

October 7, 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, October 11, 2016**. The meeting will be held in **The Kinney Room of the Beth Tedrow Student Center**, Garden City Community College Campus.

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

**AGENDA**

- I. CALL TO ORDER:**
  - A. Comments from the Chair
  - B. Open comments from the public (5 minutes per spokesperson )
  - C. Introduction of new employees
  - D. Report from Student Government Association
  - E. Report from Faculty Senate
  - F. Higher Learning Commission Overview
  - G. Report from GCCC John Deere
  
- II. REPORTS:**
  - A. President’s Report
  
- III. OTHER BUSINESS:**
  - A. Oath of Office-Dr. Blake Wasinger
  
- IV. CONSENT AGENDA ..... Action**
  - A. Approval of minutes of previous meetings (September 13, 2016, September 20, 2016, September 21, 2016) .....pg. 3
  - B. Approval of personnel Actions-Human Resources .....pg. 12
    - B-1 Human Resources Report .....pg. 13
    - B-2 Adjunct/Outreach Contracts.....pg. 14
  - C. Financial information .....pg. 21
    - C-1 Checks processed in excess of \$20,000.....pg. 22
    - C-2 Revenues .....pg. 23
    - C-3 Expenses .....pg. 25
    - C-4 Cash in Bank .....pg. 31
  - D. Purchases over \$20,000
    - D-1 ImageNow Maintenance Renewal.....pg. 32

**V. CONFIRMATION OF MONITORING REPORTS:**

- A. Monitoring Reports and ENDS ..... **Action**
  - A-1a- Monitoring Report – Annual – Work Preparedness.....pg. 34
  - A-1b- Monitoring Report – Quarterly – General Executive Constraints # 7, #8..pg. 41
  - A-1c- Monitoring Report – Quarterly – Asset Protection #5 .....pg. 42
- B. Review Monitoring Report
  - B-1a Annual, Essential Skills
  - B-1b Annual, Workforce Development
- C. Board Process and Policy Governance Review

**VI. OTHER**

- A. Incidental Information .....pg. 43
- B. Report from Finney County Economic Development Corporation
- C. Report from KACCT

**VII. OWNERSHIP LINKAGE:**

**Upcoming Calendar Dates:**

- October 10-13 Endowment Association Phonathon, Endowment Room
- October 17-18 Higher Learning Commission GCCC Site Visit (on Campus)
- November 5 Broncbuster Football 1:00 p.m. HOME VS Iowa Central-GCCC Homecoming
- November 8 GCCC Board of Trustee Meeting, 6:00 p.m., Endowment Room, Beth Tedrow Student Center

**VIII. EXECUTIVE SESSION**

**IX. ADJOURNMENT**

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Dr. Herbert J. Swender, Sr.  
President

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Jeff Crist  
Chairman

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

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

**Purposes for Executive Sessions**

- a. Personnel matters of non-elected personnel
- b. Consultation with the body's attorney
- c. Employer-employee negotiation
- d. Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorship
- e. Matters affecting a student, patient, or resident of public institutions
- f. Preliminary discussions relating to acquisition of real property
- g. Security, if open discussion would jeopardize security

**MEETING OF TRUSTEES  
GARDEN CITY COMMUNITY COLLEGE**

**September 13, 2016**

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

Others Present: Nhicolas Aponte, SGA President  
Camila Aponte, SGA Secretary  
Scott Aust, *Garden City Telegram*  
Debra Atkinson, Deputy Clerk  
Rodney Dozier, GCCC Chief of Police  
John Green, Athletic Director  
Johana Hernandez, Student Support Services Advisor  
Christopher Johnson, Coordinator of Marching Show Design  
Shillalie Jones, Assistant Women's Basketball Coach  
Nanumi Lolohea, Assistant Football Coach  
Ivan Leal, Assistant Men's Basketball Coach  
Adanari Lopez, SGA Vice President  
Joseph Lowry, Coordinator of Jazz, Theory, and Technology  
Susan Miller, SGA Student Advisor/Coordinator-International Students/Adm Recruiter  
Thuy An Nguyen, Math Instructor  
David Overstreet II, Assistant Football Coach  
Larry Pander, Fire Science Instructor/Faculty Senate Representative  
Ryan Ruda, Vice President of Student Services/Instruction  
Berenise Santos, SGA Public Relations  
Tammy Tabor, SGA Student Advisor and Director of Enrollment Management  
Kristi Tempel, Public Relations  
Jerrad Webb, Director of Workforce  
Dee Wigner, Executive Vice President  
Stephen Wuerz, Chemistry Instructor  
Herbert Swender, President

**CALL TO ORDER:**

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

**HAPPENINGS AT GCCC:**

This portion of the meeting is related to student accomplishments, activities, campus visitors, and special events that have taken place in the GCCC campus community since the last Board of Trustee meeting.

Dr. Swender noted that Dr. Clint Alexander, Instructor Animal Science/Meats Team and Jacob Huth, Instructor Culinary Arts, put the meats judging team and culinary group together to learn about how meat is processed. A great collaboration providing learning for the real world.

Dr. Swender extended his congratulations to Lady Busters soccer. Lady Busters won their opening season game over Pratt 9 to zero. In addition, Lady Buster volleyball opened the home season against Butler, winning their first season game also.

Continuing an update on GCCC athletics, Dr. Swender went on to report that Broncbuster football played the first home game of the season at Broncbuster stadium, on Saturday, September 3 with a win over Highland. GCCC is beginning new traditions which include setting off a Howitzer cannon at the completion of the National Anthem and after every Broncbuster touchdown. GCCC's partnership with Task Force Broncbuster and the Kansas Army and Air National Guard provided this opportunity.

Dr. Swender shared that much excitement has been generated from the debut of Broncbuster Billy's new companion, "Victory" the horse, ridden by GCCC Rodeo student-athlete, Roxanne Harper. "Victory" leads the team out of the tunnel for every home game. Adding extra flare and excitement is the sixty-five member GCCC Marching Band, complete with drum line. GCCC is creating some great new traditions and are "Busting into the Future". Dr. Swender extended his sincere thanks to the music department for their efforts and results.

Dr. Swender reported that four students received the Otis and Mary Lee Molz Cooperative Scholarship on Wednesday, September 7 at a reception hosted by the Garden City Community College Endowment Association and Garden City Coop in the Endowment Room at GCCC. The four students honored were Kaitlynn Hammond (Holcomb), Deion Gonzalez (Holcomb), Christian Merz (Holcomb), and Mercedes Showers (Deerfield).

GCCC Department of Public Safety students participated in a Disaster Drill at the Garden City airport this Friday, September 9. Students acted as injured passengers in a mock airplane crash. The simulation was coordinated by Finney County Emergency Management, and involved the Sheriff's Office, Garden City Police Department, Garden City Fire Department, Finney County EMS, the Red Cross and St. Catherine Hospital.

Dr. Swender commended the Student Government Association for their work on the 9/11 Memorial Celebration held on Monday, September 12. The GC Fire Department color guard presented the flag, SGA students read readings, and pastor Nathan Sheridan read an event timeline with bells tolling at each critical event. The GCCC band played the "Star Spangled Banner", and "God Bless America", and the final number was the GCCC Coir singing "God Bless the USA" by Lee Greenwood.

Dr. Swender shared that Broncbuster football received National attention ranking 12<sup>th</sup> in the nation. Broncbuster football is now 3-0, heading into a critical match-up with Hutchinson this Saturday.

#### **COMMENTS FROM THE CHAIR:**

Chair Crist made the following comments:

- Chair Crist congratulated the Broncbuster Football team on the great start to their season.
- Chair Crist commented on the positive game atmosphere and praised GCCC cheer, dance and Marching Band, and the athletic department for their efforts in making home games at GCCC a great family experience.
- Reminded Trustees of the upcoming Endowment Scholarship Celebration on September 15, in back gym of DPAC at 5:30 p.m.
- Chair Crist reminded Trustees that the Policy Governance retreat will be held September 21, from 8:00a.m.-4:40 p.m.
- Chair Crist noted that The Carolyn Klassen Memorial Bench Dedication is on September 29 at 12:30 p.m.

#### **OPEN COMMENTS FROM PUBLIC:**

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

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

Ryan Ruda, Vice President of Student Services/Instruction, introduced new employees, Christopher Johnson, Coordinator of Marching Show Design, Joseph Lowry, Coordinator of Jazz, Theory, and Technology, Stephen Wuerz, Chemistry Instructor, Johana Hernandez, Student Support, Thuy An Nguyen, Math Instructor. John Green, Athletic Director, introduced new employees, Shillalie Jones, Assistant Women's Basketball Coach, Nanumi Lolohea, Assistant Football Coach, David Overstreet, Assistant Football Coach, and Ivan Leal, Assistant Men's Basketball Coach.

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

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

Ryan Ruda, Vice President of Student Services/Instruction, Ryan Ruda, shared that final touches and edits are being made on documents for the HLC self-study process; the documents will be submitted by Friday of this week. Once the documents are submitted, time will be spent preparing faculty, staff, and community stake holders for the HLC visit on October 17-19.

Trustees thanked Ruda for attention to detail and effort of compiling the documents.

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

Tammy Tabor, SGA Student Advisor and Director of Enrollment Management, took a few minutes to introduce Susan Miller, SGA Student Advisor/Coordinator-International Students/Admissions Recruiter. Susan will assist Tabor and Koksas as SGA advisors.

The Student Government Association introduced newly elected officers:

Nhicolos Aponte, SGA President, Adanari Lopez, Vice President, Camila Aponte, Secretary, Berenise Santos, PR. Aponte gave the first report of the year for the student government, sharing that SGA has many new faces and everyone is quick to learn and help with activities like the recent 9/11 Memorial Observation.

Upcoming Activities:

September 16 Celebrate Constitution Day, Aponte shared that criminal justice, media, and drama students would collaborate for Constitution Day activities, and that a booth for voter registration would be available on campus for students that day.

September 19 Peace Day-food drive for the Emmaus House

Trustees thanked Aponte for his report.

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

Larry Pander, Fire Science Instructor/Faculty Senate Representative, commented that all was going well. Part of the Endowment Association had recently toured several technical programs.

### **UPDATE FROM BRONCBUSTER ATHLETIC ASSOCIATION:**

John Green, GCCC Athletic Director, and GCCC Golf Coach, gave a Buster Athletic Association report. Green shared that two individual student-athletes had achieved national recognition, and are ranked in the top ten of NJCAA college athletes. Bailey Martinez, a GCCC volleyball player from Liberal, is ranked 3<sup>rd</sup> in the Nation in digs, and Tra Minter, a GCCC football running back, is ranked 2<sup>nd</sup> in the Nation in yards averaging 136 yards per game. Green also shared that Broncbuster football has been ranked 12<sup>th</sup> in the nation.

Green went on to say that the Buster Athletic Association has undergone some changes this year. Individual and corporate memberships to the association have been split separated this year. BAA fund raising has gone from a 75-day period to an all year event. BAA has been very successful with their fund raising, increasing giving from \$103,000 last year to \$134,655 this year. Green credits the hard work of the BAA chair and board members for their outstanding efforts in increasing the amount of dollars available for scholarships.

Dr. Swender, took this opportunity to present Green with a special plaque awarded to the GCCC Golf team for being the #1 academic team in the country for golf by the NJCAA. The GCCC golf team maintained a 3.43 grade point average, ranking them in the top spot for the award of Academic National Champions.

### **PRESIDENT'S REPORT:**

Dr. Swender, reviewed with the board the goals and strategies for 2015-2016, and reported on the benchmarks for reaching those goals. Trustee Douglass, expressed appreciation to the administration of the college for efforts made in reaching the collective goals and strategies set before the institution.

Dr. Swender also presented the board with goals and strategies for the 2016-2017. Dr. Swender stated that the new goals and strategies are a result of input from the Board annual retreat, and input received from administration, faculty and staff. The 2016-2017 goals and strategies are heavily focused on student success.

Trustee Douglass shared that as a board, Dr. Swender has been charged with expanding and growing the college, in addition to protecting college assets. Trustee Douglass commented that from the information shared in the President's report it is clear that Dr. Swender is realizing the Board directed charge. GCCC is growing and assets are protected.

Dr. Swender stated that at the pleasure of the Board GCCC would move forward with the 2016-2017 goals and strategies.

At this time Dr. Swender, directed the board to a letter received from the Accreditation Commission for Education in Nursing (ACEN). The letter was formal notification of the action taken by ACEN to grant continuing accreditation to the associate nursing program, and verified that GCCC's program is in compliance with all Accreditation Standards and Criteria reviewed.

At Dr. Swender's request GCCC Police Chief Rodney Dozier updated Trustees on the increasing pedestrian traffic in the 700-800 block of Campus Drive. In an effort to enhance safety for our students, faculty and staff GCCC officials are working with the City of Garden City to establish a crosswalk in this area.

In August 2016, two college officials attended a meeting where the City of Garden City released a traffic study to Commissioners and various stakeholders in the community. This study made reference to establishing a crosswalk in the 700-800 block of Campus, which would make the area much safer.

The City Director presenting the information mentioned there are no projects currently scheduled; future projects would be community driven. Chief Dozier stated that the city would appreciate any and all support for this very important issue, as it is a priority for keeping our campus safe.

Dr. Swender indicated that he would draft a letter supporting the project to be signed by GCCC Trustees at the next board meeting.

#### **OTHER BUSINESS:**

A Request for Proposal (RFP) was developed for medical services for students and athletes. The proposal was sent to nine medical providers. Four providers provided proposals which were reviewed by the Wellness Committee.

If administration wishes to continue to offer medical services to students, the committee recommends the proposal submitted by St. Catherine Hospital. Benefits of the proposal include:

- Two clinics covered under agreement

  - Sienna Medical Clinic – 311 E. Spruce

  - Convenient Care – 2051 E. Mary Street

    - Bus transportation from GCCC campus to 3 bus stops near clinic on Mary St.

    - Hours of operation Monday – Friday 8:00 am – 7:30 pm

      - Saturday 9:00 am – 4:30 pm

      - Sunday 12:00 pm – 5:00 pm

- Primary care (clinic visit, basic lab and x-ray)

- Additional medical services submitted to student's insurance and/or student billed by provider

Costs associated with the agreement:

- \$6,000 annual fee for student medical services

- \$15,000 annual fee

  - three one-day sports physical examinations

  - assignment of team physician with weekly on-campus evaluation of injured athletes

  - Orthopedic care for athlete's

  - 25% discount on customary billed charges for student athlete medical services

- \$20 per student physical (outside the three one-day examinations)

- \$10 co-pay to be paid by uninsured student – insured students are covered under basic agreement

Administration requests authorization to negotiate agreement with St. Catherine Hospital for student health services.

**Motion:**

**Neufeld moved, seconded by Martinez to authorize administration to negotiate agreement with St. Catherine Hospital for student health services.**

Dee Wigner, Executive Vice President, took a few minutes to explain the background and review the services for GCCC students, Chair Crist then called for the vote.

Trustee Worf recused herself from the vote due to personal involvement.

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

**Nays: None**

**Recusal: Worf**

**Motion carried: 4-0**

**CONSENT AGENDA:**

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

Chair Crist then asked for a motion approving consent agenda items IV-A-D.

**Motion:**

**Worf moved, seconded by Douglass to approve consent agenda items, III-A-D as presented.**

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

**Nays: None**

**Motion carried: 5-0**

**Approved actions follow:**

**(A) APPROVED MINUTES** of previous meeting (August 9, 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 Cosmetology Kit and Textbooks

Vendor: Pivot Point International, Inc.

For: 17 Textbooks and Cosmetology Kits

Amount: \$29,741.00

(Supporting documents filed with official minutes)

**MONITORING REPORTS and ENDS REPORTS:**

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

- Annual, Essential Skills, Workforce Development

Trustees accepted the monitoring report as presented.

**BOARD PROCESS AND POLICY GOVERNANCE REVIEW:**

Trustees indicated they had received and reviewed the following monitoring reports:

- Annual, Executive Limitations, Treatment of People

Trustees agreed to accept monitoring reports as presented.

**REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION:**

Trustee Martinez reported that he attended his first meeting as GCCC representative, and that plans are in place to move forward with workforce on the dairy project and improvements on dairy access road.

**REPORT FROM KACCT/COP:**

Trustee Neufeld reported that KACCT quarterly meeting were held in Liberal September 9-10. KACCT will meet January 19 in Topeka with legislators and regents. Annual budget was reviewed and KACCT did receive a no negative conduct letter. Continuing issues will be concealed carry, Title IX relationship, roster limits future of Pell Grant, what community colleges without police on campus will be doing.

ACT Legislative meeting will once again be held in Washington, D. C. in February.

**OWNERSHIP LINKAGE:**

Trustee Douglass reported that she gave testimony at the City Commissioners meeting Tuesday, August 30 in support of the zoning change for Project Fitness Crossfit. GCCC does have two classes that are hosted by Project Fitness Crossfit. City Commissioners will render a decision on zoning in October.

Trustee Douglass inquired about WiFi at Broncbuster Suites. Dee Wigner, Executive Vice President, shared that a part necessary for WiFi service at the Suites has been ordered and will arrive by September 22. Once the part has been installed service will resume.

Trustee Douglass has been approached by community members inquiring why GCCC football games are held in the day versus the evening. Dr. Swender stated that some afternoon games are necessary due to distance that teams must travel to compete such as the Iowa colleges; however, GCCC Athletics is working to schedule more games in the evening for the Kansas colleges.

**EXECUTIVE SESSION:**

No Executive Session was held.

Meeting adjourned 8:11 p.m.

**UPCOMING CALENDAR EVENTS:**

|               |  |
|---------------|--|
| October 15    | Buster Football at Iowa Western, 1:00 p.m. kickoff   |
| October 17-18 | Higher Learning Commission GCCC Site Visit   |
| October 20    | Fine Arts Day  |
| October 27-28 | Truth: Will Out, Pauline Joyce Fine Arts Auditorium, 7:30 p.m.                                   |
| October 29    | Truth: Will Out, Pauline Joyce Fine Arts Auditorium, 2:00 p.m.                                   |
| November 5    | Buster Football at Home VS Iowa Central, 1:00 p.m., GCCC Homecoming                              |
| November 6    | Daylight Savings Time Begins   |
| November 8    | Monthly meeting of GCCC Board of Trustees, 6:00 p.m., Endowment Room, Beth Tedrow Student Center |

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Debra J. Atkinson  
Deputy Clerk

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Herbert J. Swender  
President

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Jeff Crist  
Chair of the Board



**SPECIAL MEETING  
BOARD OF TRUSTEES  
GARDEN CITY COMMUNITY COLLEGE**

Tuesday, September 20, 2016

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

Others Present: Debra Atkinson, Deputy Clerk  
Larry Pander, Fire Science Instructor/Faculty Senate  
Brett Riggs *Telegram*  
Ryan Ruda, Vice President of Student Services/Athletic Director  
Dr. Herbert Swender, President  
Kristi Tempel, Director of Public Relations, Marketing  
Dee Wigner, Executive Vice President

The Board of Trustees met in special session at 7:30 a.m. on September 20, 2016, in the Endowment Room of the Beth Tedrow Student Center.

**CALL TO ORDER:**

Chair Crist called the meeting to order at 7:36 a.m.

**APPOINTMENT: BOARD OF TRUSTEE MEMBER:**

**Motion:**

*Worf moved, seconded by Martinez to appoint Dr. Blake Wasinger to fill the unexpired term of Trustee Ron Schwartz on the Garden City Community College Board of Trustees.*

GCCC Board of Trustees expressed their appreciation to all persons that submitted their letters of interest for consideration for the vacant trustee position.

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

*Nays: None*

***Motion carried: 5-0***

Chair Crist will contact Dr. Wasinger and welcome him to the Garden City Community College Board of Trustees.

Chair Crist reminded Trustees that the Policy Governance retreat is tomorrow, Wednesday, September 21, 2016. Retreat begins at 8:00 a.m. and will be held in the Endowment Room of the Beth Tedrow Student Center.

Dr. Swender drew Trustees attention to the fall 2016 publication of The Energy Council Quarterly. The State of Kansas hosted the Energy Council in Wichita last June. GCCC provided our Broncbuster Bus as transportation for legislators and dignitaries attending the quarterly conference.

**ADJOURNMENT:**

Meeting adjourned at 7:39 a.m.

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Debra Atkinson  
Clerk of the Board

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Dr. Herbert J. Swender  
Secretary

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Jeff Crist  
Chairman of the Board

# GARDEN CITY COMMUNITY COLLEGE

## POLICY GOVERNANCE RETREAT

September 21, 2016

Trustees Present: Jeff Crist, Dr. Marilyn Douglass, Steve Martinez, Melvin Neufeld, Blake Wasinger, Terri Worf

Others Present: Debra Atkinson, Deputy Clerk  
Miriam Carver, Miriam Carver Consulting  
Ryan Ruda, Vice President Instruction/Student Services  
Dr. Herbert Swender, President  
Dee Wigner, Executive Vice President

The Board of Trustees met in special session at 8:00 a.m. on September 21, 2016 in the Endowment Room of Beth Tedrow Student Center for an introductory seminar on John Carver's Policy Governance Model.

Miriam Carver, co-founder of Carver's Policy Governance Model, facilitated an interactive seminar on the basics of the Carver Policy Governance Model that has been used by GCCC since its adoption in 1995.

GCCC Trustees and administration were provided an opportunity to learn more about the accountable leadership of governing boards through Policy Governance.

*Policy Governance, an integrated board leadership paradigm created by Dr. John Carver, is a groundbreaking model of governance designed to empower boards of directors to fulfill their obligation of accountability for the organizations they govern. As a generic system, it is applicable to the governing body of any enterprise. The model enables the board to focus on the larger issues, to delegate with clarity, to control management's job without meddling, to rigorously evaluate the accomplishment of the organization; to truly lead its organization.*

*In contrast to the approaches typically used by boards, Policy Governance separates issues of organizational purpose (ENDS) from all other organizational issues (MEANS), placing primary importance on those Ends. Policy Governance boards demand accomplishment of purpose, and only limit the staff's available means to those which do not violate the board's pre-stated standards of prudence and ethics.*

*The board's own Means are defined in accordance with the roles of the board, its members, the chair and other officers, and any committees the board may need to help it accomplish its job. This includes the necessity to "speak with one voice". Dissent is expressed during the discussion preceding a vote. Once taken, the board's decisions may subsequently be changed, but are never to be undermined. The board's expectations for itself also set out self-imposed rules regarding the delegation of authority to the staff and the method by which board-stated criteria will be used for evaluation. Policy Governance boards delegate with care. There is no confusion about who is responsible to the board or for what board expectations they are responsible. Double delegation (for example, to a board committee as well as to the CEO) is eliminated. Furthermore, boards that decide to utilize a CEO function are able to hold this one position exclusively accountable.*

*Evaluation, with such carefully stated expectations, is nothing more than seeking an answer to the question, "Have our expectations been met?" The board, having clarified its expectations, can assess performance in that light. This focused approach reduces the mountains of paperwork boards often feel obliged to review. Moreover, those boards which worry that they are only furnished the data management wants to give them find that, in stating their expectations and demanding a relevant and credible accounting of performance, they have effectively taken over control of their major information needs. Their staff no longer has to read their minds.*

Trustee/Chief Policy Governance Officer, Douglass will work to update language in the Policy Governance Manual and bring back to the full board for additional edits/reviews/modifications.

Meeting adjourned at 4:30 p.m.

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Debra J. Atkinson  
Deputy Clerk

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Herbert J. Swender  
Secretary

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Jeff Crist  
Chair of the Board

**Agenda No: IV-B**

**Date: October 11, 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:**



October 11, 2016

**To:** Board of Trustees

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

New Hires

Yvonte Neal, Assistant Women's Basketball Coach, effective September 19, 2016

Jason Gundy, Assistant Baseball Coach, effective September 23, 2016

Ismael Arteaga, Skilled Maintenance Worker, effective September 26, 2016

Daniel Herrada, Custodian, effective October 3, 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 10/04/2016)**

| INSTRUCTOR          | CLASS   | AMOUNT     |
|---------------------|---|------------|
| Almos, Sandra       | Children's Literature EDUC 290-90<br>3.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016                        | \$1,500.00 |
| Almos, Sandra       | College Reading READ 101-90<br>3.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016                              | \$1,500.00 |
| Bitikofer, Jan      | Foundations of Education EDUC 105-30<br>3.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016                     | \$1,500.00 |
| Bitikofer, Jan      | College Reading READ 101-31<br>3.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016                              | \$1,500.00 |
| Bitikofer, Jan      | College Reading READ 101-32<br>3.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016                              | \$1,500.00 |
| Bitikofer, Jan      | Exceptional Children SPED 203-90<br>3.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016                         | \$1,500.00 |
| Brockmeier, Allen   | Appl Music: Instr I- Percussion MUSC 1021-11<br>4 students @\$200/student<br>8/16/2016 - 12/9/2016                  | \$800.00   |
| Brockmeier, Allen   | Percussion Ensemble MUSC 158-01<br>1.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016                          | \$500.00   |
| Greathouse, Gregory | College Success PCDE 101-02<br>1.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016                              | \$500.00   |
| Hands, Casey        | Applied Music MUSC 102-06, 102-07, 1021-06<br>3 students @\$200/student<br>8/16/2016 - 12/9/2016                    | \$600.00   |
| Hands, Casey        | Band I MUSC 120-01<br>Combined with MUSC 121-01 & 210-01<br>1.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016 | \$500.00   |
| Hands, Casey        | Brass Choir MUSC 157-01<br>1.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016                                  | \$500.00   |
| Hands, Casey        | Woodwind Choir MUSC 159-01  | \$500.00   |

|                      |  |            |
|----------------------|--|------------|
|                      | 1.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016  |            |
| Hands, Casey         | College Success PCDE 101-02<br>1.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016                           | \$500.00   |
| Hands, Melanie       | American Government POLS 105-GC<br>3.00 credit hour(s) X \$500.00<br>8/15/2016 - 12/20/2016                      | \$1,500.00 |
| Hands, Melanie       | American Government POLS 105-GD<br>3.00 credit hour(s) X \$500.00<br>8/15/2016 - 12/20/2016                      | \$1,500.00 |
| Hornbeck, Debra      | Strategic Team Building I CRIM 165-04<br>1.00 credit hour(s) X \$500.00<br>9/17/2016 - 11/4/2016                 | \$500.00   |
| Horton, Thomas       | College Success PCDE 101-90<br>1.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016                           | \$500.00   |
| Horton, Thomas       | Prev. & Care Ath. Injuries<br>3.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016                            | \$1,500.00 |
| Hunter, Marian       | Certified Nurse Aide Lab HELR 102L-03<br>2.00 credit hour(s) X \$500.00<br>9/7/2016 - 10/3/2016                  | \$1,000.00 |
| Johnson, Christopher | Applied Music MUSC 1021-08, 2031-06<br>3 students @\$200/student<br>8/16/2016 - 12/9/2016                        | \$600.00   |
| Johnson, Christopher | Music History MUSC 108-01<br>3.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016                             | \$1,500.00 |
| Johnson, Christopher | Music History MUSC 108-30<br>3.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016                             | \$1,500.00 |
| Johnson, Christopher | Jazz Ensemble I MUSC 124-02<br>Combined w/MUSC 218-02<br>1.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016 | \$500.00   |
| Johnson, Christopher | Theory of Music MUSC 150-01<br>3.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016                           | \$1,500.00 |
| Johnson, Christopher | Aural Skills I MUSC 152-30<br>2.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016                            | \$1,000.00 |

|                      |  |            |
|----------------------|--|------------|
| Johnson, Christopher | College Success PCDE 101-02<br>1.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016                 | \$500.00   |
| Johnson, Makenzi     | Applied Music: Instrumental I MUSC 102-04<br>1.00 student @ \$200.00/student<br>8/16/2016 - 12/9/2016  | \$200.00   |
| Johnson, Makenzi     | Applied Music: Instr I-Flute MUSC 1021-01<br>1.00 student @ \$200.00/student<br>8/16/2016 - 12/9/2016  | \$200.00   |
| Johnson, Makenzi     | Applied Music: Instr I-Oboe MUSC 1021-02<br>1.00 student @ \$200.00/student<br>8/16/2016 - 12/9/2016   | \$200.00   |
| Johnson, Makenzi     | Appl Music: Instr I-Saxophone MUSC 1021-04<br>1.00 student @ \$200.00/student<br>8/16/2016 - 12/9/2016 | \$200.00   |
| Johnson, Makenzi     | Applied Music: Instrumental II MUSC 103-03<br>1.00 student @ \$200.00/student<br>8/16/2016 - 12/9/2016 | \$200.00   |
| Johnson, Makenzi     | App Music: Instr II-Saxophone MUSC 1031-04<br>1.00 student @ \$200.00/student<br>8/16/2016 - 12/9/2016 | \$200.00   |
| Kelch, Joey          | CrossFit Training I HPER 156-01<br>1.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016             | \$500.00   |
| Kelly, Cindy         | English I ENGL 101-90<br>3.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016                       | \$1,500.00 |
| Kelly, Cindy         | English II HPER 102-90<br>3.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016                      | \$1,500.00 |
| Koksal, Micah        | Academic Recovery & Success PCDE 110-90<br>1.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016     | \$500.00   |
| Lamb, Colin          | College Success PCDE 101-18<br>1.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016                 | \$500.00   |
| Lamb, Colin          | Organizational Leadership PSYC 106-50<br>3.00 credit hour(s) X \$500.00<br>9/6/2016 - 12/9/2016        | \$1,500.00 |
| Lebron, Daniel       | Introduction to Programming CSCI 102-30<br>3.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016     | \$1,500.00 |



|                  |   |            |
|------------------|---|------------|
| Lebron, Daniel   | Intro to Mgmt Info Systems CSCI 101-30<br>3.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016   | \$1,500.00 |
| Lisk, Martha     | College Success PCDE 101-01<br>1.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016  | \$500.00   |
| Long, Charles    | Elementary Ethics PHIL 102-30<br>3.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016  | \$1,500.00 |
| Long, Charles    | Elementary Ethics PHIL 102-30<br>Prorate (1cr.hr. per load agreement)1/3 of 3.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016           | \$500.00   |
| Lowry, Joseph    | Applied Music MUSC 104-01, 1041-01, 105-01, 205-01, 2061-01<br>14 students @\$200/student<br>8/16/2016 - 12/9/2016                            | \$2,800.00 |
| Lowry, Joseph    | Class Piano I MUSC 111-01<br>Combined w/MUSC 254-01<br>1.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016                                | \$500.00   |
| Lowry, Joseph    | Jazz Ensemble I MUSC 124-01<br>Combined w/MUSC 125-01,218-01, 219-01<br>1.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016               | \$500.00   |
| Lowry, Joseph    | Rock Ensemble I MUSC 139-90<br>Combined w/MUSC 140-90<br>1.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016                              | \$500.00   |
| Lowry, Joseph    | Applied Music Theory I MUSC 154-01<br>(Prorate 4/8) 1/2 of 3.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016                            | \$750.00   |
| Lowry, Joseph    | Audio Engineering I<br>(Prorate 4/8) 1/2 of 3.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016   | \$750.00   |
| Martinez, Hector | Networking Essentials CSCI 150-90<br>3.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016  | \$1,500.00 |
| McFee, Dan       | Defensive Tactics/Karate-Beg CRIM 100B-90<br>2.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016<br>Combined w/HPER 161B-90 (10 students) | \$1,000.00 |
| McFee, Dan       | Karate/Self Defense (Adv) HPER 161A-90<br>2.00 credit hour(s) X \$500.00  | \$1,000.00 |

8/16/2016 - 12/9/2016  
 Combines w/HPER 161B-91 (8 students) & CRIM 100A-90 (1student) & CRIM  
 100B-91 (1 student)

|                   |   |            |
|-------------------|---|------------|
| Meng, Jennifer    | Intro to Social Work SOCI 210-90<br>3.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016                       | \$1,500.00 |
| Meier, Shelley    | Observation EDUC 1062-01<br>2.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016                               | \$1,000.00 |
| Michelle, Stacy   | Trauma EMIC 208-01<br>6.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016                                     | \$3,000.00 |
| Miller, Steven    | Intermediate English *** ENGL 091-90<br>3.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016                   | \$1,500.00 |
| Miller, Steven    | Media in A Free Society JRNL 110-30<br>Prorate (3 students) 3/8 of 3.00 cr hr(s) X \$500<br>8/16/2016 - 12/9/2016 | \$562.50   |
| Miller, Steven    | Intermediate English *** ENGL 091-36<br>3.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016                   | \$1,500.00 |
| Myatt, Wade       | Outdoor Recreation HPER 202-90<br>3.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016                         | \$1,500.00 |
| Neri, Elise       | College Algebra MATH 108-90<br>3.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016                            | \$1,500.00 |
| Neri, Elise       | College Algebra MATH 108-50<br>3.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016                            | \$1,500.00 |
| Neuman, Jeri      | Anatomy & Physiology I BIOL 211-90<br>4.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016                     | \$2,000.00 |
| Nichols, Kip      | Bowling HPER 118-90<br>1.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016                                    | \$500.00   |
| Pauley, Katherine | Strategic Team Building I CRIM 165-02<br>1.00 credit hour(s) X \$500.00<br>9/17/2016 - 11/4/2016                  | \$500.00   |
| Pfeifer, Patrick  | Anatomy & Physiology I BIOL 211-50<br>4.00 credit hour(s) X \$500.00  | \$2,000.00 |

|                   |  |            |
|-------------------|--|------------|
|                   | 8/16/2016 - 12/9/2016  |            |
| Routon, Timothy   | Applied Music: Instr I -Guitar MUSC 1021-90<br>4.00 students @ \$200.00/student<br>8/16/2016 - 12/9/2016 | \$800.00   |
| Routon, Timothy   | Appl Music: Instr II -Guitar musc 1031-90<br>1.00 students @ \$200.00/student<br>8/16/2016 - 12/9/2016   | \$200.00   |
| Rupp, David       | Prof Responsibility in CJ CRIM 115-01<br>3.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016         | \$1,500.00 |
| Rupp, David       | Agency Administration CRIM 116-01<br>3.00 credit hour(s) X \$500<br>8/16/2016 - 12/9/2016                | \$1,500.00 |
| Rupp, David       | CJ Interview & Report Writing CRIM 120-01<br>3.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016     | \$1,500.00 |
| Saddler, Dru      | Survey of Civilization I HIST 101-90<br>3.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016          | \$1,500.00 |
| Salazar, Ashley   | Rhythmic Aerobics: Zumba HPER 151-01<br>1.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016          | \$500.00   |
| Schneider, Jane   | Strategic Team Building I CRIM 165-03<br>1.00 credit hour(s) X \$500.00<br>9/17/2016 - 11/4/2016         | \$500.00   |
| Seibert, Tyler    | Officiating HPER 288-01<br>2.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016                       | \$1,000.00 |
| Seibert, Tyler    | College Success PCDE 101-04<br>1.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016                   | \$500.00   |
| Shrimplin, Adam   | Photography I PHOT 120-90<br>3.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016                     | \$1,500.00 |
| Spencer, Jarrod   | Understanding Old Testament LITR 230-90<br>3.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016       | \$1,500.00 |
| Strawder, Freddie | Criminal Investigation II CRIM 212-90<br>3.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016         | \$1,500.00 |

|  |  |                    |
|--|--|--------------------|
| Strawder, Freddie                      | EVOC CRIM 142-01<br>1.00 credit hour(s) X \$500.00<br>10/01/16 - 10/01/16  | \$500.00           |
| Vadapally, Praveen                     | Astronomy, Descriptive PHSC 106-50<br>3.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016  | \$1,500.00         |
| Vadapally, Praveen                     | Astronomy, Descriptive PHSC 106-51<br>3.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016  | \$1,500.00         |
| Van Dolah, Patricia                    | Public Speaking SPCH 111-90<br>3.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016   | \$1,500.00         |
| Zerbach, Jason                         | Anatomy and Physiology BIOL 210-01<br>5.00 credit hour(s) X \$500.00<br>1.00 credit hour X \$ 500.00 for Lab Prep<br>8/16/2016 - 12/9/2016 | \$3,000.00         |
| <b>TOTAL ADJUNCT FACULTY CONTRACTS</b> |  | <b>\$89,562.50</b> |

**FACULTY CONTRACTS FOR NON-CREDIT CLASS**

|   |   |                   |
|---|---|-------------------|
| Routon, Tim                               | Woodworking HMGC 175-02<br>42 contact hrs @ \$30/hour<br>01/19/2016 - 04/26 | \$1,260.00        |
| <b>TOTAL NON-CREDIT FACULTY CONTRACTS</b> |   | <b>\$1,260.00</b> |

**SERVICE CONTRACTS FOR ADJUNCT FACULTY**

|                                |  |                   |
|--------------------------------|--|-------------------|
| Fischer, Melanie               | Certified Nurse Aide HELR-1023-SC<br>3.00 credit hour(s) X \$500.00<br>8/16/2016 - 12/9/2016 | \$1,500.00        |
| Fischer, Melanie               | Certified Nurse Aide HELR 1023-03<br>3.00 credit hour(s) X \$500.00<br>9/7/2016 - 10/3/2016  | \$1,500.00        |
| Fischer, Melanie               | Certified Nurse Aide HELR 1023-GC<br>3.00 credit hour(s) X \$500.00<br>8/15/2016 - 12/9/2016 | \$1,500.00        |
| Fischer, Melanie               | Certified Nurse Aide HELR 1023-GD<br>3.00 credit hour(s) X \$500.00<br>8/15/2016 - 12/9/2016 | \$1,500.00        |
| <b>TOTAL SERVICE CONTRACTS</b> |  | <b>\$6,000.00</b> |

**Agenda No: IV-C**

**Date: October 11, 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

October 2016

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

- Check #250823 to Leeder Furniture, LLC for \$53,749.15 for new furniture for the Broncbuster Suites. This purchase was approved at the June 14, 2016 board meeting.
- Check #251767 to CDW Government, Inc. for \$116,020.36 for software and hardware for the computer network upgrade and expansion. The board approved this purchase at the July 12, 2016 meeting.
- Check #251788 to Lift Truck Center, Inc. for \$31,243.00 for a new fork lift. This purchase was approved at the June 14, 2016 board meeting.
- Check #251796 to Pivot Point International, Inc. for \$28,460.15 for Cosmetology student kids and text books. The Board approved this purchase at the September 13, 2016 meeting.

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

- Check #250815 to Great Western Dining for \$84,083.41 for multiple invoices for dining services.
- Check #250948 to City of Garden City for \$77,649.75 for monthly utilities.
- Check #250952 to Commerce Bank for \$79,388.47 for various purchase card purchases.
- Check #250976 to Lewis, Hooper & Dick, LLC for \$45,614.00 for Fiscal Year 2016 audit fees.
- Check #251035 to Great Western Dining for \$105,605.50 for multiple invoices for dining services.
- Check #251787 to Lee Construction, Inc. for \$105,592.50 for partial payment for the replacement of the DPAC parking lot and construction of the maintenance building. These projects were previously approved by the board.

Fiscal Year: 2017

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             | 82,593.00-  | 1,042,539.00- | 2,450,000.00-  | 1,407,461.00-  | 57.45   |
| 11-00-0000-00000-4004 TUITION OUT OF STA  | 0.00             | 14,820.00   | 156,408.00-   | 370,000.00-    | 213,592.00-    | 57.73   |
| 11-00-0000-00000-4005 ACAD COURSE FEE :   | 0.00             | 310.00      | 45,015.00-    | 100,000.00-    | 54,985.00-     | 54.99   |
| 11-00-0000-00000-4006 OUTREACH CREDIT HO  | 0.00             | 0.00        | 357.00-       | 105,000.00-    | 104,643.00-    | 99.66   |
| 11-00-0000-00000-4007 TECHNOLOGY FEE-C :  | 0.00             | 15,269.53-  | 225,279.48-   | 370,000.00-    | 144,720.52-    | 39.11   |
| 11-00-0000-00000-4008 TECHNOLOGY FEE-O :  | 0.00             | 0.00        | 500.00-       | 71,760.00-     | 71,260.00-     | 99.30   |
| 11-00-0000-00000-4011 MISC STUDENT BILL   | 0.00             | 2,124.37-   | 3,546.21-     | 50,000.00      | 53,546.21      | 107.09  |
| 11-00-0000-00000-4012 B & I WORKSHOP REV  | 0.00             | 0.00        | 0.00          | 75,000.00-     | 75,000.00-     | 100.00  |
| 11-00-0000-00000-4013 TUITION INTERNATIO  | 0.00             | 564.00-     | 55,272.00-    | 79,479.00-     | 24,207.00-     | 30.46   |
| 11-00-0000-00000-4014 TUITION BORDER STA  | 0.00             | 18,957.00-  | 117,150.00-   | 250,000.00-    | 132,850.00-    | 53.14   |
| 11-00-0000-00000-4015 ONLINE COURSE FEE   | 0.00             | 342.00      | 48,564.00-    | 500.00-        | 48,064.00      | 612.79- |
| 11-00-0000-00000-4016 DROP FEE : GENERAL  | 0.00             | 2,900.00-   | 7,000.00-     | 10,000.00-     | 3,000.00-      | 30.00   |
| 11-00-0000-00000-4501 BUILDING/ROOM RENT  | 0.00             | 0.00        | 6,500.00-     | 10,000.00-     | 3,500.00-      | 35.00   |
| 11-00-0000-00000-4512 VENDING MACHINES :  | 0.00             | 692.00-     | 1,131.64-     | 10,000.00-     | 8,868.36-      | 88.68   |
| 11-00-0000-00000-4601 STATE OPERATING GR  | 0.00             | 0.00        | 811,861.00-   | 1,623,721.00-  | 811,860.00-    | 50.00   |
| 11-00-0000-00000-4803 AD VALOREM PROPERT  | 0.00             | 108,126.95- | 108,126.95-   | 8,837,798.00-  | 8,729,671.05-  | 98.78   |
| 11-00-0000-00000-4805 MOTOR VEHICLE PROP  | 0.00             | 308,400.15- | 308,400.15-   | 750,157.00-    | 441,756.85-    | 58.89   |
| 11-00-0000-00000-4806 RECREATIONAL VEHIC  | 0.00             | 4,897.68-   | 4,897.68-     | 9,485.00-      | 4,587.32-      | 48.36   |
| 11-00-0000-00000-4807 DELINQUENT TAX : G  | 0.00             | 25,297.69-  | 25,297.69-    | 143,188.00-    | 117,890.31-    | 82.33   |
| 11-00-0000-00000-4808 PAYMENTS IN LIEU O  | 0.00             | 3,138.55-   | 3,138.55-     | 134,270.00-    | 131,131.45-    | 97.66   |
| 11-00-0000-00000-4809 RENTAL EXCISE TAX   | 0.00             | 7,907.63-   | 7,907.63-     | 11,640.00-     | 3,732.37-      | 32.07   |
| 11-00-0000-00000-4810 16/20 M TAX : GENE  | 0.00             | 301.22-     | 301.22-       | 16,526.00-     | 16,224.78-     | 98.18   |
| 11-00-0000-00000-4814 COMMERCIAL VEHICLE  | 0.00             | 8,621.10-   | 8,621.10-     | 82,790.00-     | 74,168.90-     | 89.59   |
| 11-00-0000-00000-4815 WATERCRAFT CURRENT  | 0.00             | 124.79-     | 124.79-       | 19,108.00-     | 18,983.21-     | 99.35   |
| 11-00-0000-00000-4816 TIF TAX : GENERAL   | 0.00             | 969.99      | 969.99        | 250,000.00     | 249,030.01     | 99.61   |
| 11-00-0000-00000-4817 NEIGH REV T : GENER | 0.00             | 2,045.63    | 2,045.63      | 10,000.00      | 7,954.37       | 79.54   |
| 11-00-0000-00000-4902 INTEREST INCOME :   | 0.00             | 462.72-     | 15,077.43     | 50,000.00-     | 65,077.43-     | 130.15  |
| 11-00-0000-00000-4904 REIMBURSED SALARY   | 0.00             | 1,020.00-   | 3,456.00-     | 15,000.00-     | 11,544.00-     | 76.96   |
| 11-00-0000-00000-4905 ADMINISTRATIVE ALL  | 0.00             | 0.00        | 40,076.95-    | 175,000.00-    | 134,923.05-    | 77.10   |
| 11-00-0000-00000-4907 MISCELLANEOUS INCO  | 0.00             | 797.87-     | 3,088.28-     | 150,000.00-    | 146,911.72-    | 97.94   |
| 11-00-0000-00000-4912 TRANSCRIPTS : GENE  | 0.00             | 792.81-     | 2,967.81-     | 15,000.00-     | 12,032.19-     | 80.21   |
| 11-00-0000-00000-4999 CONTRA-REV/FUND TR  | 0.00             | 0.00        | 0.00          | 989,896.00     | 989,896.00     | 100.00  |
| 11-00-0000-00000-9999 CONTINGENCY ACCOUN  | 0.00             | 0.00        | 0.00          | 625,000.00-    | 625,000.00-    | 100.00  |
| =====                                     |                  |             |               |                |                |         |
| Totals for FUND: 11 - GENERAL             | 0.00             | 574,501.44- | 3,019,435.08- | 15,260,526.00- | 12,241,090.92- | 80.21   |
| =====                                     |                  |             |               |                |                |         |
| 12-00-0000-00000-4002 AMMONIA REFG COURS  | 0.00             | 0.00        | 19,251.00-    | 225,000.00-    | 205,749.00-    | 91.44   |
| 12-00-0000-00000-4005 ACAD COURSE FEE :   | 0.00             | 32,360.00-  | 184,112.00-   | 394,900.00-    | 210,788.00-    | 53.38   |
| 12-00-0000-00000-4015 ONLINE COURSE FEE   | 0.00             | 513.00      | 11,970.00-    | 50.00-         | 11,920.00      | 839.99- |
| 12-00-0000-00000-4601 STATE OPERATING GR  | 0.00             | 0.00        | 486,207.00-   | 972,414.00-    | 486,207.00-    | 50.00   |
| 12-00-0000-00000-4603 STATE PMT FOR TUIT  | 0.00             | 0.00        | 0.00          | 75,000.00-     | 75,000.00-     | 100.00  |
| 12-00-0000-00000-4999 CONTRA-REV/FUND TR  | 0.00             | 0.00        | 0.00          | 989,896.00-    | 989,896.00-    | 100.00  |
| =====                                     |                  |             |               |                |                |         |
| Totals for FUND: 12 - PTE FUND            | 0.00             | 31,847.00-  | 701,540.00-   | 2,657,260.00-  | 1,955,720.00-  | 73.60   |

|  |      |             |               |                |                |        |
|--|------|-------------|---------------|----------------|----------------|--------|
| 61-00-0000-00000-4803 AD VALOREM PROPERT | 0.00 | 5,479.32-   | 5,479.32-     | 470,000.00-    | 464,520.68-    | 98.83  |
| 61-00-0000-00000-4805 MOTOR VEHICLE PROP | 0.00 | 15,626.15-  | 15,626.15-    | 36,790.00-     | 21,163.85-     | 57.53  |
| 61-00-0000-00000-4806 RECREATIONAL VEHIC | 0.00 | 248.14-     | 248.14-       | 378.00-        | 129.86-        | 34.35  |
| 61-00-0000-00000-4807 DELINQUENT TAX : G | 0.00 | 948.99-     | 948.99-       | 8,080.00-      | 7,131.01-      | 88.26  |
| 61-00-0000-00000-4808 PAYMENTS IN LIEU O | 0.00 | 159.05-     | 159.05-       | 5,010.00-      | 4,850.95-      | 96.83  |
| 61-00-0000-00000-4809 RENTAL EXCISE TAX  | 0.00 | 400.67-     | 400.67-       | 0.00           | 400.67         | 0.00   |
| 61-00-0000-00000-4810 16/20 M TAX : GENE | 0.00 | 15.39-      | 15.39-        | 750.00-        | 734.61-        | 97.95  |
| 61-00-0000-00000-4814 COMMERCIAL VEHICLE | 0.00 | 436.83-     | 436.83-       | 5,000.00-      | 4,563.17-      | 91.26  |
| 61-00-0000-00000-4815 WATERCRAFT CURRENT | 0.00 | 6.33-       | 6.33-         | 0.00           | 6.33           | 0.00   |
| 61-00-0000-00000-4816 TIF TAX : GENERAL  | 0.00 | 49.15       | 49.15         | 15,000.00      | 14,950.85      | 99.67  |
| 61-00-0000-00000-4817 NEIGH REVT : GENER | 0.00 | 103.61      | 103.61        | 0.00           | 103.61-        | 0.00   |
| 61-00-0000-00000-9999 CONTINGENCY ACCOUN | 0.00 | 0.00        | 0.00          | 300,000.00-    | 300,000.00-    | 100.00 |
| =====                                    |      |             |               |                |                |        |
| Totals for FUND: 61 - CAPITAL OUTLAY     | 0.00 | 23,168.11-  | 23,168.11-    | 811,008.00-    | 787,839.89-    | 97.14  |
| =====                                    |      |             |               |                |                |        |
| Totals for BUDGET.OFFICER: Unassigned    | 0.00 | 629,516.55- | 3,744,143.19- | 18,728,794.00- | 14,984,650.81- | 80.01  |



Fiscal Year: 2017

FUND: 11 - GENERAL

| GL Account                             | YTD Encumbrances | MTD Actual | YTD Actual | Annual Budget | Available  | % Avail |
|--|------------------|------------|------------|---------------|------------|---------|
| DEPARTMENT: 11010 - BUSINESS & ECONOMI | 0.00             | 17,727.65  | 34,355.34  | 205,412.00    | 171,056.66 | 83.27   |
| DEPARTMENT: 11020 - HUMANITIES         | 169.50           | 34.88      | 34.88      | 1,650.00      | 1,445.62   | 87.61   |
| DEPARTMENT: 11021 - ENGLISH            | 28.00            | 29,959.27  | 64,596.22  | 360,150.00    | 295,525.78 | 82.06   |
| DEPARTMENT: 11022 - SPEECH             | 0.00             | 3,096.89   | 5,249.89   | 180.00        | 5,069.89   | 816.60  |
| DEPARTMENT: 11023 - PHILOSOPHY         | 0.00             | 0.00       | 1,603.68   | 0.00          | 1,603.68   | 0.00    |
| DEPARTMENT: 11024 - PHOTOGRAPHY        | 0.00             | 0.00       | 0.00       | 50.00         | 50.00      | 100.00  |
| DEPARTMENT: 11025 - JOURNALISM         | 0.00             | 5,299.31   | 9,404.15   | 56,013.00     | 46,608.85  | 83.21   |
| DEPARTMENT: 11026 - BROADCASTING       | 0.00             | 0.00       | 0.00       | 500.00        | 500.00     | 100.00  |
| DEPARTMENT: 11030 - ART                | 51.20            | 17,318.99  | 30,514.23  | 137,449.00    | 106,883.57 | 77.76   |
| DEPARTMENT: 11031 - DRAMA              | 771.00           | 7,587.58   | 12,972.83  | 78,510.00     | 64,766.17  | 82.49   |
| DEPARTMENT: 11032 - VOCAL MUSIC        | 0.00             | 8,246.90   | 15,009.24  | 83,783.00     | 68,773.76  | 82.09   |
| DEPARTMENT: 11033 - INST MUSIC         | 3,168.05         | 15,383.30  | 25,482.16  | 89,790.00     | 61,139.79  | 68.09   |
| DEPARTMENT: 11040 - SCIENCE            | 50.77            | 36,356.06  | 74,778.85  | 407,921.00    | 333,091.38 | 81.66   |
| DEPARTMENT: 11050 - MATH               | 0.00             | 22,975.37  | 52,598.67  | 273,451.00    | 220,852.33 | 80.76   |
| DEPARTMENT: 11060 - SOCIAL SCIENCE     | 361.27           | 33,256.52  | 70,674.51  | 365,719.00    | 294,683.22 | 80.58   |
| DEPARTMENT: 11070 - HEALTH & PHYSICAL  | 0.00             | 1,076.50   | 24,361.75  | 58,503.00     | 34,141.25  | 58.36   |
| DEPARTMENT: 11071 - WELLNESS-SUPER CIR | 0.00             | 11,642.97  | 26,660.89  | 115,345.00    | 88,684.11  | 76.89   |
| DEPARTMENT: 11081 - READING            | 0.00             | 4,965.09   | 9,823.42   | 58,460.00     | 48,636.58  | 83.20   |
| DEPARTMENT: 11082 - ESL                | 0.00             | 6,121.01   | 13,840.30  | 70,525.00     | 56,684.70  | 80.38   |
| DEPARTMENT: 11083 - COLLEGE SKILLS     | 0.00             | 270.55     | 434.38     | 10,000.00     | 9,565.62   | 95.66   |
| DEPARTMENT: 11090 - ACADEMIC CHALLENGE | 0.00             | 300.00     | 300.00     | 5,000.00      | 4,700.00   | 94.00   |
| DEPARTMENT: 11100 - TECHNOLOGY--INSTRU | 9,824.16         | 67,107.66  | 186,412.33 | 413,430.00    | 217,193.51 | 52.53   |
| DEPARTMENT: 31000 - COMMUNITY SERVICE  | 0.00             | 0.00       | 0.00       | 18,000.00     | 18,000.00  | 100.00  |
| DEPARTMENT: 41000 - LIBRARY            | 1,715.15         | 14,391.05  | 41,560.56  | 189,039.00    | 145,763.29 | 77.11   |
| DEPARTMENT: 41009 - COMPREHENSIVE LEAR | 0.00             | 6,516.24   | 17,028.80  | 86,033.00     | 69,004.20  | 80.21   |
| DEPARTMENT: 42000 - DEAN OF LEARNING S | 276.00           | 10,931.74  | 25,449.93  | 528,302.00    | 502,576.07 | 95.13   |
| DEPARTMENT: 42001 - DEAN OF ACADEMICS  | 0.00             | 9,544.04   | 28,807.68  | 172,156.00    | 143,348.32 | 83.27   |
| DEPARTMENT: 42002 - OUTREACH           | 0.00             | 1,630.62   | 41,130.81  | 85,959.00     | 44,828.19  | 52.15   |
| DEPARTMENT: 44000 - INSTRUCTIONAL DESI | 0.00             | 8,907.82   | 26,477.92  | 64,505.00     | 38,027.08  | 58.95   |
| DEPARTMENT: 46000 - DEVELOPMENTAL EDUC | 0.00             | 5,677.01   | 16,218.39  | 68,599.00     | 52,380.61  | 76.36   |
| DEPARTMENT: 50000 - DEAN OF STUDENT SE | 269.54           | 20,949.91  | 60,245.75  | 267,149.00    | 206,633.71 | 77.35   |
| DEPARTMENT: 50001 - STUDENT SUPPORT SE | 0.00             | 0.00       | 0.00       | 18,935.00     | 18,935.00  | 100.00  |
| DEPARTMENT: 50010 - COUNSELING & GUIDA | 0.00             | 13,176.31  | 42,194.45  | 158,885.00    | 116,690.55 | 73.44   |
| DEPARTMENT: 50011 - ASSESSMENT/TESTING | 0.00             | 6,457.49   | 15,848.30  | 52,448.00     | 36,599.70  | 69.78   |
| DEPARTMENT: 50020 - FINANCIAL AID OFFI | 0.00             | 28,234.52  | 69,909.22  | 337,994.00    | 268,084.78 | 79.32   |
| DEPARTMENT: 50030 - ADMISSIONS         | 378.00           | 11,321.42  | 33,840.31  | 150,059.00    | 115,840.69 | 77.20   |
| DEPARTMENT: 50040 - REGISTRAR'S OFFICE | 25.00            | 14,709.89  | 36,670.42  | 165,211.00    | 128,515.58 | 77.79   |
| DEPARTMENT: 50050 - STUDENT HEALTH SER | 1,558.87         | 145.38     | 543.47     | 3,268.00      | 1,165.66   | 35.67   |
| DEPARTMENT: 55000 - DIRECTOR OF ATHLET | 0.00             | 31,868.63  | 286,918.77 | 638,211.74    | 351,292.97 | 55.04   |
| DEPARTMENT: 55001 - MEN'S BASKETBALL   | 500.00           | 16,845.93  | 34,332.23  | 130,960.00    | 96,127.77  | 73.40   |
| DEPARTMENT: 55002 - WOMEN'S BASKETBALL | 0.00             | 11,627.10  | 24,691.37  | 130,076.00    | 105,384.63 | 81.02   |
| DEPARTMENT: 55003 - MEN'S TRACK        | 0.00             | 8,586.79   | 16,007.45  | 68,909.00     | 52,901.55  | 76.77   |
| DEPARTMENT: 55004 - WOMEN'S TRACK      | 0.00             | 7,741.43   | 14,906.65  | 67,429.00     | 52,522.35  | 77.89   |
| DEPARTMENT: 55005 - WOMEN'S SOFTBALL   | 0.00             | 11,863.31  | 26,639.20  | 120,218.00    | 93,578.80  | 77.84   |
| DEPARTMENT: 55006 - FOOTBALL           | 21,613.98        | 62,488.22  | 128,679.48 | 488,122.86    | 337,829.40 | 69.21   |
| DEPARTMENT: 55007 - BASEBALL           | 0.00             | 12,638.04  | 41,191.46  | 140,276.00    | 99,084.54  | 70.64   |
| DEPARTMENT: 55008 - VOLLEYBALL         | 6,412.80         | 12,157.59  | 22,368.55  | 104,330.00    | 75,548.65  | 72.41   |
| DEPARTMENT: 55009 - WOMEN'S SOCCER     | 2,620.00         | 11,642.65  | 20,924.17  | 48,604.20     | 25,060.03  | 51.56   |
| DEPARTMENT: 55010 - MEN'S SOCCER       | 2,600.00         | 5,371.95   | 11,370.09  | 49,356.20     | 35,386.11  | 71.70   |
| DEPARTMENT: 55012 - CHEERLEADING       | 0.00             | 16,124.92  | 24,577.61  | 70,039.00     | 45,461.39  | 64.91   |
| DEPARTMENT: 55013 - DANCE TEAM         | 2,847.04         | 3,212.02   | 8,787.80   | 41,904.00     | 30,269.16  | 72.23   |

|  |            |            |             |              |              |        |
|--|------------|------------|-------------|--------------|--------------|--------|
| DEPARTMENT: 55014 - RODEO TEAM         | 1,125.00   | 17,176.21  | 34,390.02   | 158,244.00   | 122,728.98   | 77.56  |
| DEPARTMENT: 55015 - MEN'S GOLF         | 0.00       | 7,768.36   | 13,559.73   | 39,765.00    | 26,205.27    | 65.90  |
| DEPARTMENT: 55019 - ATHLETIC TRAINING  | 2,689.52   | 29,227.73  | 53,055.03   | 129,407.00   | 73,662.45    | 56.92  |
| DEPARTMENT: 55020 - PEP BAND           | 228.00     | 5,457.53   | 14,677.18   | 56,406.00    | 41,500.82    | 73.58  |
| DEPARTMENT: 61000 - PRESIDENT          | 1,037.50   | 46,693.14  | 149,171.42  | 561,344.00   | 411,135.08   | 73.24  |
| DEPARTMENT: 61001 - BOARD OF TRUSTEES  | 488.91     | 6,178.17   | 7,066.43    | 24,840.00    | 17,284.66    | 69.58  |
| DEPARTMENT: 61005 - ATTORNEY           | 0.00       | 192.00     | 768.00      | 30,000.00    | 29,232.00    | 97.44  |
| DEPARTMENT: 62000 - DEAN OF ADMIN SERV | 12,978.92  | 96,805.32  | 241,971.89  | 1,621,198.00 | 1,366,247.19 | 84.27  |
| DEPARTMENT: 62010 - HUMAN RESOURCES    | 0.00       | 12,909.47  | 32,727.98   | 151,736.00   | 119,008.02   | 78.43  |
| DEPARTMENT: 62011 - ADA COMPLIANCE     | 0.00       | 4,569.83   | 13,934.01   | 68,845.00    | 54,910.99    | 79.76  |
| DEPARTMENT: 62050 - ONE-TIME PURCHASES | 417,802.55 | 102,767.50 | 414,977.55- | 450,000.00   | 447,175.00   | 99.37  |
| DEPARTMENT: 63000 - INFORMATION SERVIC | 19,423.00  | 35,792.22  | 52,366.51   | 158,584.00   | 86,794.49    | 54.73  |
| DEPARTMENT: 64000 - INFORMATION TECHNO | 29,905.12  | 85,484.04  | 295,020.76  | 776,462.00   | 451,536.12   | 58.15  |
| DEPARTMENT: 65000 - CENTRAL SERVICES   | 5,343.73   | 9,946.49   | 32,850.43   | 137,059.00   | 98,864.84    | 72.13  |
| DEPARTMENT: 70000 - PHYSICAL PLANT ADM | 605.98     | 15,169.33  | 32,325.28   | 144,270.00   | 111,338.74   | 77.17  |
| DEPARTMENT: 71000 - BUILDINGS          | 16,252.08  | 36,178.40  | 96,750.64   | 447,554.00   | 334,551.28   | 74.75  |
| DEPARTMENT: 72000 - CUSTODIAL SERVICES | 5,995.78   | 46,176.40  | 129,396.65  | 595,357.00   | 459,964.57   | 77.26  |
| DEPARTMENT: 73000 - GROUNDS            | 6,370.02   | 19,359.95  | 52,076.81   | 278,105.00   | 219,658.17   | 78.98  |
| DEPARTMENT: 73001 - ATHLETIC FIELDS    | 1,800.00   | 11,084.75  | 15,249.21   | 56,530.00    | 39,480.79    | 69.84  |
| DEPARTMENT: 74000 - VEHICLES           | 6,918.34   | 29,638.29  | 43,864.61   | 387,280.00   | 336,497.05   | 86.89  |
| DEPARTMENT: 75000 - CAMPUS SECURITY    | 0.00       | 14,394.40  | 45,194.82   | 233,284.00   | 188,089.18   | 80.63  |
| DEPARTMENT: 76000 - INSURANCE          | 0.00       | 3,375.41   | 198,432.00  | 290,514.00   | 92,082.00    | 31.70  |
| DEPARTMENT: 77000 - UTILITIES          | 0.00       | 73,003.44  | 153,068.38  | 850,000.00   | 696,931.62   | 81.99  |
| DEPARTMENT: 81000 - BOOK SCHOLARSHIPS  | 0.00       | 92,439.99- | 92,690.11-  | 62,000.00    | 154,690.11   | 249.50 |
| DEPARTMENT: 81001 - TUIT WAIVER SEN CT | 0.00       | 0.00       | 741.00      | 5,000.00     | 4,259.00     | 85.18  |
| DEPARTMENT: 81002 - TUIT WAIVER EMPL/D | 0.00       | 15,048.00  | 15,447.00   | 30,000.00    | 14,553.00    | 48.51  |
| DEPARTMENT: 81003 - STATE MANDATED WAI | 0.00       | 9,779.00   | 9,779.00    | 11,000.00    | 1,221.00     | 11.10  |
| DEPARTMENT: 81004 - TUIT WAIVER CTZ IN | 0.00       | 121,720.00 | 121,720.00  | 169,613.00   | 47,893.00    | 28.24  |
| DEPARTMENT: 81006 - TUIT WAIVER FINE A | 0.00       | 49,518.00  | 49,518.00   | 55,194.00    | 5,676.00     | 10.28  |
| DEPARTMENT: 81007 - ACADEMIC SCHOLARSH | 0.00       | 8,466.00   | 8,466.00    | 0.00         | 8,466.00-    | 0.00   |
| DEPARTMENT: 94000 - STUDENT CENTER     | 0.00       | 13,192.41  | 19,402.39   | 24,116.00    | 4,713.61     | 19.55  |

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FUND: 11 - GENERAL

584,204.78    1,488,120.32    3,201,752.08    15,260,526.00    11,474,569.14    75.19

Fiscal Year: 2017

FUND: 12 - PTE FUND

| GL Account                             | YTD Encumbrances | MTD Actual | YTD Actual | Annual Budget | Available    | % Avail |
|--|------------------|------------|------------|---------------|--------------|---------|
| DEPARTMENT: 12010 - ACCOUNTING         | 217.88           | 5,622.18   | 11,137.72  | 67,300.00     | 55,944.40    | 83.13   |
| DEPARTMENT: 12011 - MID-MANAGEMENT & B | 0.00             | 0.00       | 3,768.16   | 250.00        | 3,518.16     | 407.25  |
| DEPARTMENT: 12012 - COMPUTER SCIENCE   | 0.00             | 0.00       | 3,353.71   | 60,225.00     | 56,871.29    | 94.43   |
| DEPARTMENT: 12200 - ADN PROGRAM        | 490.65           | 21,072.00  | 37,337.03  | 229,319.00    | 191,491.32   | 83.50   |
| DEPARTMENT: 12201 - LPN PROGRAM        | 0.00             | 30,329.26  | 55,403.33  | 211,370.00    | 155,966.67   | 73.79   |
| DEPARTMENT: 12202 - EMT                | 969.84           | 9,597.52   | 18,095.52  | 104,135.00    | 85,069.64    | 81.69   |
| DEPARTMENT: 12203 - ALLIED HEALTH      | 0.00             | 4,224.77   | 9,090.78   | 135,615.00    | 126,524.22   | 93.30   |
| DEPARTMENT: 12210 - AGRICULTURE        | 0.00             | 4,040.88   | 8,285.07   | 59,143.00     | 50,857.93    | 85.99   |
| DEPARTMENT: 12211 - ANIMAL SCIENCE     | 0.00             | 18,587.99  | 25,331.75  | 103,519.00    | 78,187.25    | 75.53   |
| DEPARTMENT: 12212 - CULINARY PROGRAM   | 843.95           | 6,374.50   | 9,833.80   | 62,004.00     | 51,326.25    | 82.78   |
| DEPARTMENT: 12220 - JOHN DEERE AG TECH | 1,085.00         | 13,142.71  | 24,086.03  | 157,578.00    | 132,406.97   | 84.03   |
| DEPARTMENT: 12225 - OIL TECH PROGRAM   | 0.00             | 0.00       | 0.00       | 1,000.00      | 1,000.00     | 100.00  |
| DEPARTMENT: 12230 - AUTO MECHANICS     | 0.00             | 4,558.41   | 13,901.26  | 63,841.00     | 49,939.74    | 78.23   |
| DEPARTMENT: 12240 - CRIMINAL JUSTICE   | 0.00             | 7,706.77   | 13,405.92  | 85,607.00     | 72,201.08    | 84.34   |
| DEPARTMENT: 12241 - FIRE SCIENCE       | 0.00             | 6,650.18   | 12,403.60  | 74,389.00     | 61,985.40    | 83.33   |
| DEPARTMENT: 12250 - COSMETOLOGY        | 0.00             | 10,086.82  | 20,070.58  | 121,190.00    | 101,119.42   | 83.44   |
| DEPARTMENT: 12260 - DRAFTING           | 0.00             | 0.00       | 0.00       | 200.00        | 200.00       | 100.00  |
| DEPARTMENT: 12270 - AMMONIA REFRIGERAT | 2,800.00         | 30,098.07  | 81,917.46  | 308,965.00    | 224,247.54   | 72.58   |
| DEPARTMENT: 12271 - AUTOMATION ELECTRI | 0.00             | 0.00       | 0.00       | 1,743.00      | 1,743.00     | 100.00  |
| DEPARTMENT: 12272 - INDUSTRIAL MAINTEN | 0.00             | 0.00       | 0.00       | 10,250.00     | 10,250.00    | 100.00  |
| DEPARTMENT: 12273 - WELDING            | 2,500.00         | 20,726.60  | 40,606.45  | 221,546.00    | 178,439.55   | 80.54   |
| DEPARTMENT: 42005 - DEAN OF TECHNICAL  | 0.00             | 8,798.79   | 31,310.21  | 544,871.00    | 513,560.79   | 94.25   |
| DEPARTMENT: 62050 - ONE-TIME PURCHASES | 0.00             | 0.00       | 0.00       | 33,200.00     | 33,200.00    | 100.00  |
| =====                                  |                  |            |            |               |              |         |
| FUND: 12 - PTE FUND                    | 8,907.32         | 201,617.45 | 419,338.38 | 2,657,260.00  | 2,229,014.30 | 83.88   |

Fiscal Year: 2017

FUND: 14 - ADULT SUPPLEMENTARY ED

| GL Account                             | YTD Encumbrances | MTD Actual | YTD Actual | Annual Budget | Available  | % Avail |
|--|------------------|------------|------------|---------------|------------|---------|
| DEPARTMENT: 31000 - COMMUNITY SERVICE  | 0.00             | 3,514.53   | 29,295.14  | 89,326.00     | 60,030.86  | 67.20   |
| DEPARTMENT: 55006 - FOOTBALL           | 0.00             | 0.00       | 0.00       | 0.00          | 0.00       | 0.00    |
| DEPARTMENT: 55002 - WOMEN'S BASKETBALL | 0.00             | 0.00       | 405.01     | 0.00          | 405.01     | 0.00    |
| DEPARTMENT: 31000 - COMMUNITY SERVICE  | 0.00             | 500.00     | 500.00     | 8,000.00      | 8,500.00   | 106.25  |
| DEPARTMENT: 55012 - CHEERLEADING       | 0.00             | 3,098.00   | 3,056.85   | 4,000.00      | 943.15     | 23.58   |
| DEPARTMENT: 55008 - VOLLEYBALL         | 0.00             | 1,703.51   | 2,349.81   | 5,250.00      | 2,900.19   | 55.24   |
| DEPARTMENT: 55005 - WOMEN'S SOFTBALL   | 0.00             | 256.53     | 256.53     | 20,000.00     | 19,743.47  | 98.72   |
| DEPARTMENT: 31000 - COMMUNITY SERVICE  | 0.00             | 854.20     | 1,464.45   | 3,000.00      | 1,535.55   | 51.19   |
| DEPARTMENT: 55007 - BASEBALL           | 0.00             | 605.61     | 1,373.61   | 20,000.00     | 18,626.39  | 93.13   |
| DEPARTMENT: 55013 - DANCE TEAM         | 183.00           | 279.00     | 279.00     | 3,000.00      | 2,538.00   | 84.60   |
| DEPARTMENT: 31000 - COMMUNITY SERVICE  | 0.00             | 42.50      | 42.50      | 834.79        | 792.29     | 94.91   |
| DEPARTMENT: 55009 - WOMEN'S SOCCER     | 0.00             | 0.00       | 303.07     | 1,710.00      | 2,013.07   | 117.72  |
| DEPARTMENT: 55003 - MEN'S TRACK        | 0.00             | 1,068.00   | 1,068.00   | 4,000.00      | 2,932.00   | 73.30   |
| =====                                  |                  |            |            |               |            |         |
| FUND: 14 - ADULT SUPPLEMENTARY ED      | 183.00           | 10,921.88  | 39,393.97  | 155,700.79    | 116,123.82 | 74.58   |

Fiscal Year: 2017

FUND: 16 - AUXILIARY ENTITIES

| GL Account                            | YTD Encumbrances | MTD Actual | YTD Actual | Annual Budget | Available    | % Avail |
|---------------------------------------|------------------|------------|------------|---------------|--------------|---------|
| DEPARTMENT: 31000 - COMMUNITY SERVICE | 1,415.79         | 931.11     | 1,074.74   | 12,500.00     | 10,009.47    | 80.08   |
| DEPARTMENT: 94000 - STUDENT CENTER    | 22,376.60        | 16,103.84  | 13,309.66  | 287,810.00    | 252,123.74   | 87.60   |
| DEPARTMENT: 95000 - STUDENT HOUSING   | 39,365.83        | 214,081.94 | 254,040.99 | 2,340,390.00  | 2,046,983.18 | 87.46   |
| DEPARTMENT: 98000 - COSMETOLOGY       | 3,816.82         | 44,070.32  | 44,070.32  | 140,050.00    | 92,162.86    | 65.81   |
| DEPARTMENT: 97000 - BOOKSTORE         | 25,998.35        | 59,618.81  | 242,129.25 | 999,000.00    | 730,872.40   | 73.16   |
| DEPARTMENT: 91000 - ARENA             | 0.00             | 371.65     | 1,086.22   | 0.00          | 1,086.22-    | 0.00    |
| =====                                 |                  |            |            |               |              |         |
| FUND: 16 - AUXILIARY ENTITIES         | 92,973.39        | 335,177.67 | 555,711.18 | 3,779,750.00  | 3,131,065.43 | 82.84   |

Fiscal Year: 2017

FUND: 22 - RESTRICTED GRANTS

| GL Account                             | YTD Encumbrances | MTD Actual | YTD Actual | Annual Budget | Available  | % Avail |
|--|------------------|------------|------------|---------------|------------|---------|
| DEPARTMENT: 50000 - DEAN OF STUDENT SE | 7,000.00         | 0.00       | 0.00       | 0.00          | 7,000.00-  | 0.00    |
| DEPARTMENT: 11100 - TECHNOLOGY--INSTRU | 0.00             | 0.00       | 1,160.73-  | 16,151.00     | 17,311.73  | 107.19  |
| DEPARTMENT: 31000 - COMMUNITY SERVICE  | 0.00             | 0.00       | 0.00       | 0.00          | 0.00       | 0.00    |
| DEPARTMENT: 14010 - AO-K               | 0.00             | 0.00       | 0.00       | 2,990.72      | 2,990.72   | 100.00  |
| DEPARTMENT: 50000 - DEAN OF STUDENT SE | 0.00             | 0.00       | 4,357.71   | 4,357.71      | 0.00       | 0.00    |
| DEPARTMENT: 12273 - WELDING            | 8,021.56         | 42,843.84  | 21,626.17  | 361,471.53    | 331,823.80 | 91.80   |
| DEPARTMENT: 14010 - AO-K               | 0.00             | 0.00       | 0.00       | 2,998.06      | 2,998.06   | 100.00  |
| DEPARTMENT: 50000 - DEAN OF STUDENT SE | 152.36           | 11,871.91  | 120,197.99 | 169,685.06    | 49,334.71  | 29.07   |
| DEPARTMENT: 42000 - DEAN OF LEARNING S | 0.00             | 147.59     | 1,956.14   | 11,251.64     | 9,295.50   | 82.61   |
| DEPARTMENT: 11040 - SCIENCE            | 0.00             | 3,648.00   | 6,393.07   | 36,005.58     | 29,612.51  | 82.24   |
| DEPARTMENT: 12272 - INDUSTRIAL MAINTEN | 0.00             | 0.00       | 0.00       | 11,464.27     | 11,464.27  | 100.00  |
| DEPARTMENT: 50000 - DEAN OF STUDENT SE | 0.00             | 19,148.90  | 19,148.90  | 296,765.00    | 277,616.10 | 93.55   |
| DEPARTMENT: 42000 - DEAN OF LEARNING S | 0.00             | 5,791.02   | 17,346.41  | 71,927.00     | 54,580.59  | 75.88   |
| DEPARTMENT: 11040 - SCIENCE            | 0.00             | 0.00       | 0.00       | 42,623.00     | 42,623.00  | 100.00  |
| DEPARTMENT: 42005 - DEAN OF TECHNICAL  | 892.63           | 15,355.29  | 16,014.41  | 112,416.00    | 95,508.96  | 84.96   |
| DEPARTMENT: 42000 - DEAN OF LEARNING S | 0.00             | 1,242.63   | 1,242.63   | 0.00          | 1,242.63-  | 0.00    |
| =====                                  |                  |            |            |               |            |         |
| FUND: 22 - RESTRICTED GRANTS           | 16,066.55        | 100,049.18 | 207,122.70 | 1,140,106.57  | 916,917.32 | 80.42   |

Fiscal Year: 2017

FUND: 23 - OTHER RESTRICTED FUNDS

| GL Account                             | YTD Encumbrances | MTD Actual | YTD Actual | Annual Budget | Available | % Avail |
|--|------------------|------------|------------|---------------|-----------|---------|
| DEPARTMENT: 50000 - DEAN OF STUDENT SE | 4,297.86         | 0.00       | 4,297.86-  | 0.00          | 0.00      | 0.00    |
| =====                                  |                  |            |            |               |           |         |
| FUND: 23 - OTHER RESTRICTED FUNDS      | 4,297.86         | 0.00       | 4,297.86-  | 0.00          | 0.00      | 0.00    |

Fiscal Year: 2017

| GL Account                             | FUND: 24 - ADULT EDUCATION |                  |                  |                   |                   |              |
|--|----------------------------|------------------|------------------|-------------------|-------------------|--------------|
|  | YTD Encumbrances           | MTD Actual       | YTD Actual       | Annual Budget     | Available         | % Avail      |
| DEPARTMENT: 13301 - ADULT ED - INSTRUC | 0.00                       | 275.57           | 413.38           | 1,649.00          | 1,235.62          | 74.93        |
| DEPARTMENT: 13305 - ADULT ED - STAFF D | 0.00                       | 564.97           | 745.09           | 2,000.00          | 1,254.91          | 62.75        |
| DEPARTMENT: 13301 - ADULT ED - INSTRUC | 1,265.79                   | 14,818.12        | 26,175.49        | 175,610.00        | 148,168.72        | 84.37        |
| DEPARTMENT: 13305 - ADULT ED - STAFF D | 0.00                       | 0.00             | 810.86           | 8,780.00          | 7,969.14          | 90.76        |
| DEPARTMENT: 13301 - ADULT ED - INSTRUC | 0.00                       | 12,358.28        | 18,258.22        | 264,709.39        | 246,451.17        | 93.10        |
| DEPARTMENT: 13305 - ADULT ED - STAFF D | 0.00                       | 55.84            | 55.84            | 12,500.00         | 12,444.16         | 99.55        |
| DEPARTMENT: 13301 - ADULT ED - INSTRUC | 0.00                       | 5,355.69         | 13,119.40        | 71,052.00         | 57,932.60         | 81.54        |
| DEPARTMENT: 00000 - GENERAL            | 0.00                       | 0.00             | 0.00             | 37,500.00-        | 37,500.00-        | 100.00       |
| DEPARTMENT: 13301 - ADULT ED - INSTRUC | 145.97                     | 12,483.20        | 20,516.41        | 85,280.00         | 64,617.62         | 75.77        |
| <b>FUND: 24 - ADULT EDUCATION</b>      | <b>1,411.76</b>            | <b>45,911.67</b> | <b>80,094.69</b> | <b>584,080.39</b> | <b>502,573.94</b> | <b>86.05</b> |

Fiscal Year: 2017

| GL Account                       | FUND: 61 - CAPITAL OUTLAY |                 |               |                   |                   |              |
|----------------------------------|---------------------------|-----------------|---------------|-------------------|-------------------|--------------|
|                                  | YTD Encumbrances          | MTD Actual      | YTD Actual    | Annual Budget     | Available         | % Avail      |
| DEPARTMENT: 71000 - BUILDINGS    | 0.00                      | 8,369.50        | 116.25        | 811,008.00        | 810,891.75        | 99.99        |
| <b>FUND: 61 - CAPITAL OUTLAY</b> | <b>0.00</b>               | <b>8,369.50</b> | <b>116.25</b> | <b>811,008.00</b> | <b>810,891.75</b> | <b>99.99</b> |

Fiscal Year: 2017

| GL Account                                 | FUND: 71 - ACTIVITY/ORGANIZATION FD |                  |                   |                   |                   |              |
|--|-------------------------------------|------------------|-------------------|-------------------|-------------------|--------------|
|  | YTD Encumbrances                    | MTD Actual       | YTD Actual        | Annual Budget     | Available         | % Avail      |
| DEPARTMENT: 50000 - DEAN OF STUDENT SE     | 7,708.29                            | 63,024.20        | 129,006.40        | 426,568.00        | 289,853.31        | 67.95        |
| DEPARTMENT: 55001 - MEN'S BASKETBALL       | 0.00                                | 0.00             | 0.00              | 1,000.00          | 1,000.00          | 100.00       |
| DEPARTMENT: 55002 - WOMEN'S BASKETBALL     | 0.00                                | 0.00             | 0.00              | 1,000.00          | 1,000.00          | 100.00       |
| DEPARTMENT: 55003 - MEN'S TRACK            | 0.00                                | 0.00             | 0.00              | 1,000.00          | 1,000.00          | 100.00       |
| DEPARTMENT: 55004 - WOMEN'S TRACK          | 0.00                                | 0.00             | 0.00              | 1,000.00          | 1,000.00          | 100.00       |
| DEPARTMENT: 55005 - WOMEN'S SOFTBALL       | 0.00                                | 0.00             | 0.00              | 1,000.00          | 1,000.00          | 100.00       |
| DEPARTMENT: 55006 - FOOTBALL               | 0.00                                | 5,000.00         | 5,000.00          | 5,000.00          | 0.00              | 0.00         |
| DEPARTMENT: 55007 - BASEBALL               | 0.00                                | 0.00             | 0.00              | 1,000.00          | 1,000.00          | 100.00       |
| DEPARTMENT: 55008 - VOLLEYBALL             | 0.00                                | 945.00           | 945.00            | 1,000.00          | 55.00             | 5.50         |
| DEPARTMENT: 55009 - WOMEN'S SOCCER         | 994.50                              | 0.00             | 0.00              | 1,000.00          | 5.50              | 0.55         |
| DEPARTMENT: 55010 - MEN'S SOCCER           | 994.50                              | 0.00             | 0.00              | 1,000.00          | 5.50              | 0.55         |
| DEPARTMENT: 55012 - CHEERLEADING           | 0.00                                | 0.00             | 0.00              | 1,000.00          | 1,000.00          | 100.00       |
| DEPARTMENT: 55013 - DANCE TEAM             | 1,000.00                            | 0.00             | 0.00              | 1,000.00          | 0.00              | 0.00         |
| DEPARTMENT: 55014 - RODEO TEAM             | 0.00                                | 0.00             | 0.00              | 1,000.00          | 1,000.00          | 100.00       |
| DEPARTMENT: 55015 - MEN'S GOLF             | 0.00                                | 0.00             | 0.00              | 500.00            | 500.00            | 100.00       |
| DEPARTMENT: 94000 - STUDENT CENTER         | 0.00                                | 4,902.15         | 14,611.27         | 63,340.00         | 48,728.73         | 76.93        |
| DEPARTMENT: 99001 - STUDENT NEWSPAPER      | 798.07                              | 295.59           | 295.59            | 62,000.00         | 60,906.34         | 98.24        |
| DEPARTMENT: 50000 - DEAN OF STUDENT SE     | 0.00                                | 367.69           | 367.69            | 15,500.00         | 15,132.31         | 97.63        |
| <b>FUND: 71 - ACTIVITY/ORGANIZATION FD</b> | <b>11,495.36</b>                    | <b>74,534.63</b> | <b>150,225.95</b> | <b>584,908.00</b> | <b>423,186.69</b> | <b>72.35</b> |

Fiscal Year: 2017

FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS

| GL Account                             | YTD Encumbrances | MTD Actual | YTD Actual | Annual Budget | Available   | % Avail |
|--|------------------|------------|------------|---------------|-------------|---------|
| DEPARTMENT: 55001 - MEN'S BASKETBALL   | 0.00             | 6,060.00   | 6,060.00   | 0.00          | 6,060.00-   | 0.00    |
| DEPARTMENT: 55002 - WOMEN'S BASKETBALL | 0.00             | 2,424.00   | 2,424.00   | 0.00          | 2,424.00-   | 0.00    |
| DEPARTMENT: 55003 - MEN'S TRACK        | 0.00             | 3,465.00   | 3,465.00   | 0.00          | 3,465.00-   | 0.00    |
| DEPARTMENT: 55004 - WOMEN'S TRACK      | 0.00             | 2,424.00   | 2,424.00   | 0.00          | 2,424.00-   | 0.00    |
| DEPARTMENT: 55005 - WOMEN'S SOFTBALL   | 0.00             | 3,522.00   | 3,522.00   | 0.00          | 3,522.00-   | 0.00    |
| DEPARTMENT: 55006 - FOOTBALL           | 0.00             | 32,583.00  | 32,583.00  | 0.00          | 32,583.00-  | 0.00    |
| DEPARTMENT: 55008 - VOLLEYBALL         | 0.00             | 8,427.00   | 8,427.00   | 0.00          | 8,427.00-   | 0.00    |
| DEPARTMENT: 55009 - WOMEN'S SOCCER     | 0.00             | 5,601.00   | 5,601.00   | 0.00          | 5,601.00-   | 0.00    |
| DEPARTMENT: 55012 - CHEERLEADING       | 0.00             | 5,148.00   | 5,148.00   | 0.00          | 5,148.00-   | 0.00    |
| DEPARTMENT: 55013 - DANCE TEAM         | 0.00             | 2,082.00   | 2,082.00   | 0.00          | 2,082.00-   | 0.00    |
| DEPARTMENT: 55014 - RODEO TEAM         | 0.00             | 10,851.00  | 10,851.00  | 0.00          | 10,851.00-  | 0.00    |
| DEPARTMENT: 55015 - MEN'S GOLF         | 0.00             | 2,367.00   | 2,367.00   | 0.00          | 2,367.00-   | 0.00    |
| DEPARTMENT: 55019 - ATHLETIC TRAINING  | 0.00             | 29,688.00  | 29,688.00  | 0.00          | 29,688.00-  | 0.00    |
| DEPARTMENT: 11025 - JOURNALISM         | 0.00             | 7,971.00   | 7,971.00   | 0.00          | 7,971.00-   | 0.00    |
| DEPARTMENT: 11030 - ART                | 0.00             | 7,914.00   | 7,914.00   | 0.00          | 7,914.00-   | 0.00    |
| DEPARTMENT: 11031 - DRAMA              | 0.00             | 3,579.00   | 3,579.00   | 0.00          | 3,579.00-   | 0.00    |
| DEPARTMENT: 11032 - VOCAL MUSIC        | 0.00             | 8,912.00   | 8,912.00   | 0.00          | 8,912.00-   | 0.00    |
| DEPARTMENT: 11033 - INST MUSIC         | 0.00             | 34,911.00  | 34,911.00  | 0.00          | 34,911.00-  | 0.00    |
| DEPARTMENT: 11090 - ACADEMIC CHALLENGE | 0.00             | 1,348.00   | 1,348.00   | 0.00          | 1,348.00-   | 0.00    |
| DEPARTMENT: 12211 - ANIMAL SCIENCE     | 0.00             | 10,737.00  | 10,737.00  | 0.00          | 10,737.00-  | 0.00    |
| DEPARTMENT: 81005 - TUIT WAIVER FCHS   | 0.00             | 13,068.00  | 13,068.00  | 0.00          | 13,068.00-  | 0.00    |
| DEPARTMENT: 81007 - ACADEMIC SCHOLARSH | 0.00             | 26,220.00  | 26,220.00  | 0.00          | 26,220.00-  | 0.00    |
| =====                                  |                  |            |            |               |             |         |
| FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS | 0.00             | 229,302.00 | 229,302.00 | 0.00          | 229,302.00- | 0.00    |

Fiscal Year: 2017

FUND: 73 - EDUKAN CONSORTIUM FUND

| GL Account                             | YTD Encumbrances | MTD Actual | YTD Actual | Annual Budget | Available | % Avail |
|--|------------------|------------|------------|---------------|-----------|---------|
| DEPARTMENT: 42000 - DEAN OF LEARNING S | 0.00             | 5,260.00   | 5,260.00   | 0.00          | 5,260.00- | 0.00    |
| =====                                  |                  |            |            |               |           |         |
| FUND: 73 - EDUKAN CONSORTIUM FUND      | 0.00             | 5,260.00   | 5,260.00   | 0.00          | 5,260.00- | 0.00    |

Garden City Community College  
9/30/2016

|   | <u>Amount</u>          | <u>% Rate</u> |
|---|------------------------|---------------|
| Cash in Bank:                           |                        |               |
| Commerce Bank                           | \$ 282,119.53          | 0.0000%       |
| State Municipal Invest. Pool            | \$ 63,526.70           | 0.0500%       |
| FNB of Garden City - Money Market       | \$ 25,538.16           | 0.2500%       |
| FNB of Garden City - Insured Cash Sweep | \$ 1,311,451.14        | 0.2500%       |
| Commerce Bank - Money Market            | \$ 155,817.34          | 0.0800%       |
| Landmark National Bank                  | \$ 1,119,392.44        | 0.4000%       |
|   | <u>\$ 2,957,845.31</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               | 0.5000%       | 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        |
| Valley State Bank                  | CD          | \$ 1,000,000.00               | 0.9500%       | 8/12/2016        | 8/12/2017       |
|                                    |             | <u>\$ 7,000,000.00</u>        |               |                  |                 |
| Total                              |             | <u><u>\$ 9,957,845.31</u></u> |               |                  |                 |

**Agenda No:** IV-D-1

**Date:** October 11, 2016

**Topic:** Lexmark Annual Maintenance

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

**Background Information:**

Garden City Community College uses “ImageNow” provided by Lexmark Enterprise Software to store electronic documents for several offices on campus including Financial Aid, Admissions, Human Resources and the Business Office. “ImageNow” is integrated with our student information system, Datatel’s “Colleague”.

This is an annual maintenance agreement in the amount of \$25,694.00, which is a 6% increase over last year. Last year, there was no cost increase. This is a single source vendor as we are purchasing directly from the software vendor and not a third party.

**Budget Information:**

\$25,694.00 – General Fund

**Recommended Board Action:**

Approve payment of \$25,694.00 for “ImageNow” maintenance agreement.

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

**Board Member Notes:**





**INVOICE**

8900 Renner Blvd  
Lenexa,KS 66219-3049  
+1 913 227 7000

|                   |             |
|-------------------|-------------|
| <b>Invoice No</b> | <b>Date</b> |
| 9008967434        | 08/24/2016  |

**Sold to : 272902**  
Garden City Community College Inc  
801 Campus Dr  
GARDEN CITY KS 67846-6333

**Bill to : 442996**  
Garden City Community College  
ATTN: Andy Gough  
801 Campus Drive  
Garden City,KS 67846

**Ship to : 715110**  
Garden City Community College  
ATTN: Andy Gough  
801 Campus Drive  
GARDEN CITY KS 67846

|                    |                       |                           |                 |                          |                 |
|--------------------|-----------------------|---------------------------|-----------------|--------------------------|-----------------|
| <b>Sales Order</b> | <b>Opportunity ID</b> | <b>Customer PO Number</b> | <b>Currency</b> | <b>Terms</b>             | <b>Due Date</b> |
| 101034844          |                       | Renewal                   | USD             | Net 30 From Invoice Date | 09/23/2016      |

| Part No. | Description/Comments                   | Quantity | Units  | Rate     | Extended Price |
|----------|--|----------|--------|----------|----------------|
| PER0215  | SMSA-Perceptive Concurrent License     | 50       | EA     | 408.00   | 20,400.00      |
| PER0232  | SMSA-CaptureNow Adrenaline             | 8        | EA     | 317.00   | 2,536.00       |
| PER0286  | SMSA-iScript                           | 1        | EA     | 637.00   | 637.00         |
| PER0783  | SMSA-Test-CaptureNow Adrenaline        | 5        | EA     | 32.00    | 160.00         |
| PER0813  | SMSA-Test-ImageNow Client Seat License | 5        | EA     | 34.00    | 170.00         |
| PER1920  | SMSA-ImageNow Server-Legacy            | 1        | Tier 1 | 1,060.00 | 1,060.00       |
| PER1926  | SMSA-Test-ImageNow Server-Legacy       | 1        | EA     | 731.00   | 731.00         |

End Customer : 0000272902 Garden City Community College Inc

Renewal valid from 10/01/2016 to 09/30/2017

|                      |                  |
|----------------------|------------------|
| Subtotal             | 25,694.00        |
| Surcharge            | 0.00             |
| Sales Tax            | 0.00             |
| <b>Invoice Total</b> | <b>25,694.00</b> |

**Payment Information**  
**Remit to :** Lexmark Enterprise Software  
PO Box 846261  
Dallas, TX 75284-6261  
(800)847-4778

**ACH**  
Bank of America  
Routing : 111000012  
Account : 4427065310  
Swift code : BOFAUS3N  
Phone Number 31-800-376-2703

**Wire**  
Bank of America  
Routing : 026009593  
Account : 4427065310  
Swift code : BOFAUS3N

## OCTOBER 2016 MONITORING REPORT

**ENDS**

**Work Preparedness #1**

**SEMI-ANNUAL**

**Page 3**

- 1. Students will have the skills and knowledge required for successful entry into the workplace.**
- 2. Students will have the work ethics, discipline and collaborative skills necessary to be successful in the workplace.**
- 3. Students will have the skills and knowledge necessary to maintain, advance or change their employment or occupation.**

### **CEO's Interpretation:**

Students taking certificate and degree programs at GCCC will have the technical skills and soft skills necessary to enter the workforce. The training provided to students enrolled in courses and program curriculum upgrade skills with industry standard practices and allow people to gain skills necessary to maintain, advance or change their career.

- 1. Students will have the skills and knowledge required for successful entry into the workplace.**

Garden City Community Students focus on connecting theory and real world applications through the use of various methods of instruction. Those methods include lecture, on-campus labs, on-site internships, and clinical rotations. Some examples of various trainings students may be exposed to are:

- Clinical rotations at various hospitals in the region
- Internships at Emergency Medical Services in the region
- Internships at John Deere dealerships throughout the Midwest
- On-campus computer labs
- On-campus science labs
- Fully functioning meats processing lab on campus
- State-of-the-art nursing simulation lab on campus
- On-campus cadaver lab
- On-campus live burn tower

The utilization of simulated and on-the-job site scenarios provide students with the opportunity to reach an “application” level of learning by working with employers, faculty, and on-site supervisors to implement theory to practice.

Faculty in programs that offer off-campus internships or clinical rotations work very closely with employees at those sites to ensure proper oversight and student supervision. Nursing instructors accompany students in the clinical setting while working alongside the students and nursing professionals to provide students an optimal learning experience.

Paramedic students’ complete clinical rotations in the hospital setting as well as internships at regional ambulance services. Preceptors at each of those sites receive a preceptor training providing information on what the expectations are for students and their skill levels they are allowed to perform at. Preceptors fill out an evaluation on the student at the end of each shift and return it to the instructor to track student progress throughout the program.

John Deere students complete 2 separate internships at their local dealership that has sponsored them. During that period of time, the instructor completes dealer visits in which he travels to each dealership to meet with the service managers and preceptors to discuss student progress. Various other instructors visit sites that students are completing internships as well to discuss student progress and concerns with employers.

In addition to faculty physically visiting employers to discuss students, each Career and Technical Education program is required to hold an advisory committee meeting each semester. Advisory Committees consist of local and regional industry professionals along with college instructors, high school instructors, college administration and others. The purpose of the advisory committees is to provide feedback to the programs on new trends in industry, student successes or concerns, and recommend ways to improve the current program to better meet the needs of the community. There has been a more concerted effort in the last year to be more intentional in the selection of advisory committee members to better serve the individual programs.

**2. Students will have the work ethic, discipline and collaborative skills necessary to be successful in the workplace.**

All programs emphasize the importance of attendance, staying on task, and professional behavior during lecture, lab, and simulated exercises. Attendance guidelines are listed in the current 2016-2018 College Catalog (page 23):

- Attendance at Garden City Community College is mandatory.
- The student is responsible for contacting each of his or her instructors regarding an absence.
- GCCC supports the right of instructors to recommend withdrawal prior to the published withdrawal date or to fail any student whose absences are excessive in the opinion of that instructor.

There are a few programs who have further emphasized attendance and professionalism in their programs by placing consequences on absenteeism and unprofessionalism. For example, the Paramedic program is required by the State of Kansas to require students to attend a minimum of 90% of all class sessions. If a student falls below that mark, they are placed on a student contract outlining a plan to ensure attendance in all class sessions and if they fail to fulfill their obligations, they are removed from the program. Students are also issued uniforms at the onset of the program and they are required to wear appropriate attire to all clinical rotations, field internships as well as in class. Students showing up in unapproved attire may be sent home to change by their preceptors or instructors.

Cosmetology has a minimum number of hours that is required by the Kansas Board of Cosmetology as well. Instructors in the Cosmetology department utilize a time clock, which allows students to clock-in and clock-out, to track student attendance and tardiness. Attendance is a portion of the students grade as well as a state requirement. If a student has not completed a minimum of 1500 clock hours, they are required to continue in the program in a seminar setting until they have attained the required number of hours as well as meet expectations of the instructional staff. Students are also required to abide by a strict dress code at all times and are sent home if they come to class out of uniform.

Welding has also implemented a time clock system, in which students clock in and out each day just as they would in a work setting. Their timecards are used to track attendance and tardiness as well as being weighted in their grade. Students that show up late to class receive a '0' for the day on their attendance and participation portion of their grade.

Final examinations and/or projects are required for all classes. This final exam and project provides a learning evaluation of the course and program to determine student learning outcomes as prescribed by each course, curriculum, and advisory committee input. It is important to provide “capstone” experiences in classes to ensure job readiness upon completion of the curriculum and program.

**3. Students will have the skills and knowledge necessary to maintain, advance or change their employment or occupation.**

Technical program performance is measured annually based on six core indicators as identified in the Carl Perkins Grant Fund (statistics from Kansas Board of Regents and Kansas Department of Labor)

- 1) **Technical Skill Attainment:** Student attainment of challenging career and technical skill proficiencies, including student achievement on technical assessments, that are aligned with industry-recognized standards, if available and appropriate. Measures any student identified as a concentrator who attempted a technical skill assessment.

|             | <b>Passed Technical Assessment</b> | <b>Attempted Technical Assessment</b> | <b>%</b>     |
|-------------|------------------------------------|---------------------------------------|--------------|
| <b>2015</b> | 160                                | 178                                   | <b>89.9%</b> |

**2) Credential, Certificate or Degree:** Student attainment of an industry-recognized credential, a certificate, or a degree. Measures concentrators who earned an award and are NO LONGER enrolled in postsecondary education.

|      | Awarded a credential, certification or degree | Students no longer enrolled in post-secondary | %     |
|------|---|---|-------|
| 2015 | 89  | 117   | 76.1% |

**3) Student Retention and Transfer:** Student retention in postsecondary education or transfer to a baccalaureate degree program. Measures concentrators who were enrolled during the reporting year and remained in postsecondary education the following fall. All students who earned an award or credential are REMOVED from the analysis.

|      | Enrolled at GCCC or transferred to 4 year | Enrolled in program the previous fall | %     |
|------|---|---------------------------------------|-------|
| 2015 | 63  | 111                                   | 56.8% |

**4) Student Placement:** Student placement in military service or apprenticeship programs or placement or retention in employment, including placement in high skill, high wage, or high demand occupations or professions. Measures placement of all concentrators who are NO LONGER enrolled in postsecondary education. Only students who have completed, earned an industry recognized credential or have dropped out of postsecondary education are included in the analysis.

|      | Students placed or retained in employment in 2nd quarter following exit | Students no longer enrolled in post-secondary education | %     |
|------|---|---|-------|
| 2015 | 97  | 117   | 82.9% |

**5) Nontraditional Participation:** Student participation in career and technical education programs that lead to employment in nontraditional fields. Measures all participants and concentrators enrolled in gender underrepresented programs.

*This would include the following:*

- *Females in John Deere, Agriculture, Criminal Justice, Firefighting, Automotive, and Welding*
- *Males in Nursing and Cosmetology*

|      | Students from<br>underrepresented gender<br>groups | Total participants in<br>programs | %     |
|------|--|-----------------------------------|-------|
| 2015 | 152  | 542                               | 28.0% |

**6) Nontraditional Completion:** Student completion of career and technical education programs that lead to employment in nontraditional fields. Measures all nontraditional concentrators who earned an award in a gender underrepresented program.

|      | Underrepresented<br>gender completing<br>program | Total students<br>completing program | %     |
|------|--|--------------------------------------|-------|
| 2015 | 9  | 69                                   | 13.0% |

Garden City College also provides students the opportunity to maintain, advance, or change their employment or occupation through our Adult Learning Center and Continuing Education Division.

Students also have the opportunity to change their employment status by earning a GED, enrolling in developmental classes that prepare them for college-level work, and enrolling in other college-level classes. The Adult Learning Center served 538 students during the previous year.

A summary of educational gains and employment advancement through the Adult Learning Center:

|                                 |     |
|---------------------------------|-----|
| Total Students Served           | 538 |
| Entered Employment              | 78  |
| Retained / Improved Employment  | 272 |
| Entered Postsecondary Education | 34  |



## OCTOBER 2016 MONITORING REPORT

### **EXECUTIVE LIMITATIONS**

**QUARTERLY**

**General Executive Constraints #7**

**Page 7**

**There shall be no conflict of interest in awarding purchases or other contracts.**

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

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

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

Purchases are approved by at least one administrator. Purchases over \$5,000 require two approvers and purchases over \$20,000 require three approvers. Purchases for the past quarter were reviewed. Administration is not aware of any conflicts of interest.

### **EXECUTIVE LIMITATIONS**

**QUARTERLY**

**General Executive Constraints #8**

**Page 7**

**The President shall not allow for purchases without first giving consideration to local businesses, with a maximum ten percent premium.**

**CEO's Interpretation:** Preference shall always be given to the best bid. However, a local business (defined as a Finney County property tax payer) may be considered with a 10% margin of purchases of \$10,000 to a maximum of \$20,000, except for purchases utilizing federal funds.

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

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

- Seven purchases required written bids
- Fifteen purchases exceeded \$20,000 and required Board approval (no local vendor)
- Ten purchases indicated single source vendor
- Of 25 purchases, there were nine purchases that had a local vendor. Local vendors were selected for four purchases.

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

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

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

## **Incidental Information October 2016**

### **Ryan Ruda, Vice President Instruction/Student Services:**

#### Student Services

The Student Support Services Program hosted 15 participants for a Webinar on how to apply for the Jack Kent Cooke Foundation Undergraduate Scholarship on September 14, 2016. Freshman and Sophomore Participants attended the Webinar. Freshman participants benefitted from learning about the types of GPA and Activities the scholarship is looking for so they can prepare to apply next year. The sophomores were able to learn about the application procedure. The Student Support Services Program is placing more emphasis on teaching our participants about how to apply for scholarships so they can reduce the amount of time they need to work to balance their budgets. Participants who have to work more than 20 hours a week are at increased risk of having low Grade Point Averages and Dropping out of college.

Enrollment at the 20<sup>th</sup> day for fall semester had an increase of 2.5% in overall credit hours compared to fall 2015. Enrollment continues for the fall semester with second 8-weeks courses and winter session, so enrollment numbers will continue to climb.

Admissions has travelled to each of the service area high schools and held pizza parties for all of the seniors at each of the outreach locations. This is an opportunity to learn more about the college, allow students to ask questions and discuss possible scholarship, grant and program opportunities available. Admissions and Helen Weeks will be coordinating to plan the President's Honor Banquet which will be held in November for all service area high school students in the top 10% of their graduating class. This banquet will honor their academic accomplishments.

Residential Life/Student Health Services and Family Crisis services have been conducting a Red Flag campaign throughout October. This campaign uses a bystander intervention strategy to address and prevent sexual assault, dating violence, and stalking on college campuses. Prevention programming will occur across campus as well as specific programs available in residential life and athletics. The drama and media department will be assisting with vignettes to show bystander strategies.

Financial Aid received the official notification of the newly released three-year cohort default rate. The official rate for GCCC has been announced at 5.7%. This is a tremendous

#### Instruction

Dr. Friessen will be travelling with STEM students to a conference in Kansas State on October 7-8, 2016. The students are part of the LSAMP grant with Kansas State as well as students from the Student Support Services grant at GCCC. They will be learning about STEM opportunities at KSU.

English faculty are conducting a training session on Developing a Writing assessment assignment. This training will assist faculty in developing and strengthening the writing across the curriculum assignment for the written communications student outcome.

Lecia Sims is conducting ongoing training for Canvas and software for faculty to utilize as part of hybrid and distance course delivery. Additionally, the new distance education training classroom has been outfitted with new technology through grant funds and has been utilized for distance education course implementation.

Faculty and administration are reviewing the spring schedule in preparation for spring enrollment. Final review on course offerings are being made to finalize the schedule.

### Dee Wigner, Executive Vice President:

#### Bookstore

Virga and Suzanne have been busy with last minute book orders and book returns to publishers. Spring book adoptions have begun. Summer clothing has been packed away and fall fashions displayed, including sweatpants and hoodies.

Virga and Suzanne sold merchandise at all the home football games. Sales were good. The public seems to really appreciate the fact that they are able to purchase items at the games. Virga and Suzanne will attend the November home games, and hopefully will be able to sell more cold weather gear at that time. Bookstore staff is planning an open house in November or December for the public, and are planning another fashion show for January's employee in-service.

The new online bookstore is almost ready. Virga is in the process of learning to run the website. The website will not only allow students to purchase books online-but it will also allow parents and students to order clothing and gifts online. They have been working for quite some time to get the website up and running, and are looking forward to offering this as another option for students, parents and grandparents.

#### Campus Police

On September 27-29, Chief Dozier attended the annual Safe Schools and College's Conference which was hosted by the Missouri Center for Education Safety. The following topics were discussed: Essential Elements of Effective Behavioral Threat Management, Cyber Security, Human Trafficking, Countering Violent Extremism and Transgender Issues/Litigation. The highlight of the conference was the keynote speaker LTCOL Dave Grossman, Director of the Killology Research Group. LTCOL Grossman addressed the psychology of school attackers and lessons learned from the violent incidents. His message also touched on "soft targets" in the United States that could be exploited by terrorists. LTCOL Grossman reinforced GCCC Campus Police leadership's view that we are progressing quite well with our safety efforts and we will remain committed to our established goals.

#### Marketing and Public Relations

New video equipment has been purchased, and athletic games are now being live streamed. This opens up more advertising opportunities for GCCC, as video promotions can be run throughout the streaming. This is a valuable advertising tool that the marketing department can use to promote every program on campus. Kristi is working with students to produce videos for the broadcast that highlight GCCC students, programs, and happenings around campus. The current GCCC commercials have been aired during broadcasts and new content is being prepared.

Many events have been covered and press releases highlighting college activities have been sent this last month, including the 9/11 Memorial Observance, the Endowment Celebration, new game traditions, Molz Scholarship Endowment Award, Hunter's Safety Class, Pink Night, DPS Shoot for Scholarships, Mercer Gallery openings, and the naming of GCCC Board of Trustee member, Dr. Blake Wasinger.

A flyer was inserted in the newspaper promoting the fine arts events for the fall. The flyer will also be emailed to fine arts patrons and extra copies have been made to distribute as well.

TV commercials will begin in November to push for the Spring semester. Radio ads are still airing, but the schedule will be lighter until the November push.

Kristi and Tiffany Heit attended a conference in Kansas City with the National Council for Marketing and Public Relations for community colleges. Valuable insight about what other community colleges do to market, help enrollment, and public relations tactics were gained at the conference.

#### Director of Facilities

#### Maintenance:

1. After summer projects were completed, there were 140 outstanding work orders. Those have been reduced to around 40 by the end of September. In the neighborhood of 250 work orders have been completed so far this fall
2. Mercer Gallery remodel – tear out old floor and base and replace with new carpet and base
3. Replaced all locks on exterior doors at Broncbuster Suites
4. Installed exterior lighting at the Broncbuster Suites
5. Wiring installed and completed for internet access in all rooms in the suites
6. Wiring installed for the new freezer and refrigerator in the culinary lab in the Penka building
7. Installed fire extinguishers in all apartments at the Broncbuster Suites
8. Replaced water circulating pump in DPAC
9. Repacked seals in the cooling tower pump
10. Replaced all HVAC filters in the Fouse building.
11. Backflow recertification for two of our personnel

#### Grounds:

1. Finished irrigation at Broncbuster Housing
2. Installed new gate at football stadium on Spruce St.
3. Irrigation repairs. sprinklers, valves, water line breaks
4. Painted athletics fields: Soccer, baseball, softball, band field
5. Mowing, weed eating, edging
6. Aerating center campus

#### Custodial:

1. Custodial coverage home football games
2. Set-up tailgates / Moody Hall church / clean up
3. Mexican Fiesta held in Fine Arts Auditorium
4. Set -ups: monthly board meetings, BAA luncheon, Endowment Scholarship Celebration, meetings, Kansas Ornithological Society
5. Purchased new carpet extractor for residential life area

#### Transportation:

1. Another good month for the fleet, no roadside service or in service break downs, only one flat tire
2. Vehicle maintenance included replacing windshields and air conditioning repairs.

#### Business Office

September 27<sup>th</sup> was the first day of fall disbursement for financial aid. During the first week of disbursement, \$2,544,835 in Pell grants, loans, SEOG, and scholarships were posted to student accounts. The breakdown is \$1,183,000 in Pell, \$510,000 in loans, \$32,000 in SEOG and \$820,000 in scholarships. After everything is posted to student accounts, if a student has a credit balance a refund check is written. The business office wrote 592 refund checks to students for a total of \$720,000.

#### Print Shop

The print shop worked on material for Clery Act Crime Statistics, Shoot for Scholarships, President's Newsletter, Caroyn Klassen Dedication ceremony, finished catalog printing, football program printing, and various other projects.

Tiffany attended the National Council for Marketing and Public Relations Conference in Kansas with Kristi Tempel. The conference helped for fresh ideas, and to see trends in other community colleges.

#### Human Resources

The Human Resource Department staff filled the skilled maintenance position and assistant baseball coach positions. Staff is gearing up for end of the semester employee events such as biometric screening and the holiday luncheon.

