

July 7, 2017

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, July 11, 2017**. The meeting will be held in the **Endowment Room of the Beth Tedrow Student Center**, Garden City Community College Campus.

5:00 PM Dinner in the President’s Conference Room, Student and Community Service Center
6:00 PM Regular board meeting called to order in the Endowment Room of the Beth Tedrow Student Center

AGENDA

I. CALL TO ORDER:

- A. Comments from the Chair
- B. Open comments from the public (5 minutes per spokesperson)
- C. President’s Report
- D. Introduction of new employees
- E. Report from Student Government Association
- F. Report from Faculty Senate

II. CONSENT AGENDA Action

- A. Approval of minutes of previous meetings (June 13, 2017, June 27, 2017) ..pg. 10
- B. Approval of personnel actions-Human Resources.....pg. 11
 - B-1 Human Resources Report.....pg. 12
 - B-2 Adjunct/Outreach Contracts.....pg. 13
- C. Financial information.....pg. 17
 - C-1 Checks processed in excess of \$50,000pg. 18
 - C-2 Revenues.....pg. 19
 - C-3 Expenses.....pg. 21
 - C-4 Cash in Bank.....pg. 27

III. OTHER ACTION: Action

- A. Discussion of 2017-2018 budget
- B. Approval of 2017-2018 budget for publication Action

ELECTION OF OFFICERS - BOARD OF TRUSTEES – 2017-2018

<u>Election of Officers</u>	<u>Incumbent</u>
A. Chairman.....	Jeff Crist
B. Vice Chairman.....	Terri Worf
C. Clerk.....	Melvin Neufeld
D. KACCT Representative.....	Melvin Neufeld
E. Economic Development Corporation Representative.....	Steve Martinez

Appointments

- A. Secretary to the Board..... Herbert J. Swender
- B. Deputy Clerk..... Debra J. Atkinson
- C. College Treasurer..... Dee Wigner
- D. Designated Agent for KPERS..... Dallas Crist
- E. Alternate Designated Agents for KPERS..... Dee Wigner

Depositor Designations:

A. Primary Depository for 2017-2018

Commerce Bank

B. Other Depositories for 2017-2018

Western State Bank

Valley State Bank

First National Bank of Garden City

Landmark National Bank

American State Bank

Garden City State Bank

State of Kansas Municipal Investment Fund

C. Authorized Signatures:

Dr. Herbert Swender

Garden City Community College, President

Dee A. Wigner

Garden City Community College, Executive Vice President

Debra J. Atkinson

Garden City Community College, Executive Assistant to the President

Debra S. Nicholson

Garden City Community College, Comptroller

D. Professional Service Providers:

College Attorney

Randy Grisell

College Architect

Gibson Mancini Carmichael & Nelson P.A.

IV. CONFIRMATION OF MONITORING REPORTS:

A. Monitoring Reports and ENDS

Monitoring Report..... **Action**

A-1a- Monitoring Report – Annual, Missionpg. 29

A-1b-Annual, Essential Skills #1, #2, #3.....pg. 30

A-1c-Annual, Budgeting/Financial Planning/Forecasting #1, #2, #3, #4, #5..pg. 34

A-1d-Annual, Financial Condition #1, #2, #3.....pg. 36

A-1e-Quarterly, Executive Limitation #7, #8, #5.....pg. 38

B. Review Monitoring Report

B-1 Annual, Executive Limitations, Compensation/Benefits

C. Board Process and Policy Governance Review

V. OTHER

A. Incidental Information.....pg. 40

B. Report from Finney County Economic Development Corporation

C. Report from KACCT

VI. OWNERSHIP LINKAGE:

Upcoming Calendar Dates:

August 7	Faculty Report
August 8	GCCC Board of Trustee Meeting, 6:00 p.m.
August 14	Classes Begin
August 24	Broncbuster Football 7:00 p.m. at GCCC, VS Ellsworth
September 4	No Classes/Offices Closed in Observance of Labor Day
September 12	GCCC Board of Trustee Meeting, 6:00 p.m.

VII. EXECUTIVE SESSION

VIII. ADJOURNMENT

Dr. Herbert J. Swender, Sr.
President

Jeff Crist
Chairman

Mission: *Garden City Community College exists to produce positive contributors to the economic and social well-being of society.*
Five Ends: *Essential Skills, Work Preparedness, Academic Advancement, Personal Enrichment, Workforce Development.*

Purposes for Executive Sessions

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

**MEETING OF TRUSTEES
GARDEN CITY COMMUNITY COLLEGE**

June 13, 2017

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

Others Present: Debra Atkinson, Deputy Clerk
Shellie Emahizer, Nursing Instructor
Josh Harbour, *Garden City Telegram*
Tyra Haar, Administrative Assistant to the Dean of Academics
Jerome Irsik, HVAC Maintenance
David Larsen, Computer Technician
Larry Pander, Fire Science Instructor/Faculty Senate Representative
Derek Ramos, Director of Facilities
Tyler Ramos, Industrial Technology Instructor
Ryan Ruda, Vice President of Instruction/Student Services
David Rupp, Community Member
Kristi Tempel, Public Relations/Marketing
Phil Terpstra, Dean of Academics
Dee Wigner, Executive Vice President
Herbert Swender, President

CALL TO ORDER:

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

COMMENTS FROM THE CHAIR:

Chair Crist made the following comments:

- Noted that summer classes are well under way.
- Congratulations were extended to Tanner Hayes for qualifying for the College National Finals Rodeo Championships in Casper Wyoming.
- Crist commented that GCCC has some outstanding young people representing GCCC in all areas.
- Chair Crist noted that there is a lot of activity taking place at the Residence Life parking lot. Re-engineering is well underway and progress can be seen daily. Other summer projects include the main gym floor construction and the tunnel cap replacement.

OPEN COMMENTS FROM PUBLIC:

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

PRESIDENT'S REPORT:

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.

President Swender noted that several summer construction projects were underway. Residence Life parking lot, just south of the Beth Tedrow Student Center is undergoing re-engineering and replacement from asphalt to concrete, which also involved the replacement of sewer and gas lines. Entrance to the Bookstore and Beth Tedrow Student Center will only be accessible through the north entrance doors until construction is complete.

President Swender also noted that the main gym floor replacement is underway—you can still access the DPAC through the front doors, but the doors to the main gym are now closed, and no access will be allowed into the main gym until the new floor is in. Renovation of “Conestoga Arena” which includes the Ron Schwartz Court is on scheduled.

New head women's basketball coach, Charinee Mitchell and assistant coach, Kellie Jenkins, will be introduced at the July Trustee meeting.

President Swender noted that GCCC hosted the NJCAA National Golf Championship Tournament at Buffalo Dunes golf course in May. Keynote speaker for kickoff banquet was Oklahoma State University Athletic Director, Mike Holder. Holder is credited with being the most successful NCAA Division I Golf Coach in America. Several of Holder's former players compete on the PGA tour as well as overseas and in mini-tours. President Swender commended the City, and CVB for the work that was put in to hold a successful event.

Leadership Kansas is a training program of 50 statewide leaders that tours communities across Kansas to learn more about issues that affect each area of the state. The group made a stop at Garden City Community College, on May 25 for lunch. Area business leaders were present to discuss qualities of successful leaders.

Dr. Swender shared that GCCC Summer camps are underway! More than 60 area youth participated in Broncbuster youth football camp held at Broncbuster Stadium on May 22.

Cyber Security Camp was hosted by GCCC June 5-9, attended by twelve area high school students participating in the event. The camp introduced young students to cyber security issues. Student stayed on campus, ate in our cafeteria and attended lecture sessions. In addition, students participated in hands-on activities including building robot cars and learning computer language and assembly of computers.

GCCC John Deere instructor, Greg Unger, recently taught a closed circuit training class for Pittsburg State University. Area high school instructors from across the state participated.

President Swender stated that GCCC participated in the parade for Beef Empire Days on Saturday, June 10. The Big Victory Bell, Big Bus, Broncbuster Billey/Cheer were in attendance, in addition to dance, nursing and meats judging team members. Task Force Broncbuster joined us with one of their huge vehicles. President Swender extended his thanks to Public Relations director, Kristi Tempel for coordinating and organization of the parade.

President Swender took this opportunity to thank GCCC Board for their leadership and public support regarding Task Force Broncbuster. Many institutions of higher education are not embracing our military; however, GCCC's Trustees have encouraged and promoted this partnership.

Trustees thanked President Swender for his report.

INTRODUCTION OF NEW EMPLOYEES:

Dee Wigner, Executive Vice President, introduced new employee David Larsen, Computer Technician. Ryan Ruda, Vice President of Instructional and Student Services, introduced new employees Tyra Haar, Administrative Assistant to the Dean of Academics/Outreach Coordinator and Shellie Emahizer, Nursing Instructor.

President, Dr. Herbert Swender, welcomed each new employee, and presented each with a GCCC Broncbuster lapel pin.

REPORT FROM STUDENT GOVERNMENT ASSOCIATION:

No report was given.

REPORT FROM FACULTY SENATE:

Larry Pander, Fire Science Instructor/Faculty Senate Representative, reported that all has been quiet this summer. Summer classes are in session. ROTC courses have been developed and approved by GCCC Curriculum Committee. Training for Dairy Farmers of America took place today at GCCC Fire Tower.

Trustees thanked Pander for his report and for his extra efforts toward advancing our Fire Science program.

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 II-A-E.

Motion:

Worf moved, seconded by Martinez to approve consent agenda items, II-A-E as presented.

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

Nays: None

Motion carried: 6-0

Approved actions follow:

(A) APPROVED MINUTES of previous meeting (May 9, 2017)

(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) PURCHASES OVER 50,000, as presented

D-1 Athletic Insurance
Vendor: Dissinger Reed
For: 2017-2018
Amount: \$171,576 Basic Coverage
\$ 35,159 Catastrophic Coverage

(Supporting documents filed with official minutes.)

D-2 Property Insurance
Vendor: IMA, Inc.
For: Property and Liability Insurance Renewal
Amount: \$118,252

(Supporting documents filed with official minutes.)

D-3 Worker's Compensation Insurance
Vendor: Kansas Association of School Boards (KASB)
For: Renewal of Worker's Compensation Insurance
Amount: \$54,302

(Supporting documents filed with official minutes.)

D-4 Building Management Systems Controls-Phase 1
Student and Community Services Center
Warren Fouse Science & Math
Academic Building
Vendor: C & C Group
For: Replace Current Building Control System (phased in over several years)
Amount: \$98,856

(Supporting documents filed with official minutes.)

D-5 Roof Replacement
For: SAFL Library-Total Roof Replacement
DPAC-Partial Roof Replacement
Vendor: DV Douglass
Amount: \$177,229 FY17 Capital Outlay
\$ 41,971 Estimated Insurance Proceeds

(Supporting documents filed with official minutes.)

D-6 Ellucian Software Maintenance
For: Annual Maintenance and Unlimited User's Licenses
Vendor: Ellucian
Amount: \$286,951

(Supporting documents filed with official minutes.)

(E) APPROVED 2017-2018 NEGOTIATED AGREEMENT

(Supporting documents filed with official minutes.)

MONITORING REPORTS and ENDS REPORTS:

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

- Annual, General Executive Constraints, Compensation/Benefits

Trustees accepted the monitoring report as presented.

REVIEW OF MONITORING REPORTS:

- Quarterly General Executive Constraints, #7, #8, #5
- Annual, General Executive Constraints, Treatment of People, #1, #2, #3, #4, #5

Policy Governance Officer, Dr. Marilyn Douglass, deferred discussion and review of the scheduled reports to the upcoming Policy Review.

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

The Policy Governance Retreat has been scheduled for Tuesday, June 27, 2017, from 6:00 p.m. to 8:00 p.m..

GENERAL EDUCATION COURSE REVIEW:

Ryan Ruda, Vice President of Instruction and Student Services, presented a follow up report on the General Education Course Reviews. Ruda shared with Trustees that the course/program reviews will allow faculty the opportunity to receive feedback on improvement and enhancements that may be need to meet learning outcomes. Ruda reported that the review is an in-house assessment that has been put in place for continued course/program improvement. Information from the reviews assist administration in the planning and budgeting process for student success.

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION:

Trustee Martinez reported the following:

- FCEDC has been researching options to pursue a change in liquor by the drink laws in the county and state. A change in the law could allow for taprooms, distilleries and wineries to operate in Finney County.
- FCEDC is working on a Great Plains MakerSpace project. The space will allow space for community to gather, create, invent, collaborate, explore, teach and learn. Areas of focus include shop (wood and metal), fabrication, electronics, textiles, arts, communication, and food. An Idea Lab located in the Finney County Library will be included for kid-centric projects. Recruiting for volunteers and donations is currently taking place.
- FCEDC has a new website. The site found at GreaterGardenCity.com is meant to be a location that can be accessed to learn what is available and to report upcoming community events. Website will be monitored and is a work in progress.

REPORT FROM KACCT/COP:

Trustee Neufeld reported the following:

- Trustee Neufeld will be in Topeka Thursday, June 15 to work on educational budgeting.
- Institutional autonomy of community college is an ongoing challenge and concern.

Trustee Douglass expressed the Board’s appreciation to Trustee Neufeld and his work with the legislature on behalf of community colleges and particularly GCCC.

OWNERSHIP LINKAGE:

No linkage was reported.

EXECUTIVE SESSION:

Motion:

Worf moved, seconded by Douglass to go into executive session at 6:50 p.m. for twenty (20) minutes for the purpose of discussing personnel matters of non-elected personnel in order to protect the privacy interests of the individual (s) to be discussed, and that we return to open session at 7:10 p.m.

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

Nays: None

Motion carried: 6-0

Persons included in executive session:

GCCC Board of Trustees
Dr. Herbert Swender

At 7:10 p.m. Trustees requested an additional ten (10) minutes.

Board reconvened into open session at 7:20 p.m.

After discussion in executive session the following motion was made.

ACTION:

Motion:

Douglass moved, seconded by Neufeld to unanimously approve a contract through 2020 for Herbert J. Swender as president, including a base salary increase commensurate with GCCC employees if/when that amount is determined.

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

Nays: None

Motion carried: 6-0

Trustee Douglass, on behalf of all GCCC Trustees, expressed to President Swender that it was their honor to continue to work with him. Trustee Douglass went on to note that under the leadership of President Swender the culture at GCCC has changed. GCCC has become a positive growing family of people who want to raise students in an excellent manner—on behalf of our board, a heartfelt thank you.

President Swender stated that his family appreciates and enjoys Garden City—a city that is progressive. President Swender stated that Garden City Community College is the best community college on multiple points of reference in the state of Kansas, and especially, in comparison to many other states. “This is my 18th year as a community college president and GCCC’s board, faculty, staff, and community are definitely the very best.”

Meeting adjourned at 7:30 p.m.

UPCOMING CALENDAR EVENTS:

July 3-4 No Class/Offices Closed in observance of Independence Day
July 11 Monthly meeting of GCCC Board of Trustees, 6:00 p.m., Endowment Room, Beth Tedrow Student Center
August 7 Faculty Report
August 15 Classes Begin
September 4 No Classes/Offices Closed in observance of Labor Day
September 12 Monthly meeting of GCCC Board of Trustees, 6:00 p.m., Endowment Room, Beth Tedrow Student Center

Debra J. Atkinson
Deputy Clerk

Herbert J. Swender
President

Jeff Crist
Chair of the Board

GARDEN CITY COMMUNITY COLLEGE

POLICY GOVERNANCE RETREAT

June 27, 2017

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

Others Present: Debra Atkinson, Deputy Clerk
Josh Harbour, *Garden City Telegram*
Dr. Herbert Swender, President
Dee Wigner, Executive Vice President

The Board of Trustees met in special session at 6:00 p.m. on June 27, 2017 in the Endowment Room of Beth Tedrow Student Center. The purpose of the meeting was to conduct annual review the GCCC Policy Governance Manual.

Garden City Community College Board of Trustees utilize a policy governance system which was developed by John and Miriam Carver in 1990 and adopted by GCCC in 1995. Policy Governance is an approach that emphasizes values, vision, empowerment of board and staff, and the strategic ability to lead leaders. Policies have been crafted that define the values of GCCC.

GCCC Board of Trustees discussed and reviewed the following areas.

ENDS: The human needs that are to be met, for whom and what worth. Written with a long-term perspective, these policies embody most of the board's part of long range planning.

EXECUTIVE LIMITATIONS: The board establishes the boundaries of acceptability within which staff methods and activities can responsibly be left to staff.

BOARD MANAGEMENT DELEGATION: The board clarifies the manner in which it delegates authority to staff as well as how it evaluates staff performance on provisions of the Ends and Executive Limitations.

GOVERNANCE PROCESS: The board determines its philosophy, its accountability, and specifics of its own job.

Trustees agreed that Trustee/Chief Policy Governance Officer, Douglass would work with Debbie Atkinson on the timeline for monitoring reports. Revisions will be made as agreed by the board. A draft copy will be sent to Douglass for review. Formal consensus will be discussed at the July 11, 2017 GCCC Board of Trustee Meeting.

Meeting adjourned at 7:29 p.m.

Debra J. Atkinson
Deputy Clerk

Dr. Herbert J. Swender, Sr.
Secretary

Jeff Crist
Chair of the Board

Agenda No: II-B

Date: July 11, 2017

**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:

HUMAN RESOURCES MONTHLY REPORT TO THE BOARD OF TRUSTEES

July 5, 2017

New Hires

Patrick Nee, Assistant Men's Basketball Coach, effective June 1, 2017

Scott Westbrook, Head Soccer Coach, effective June 9, 2017

Casie Lowden, Assistant Volleyball Coach, effective June 12, 2017

Shaquicia Johnson – Assistant Women's Basketball Coach, effective June 26, 2017

GARDEN CITY COMMUNITY COLLEGE
ADJUNCT/OUTREACH FACULTY CONTRACTS
(Presented to Board of Trustees for Approval 07/05/2017)

INSTRUCTOR	CLASS	AMOUNT
Babcock, Dallas 6/19/2017 -6/23/2017 Team Teach w/W. Blackburn	Industrial NH3 Ref. Op I INPR-211-03 - 3.00 credit hour(s) 1/2 of 3.00 credit hour(s) X \$800.00	\$ 1,200.00
Babcock, Dallas 6/12/2017-6/26/2017 Team Teach w/W. Blackburn	Industrial NH3 Ref. Op II INPR-212-02 - 3.00 credit hour(s) 1/2 of 3.00 credit hour(s) X \$800.00	\$ 1,200.00
Blackburn, Wayne 6/19/2017-6/23/2017 Team Teach w/D.Babcock	Industrial NH3 Ref. Op I INPR-211-03 - 3.00 credit hour(s) 3.00 credit hour(s) X \$433.33	\$ 1,300.00
Blackburn, Wayne 6/12/2017-6/26/2017 Team Teach w/D.Babcock	Industrial NH3 Ref. Op II INPR-212-02 - 3.00 credit hour(s) 3.00 credit hour(s) X \$433.33	\$ 1,300.00
Cherico, Sean 6/12/2017-6/30/2017	Lifetime Fitness HPER-121-02 -2.00 credit hour(s) 2.00 credit hour(s) X \$500.00	\$ 1,000.00
Emahizer, Shellie 6/15/2017 - 6/28/2017	Nursing Home Med. Aide Lab HELR-103L-01A - 2.00 credit hour(s) 2.00 credit hour(s) X \$800.00	\$ 1,600.00
Greathouse, Lachele 6/12/2017-6/30/2017	Intro to Computer Concepts & Applications CSCI-110-01 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00	\$ 2,400.00
Harbin, Renee 6/12/2017-6/30/2017	Intro to Business BSAD-101-01 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00	\$ 2,400.00

Hinde, Guillermina Team Teach w/ M. Horn 5/30/2017 - 7/21/2017	Cosmetology III, Cosmetology II COSM-113-01, 112A-01 - 8.00 credit hour(s) 1/2 of 8.00 credit hour(s) X \$800.00	\$ 3,200.00
Hoke, Philip 6/5/2017 - 7/14/2017	Public Speaking SPCH-111-91 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00	\$ 2,400.00
Horn, Mia Team Teach w/G.Hinde 5/30/2017 - 7/21/2017	Cosmetology III, Cosmetology II COSM-113-01, 112A-01 - 8.00 credit hour(s) 1/2 of 8.00 credit hour(s) X \$800.00	\$ 3,200.00
Hunter, Marian	Cerified Nurse Aide Labe HELR-102L-02 - 2.00 credit hour(s) 2.00 credit hour(s) X \$500.00	\$ 1,000.00
Johnson, Christopher 6/5/2017 - 7/14/2017	Music History and Appreciation MUSC-108-30 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00	\$ 1,500.00
Knutson, Michael 6/5/2017-6/30/2017	Art Appreciation ARTS-120-01 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00	\$ 2,400.00
Lamb, Winsom 6/5/2017 - 7/14/2017	Introduction to Sociology SOC1-102-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00	\$ 2,400.00
Lamb, Winsom 6/12/2017-6/30/2017	Introduction to Sociology SOC1-102-01 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00	\$ 2,400.00
Lolohea, Nanumi 6/12/2017-6/30/2017	Lifetime Fitness HPER-121-04 - 2.00 credit hour(s) 2.00 credit hour(s) X \$500.00	\$ 1,000.00

McCallum, Brian 5/24/2017 - 7/26/2017	Ceramics on the Wheel ARTS-113-01 - 3.00 credit hour(s) 3.00 credit hour(s) X \$800.00	\$ 2,400.00
McKinney, Daniel 6/12/2017-6/30/2017	College Success PCDE-101-03 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00	\$ 500.00
Misipeka, Keikiokalani 6/12/2017-6/30/2017	Lifetime Fitness HPER-121-03 - 2.00 credit hour(s) 2.00 credit hour(s) X \$500.00	\$ 1,000.00
Overstreet II, David 6/12/2017-6/30/2017	College Success PCDE-101-04 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00	\$ 500.00
Reyes, Daniel 1/10/2017-5/12/2017	Interpersonal Communication SPCH-113-33 - 2.00 credit hour(s) 2.00 credit hour(s) X \$500.00	\$ 1,000.00
Sims, Jeffrey 6/12/2017-6/30/2017	Lifetime Fitness HPER-121-01 - 2.00 credit hour(s) 2.00 credit hour(s) X \$500.00	\$ 1,000.00
Sims, Jeffrey 6/12/2017-6/30/2017	College Success PCDE-101-01 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00	\$ 500.00
Sims, Jeffrey 6/12/2017-6/30/2017	College Success PCDE-101-02 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00	\$ 500.00
Sims, Lecia 6/12/2017-6/30/2017	Intro to Cultural Anthropology SOC1-105-01 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00	\$ 1,500.00
	TOTAL ADJUNCT CONTRACTS	\$ 40,800.00

FACULTY CONTRACTS FOR NON-CREDIT		
Hornbeck, Debra 6/7/2017-6/7/2017	Challenge Course NON-CREDIT-8 contact hour(s) @ \$12.50	\$ 100.00
Hornbeck, Debra 6/24/2017	Challenge Course-ROPES NON-CREDIT - 8 contact hour(s) @ 12.50	\$ 100.00
Landgraf, Rebecca 6/17/2017-6/17/2017	Women on Target CRIM 315 NON-CREDIT -5 contact hour(s) @ \$20.00	\$ 100.00
Pauley, Katherine 6/7/2017	Challenge Course NON-CREDIT - 4 contact hour(s) @ \$12.50	\$ 50.00
Pauley, Katherine 6/24/2017	Challenge Course-ROPES NON-CREDIT - 4 contact hour(s) @ 12.50	\$ 50.00
Prewitt, Robert 6/17/2017-6/17/2017	Women on Target CRIM 315 NON-CREDIT -10 contact hour(s) @ \$20.00	\$ 200.00
Unruh, Brandy 6/17/2017-6/17/2017	Women on Target CRIM 315 NON-CREDIT -5 contact hour(s) @ \$20.00	\$ 100.00
Wenzel, Leslie 6/6/207-6/6/2017	Bring Your A Game NON-CREDIT- 8 contact hour(s) @ \$37.50	\$ 300.00
TOTAL FACULTY CONTRACTS FOR NON-CRED		\$ 1,000.00

Agenda No: II-C

Date: July 11, 2017

Topic: Financial Information

Presenter: Dr. Herbert J. Swender

Background Information:

Presentation of monthly financial documents:

- Checks over \$50,000
- 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 \$50,000

July 2017

Purchases over \$50,000 requiring bid sheets

- Check #257192 to JAG Construction Co. for \$301,871.57 for partial payment on the replacement of the dorm parking lot and repair of the tunnel. The Board approved this purchase at the March 6, 2017 board meeting.

Payments over \$50,000 not requiring bid sheets

- Check #256794 to City of Garden City for \$62,721.78 for monthly utilities.
- Check #256795 to Commerce Bank for \$84,163.42 for various purchase card purchases.
- Check #257059 to Blue Cross - BlueShield of Kansas for \$94,704.20 for July health insurance premiums for employees.
- Check #257175 to EduKan for \$89,745.00 for Summer Session tuition and resource fees.
- Check #257186 to Great Western Dining for \$83,876.58 for various invoices.

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	9,633.00-	2,094,360.00-	2,450,000.00-	355,640.00-	14.52
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	31,768.00-	340,104.00-	370,000.00-	29,896.00-	8.08
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	4,527.00-	76,450.00-	100,000.00-	23,550.00-	23.55
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	6,595.16-	456,365.61-	370,000.00-	86,365.61	23.33-
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	68,022.64	55,300.23	50,000.00	5,300.23-	10.59-
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	0.00	116,278.00-	79,479.00-	36,799.00	46.29-
11-00-0000-00000-4014 TUITION BORDER STA	0.00	5,751.00-	223,295.00-	250,000.00-	26,705.00-	10.68
11-00-0000-00000-4015 ONLINE COURSE FEE	0.00	5,055.00-	188,388.00-	500.00-	187,888.00	577.59-
11-00-0000-00000-4016 DROP FEE : GENERAL	0.00	350.00-	14,750.00-	10,000.00-	4,750.00	47.49-
11-00-0000-00000-4020 INTERNATIONAL FEE	0.00	0.00	150.00-	0.00	150.00	0.00
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	1,100.00-	17,092.00-	10,000.00-	7,092.00	70.91-
11-00-0000-00000-4512 VENDING MACHINES :	0.00	511.36-	4,786.37-	10,000.00-	5,213.63-	52.14
11-00-0000-00000-4601 STATE OPERATING GR	0.00	0.00	1,623,721.00-	1,623,721.00-	0.00	0.00
11-00-0000-00000-4803 AD VALOREM PROPERT	0.00	3,116,685.27-	8,759,828.89-	8,837,798.00-	77,969.11-	0.88
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	138,071.05-	747,199.61-	750,157.00-	2,957.39-	0.39
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	1,951.99-	10,254.55-	9,485.00-	769.55	8.10-
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	33,842.26-	167,390.37-	143,188.00-	24,202.37	16.89-
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	34,347.10-	147,256.76-	134,270.00-	12,986.76	9.66-
11-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	0.00	13,866.12-	11,640.00-	2,226.12	19.11-
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	3,480.03-	15,963.32-	16,526.00-	562.68-	3.40
11-00-0000-00000-4814 COMMERCIAL VEHICLE	0.00	8,977.37-	86,749.45-	82,790.00-	3,959.45	4.77-
11-00-0000-00000-4815 WATERCRAFT CURRENT	0.00	563.39-	3,170.52-	19,108.00-	15,937.48-	83.41
11-00-0000-00000-4816 TIF TAX : GENERAL	0.00	123,269.17	125,014.82	250,000.00	124,985.18	49.99
11-00-0000-00000-4817 NEIGH REVT : GENER	0.00	2,787.38	164,255.17	10,000.00	154,255.17-	542.54-
11-00-0000-00000-4902 INTEREST INCOME :	0.00	11,282.33-	39,866.42-	50,000.00-	10,133.58-	20.27
11-00-0000-00000-4904 REIMBURSED SALARY	0.00	3,904.00-	40,760.00-	15,000.00-	25,760.00	171.72-
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	0.00	83,545.76-	175,000.00-	91,454.24-	52.26
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	598.43-	39,462.61-	150,000.00-	110,537.39-	73.69
11-00-0000-00000-4912 TRANSCRIPTS : GENE	35.00	1,059.82-	10,457.29-	15,000.00-	4,577.71-	30.52
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	625,000.00	625,000.00-	625,000.00-	100.00
=====						
Totals for FUND: 11 - GENERAL	35.00	3,225,974.37-	15,602,798.43-	15,260,526.00-	282,762.57-	1.85

12-00-0000-00000-4002	AMMONIA REFG COUR	0.00	25,452.00-	242,413.00-	225,000.00-	17,413.00	7.73-
12-00-0000-00000-4005	ACAD COURSE FEE :	0.00	429.35	231,675.01-	394,900.00-	163,224.99-	41.33
12-00-0000-00000-4015	ONLINE COURSE FEE	0.00	0.00	25,389.00-	50.00-	25,339.00	677.99-
12-00-0000-00000-4601	STATE OPERATING GR	0.00	0.00	972,414.00-	972,414.00-	0.00	0.00
12-00-0000-00000-4603	STATE PMT FOR TUIT	0.00	26,979.00-	74,414.00-	75,000.00-	586.00-	0.78
12-00-0000-00000-4907	MISCELLANEOUS INCO	0.00	0.00	85.13-	0.00	85.13	0.00
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	52,001.65-	1,546,390.14-	2,657,260.00-	1,110,869.86-	41.81
=====							
61-00-0000-00000-4102	PRIVATE GIFTS/GRAN	0.00	0.00	100,000.00-	0.00	100,000.00	0.00
61-00-0000-00000-4803	AD VALOREM PROPERT	0.00	160,435.09-	445,919.69-	470,000.00-	24,080.31-	5.12
61-00-0000-00000-4805	MOTOR VEHICLE PROP	0.00	6,996.80-	37,860.81-	36,790.00-	1,070.81	2.90-
61-00-0000-00000-4806	RECREATIONAL VEHIC	0.00	98.90-	519.56-	378.00-	141.56	37.44-
61-00-0000-00000-4807	DELINQUENT TAX : G	0.00	1,718.93-	8,180.01-	8,080.00-	100.01	1.23-
61-00-0000-00000-4808	PAYMENTS IN LIEU O	0.00	1,737.55-	7,450.18-	5,010.00-	2,440.18	48.70-
61-00-0000-00000-4809	RENTAL EXCISE TAX	0.00	0.00	702.58-	0.00	702.58	0.00
61-00-0000-00000-4810	16/20 M TAX : GENE	0.00	176.33-	808.98-	750.00-	58.98	7.85-
61-00-0000-00000-4814	COMMERCIAL VEHICLE	0.00	454.93-	4,396.00-	5,000.00-	604.00-	12.08
61-00-0000-00000-4815	WATERCRAFT CURRENT	0.00	28.55-	160.67-	0.00	160.67	0.00
61-00-0000-00000-4816	TIF TAX : GENERAL	0.00	6,236.04	13,588.49	15,000.00	1,411.51	9.41
61-00-0000-00000-4817	NEIGH REVT : GENER	0.00	141.09	1,046.46	0.00	1,046.46-	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	165,269.95-	591,363.53-	811,008.00-	219,644.47-	27.08
=====							
Totals for BUDGET.OFFICER: Unassigned		35.00	3,443,245.97-	17,740,552.10-	18,728,794.00-	1,613,276.90-	8.61

Fiscal Year: 2017

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	21,301.82	215,094.78	205,412.00	9,682.78-	4.70-
DEPARTMENT: 11020 - HUMANITIES	0.00	3,884.11	16,519.25	3,900.00	12,619.25-	323.56-
DEPARTMENT: 11021 - ENGLISH	0.00	74,778.54	427,758.66	373,509.38	54,249.28-	14.51-
DEPARTMENT: 11022 - SPEECH	0.00	14,557.14	47,552.10	6,930.00	40,622.10-	586.17-
DEPARTMENT: 11023 - PHILOSOPHY	0.00	0.00	3,739.91	0.00	3,739.91-	0.00
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	0.00	3,229.50	50.00	3,179.50-	358.99-
DEPARTMENT: 11025 - JOURNALISM	0.00	4,099.39	48,703.91	56,013.00	7,309.09	13.05
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	500.00	500.00	100.00
DEPARTMENT: 11030 - ART	112.72	30,487.22	165,145.41	137,449.00	27,809.13-	20.22-
DEPARTMENT: 11031 - DRAMA	0.00	11,825.93	78,675.82	78,510.00	165.82-	0.20-
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	13,771.04	85,790.90	83,783.00	2,007.90-	2.39-
DEPARTMENT: 11033 - INST MUSIC	1,544.95	5,982.50	125,843.50	89,790.00	37,598.45-	41.86-
DEPARTMENT: 11040 - SCIENCE	1,937.50	74,075.84	488,050.12	409,996.00	79,991.62-	19.50-
DEPARTMENT: 11050 - MATH	302.89	68,703.19	347,772.02	277,388.50	70,686.41-	25.47-
DEPARTMENT: 11060 - SOCIAL SCIENCE	393.05	58,998.69	472,518.17	370,781.51	102,129.71-	27.53-
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	11,343.48	65,150.92	58,784.25	6,366.67-	10.82-
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	6,616.33	76,902.36	115,345.00	38,442.64	33.33
DEPARTMENT: 11081 - READING	0.00	10,642.05	71,911.99	58,460.00	13,451.99-	23.00-
DEPARTMENT: 11082 - ESL	0.00	14,137.37	74,670.95	70,525.00	4,145.95-	5.87-
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	2,153.00	24,456.61	10,000.00	14,456.61-	144.56-
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	0.00	3,580.43	5,000.00	1,419.57	28.39
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	22,327.21	53,069.66	471,190.81	413,430.00	80,088.02-	19.36-
DEPARTMENT: 12201 - LPN PROGRAM	0.00	5,867.11	5,867.11	0.00	5,867.11-	0.00
DEPARTMENT: 12203 - ALLIED HEALTH	0.00	375.00	375.00	0.00	375.00-	0.00
DEPARTMENT: 12242 - CHALLENGE COURSE	0.00	1,076.51	1,076.51	0.00	1,076.51-	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	18,000.00	18,000.00	100.00
DEPARTMENT: 41000 - LIBRARY	802.74	14,188.43	180,239.17	189,039.00	7,997.09	4.23
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	0.00	9,460.42	83,032.43	86,033.00	3,000.57	3.49
DEPARTMENT: 42000 - DEAN OF LEARNING S	5,070.39	18,652.42	149,637.26	490,510.65	335,803.00	68.46
DEPARTMENT: 42001 - DEAN OF ACADEMICS	0.00	10,418.61	124,411.83	172,156.00	47,744.17	27.73
DEPARTMENT: 42002 - OUTREACH	0.00	2,512.59	129,122.85	85,959.00	43,163.85-	50.20-
DEPARTMENT: 42003 - FACULTY SENATE	0.00	0.00	1,062.67	0.00	1,062.67-	0.00
DEPARTMENT: 44000 - INSTRUCTIONAL DESI	0.00	5,279.78	73,745.29	64,505.00	9,240.29-	14.31-
DEPARTMENT: 46000 - DEVELOPMENTAL EDUC	43.67	5,682.70	67,394.30	68,599.00	1,161.03	1.69
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	16,977.77	245,770.31	271,149.00	25,378.69	9.36
DEPARTMENT: 50001 - STUDENT SUPPORT SE	0.00	0.00	13,225.00	18,935.00	5,710.00	30.16
DEPARTMENT: 50010 - COUNSELING & GUIDA	0.00	12,946.48	156,468.35	158,885.00	2,416.65	1.52
DEPARTMENT: 50011 - ASSESSMENT/TESTING	0.00	3,888.09	52,018.43	52,448.00	429.57	0.82
DEPARTMENT: 50020 - FINANCIAL AID OFFI	117.96	34,415.83	341,549.09	337,994.00	3,673.05-	1.08-
DEPARTMENT: 50030 - ADMISSIONS	307.25	12,913.77	139,712.01	150,059.00	10,039.74	6.69
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	212.56	12,632.39	162,861.58	165,286.71	2,212.57	1.34
DEPARTMENT: 50050 - STUDENT HEALTH SER	0.00	0.00	2,885.06	4,068.00	1,182.94	29.08
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	1,437.36	20,751.71	504,867.14	538,510.56	32,206.06	5.98
DEPARTMENT: 55001 - MEN'S BASKETBALL	423.62	12,399.60	161,279.32	141,783.53	19,919.41-	14.04-

DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	8,706.52	137,544.86	134,646.00	2,898.86-	2.14-
DEPARTMENT: 55003 - MEN'S TRACK	1,298.06	5,596.44	73,903.60	74,793.50	408.16-	0.54-
DEPARTMENT: 55004 - WOMEN'S TRACK	1,702.86	5,366.44	72,173.87	73,263.47	613.26-	0.83-
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	2,990.50	13,224.62	124,627.86	130,219.80	2,601.44	2.00
DEPARTMENT: 55006 - FOOTBALL	872.56	35,221.34	505,046.90	515,231.33	9,311.87	1.81
DEPARTMENT: 55007 - BASEBALL	0.01-	10,334.12	164,272.90	153,934.93	10,337.96-	6.71-
DEPARTMENT: 55008 - VOLLEYBALL	1,568.19	6,307.32	88,787.59	107,794.50	17,438.72	16.18
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	962.53	48,281.33	48,604.20	322.87	0.66
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	962.50	37,901.38	49,356.20	11,454.82	23.21
DEPARTMENT: 55012 - CHEERLEADING	2,119.49	4,317.06	82,239.46	80,292.38	4,066.57-	5.05-
DEPARTMENT: 55013 - DANCE TEAM	224.52	3,192.00	43,881.20	45,424.60	1,318.88	2.90
DEPARTMENT: 55014 - RODEO TEAM	240.00	15,149.60	150,722.90	158,244.00	7,281.10	4.60
DEPARTMENT: 55015 - MEN'S GOLF	682.00	1,884.59	45,881.69	44,346.00	2,217.69-	4.99-
DEPARTMENT: 55019 - ATHLETIC TRAINING	1,239.91	9,102.11	156,581.77	129,407.00	28,414.68-	21.95-
DEPARTMENT: 55020 - PEP BAND	0.00	4,360.96	53,690.16	56,406.00	2,715.84	4.81
DEPARTMENT: 61000 - PRESIDENT	1,406.78	79,804.84	652,941.06	561,344.00	93,003.84-	16.56-
DEPARTMENT: 61001 - BOARD OF TRUSTEES	0.00	202.71	18,849.52	24,840.00	5,990.48	24.12
DEPARTMENT: 61005 - ATTORNEY	0.00	1,456.00	9,411.47	30,000.00	20,588.53	68.63
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	5,645.02	75,407.37-	1,461,176.80	1,620,398.00	153,576.18	9.48
DEPARTMENT: 62010 - HUMAN RESOURCES	350.06	9,429.79	142,611.94	151,736.00	8,774.00	5.78
DEPARTMENT: 62011 - ADA COMPLIANCE	699.00	4,569.90	62,100.17	68,845.00	6,045.83	8.78
DEPARTMENT: 62050 - ONE-TIME PURCHASES	107,324.10	15,852.07	90,302.53	450,000.00	252,373.37	56.08
DEPARTMENT: 63000 - INFORMATION SERVIC	1,313.74	15,425.23	149,379.69	158,584.00	7,890.57	4.98
DEPARTMENT: 64000 - INFORMATION TECHNOC	20,083.79	43,145.82	684,117.16	776,462.00	72,261.05	9.31
DEPARTMENT: 65000 - CENTRAL SERVICES	0.00	11,406.17	124,807.81	137,059.00	12,251.19	8.94
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	18,809.66	15,321.50	129,749.97	144,270.00	4,289.63-	2.96-
DEPARTMENT: 71000 - BUILDINGS	55,837.57	38,457.01	413,803.41	447,554.00	22,086.98-	4.93-
DEPARTMENT: 72000 - CUSTODIAL SERVICES	3,061.90	53,776.64	550,093.15	595,357.00	42,201.95	7.09
DEPARTMENT: 73000 - GROUNDS	6,136.19	27,554.70	234,806.68	278,105.00	37,162.13	13.36
DEPARTMENT: 73001 - ATHLETIC FIELDS	184.64	2,135.45	26,239.99	56,530.00	30,105.37	53.26
DEPARTMENT: 74000 - VEHICLES	51,407.86	42,305.18	279,962.53	387,280.00	55,909.61	14.44
DEPARTMENT: 75000 - CAMPUS SECURITY	0.00	15,313.07	179,478.81	233,284.00	53,805.19	23.06
DEPARTMENT: 76000 - INSURANCE	0.00	7,432.56	308,116.02	290,514.00	17,602.02-	6.05-
DEPARTMENT: 77000 - UTILITIES	0.00	63,760.91	752,359.40	850,000.00	97,640.60	11.49
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	71,405.34	21,361.25	62,000.00	40,638.75	65.55
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	0.00	1,824.00	5,000.00	3,176.00	63.52
DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	6,612.00	39,387.00	30,000.00	9,387.00-	31.28-
DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	990.00	16,788.00	11,000.00	5,788.00-	52.61-
DEPARTMENT: 81004 - TUIT WAIVER CTZ IN	0.00	0.00	224,440.00	169,613.00	54,827.00-	32.31-
DEPARTMENT: 81006 - TUIT WAIVER FINE A	0.00	0.00	95,232.00	55,194.00	40,038.00-	72.53-
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	0.00	17,532.00	0.00	17,532.00-	0.00
DEPARTMENT: 94000 - STUDENT CENTER	0.00	35.26	57,035.98	24,116.00	32,919.98-	136.50-

=====

FUND: 11 - GENERAL	320,232.26	1,256,539.44	14,440,304.64	15,260,526.00	499,989.10	3.28
--------------------	------------	--------------	---------------	---------------	------------	------

Fiscal Year: 2017

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	FUND: 12 - PTE FUND Available	% Avail
DEPARTMENT: 12010 - ACCOUNTING	0.00	11,346.68	71,575.85	67,300.00	4,275.85-	6.34-
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	3,375.00	20,340.69	250.00	20,090.69-	036.27-
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	2,879.60	23,862.70	61,350.00	37,487.30	61.10
DEPARTMENT: 12200 - ADN PROGRAM	10.57	27,823.26	186,718.80	235,392.00	48,662.63	20.67
DEPARTMENT: 12201 - LPN PROGRAM	2,606.00	24,643.61	285,161.42	219,147.00	68,620.42-	31.30-
DEPARTMENT: 12202 - EMT	2,382.81	30,754.64	163,331.38	98,703.00	67,011.19-	67.88-
DEPARTMENT: 12203 - ALLIED HEALTH	558.28	27,266.01	106,152.55	146,830.00	40,119.17	27.32
DEPARTMENT: 12210 - AGRICULTURE	585.71	11,114.11	64,365.27	59,184.00	5,766.98-	9.73-
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	12,949.00	116,835.27	105,003.00	11,832.27-	11.26-
DEPARTMENT: 12212 - CULINARY PROGRAM	0.00	0.00	37,029.25	62,004.00	24,974.75	40.28
DEPARTMENT: 12220 - JOHN DEERE AG TECH	227.31	26,183.11	153,124.43	157,578.00	4,226.26	2.68
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	9,397.82	62,696.57	66,721.00	4,024.43	6.03
DEPARTMENT: 12240 - CRIMINAL JUSTICE	5,271.91	19,279.91	112,786.28	89,462.00	28,596.19-	31.95-
DEPARTMENT: 12241 - FIRE SCIENCE	374.88	14,704.08	77,204.96	74,496.00	3,083.84-	4.13-
DEPARTMENT: 12250 - COSMETOLOGY	0.00	27,064.66	131,385.95	121,190.00	10,195.95-	8.40-
DEPARTMENT: 12260 - DRAFTING	0.00	0.00	0.00	200.00	200.00	100.00
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	4,095.50	49,664.08	326,467.52	308,965.00	21,598.02-	6.98-
DEPARTMENT: 12271 - AUTOMATION ELECTRI	0.00	0.00	0.00	1,743.00	1,743.00	100.00
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	554.91	5,767.01	19,526.65	10,250.00	9,831.56-	95.91-
DEPARTMENT: 12273 - WELDING	602.96	21,163.21	204,448.24	207,715.00	2,663.80	1.28
DEPARTMENT: 42005 - DEAN OF TECHNICAL	63.00	14,095.25	130,885.31	529,577.00	398,628.69	75.27
DEPARTMENT: 62050 - ONE-TIME PURCHASES	0.00	0.00	0.00	33,200.00	33,200.00	100.00
FUND: 12 - PTE FUND	17,333.84	339,471.04	2,293,899.09	2,657,260.00	346,027.07	13.02

Fiscal Year: 2017

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	FUND: 14 - ADULT SUPPLEMENTARY ED Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	40,139.01	16,778.63-	53,202.45	89,326.00	4,015.46-	4.49-
DEPARTMENT: 55006 - FOOTBALL	0.00	981.96	9,270.50	10,596.21	1,325.71	12.51
DEPARTMENT: 31000 - COMMUNITY SERVICE	877.71	9,911.01	9,911.01	5,000.00	5,788.72-	115.76-
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	405.01	0.00	405.01-	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	94.35	9,024.83	12,025.19	3,000.36	24.95
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	166.75	341.75	500.00	158.25	31.65
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	148,926.14	148,926.14	0.00	148,926.14-	0.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	65.00	10,172.29	10,200.00	27.71	0.27
DEPARTMENT: 55008 - VOLLEYBALL	1,205.85	48.00	7,853.29	10,000.00	940.86	9.41
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	843.24	8,164.29	20,000.00	11,835.71	59.18
DEPARTMENT: 31000 - COMMUNITY SERVICE	52.72	936.62	5,527.20	4,750.00	829.92-	17.46-
DEPARTMENT: 55007 - BASEBALL	0.00	3,265.24	16,442.58	20,000.00	3,557.42	17.79
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	4,816.83	7,200.00	2,383.17	33.10
DEPARTMENT: 55013 - DANCE TEAM	0.00	0.00	5,127.03	6,900.00	1,772.97	25.70
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	120.50	834.79	834.79	0.00	0.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	365.19	2,103.41	1,738.22	82.64
DEPARTMENT: 55003 - MEN'S TRACK	324.50	0.00	2,700.93	4,000.00	974.57	24.36
FUND: 14 - ADULT SUPPLEMENTARY ED	42,599.79	148,580.18	293,086.11	203,435.60	132,250.30-	65.00-

Fiscal Year: 2017

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
FUND: 16 - AUXILIARY ENTITIES						
DEPARTMENT: 31000 - COMMUNITY SERVICE	345.93	155.00	4,060.14	12,500.00	8,093.93	64.75
DEPARTMENT: 94000 - STUDENT CENTER	3,907.62	6,880.04	126,658.02	287,810.00	157,244.36	54.63
DEPARTMENT: 95000 - STUDENT HOUSING	134,698.21	192,986.00	1,944,796.45	2,340,390.00	260,895.34	11.15
DEPARTMENT: 98000 - COSMETOLOGY	1,636.50	1,731.68	68,621.92	140,050.00	69,791.58	49.83
DEPARTMENT: 97000 - BOOKSTORE	19,560.70	22,124.31	710,932.56	999,000.00	268,506.74	26.88
DEPARTMENT: 91000 - ARENA	95.96	512.55	6,497.19	7,000.00	406.85	5.81
=====						
FUND: 16 - AUXILIARY ENTITIES	160,244.92	224,389.58	2,861,566.28	3,786,750.00	764,938.80	20.20

Fiscal Year: 2017

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
FUND: 22 - RESTRICTED GRANTS						
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	378.42-	8,079.81	4,000.00	4,079.81-	101.99-
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	378.50	378.50	0.00	378.50-	0.00
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	0.00	0.00	16,151.00	16,151.00	0.00	0.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	3,682.01	0.00	3,682.01-	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	5,451.66	5,651.24	199.58	3.53
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	3.75	0.00	3.75-	0.00
DEPARTMENT: 14010 - AO-K	0.00	255.06	2,940.32	2,990.72	50.40	1.69
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	4,357.71	4,357.71	0.00	0.00
DEPARTMENT: 12273 - WELDING	540.50	20,286.14	189,209.48	753,643.57	563,893.59	74.82
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 14010 - AO-K	0.00	0.00	0.00	2,998.06	2,998.06	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	1,253.43	148,978.89	169,685.06	20,706.17	12.20
DEPARTMENT: 42000 - DEAN OF LEARNING S	72.01	1,574.40	5,105.79	6,151.64	973.84	15.83
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	3,559.56	36,005.58	32,446.02	90.11
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	0.00	1,064.30	11,464.27	10,399.97	90.72
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	14,729.12	166,023.14	283,540.00	117,516.86	41.45
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	5,791.34	75,034.20	77,027.00	1,992.80	2.59
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	16,958.25	42,623.00	25,664.75	60.21
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	526.56	106,831.33	112,416.00	5,584.67	4.97
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	25,132.75	55,000.00	29,867.25	54.30
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	21,097.31	21,097.31	90,353.40	69,256.09	76.65
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	4,300.00	0.00	4,300.00-	0.00
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	0.00	7,345.00	7,345.00	0.00	0.00
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	875.00	875.00	875.00	0.00	0.00
=====						
FUND: 22 - RESTRICTED GRANTS	612.51	66,388.44	812,559.76	1,682,278.25	869,105.98	51.66

Fiscal Year: 2017

FUND: 23 - OTHER RESTRICTED FUNDS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	10,578.62	40,000.00	29,421.38	73.55
DEPARTMENT: 50000 - DEAN OF STUDENT SE	4,297.86	0.00	4,297.86-	0.00	0.00	0.00
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	0.00	7,592.00	0.00	7,592.00-	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	0.00	3,041.02	3,041.02	100.00
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	0.00	0.00	3,999.98	3,999.98	100.00
=====						
FUND: 23 - OTHER RESTRICTED FUNDS	4,297.86	0.00	13,872.76	47,041.00	28,870.38	61.37

Fiscal Year: 2017

FUND: 24 - ADULT EDUCATION

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	137.80	1,653.57	1,649.00	4.57-	0.27-
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	1,185.40-	0.00	2,000.00	2,000.00	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	8,117.81	32,039.44	163,224.19	175,610.00	4,268.00	2.43
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	1,710.34	8,780.00	8,780.00	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	3,240.99	86,670.55	268,865.13	182,194.58	67.76
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	579.60	2,322.44	12,500.00	10,177.56	81.42
DEPARTMENT: 13301 - ADULT ED - INSTRUC	5,493.16	10,395.04	65,946.95	71,440.00	0.11-	0.00
DEPARTMENT: 00000 - GENERAL	0.00	0.00	37,500.00-	37,500.00-	0.00	0.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	2,541.92	16,655.01	81,644.31	85,280.00	1,093.77	1.28
=====						
FUND: 24 - ADULT EDUCATION	16,152.89	63,572.82	372,742.01	588,624.13	199,729.23	33.93

Fiscal Year: 2017

FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	426,685.70	22,683.55	51,802.30	811,008.00	332,520.00	41.00
=====						
FUND: 61 - CAPITAL OUTLAY	426,685.70	22,683.55	51,802.30	811,008.00	332,520.00	41.00

Fiscal Year: 2017

FUND: 71 - ACTIVITY/ORGANIZATION FD

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	7,547.94	33,187.06	410,299.59	478,068.00	60,220.47	12.60
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	1,000.00	1,000.00	0.00	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	994.00	1,000.00	6.00	0.60
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	84.50	1,000.00	915.50	91.55
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	48.84	133.34	1,000.00	866.66	86.67
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	1,000.00	1,000.00	0.00	0.00
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	5,000.00	5,000.00	0.00	0.00
DEPARTMENT: 55007 - BASEBALL	0.00	0.00	1,000.00	1,000.00	0.00	0.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	945.00	1,000.00	55.00	5.50
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	1,000.00	1,000.00	0.00	0.00
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	1,000.00	1,000.00	0.00	0.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	1,000.00	1,000.00	0.00	0.00
DEPARTMENT: 55013 - DANCE TEAM	0.00	0.00	1,000.00	1,000.00	0.00	0.00
DEPARTMENT: 55014 - RODEO TEAM	0.00	0.00	890.00	1,000.00	110.00	11.00
DEPARTMENT: 55015 - MEN'S GOLF	0.00	0.00	0.00	500.00	500.00	100.00
DEPARTMENT: 94000 - STUDENT CENTER	0.00	4,900.80	58,722.52	63,340.00	4,617.48	7.29
DEPARTMENT: 99001 - STUDENT NEWSPAPER	47.73	1,333.59	26,238.20	62,000.00	35,714.07	57.60
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	77.63	15,473.74	24,500.00	9,026.26	36.84
=====						
FUND: 71 - ACTIVITY/ORGANIZATION FD	7,595.67	39,547.92	525,780.89	645,408.00	112,031.44	17.36

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	125,755.00	417,085.00	500,000.00	82,915.00	16.58
=====						
FUND: 73 - EDUKAN CONSORTIUM FUND	0.00	125,755.00	417,085.00	500,000.00	82,915.00	16.58

Garden City Community College
6/30/2017

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 527,398.00	0.0000%
State Municipal Invest. Pool	\$ 914.07	0.6943%
FNB of Garden City - Money Market	\$ 102.23	0.2500%
FNB of Garden City - Insured Cash Sweep	\$ 1,018,749.89	0.2500%
Commerce Bank - Money Market	\$ 5,833.56	0.0800%
Landmark National Bank	\$ 4,235,870.71	0.9100%
	<u>\$ 5,788,868.46</u>	

	<u>Type</u>	<u>Amount</u>	<u>% Rate</u>	<u>Beg. Date</u>	<u>Maturity</u>
Investments:					
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
American St Bank	CD	\$ 1,000,000.00	0.9600%	5/9/2017	11/9/2017
Western State Bank	CD	\$ 1,000,000.00	1.0000%	5/9/2017	11/9/2017
Western State Bank	CD	\$ 1,000,000.00	0.9000%	2/10/2017	2/9/2018
		<u>\$ 5,000,000.00</u>			
Total		<u><u>\$ 10,788,868.46</u></u>			

Agenda No: II-B

Date: July 11, 2017

Topic: Board Action Regarding Publication of the 2017-2018 Budget

Presenter: Dr. Herbert J. Swender

Background Information:

It is the recommendation of the administration to publish a 2017-18 budget that sets the general fund mill levy and the capital outlay fund mill levy at the same level as last year with no recommended mill increase.

It should be noted that the estimated revenue generated from the ad valorem tax increased the General Fund ad valorem tax revenue by \$692,311 and the Capital Outlay Fund revenue by \$31,423. The revenue increase is due to an increase in assessed valuation for real estate and oil and gas. The credit given for Tax Incentive Fund (TIF) increased from \$13,838,103 to \$16,155,618. However, there was a loss in revenue of motor vehicle taxes by \$153,503.

Budget Information:

The Board of Trustees is required to separate and authorize for publication the General Fund tax and Capital Outlay tax.

Recommended Board Action:

Authorize the administration to publish the 2017-2018 budget, which reflects a no mill increase. The amounts of \$9,452,140 (19.983 mills) for General Fund and \$477,343 (1.009 mills) for Capital Outlay again represents no increase in the mill levy for GCCC.

Board Action Taken: _____Approved _____Disapproved

_____Ayes _____Nays _____No Action

Board Member Notes:

JULY 2017 MONITORING REPORT

ENDS

Mission

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

ANNUAL

Page 1

CEO'S Interpretation: The President is responsible to ensure that the Mission and Ends as set forth by the Board of Trustees are known and addressed.

Data directly addressing interpretation: The Mission of GCCC remains integral to the Means and Ends of Board adopted Policy Governance. Identified on GCCC publications and discussed throughout academic year, the Mission Statement is underpinned through processes and programs, such as Adult Basic Education, Developmental Education, Recruitment, graduation rates, and student retention.

The Mission is posted in all facilities to be recognized by internal and external constituents. The core of the college's planning process is built around the college's stated Mission.

Essential Skills -- Current

Policy Title: Essential Skills

Students will possess essential skills:

1. Students will illustrate written communication skills—measured with results below
2. Students will demonstrate oral communication skills—measured with results below
3. Students will exhibit critical thinking skills—initiating in fall 2017

Measurement of Essential Skills

A. Written Communication Skills

1. Assessed through “Writing Across the Curriculum” rubric
 - a. Initiated in Fall 2015
 - b. Assessed every semester in nearly every course on campus (excluding activity courses)
 - c. Baseline data is available by collecting a random sample of artifacts from sophomore students to gauge the level of their writing skills.
 - d. Specific writing skills are assessed through a rubric that measures the following techniques:
 1. Structure
 2. Correctness
 3. Content/Audience
 - e. Students will be required to submit at least one artifact of evidence of their written communication skills to their e-portfolio for each year they attend GCCC initiating in fall 2017.

2. Results

Written Communication

Spring 17 results are due from readers on July 12th.

	FA15	SP16	FA16
Structure	2.84	2.94	2.84
Correctness	2.88	2.87	2.90
Content/Audience	3.04	3.01	3.04
Total	8.78	8.84	8.80

- a. English department has been conducting training for all faculty on how to imbed writing assessments into curriculum and the proper types of written assessments to include.

B. Oral Communication Skills

1. Assessed in selected courses using the oral communication rubric
 - a. Initiated in Fall 2016
 - b. Assessed in selective courses with a random sample of sophomore students selected for data collection
 - c. Gauges the level of their oral communication through a rubric that measures the following techniques:
 1. Audience and Event Appropriateness
 2. Organization
 3. Content
 4. Delivery
 - d. Students will be required to submit at least one artifact of evidence of their oral communication skills to their e-portfolio for each year they attend GCCC initiating in fall 2017.

2. **Results**

Oral Communication

Spring 17 Pilot Results

Audience and Event Appropriateness-3.39/4

Organization-3.27/4

Content-3.20/4

Delivery-2.70/4

Total-12.55/16

C. Critical Thinking Skills

1. Will utilize a soon-to-be-developed rubric
 - a. Will be piloted in Fall 2017
 - b. Assessed in selected courses on campus
 - c. Baseline data will be collected from a random sample of students
 - d. The final version of the assessment rubric is being developed.
 - e. Students will be required to submit at least one artifact of evidence of their critical thinking skills to their e-portfolio for each year they attend GCCC initiating in fall 2017.

Proposed new Essential Skills

Requesting board approval to add Cultural Diversity and Social Responsibility as two new Essential Skills for piloting, testing, implementation and assessment to begin in Fall 2017 semester.

■ Cultural Diversity

- Students develop awareness of self and others through scholarly study, research and personal interaction
 - Will be assessed in selected courses per appropriate identification via curriculum mapping
 - Selected courses will contain assessment tools that measure student awareness and understanding of diversity utilizing a rubric connected to the specific assignment
 - The course assignment will be uploaded into the student's e-portfolio
 - Students will be required to have at least one artifact of evidence uploaded to their e-portfolio for each year they attend GCCC.

■ Social Responsibility

- Students will promote individual responsibility for the economic and social well-being of society by encouraging educational initiatives, environmental awareness and fiscal responsibility.
 - Will be assessed in selected courses according to curriculum mapping
 - Courses will contain assessment tools that measure students' responsibility for society and community using a rubric connected to the specific assignments and experiences
 - Socially responsible activities and experiences may occur both inside the classroom and outside the classroom and may pertain to community service hours completed
 - Students will complete a financial literacy module (in class). Assessment will take place as part of College Success course.
 - All community service hours and the completion of the financial literacy module will be tracked in the student's e-portfolio

■ Assessment and Collection of Evidence

- Through Canvas, a student e-portfolio will be created for each student. Through this e-portfolio, each student will be able to upload and collect evidence that addresses each of the Essential Skills mentioned above. The portfolio will have a template with each of the Essential Skills listed. Students will have the ability to upload evidence and other information specific to assignments that address each Essential Skill.
- At the point of completing the Graduation application, each student will meet with their advisor to review their e-portfolio and verify that all Essential Skills have been completed and also have the corresponding evidence attached.

Essential Skills Assessment Results

Indirect Assessment

The primary indirect form of assessment used for assessing student learning and essential skills outcomes relies on a series of survey items that represent empirically validated “good practice” in undergraduate education. The utilization of these survey items does not assess student learning directly but points to areas where the college is performing well and to aspects of the undergraduate experience that could be improved. The chart below indicates a three year comparison of student data with students being surveyed each spring semester.

The random sampling procedure follows best practices and is a cross representation of general education and technical education students. The survey items generated the following data concerning student perception of their general education experience.

How much has your experience at this college contributed to your knowledge, skills and personal development in the following areas	2016 GC	2016 Cohort	2015 GC	2015 Cohort	2014	2014 Cohort
Acquiring general education	2.99	3.01	2.97	3.01	2.8	3
Acquiring job or work related knowledge and skills	2.78	2.75	2.7	2.75	2.64	2.75
Writing clearly and effectively	2.94	2.82	2.9	2.81	2.73	2.81
Speaking clearly and effectively	2.84	2.76	2.79	2.75	2.71	2.74
Thinking critically and analytically	2.97	3.02	2.91	3.01	2.88	2.99

Source: Community College Survey of Student Engagement, 2016, 2015, 2014

LEGEND: Scale of 1-4
 1-Never 2- Sometimes 3-Often 4-Very Often

As can be seen through the data in the chart, each core component of general education, job/work related knowledge, written communication, oral communication and critical thinking have seen improvements between the 2014 cohort and the 2016 cohorts of GCCC students. This work continues to be refined through direct assessment of student learning in curriculum. In the most recent survey, 2016, GCCC students stated that their knowledge growth in each area was higher than that of the national cohort in all current essential skills areas except critical thinking. The direct of assessment of critical thinking is being revamped for the 2017-18 with each course completing curriculum mapping to align to the essential skills. A rubric for critical thinking assessment will be incorporated into each course aligned with critical thinking outcomes for a more thorough and robust assessment process and data analysis.

JULY 2017 MONITORING REPORT

EXECUTIVE LIMITATIONS

ANNUAL

Budgeting/Financial Planning/Forecasting #1

Page 9

The President shall not cause or allow budgeting which:

Contains too little information to enable accurate projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.

CEO's Interpretation: The President should be certain of all projected revenues before finalizing expenses for next year's budget. Revenues and cash flow are monitored throughout the year to assure funds are available for expenses. Purchases are reviewed to assure they are recorded in the proper account.

Data directly addressing interpretation: Revenue projections are received through the appropriate distribution agency. During the budget process, Projected Revenues and Revenue History for the past 5 years are reviewed. Interpretation of these historical trends allows for accurate projections for the upcoming year.

All purchases are reviewed to assure they are accounted for properly in the college accounting system. As per state statute, Capital Outlay Fund expenditures are limited to capital projects.

Planning assumptions are part of the budget process. Administrative decisions are the culmination of departmental input in regards to upcoming projects and program needs.

Cash flows are monitored throughout the year. Cost center directors are able to access up-to-date expenditure information through the administrative software system at any time. President's Cabinet monitors revenues, actual expenditures and remaining budgets available throughout the year.

EXECUTIVE LIMITATIONS

ANNUAL

Budgeting/Financial Planning/Forecasting #2

Page 9

The President shall not cause or allow budgeting which:

Does not allow a review of estimated budget in detail and by department or cost center, in both percentages and dollars, of expenditures requested compared to the previous two years of budget requested.

CEO's Interpretation: Previous two years' revenues and expenses must be considered when planning projected budgets.

Data directly addressing interpretation: The planning and budgeting process includes a review of the previous five years revenues and expenses by cost center. These historical budget reports are available through the administrative software at all times. In-depth review at each level is done annually during the planning and budgeting process.

EXECUTIVE LIMITATIONS**ANNUAL****Budgeting/Financial Planning/Forecasting #3****Page 9****The President shall not cause or allow budgeting which:****Does not provide a priority motivated menu of Capital Outlay Funds to be requested for expenditure.**

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

Data directly addressing interpretation: Each year, campus facilities are evaluated. Priorities are established based on need. Priorities for FY17 included roof replacement, remodeling existing building for the band program and renovation of the competition gym.

EXECUTIVE LIMITATIONS**ANNUAL****Budgeting/Financial Planning/Forecasting #4****Page 9****The President shall not cause or allow budgeting which:****Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.**

CEO's Interpretation: The President shall not set the budget for more than the projected revenues without specific approval from the Board.

Data directly addressing interpretation: For FY17, the reduction in ad valorem tax as well as the state operating grant created an estimated \$562,277 decrease in revenues to the General Fund and PTE Fund. The Board approved the FY17 budget which included \$625,000 in cash carry over. At year end, the cash reserves were 20.89% or \$3,568,822.

EXECUTIVE LIMITATIONS**ANNUAL****Budgeting/Financial Planning/Forecasting #5****Page 9****The President shall not cause or allow budgeting which:****Does not provide the annual operating funds for board prerogatives, such as costs of fiscal audit, board development, external reports, board and committee meetings, and board professional fees.**

CEO's Interpretation: The President must ensure that funds are available for Board prerogatives, Board development, etc.

Data directly addressing interpretation: The budget includes a cost center for the Board of Trustees which includes board professional development and meetings. Expenses for annual audit, external reports, committee meetings and professional fees are included in the annual budget.

JULY 2017 MONITORING REPORT

EXECUTIVE LIMITATIONS		ANNUAL
Financial Condition	#1	Page 10
The President shall not exceed the working budget for the fiscal year (July 1 – June 30).		
a. Fail to maintain a reserve of at least 20 percent		
b. Fail to maintain the capital improvement fund at \$250,000		

CEO’s Interpretation: Cash reserves are necessary to protect the college in the event revenue payments are delayed. When presenting the working budget to the Board, the President provides documentation verifying a cash reserve of at least 20% in the General Fund and a minimum of \$250,000 in the Capital Outlay Fund.

Data directly addressing CEO’s interpretation: The Board receives monthly revenue and expense reports which verify expenses have not exceeded the working budget. During the year, if revenues fall short of projections, necessary adjustments are made to expenses. The presentation of the annual audit, conducted by an outside auditor, includes verification of cash reserves.

General Fund: The Board approved a 2016-17 working budget of \$17,917,786. Estimated expenses are \$17,084,745. Estimated cash reserves as of 6-30-17 were \$3,568,822 or 20.89%. In addition to the cash reserve, there was \$250,000 in oil and gas holdback.

Capital Outlay Fund: The Board approved a working budget of \$447,267 for 2016-17. Revenues were \$591,364. Expenses were \$478,488. The cash balance in the Capital Outlay Fund as of 6-30-17 was \$521,538

EXECUTIVE LIMITATIONS		ANNUAL
Financial Condition	#2	Page 10
The President shall not use cash reserves.		

CEO’s Interpretation: The cash reserve for the General Fund shall be no less than 20% of the General Fund expenditures and \$250,000 for the Capital Outlay Fund as identified by the Trustees in the Policy Governance document. The President must receive approval from the Board before cash reserves are used for one-time purchases or when cash reserves are used to offset expenses in the working budget.

Data directly addressing CEO’s interpretation: The cash reserves in the General Fund on 6-30-17 were \$3,568,822, which represents 20.89% of annual operating expenses. This is \$151,873 more than the 20% required by the Board. In addition, the General Fund maintains a cash holdback of \$250,000 for Conestoga tax protest.

The cash reserves in the Capital Outlay Fund on 6-30-17 were \$521,538.

EXECUTIVE LIMITATIONS

ANNUAL

Financial Condition

#3

Page 10**The President shall not fail to develop additional revenue sources for capital improvement projects.**

CEO's Interpretation: The President must seek out other sources of revenue for capital improvement and special projects. This includes looking for benefactors, partnerships and grant opportunities.

Data directly addressing CEO's interpretation:

1. This year the President facilitated a partnership with GCCC and the Kansas Army National Guard to form a new partnership with Pittsburg State University in ROTC.
2. Continued private philanthropic activity—in process \$8.5 million phase II, new athletic locker, rooms, offices, meeting rooms, weight room to compliment Phase 1 field and bleachers.
3. Negotiated and secured the remaining four apartment buildings, located on East Laurel Street directly across from campus formerly titled, Wagner Apartments. This will provide critical needed student housing.
4. Secured funding for new gym floor and bleachers in our DPAC, which will now be identified as Conestoga Arena with the "*Ron Schwartz Court.*"

JULY 2017 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 \$50,000 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 between \$10,000 and \$50,000 without first giving consideration to local (Finney County) 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 between \$10,000 and \$50,000, 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;

- ❖ Twelve purchases required bid sheets.
 - Five purchases were considered sole source vendors with no local available
 - Three purchases indicated there was no local vendor
 - Four purchases were from local vendors

EXECUTIVE LIMITATIONS**QUARTERLY****Asset Protection****#5****Page 12**

The President shall not make any purchase (a) of over \$20,000 without competitive bids and due consideration regarding cost, quality, and service; and (b) of over \$50,000.

CEO's Interpretation: Unless purchases are made under contract or through exclusive providers such as City of Garden City, competitive bids are required on all purchases over \$20,000.

Data directly addressing the CEO's interpretation: Purchase orders for purchases over \$20,000 are not processed until proper documentation is submitted to the Accounts Payable Coordinator. Each month the Board receives a report indicating checks written for \$50,000 or more. Purchases over \$50,000, not covered under contract or exclusivity, require Board approval.

Incidental Information

July 2017

Dee Wigner, Executive Vice President

Public Relations & Marketing:

Photo shoots for the new year, complete with video and overhead shots, with a “Go Pro” are complete. The files were uploaded and the pictures and footage will be used to promote the college throughout the year with social media posts, uploads into the V-mix on the sports streaming, and advertising campaigns throughout the fall season. A photo studio was set up in the print shop along with lighting and backdrops to shoot head shots for the upcoming sports season.

Planning meetings for all programs on campus are in the works. Upcoming meetings will cover sports head shots and photo shoots to use for promos throughout the year. Calendar planning has also begun and current projects for marketing and print shop are being laid out for the months ahead. The Fine Arts calendar that is published each semester will be submitted for publication in the near future, once events are set in stone.

Promotions for the month include Ride for the Future, The LifeFlight School, the GED orientation classes, and kids sports camps.

Broncbuster Bookstore:

Football check-in weekend was a success in the bookstore!! The store stayed open until 7:00pm Saturday and accommodated 75 students by processing their IDs. It was also a very good sale day with over \$800.00 in sales. The bookstore will be open late again when the next group of football players come to campus on July 8. We are anticipating 175 students checking in at that time. The bookstore will be open Saturday from 1:00 pm until 8:00 pm.

Virga has been working hard collecting the last of the fall books adoptions. She will soon start ordering the textbooks for the fall. Pre-sacking of the books for the fall scholarship students will start mid-July and be completed by the end of July.

New fall merchandise continues to arrive. School and nursing supplies will be ordered soon to make certain the store has in stock what is necessary for our students to succeed.

End of year procedures include physical inventory, accounts receivable and final financial reports. There have been several changes in procedures during the year due to system updates and credit card collection updates-so Virga and Suzanne have been updating the bookstore procedure manuals as well.

Campus Police:

On June 15, 2017, Officer Montgomery attended armed intruder training with the Garden City Police Department. The seven-hour course was held at a USD 457 elementary school. During the session, officers utilized response tactics that included movement, communication and trauma first aid. Campus Police will continue to work with local first-responders in the upcoming months to enhance our skills in this area.

The Kansas National Guard sponsored a suicide prevention course, which was attended by members of Student Services and a Campus Police officer. Attendees received information that will assist them as they work with troubled individuals on our campus.

Print Shop:

Projects in June included the redesigned 2016 Annual Report, President’s Newsletter, cover design for the Student Activities Calendar, planning meetings with PR & Marketing, Admissions and Athletics for a new view book format, and video and print production for back to school projects for admissions, athletics and campus marketing.

Information Technology:

Summer projects in I.T. are well underway. The staff is working hard to complete the installation of new equipment in the Broncbuster Suites (Phase II) so that students will have adequate wi-fi connectivity for the Fall 2017

semester. The equipment has been configured and installed and will be ready for final connection to the network very soon.

Staff from I.T. are working collaboratively with staff in Maintenance to complete the installation of technology equipment in the new band building. The facility will have multiple offices, a practice area and several private lesson rooms that will have technology equipment for students and faculty.

The department personnel continue to work on updating and correcting job descriptions so that a more accurate and realistic view of roles and duties within the department can be obtained.

Other notable accomplishments include:

- The campus phone system has been updated on the main floor of the SCSC Building and in the Administration Building. New VOIP phones were installed in these locations.
- The College's software for E-911 (emergency services) was completely updated and uploaded which will allow accurate location information to be sent to emergency personnel when responding on campus.
- GCCC's newly updated and upgraded room reservation software (EMS) was installed on campus, which provides enhancements for scheduling classrooms for both on-campus, and off-campus groups who use GCCC facilities.

Facilities:

Maintenance:

- Assisting JAG Construction with more pipe racks to install in the tunnels to support pipe as they continue to remove existing tunnel cap.
- Locating frozen gate valves on the hot water hydronic supply and return lines and replacing these as well. Outsourced to Tatro plumbing.
- Maintenance repair on all rooms in the west hall. First, second, and third floors have all been repaired except for ceiling tile replacement and screen replacement.
- Ordered door hardware and lockset hardware for Broncbuster Suites (Phase II).
- Coordinated with 3G Electric/Blackhills/Tatro/City of GC to begin converting the electric, gas, and water for Broncbuster Suites (Phase II).
- 90% of the repair in the east units are complete.
- Continued HVAC filter replacement throughout the college campus.
- Band Building Remodel demolition is finished. Working with Tatro on the HVAC/Plumbing for the building.

Grounds:

- Installed irrigation and planted grass on the east side of Administration building.
- Completed irrigation repairs.
- Trimmed trees.

Transportation:

- Replaced the headlights in the 2010 and 2009 Dodge Caravans (5 vehicles). They were sandblasted, sun fogged and unsafe for use.
- Buses are undergoing their annual preventive maintenance and DOT inspection.
- Bus #4 (1998 MCI) is getting bodywork, new paint and graphics to match the other MCI buses.
- There will be a bus drivers meeting the third week in July to schedule 2017 trips.
- June mileage for all fleet vehicles is 19,438
-

Custodial:

- Prepared for board meetings, enrollment days and summer camps (football, basketball and volleyball)

- Provided custodial coverage for theater production held in Auditorium
- Cleaned carpets across campus
- Scrubbed and refinished floors

Payroll:

During the months of June:

- TimeClock Plus (TCP) phone conference – transfer to Public Sector Support
 - We have worked closely with TCP’s Jonathan Rittenhouse since we launched the time and attendance system last December. There are many options in this software and we have gained a good working knowledge of the basics. Our next phase is to roll over the leave balances from Colleague (Datatel) to TCP in order to make TCP our new leave request workflow and leave balance system.
- GASB 45 report
 - Health & Dental coverage sections for current employees and Early Retirement participants.
 - “In addition to pensions, many state and local governmental employers provide other postemployment benefits (OPEB) as part of the total compensation offered to attract and retain the services of qualified employees. OPEB includes postemployment healthcare, as well as other forms of postemployment benefits (for example, life insurance) when provided separately from a pension plan. This Statement establishes standards for the measurement, recognition, and display of OPEB expense/expenditures and related liabilities (assets), note disclosures, and, if applicable, required supplementary information (RSI) in the financial reports of state and local governmental employers.”
(<http://www.gasb.org/st/summary/gstsm45.html>)
- KPERS GASB 68 Audit
 - Gross earnings on all employees; Position and payroll information submitted on a randomly selected group of employees.
 - “The GASB periodically reviews its existing standards to determine whether they are effective in supporting accountability and providing decision-useful information for financial statement users. The GASB’s pension standards had been in place for more than a decade, and research indicated opportunities for significant improvement. The new Statements should substantially improve the transparency, consistency, and comparability of the pension information reported by state and local governments and pension plans.”
(gasb.org fact sheet)
- Encumbered payrolls for FY17
 - In the last week of June, we processed four additional encumbered payrolls for FY17. These payrolls include faculty members and those who have completed their duties and responsibilities before the end of June. These will pay out on the regular July pay dates of July 10th and 25th.

Business Office:

Business Office staff is busy wrapping up the 2017 fiscal year. We are meeting with grant directors to finalize their grants. The temporary budget for FY18 was uploaded into Datatel so that purchasing can continue. The official budget will be posted after board approval in August. Information is being gathered and prepared for the annual financial audit with Lewis, Hooper, and Dick which will begin on July 19th.

Ryan Ruda, Vice President Instruction/Student Services:

Instruction:

The Lifeteam Critical Care Flight school was held at GCCC June 22 through June 24, 2017 and included 3 days of intense training in: flight physiology, advanced airway management, flight logistics, and night operations. The Lifeteam’s helicopter was used for mock scenes to better prepare the participants in all aspects of Lifeteam Critical Care procedures. Participants were required to be active paramedics or registered nurses with 3 years of critical care experience. The training was hosted by GCCC’s EMST program. Stacy Michelle, GCCC Paramedic Instructor, assisted with organizing and training the participants.

As part of Dairy Farmers of America and GCCC's Workforce AID Grant, GCCC Animal and Food Science instructor, Dr. Clint Alexander, provided HACCP training to DFA's production employees. There is an additional HACCP training tentatively planned for July 10, 2017 to train an additional group from DFA.

GCCC Criminal Justice department (DPS/TEAM T) held a Women on Target training on June 17, 2017. Eleven women with varying experience participated in the training and gave overwhelming positive feedback. Some even returned from previous classes to participate in the range portion of the training.

Ride for the Future was on Saturday, June 24, after being rescheduled from the blizzard in April. We had 46 bikes and 18 riders. Not sure on the total dollar amount brought in but it was a pretty good turnout for a rescheduled event and also another poker run going on in Dodge City.

2017 Cybersecurity Summer Camp Report:

The 2017 Cybersecurity Summer Camp for area high school students was held June 4-9 at the Garden City Community College. The camp was sponsored by the generosity of the Mary Jo Williams Charitable Trust and the GCCC Endowment Association. Ron Carlson, Computer Science Instructor at GCCC, served as Camp Coordinator and Instructor. Hector Martinez, Perla Salazar and Daniel Lebron were the Instructors leading the afternoon activities. Maria Pacheco was the Student Assistant and Linda Adams was a Volunteer Assistant. This inaugural camp was offered free of charge. Camp participants were from Garden City, Lakin, Deerfield, Iola, Holcomb and Johnson City.

The focus of the camp was cybersecurity for the educational benefit of area high school students. Morning sessions focused on topics including security fundamentals, current security events, and career opportunities in various computer fields. Daily afternoon sessions included three main activities including programming, robotics and PC hardware. Students learned and practiced coding in the Python programming language. Another activity involved programming TI calculators to navigate robot cars and maneuver obstacle courses. The students were interviewed by a reporter from the GC Telegram during their robot competition event. The PC hardware activities consisted of disassembling computer desktops, cleaning and identifying the internal parts, and re-assembling the machines. Additionally, students researched the necessary components and prices in order to design machines that would fit various given purposes and budgets. Evening entertainment included games and movies in the Academic Building Lecture Hall.

The students were asked to rate the camp in 6 specific areas. The top ratings went to the overall facilities (including food, lodging and classrooms) and the robotics activity. Overall, the camp received a 4+ out of a 5 rating. Students liked the full week format, expressed a desire to participate again and felt the camp was a resounding success.

Admissions:

Admissions is busy with data entry of applications. We have had 189 applications for the month of June. Campus visitors are slowing down, but still ahead of last year. June 2017 – 10 visits; June 2016 – 8 visits. International applications are increasing!!! 78 have applied. We have student athletes for football, golf, soccer, baseball and volleyball.

Working on putting together a technical program viewbook and updating the general college viewbook.

Advising:

Advising is assisting with walk-ins for summer and fall enrollment.

Contacting current students that have not enrolled yet in order to set appointments to come in for enrollment and complete a phone enrollment.

Student Services:

Records and IT are working with a consultant from Ellucian to build Degree Audit in Datatel. The degree audit function will enable advisors to track student progress towards degree while also assisting students in tracking their path towards degree completion. The plan is to have degree audit developed through the fall semester with training and implementation following.