
11-00-0000-00000-4014 TUITION BORDER STA	0.00	8,875.00-	227,582.00-	325,000.00-	97,418.00-	29.97
11-00-0000-00000-4015 ONLINE COURSE FEE	0.00	35.00	315.00-	15,000.00-	14,685.00-	97.90
11-00-0000-00000-4016 DROP FEE : GENERAL	0.00	50.00-	11,360.00-	0.00	11,360.00	0.00
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	500.00-	9,475.00-	10,000.00-	525.00-	5.25
11-00-0000-00000-4512 VENDING MACHINES :	0.00	762.71-	4,781.10-	10,000.00-	5,218.90-	52.19
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 PROPRT	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	316.72-	16,733.04-	20,000.00-	3,266.96-	16.33
11-00-0000-00000-4904 REIMBURSED SALARY	0.00	0.00	10,536.00-	0.00	10,536.00	0.00
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	0.00	81,953.68-	110,000.00-	28,046.32-	25.50
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	1,324.51-	19,473.40-	150,000.00-	130,526.60-	87.02
11-00-0000-00000-4912 TRANSCRIPTS : GENE	0.00	880.37-	14,092.38-	15,000.00-	907.62-	6.05
11-00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	1,142,387.00	1,142,387.00	100.00
11-00-0000-00000-9999 CONTINGENCY ACCOUN	0.00	0.00	0.00	727,362.00-	727,362.00-	100.00
=====						
Totals for FUND: 11 - GENERAL	0.00	241,788.44-	11,871,265.83-	15,330,851.00-	3,459,585.17-	22.57
=====						
12-00-0000-00000-4002 AMMONIA REFG COURS	0.00	18,525.00-	150,378.00-	125,000.00-	25,378.00	20.29-
12-00-0000-00000-4005 ACAD COURSE FEE :	0.00	32,011.00-	355,130.00-	350,000.00-	5,130.00	1.46-
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
=====						
Totals for FUND: 12 - PTE FUND	0.00	50,536.00-	1,529,456.00-	2,902,818.00-	1,373,362.00-	47.31

61-00-0000-00000-4803 AD VALOREM PROP	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
=====						
Totals for FUND: 61 - CAPITAL OUTLAY	0.00	0.00	333,085.97-	363,184.00-	30,098.03-	8.29
=====						
Totals for BUDGET.OFFICER: Unassigned	0.00	292,324.44-	13,733,807.80-	18,596,853.00-	4,863,045.20-	26.15

Fiscal Year: 2016

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	18,749.91	114,400.37	117,531.00	3,130.63	2.66
DEPARTMENT: 11020 - HUMANITIES	2,250.00	358.83	6,996.78	5,025.00	4,221.78	84.01
DEPARTMENT: 11021 - ENGLISH	10,764.41	43,494.21	315,702.11	326,822.26	355.74	0.11
DEPARTMENT: 11022 - SPEECH	2,250.00	16,105.53	76,673.72	61,863.00	17,060.72	27.57
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	117.79	1,059.81	460.00	599.81	130.38
DEPARTMENT: 11025 - JOURNALISM	0.00	5,971.85	64,837.97	68,006.00	3,168.03	4.66
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	972.00	972.00	100.00
DEPARTMENT: 11030 - ART	0.00	10,699.50	120,393.17	107,481.88	12,911.29	12.00
DEPARTMENT: 11031 - DRAMA	449.25	6,791.15	74,829.74	77,930.00	2,651.01	3.40
DEPARTMENT: 11032 - VOCAL MUSIC	127.22	7,552.70	77,353.94	82,537.00	5,055.84	6.13
DEPARTMENT: 11033 - INST MUSIC	6,743.60	8,658.41	50,275.74	32,905.00	24,114.34	73.27
DEPARTMENT: 11040 - SCIENCE	12,910.59	76,239.22	349,032.64	312,774.13	49,169.10	15.71
DEPARTMENT: 11050 - MATH	5,715.45	24,295.43	270,348.45	341,201.89	65,137.99	19.09
DEPARTMENT: 11060 - SOCIAL SCIENCE	7,013.11	63,169.53	405,517.09	397,238.75	15,291.45	3.84
DEPARTMENT: 11070 - HEALTH & PHYSICAL	562.50	25,221.19	221,972.06	226,175.50	3,640.94	1.61
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	9,305.70	112,686.82	83,601.00	29,085.82	34.78
DEPARTMENT: 11080 - ESSENTIAL SKILLS	0.00	0.00	0.00	720.00	720.00	100.00
DEPARTMENT: 11081 - READING	0.00	2,865.36	38,232.59	35,048.00	3,184.59	9.08
DEPARTMENT: 11082 - ESL	0.00	5,624.36	56,272.28	68,631.00	12,358.72	18.01
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	2,862.55	30,443.03	28,940.00	1,503.03	5.18
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	380.05	2,962.87	5,000.00	2,037.13	40.74
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	26,250.97	51,662.40	305,622.24	413,430.00	81,556.79	19.73
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	6,360.19	15,255.83	156,671.65	187,708.00	24,676.16	13.15
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	42.55	8,120.14	70,600.29	135,228.00	64,585.16	47.76
DEPARTMENT: 42000 - DEAN OF LEARNING S	729.12	17,125.87	154,060.95	767,589.59	612,799.52	79.83
DEPARTMENT: 42001 - DEAN OF ACADEMICS	0.00	12,350.47	80,206.77	28,687.00	51,519.77	179.58
DEPARTMENT: 42002 - OUTREACH	0.00	26,142.91	150,780.29	111,566.00	39,214.29	35.14
DEPARTMENT: 42003 - FACULTY SENATE	0.00	1,239.68	2,544.69	0.00	2,544.69	0.00
DEPARTMENT: 42006 - DEAN OF CONT ED CO	0.00	0.00	2,319.24	0.00	2,319.24	0.00
DEPARTMENT: 44000 - INSTRUCTIONAL DESI	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	17,237.27	186,380.54	214,711.00	28,330.46	13.19
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	12,727.36	128,058.26	178,714.00	50,351.27	28.17
DEPARTMENT: 50011 - ASSESSMENT/TESTING	54.00	6,427.87	51,103.57	62,368.00	11,210.43	17.97
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	24,003.41	280,354.98	393,430.00	113,075.02	28.74
DEPARTMENT: 50030 - ADMISSIONS	709.50	11,255.24	120,543.76	147,677.00	26,423.74	17.89
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	0.00	21,043.52	146,428.65	163,915.00	17,486.35	10.67
DEPARTMENT: 50050 - STUDENT HEALTH SER	0.00	825.35	1,769.06	3,448.00	1,678.94	48.69
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	1,653.85	27,045.41	424,850.36	467,734.58	41,230.37	8.81
DEPARTMENT: 55001 - MEN'S BASKETBALL	992.00	7,065.06	109,531.17	125,915.00	15,391.83	12.22
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	6,924.69	101,583.05	115,539.00	13,955.95	12.08
DEPARTMENT: 55003 - MEN'S TRACK	0.00	5,825.64	60,030.76	58,281.00	1,749.76	2.99
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	5,578.47	55,734.38	56,801.00	1,066.62	1.88
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	7,250.89	91,667.02	105,943.24	14,276.22	13.48
DEPARTMENT: 55006 - FOOTBALL	20.80	26,361.75	348,093.99	386,929.43	38,814.64	10.03
DEPARTMENT: 55007 - BASEBALL	0.00	9,687.93	120,589.37	133,868.00	13,278.63	9.92
DEPARTMENT: 55008 - VOLLEYBALL	0.00	6,263.62	82,820.74	95,641.00	12,820.26	13.40

DEPARTMENT: 55009 - WOMEN'S SOCCER	273.00	3,447.24	68,170.10	65,618.00	2,825.10-	4.30-
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	272.05-	40,082.64	44,224.00	4,141.36	9.36
DEPARTMENT: 55012 - CHEERLEADING	0.00	3,402.15	65,648.97	63,785.75	1,863.22-	2.91-
DEPARTMENT: 55013 - DANCE TEAM	0.00	2,619.90	31,661.72	34,782.00	3,120.28	8.97
DEPARTMENT: 55014 - RODEO TEAM	2,075.00	10,593.10	128,230.03	143,402.00	13,096.97	9.13
DEPARTMENT: 55015 - MEN'S GOLF	0.00	2,136.09	46,120.41	43,043.00	3,077.41-	7.14-
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	6,017.10	127,058.61	132,334.00	5,275.39	3.99
DEPARTMENT: 55020 - PEP BAND	0.00	4,021.84	44,499.30	53,637.00	9,137.70	17.04
DEPARTMENT: 61000 - PRESIDENT	3,912.48	50,409.00	495,490.45	530,215.00	30,812.07	5.81
DEPARTMENT: 61001 - BOARD OF TRUSTEES	634.75	1,982.74	12,038.25	24,840.00	12,167.00	48.98
DEPARTMENT: 61005 - ATTORNEY	0.00	3,846.93	14,386.72	35,000.00	20,613.28	58.90
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	0.00	60,287.02	1,530,681.43	1,655,121.00	124,439.57	7.52
DEPARTMENT: 62010 - HUMAN RESOURCES	10,800.00	10,516.42	106,458.42	145,701.00	28,442.58	19.52
DEPARTMENT: 62011 - ADA COMPLIANCE	0.00	4,376.96	44,618.89	66,433.00	21,814.11	32.84
DEPARTMENT: 62050 - ONE-TIME PURCHASES	877,062.87	63,173.85	419,605.84	940,000.00	356,668.71-	37.93-
DEPARTMENT: 63000 - INFORMATION SERVIC	4,670.10	10,644.34	110,127.78	135,393.00	20,595.12	15.21
DEPARTMENT: 64000 - INFORMATION TECHNO	12,699.57	10,490.35	494,131.50	723,898.00	217,066.93	29.99
DEPARTMENT: 65000 - CENTRAL SERVICES	3,611.95	8,336.54	104,582.85	133,298.00	25,103.20	18.83
DEPARTMENT: 66000 - MARKETING	0.00	0.00	6,890.00	0.00	6,890.00-	0.00
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	978.62	10,787.17	141,584.37	172,591.00	30,028.01	17.40
DEPARTMENT: 71000 - BUILDINGS	8,550.89	35,649.10	367,122.70	425,946.00	50,272.41	11.80
DEPARTMENT: 72000 - CUSTODIAL SERVICES	1,560.33	44,788.17	475,008.90	558,660.00	82,090.77	14.69
DEPARTMENT: 73000 - GROUNDS	3,263.06	23,422.79	209,260.99	256,129.00	43,604.95	17.02
DEPARTMENT: 73001 - ATHLETIC FIELDS	50.00	2,637.47	50,984.87	67,253.00	16,218.13	24.12
DEPARTMENT: 74000 - VEHICLES	3,573.92	29,397.64	503,913.20	385,150.00	122,337.12-	31.75-
DEPARTMENT: 75000 - CAMPUS SECURITY	0.00	15,222.96	168,642.14	191,260.00	22,617.86	11.83
DEPARTMENT: 76000 - INSURANCE	0.00	9,182.45	282,804.20	273,514.00	9,290.20-	3.39-
DEPARTMENT: 77000 - UTILITIES	89.39	73,341.36	704,883.90	855,000.00	150,026.71	17.55
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	7,416.32	46,232.80-	62,000.00	108,232.80	174.57
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	684.00	2,850.00	9,020.00	6,170.00	68.40
DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	3,705.00	25,575.00	33,087.00	7,512.00	22.70
DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	1,766.00	7,238.00	11,000.00	3,762.00	34.20
DEPARTMENT: 81004 - TUIT WAIVER CTZ IN	0.00	962.00	230,563.00	156,000.00	74,563.00-	47.79-
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	300.00-	19,107.00	0.00	19,107.00-	0.00
DEPARTMENT: 94000 - STUDENT CENTER	0.00	2,806.19	46,609.85	24,116.00	22,493.85-	93.26-
DEPARTMENT: 98001 - CHILD CARE	0.00	4,100.00	34,825.00	55,000.00	20,175.00	36.68

=====	=====	=====	=====	=====	=====	=====
FUND: 11 - GENERAL	1,019,709.51	1,177,482.19	12,854,052.45	15,330,851.00	1,457,089.04	9.50

Fiscal Year: 2016

GL Account	FUND: 12 - PTE FUND					
	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 12010 - ACCOUNTING	0.00	4,335.38	47,168.12	53,077.00	5,908.88	11.13
DEPARTMENT: 12011 - MID-MANAGEMENT & B	2,250.00	7,332.28	32,376.08	28,550.13	6,075.95-	21.27-
DEPARTMENT: 12012 - COMPUTER SCIENCE	1,125.00	27,729.55	127,146.60	118,787.00	9,484.60-	7.97-
DEPARTMENT: 12200 - ADN PROGRAM	0.00	33,309.08	243,428.90	294,154.50	50,725.60	17.24
DEPARTMENT: 12201 - LPN PROGRAM	0.00	28,503.33	199,279.50	237,313.56	38,034.06	16.03
DEPARTMENT: 12202 - EMT	6,213.09	8,353.71	94,811.79	107,222.00	6,197.12	5.78
DEPARTMENT: 12203 - ALLIED HEALTH	30,714.36	9,663.85	108,278.66	156,258.00	17,264.98	11.05
DEPARTMENT: 12210 - AGRICULTURE	557.62	4,736.92	52,883.73	56,116.00	2,674.65	4.77
DEPARTMENT: 12211 - ANIMAL SCIENCE	877.50	8,060.75	114,966.69	109,550.00	6,294.19-	5.74-
DEPARTMENT: 12212 - CULINARY PROGRAM	562.50	6,050.19	50,534.21	61,525.50	10,428.79	16.95
DEPARTMENT: 12220 - JOHN DEERE AG TECH	2,527.09	12,053.71	125,203.04	164,200.00	36,469.87	22.21
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	7,417.73	9,966.71	94,586.89	92,986.51	9,018.11-	9.69-
DEPARTMENT: 12241 - FIRE SCIENCE	2,292.00	7,944.97	91,942.87	74,714.00	19,520.87-	26.12-
DEPARTMENT: 12250 - COSMETOLOGY	0.00	9,811.11	124,658.83	169,812.00	45,153.17	26.59
DEPARTMENT: 12260 - DRAFTING	0.00	0.00	0.00	200.00	200.00	100.00
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	5,878.70	22,380.22	344,277.09	376,943.00	26,787.21	7.11
DEPARTMENT: 12271 - AUTOMATION ELECTRI	0.00	0.00	0.00	6,900.00	6,900.00	100.00
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	0.00	591.21	2,000.00	1,408.79	70.44
DEPARTMENT: 12273 - WELDING	12,881.35	56,981.73	211,174.28	228,911.00	4,855.37	2.12
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	10,829.72	122,314.53	482,847.80	360,533.27	74.67
DEPARTMENT: 62050 - ONE-TIME PURCHASES	0.00	0.00	0.00	69,750.00	69,750.00	100.00
FUND: 12 - PTE FUND	73,296.94	268,043.21	2,185,623.02	2,902,818.00	643,898.04	22.18

Fiscal Year: 2016

GL Account	FUND: 14 - ADULT SUPPLEMENTARY ED					
	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	359.14	5,240.55	70,017.49	103,094.00	32,717.37	31.74
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	0.00	9,811.20	16,504.92	6,693.72	40.56
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	0.00	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	0.00	755.45	5,437.08	6,148.00	710.92	11.56
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	1,842.99-	30.13	2,500.00	2,469.87	98.79
DEPARTMENT: 55007 - BASEBALL	0.00	539.00	17,660.74	23,000.00	5,339.26	23.21
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	1,389.54	4,756.44	6,650.00	1,893.56	28.47
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	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	191.04	967.29	982.86	15.57	1.58
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	354.37	2,297.74	2,623.88	326.14	12.43
DEPARTMENT: 55003 - MEN'S TRACK	0.00	354.00	800.00	1,000.00	200.00	20.00
FUND: 14 - ADULT SUPPLEMENTARY ED	359.14	6,980.96	163,023.70	191,559.55	28,176.71	14.71

Fiscal Year: 2016

GL Account	FUND: 16 - AUXILIARY ENTITIES					
	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	65.25	3,568.76	9,500.00	5,931.24	62.43
DEPARTMENT: 94000 - STUDENT CENTER	10,152.40	1,506.67	195,028.99	267,611.00	62,429.61	23.33
DEPARTMENT: 95000 - STUDENT HOUSING	37,374.12	48,210.29	1,846,822.08	2,097,589.00	213,392.80	10.17
DEPARTMENT: 98000 - COSMETOLOGY	19.60	1,818.81	86,225.08	191,032.56	104,787.88	54.85
DEPARTMENT: 97000 - BOOKSTORE	4,397.67	87,098.79	680,431.71	1,068,000.00	383,170.62	35.88
DEPARTMENT: 91000 - ARENA	689.68	61.92	5,412.83	0.00	6,102.51-	0.00
FUND: 16 - AUXILIARY ENTITIES	52,633.47	138,761.73	2,817,489.45	3,633,732.56	763,609.64	21.01

Fiscal Year: 2016

GL Account	FUND: 22 - RESTRICTED GRANTS					
	YTD Encumbrances	MTD Actual	YTD Actual	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: 11100 - TECHNOLOGY--INSTRU	0.00	0.00	0.00	16,824.00	16,824.00	100.00
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	17.76	2,741.90	2,742.94	1.04	0.04
DEPARTMENT: 12273 - WELDING	850.66	8,011.10	212,585.46	665,690.93	452,254.81	67.94
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	1,614.81	6,458.01	9,456.07	2,998.06	31.71
DEPARTMENT: 50000 - DEAN OF STUDENT SE	1,476.94	41,806.12	292,700.44	513,416.00	219,238.62	42.70
DEPARTMENT: 42000 - DEAN OF LEARNING S	303.82	2,827.91	36,781.79	47,430.75	10,345.14	21.81
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	646.36	75,947.38	95,461.00	19,513.62	20.44
DEPARTMENT: 42000 - DEAN OF LEARNING S	2,151.50	10,875.56	89,546.53	104,985.25	13,287.22	12.66
DEPARTMENT: 11040 - SCIENCE	0.00	5,382.53	17,029.42	55,000.00	37,970.58	69.04
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	868.67	955.38	22,350.30	21,394.92	95.73
FUND: 22 - RESTRICTED GRANTS	5,632.92	72,050.82	969,069.90	1,912,567.97	937,865.15	49.04

Fiscal Year: 2016

GL Account	FUND: 23 - OTHER RESTRICTED FUNDS					
	YTD Encumbrances	MTD Actual	YTD Actual	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
FUND: 23 - OTHER RESTRICTED FUNDS	4,297.86	0.00	10,207.27	9,155.00	5,350.13-	58.43-

Fiscal Year: 2016

GL Account	FUND: 24 - ADULT EDUCATION					
	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	137.77	1,515.82	1,516.00	0.18	0.01
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	817.02	3,976.25	4,000.00	23.75	0.59
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	18,343.48	143,828.63	173,416.00	29,587.37	17.06
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	287.99	8,653.00	8,653.00	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	11,088.17	133,132.86	137,804.00	4,671.14	3.39
DEPARTMENT: 00000 - GENERAL	0.00	0.00	37,500.00-	37,500.00-	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	6,177.28	64,043.37	54,771.03	9,272.34-	16.92-
FUND: 24 - ADULT EDUCATION	0.00	36,851.71	317,649.93	342,660.03	25,010.10	7.30

Fiscal Year: 2016

GL Account	FUND: 61 - CAPITAL OUTLAY					
	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

GL Account	FUND: 71 - ACTIVITY/ORGANIZATION FD					
	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	945.90	31,948.97	410,718.29	572,462.69	160,798.50	28.09
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	58,529.57	0.00	58,529.57-	0.00
DEPARTMENT: 99001 - STUDENT NEWSPAPER	2,614.22	5,057.15	23,787.71	75,235.00	48,833.07	64.91
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	712.40	4,220.75	14,800.00	10,579.25	71.48
FUND: 71 - ACTIVITY/ORGANIZATION FD	3,560.12	42,528.39	511,643.64	679,997.69	164,793.93	24.23

Fiscal Year: 2016

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS			
				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	0.00	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	1,212.00-	7,686.00	0.00	7,686.00-	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	300.00-	8,900.00	0.00	8,900.00-	0.00	
DEPARTMENT: 11033 - INST MUSIC	0.00	300.00-	54,059.00	0.00	54,059.00-	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	300.00-	28,104.00	0.00	28,104.00-	0.00	
DEPARTMENT: 81005 - TUIT WAIVER FCHS	0.00	132.00	24,823.00	0.00	24,823.00-	0.00	
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	0.00	21,288.00	0.00	21,288.00-	0.00	
=====							
FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	1,980.00-	393,114.00	0.00	393,114.00-	0.00	

Fiscal Year: 2016

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	FUND: 73 - EDUKAN CONSORTIUM FUND			
				Annual Budget	Available	% Avail	
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	321,991.00	509,000.00	187,009.00	36.74	
=====							
FUND: 73 - EDUKAN CONSORTIUM FUND	0.00	0.00	321,991.00	509,000.00	187,009.00	36.74	

Garden City Community College
5/31/2016

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 417,529.83	0.0000%
State Municipal Invest. Pool	\$ 31,896.41	0.0426%
FNB of Garden City - Money Market	\$ 25,516.83	0.2500%
FNB of Garden City - Insured Cash Sweep	\$ 2,309,447.39	0.2500%
Commerce Bank - Money Market	\$ 155,775.80	0.0800%
Landmark National Bank	\$ 199,870.01	0.3700%
	<u>\$ 3,140,036.27</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
Commerce Bank	CD	\$ 1,000,000.00	0.7000%	5/2/2016	5/2/2017
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>\$ 7,000,000.00</u>			
Total		<u><u>\$ 10,140,036.27</u></u>			

Agenda No: III-D-1

Date: June 14, 2016

Topic: Furniture for new Broncbuster Suites

Presenter: Dr. Herbert J. Swender

Background Information:

The college completed the purchase transaction of the apartments on Laurel Street around April 28. The furniture needs were not determined and complete until after the May 10th board meeting. Due to the lead time for ordering furniture it was necessary to place an order for the purchase of additional furniture. In order to have the furniture in place before the students arrive in the fall, the order needed to be placed immediately. Leeder Furniture has been established as the GCCC standard for residential life furniture. Standardization allows furniture to be moved from one room or complex to another.

This was considered an emergency purchase due to the timeline required to build and deliver the furniture. It was an administrative decision to seek verbal permission to proceed with the purchase, only if approval was given by the college's Board Chair. Approval was verbally granted and the items purchased were as follows:

- 30 mattresses and bed frames
- 44 dressers
- 28 sofa and chairs

Budget Information:

Residential Life Auxiliary Fund
\$53,576.01

Recommended Board Action:

Board authorization was granted for an emergency purchase of residential life furniture from Leeder Furniture.

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

Board Member Notes:

Agenda No: III-D-2

Date: June 14, 2016

Topic: Computer and Monitor purchase

Presenter: Dr. Herbert J. Swender

Background Information:

The annual computer rotation for FY16 includes computers and monitors for staff. A RFP was developed and an advertisement was placed in The Garden City Telegram. The RFP was sent to eight known vendors. Three proposals were received, none from local vendors. Bid tabulation follows this page.

After reviewing the proposals, it was determined the best bid was from Dell. Administration recommends the purchase of 80 computers, monitors and mounting kits from Dell for \$52,402.40.

Budget Information:

FY16 General Fund
\$ 52,402.40

Recommended Board Action:

Board authorizes administration to purchase 80 computers, monitors and mounting kits from Dell for \$52,402.40.

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

Board Member Notes:

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

80 Computers & Monitors
Bid Tabulation Form
June 7, 2016

VENDOR	BASE BID AMOUNT
Dell Round Rock, Texas	\$52,402.40
Zones Auburn, Washington	\$64,238.40

Agenda No: **III-D-3**

Date: **June14, 2016**

Topic: Ellucian Software Maintenance

Presenter: Dr. Herbert J. Swender

Background Information:

Ellucian (previously Datatel) is the administrative software used by the college. The annual maintenance renewal fee for FY17 is \$265,192. The maintenance fee for FY16 was \$244,057. This represents a 9% increase over last year. A portion of the increase is contributed to the addition of the maintenance fee for the new student portal.

Budget Information:

FY17 General Fund
\$265,192

Recommended Board Action:

Board authorizes the administration to renew the maintenance agreement with Ellucian

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

Board Member Notes:

Invoice

Bill-To:

Garden City Community College
 Accounts Payable
 801 Campus Drive
 Garden City KS 67846-6398
 USA

Invoice No./ Date	90193196 05/12/2016
Order No.	35858
Customer	102557
Currency	USD
Payment	Total due and payable by 07/01/2016
Total Amount	265,192.00

For Invoice Inquiries:

Ellucian Customer Success Enablement Team
 Phone: (610)578-5750
 Toll Free: (855)206-5589
 Email: CSEenablement@ellucian.com

Invoice Details

Description	Amount
Annual Maintenance Renewal	
From 07/01/2016 To 06/30/2017	
CORE	48,903.00
PORTAL	4,045.00
STUDENT	48,643.00
FINANCE	41,064.00
HUMAN RESOURCES	15,567.00
WORKFLOW	
CA WORKFLOW DEFINITION TOOL ANNUAL LICENSE	3,375.00
HR WORKFLOW DEFINITION TOOL ANNUAL LICENSE	3,375.00
ST WORKFLOW DEFINITION TOOL ANNUAL LICENSE	3,375.00
FINANCE WORKFLOW DEFINITION TOOL ANNUAL LICENSE	3,375.00
FUND RAISING	11,625.00
PER USER	21,599.00
APPLICATION DEVELOPMENT ENVIRONMENT	36,080.00
OTHER	
ELECTRONIC APPLICATION UTILITY ANNUAL LICENSE	3,154.00
ELLUCIAN MAINTENANCE ADVANTAGE	13,887.00

Please Remit To:

Ellucian Inc.
 62814 Collections Center Drive
 CHICAGO IL 60693
 USA

ACH Information:

Bank of America
 100 West 33rd Street New York NY 10001
 ABA# 071000039
 Beneficiary Name: Ellucian Inc.
 Account # 81880-96181
 Email: electronic-payment-info@ellucian.com

Doc. No./Date

90193196 / 05/12/2016

<u>Description</u>	<u>Amount</u>
PARTNER	
APPLICATION SERVER 0-100 PARTNER MAINTENANCE	6,545.00
RDBMS AE USERS PARTNER MAINTENANCE	580.00
<hr/>	
Subtotal:	265,192.00
Tax:	0.00
Total Amount Due	USD 265,192.00

Please Remit To:

Ellucian Inc.
62814 Collections Center Drive
CHICAGO IL 60693
USA

ACH Information:

Bank of America
100 West 33rd Street New York NY 10001
ABA# 071000039
Beneficiary Name: Ellucian Inc.
Account # 81880-96181
Email: electronic-payment-info@ellucian.com

Agenda No: III-D-4

Date: June 14, 2016

Topic: Maintenance Building/Locker Room

Presenter: Dr. Herbert J. Swender

Background Information:

The initial purpose of the proposed building will be as a locker room for visiting teams during football games. Upon completion of the athletic complex field house, the building will be used for GCCC grounds maintenance crew for whose needs in all intents and purposes, the building has been designed around.

Restrooms on the south side of the building will be used exclusively by those using the building as a locker room. During off season, the restrooms will be available to those athletes and spectators utilizing the complex.

Floor plans for the building follow this page. The college architect, Stewart Nelson, released an RFP and bids were received. Two local contractors bid on the project (bid sheet follows). Administration recommends the acceptance of the proposal from Lee Construction.

The building will be funded through capital outlay and general fund. Final funding will be determined prior to June 30, depending upon final revenues and expenditures for FY16.

Budget Information:

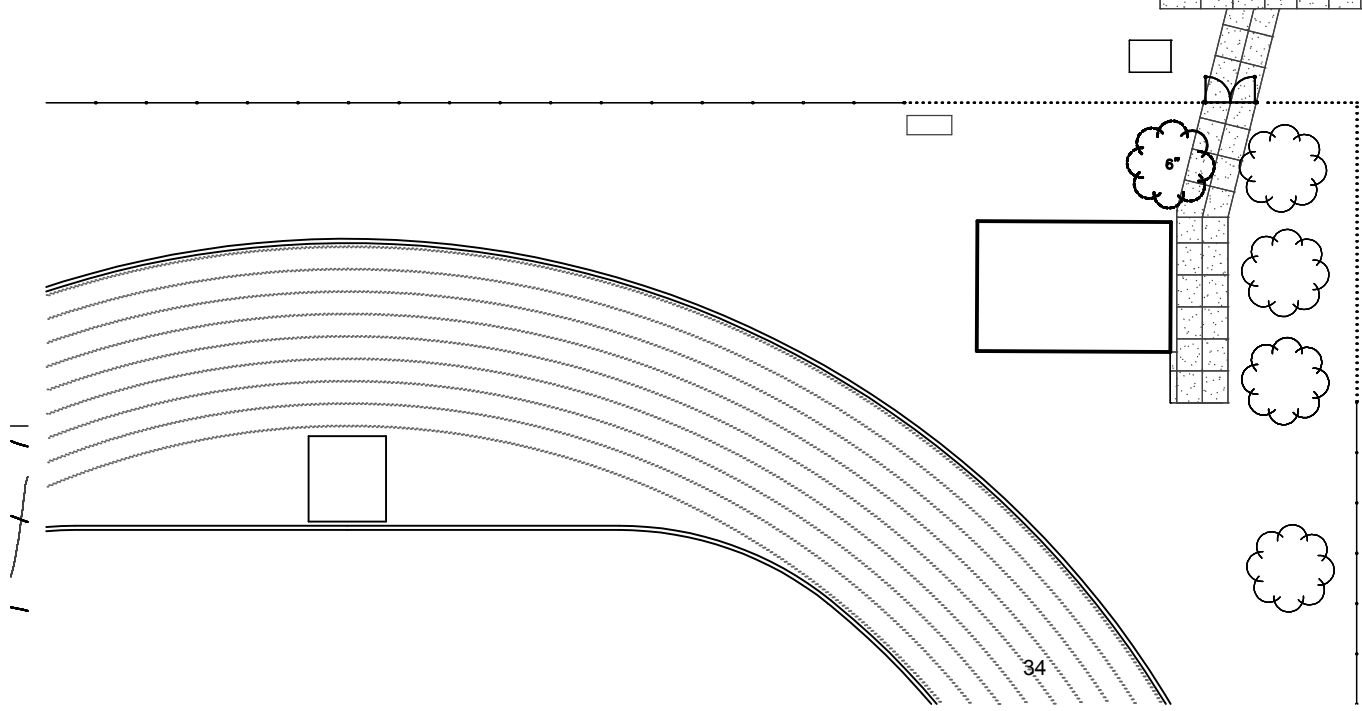
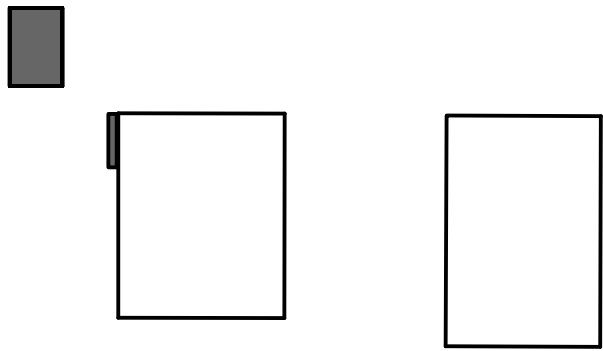
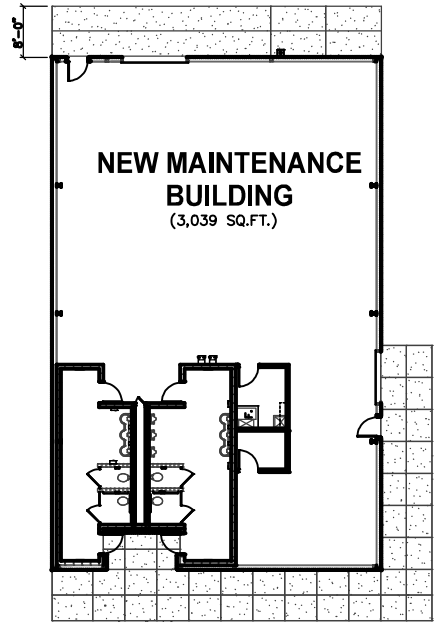
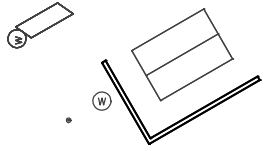
Capital Outlay and General Fund
\$459,600

Recommended Board Action:

Authorize Administration to accept the proposal from Lee Construction, Inc. for \$459,600 and to enter into an agreement with Lee Construction, Inc. to build the maintenance building.

Board Action Taken: Approved Disapproved
 Ayes Nays No Action

Board Member Notes:



Bid Tabulation For
A New Maintenance / Restroom Building for:
Garden City Community College

Garden City, Kansas
 201602

Tuesday, June 07, 2016

Contractor	Dick Construction Co. Garden City, KS	Lee Construcction Garden City, KS	J.A.G. Construction Dodge City, KS
Addendums Received	Addendum #1	Addendum #1	Did Not Bid
5% Bid Bond	Yes, Provided	Yes, Provided	-
Base Bid Proposal	\$ 504,400.00	\$ 459,600.00	n/a
Total Proposal	\$ 504,400.00	\$ 459,600.00	
Mechanical Sub	Comfort. Spec. / Mesa Plumbing	Tatro	
Electrical Sub	Davis	Davis	

Price Difference \$ 44,800.00

Agenda No: III-D-5

Date: June 14, 2016

Topic: Welding equipment

Presenter: Dr. Herbert J. Swender

Background Information:

The U. S. Department of Labor Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant program includes the purchase of equipment to be utilized in the welding program. Three separate RFPs were released for welding equipment; forklift, air compressor and 4 welders. The RFPs were sent to 12 known vendors and an advertisement was placed in the Garden City Telegram. Five proposals were received. Bid tabulation follows this page.

The bids were reviewed by a committee which recommends the following best bids:

Airgas

Air Compressor	\$ 5,142.63
Engine Drive Welder SAE 300	\$11,550.00

Matheson

Engine Drive Welder Classic 300 (2 welders)	\$22,980.00
Engine Drive Welder Cross Country 300	\$11,800.00

Lift Truck

Forklift	\$31,423.00 (\$30,000 maximum allowed by grant)
----------	--

Budget Information:

TAACCCT Grant	\$ 81,472.63
---------------	--------------

FY 16 PTE Fund	\$1,423.00
----------------	------------

Recommended Board Action:

Board authorizes administration to purchase welding equipment as indicated above.

Board Action Taken: _____Approved _____Disapproved

 _____Ayes _____Nays _____No Action

Board Member Notes:

Garden City Community College

Bid Tabulation

Welding Equipment

June 3, 2016

Air Compressor

Vendor	Brand	Model #	Warranty	Delivery	Ind Price	Qty	Total Price
Airgas	North Central Air	RS153V80	1 year	10-14 days	\$5,142.63	1	\$5,142.63

Engine Drive Welder (Item 1)

Vendor	Brand	Model #	Warranty	Delivery	Ind Price	Qty	Total Price
Airgas	Lincoln	K4090-1 SAE 300 MP	Generator - 3 yr / Motor - 2 yr or 2000 hrs / Electronics - 1 yr	10-14 days	\$11,550.00	1	\$11,550.00
Lampton	Lincoln	K3201-2 SAE 300	3 yr	6/30/2016	\$13,185.00	1	\$13,185.00

Engine Drive Welder – Quantity 2 (Item 2)

Vendor	Brand	Model #	Warranty	Delivery	Ind Price	Qty	Total Price
Airgas	Lincoln	K4264-1 Classic 300MP	Generator - 3 yr / Motor - 2 yr or 2000 hrs / Electronics - 1 yr	10-14 days	\$11,550.00	2	\$23,100.00
Matheson	Lincoln	K3198-1 Classic 300HE	Lincoln Full Warranty / Parts & Labor - 3 yrs	1 week	\$11,490.00	2	\$22,980.00
Lampton	Lincoln	K3198-1 Classic 300D	3 yrs	6/30/2016	\$11,870.00	2	\$23,740.00

Engine Drive Welder (Item 3)

Vendor	Brand	Model #	Warranty	Delivery	Ind Price	Qty	Total Price
Airgas	Lincoln	K4166-1 Cross Country 300	Generator - 3 yr / Motor - 2 yr or 2000 hrs / Electronics - 1 yr	10-14 days	\$11,890.00	1	\$11,890.00
Matheson	Lincoln	K4166-1 Cross Country 300	Lincoln Full Warranty	1 week	\$11,800.00	1	\$11,800.00
Lampton	Lincoln	K4166-1 Cross Country 300	3 yrs	6/30/2016	\$12,225.00	1	\$12,225.00

Garden City Community College
 Bid Tabulation
 Forklift
 June 3, 2016

	Berry	Lift Truck
Year	2005	2016
Brand	Yale	Toyota
Model #	GLP060TGEVAE093	8FGU30
Warranty	Powertrain: 60 days	Basic: 12 months (2000 hrs) Powertrain: 36 months (6000 hrs)
Hours	5913	0
6000 lb Capacity	yes	yes
Made in USA	yes	yes
3 Stage Mast	yes	yes
Side-Shift	yes	yes
LP Gas	yes	yes
72" Forks	yes	yes
Solid Tires	yes	yes
Low Clearance	yes	yes

Price **\$16,500.00** **\$31,243.00**

Life-Expectancy:	10,000	10,000
Current Hours:	5913	0

Remaining Life:	4,087	10,000
-----------------	-------	--------

Cost Per Hour:	\$4.04	\$3.12
-----------------------	---------------	---------------

**based on 10,000 hour life expectancy.*

It is the recommendation to purchase the new Toyota forklift from Lift Truck based on the information available. There are concerns with the used machine such as the year and the number of hours. Research shows that 10,000 hours is a pretty general expectation for the life of a machine. In addition to the age, the bid indicates that the machine will be painted prior to delivery which would indicate that it has either been kept outdoors or not been taken well care of. In addition, the 60 day warranty on the used machine would be exhausted before school even started. The new machine would last much longer and be a better investment.

Topic: Athletic Insurance

Presenter: Dr. Herbert J. Swender

Background Information:

Currently, the college has two levels of athletic insurance. The first level is a \$1,000 deductible with maximum medical coverage up to \$25,000. The second level is a catastrophic policy which begins once a claim has reached \$25,000 and has no medical maximum coverage limit.

The current agent, Keller Leopold, notified us late May that our claim loss ratio was 170%. In anticipation of a significant rate increase, a RFP was prepared and sent to eight known vendors.

Two vendors submitted proposals; Keller Leopold Agency and Dissinger Reed. The best proposal was from Keller Leopold for a premium of \$157,096 (basic coverage) and \$35,159 (catastrophic coverage). This represents a 50% increase in premium. Dissinger Reed proposed 3 policies, all of which were more costly than the premium proposed by Keller Leopold. Bid tabulation follows this page. Also included is athletic insurance history.

There are two main factors responsible for the premium increase; additional students insured (athletic teams are recruiting more students) and claims paid (3 catastrophic claims this year). It is possible to increase the deductible on the basic coverage, but the premium cost savings would be offset by increased medical expenses incurred by the college.

A committee will be formed to investigate alternatives such as requiring all student athletes to have primary insurance or to provide accident insurance for all students. The committee will also work with agents to determine other cost saving options available.

Budget Information:

FY15 General Fund
\$157,096 Basic coverage
\$ 35,159 Catastrophic coverage

Recommended Board Action:

Approve the proposal received from Keller Leopold Insurance for \$192,255.

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

Board Member Notes:

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

Athletic Insurance
 Bid Tabulation Form

June 9,2016

COMPANY & VENDOR

Arch Insurance Company Dissinger Reed	\$181,710 basic coverage \$35,159 catastrophic
Catlin Insurance Company Dissinger Reed	\$205,800 basic coverage \$35,159 catastrophic
Starr Indemnity & Liability Company Dissinger Reed	\$262,900 basic coverage \$35,159 catastrophic
First Agency Keller Leopold Agency	\$157,096 basic coverage \$35,159 catastrophic

Athletic Insurance – Historical Data

<u>Date</u>	<u>Insurance Company</u>	<u>Insurance Agent</u>	<u>Basic Coverage</u>	<u>Catastrophic Coverage</u>
15-16	First Agency	Keller-Leopold	\$99,930	\$28,117
14-15	First Agency	Keller-Leopold	\$83,780	\$35,159
13-14	First Agency	Keller-Leopold	\$83,780	\$29,299
12-13	U.S. Fire Insurance	Dissinger Insurance	\$104,905	\$23,439
11-12	U.S. Fire Insurance	Dissinger Insurance	\$104,950	\$22,323
10-11	U.S. Fire Insurance	Dissinger Insurance	\$113,595	\$20,294
09-10	U.S. Fire Insurance	Dissinger Insurance	\$93,500	\$20,294
08-09	U.S. Fire Insurance	Dissinger Insurance	\$89,674	\$20,294
Due to increase significant increase in premium, poor customer service and delays in payment of claims, bids were sought for the 08-09 renewal				
07-08	First Agency	Keller-Leopold	\$92,935	\$20,294
06-07	First Agency	Keller-Leopold	\$71,044	\$20,294

05-06	First Agency	Keller-Leopold	\$71,044	\$19,328
-------	--------------	----------------	----------	----------

Unsolicited bids received. Prices quoted were similar to renewal rates from First Agency.

04-05	First Agency	Keller-Leopold	\$71,044	\$14,317
-------	--------------	----------------	----------	----------

<u>Date</u>	<u>Insurance Company</u>	<u>Insurance Agent</u>	<u>Basic Coverage</u>	<u>Catastrophic Coverage</u>
-------------	--------------------------	------------------------	-----------------------	------------------------------

03-04	First Agency	Keller-Leopold	\$65,953	\$13,380
-------	--------------	----------------	----------	----------

02-03	First Agency	Keller-Leopold	\$54,069	\$11,635
-------	--------------	----------------	----------	----------

01-02	First Agency	Keller-Leopold	\$33,941	\$7,757
-------	--------------	----------------	----------	---------

00-01	First Agency	Keller-Leopold	\$29,643	\$5,660
-------	--------------	----------------	----------	---------

99-00	Continental	Keller - Leopold	\$19,978	\$4,278
-------	-------------	------------------	----------	---------

98-99	K & K Insurance	Keller-Leopold	\$18,214	\$3,165
-------	-----------------	----------------	----------	---------

Agenda No: III-D-7

Date: June 14, 2016

Topic: Property Insurance

Presenter: Dr. Herbert J. Swender

Background Information:

IMA, Inc. has provided property and liability insurance for GCCC since July 1, 2014. Following this page is the property and liability insurance history. The premiums listed are renewal premiums. The actual premium cost fluctuates during the year due to the addition and elimination of property, vehicles and policy riders.

The premium for property and liability insurance renewal for FY16 was \$114,198. The renewal rate for FY17 is \$122,299 which is a 7% increase in premium. The proposed premium is a not to exceed amount. The actual premium will be calculated upon the renewal of “pool” of schools. In any event, the renewal premium will not exceed the amount quoted.

The premium increase includes a 3.3% increase to property values. Most of the premium increase is attributable to the addition of the culinary science building, Broncbuster Suites and the welding equipment (last year, only the building was insured, no contents). In addition, on January 1, 2016, cyber liability insurance was added to the policy. Cyber insurance includes damages and defense costs for privacy breaches and cyber-attacks.

Budget Information:

General Fund
FY17 Budget \$122,299

Recommended Board Action:

Accept the proposal for property and casualty insurance coverage from IMA, Inc. for \$122,299.

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

Board Member Notes:

Insurance History

Property, Commercial, General Liability, Commercial Umbrella, Commercial Auto, Linebacker and Inland Marine

Year	Carrier	Agent/Broker	Annual Renewal Premium	Annual Auto Premium
7-1-16	Wright	IMA, Inc.	\$122,299 \$25,000 deductible per occurrence Property value \$86,907,265	\$33,661
7-1-15	Wright	IMA, Inc.	\$114,198 \$25,000 deductible per occurrence Property value \$84,638,265	\$31,489
7-1-14	Wright	IMA, Inc.	\$112,869 \$25,000 deductible per occurrence Property value \$80,493,208	\$31,156
1-1-14	EMC	Keller Leopold	\$154,709 \$3,000 deductible per occurrence Property value - \$72,423,438	\$27,636
1-1-13	EMC	Keller Leopold	\$94,051 \$3,000 deductible per occurrence Property value - \$70,024,081	\$22,977
1-1-12	EMC	Keller Leopold	\$78,132 \$1,000 deduct per occurrence Property value - \$65,378,595	\$25,736
1-1-11	EMC	Keller Leopold	\$73,277 \$1,000 deduct per occurrence Property value - \$65,028,595	\$23,214

1-1-10	EMC	Keller Leopold	\$73,384 \$1,000 deduct per occurrence Property value - \$64,603,653	\$25,289
1-1-09	EMC	Keller Leopold	\$74,190 \$1,000 deductible per occurrence Property value - \$58,384,329	\$19,785
1-1-08	EMC	Keller Leopold	\$68,036 \$1,000 deductible per occurrence Property value - \$56,565,128	\$23,525
1-1-07	EMC	Keller Leopold	\$64,816 \$1,000 deductible per occurrence Property value - \$48,256,650	\$25,084



PREMIUM SUMMARY

ITEMS	2016-2017 ANNUAL PREMIUM
Property and Inland Marine including SL Tax & Fees	Not to exceed \$49,536
Crime	\$ 1,268.00
General Liability/Professional Liability including Employee Benefits & Sexual/Physical Abuse	\$ 7,820.00
Educators Legal Liability	\$ 3,444.00
Automobile	\$ 33,661.00
Law Enforcement Professional	\$ 1,082.00
Excess Liability	\$ 5,003.00
Cyber Liability (including Surplus Lines Taxes)	\$ 11,485.10
Broker Fee	\$ 9,000.00
TOTAL	\$ 122,299.10

PAYMENT PLAN

- Property, Equipment Breakdown, Inland Marine – Agency Bill, Pay in Full
- Crime, GL, Educator’s Liability, Law Enforcement Liability and Excess Liability – Agency Bill, Pay in Full
- Cyber Liability – Agency Bill, Pay in Full

Note: These premiums may be subject to additional state taxes, surcharges or assessments, surplus lines taxes, and/or fees other than those shown above.

Minimum Earned Premium:	Where a Minimum Earned Premium is indicated, if insurance is cancelled at your request or the audit is a return premium, the minimum earned premium will be retained by the carrier.
Minimum and Deposit (M&D) Premium:	Where an M&D premium is indicated, it applies for the full policy term. If the audit premium is less than the M&D premium, the M&D premium will apply, with no return premium payable to you. In the event of cancellation, the earned premium will be the greater of the earned portion of the M&D premium or the audit premium, subject to any Minimum Earned requirements. Definitions for M&D may vary from this generic definition – refer to your policy for specific terms.

Agenda No: III-D-8

Date: June 14, 2016

Topic: Worker's Compensation Insurance

Presenter: Dr. Herbert J. Swender

Background Information:

Worker's compensation insurance was previously taken out for bid for FY14. At that time, the proposal from Kansas Association of School Boards (KASB) was selected.

The KASB Workers' Compensation Fund announced an overall rate decrease of 8% for FY17. Unfortunately, GCCC experienced an increase in the modification factor from .73 to .84. In addition, the projected salaries for FY 17 increased by \$185,000. These two items combined are responsible for the increase in premium from \$54,498 to \$59,160 for FY17. This represents an 8% increase in annual premium. It is worth mentioning the college enjoyed a 16% decrease in premium for year FY16, which resulted in a cost savings of \$10,254. Worker's compensation insurance history follows this page.

The claims service and support from KASB has been excellent. It is the recommendation of administration to remain with KASB for FY17.

Budget Information:

FY17 General Fund
\$59,160

Recommended Board Action:

Approve the renewal proposal received from KASB for \$59,160.

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

Board Member Notes:

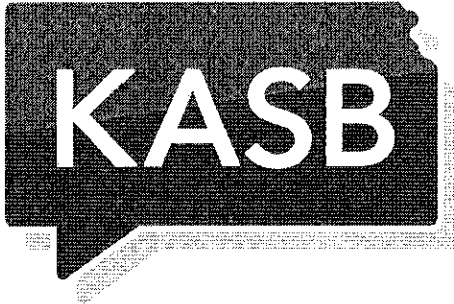
Worker's Compensation Insurance

Year	Carrier	Agent/Broker	Mod Factor	Premium	Assessment/(Refund)
16-17	KASB	KASB	.84	\$59,160	
15-16	KASB	KASB	.73	\$54,498	
14-15	KASB	KASB	.78	\$64,752	
13-14	Accident Fund	Keller Leopold	.90	\$85,683	
12-13	Accident Fund	Keller Leopold	1.16	\$86,380	\$7,995.00
11-12	Accident Fund	Keller Leopold	1.06	\$83,379	(\$15,842.01)
10-11	Accident Fund	Keller Leopold	1.06	\$86,579	(\$12,986.85)
09-10	Accident Fund	Keller Leopold	1.11	\$89,516	(\$13,499.25)
08-09	Liberty Mutual	Liberty Mutual	1.01	\$79,046	
07-08	KASB		1.09	\$92,577	(\$4,588.33)
06-07	KASB		1.11	\$96,606	(\$3,797)
05-06	KASB		1.02	\$83,513	(\$7,804)
04-05	KASB		1.26	\$98,422	\$22,436
03-04	KASB		1.22	\$79,009	
02-03	Republic	IMA	1.35	\$65,619	
	4-26-03 Notified of non-renewal of insurance by Republic				
01-02	Republic	IMA	1.32	\$60,749	
8/00-01	Republic	IMA	1.28	\$37,737	
7/00-8/00	Reliance	Reliance	1.28	\$35,989	
99-00	Colonial	Keller-Leopold	1.22	\$30,811	
98-99	Colonial	Keller-Leopold	1.26	\$35,989	

97-98	KASB	1.08	\$39,417
96-97	KASB	unknown	\$55,195
95-96	KASB	.93/.99	\$35,562
94-95	KASB	.97/.94	\$37,604
93-94	KASB	.95/.91	\$33,226
92-93	KASB	1.21	\$36,922

KASB offset “special contribution” of \$22,436 made in 2004-05 by paying the following dividends:

12-12-14 \$2,523.58



USD # 710

Workers Compensation
 1420 S.W. Arrowhead Rd. Topeka, KS 66604-4024

Contract Date
 7/1/2016-6/30/2017

Deductible Quoted
 \$0

Date
 5/24/2016

Garden City Community College #71
 801 Campus Dr

Garden City, KS 67846-6333

Premium Worksheet for Year
 2016

Classification of Operations	Number of Employees	Manual Rates (per \$100)	Estimated Payroll (Rounded to Nearest Dollar)	Estimated Manual Premium	Deductible Reduction
7380 Drivers	8	\$3.69	\$35,550	\$1,312	\$0
8868 Professional & clerical	180	\$0.38	\$9,100,719	\$34,583	\$0
9101 All others	30	\$4.26	\$810,629	\$34,533	\$0
Totals			\$9,946,898	\$70,428	\$0

<p><i>For additional information call:</i> 1-800-432-2471</p> <p>Workers Compensation</p> <p>Annual gross premium exceeding \$25,000 may be paid in full or in pre-arranged payments. Those with an annual gross premium of \$25,000 or less must pay in full.</p>	Experience Modification Factor	0.84
	Standard Premium	\$59,160
	Premium Discount	\$0
	Adjusted Premium	\$59,160
	Advanced Discount	0.0% \$0
	Annual Gross Premium	\$59,160

The annual gross premium will be adjusted at the end of each year based upon actual payroll. Experience modification factors are promulgated by an approved rating organization and are subject to change.

Agenda No: III-D-9

Date: June 14, 2016

Topic: Phone Switch Upgrade

Presenter: Dr. Herbert J. Swender

Background Information:

The current phone switch is dated and operates as an old copper line system. Although the system was upgraded in 2009, the technology is outdated and the SX200 cabinet is over 15 years old. The proposed communication switch upgrade will convert the analog PBX to a hybrid analog/VOIP which will allow migration of all phones to VOIP spreading the cost over time. In addition, the new switch will replace our voice mail system, caller ID and extend phone connectivity to the welding lab and the Access and Opportunity Center. The overall capacity to the campus will be doubled.

The switch is an upgrade to our existing Mitel system. Allegian Technology is a preferred partner for Mitel and is therefore a single source vendor. This purchase was included in the FY16 budget.

Budget Information:

FY16 General Fund
\$39,808.12

Recommended Board Action:

Approve the purchase of the phone switch upgrade from Allegian Technology for \$39,808.12.

Board Action Taken: Approved Disapproved
 Ayes Nays No Action

Board Member Notes:

IT Your Way... Cabling to The Cloud.

12721 Metcalf Avenue, Suite 104 Overland Park, KS 66213
 www.allegianttechnology.com 913.599.6900

Prepared For:

Andy Gough
 (620) 276-0348
 andrew.gough@gccccks.edu

Garden City Community College
 801 Campus Drive
 Garden City, KS 67846
 United States

Prepared By:

Russ Bohn
 913-599-6900
 rbohn@allegiantusa.com

Allegiant Technology
 12721 Metcalf Avenue,
 Suite 104
 Overland Park, KS 66213

Quote No: ATQQ3011

Prepared On: Jun 2, 2016

Expires On: 7/2/2016

MiVoice Business - Core Hardware and Software

Qty	Description	Unit Price	Ext. Price
1	Convert to MiVoice Bus Ent - System [Prod.Mgmt.Appri reqd]	\$0.00	\$0.00
1,820	Convert to MiVoice Bus Ent - Units	\$1.00	\$1,820.00
1	Enterprise License Group	\$1,000.00	\$1,000.00
1	MiVoice Business Virtual for Enterprise	\$1,495.00	\$1,495.00

MiVoice Business - Solution Licenses

Qty	Description	Unit Price	Ext. Price
1	MCD Mailbox license	\$50.00	\$50.00
1	MiCollab Client presence for MIVB Consl	\$0.00	\$0.00

Desktop Devices

Qty	Description	Unit Price	Ext. Price
10	5330E IP PHONE	\$340.31	\$3,403.10
1	MiVoice Business Console Keyboard Labels	\$40.00	\$40.00
1	LIVE CONTENT SUITE (5320/30/40/60)	\$0.00	\$0.00
1	MiVoice Business Console Bundle	\$1,820.00	\$1,820.00

PRICES BASED UPON AVAILABILITY AT THE TIME OF PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED. ALLEGIANT RESERVES THE RIGHT TO CANCEL ORDERS ARISING FROM INCORRECT PRICING DUE TO CLERICAL MISTAKES, ERRORS AND OMISSIONS. IF THIS QUOTE CONTAINS LEASE PAYMENT OPTIONS, THE LEASE OPTIONS ARE PROVIDED AS AN ESTIMATE ONLY. FINAL LEASE PAYMENT AMOUNT IS SUBJECT TO CREDIT VERIFICATION AND APPLICABLE TAXES AS REQUIRED BY LAW.

ATQQ3011

CONFIDENTIAL

Page 2 of 5

User Licenses

Qty	Description	Unit Price	Ext. Price
1	MiVoice Bus License - Enterprise User	\$175.00	\$175.00
10	UCCv4.0 STND User for MiVoice Bus x1	\$325.00	\$3,250.00

MiCollab, MiCollab Client

Qty	Description	Unit Price	Ext. Price
1	MiCollab Virtual Appliance	\$995.00	\$995.00
Includes: MBG Base.UC Mobile Base.UC Base, NuPoint Base.MCD App Connection Lic (6).			
1	MiCollab NPUM MiVBus MailboxLicensesx500	\$7,000.00	\$7,000.00
1	MiCb Client user for MIVBC operator	\$0.00	\$0.00

Software Assurance and Support

Qty	Description	Unit Price	Ext. Price
1	Std S/W Assur MiVoice Business User	\$10.00	\$10.00
1	Std S/W Assurance MiCollab Base	\$100.00	\$100.00
500	Std S/W Assurance MiCollab UM Mailbox	\$3.50	\$1,750.00
1	Std S/W Assur Designated License Mgr	\$0.00	\$0.00
1	Prem S/W Assurance MiVoice Bus User	\$3.00	\$3.00
1	Prem SW Assur MiCOLLAB Base w/Monitor	\$30.00	\$30.00
500	Prem S/W Assur MiCollab UM Mailbox	\$1.00	\$500.00
1	Prem S/W Assur Designated License Mgr	\$0.00	\$0.00
1	Std S/W Assur MiVoice Bus Virtual Base	\$125.00	\$125.00
1	Prem SW Assur vMiVBUS Base w/Monitor	\$38.00	\$38.00
10	Std S/W Assurance UCC Std	\$19.00	\$190.00
10	Prem S/W Assurance UCC Std	\$6.00	\$60.00

PRICES BASED UPON AVAILABILITY AT THE TIME OF PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED. ALLEGIANT RESERVES THE RIGHT TO CANCEL ORDERS ARISING FROM INCORRECT PRICING DUE TO CLERICAL MISTAKES, ERRORS AND OMISSIONS. IF THIS QUOTE CONTAINS LEASE PAYMENT OPTIONS, THE LEASE OPTIONS ARE PROVIDED AS AN ESTIMATE ONLY. FINAL LEASE PAYMENT AMOUNT IS SUBJECT TO CREDIT VERIFICATION AND APPLICABLE TAXES AS REQUIRED BY LAW.

IT Your Way... Cabling to The Cloud.

12721 Metcalf Avenue, Suite 104 Overland Park, KS 66213
 www.allegianttechnology.com 913.599.6900

1	Std S/W Assur MiVoice Bus Console	\$150.00	\$150.00
1	Prem S/W Assur MiVoice Bus Console	\$50.00	\$50.00
	Running SubTotal		\$24,054.10

Mitel Software Assurance on Existing 3300 MXE

Qty	Description	Unit Price	Ext. Price
1	S/W Assurance MiVoice Business 24x7 Support	\$3,566.02	\$3,566.02

Implementation Services

Qty	Description	Unit Price	Ext. Price
50	Telephony Support Labor- Complex Time and Materials	\$159.00	\$7,950.00
8	Telephony Support Labor Complex - Do not Exceed - Overtime/Holiday	\$238.50	\$1,908.00

*Labor is estimated and will be billed on actual usage. Any additional items needed will be billed on a time plus material basis.

Travel & Lodging

Qty	Description	Unit Price	Ext. Price
16	Technician Travel - Hourly	\$75.00	\$1,200.00
4	Actual Expenses incurred for Meals (Day)	\$45.00	\$180.00
3	Actual Expenses incurred for Hotel (Day)	\$150.00	\$450.00
5	Actual Expenses incurred for Rental Car (Day)	\$100.00	\$500.00

PRICES BASED UPON AVAILABILITY AT THE TIME OF PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED. ALLEGANT RESERVES THE RIGHT TO CANCEL ORDERS ARISING FROM INCORRECT PRICING DUE TO CLERICAL MISTAKES, ERRORS AND OMISSIONS. IF THIS QUOTE CONTAINS LEASE PAYMENT OPTIONS, THE LEASE OPTIONS ARE PROVIDED AS AN ESTIMATE ONLY. FINAL LEASE PAYMENT AMOUNT IS SUBJECT TO CREDIT VERIFICATION AND APPLICABLE TAXES AS REQUIRED BY LAW.

IT Your Way... Cabling to The Cloud.

12721 Metcalf Avenue, Suite 104 Overland Park, KS 66213
www.allegianttechnology.com 913.599.6900

One Time Charges	
One Time Subtotal:	\$39,808.12
Downpayment:	\$19,904.06

One Time Finance Options	
<input type="checkbox"/> Finance (Terms) 36 monthly payments of \$1,250.77	
<input type="checkbox"/> Finance (Terms) 60 monthly payments of \$824.43	

Acceptance

BY SIGNING BELOW, YOU HEREBY ACKNOWLEDGE YOU HAVE READ AND AGREE TO BE BOUND BY ALLEGIANT'S TERMS OF SALE, UNLESS YOU HAVE ENTERED INTO A SEPARATE AGREEMENT WITH US. THIS QUOTE IS BINDING UPON OUR ACCEPTANCE

Customer Name: _____

Title: _____

Customer Signature: _____

Date: _____

PRICES BASED UPON AVAILABILITY AT THE TIME OF PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED. ALLEGIANT RESERVES THE RIGHT TO CANCEL ORDERS ARISING FROM INCORRECT PRICING DUE TO CLERICAL MISTAKES, ERRORS AND OMISSIONS. IF THIS QUOTE CONTAINS LEASE PAYMENT OPTIONS, THE LEASE OPTIONS ARE PROVIDED AS AN ESTIMATE ONLY. FINAL LEASE PAYMENT AMOUNT IS SUBJECT TO CREDIT VERIFICATION AND APPLICABLE TAXES AS REQUIRED BY LAW.

ATQQ3011

CONFIDENTIAL

Page 5 of 5

Meats Team Travel

Presenter: Dr. Herbert J. Swender

Background Information:

The GCCC Meats Team has been invited to attend the 2016 Australian Intercollegiate Meat Judging Competition, held July 5-9 at Charles Sturt University in Wagga Wagga, New South Wales. The travel expenses will be paid for solely by funds raised by the meats program through donations, fundraising, meat sales and carcass evaluation. So far, the team has brought in over \$50,000.

The students and sponsors traveling to Australia are listed below. The competing team and sponsor will be leaving July 1. The additional twelve students are enrolled in a college class titled "International Animal Agriculture". The second group will leave July 9. All will return July 18.

The cost of airplane tickets for the group was \$28,731.52. Clint Alexander paid for the tickets by using his college purchase card.

Competing Meats Team

Leah Parsons
Paige McGaughey
Rebecca Roe
Kyle Abernathy
Adrian Longoria
Edward Davilla III
Clint Alexander, Sponsor

Additional Travelers

Austin Brown
Austin Wilson
Brock Sheppard
Kyle Hickok
Cecilia Banuelos
Diana Zamora
Brianna Baker
Hannaloree Randolph
Mallory Overpeck
Makayla Linville
Erin Watt
Alyssa Overpeck
Patrick Overpeck, Sponsor
Traci Overpeck, Sponsor
Amanda White, Sponsor

Budget Information:

Block and Bridle Club Account
\$28,731.52

Recommended Board Action:

Approve purchase of airline tickets for the meats team to travel to Wagga Wagga, New South Wales.

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

Board Member Notes:

Agenda No: III-D11

Date: June 14, 2016

Topic: Kansas Army National Guard Recruiting Office

Presenter: Dr. Herbert J. Swender

Background Information:

The Kansas Army National Guard would like to relocate their local recruiting office to the GCCC campus. There is space available in the Beth Tedrow Student Center that will meet their needs. A lease agreement is currently being reviewed along with other specified documents required by the military. Upon successfully negotiation of the lease, the office will be officially opened August 1, 2016.

Budget Information:

Annual Revenue Generated
\$7,200

Recommended Board Action:

Authorize Administration to negotiate with Kansas Army National Guard a two-year lease for office space in the Beth Tedrow Student Center.

Board Action Taken: _____Approved _____Disapproved

_____Ayes _____Nays _____No Action

Board Member Notes:

Agenda No: III-D-12

Date: June 14, 2016

Topic: Kansas Army National Guard Education and Training Center

Presenter: Dr. Herbert J. Swender

Background Information:

The Kansas Army National Guard (KANG) has requested space on the GCCC campus in partnership to establish a regional education and training center. The front office complex of the property located at 1802 E. Spruce will meet their needs. The lease would include the area north of the welding lab which is currently unoccupied.

The terms of the lease are yet to be determined. The KANG prefers to enter into negotiations and have access to the building at our earliest mutually agreed date.

Budget Information:

Annual Revenue Generated
Currently unknown

Recommended Board Action:

Authorize Administration to negotiate in concert with GCCC's college counsel a multi-year lease with Kansas Army National Guard for space in the building located at 1802 E. Spruce.

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

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

Board Member Notes:

Agenda No: IV-A

Date: June 14, 2016

Topic: Child Care Agreement Amendment and Termination

Presenter: Dr. Herbert J. Swender

Background Information:

Upon discontinuation of GCCC's day care program, an agreement was entered into with Community Day Care Center (CDCC) located at 505 College Street. The daycare allocated 10 spots for children of GCCC students. In exchange for the 10 guaranteed spots, the college paid a monthly fee to the daycare and provided limited maintenance and lawn care services. GCCC students then entered into an agreement to pay GCCC a significantly reduced fee for daycare services.

Since the guarantee agreement was put in place, the eligible student need for child care has slowly been decreasing. In 2015, the agreement was reduced from 10 spots to 5 spots to better accommodate the community waiting list to get access at CDCC. This past semester (spring 2016) only 2 students utilized the services. Both students have indicated they will not need childcare this fall.

The CDCC board and GCCC administration have mutually agreed to terminate the current agreement. The monthly fee will end June 30, 2015, with maintenance and lawn care service ending in September. Following this page is the termination agreement.

Budget Information:

Estimated annual cost savings to the college: \$23,400

Recommended Board Action:

Approve Child Care Agreement Amendment and Termination as presented.

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

Board Member Notes:

JUNE 2016 MONITORING REPORT

EXECUTIVE LIMITATIONS Compensation/Benefits #1	ANNUAL Page 13
The President shall not change his or her own compensation or benefits.	

CEO's Interpretation:

The Board determines the President's compensation and benefits and directs preparation of presidential employment contract.

Data directly addressing the CEO's interpretation:

July 2015, the Board took action to renew the president's contract for three years and make agreed upon modifications to the agreement. The signed contract is on file with the office of Human Resources and business office.

EXECUTIVE LIMITATIONS Compensation/Benefits #2	ANNUAL Page 13
The President shall not promise or imply permanent or guaranteed employment.	

CEO's Interpretation:

The Board approves employment of all full-time employees.

Data directly addressing the CEO's interpretation: Each month the Board receives for approval a list of all new faculty, adjunct instructors, and full-time employees. Faculty are covered under the Negotiated Agreement which is approved by the Governing Board. Staff employed at GCCC are at-will and can be terminated at any time without cause.

EXECUTIVE LIMITATIONS Compensation/Benefits #3	ANNUAL Page 13
The President shall not establish compensation and benefits which:	

- A. Deviate significantly from the geographic area or market for the skills employed;**
- B. Create obligations over a longer term than reserves can be safely projected, in no event longer than one year, and in all events subject to losses of revenue.**

CEO's Interpretation: The President shall make annual raise decisions that are consistent with local, regional, and national employment markets. Recommended raises and salary adjustments for any and all employees will be made in accordance within institutional budget.

Data directly addressing the CEO's interpretation:

Compensation and benefits for faculty are analyzed and reviewed during the negotiation process. All other employees' salary and benefit considerations are reviewed annually and are considered during the institutional budget process.

GCCC may utilize external agencies for salary comparison and annually update its compensation data base. Salary and benefits are commensurate of the duties and responsibilities of the employee. The Administrative cabinet discusses employee responsibilities and salary placement.

GARDEN CITY COMMUNITY COLLEGE ASSESSMENT

What is assessment?

Assessment is the systematic gathering, interpretation and use of information about student learning for the purposes of improvement. It is a means for focusing our collective effort and attention, examining our assumptions and creating a shared academic culture dedicated to continuously improving the quality of higher learning.

Assessment measures

GCCC recognizes that multiple measures are necessary to establish the validity (are we measuring what we think we are measuring) of our assessment. Each assessment listed provides valuable information that can be useful for improving programs.

- Student surveys
- Student learning outcome measurement
 - Written communication
 - Oral communication
 - Critical thinking
- Community College Survey of Student Engagement (CCSSE)
 - Measures and items to be identified
 - Completed each spring
- Noel-Levitz Student Satisfaction Survey—
 - Completed each fall
- Key Performance Indicator Benchmarks
 - Retention
 - Default management
 - Graduation rates
 - Completion by demographics

This toolbox is a way to assess how the institution is performing and is not assessing the individual student. Performance assessment provides the following information for GCCC: evaluation, resource allocation, budgeting, marketing and indicators of program performance and success.

General Education Outcomes

Request board action to update essential skills to reflect the student learning outcomes which will be assessed by the college annually.

Essential Skills:

Policy Title: Essential Skills

Students will possess essential skills.

1. Students will illustrate written communication skills
2. Students will demonstrate oral communication skills.
3. Students will exhibit critical thinking skills.

Measurement of essential skills:

1. Written communication skills
 - a. Being currently assessed through writing across the curriculum tool
 - i. Started in fall 2015. Written communication is assessed in every course, every semester. Baseline data is being formed to determine strategies for implementation in fall 2016.
 1. Training for instructors to incorporate written communication more effectively in courses
 2. Training and development for improving student skills
 3. Implement a writing lab
 4. Evaluated through CCSSE annually
 - b. Oral Communication skills
 - i. Assessment tool being developed along with the rubric for pilot in fall 2016
 - ii. Full implementation in spring 2017
 - iii. Evaluated through CCSSE annually
 - c. Critical Thinking skills
 - i. Assessment tool being developed along with rubric for pilot in fall 2017
 - ii. Full implementation in spring 2018
 - iii. Evaluated through CCSSE annually

Outcomes Based Assessment

The intended result of outcomes based assessment for institutions is not whether outcomes are being met. Rather, the focus is on the outcomes and addressing when you fall short and how to create a climate of institutional culture for knowing outcomes and the measurements to address.

Incidental Information June 2016

Ryan Ruda, Vice President of Student /Instructional Services

Residential Life

Currently, 215 students have completed applications for housing at GCCC. The number continues to grow each week. Renovations to the supervisor apartment have been completed and Christine Dillingham has moved into the residence. Cleaning and repairs continue on each of the residential life buildings. Preparation for over 100 students in the first June session are underway.

Records

New eTranscript Option

We have partnered with National Student Clearinghouse to send transcripts electronically. We signed the agreement with the Clearinghouse in January, began the implementation thereafter and officially launched this new option on April 3, 2016. The quick and easy link to request transcripts is www.getmytranscripts.com. The GCCC website has been updated with this information along with an easy to select button, "Get My Transcript" (see below).

III. How To Order A Transcript

Note: Transcript requests will normally be processed within 24 hours of receipt. However, a longer period of time may be required for processing at the end of each semester and during peak enrollment periods.

A. By Electronic Request

GCCC has partnered with and authorized the **National Student Clearinghouse** to provide secure online ordering and delivery of your GCCC transcript via the Web 24/7. Safe, fast and easy – it is the most efficient way to order and send your transcript. Fees may vary depending on delivery type and destination.

Get My Transcript

Within the past two months, a total of 208 transcripts have been generated using this new option. The National Student Clearinghouse and Ellucian have formed a strategic alliance to enable a real-time solution for the electronic authentication, production, and transfer of transcripts. Their solution places a secure interface, Ellucian eTranscripts, between Clearinghouse Transcript OrderingSM and the Ellucian administrative system (Datatel). It provides truly "touch-free" electronic transcript processing and delivery by automating each step:

- Student authentication and identification
- Transcript order submission
- Transcript PDF generation and customization
- Immediate, secure electronic transcript delivery
- Auto-configuration to Clearinghouse Transcript Ordering

This solution is provided at no cost to GCCC; the cost to students is the same as if they request official transcripts directly from us. With our previous provider, Document/Parchment, requests were made electronically and the Registrar's Office uploaded transcripts. Basically, we were required to touch and process each request. With the National Student Clearinghouse and their partnership with Ellucian, we monitor and touch fewer transcript requests.

Student Support Services

The GCCC Student Support Services program will be intensifying tutoring services to students for the 2016-2017 Academic Year by providing study groups in the areas of Biology, General Anatomy and Physiology, Anatomy and Physiology I, Anatomy and Physiology II, and Microbiology. The intensification of services is in response to the Department of Education request to intensify an area of services to participants in the program in order to receive a 3% increase in the Federal Funding for the program. Student Support Services is excited for the opportunity to expand the tutoring available to our participants in these core STEM areas.

Admissions

Tammy Tabor has been selected to serve on the FCWC Youth Development Committee. Currently there are 25 reservations for the June 13 enrollment day.

Advising

Reviewing withdrawal policies and tracking student retention from Fall 2015 to Fall 2016. Contacting students who were at GCCC in 2015 but have not enrolled for 2016.
Working on updating advising manual.

SGA

Still taking applications
Elections to be held in August

Instruction

Hiring has been the main priority. Currently, all positions have been filled for fall 2016 with the exception of computer science and nursing. We are working aggressively to fill these positions. The positions which have been filled include: two chemistry instructors, biology, anatomy and physiology, two math instructors, two English instructors and psychology. GCCC has also completed a search and hired an automotive instructor and will be working to get the automotive technology program in place with certification and accreditation.

Full implementation of Canvas will be in place this fall 2016. Lecia Sims has been diligently working to get all faculty trained on Canvas and instructional technology software. Faculty must complete an online training module for Canvas and then will have access to implement and upload course material for students.

Leslie Wenzel, Sue Pollart, Tammy Tabor and Micah Kasriel have been collaborating to enhance the new student orientation program for August. The program will be held August 12 and 13 and include speakers, campus tours, meeting with advisors, and several required informational sessions specific to Title IX and compliance. Additionally, each evening will feature entertainment and activities to get students acculturated to campus.

Dee Wigner, Executive Vice President:

The Kansas Association of Community College Business Officers (KACCBO) met on the GCCC campus Thursday, June 2. Representatives from nine of the state's community colleges were in attendance. Four other schools joined via Zoom. Presentations were heard, via Zoom, from Lori Church, Kansas Association of School Boards attorney and from KBOR, Elaine Frisbie and Cynthia Farrier. Linda Fund, KACCT, attended the meeting.

Community colleges need to prepare for the financial impact of the new regulations under the Fair Labor Standard Act (FLSA) and the cost of the new Working after Retirement (WAR) rules and penalties

enacted by KPERS. There is still concern of an “allotment” (callback) of funds from the state. Additional concern is that the reduction in revenues to the community colleges may exceed the 4% that has already been announced.

Cynthia Farrier, Director of Data, Research and Planning, KBOR, presented information on additional reporting requirements. The Kansas DegreeStats report will go into effect for state public universities July 1, 2016. Community college data will be included by July 1, 2017. Cynthia explained how KBOR would obtain the data needed for the report and concerns that have been expressed.

Lori Church, KASB, discussed the impact of the expiration of the conceal carry exemption, the new FLSA regulations and the federal directive on gender identity. Linda Fund updated the group on legislative issues and state revenue concerns.

Bookstore

The Broncbuster Bookstore staff has been busy checking in scholarship books and making sure the books are all clean and ready to go for summer and fall classes. They are still doing some buybacks and are selling books for summer classes. Staff are also getting ready for the football players to come to campus. Football players will be attending classes starting June 14, and all 100+ young men will come to the bookstore for student IDs and books.

The last of the summer orders from the trade show that Virga and Dee attended in March will be arriving in mid-June. This merchandise is fun, summer, clothing items in the school colors of brown and gold. Broncbuster bookstore staff is excited about the variety of new items. The new line of clothing is a dressier line of clothing items with different colors, and are not all emblematic.

Suzanne and Virga have been busy working on compliance for accreditation by creating and updating their bookstore procedure manuals. The goal for completion time on the manuals is June 30.

Campus Police

On May 10-12, 2016, Chief Dozier, traveled to Dodge City for the Kansas Association of Chiefs of Police Spring Conference. During the event, he attended the following training sessions: Virginia Tech Shooting - Case Study, Boston Bombing - Case Review, Aurora Colorado Theater Shooting - Case Study, and Law Enforcement and the National Media. Chief Dozer reported that all presentations were outstanding, and the information gleaned will assist Campus Police as they continue with efforts to prepare for impending emergencies.

Officer Travis Montgomery represented GCCCPD in the State law enforcement shooting competition, which was held at the Kansas Law Enforcement Training Center on May 25, 2016. Officer Montgomery shot a very respectable score finishing 12th out of 31 competitors. Members of the GCCC Police Department are very proud of him!

Marketing and Public Relations

Kristi Tempel, Director of Marketing/PR, has been working with radio stations to update commercials for the fall semester radio campaign. Commercials should be ready for review by June 10 and will be ready to air as soon as approval is given by President’s Cabinet.

Two brochures were written this month and produced in conjunction with staff from the print shop. One brochure was written for the gym floor campaign in memory of GCCC’s recently passed board member, Ron Schwartz. A military brochure was produced to attract military personnel to the college. This brochure included information about scholarships, military benefits and listed attractive attributes of Garden City living.

Individual department meetings have been planned this summer to discuss Marketing/PR needs for the new school year. Items discussed during the planning meetings are upcoming events, promotional items needed and budget planning for department promotions.

Press releases this month included the GED graduation, Memorial Day Weekend Theatre, LULAC awards, ACT award, May Board Meeting and one will be released shortly on student ambassadors.

Payroll Department

Dallas Crist, Payroll Coordinator, attended several free Webinars in May: Ellucian's FLSA Changes; CUPA-HR FLSA; KPERS Working after Retirement. She also attended an Ellucian Portal Taxonomy training for setting up our department portal pages. Each Taxonomy team member has been given access to begin this process in anticipation of a fall roll-out of the student portal.

The Pay Period reporting for KPERS wages continues to evolve and requires more information from the employer. Although these processes are somewhat challenging, the outcome results in more accurate and timely information for the employee's account. The KPERS employees in Topeka are always a pleasure to work with and very patient when assistance is needed.

The accounting firm, Lewis, Hooper & Dick, met with Dallas on May 26th for what we call an audit "walk-through." This is the initial step in the external audit that will take place in July. Also, the preliminary audit estimate was required by our Worker's Compensation insurance provider this month.

Director of Facilities

Facilities and Maintenance personnel have worked on several projects throughout the month. Staff has been busy with the remodel of the Director of Residential Life's apartment including carpet, scraping of floors, patching holes in the walls, painting and replacing of carpet. Items have been moved out of the skating rink and into the culinary lab for storage. New sprinkler systems are being implemented at Bronbuster housing—four zones are complete. Maintenance was performed on the fire panels in the dorms. Construction is underway on the DPAC parking lot—entrance to the gym is through south doors only until construction is complete.

The Transportation Department staff have been busy with general maintenance and offseason maintenance on fleet vehicles and buses. The bus parking pad is complete except for crack sealing and paint striping. Consideration is now underway to retire two higher mileage minivans in the fleet, and purchase additional mid-size cars.

Business Office Comptroller

The Business Office Staff is preparing for year-end. Final purchases for Fiscal Year 2016 and budget adjustments are being made to close out the year. Business Office Staff had a pre-audit walk through conducted by the Lewis, Hooper, and Dick accounting firm, and everything went well. The Business Office staff currently are assisting grant directors in finalizing grants for Fiscal Year 2016.

Print Shop

The print shop staff produced a multitude of projects over the last month. Projects designed and printed include a military brochure, BAA brochure, catalog changes, campus agenda cover design, Ron Schwartz court brochure, admissions t-shirt design, and production and binding of 250 nursing handbooks.

Compliance

Melanie Hands, Compliance Coordinator, has viewed two webinars relevant to compliance issues. The webinars are Student Organizations and Liability, and Violence on Campus.

The assurance argument for the higher learning commission draft has been submitted for administrative review. The federal compliance packet is currently being filled out. The master list of disclosures, notifications, reports, and trainings is currently a work in progress.

Human Resources

Positions filled by the Human Resources Department staff are Records Assistant, Network Manager, and Financial Aid Advisor.