

January 5, 2018

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, January 9, 2018**. 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 **Cyber Café** next to Broncbuster Book Store, Beth Tedrow Student Center
6:00 PM Regular board meeting called to order in the **Endowment Room** of the Beth Tedrow Student Center

AGENDA

- I. CALL TO ORDER:**
- A. Comments from the Chair
 - B. Open comments from the public (5 minutes per spokesperson)
 - C. 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 (December 12, 2017).....pg. 4
 - 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. 15
 - C-1 Checks processed in excess of \$50,000.....pg. 16
 - C-2 Revenues.....pg. 17
 - C-3 Expenses.....pg. 19
 - C-4 Cash in Bank.....pg. 26
- III. OTHER ACTION**

ORGANIZATION OF OFFICERS - BOARD OF TRUSTEES – 2018

<u>Election of Officers</u>	<u>Incumbent</u>
A. Chairman.....	Steve Martinez
B. Vice Chairman.....	Terri Worf
C. Clerk.....	Vacant
D. KACCT Representative.....	Vacant
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
F. Designated Endowment Representative.....	Jeff Crist

Depositor Designations:

A. Primary Depository for 2018

Commerce Bank

B. Other Depositories for 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 **Consensus Approval**

A-1a Bi-Annual, Executive Limitations, General Executive Constraints, #6, #7..pg. 27

A-2b Annual, Executive Limitations, Information and Advice, #2, #3, #5.....pg. 28

A-3c Annual, Executive Limitations Asset Protection, #1, #2, #3, #4, #6, #7.....pg. 30

B. Review Monitoring Report

No review scheduled.

C. Board Process and Policy Governance Review

V. OTHER:

A. Incidental Information.....pg. 34

B. Report from Finney County Economic Development Corporation

C. Report from KACCT

D. Report on HLC

VI. OWNERSHIP LINKAGE:

Upcoming Calendar Dates:

January 15 Martin Luther King Jr. Day, 10:30 a.m., DPAC

January 18-20 High Plains League Tournament, DPAC, Conestoga Arena

February 13 Board of Trustee Meeting 6:00 p.m., Beth Tedrow Student Center, Endowment Room (move date to February 20)

February 19 President’s Day, Campus Closed, No Classes

VII. EXECUTIVE SESSION

VIII. ADJOURNMENT

Dr. Herbert J. Swender, Sr.
President

Steve Martinez
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
December 12, 2017**

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

Others Present: Debra Atkinson, Deputy Clerk
Emily Clouse, Director of Human Resources
Theresa Dasenbrock, Lewis, Hooper & Dick LLC
Chief Rodney Dozier, GCCC Chief of Police
John Green, Athletic Director
Josh Harbour, *Garden City Telegram*
Amanda Harms, Administrative Assistant to Vice President Instruction/Student Services
Sheena Hernandez/English Instructor/Faculty Senate
Andy Gough, Director of IT
Micah Koksall, SGA Student/Academic Advisor
Jacquelyn Messinger, Dean of IEPR
Deb Nichelson, Comptroller
Tiffany O'Rourke, Lewis, Hooper & Dick, LLC
Ryan Ruda, Vice President of Instruction/Student Services
Kristin Sekavec, Lewis Hooper & Dick, LLC
Kristi Tempel, Public Relations/Marketing
Dee Wigner, Executive Vice President
Clay Woydziak, SGA President
Herbert Swender, President

CALL TO ORDER:

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

OPEN COMMENTS FROM PUBLIC:

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

Quoting Mahatma Gandhi "Anyone who says they are not interested in politics is like a drowning man who insists he is not interested in water". Dr. Herbert Swender, President, took this opportunity to recognize and thank Melvin Neufeld for his service as a Trustee on the Garden City Community College board from 2015-2017. Dr. Swender stated that we may not know what the future holds, but we know who holds the future, and it is good people like our board. Dr. Swender expressed appreciation for Mr. Neufeld's leadership, candor, wit, wisdom, and community involvement, in addition to his service in local and state government. Remaining Trustees added their thanks and appreciation.

Dr. Swender presented Mr. Neufeld with a service award and a keepsake collage of photos which depicted all the projects undertaken at the college during Mr. Neufeld's tenure as a GCCC Trustee. Dr. Swender went on to express his thanks to Mr. Neufeld for his years of service to GCCC and the Kansas Legislature.

Mr. Neufeld took a few moments to convey his appreciation for the honor of serving on the GCCC Board of Trustees and representing GCCC at the Kansas Association of Community College Trustees. Neufeld went on to say that during his time as a GCCC Trustee the board, working together as a team, had made some very good things happen.

REPORT FROM LEWIS, HOOPER AND DICK, RE: 2016-2017 AUDIT:

Trustees had previously received copies of the 2016-2017 audit report. Ms. Theresa Dasenbrock highlighted key areas:

- Garden City Community College received an unmodified opinion. This is the highest opinion rating available for financial audits.

- No findings or questioned costs on federal funds and programs.
- No Kansas statutory violations noted.
- Total assets of all College funds equal \$45,793,413
- Total revenue in all college funds
 - Operating: \$5,923,870
 - Non-operating: \$17,960.835
- Debt Outstanding 6/30/2016

Dorm and Student Union Lease Purchase	\$ 338,000
Cooling Loop, Software and “Front Door” Project Refinancing Lease Purchase	\$1,454,240
Multi-Sports Facility Lease Purchase	\$1,787,072
Student Housing Lease Purchase	\$1,519,091
Broncbuster Housing	\$4,010,000
Student Housing and Parking Lot Lease Purchase	\$3,462,000

The report included audits for the Garden City Endowment Association and the Broncbuster Athletic Association. Dasenbrock commended Executive Vice President, Dee Wigner, and the business office staff for the great job they have done.

(Supporting documents filed with official minutes)

Chair Martinez expressed appreciation to GCCC staff for the successful audit and to Ms. Dasenbrock for their professionalism during the audit process.

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.

Dr. Swender noted that several concerts had taken place including Jazz Band, November 28, Band Concert, November 30, Vespers, December 3, and Guitar and Rock Ensemble, December 4.

On November 30, GCCC Athletic Director, John Green, announced that Douglas Marshall would become the new Head Track and Field Coach and Cross Country Coach at Garden City Community College. Marshall will replace head coach Raymond Putnam, who has moved on to be closer to family. Marshall has been the Assistant Track and Field Coach at GCCC for sprints/jumps/multis since October of 2014

GCCC competed in the Heart of Texas Bowl vs. Trinity Valley on Saturday, December 2. Busters fought hard to come from behind and took the lead twice, but Trinity Valley got a 25-yard interception return in the last minute of the game to give them a heart-stopping win over the Broncbusters. Final Score: Trinity Valley 48, GCCC 41. Dr. Swender stated that this was a tough loss; however players, coaches, cheer, and band represented GCCC with quality and excellence.

Dr. Swender shared that GCCC Collegiate Farm Bureau, GCCC Block and Bridle Club and Burtis Motors, Inc., held their annual Fill-A-Ford with toys on the GCCC campus. What a success, the Ford was filled and running over with new toys for the Salvation Army.

Brandy Unruh and the Department of Public Safety students filled stockings for the Travis Bachman Annual Stocking Drive. Stockings were stuffed with snacks, hygiene items and a personal note then sent to Kansas National Guard soldiers serving overseas. DPS received enough items to stuff 38 stockings.

Dr. Swender reported that Tuesday, December 5, Family Crisis and GCCC Nurse Trisha Miller, brought dogs (Bella and Ella) to campus during finals. Students were able to pet the dogs to help relieve finals stress. Both

groups held activities in the student lounge to visit with students about finals week stress and holiday stress. Students received pamphlets on stress relief and were able to make touchstones.

Late Night Breakfast for finals was Tuesday, December 5. Approximately 350 students were present to fuel up for finals. Dr. Swender thanked Turstee Douglass and Trustee Martinez for coming out to help. Dr. Swender reported that this was the largest student attendance to date. Dr. Swender participated in a warrior chant directed by American Samoa students, or tried to keep up. The video of this inspiring chant has been viewed 17,000 times on Facebook.

Dr. Swender shared that Tuesday, December 5, GCCC TRIO Student Support Services celebrated December graduates with a reception in the Library.

Dr. Swender stated that although he was unable to participate in the December 10 Christmas Parade sponsored by Downtown Vision and Burtis Motors, Inc., GCCC was well represented. Representing GCCC was the Endowment's Jeep that they will auction this spring, followed by a John Deere tractor lit up for Christmas, followed by the Fill-A-Ford full of toys. A large crowd lined up on the parade route, and helpers got a workout handing out candy to children.

Chair Martinez thanked Dr. Swender for his report.

INTRODUCTION OF NEW EMPLOYEES:

Vice President of Student Services and Instruction, Ryan Ruda, introduced new employee, Amanda Harms, Administrative Assistant to the Vice President for Student Service and Instruction.

Dr. Swender welcomed the GCCC employee and presented her with a GCCC Broncbuster lapel pin

REPORT FROM STUDENT GOVERNMENT ASSOCIATION:

Clay Woydziak, SGA President, reported that SGA had donated \$200 to the Campus Closet to help replenish items that will help students remaining over winter break. Woydziak noted that SGA had helped with a shoe drive held by GCCC Track and Field by paying for the shipping to get the donated shoes to Jamaica.

Future Events:

Woydziak reported that SGA is preparing for Martin Luther King Jr. Day, which will be held on January 15 in the back gym of the Dennis Perryman Athletic Complex at 10:30 a.m.

Chair Martinez thanked Woydziak for his report.

REPORT FROM FACULTY SENATE:

Sheena Hernandez English Instructor/Faculty Senate President reported that Faculty Senate has been discussing current needs for faculty professional development. Faculty are working on accreditation which includes the Assurance Argument for the Higher Learning Commission. Faculty Senate have also been involved in discussions regarding a new Sick Leave Policy. Faculty Senate is focusing on faculty wellness and developing ways to help with physical, mental, and financial well-being of faculty.

Trustees thanked Hernandez for his report.

CONSENT AGENDA:

Chair Martinez asked if Trustees wished to remove any items from the consent agenda. Trustees asked to remove item E (Finney County Economic Development Annual Partnership Fee) for the purpose of discussion.

Chair Martinez then asked for a motion approving consent agenda items II A-D.

Motion:

Worf moved, seconded by Crist to remove consent agenda item II-E (Finney County Economic Development Annual Partnership Fee) for discussion and to approve consent agenda items, II A-D as presented.

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

Nays: None

Motion carried: 6-0

Approved actions follow:

(A) APPROVED MINUTES of previous meeting (November 14, 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) APPROVED GCCC 2016-2017 AUDIT, as presented

The annual financial audit was conducted by Lewis, Hooper & Dick, LLC. The audit includes the Garden City Endowment Association and the Broncbuster Athletic Association. The audit resulted in an unmodified opinion which is the highest opinion rating available for financial audits.

(Supporting documents filed with official minutes.)

II- E - FINNEY COUNTY ECONOMIC DEVELOPMENT ANNUAL PARTNERSHIP FEE, as presented

Since 2007, the college has financially supported the Finney County Economic Development Corporation through an annual partnership fee. As part of the partnership fee, the college receives one seat on the development board. The annual fee for 2017-18 is \$15,000.

After a brief discussion regarding information and input the following motion was made.

Motion:

Douglass moved, seconded by Neufeld to approve consent agenda item II-E (Finney County Economic Development Annual Partnership Fee) as presented.

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

Nays: None

Motion carried: 6-0

(Supporting documents filed with official minutes.)

MONITORING REPORTS and ENDS REPORTS:

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

- Annual, General Executive Constraints, #10 Safe and Healthy Environment

Trustees asked GCCC Campus Police Chief, Rodney Dozier, to give a brief report on future goals for GCCC Campus Police. Chief Dozier stated that additional staff to help with campus coverage on a 24/7 basis is the primary goal for the future. Chief Dozier went on to say that continuation of the ALICE (Alert, Lockdown, Inform, Counter and Evacuate) active shooter training for students, faculty and staff is an ongoing goal.

Becoming a more self-sufficient police department is a target that Chief Dozier would like to reach. Chief Dozier went on to share with Trustees that the new lighting in the re-engineered parking lots has been a positive improvement for campus safety.

Trustees thanked Chief Dozier and agreed to accept the monitoring report as presented.

REVIEW OF MONITORING REPORT:

- Annual, Executive Limitations, Asset Protection

As Trustees had reviewed this report in June as part of the Policy Governance update June, 2017, no changes were indicated at this time.

Trustees stated that according to the Auditors report, Policy Governance is working. When strong leaders and support staff are involved Policy Governance works. Trustees report that they very much appreciate the excellent job that Dr. Swender has done in insuring the process operates properly.

Policy Governance Officer, Dr. Marilyn Douglass, drew Trustees attention to the updated monitoring report timeline and the monitoring executive performance schedule at their places. Douglass requested that Trustees replace existing documents with the updated documents.

BOARD PROCESS AND POLICY GOVERNANCE REVIEW:

Policy Governance Officer, Dr. Marilyn Douglass continued with the review of the Policy titled Governing Style, Page 17 and Board Job Description Page 18.

POLICY TITLE: GOVERNING STYLE

The board process will emphasize outward vision rather than an internal preoccupation, encouragement of diversity in viewpoints, strategic leadership more than administrative detail, clear distinction of board and President roles, collective rather than individual decisions, future rather than past or present, and proactivity rather than reactivity. The board will:

1. Execute powers designated by federal and Kansas statute.
2. Enforce upon it whatever discipline is needed to govern with excellence, allowing no officer, committee, or individual to impede fulfillment of this responsibility. A quorum of four board members will be required to conduct binding business at any meeting, and a majority vote of the entire board (four) will be required to approve any action by the board. Discipline will apply to matters such as attendance, meeting preparation, policy- making principles, respect of roles, and speaking officially with one voice.
3. Direct, control, and inspire the college through careful establishment of the broadest values and perspectives in the form of written policies.
4. Focus chiefly on intended long- term impacts on students and community (ENDS), not on the administrative or programmatic means of attaining those effects.
5. Be an initiator of policy, not merely a reactor to staff initiatives. The board, not the staff, will be responsible for board performance.
6. Use the expertise of individual members to enhance the ability of the board as a body, rather than to substitute their individual values for the group's values.
7. Monitor and regularly discuss the board's own process and performance. Ensure the continuity of its governance capability by continual training and development.
8. Change from the Policy Governance only by majority vote of the entire board.

POLICY TITLE: BOARD JOB DESCRIPTION

The job of the board is to represent the ownership in determining and demanding appropriate organizational performance. To distinguish the board's own unique job from the jobs of its staff, the board will concentrate its efforts on the following job "products" or outputs.

1. Linkage with the public regarding ENDS. Input may be obtained in the following ways:
 - A. Meeting with individuals and organized or informal community groups (i.e., civic groups, churches, focus groups).
 - B. Observing and meeting with other public boards.
 - C. Hosting opportunities which afford owners the opportunity to learn about the college.

- D. During open session of board meetings.
2. Written governing policies which, at the broadest levels, address:
 - A. ENDS: Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good for which people at what cost).
 - B. EXECUTIVE LIMITATIONS: Constraints on executive authority which establish the boundaries within which all executive activity and decisions must take place.
 - C. GOVERNANCE PROCESS: Specification of how the board conceives, carries out, and monitors its own task.
 - D. BOARD-MANAGEMENT DELEGATION: The manner in which authority is passed to the president and assessment of the use of that authority.

Review of Policies will continue at each scheduled meeting.

REPORT FROM FINNEY COUNTY ECONOMIC DEVELOPMENT CORPORATION:

Chair Martinez reported the following:

- Domino’s Pizza will moving into a space next to Complete Nutrition.
- FCEDC is working to bring three dining establishments to Garden City, one is looking at the downtown area.
- Martinez noted that Dairy Farmers of America (DFA) is increasing employee numbers.
- Childcare continues to be a concern; FCEDC continues to work toward finding solutions.
- Workforce Development hosted a career fair at Garden City High School, GCCC Department of Public Safety were well represented.
- EDC will have their Annual Meeting January 10. 2018 in the Endowment Room

REPORT FROM Kansas Association of Community College Trustees/Council of Presidents:

Trustee Neufeld reported the following:

- Trustee Neufeld reported that nothing new to report since the last meeting.
- Trustee Neufeld stated that in his opinion GCCC is on the right track and encouraged GCCC to become more involved with Rural Community College Alliance (RCCA). RCCA represents the rural community colleges and is well acquainted with the challenges and issues we face.

Trustees expressed their appreciation to Trustee Neufeld for representing GCCC so well at Kansas Association of Community college Trustees.

REPORT ON Higher Learning Commission:

Ryan Ruda, Vice President of Instruction/Student Services, reported that faculty are working on program reviews and recently spent time working on the course review process (student retention, learning outcomes, and assessments) for fall 2017. Work will begin in spring 2018 on student catalog and developing advising pathways for program emphasis. Faculty continue to assist with breaking down the criterion for the Learning Assurance Argument.

OWNERSHIP LINKAGE:

No report was given.

EXECUTIVE SESSION:

Motion:

Worf moved, seconded by Neufeld to recess for a five-minute break at 7:35 p.m. and reconvene into executive session at 7:40 p.m., to discuss confidential employee information pursuant to the open meetings exception for

personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and that President Swender be included. The open meeting will resume in the Endowment Room of the Beth Tedrow Student Center in 10 minutes.

Ayes: *Crist, Douglass, Martinez, Neufeld, Wasinger, Worf*
Nays: *None*

Motion carried: 6-0

Board recessed into executive session at 7:40 p.m.

Included in Executive Session:

GCCC Board of Trustees
Dr. Herbert J. Swender, President

Board reconvened into regular session at 7:50 p.m.

Motion:

Worf moved, at 7:50 p.m., seconded by Neufeld, to extend the Executive Session an additional 30 minutes to discuss confidential employee information pursuant to the open meetings exception for personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and that President Swender be included.

Ayes: *Crist, Douglass, Martinez, Neufeld, Wasinger, Worf*
Nays: *None*

Motion carried: 6-0

No official action was taken, and the meeting adjourned at 8:20 p.m.

UPCOMING CALENDAR EVENTS:

February 13 GCCC Board of Trustee Meeting, 6:00 p.m.
February 19 President's Day, Campus Closed, No Classes

Debra J. Atkinson
Deputy Clerk

Herbert J. Swender
President

Steve Martinez
Chair of the Board

Agenda No: II-B

Date: January 9, 2018

**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:



January 9, 2018

To: Board of Trustees
From: Alexis Saenz, Human Resources Assistant

New Hires

Lawrence Jenkins, Nursing Instructor, effective, January 2, 2018
Lyle Lobmeyer, Skilled Maintenance, effective, January 2, 2018
Erik Montoya, Groundskeeper, effective, January 2, 2018
Mark Scheopner, Fine Arts Secretary, effective, January 2, 2018
Lauren Rockhold, Coordinator of Student Activities, effective, January 2, 2018
Christian Powell, Campus Police Officer, effective, January 8, 2018

Transfer:

Helen Weeks from Administrative Assistant to the VP for Instruction and Student Services to English Instructor, effective, January 2, 2018

Diversity Recruitment Opportunity

In researching effective ways of advertising GCCC faculty and other professional position vacancies, a more affordable alternative emerged recently. We place our national position advertising with a leading website called HigherEdJobs.com, and now the HEJ site has added an additional service. When we place a 60-day vacancy posting we are now having the same advertisement e-mailed to approximately 142,000 professionals who have identified themselves as minority educators seeking employment. The e-mail message allows interested professionals to contact us directly, and it also includes a link to the HEJ site, which allows an interested applicant to navigate to the GCCC website and apply online.

GARDEN CITY COMMUNITY COLLEGE
ADJUNCT/OUTREACH FACULTY CONTRACTS
(Presented to Board of Trustees for Approval 1/2/2018)

INSTRUCTOR	CLASS	AMOUNT
ADJUNCT CONTRACTS		
Adams, Karen	Substance Abuse HPER-107-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$550.00 = \$1650.00 12/11/2017 - 12/29/2017	\$ 1,650.00
Greathouse, Lachele	Intro Computer Concepts & Appl CSCI-110-53 - 3.00 credit hour(s) 2/6 of 3.00 credit hour(s) X \$550.00 = \$550.00 12/11/2017 - 12/29/2017	\$ 550.00
Hutcheson, Tammy	General Psychology PSYC-101-52 - 3.00 credit hour(s) 3.00 credit hour(s) X \$550.00 = \$1650.00 12/11/2017 - 12/29/2017	\$ 1,650.00
Knutson, Michael	Art Appreciation ARTS-120-51 - 3.00 credit hour(s) 3.00 credit hour(s) X \$550.00 = \$1650.00 12/11/2017 - 12/29/2017	\$ 1,650.00
Lamb, Winsom	Introduction to Sociology SOC1-102-52 - 3.00 credit hour(s) 3.00 credit hour(s) X \$550.00 = \$1650.00 12/11/2017 - 12/29/2017	\$ 1,650.00
Salazar, Nicholas	Lifetime Fitness HPER-121-51 - 2.00 credit hour(s) 2.00 credit hour(s) X \$550.00 = \$1100.00 12/11/2017 - 12/29/2017	\$ 1,100.00
Sims, Lecia	Intro to Cultural Anthropology SOC1-105-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 12/11/2017 - 12/29/2017	\$ 1,500.00

GARDEN CITY COMMUNITY COLLEGE
ADJUNCT/OUTREACH FACULTY CONTRACTS
(Presented to Board of Trustees for Approval 1/2/2018)

Wenzel, Leslie	College Success PCDE-101-51 - 1.00 credit hour(s) 1.00 credit hour(s) X \$500.00 = \$500.00 12/11/2017 - 12/29/2017	\$ 500.00
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Wenzel, Leslie	Health Education HPER-106-50 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1500.00 12/11/2017 - 12/29/2017	\$ 1,500.00
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TOTAL \$ 11,750.00

NON-CREDIT CLASS CONTRACTS

Unger, Greg	Forklift Safety Training OSHA-108-01 NON-CREDIT - 3 Hours 3 contact hours @ \$30.00 = \$90.00 12/1/2017	\$ 90.00
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TOTAL \$ 90.00

ONLINE ADJUNCT FACULTY CONTRACTS

Eldridge, Ronda	Music History and Appreciation MUSC-108-81 - 3.00 credit hour(s) 3.00 credit hour(s) X \$500.00 = \$1,500.00 12/11/2017 - 12/29/2017	\$ 1,500.00
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TOTAL \$ 1,500.00

Agenda No: II-C
Topic: Financial Information

Date: January 9, 2018

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

January 2018

Purchases over \$50,000 requiring bid sheets

- Check #260659 to JAG Construction Co., for \$111,635.70 for final payment for the replacement of the residential life parking lot. The Board previously approved this project.

Payments over \$50,000 not requiring bid sheets

- Check #260809 to City of Garden City for \$59,020.19 for monthly utilities.
- Check #260812 to Commerce Bank for \$98,778.74 for various purchase card purchases.
- Check #260831 to Great Western Dining for \$89,497.46 for various invoices.

Fiscal Year: 2018

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	659.00	1,109,062.00-	2,450,000.00-	1,340,938.00-	54.73
11-00-0000-00000-4004 TUITION OUT OF STA	0.00	80.00-	244,416.00-	350,000.00-	105,584.00-	30.17
11-00-0000-00000-4005 ACAD COURSE FEE :	0.00	30.00-	64,307.00-	156,676.00-	92,369.00-	58.96
11-00-0000-00000-4007 TECHNOLOGY FEE-C :	0.00	159.38	255,726.77-	480,000.00-	224,273.23-	46.72
11-00-0000-00000-4008 TECHNOLOGY FEE-O :	0.00	0.00	0.00	0.00	0.00	0.00
11-00-0000-00000-4011 MISC STUDENT BILL	0.00	107.25	497.60	50,000.00	49,502.40	99.00
11-00-0000-00000-4013 TUITION INTERNATIO	0.00	0.00	56,010.00-	125,000.00-	68,990.00-	55.19
11-00-0000-00000-4014 TUITION BORDER STA	0.00	75.00	140,077.50-	250,000.00-	109,922.50-	43.97
11-00-0000-00000-4015 ONLINE COURSE FEE	0.00	1,330.00-	91,290.60-	195,000.00-	103,709.40-	53.18
11-00-0000-00000-4016 DROP FEE : GENERAL	0.00	350.00-	8,350.00-	15,000.00-	6,650.00-	44.33
11-00-0000-00000-4021 TUITION ONLINE : G	0.00	1,708.00-	25,670.64-	0.00	25,670.64	0.00
11-00-0000-00000-4501 BUILDING/ROOM RENT	0.00	500.00-	15,127.00-	17,500.00-	2,373.00-	13.56
11-00-0000-00000-4512 VENDING MACHINES :	0.00	446.89-	2,461.36-	6,000.00-	3,538.64-	58.98
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	0.00	191,639.87-	9,452,140.00-	9,260,500.13-	97.97
11-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	329,346.47-	729,883.00-	400,536.53-	54.88
11-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	4,844.18-	8,138.00-	3,293.82-	40.47
11-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	51,875.89-	136,633.00-	84,757.11-	62.03
11-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	0.00	144,286.00-	144,286.00-	100.00
11-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	0.00	7,288.07-	12,000.00-	4,711.93-	39.27
11-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	0.00	16,000.00-	16,000.00-	100.00
11-00-0000-00000-4814 COMMERCIAL VEHICLE	0.00	0.00	15,195.40-	85,000.00-	69,804.60-	82.12
11-00-0000-00000-4815 WATERCRAFT CURRENT	0.00	0.00	186.66-	3,500.00-	3,313.34-	94.67
11-00-0000-00000-4816 TIF TAX : GENERAL	0.00	0.00	79,903.68	150,000.00	70,096.32	46.73
11-00-0000-00000-4817 NEIGH REVT : GENER	0.00	0.00	18,038.00	150,000.00	131,962.00	87.97
11-00-0000-00000-4902 INTEREST INCOME :	0.00	0.00	53,726.37-	50,000.00-	3,726.37	7.44-
11-00-0000-00000-4904 REIMBURSED SALARY	0.00	3,384.00-	10,296.00-	45,000.00-	34,704.00-	77.12
11-00-0000-00000-4905 ADMINISTRATIVE ALL	0.00	0.00	45,625.31-	125,000.00-	79,374.69-	63.50
11-00-0000-00000-4907 MISCELLANEOUS INCO	0.00	726.17-	4,946.81-	100,000.00-	95,053.19-	95.05
11-00-0000-00000-4912 TRANSCRIPTS : GENE	70.00	575.32-	5,053.50-	15,000.00-	10,016.50-	66.78
11-00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	1,241,878.00	1,241,878.00	100.00
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Totals for FUND: 11 - GENERAL	70.00	8,129.75-	3,445,945.12-	14,999,599.00-	11,553,723.88-	77.03
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12-00-0000-00000-4002 AMMONIA REFG COURS	0.00	10,706.00-	155,014.15-	225,000.00-	69,985.85-	31.10
12-00-0000-00000-4005 ACAD COURSE FEE :	0.00	4,365.00	132,805.69-	263,324.00-	130,518.31-	49.57
12-00-0000-00000-4015 ONLINE COURSE FEE	0.00	0.00	16,464.00-	30,000.00-	13,536.00-	45.12
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	80,000.00-	80,000.00-	100.00
12-00-0000-00000-4999 CONTRA-REV/FUND TR	0.00	0.00	0.00	1,241,878.00-	1,241,878.00-	100.00
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Totals for FUND: 12 - PTE FUND	0.00	6,341.00-	790,490.84-	2,812,616.00-	2,022,125.16-	71.89

61-00-0000-00000-4803 AD VALOREM PROPERT	0.00	0.00	9,694.49-	477,343.00-	467,648.51-	97.97
61-00-0000-00000-4805 MOTOR VEHICLE PROP	0.00	0.00	16,689.74-	31,173.00-	14,483.26-	46.46
61-00-0000-00000-4806 RECREATIONAL VEHIC	0.00	0.00	245.46-	412.00-	166.54-	40.42
61-00-0000-00000-4807 DELINQUENT TAX : G	0.00	0.00	2,634.32-	6,912.00-	4,277.68-	61.89
61-00-0000-00000-4808 PAYMENTS IN LIEU O	0.00	0.00	0.00	7,299.00-	7,299.00-	100.00
61-00-0000-00000-4809 RENTAL EXCISE TAX	0.00	0.00	369.33-	0.00	369.33	0.00
61-00-0000-00000-4810 16/20 M TAX : GENE	0.00	0.00	0.00	750.00-	750.00-	100.00
61-00-0000-00000-4814 COMMERCIAL VEHICLE	0.00	0.00	770.05-	5,000.00-	4,229.95-	84.60
61-00-0000-00000-4815 WATERCRAFT CURRENT	0.00	0.00	9.45-	0.00	9.45	0.00
61-00-0000-00000-4816 TIF TAX : GENERAL	0.00	0.00	4,042.17	15,000.00	10,957.83	73.05
61-00-0000-00000-4817 NEIGH REVT : GENER	0.00	0.00	912.47	0.00	912.47-	0.00
61-00-0000-00000-9999 CONTINGENCY ACCOUN	0.00	0.00	0.00	236,111.00-	236,111.00-	100.00
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Totals for FUND: 61 - CAPITAL OUTLAY	0.00	0.00	25,458.20-	750,000.00-	724,541.80-	96.61
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Totals for BUDGET.OFFICER: Unassigned	70.00	14,470.75-	4,261,894.16-	18,562,215.00-	14,300,390.84-	77.04

Fiscal Year: 2018

FUND: 11 - GENERAL

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 11010 - BUSINESS & ECONOMI	0.00	24,132.28	106,571.26	209,320.00	102,748.74	49.09
DEPARTMENT: 11020 - HUMANITIES	325.74	7,961.68	27,308.59	1,650.00	25,984.33-	574.80-
DEPARTMENT: 11021 - ENGLISH	0.00	29,594.21	151,075.27	342,565.00	191,489.73	55.90
DEPARTMENT: 11022 - SPEECH	0.00	8,588.81	41,949.10	69,531.00	27,581.90	39.67
DEPARTMENT: 11023 - PHILOSOPHY	0.00	1,076.50	3,229.50	0.00	3,229.50-	0.00
DEPARTMENT: 11024 - PHOTOGRAPHY	0.00	538.25	1,614.75	0.00	1,614.75-	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	4,179.45	26,806.26	51,990.00	25,183.74	48.44
DEPARTMENT: 11026 - BROADCASTING	0.00	0.00	0.00	500.00	500.00	100.00
DEPARTMENT: 11030 - ART	8,141.71	12,762.00	70,587.84	140,683.00	61,953.45	44.04
DEPARTMENT: 11031 - DRAMA	0.00	9,837.24	35,244.66	79,633.00	44,388.34	55.74
DEPARTMENT: 11032 - VOCAL MUSIC	0.00	7,883.78	39,691.09	84,860.00	45,168.91	53.23
DEPARTMENT: 11033 - INST MUSIC	0.00	11,532.63	71,076.51	98,249.00	27,172.49	27.66
DEPARTMENT: 11040 - SCIENCE	1,017.40	29,799.10	170,285.89	331,381.00	160,077.71	48.31
DEPARTMENT: 11050 - MATH	0.00	27,794.55	145,259.75	275,490.00	130,230.25	47.27
DEPARTMENT: 11060 - SOCIAL SCIENCE	150.00	40,420.22	196,923.44	379,168.00	182,094.56	48.02
DEPARTMENT: 11070 - HEALTH & PHYSICAL	0.00	7,476.49	46,855.18	56,402.00	9,546.82	16.93
DEPARTMENT: 11071 - WELLNESS-SUPER CIR	0.00	5,426.65	33,526.71	78,710.00	45,183.29	57.40
DEPARTMENT: 11081 - READING	0.00	6,129.90	33,826.69	59,536.00	25,709.31	43.18
DEPARTMENT: 11082 - ESL	726.16	6,032.15	30,351.49	72,280.00	41,202.35	57.00
DEPARTMENT: 11083 - COLLEGE SKILLS	0.00	2,468.93	19,856.27	20,000.00	143.73	0.72
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	413.97	4,039.40	5,000.00	960.60	19.21
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	11,910.55	8,782.41	263,572.64	413,430.00	137,946.81	33.37
DEPARTMENT: 12242 - CHALLENGE COURSE	0.00	269.13	269.13	0.00	269.13-	0.00
DEPARTMENT: 41000 - LIBRARY	1,677.58	14,181.85	91,836.90	184,472.00	90,957.52	49.31
DEPARTMENT: 41009 - COMPREHENSIVE LEAR	19,999.98	7,420.79	44,243.96	87,116.00	22,872.06	26.25
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	10,180.11	67,475.66	532,900.00	465,424.34	87.34
DEPARTMENT: 42001 - DEAN OF ACADEMICS	0.00	11,063.28	74,271.09	231,074.00	156,802.91	67.86
DEPARTMENT: 42002 - OUTREACH	0.00	16,872.98	87,651.07	86,193.00	1,458.07-	1.68-
DEPARTMENT: 44000 - INSTRUCTIONAL DESI	9,060.00	5,369.48	34,722.13	65,581.00	21,798.87	33.24
DEPARTMENT: 46000 - DEVELOPMENTAL EDUC	0.00	5,802.70	34,706.42	69,675.00	34,968.58	50.19
DEPARTMENT: 50000 - DEAN OF STUDENT SE	311.91	29,721.57	161,488.63	303,277.00	141,476.46	46.65
DEPARTMENT: 50001 - STUDENT SUPPORT SE	0.00	13,225.00	13,225.00	13,225.00	0.00	0.00
DEPARTMENT: 50010 - COUNSELING & GUIDA	0.00	13,060.54	78,074.78	162,201.00	84,126.22	51.87
DEPARTMENT: 50011 - ASSESSMENT/TESTING	0.00	4,099.86	26,143.63	53,570.00	27,426.37	51.20
DEPARTMENT: 50020 - FINANCIAL AID OFFI	0.00	24,350.19	156,036.20	348,266.00	192,229.80	55.20
DEPARTMENT: 50030 - ADMISSIONS	131.00	12,970.39	76,172.29	153,974.00	77,670.71	50.44
DEPARTMENT: 50040 - REGISTRAR'S OFFICE	3,136.00	12,891.57	77,138.14	168,536.00	88,261.86	52.37
DEPARTMENT: 50050 - STUDENT HEALTH SER	75.90	339.13	1,047.48	3,268.00	2,144.62	65.62
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	1,200.00	24,860.34	367,745.50	640,562.69	271,617.19	42.40
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	21,159.18	104,011.73	176,845.00	72,833.27	41.18
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	16,531.27	93,218.09	163,136.51	69,918.42	42.86
DEPARTMENT: 55003 - MEN'S TRACK	0.00	2,308.08	29,812.38	73,775.00	43,962.62	59.59
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	2,308.07	28,410.00	71,995.00	43,585.00	60.54
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	1,817.00	11,599.06	60,409.19	126,472.50	64,246.31	50.80

DEPARTMENT: 55006 - FOOTBALL	0.00	54,641.79	302,105.84	518,645.05	216,539.21	41.75
DEPARTMENT: 55007 - BASEBALL	170.00	12,550.12	85,897.44	162,431.00	76,363.56	47.01
DEPARTMENT: 55008 - VOLLEYBALL	0.00	7,860.89	58,578.85	111,755.39	53,176.54	47.58
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	4,325.00	32,059.62	66,721.00	34,661.38	51.95
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	7,182.52	36,570.25	69,847.00	33,276.75	47.64
DEPARTMENT: 55012 - CHEERLEADING	2,721.60	3,047.28	45,049.43	65,628.86	17,857.83	27.21
DEPARTMENT: 55013 - DANCE TEAM	0.00	3,330.54	20,716.84	42,050.00	21,333.16	50.73
DEPARTMENT: 55014 - RODEO TEAM	288.00	15,457.52	81,672.53	163,626.00	81,665.47	49.91
DEPARTMENT: 55015 - MEN'S GOLF	0.00	3,646.80	22,633.59	39,765.00	17,131.41	43.08
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	9,884.95	97,692.59	133,115.00	35,422.41	26.61
DEPARTMENT: 55020 - PEP BAND	0.00	4,046.72	27,390.36	58,837.00	31,446.64	53.45
DEPARTMENT: 61000 - PRESIDENT	0.00	46,367.68	259,447.63	570,511.00	311,063.37	54.52
DEPARTMENT: 61001 - BOARD OF TRUSTEES	220.50	899.77	4,820.19	24,840.00	19,799.31	79.71
DEPARTMENT: 61005 - ATTORNEY	0.00	2,656.00	3,653.50	25,000.00	21,346.50	85.39
DEPARTMENT: 62000 - DEAN OF ADMIN SERV	5,989.20	71,388.60	453,395.64	1,339,102.00	879,717.16	65.69
DEPARTMENT: 62010 - HUMAN RESOURCES	0.00	10,379.00	50,357.79	156,002.00	105,644.21	67.72
DEPARTMENT: 62011 - ADA COMPLIANCE	0.00	5,922.70	35,641.20	69,932.00	34,290.80	49.03
DEPARTMENT: 62050 - ONE-TIME PURCHASES	30,823.11	43,487.47	187,568.54	235,706.00	17,314.35	7.35
DEPARTMENT: 63000 - MARKETING/PR	1,889.78	5,778.49	79,124.57	159,660.00	78,645.65	49.26
DEPARTMENT: 64000 - INFORMATION TECHNO	28,394.73	26,603.68	416,671.71	580,599.00	135,532.56	23.34
DEPARTMENT: 65000 - CENTRAL SERVICES	739.39	12,717.66	62,268.16	139,265.00	76,257.45	54.76
DEPARTMENT: 67000 - INSTITUTION EFFECT	0.00	16,450.67	48,139.59	189,792.00	141,652.41	74.64
DEPARTMENT: 70000 - PHYSICAL PLANT ADM	1,198.98	19,096.82	75,963.01	152,563.00	75,401.01	49.42
DEPARTMENT: 71000 - BUILDINGS	35,231.92	27,421.12	159,788.81	418,524.00	223,503.27	53.40
DEPARTMENT: 72000 - CUSTODIAL SERVICES	4,026.20	48,610.50	286,547.86	583,323.00	292,748.94	50.19
DEPARTMENT: 73000 - GROUNDS	2,407.50	21,169.73	117,067.73	318,422.00	198,946.77	62.48
DEPARTMENT: 73001 - ATHLETIC FIELDS	100.00	314.91	13,404.55	35,000.00	21,495.45	61.42
DEPARTMENT: 74000 - VEHICLES	1,746.16	28,483.36	125,640.16	388,399.00	261,012.68	67.20
DEPARTMENT: 75000 - CAMPUS SECURITY	0.00	10,280.05	74,139.92	203,608.00	129,468.08	63.59
DEPARTMENT: 76000 - INSURANCE	0.00	1,970.47	209,587.72	283,514.00	73,926.28	26.08
DEPARTMENT: 77000 - UTILITIES	0.00	62,428.34	368,997.97	850,000.00	481,002.03	56.59
DEPARTMENT: 81000 - BOOK SCHOLARSHIPS	0.00	16,025.71-	98,886.17-	62,000.00	160,886.17	259.49
DEPARTMENT: 81001 - TUIT WAIVER SEN CT	0.00	0.00	679.00	5,000.00	4,321.00	86.42
DEPARTMENT: 81002 - TUIT WAIVER EMPL/D	0.00	183.00	15,019.00	30,000.00	14,981.00	49.94
DEPARTMENT: 81003 - STATE MANDATED WAI	0.00	0.00	5,354.00	11,000.00	5,646.00	51.33
DEPARTMENT: 81004 - TUIT WAIVER CTZ IN	0.00	793.00	153,382.00	169,613.00	16,231.00	9.57
DEPARTMENT: 81006 - TUIT WAIVER FINE A	0.00	0.00	65,392.00	55,194.00	10,198.00-	18.47-
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	0.00	12,338.00	0.00	12,338.00-	0.00
DEPARTMENT: 94000 - STUDENT CENTER	0.00	399.96	7,965.66	24,116.00	16,150.34	66.97

FUND: 11 - GENERAL	175,628.00	1,087,167.17	7,231,598.77	14,999,599.00	7,592,372.23	50.62
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Fiscal Year: 2018

FUND: 12 - PTE FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 12010 - ACCOUNTING	0.00	5,461.51	26,370.12	58,631.00	32,260.88	55.02
DEPARTMENT: 12011 - MID-MANAGEMENT & B	0.00	0.00	25.20	250.00	224.80	89.92
DEPARTMENT: 12012 - COMPUTER SCIENCE	0.00	5,425.62	27,129.51	64,025.00	36,895.49	57.63
DEPARTMENT: 12200 - ADN PROGRAM	65.72	22,264.31	118,185.05	284,146.00	165,895.23	58.38
DEPARTMENT: 12201 - LPN PROGRAM	0.00	23,125.60	135,477.71	289,169.00	153,691.29	53.15
DEPARTMENT: 12202 - EMT	11,412.50	15,190.00	68,889.74	184,145.28	103,843.04	56.39
DEPARTMENT: 12203 - ALLIED HEALTH	528.80	16,259.51	66,803.22	136,646.00	69,313.98	50.73
DEPARTMENT: 12210 - AGRICULTURE	0.00	5,907.58	27,334.89	59,798.00	32,463.11	54.29
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	11,498.86	50,476.28	104,218.00	53,741.72	51.57
DEPARTMENT: 12220 - JOHN DEERE AG TECH	913.46	19,751.67	77,569.58	163,588.00	85,104.96	52.02
DEPARTMENT: 12225 - OIL TECH PROGRAM	0.00	0.00	0.00	1,000.00	1,000.00	100.00
DEPARTMENT: 12230 - AUTO MECHANICS	820.33	5,779.63	28,470.19	74,369.00	45,078.48	60.61
DEPARTMENT: 12240 - CRIMINAL JUSTICE	999.00	9,233.17	52,616.06	87,908.00	34,292.94	39.01
DEPARTMENT: 12241 - FIRE SCIENCE	0.00	6,119.39	33,052.98	75,920.00	42,867.02	56.46
DEPARTMENT: 12250 - COSMETOLOGY	0.00	10,439.77	55,587.82	123,343.00	67,755.18	54.93
DEPARTMENT: 12260 - DRAFTING	0.00	0.00	0.00	200.00	200.00	100.00
DEPARTMENT: 12270 - AMMONIA REFRIGERAT	4,639.75	19,168.24	130,997.97	290,678.00	155,040.28	53.34
DEPARTMENT: 12271 - AUTOMATION ELECTRI	0.00	0.00	0.00	1,743.00	1,743.00	100.00
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	3,220.74	15,577.24	56,298.00	40,720.76	72.33
DEPARTMENT: 12273 - WELDING	4,063.23	17,773.64	91,628.24	208,760.00	113,068.53	54.16
DEPARTMENT: 42005 - DEAN OF TECHNICAL	247.37	14,276.48	89,204.35	527,780.72	438,329.00	83.05
DEPARTMENT: 62050 - ONE-TIME PURCHASES	0.00	0.00	0.00	20,000.00	20,000.00	100.00
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FUND: 12 - PTE FUND	23,690.16	210,895.72	1,095,396.15	2,812,616.00	1,693,529.69	60.21

Fiscal Year: 2018

FUND: 14 - ADULT SUPPLEMENTARY ED

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	811.68	2,896.64	47,750.00	44,853.36	93.93
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	0.00	30.00	30.00	100.00
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	2,104.43	2,550.00	445.57	17.47
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	481.64	7,253.36	9,028.92	1,775.56	19.67
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	69.00	169.00	333.71	164.71	49.36
DEPARTMENT: 55000 - DIRECTOR OF ATHLET	0.00	0.00	148,926.15	0.00	148,926.15	0.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	5,604.00	5,604.00	0.00	0.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	28.00	4,783.16	3,027.76	1,755.40	57.97
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	10.00	1,893.00	6,657.22	13,875.27	7,208.05	51.95
DEPARTMENT: 31000 - COMMUNITY SERVICE	0.00	397.28	2,181.37	19,500.00	17,318.63	88.81
DEPARTMENT: 55007 - BASEBALL	0.00	7,308.30	10,920.20	14,951.84	4,031.64	26.96
DEPARTMENT: 55013 - DANCE TEAM	0.00	1,989.14	3,927.24	5,979.02	2,051.78	34.32
DEPARTMENT: 55003 - MEN'S TRACK	0.00	0.00	196.00	788.98	592.98	75.16
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FUND: 14 - ADULT SUPPLEMENTARY ED	10.00	12,978.04	195,618.77	123,419.50	72,209.27	58.50

Fiscal Year: 2018

FUND: 16 - AUXILIARY ENTITIES

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 31000 - COMMUNITY SERVICE	196.90	354.22	3,428.96	14,000.00	10,374.14	74.10
DEPARTMENT: 94000 - STUDENT CENTER	2,473.84	5,464.08	84,991.76	236,415.00	148,949.40	63.00
DEPARTMENT: 95000 - STUDENT HOUSING	61,606.88	158,917.50	1,434,409.54	2,657,085.00	1,161,068.58	43.70
DEPARTMENT: 98000 - COSMETOLOGY	398.82	5,793.60	54,608.24	132,080.00	77,072.94	58.35
DEPARTMENT: 97000 - BOOKSTORE	33,738.76	84,871.21	373,031.59	999,000.00	592,229.65	59.28
DEPARTMENT: 91000 - ARENA	0.00	1,091.55	3,214.16	0.00	3,214.16-	0.00
=====						
FUND: 16 - AUXILIARY ENTITIES	98,415.20	256,492.16	1,953,684.25	4,038,580.00	1,986,480.55	49.19

Fiscal Year: 2018

FUND: 22 - RESTRICTED GRANTS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	8,490.00	66.09-	2,668.41	4,000.00	7,158.41-	178.95-
DEPARTMENT: 11100 - TECHNOLOGY--INSTRU	0.00	0.00	11,676.60	16,151.00	4,474.40	27.70
DEPARTMENT: 12273 - WELDING	46,435.77	33,544.66	146,146.00	560,442.49	367,860.72	65.64
DEPARTMENT: 14010 - AO-K	0.00	0.00	422.72	2,998.06	2,575.34	85.90
DEPARTMENT: 50000 - DEAN OF STUDENT SE	34.25-	0.00	5,254.83	5,254.83	34.25	0.65
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	51.46	2,132.67	2,656.44	523.77	19.72
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	0.00	0.00	10,399.79	10,399.79	100.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	0.00	112,266.84	117,422.04	5,155.20	4.39
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	0.00	1,489.76	1,489.76	100.00
DEPARTMENT: 11040 - SCIENCE	0.00	0.00	5,387.83	52,444.52	47,056.69	89.73
DEPARTMENT: 12272 - INDUSTRIAL MAINTEN	0.00	4,689.00	11,612.00	69,256.09	57,644.09	83.23
DEPARTMENT: 00000 - GENERAL	0.00	13,225.00-	13,225.00-	13,225.00-	0.00	0.00
DEPARTMENT: 50000 - DEAN OF STUDENT SE	235.10	20,952.35	80,578.48	303,854.00	223,040.42	73.40
DEPARTMENT: 12241 - FIRE SCIENCE	18,163.71	0.00	5,625.00	25,300.00	1,511.29	5.97
DEPARTMENT: 42005 - DEAN OF TECHNICAL	0.00	0.00	0.00	9,070.00	9,070.00	100.00
DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	5,818.49	37,185.58	77,027.00	39,841.42	51.72
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	0.00	0.00	13,005.00	13,005.00	100.00
DEPARTMENT: 11040 - SCIENCE	0.00	4,090.70	9,706.70	38,352.00	28,645.30	74.69
DEPARTMENT: 42005 - DEAN OF TECHNICAL	56,400.92	3,647.34	32,610.01	113,122.00	24,111.07	21.31
DEPARTMENT: 11040 - SCIENCE	0.00	2,583.60	6,719.40	55,000.00	48,280.60	87.78
=====						
FUND: 22 - RESTRICTED GRANTS	129,691.25	62,086.51	456,768.07	1,464,020.02	877,560.70	59.94

Fiscal Year: 2018

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: 2018

FUND: 24 - ADULT EDUCATION

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	137.79	818.41	401.00	417.41-	104.08-
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	0.00	653.94	1,217.90	563.96	46.31
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	4,273.00	25,974.55	176,045.93	150,071.38	85.25
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	31.31	158.06	10,177.77	10,019.71	98.45
DEPARTMENT: 13301 - ADULT ED - INSTRUC	430.12	13,558.61	71,255.90	188,000.00	116,313.98	61.87
DEPARTMENT: 13305 - ADULT ED - STAFF D	0.00	2,725.17	5,202.90	9,400.00	4,197.10	44.65
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	9,851.50	45,311.16	119,840.00	74,528.84	62.19
DEPARTMENT: 00000 - GENERAL	0.00	0.00	0.00	37,500.00-	37,500.00-	100.00
DEPARTMENT: 13301 - ADULT ED - INSTRUC	0.00	13,164.62	41,214.32	110,653.00	69,438.68	62.75
=====						
FUND: 24 - ADULT EDUCATION	430.12	43,742.00	190,589.24	578,235.60	387,216.24	66.97

Fiscal Year: 2018

FUND: 61 - CAPITAL OUTLAY

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 71000 - BUILDINGS	32,613.56	585.41	60,864.18-	750,000.00	778,250.62	103.77
=====						
FUND: 61 - CAPITAL OUTLAY	32,613.56	585.41	60,864.18-	750,000.00	778,250.62	103.77

Fiscal Year: 2018

FUND: 71 - ACTIVITY/ORGANIZATION FD

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 50000 - DEAN OF STUDENT SE	3,433.66	33,613.48	206,033.97	408,637.50	199,169.87	48.74
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	500.00	500.00	0.00	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	0.00	500.00	500.00	100.00
DEPARTMENT: 55003 - MEN'S TRACK	0.00	304.00	304.00	500.00	196.00	39.20
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	304.00	304.00	500.00	196.00	39.20
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	500.00	500.00	0.00	0.00
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	2,500.00	2,500.00	0.00	0.00
DEPARTMENT: 55007 - BASEBALL	0.00	500.00	500.00	500.00	0.00	0.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	500.00	500.00	0.00	0.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	0.00	500.00	500.00	100.00
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	0.00	500.00	500.00	100.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	0.00	500.00	500.00	0.00	0.00
DEPARTMENT: 55013 - DANCE TEAM	0.00	500.00	500.00	500.00	0.00	0.00
DEPARTMENT: 55014 - RODEO TEAM	0.00	0.00	0.00	500.00	500.00	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	4,990.49	29,853.25	60,000.00	30,146.75	50.24
DEPARTMENT: 99001 - STUDENT NEWSPAPER	591.18	591.18	2,878.75	33,700.00	30,230.07	89.70
DEPARTMENT: 50000 - DEAN OF STUDENT SE	0.00	1,606.92	4,916.90	21,151.29	16,234.39	76.75
=====						
FUND: 71 - ACTIVITY/ORGANIZATION FD	4,024.84	42,410.07	249,790.87	532,488.79	278,673.08	52.33

Fiscal Year: 2018

FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
DEPARTMENT: 55001 - MEN'S BASKETBALL	0.00	0.00	1,276.00	0.00	1,276.00-	0.00
DEPARTMENT: 55002 - WOMEN'S BASKETBALL	0.00	0.00	2,552.00	0.00	2,552.00-	0.00
DEPARTMENT: 55003 - MEN'S TRACK	0.00	300.00-	9,669.00	0.00	9,669.00-	0.00
DEPARTMENT: 55004 - WOMEN'S TRACK	0.00	0.00	7,351.00	0.00	7,351.00-	0.00
DEPARTMENT: 55005 - WOMEN'S SOFTBALL	0.00	0.00	4,921.00	0.00	4,921.00-	0.00
DEPARTMENT: 55006 - FOOTBALL	0.00	0.00	6,863.00	0.00	6,863.00-	0.00
DEPARTMENT: 55007 - BASEBALL	0.00	0.00	1,576.00	0.00	1,576.00-	0.00
DEPARTMENT: 55008 - VOLLEYBALL	0.00	0.00	2,308.00	0.00	2,308.00-	0.00
DEPARTMENT: 55009 - WOMEN'S SOCCER	0.00	0.00	8,352.00	0.00	8,352.00-	0.00
DEPARTMENT: 55010 - MEN'S SOCCER	0.00	0.00	4,428.00	0.00	4,428.00-	0.00
DEPARTMENT: 55012 - CHEERLEADING	0.00	300.00-	5,775.00	0.00	5,775.00-	0.00
DEPARTMENT: 55013 - DANCE TEAM	0.00	0.00	6,375.00	0.00	6,375.00-	0.00
DEPARTMENT: 55014 - RODEO TEAM	0.00	183.00-	15,068.00	0.00	15,068.00-	0.00
DEPARTMENT: 55019 - ATHLETIC TRAINING	0.00	0.00	33,654.00	0.00	33,654.00-	0.00
DEPARTMENT: 11025 - JOURNALISM	0.00	0.00	4,860.00	0.00	4,860.00-	0.00
DEPARTMENT: 11030 - ART	0.00	0.00	7,473.00	0.00	7,473.00-	0.00
DEPARTMENT: 11031 - DRAMA	0.00	0.00	7,819.00	0.00	7,819.00-	0.00

DEPARTMENT: 11032 - VOCAL MUSIC	0.00	300.00-	9,951.00	0.00	9,951.00-	0.00
DEPARTMENT: 11033 - INST MUSIC	0.00	17,470.00	76,437.00	0.00	76,437.00-	0.00
DEPARTMENT: 11090 - ACADEMIC CHALLENGE	0.00	0.00	6,819.00	0.00	6,819.00-	0.00
DEPARTMENT: 12211 - ANIMAL SCIENCE	0.00	0.00	10,147.00	0.00	10,147.00-	0.00
DEPARTMENT: 81005 - TUIT WAIVER FCHS	0.00	0.00	15,170.00	0.00	15,170.00-	0.00
DEPARTMENT: 81007 - ACADEMIC SCHOLARSH	0.00	0.00	9,491.00	0.00	9,491.00-	0.00

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FUND: 72 - ACTIVITY FEE - SCHOLARSHIPS	0.00	16,387.00	258,335.00	0.00	258,335.00-	0.00
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Fiscal Year: 2018

FUND: 73 - EDUKAN CONSORTIUM FUND

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available	% Avail
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DEPARTMENT: 42000 - DEAN OF LEARNING S	0.00	0.00	112,930.00	500,000.00	387,070.00	77.41
=====	=====	=====	=====	=====	=====	=====
FUND: 73 - EDUKAN CONSORTIUM FUND	0.00	0.00	112,930.00	500,000.00	387,070.00	77.41

Garden City Community College
12/31/2017

	<u>Amount</u>	<u>% Rate</u>
Cash in Bank:		
Commerce Bank	\$ 220,701.60	0.0000%
State Municipal Invest. Pool	\$ 60,553.42	0.9039%
FNB of Garden City - Money Market	\$ 102.23	0.0000%
FNB of Garden City - Insured Cash Sweep	\$ 321,420.56	0.3500%
Commerce Bank - Money Market	\$ 19,496.79	0.0800%
Landmark National Bank	\$ 1,543,553.43	1.1700%
	<u>\$ 2,165,828.03</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	0.9000%	2/10/2017	2/9/2018
FNB of Garden City	CDARS	\$ 1,000,000.00	1.3000%	11/10/2017	5/10/2017
American State Bank	CD	\$ 1,000,000.00	1.4800%	11/9/2017	11/9/2018
		<u>\$ 3,000,000.00</u>			
Total		<u><u>\$ 5,165,828.03</u></u>			

JANUARY 2018 MONITORING REPORT

EXECUTIVE LIMITATIONS

BI-ANNUAL

General Executive Constraints #6

Page 9

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

BI-ANNUAL

General Executive Constraints #7

Page 9

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;

- ❖ Twenty-three purchases required bid sheets.
 - Four purchases were considered sole source vendors with no local available
 - Seven purchases indicated there was no local vendor
 - Eight purchases were from local vendors

JANUARY 2018 MONITORING REPORT

EXECUTIVE LIMITATIONS

Information and Advice #2

ANNUAL

Page 11

The President Shall not permit the Board to be unaware of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions significant external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.

CEO's Interpretation and its Justification: The Board needs to be able to address questions and concerns with the public; therefore, the President must inform the Board of pertinent items between Board meetings. These include items that could be picked up by the local media. The President will make the board aware of administrative policy changes.

Data directly addressing CEO's interpretation: The President advises the Board of any adverse legal or media coverage thru the use of e-mail and personal contact when an incidents arise. Significant internal changes are communicated through updates on progress, such as negotiations and administrative policy changes. A weekend memo is provided to inform the Board of campus activities and events and presidential engagements. The President's report at Board meetings includes relevant trends, procedure changes and updates regarding the college and items of interest. On occasions the Board receives professional newsletters and magazines relevant to college governance.

EXECUTIVE LIMITATIONS

Information and Advice #3

ANNUAL

Page 11

The President shall not fail to advise the Board if, in the President's opinion, the Board is not in compliance with its own policies on GOVERNANCE PROCESS and BOARD-PRESIDENT RELATIONSHIP, particularly in the case of Board behavior which is detrimental to the work relationship between the Board and President.

CEO's Interpretation: The President is charged with leading the college and to administer the Board Policies as provided. When issues and challenges arise it is the President's responsibility to utilize adopted board policies and procedures to seek solutions. Should an occasion arise when it is determined by the President that there is conflict with the governance process, it is the responsibility of the President to openly discuss the conflict or detrimental behavior or activity with the board chair or the entire board.

Data directly addressing CEO's interpretation: No reportable incidents were communicated with the board chair or governing board by the CEO since the last annual report. The Governing Board regularly reviews policies and studies the Carver model at workshops, through newsletters, and during Board meetings. The Board has refereed back on several occasions to prior training sessions with one of the principal founders of the Carver model, Ms. Miriam Carver. Ms. Carver came to GCCC and conducted a refresher workshop for sitting board members in 2016.

EXECUTIVE LIMITATIONS**Information and Advice #5****ANNUAL****Page 11****The President shall not fail to deal with the Board as a whole except when fulfilling or responding to individuals or committees duly charged by the Board.**

CEO's Interpretation: The President acts upon the direction of the board relating to policy and procedures and not as individual board members. The President openly invites request for information that will assist the board member with fulfilling their duties and responsibilities as a Trustee of the college's governing board.

Data directly addressing CEO's interpretation: Individual requests for information are usually discussed with the Board as a whole. Since the las reporting cycle no requests for information were received by an individual board member.

JANUARY 2018 MONITORING REPORT

ASSET PROTECTION

EXECUTIVE LIMITATIONS	ANNUAL
Asset Protection #1	Page 14
The President shall not fail to insure against property and casualty losses or against liability losses to board members, staff, or the organization itself in an amount prudent and advisable under Kansas law.	

CEO’s Interpretation: The administration will coordinate with an independent insurance agency to periodically review property and casualty coverage to insure that the college is adequately protected against financial loss. Insurance and asset protection information will be provided to the Board annually for review.

Data directly addressing the CEO’s interpretation: Property insurance coverage is provided by MHEC (Midwest Higher Education Compact). There are a number of carriers providing coverage in this program. Liability, Crime and Automobile coverage is provided by Wright Specialty, which uses Catlin as the carrier. Our agent is IMA, Inc.

The following are current values (July 1, 2017 – June 30, 2018):

Buildings	\$70,788,024
Personal property including, Mobile classroom and Contractors Equipment.....	\$14,530,864
Business Income/Extra Expense.....	\$ 5,000,000
Electronic Data Processing Equipment/Data & Media.....	\$ 1,975,276
Fine Arts	<u>\$ 50,000</u>
 TOTAL BLANKET LIMIT FOR ALL COVERAGE	 \$92,344,164

Current coverage:

Blanket Limit Above at Replacement Cost/Agreed Amount
\$25,000 deductible, except Earthquake

General liability:	
General aggregate limit	\$2,000,000
Each occurrence limit.....	\$1,000,000
Medical expense limit.....	\$ 5,000

Law Enforcement Liability:	
Aggregate for each policy term.....	\$1,000,000
Each occurrence.....	\$1,000,000
Deductible – per claim.....	\$ 2,500

School District Educators Legal Liability:	
Aggregate for each policy term.....	\$1,000,000

Each occurrence.....	\$1,000,000
Deductible – per claim.....	\$ 5,000
Commercial Umbrella “liability”:	
Aggregate limit.....	\$3,000,000
Occurrence limit.....	\$3,000,000
Cyber Risk	
Third Party Liability Limit.....	\$1,000,000
Deductible – per claim.....	\$ 5,000

Insurance for college vehicle fleet

Liability		
Bodily injury/property damage.....	\$ 1,000,000	single limit
Medial payments.....	\$ 5,000	each person
Uninsured motor vehicle bodily injury.....	\$1,000,000	per accident
Comprehensive on newer vehicles.....	\$ 500	deductible
Collision on newer vehicles	\$ 500	deductible

Worker’s Compensation July 1, 2017 to June 30, 2018

Kansas Association of School Boards
Workers Compensation: Statutory Benefits

These policies protect the institution adequately against possible property losses and personal liabilities. They meet the legal requirements of the state.

EXECUTIVE LIMITATIONS	ANNUAL
Asset Protection #2	Page 14
The President shall not allow unbonded personnel access to significant amounts of funds.	

CEO’s Interpretation: The College maintains a Treasurer’s Bond on the Executive Vice President. The Bond provides coverage for employee dishonest and faithful performance of duties by the CFO. The college also maintains employee dishonesty insurance that protects the institution from employee theft.

Data directly addressing the CEO’s interpretation: Employees are bonded by Market Insurance Company, part of Wright Specialty Insurance. Our agent is IMA Inc. A Treasurer’s Bond is provided at \$100,000. A blanket bond – Public Employee Dishonesty Coverage – is provided in the amount of \$100,000. All persons are covered (\$1,000 deductible per employee). This policy meets the requirements for bonding personnel who handle money.

Employer's Liability	\$1,000,000 bodily injury by accident – each accident
	\$1,000,000 bodily injury by disease – each employee
	\$1,000,000 bodily injury by disease – each policy limit

The insurance coverage is sufficient to protect college assets.

EXECUTIVE LIMITATIONS		ANNUAL
Asset Protection	#3	Page 14
The President shall not fail to provide proper oversight of physical plant.		

CEO's Interpretation: The president shall remain apprised of the needs for general maintenance and upkeep for all buildings and equipment.

Data directly addressing the CEO's interpretation: While maintaining over 20 major facilities representing Garden City Community College, it is imperative to incorporate priority budgeting and planning. This past year the following campus needs and improvements have been met:

- Replaced asphalt parking lot south of the student center
- Replaced sewer pipe and gas line running under student center parking lot
- Replaced hydronic pipe and tunnel cap on sidewalk running east west in front of Fine Arts Building
- In coordination with the City of Garden City, a crosswalk was installed across Campus Drive to connect main campus and athletic complex
- Installed mechanical controls to more efficiently control HVAC system
- Installed backup hardware device to ensure business continuity
- Installed new firewall to protect college data
- Replaced outdated storage area network to eliminate periodic computer outages
- Purchased an additional four apartment buildings, contiguous to campus. The buildings provided beds for an additional 80 students.
- Refurbished apartments at Bronbuster Suites as necessary for occupancy
- Substantially reinforced concrete balconies at three student apartment buildings
- Replaced Saffell Library roof
- Replaced portion of DPAC roof
- Re-commissioned ammonia chiller
- Replaced 3 100-gallon hot water heaters
- Replaced 2 sump pumps in basement of SCSC
- Campus phone system was updated and VOIP phones installed in SCSC
- Software for E-911 was updated
- Remodeled existing building to accommodate the band program
- Renovated competition gym by replacing wood floor and installing new bleachers and volleyball net
- Purchased vacant lot at 510 N Campus Drive
- Replaced water line and tunnel cap between vocational building and Fouse Building.
- Repairs across campus as necessary

EXECUTIVE LIMITATIONS**ANNUAL****Asset Protection****#4****Page 14**

The President shall not unnecessarily expose the organization, its board or staff to claims of liability.

CEO's Interpretation: The President shall have prudent controls and assessments of assets, agreements and human resources to ensure the maximum protection to the institution, employees and governing board.

Data directly addressing the CEO's interpretation: Institutional practices and procedures are reviewed by the college's legal counsel and in consultation with Kansas Association of School Boards for compliance and institutional asset protection. The president meets regularly with the college's administrative cabinet and College Council to provide opportunities to discuss activities of the college and determine if there may be any negative exposure, concerns or liabilities for the board, staff or institution.

EXECUTIVE LIMITATIONS**ANNUAL****Asset Protection****#6****Page 14**

The President shall not receive, process, or disburse funds under controls that are insufficient to meet the auditor's standards.

CEO's Interpretation: All processes that involve receiving, processing or disbursing funds are evaluated internally and the auditors review processes and internal controls during their annual audit.

Data directly addressing the CEO's interpretation: The college undergoes annual financial audits in accordance with state, federal and GASB requirements. The FY2017 audit was recently completed and presented to the board. There were no errors or reportable conditions.

EXECUTIVE LIMITATIONS**ANNUAL****Asset Protection****#7****Page 14**

The President shall not acquire or dispose of assets valued over \$50,000.

CEO's Interpretation: Current Board policy requires Board approval on purchases of \$50,000 or more therefore any items appraised or valued at \$50,000 or more will be presented to the Board for action to sell or dispose. Values will be determined utilizing the best information available to the administration i.e., vendor or certified real property appraisers. It is the intent of administration to maintain a clutter free and clean campus, which on occasion may require disposal of accumulated property.

Data directly addressing the CEO's interpretation:

- The Board approved of the purchase of four apartment buildings located south of the campus to be used for student housing.

- The Board authorized several purchases of technology that exceeded \$50,000. Technology purchased included software and hardware equipment.
- In 2017, there were no property disposals of assets valued over \$50,000.

Incidental Information December 2017

Dee Wigner, Executive Vice President

Bookstore

Suzanne and Virga are busy getting ready for the spring semester 2018 rush. Implementation of a new rental program will begin with the spring semester. Titles for rental are as follows: *Biology, Business, Psychology, Sociology, Speech* and *This is Where it Ends*.

Marketing and Public Relations

Press releases and social media blasts are being sent for the gallery opening on January 5 and the Martin Luther King, Jr. Day celebration on January 15. Planning began for promotions in the spring semester. Fall 2018 ads will be in place to run starting in March.

Ads for Industrial Maintenance and Welding aired throughout December during prime time TV. The outside production of the ads made them look very professional.

A new radio schedule and a schedule for the “Broncbuster Minute” has been distributed for the spring 2018 semester. Kristi Tempel is working on setting up a booth for Higher Education Days at the Capitol on January 18. She will distribute material about GCCC programs, make baskets to give away and have promotional items on hand to distribute.

Director of Facilities

Work has been completed on the band-building remodel. Finishing touches include some cosmetic work and final cleaning to the building. Demolition is done on the old welding classroom and the old welding Lab in JCVT. Remodeling will soon begin. In addition, carpet will be replaced in Leslie Wenzel’s office and some touch up will take place in the nursing offices in Penka. College staff conducted walk-throughs during the holiday break to assure that everything was operational and running smoothly.

Print Shop

The print shop worked on December diplomas, group employee picture, and the In-service brochure. Endowment auction promotions started in December and car tickets were produced in the amount of \$25 instead of \$50. The second Broncbuster Minute was produced with the marketing department highlighting the automotive program. The video short has been posted on social media.

Training for the new managed GCCC website will soon start and with completion expected around the end of the month. Planning begins for promotions for next year’s 100th anniversary celebration, high school dual credit promotions and campus tour video. Printing production on textbooks and materials for the beginning of spring 2018 is underway.

Payroll Department

During the month of December:

- TimeClock Plus Training – Supervisors and employees of Part-time hourly for the following departments:
 - Student Services

- Assessment
- Police Department
- Work Study Supervisors
 - Football
 - Women’s Softball
 - Athletic Director
- Attended KPERS Community College Webinar for 2018 changes
- Participated on the “Work Hours Committee”
- Dallas worked over Christmas break to catch up on workload and the W-2 processing & 1095-C processing for reporting that is due by January 31.
- Pam worked some over Christmas break to be caught up on Endowment bookkeeping and some payroll processing.
- December 8 pay date – Student and Part-time; December 15 pay dates – Full-time and Adjunct Instructors.

Human Resources

The Department of Human Resources is excited to have six new hires starting in January. As part of the on-boarding process, these employees will attend New Employee Orientation on January 5. This is an opportunity for new employees to meet with individuals from different departments across campus to learn more about what they do. It also is a great chance for employees to get a better understanding of the organization mission. We are excited about these new members joining the Garden City Community College team.

IT Department

IT implemented the new server/SAN solution over the break. The student portal has been activated. The portal provides a “site” for students to receive messages, documents and calendars. In addition, Students will now have the same login and password for all GCCC accounts (BusterWeb, network and Canvas). Implementation of the employee portal will occur this spring.

Ryan J. Ruda, Vice President Instruction and Student Services

Instruction

Ryan attended the December 20, 2017 KBOR meeting to present and defend the GCCC performance agreements. The presentation to the regents was to determine the funding percentage for GCCC for this current year. After reviewing the performance agreements, the Board of Regents approved GCCC for 100% funding for this current year based upon the presentation and ability to meet the benchmarks on the indicators. This funding pertains to any new dollars allotted by the state. The report for funding is also submitted to the legislature, so having GCCC awarded at 100% level assists in that arena also. GCCC has transitioned to a new set of six indicators that will be tracked for performance agreements the next three years.

Helen Weeks has started the spring semester as a new full-time English instructor. She has served as an adjunct for GCCC and will be a welcome addition to teaching and learning.

All faculty attended in-service on Tuesday January 2, 2018. Ryan initiated the in-service with a video on technology and changes to prepare students for in higher education. Additionally,

performance agreements and updates were provided. Dr. Wes Wickwar also attended and presented information on how to handle stress in the workplace and helpful tips and strategies for stretches to assist in dealing with stress. Finally, faculty presented on written and oral communication strategies to the group at-large.

Technical Education and Workforce Development

The Tech Ed division was very busy in the fall semester. We ended the semester on a good note in many programs and on a sad note in others. (more details below) New opportunities and new potential partnerships will highlight the upcoming semester.

Here are some of the other highlights from Tech Ed and Workforce Dev:

- Fire Science program
 - *Larry Pander* was diagnosed with cancer in late November. He is currently undergoing chemo and radiation treatments daily. He has made plans for all his classes to be covered by adjunct instructors and guest speakers for several weeks. We look forward to his return sometime soon.
- Paramedic/EMT
 - The department, led by *Stacy Michelle* and *Brad Sisk*, ended the semester on a high note with their graduation ceremony on Saturday, Dec 9th. It was well attended and a very special time with those students and their families.
 - The department launched a scenario workplace education model that will be used this coming year. This is the newest and latest innovation in Paramedical education.
 - The ambulance station on campus is still in progress.
 - This department was awarded a Mary Jo Williams grant for iSimulate equipment that will be used for many purposes.
 - The renovation project on the paramedic/EMT classroom continues to move forward. We are excited to see the finished product very soon.
- Agriculture/Animal Science
 - *Dr. Clint Alexander* and the Animal Science Department will add *Skyler Glenn* as an adjunct instructor and part-time employee. This is a big addition to the program to help meet the demands of recent partnerships with USDA.
 - The U.S. Department of Agriculture is partnering with GCCC to offer several online courses for their meat inspectors across the country. This is an exciting opportunity for the college to expand its reach in this field.
 - *Cindy VenJohn* and her Ag students coordinated another successful fundraiser by partnering with Burtis Motors to “Fill a Ford” with gifts and toys for children of the Garden City area. This year’s efforts were so successful that all the donations could not fit into the large pickup.
- Criminal Justice
 - The department was able to utilize a “mini-grant” through the GCCC Endowment Association to support the purchase of a new crime scene dummy that will provide a more “realistic” body to be used in mock crime scenes.
 - The department participated in the GCHS career fair in early December. This was a success.

- Nursing
 - The Nursing department added a new full-time faculty member (Larry Jenkins) to its staff. Larry brings a wealth of knowledge and experience to this position and GCCC is lucky to have him.
 - The department was able to utilize Perkins funding to support the purchase of many new pieces of equipment – including two mannequin simulators – that will be incorporated into a variety of courses in the program.
- Allied Health
 - *Glenda Owens* developed a fully online CNA class that will support the education of high school students and community members alike. This course will be offered this spring as part of the overall program here at GCCC.
 - The department restructured its approach to offering classes to the local service area high schools. The new approach (three regions) will maximize efficiency of the current faculty and the demand of local community members who are seeking certification as a CNA.
 - In response to a request from Midwest Health, the department will begin offering CNA classes to new staff members at long-term nursing facilities across the region (including the new facilities here in Garden City). This has the potential to be a big partnership that may generate a number of new enrollments in CNA classes.
 - Congratulations to *Glenda Owens* who recently completed her Master’s Degree. Her program focused on gerontology and memory care. She will be a significant contributor to new policies and legislation regarding dementia care in the state of Kansas.
- Welding
 - Both *Devin Wackerla* and *Kurt Wenzel* will begin teaching a basic introductory welding class at Deerfield High School this semester. The class is SB155 eligible and will provide needed education in welding for many students in the school district. We are excited to begin this type of partnership and hope to expand to other schools next August.
- John Deere
 - *Greg Unger* retired/resigned his role as a faculty member in the department. He represented the college well during his time here at GCCC and he will be missed.
 - The college is entering into a closer relationship with local John Dealerships (American Implement) to provide instruction in critical areas such as harvesting systems. More details will be available in the upcoming weeks...

Marketing: A big “thank you” to Kristi Tempel, Tiffany Heit, Melody Brooks, and Amanda White in working on a variety of promotional and marketing materials for the division. One of the more exciting items was the development of two TV commercials that aired on local television stations during peak times. These commercials highlighted our welding and industrial maintenance programs. Very exciting!

Summary:

- *Dean Pfeifer* is continuing to work with the KanTRAIN grant and Perkins grants (three of them) on a variety of projects.
- The department faculty are beginning a new semester of classes and this requires a large amount of paperwork and scheduling. “All hands are on deck” with regards to the responsibilities and duties associated with beginning the semester.

Student Services

Leslie Wenzel has coordinated an ACT Prep workshop for area high school students presented by Power Prep. Cost will be \$50 and will include workshop, lunch and a parent recruiting workshop. Discounted rate is available for student who are on free/reduced meals.

Enrollment for the fall semester concluded with 2,171 students and 23,692 credit hours. The credit hours represents a 2.5% increase over last fall and the fourth consecutive fall semester that enrollment has increased in credit hours.

Health Services

December 5: “Beat the Holiday Blues” / “Magic’s Hope” : holiday depression awareness booth, students learned about depression and taking care of themselves. They were given the opportunity to make “touchstones” and interact with the therapeutic dogs from “Magic’s Hope”

Admissions

Campus visits for December 2017 was at 15.

December 2016 was at 13.

We have received 214 applications for December.

We have 7 new international students for the Spring 2018 term. Our total is now 43.

We will be present at the Hi-Plains basketball tournament January 18-20. We will have an informational table set up in lobby and will have drawings for free t-shirts and other various items.

The YouVisit virtual tour has completed the update and will be live this week.